

Waunakee Community School District EMPLOYEE ACCESS

DIRECTIONS TO VIEW DETAILED TEACHER POINTS

To see a running total of your earned points, please follow these instructions:

Log in to [Employee Access](#)

Click on **Employee Information** (Tab at Top)

Click on **Personal Information** (in the drop-down menu)

Click on **Points Information** (under Custom Forms-left menu)

Your Points information will display. Click on the **Excel icon** (page w/ green X at top right)

WAUNAKEE COMMUNITY SCHOOL DISTRICT

Account Preferences Exit ?

Home Employee Information Time Off Online Open Enrollment

Personal Information

Demographic Personnel Payroll Time Off Status Sub Transactions AP Payments Employee Letters Custom Forms Emergency Contact Info Payroll Election Points Information

Employee: []

Points Information

Views: General Filters: *Skyward Default

Date	Points Source	Points Applied	Points Earned	Description
08/18/1999	45 - Outside experience	1,000.00	1,000.00	
11/05/1999	25 - Inservice	2.00	2.00	
02/01/2000	30 - Professional growth	105.00	105.00	
03/13/2000	40 - Local experience	400.00	400.00	
03/24/2000	25 - Inservice	2.00	2.00	
03/24/2000	25 - Inservice	2.00	2.00	
08/31/2000	25 - Inservice	14.00	14.00	
12/12/2000	25 - Inservice	1.00	1.00	

Export to CSV
Export to Excel
Export to Excel (xlsx)
Export to Open Office

Export

** Try CSV if you are having problems with the file opening in Excel or Open Office **

A small menu will display. Click on option **Export to Excel**. Click on **Export**.

A dialogue box will display:

Request Queued

Export Data: Personal Information

Queued Time: 00:00:04

Order in Queue Waiting List: 1

My Print Queue Back

And will change to Request Complete. Click on **Download Export File**.

Request Complete

Export Data: Personal Information has finished processing.

Download Export File Back

If the excel file does not open automatically, the file may appear at the bottom of the screen. **Double Click to Open it.**

12/07/2001 25 - Inservice 1.00 1.00 12/07/2001

1000 52 records displayed Date: []

browse (10).xls

Show all downloads

