

Welcome

to River Valley School District

Separate presentation is available for:

Initial Logon to set up

- Class Link Launch Page
- Windows and email passwords
- Duo multi-factor authentication
- Skyward Employee Access
- Skyward Educator Access
- Email

Included in this Presentation:

School Calendar

Pay Dates

Time Cards

Skyward Employee Access

Time Off

Skyward Mobile App

Vector Training

Benefit Eligibility

Health Insurance

Health Savings Account

Flexible Spending Accounts

Dental Insurance

Vision Insurance

Short-Term Disability

Long Term Disability

AFLAC insurance

Life Insurance

Wisconsin Retirement System

Retirement Savings Options

Workplace injuries

Contact Us

School Calendar - Pay Dates - First Pay Date



[Click Here](#) for the School Year Calendar

[Click Here](#) for the 2024-25 Payroll Dates and Pay Schedule

Payday is on the 5th and the 20th each month. If this falls on a holiday or weekend, it will be the day prior.

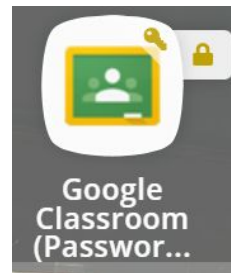
You have the option to have your checks paid in 20 pays (Sept-June=default option) or in 24 pays (Sept-Aug) Complete the [Pay Request Form](#) to make your selection.

Recording Work Time

Hourly Employees (Assistant, Kitchen Staff, Custodians, other Support Staff) record their time through a timesheet. Google Classroom Assignments or paper time sheets are used depending on your position. (Salaried staff does not use timesheets.)

You will receive an email each time a time sheet is issued to you. To alternatively access your timesheet and record your time, go to the district webpage www.rvschools.org, Staff Tools, [Classlink Launch Page](#)

Select Google Suite, then Google Classroom. Login with your email address and password. Find your class and assignment and fill in your time worked. The full **Timesheet** tutorial is available [here](#).



Payment of Contract and Wages

All employees are paid on an annual calculation of pay for the school year. This includes all holidays, non-contract non-paid days and breaks, inservice days and student contact days.

You may select to be paid over 10 months (20 pay periods September to June) or over 12 months (24 pay periods September to August)

For hourly employees:

Days of Contract x Hours per Day x Hourly Rate = Annual Pay

Annual Pay ÷ Number of Pays = Contract Pay per Pay Period.

184.5 days x 7.25 x \$15 = \$20,064.38 ÷ 24 = \$836.02 gross pay per check

For Salaried Employees:

Contract pay ÷ Number of Pays = Contract Pay per Pay Period

Skyward Employee Access

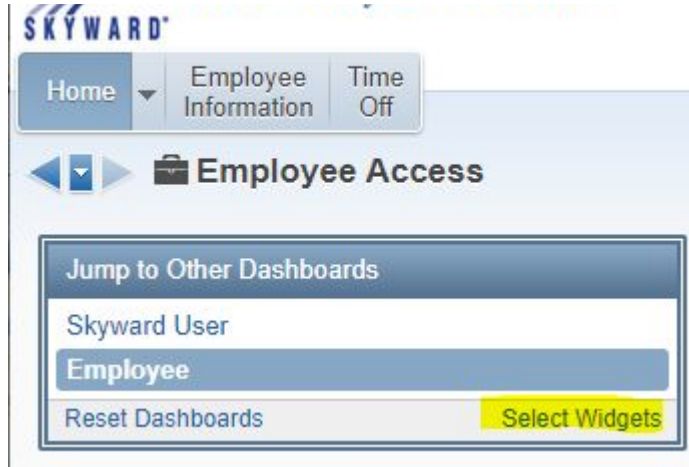
Your guide to:

- Update Personal Information, [Address or Phone](#), [Direct Deposit](#)
- [View/Print Your Check](#)
- [Request Time Off](#)
- [View W4 Information](#)
- [View/Print Your W2 and 1095C](#)

Each underlined event above contains a link to detailed instructions.



Skyward Home Screen



Click the Tabs shown to view your information in Skyward. Employee Information and Time Off are the tabs you have access to in Skyward Employee Management.

