

FTE and Hourly Rates Report

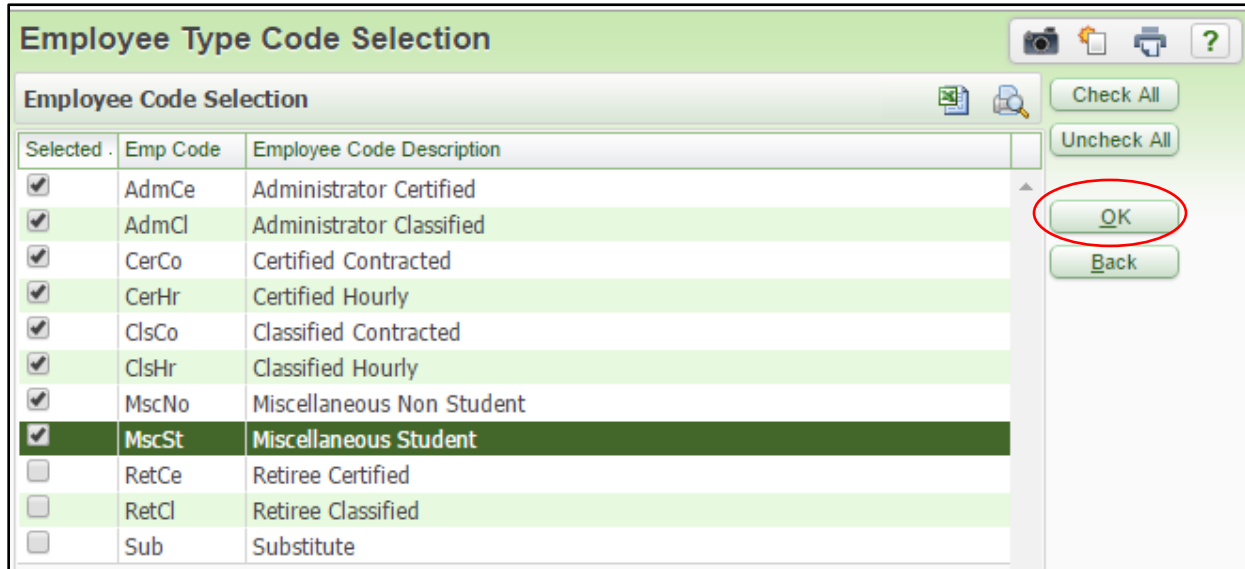
Go to the Skyward Human Resource System/Employee/JSD Employee Reports/Reports.



Click on FTE and Hourly Rates report.



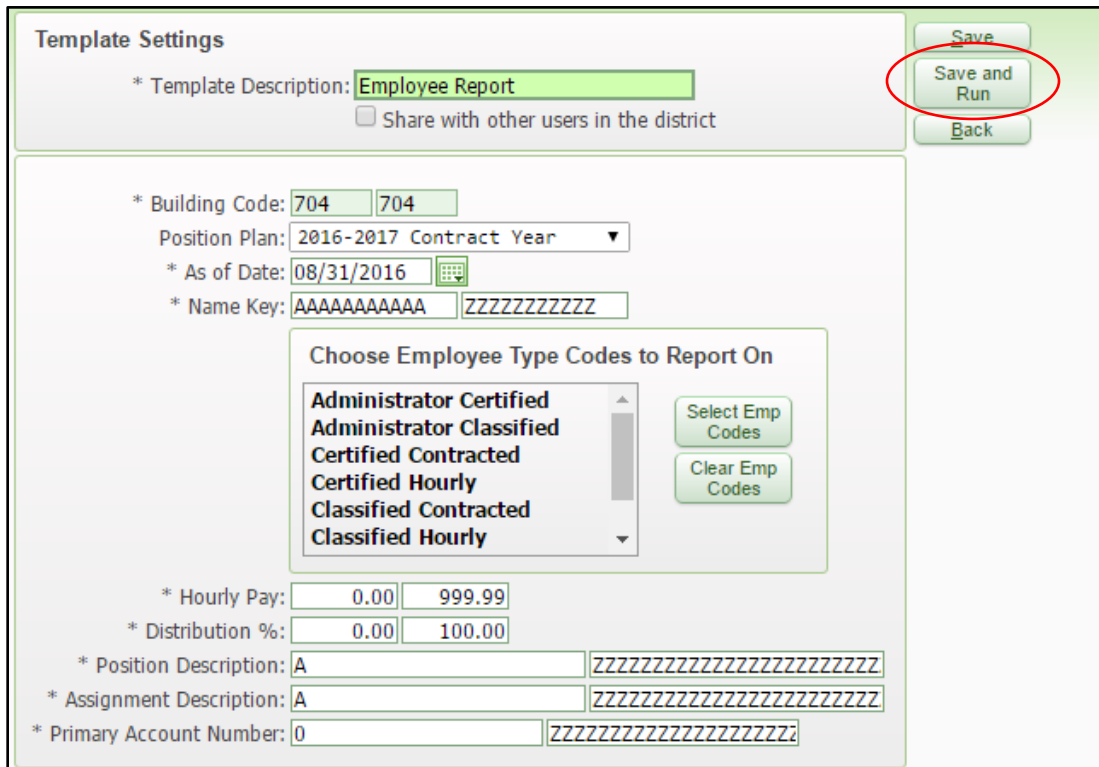
Checkmark all employee codes to run the report on. Click OK.



