



Texas Skyward User Group Conference

Service Records - Using Employee Letters

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TX – 7P- Service Records - Using Employee Letters



This session will demonstrate how to extract the Texas Service Records and print using both the traditional format and Employee Letters.

- Service Record Extract
- Print service record using the “Traditional” format
- Print service record using “Employee Letters” format

This is an example of the “Traditional” Service Record.

Abbotocr, Audra G TEACHER SERVICE RECORD

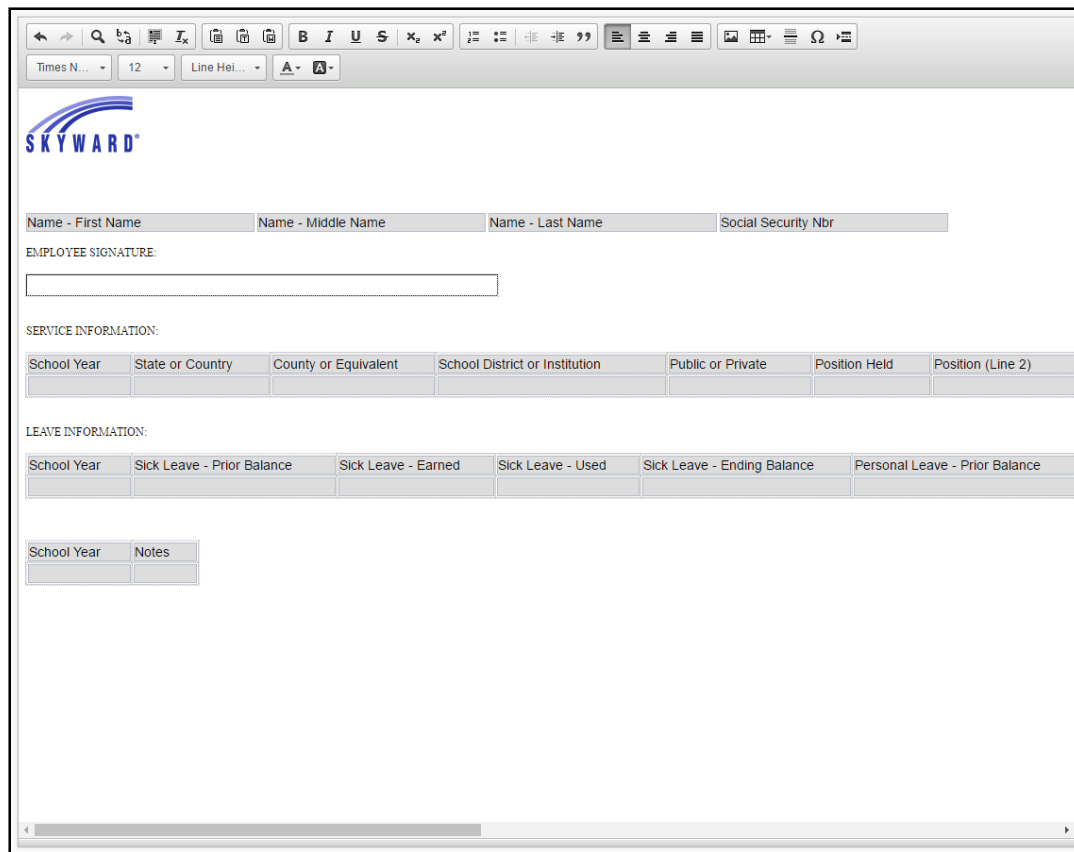
123-40-1267

SIGNATURE OF TEACHER

1	2	3	4	5	6	7	8	9	10	11	12				13
Schl.	State Or C'try	County Or Equivalent	School District Or Institution	Public Or Private	Posit Held	Yrs. of Exp.	% of Day Emp.	No. Days Emp.	Indicate if Full Semester	Dates of Service From To	(a) State Sick Leave Program				(b) State Personal Leave Program
Year											Prior Balance	Earned	Used	Ending Balance	Authorized Signature
13-14	TX	County (237)	Skyward ISD	Public		0	0	0.0			(a)	0.00	0.00	0.00	0.00
											(b)	0.00	5.00	0.00	5.00
14-15	TX	County (237)	Skyward ISD	Public		0	0	0.0			(a)	0.00	0.00	0.00	0.00
											(b)	5.00	5.00	1.00	9.00
15-16	TX	County (237)	Skyward ISD	Public		1	80	176.0			(a)	0.00	0.00	0.00	0.00
											(b)	9.00	5.00	0.00	14.00
17-18	TX	County (237)	Skyward ISD	Public		3	80	176.0			(a)	0.00	0.00	0.00	0.00
											(b)	14.00	0.00	0.00	14.00

To print the Service Record using Employee Letters you must first create the layout for the Employee Letter.

* See Supplemental Handout for layout specs and fields to select.



The screenshot shows a web browser window displaying a form for creating an Employee Letter layout. The form includes the following sections:

- Header:** SKYWARD logo.
- Personal Information:**

Name - First Name	Name - Middle Name	Name - Last Name	Social Security Nbr
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- EMPLOYEE SIGNATURE:**

<input type="text"/>

- SERVICE INFORMATION:**

School Year	State or Country	County or Equivalent	School District or Institution	Public or Private	Position Held	Position (Line 2)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- LEAVE INFORMATION:**

School Year	Sick Leave - Prior Balance	Sick Leave - Earned	Sick Leave - Used	Sick Leave - Ending Balance	Personal Leave - Prior Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Notes:**

School Year	Notes
<input type="text"/>	<input type="text"/>

This is an example of the Service Record using Employee Letters.

Johanne P Ackerleyscr 123-40-3059

EMPLOYEE SIGNATURE:

SERVICE INFORMATION:

School Year	State or Country	County or Equivalent	School District or Institution	Public or Private	Position Held	Position (Line 2)	Years of Experience	Percent Day Employed	Number of Days Employed	Indicate if a full semester	Dates of Service From	Dates of Service To	Authorized Signature, Title, Official Stamp
2017	TX	County (237)	Skyward ISD	Public	FOOD SERVICES	NUTRITIONIST - SUPERVISOR	4	100	226.00		07/03/17	06/29/18	
2015	TX	County (237)	Skyward ISD	Public	FOOD SERVICES	NUTRITIONIST - SUPERVISOR	2	100	226.00		07/01/15	06/30/16	
2014	TX	County (237)	Skyward ISD	Public	FOOD SERVICES	NUTRITIONIST - SUPERVISOR	1	100	226.00		07/07/14	06/19/15	
2013	TX	County (237)	Skyward ISD	Public	FOOD SERVICES	NUTRITIONIST - SUPERVISOR	0	100	226.00		07/08/13	06/27/14	

LEAVE INFORMATION:

School Year	Sick Leave - Prior Balance	Sick Leave - Earned	Sick Leave - Used	Sick Leave - Ending Balance	Personal Leave - Prior Balance	Personal Leave - Earned	Personal Leave - Used	Personal Leave - Ending Balance
2017	0.00	0.00	0.00	0.00	12.00	0.00	0.00	12.00
2015	0.00	0.00	0.00	0.00	7.00	5.00	0.00	12.00
2014	0.00	0.00	0.00	0.00	5.00	5.00	3.00	7.00
2013	0.00	0.00	0.00	0.00	0.00	10.00	5.00	5.00

School Year	Notes
2017	
2015	
2014	
2013	



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THANK YOU FOR ATTENDING!