Select Your Widgets: Widgets make navigation and review easier. It is recommended to check

- Recent Programs
- My Time Off Status
- Favorites
- My Print Queue

Updating & Viewing Personal Information

The screenshot displays the Skyward HR system interface for River Valley Public Schools. The main navigation bar includes 'Home', 'Employee Information', and 'Time Off'. The 'Employee Information' section is expanded, showing a list of options: Personal Information, Calendar, Modify HR Calendar Events, Accounts Payable Payments, and Online Forms. The 'Employee Information' section is further expanded, showing a list of options: Demographic, Employee Info, Address, Personnel, Payroll, Checks, Check Estimator, W2 Information, W4 Information, 1095 Forms, Time Off Status, AP Payments, Employee Letters, Attachments, and Reports. The 'Employee Info' section is selected, showing a form for updating personal information. The form includes fields for Name (Former Name, Spouse Name), Phone (Phone 1, Phone 2), and Address (Primary/Mailing Address Conf: No). The 'Address' section is also visible, showing a form for updating address information. The 'Address' section includes a 'View History' button and a 'Request Changes' button.

You may update your address, phone, etc. in the Personal Information section. To change direct deposit information use [this form](#) and forward to HR.

Time Off Types

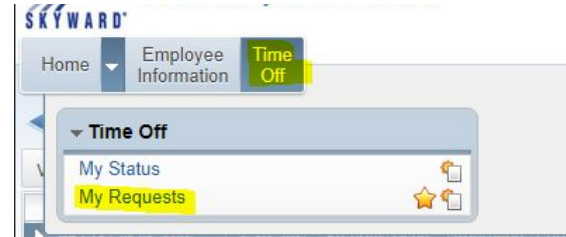
- Reimbursable Time - 12 days allotted per year with a 90 day maximum accumulation. (12 days x hours per day = total hours allocated)
- Professional Development - Pre-approval is required. Request must include name and location of training attending.
- Supervisor/Testing - Coaching, testing, etc. - on an as needed basis. Must include description of activity and be pre-approved by your supervisor.
- Dock Pay days- time off resulting in reduction of pay. This may be due to more than two consecutive days absent (see handbook for special circumstances) without doctor/administration approval, or days taken with no reimbursable time remaining. Results in loss of pay for time missed.
- Inclement weather days - Delays and early releases are paid as full days. See employee handbook for detail on delays, releases, and cancellations.

See [Employee Handbook](#) for full details on use of time off.

Time Off Entry

You can enter a Time Off Request under **My Requests** and click the **Add** button. When you add, your remaining time off appears at the top of the screen.

To view the time off available to you, click **Time Off→ My Status**. Each leave type will show Allocated, Used, Remaining, if Approved or Waiting, and Available. To request Time Off from here you can expand by clicking the triangle next to the type, and under **Pending Request**, choose **Add a Time Off Request**.



Add				
Remaining Time Off				
Time Off Code	Remaining	Approved	Waiting	Available
DOCK PAY				
PROFESSIONAL				
REIMBURSABLE TIME OFF				

My Time Off Status								
Views: General Filters: *Skyward Default								
Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available	
▶ DOCK PAY								
▶ PROFESSIONAL								
▶ REIMBURSABLE TIME (

Skyward Mobile App



The Skyward App is available for on the go connectivity. Download the App to get started. You will need to select River Valley School District (Spring Green) as your district and assign yourself a 4 digit pin number. Quick access to:

- Request Time Off
- View Checks

Vector Training

This training is assigned annually and you are given time at the beginning of the school year to complete.

<https://rvschools-wi.safeschools.com/>

Login User Name: is the same user name you use to log in to the district computer

No Password is needed

There is no need to print or forward any completion certification to Human Resources. Your completion is automatically recorded in the module.

River Valley School District Benefits

Benefit Eligibility

Must be full-time 6 hours a day or more (benefit rates are prorated if less than 7 hours per day)

Must be a permanent staff member

Enrollment for some benefits must take place within 30 days of hire, or require a qualifying event to enroll.

Premium changes will occur in July (life insurance) or September (most other benefits)



Quartz®

[illegible]

In Network = Most Area Providers, UW System. Log into mychart to find a covered provider.

Health Savings Account - with [HSA Bank](#)

A Health Savings Account (HSA) is a tax-advantaged savings account that allows you to save money on qualified medical expenses.

The school district will make a contribution to your Health Savings Account if you are enrolled in our health insurance plan. The amount may vary each year.

- For 2024-25, the district will contribute \$1,250 for a single plan and \$2,500 for a family plan.

[Health Savings Account Contribution Form](#) - You may choose to contribute additional funds through payroll to your HSA. You may change your contribution at any time throughout the year.

[Health Savings Account Limits](#) - Each year the IRS sets a maximum allowable contribution amount to your health savings account. The maximum includes your contribution and the district contributions. [IRS Publication 502](#) states what qualifying expenses you may use your Health Savings Account for.