The screenshot shows a window titled "Employee Type Code Selection". It contains a table with columns "Selected", "Emp Code", and "Employee Code Description". The "MscSt" row is highlighted in dark green, and its "Selected" checkbox is checked. To the right of the table are buttons for "Check All", "Uncheck All", "OK", and "Back". The "OK" button is circled in red.

Selected	Emp Code	Employee Code Description
<input checked="" type="checkbox"/>	AdmCe	Administrator Certified
<input checked="" type="checkbox"/>	AdmCl	Administrator Classified
<input checked="" type="checkbox"/>	CerCo	Certified Contracted
<input checked="" type="checkbox"/>	CerHr	Certified Hourly
<input checked="" type="checkbox"/>	ClsCo	Classified Contracted
<input checked="" type="checkbox"/>	ClsHr	Classified Hourly
<input checked="" type="checkbox"/>	MscNo	Miscellaneous Non Student
<input checked="" type="checkbox"/>	MscSt	Miscellaneous Student
<input type="checkbox"/>	RetCe	Retiree Certified
<input type="checkbox"/>	RetCl	Retiree Classified
<input type="checkbox"/>	Sub	Substitute

Click Save and Run.



The screenshot shows a "Template Settings" window. The "Save and Run" button is circled in red. Below the title bar, there are several input fields and a list of employee type codes. The "Save and Run" button is located in the top right corner.

* Template Description: Share with other users in the district

* Building Code:

Position Plan:

* As of Date:

* Name Key:

Choose Employee Type Codes to Report On

- Administrator Certified
- Administrator Classified
- Certified Contracted
- Certified Hourly
- Classified Contracted
- Classified Hourly

Select Emp Codes

Clear Emp Codes

* Hourly Pay:

* Distribution %:

* Position Description:

* Assignment Description:

* Primary Account Number:

When completed, click view. Report will be an Excel spreadsheet with employees, their FTE, assignment information, hourly pay rate, primary account number and other information.

The screenshot shows a web application window titled "Employee Hourly Rates Report". At the top, there are three checkboxes: "Display My Templates" (checked), "Display Shared Templates" (unchecked), and "Display Skyward Templates" (checked). Below this is a section titled "Employee Hourly Rates Report Templates" containing a table with the following data:

Template Type ▲	Description	Created By
1) User	Employee Report	

A green dialog box titled "Request Complete" is overlaid on the table. It contains the text: "Employee Hourly Rates Report - Employee Report has finished processing." At the bottom of the dialog are two buttons: "View Report" and "Back". To the right of the table, there is a vertical column of buttons: "Run", "Add", "Edit", "Clone", "Delete", and "Back".