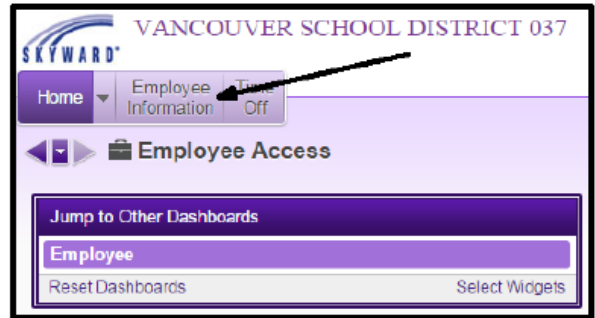




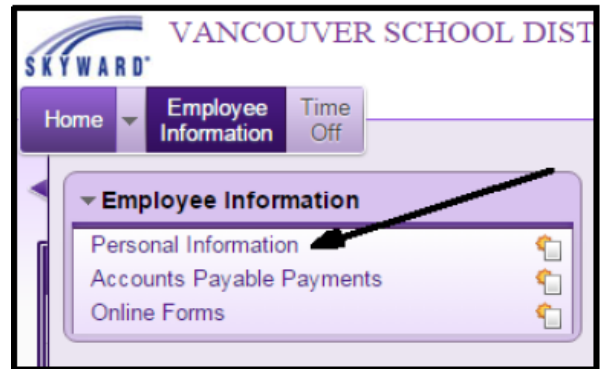
Per Diem Rate

Directions to view per diem rate in Skyward

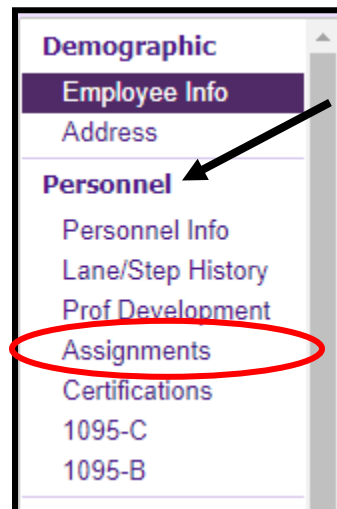
1. Login to Skyward
2. Click on the **Employee Information** tab at the top of your page.



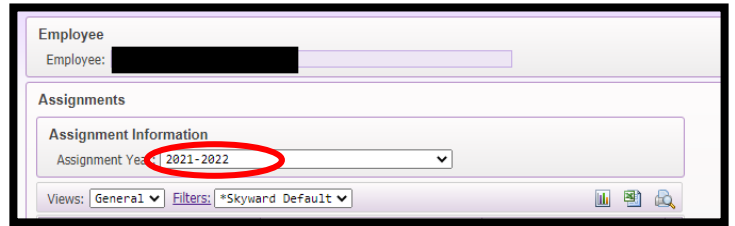
3. Then select **Personal Information** which will open up your view to the next step.



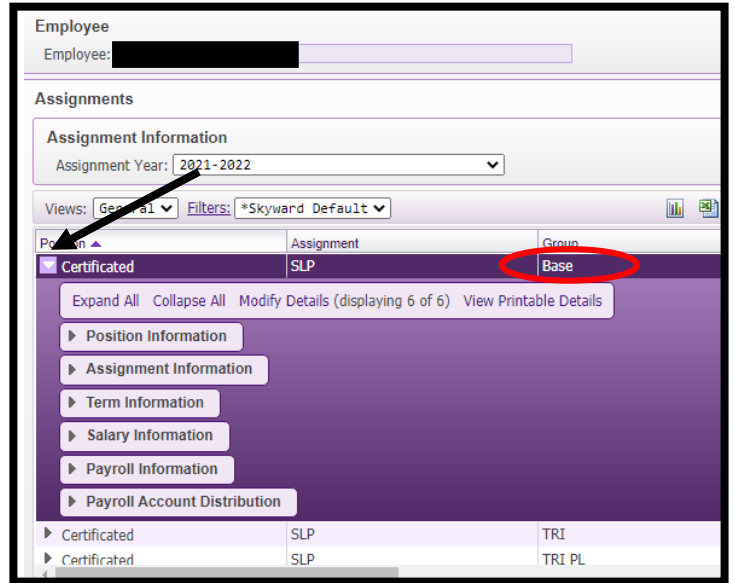
4. Under Personnel, select **Assignments** tab.



- Under Assignment Year, select current school year from drop down menu.



- Click on the arrow next to group **Base**.



- Click on the arrow next to **Payroll Information** and your per diem rate will be listed under **"Hourly Rate"**.