Dental Insurance

2024-25 Rates



Single Plan - \$1.28/Check - \$2.56/month

Family Plan - \$3.30/Check - \$6.60/month

Diagnostic and Preventive Procedures covered 100%

[Click Here](#) for the Plan Overview

\$1,000 annual maximum

\$1,500 lifetime maximum for orthodontic care

Vision Insurance

2024-25 Rates



Single Plan: \$0.18/check - \$0.36/month

Family Plan: \$0.44/check - \$0.89/month

Frame/Contact Allowance: \$200/\$200, then discount off balance

Frequency: 1 x every 12 months for lenses / frames or contacts

Eye exams not covered. Eye exams ARE covered by our Quartz Health Insurance and apply to your deductible.

[Click Here](#) for the Vision Plan Overview and In Network Provider Information

Short Term Disability

Optional Employee paid coverage

Benefits payable on the first day accident and third day illness. Maternity leave does qualify. The benefit can be payable in conjunction with sick leave.

No evidence of insurability is needed for coverage of \$301 or less and applied for within 30 days of start date of employment. (Weekly Benefit cannot exceed 66-2/3% of annual salary divided by 52)

[Click Here](#) for Short Term Disability Plan Information



Long Term Disability

For all eligible full-time employees this is a 100% district paid benefit and eligible staff are automatically enrolled.

This covers employees after 60 consecutive calendar days of missed work at 90% of their income.

Flexible Spending Accounts

A Flexible Spending Account (FSA) is a tax-advantaged account that allows employees to set aside pre-tax money from their paycheck to pay for eligible expenses.

River Valley's FSA is only available for dependant care. Employees may contribute up to the maximum of \$5,000 pre-tax for dependant care expenses. There is no employer contribution.

[Click Here](#) for More Flexible Spending Account Information

Wisconsin Retirement System

Eligibility - Those eligible are automatically enrolled, this is not optional. Employees working 880 hours for teachers and educational support staff are eligible for WRS enrollment.

2024 Rates - 6.9% Employee contribution / 6.9% Employer contribution

[Variable, core/fixed](#)

[Additional Contributions](#)

[Beneficiaries](#)

[Click Here](#) for More WRS Information

Life Insurance

Staff who are WRS eligible are also eligible to enroll in the Life Insurance Coverage.

Enrollment is permitted at any time, however initial eligibility (within first 30 days of start of employment) is the only time you can enroll without evidence of insurability.

Rates are based off of your annual WRS earnings and your age.

[Click Here](#) for Life Insurance Rate and Plan Information

Additional Retirement Savings Options

[Here](#) is a list of annuities companies we currently work with

Once you have worked with your financial representative to set up your account:

- [Click here](#) to elect to indicate the funds you wish to contribute

Accident Insurance



Accident Insurance through Aflac is available for purchase for all district staff

Coverage may include their immediate family members and plan riders are also available for purchase

If interested in enrolling contact Human Resources for Aflac contact information.

Workplace Injuries

If injured at work you must contact Human Resources immediately and call the EMC OnCall Nurse within 24 hours of the injury.

[OnCall Nurse](#) Phone: 844-322-4668

[Injury Reporting Form](#)



Benefit Enrollment Forms - At a Glance

- ❑ **Medical** Enroll or Decline - form must be returned regardless of enrollment
- ❑ **Dental** Enroll or Decline - Delta Dental
- ❑ **Vision** Enroll or Decline - Delta Vision
- ❑ **Flexible Spending** Enroll or Decline - Diversified Benefits Services
- ❑ **AFLAC** Enroll or Decline
- ❑ **Short Term Disability** Enroll or Decline - Madison National Life
- ❑ **Life Insurance** - Enroll or Decline - Securian Life

All forms are available in paper form from Human Resources.

Business Office/Human Resources

Contact Information

Loren Glasbrenner	lglasbrenner@rvschools.org	Ext 8001	District Administrator, Curriculum
Paula Wedige	pweidge@rvschools.org	Ext 8004	School Board and District Administrator Support Open Enrollment
Brian Krey	bkrey@rvschools.org	Ext 8003	Business Manager, Human Resources, Benefits, FMLA & Licensing
Julie Kuhse	jkuhse@rvschools.org	Ext 8009	Human Resources Support, Payroll, Timesheets, Time off, Frontline & Skyward
Gwen Gorman	ggorman@rvschools.org	Ext 8005	Purchasing, Supplies

Congratulations!

We are excited to have you join the River Valley School District team.

Please reach out to us if we can assist you in any way, or answer any questions.

You are a valuable member of our team and we want to provide you with all the tools you need for a successful school year. We are just a phone call or email away!

Have a great year!