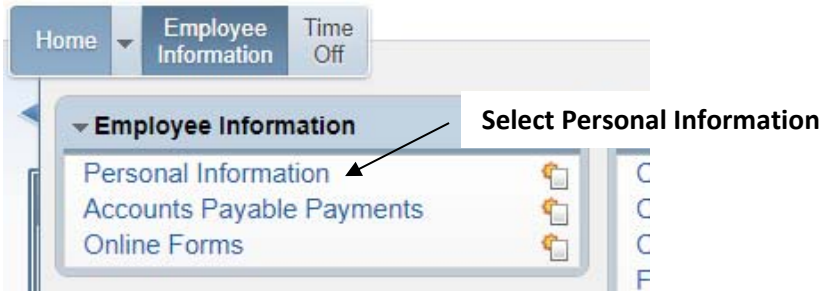


## Employee Access – How to View Hourly Per Diem Rates

Employees can view their hourly rate in Employee Access by following these steps:

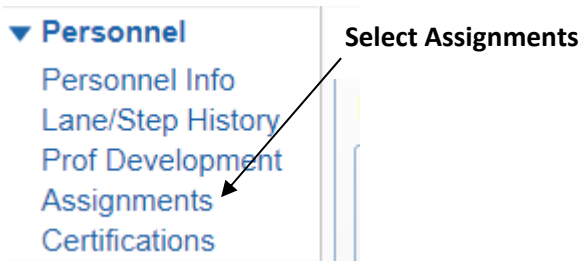
1. Click on the Employee Information tab at the top of your page. Then select Personal Information which will open up your view for Step 2.



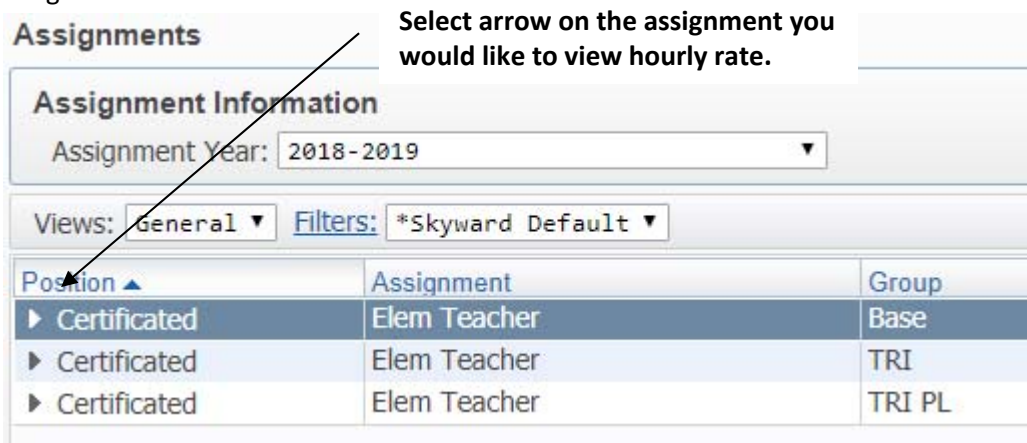
2. Click on the arrow next to Personnel to allow viewing of the Assignments tab shown in Step 3.



3. Once Assignments has been selected you will be able to view current assignment(s).



4. Select your base assignment, by selecting the appropriate arrow on the left next to the Position column. If you scroll to the right, base is indicated under the group column. This will open up the viewing area where the payroll information is housed for the selected assignment.



5. The final step to view your hourly rate is to click on the arrow next to payroll information. This will open the screen where your hourly rate is posted.

**Assignment Information**  
Assignment Year: 2018-2019

Views: General Filters: \*Skyward Default

Position	Assignment	Group
Certificated	Elem Teacher	Base

Expand All Collapse All Mod View Printable Det

- ▶ Position Information
- ▶ Assignment Information
- ▶ Term Information
- ▶ Salary Information
- ▶ Payroll Information
- ▶ Payroll Account Distribution

- 6.

**Payroll Information**

Pay Code: BASIC	Frequency: M
Supervisor:	Contract Signed:
Pay Start: 09/01/2018	Pay Stop: 08/31/2019
Contract: 56,868.00	% Per Pay Period: 4,739.00
Daily Rate: 315.93	Hourly Rate: 39.49
Hours Per Year: 1,440	Minutes Per Year: 0

Your hourly per diem rate for supplemental contracts.