

How to print TPAS Information

- 1) Log into Employee Access.
- 2) If you have access to Skyward Finance Management or Human Resources, select “Employee Access” under “Jump to other Systems”.

The screenshot shows the Skyward Human Resources dashboard. The top navigation bar includes Home, Employee Administration, Payroll, Time Off, Substitute Tracking, Insurance Tracking, TrueTime, Federal/State Reporting, and Custom Reports. The main content area is divided into several sections: 'Jump to Other Dashboards' (with 'Training Database' highlighted), 'Favorites' (listing Human Resources, Custom Forms, and Edit Favorites), 'RSS Feeds' (with several news items), 'Jump to Other Systems' (with 'Employee Access' highlighted in a red box and an orange arrow pointing to it), and 'My Employee's Time Off Per Week' (a bar chart showing requests from 1/17 to 1/23).

- 3) Once you are in “Employee Access”, choose the “Employee Information” tab.

The screenshot shows the Skyward Employee Access dashboard. The top navigation bar includes Home, Employee Information, Time Off, True Time, FastTrack Open Positions, and FastTrack Screener. The main content area is divided into several sections: 'Jump to Other Dashboards' (with 'Training Database' highlighted), 'Favorites' (listing Human Resources, Custom Forms, and Edit Favorites), 'RSS Feeds' (with several news items), 'Jump to Other Systems' (with 'Employee Access' highlighted in a red box and an orange arrow pointing to it), and 'My Employee's Time Off Per Week' (a bar chart showing requests from 1/17 to 1/23).

- 4) Select “Personal Information” from the options provided.

The screenshot shows the Skyward Employee Access dashboard with the 'Employee Information' dropdown menu open. The 'Personal Information' option is highlighted with a red box and an orange arrow. The dropdown menu lists several options: Personal Information, Calendar, Modify HR Calendar Events, Accounts Payable Payments, Online Forms, Check History, Check Estimator, Calendar Year-to-Date, Fiscal Year-to-Date, Direct Deposit Information, W2 Information, W4 Information, and 1095 Forms.

5) Scroll down until you see “Custom Forms” on the left column of the screen.

Click on “Evaluation”.

The screenshot shows the Skyward HR system interface for St Lucie County Schools. The user is logged in as James Dunn. The main content area displays the 'Employee Information' form for employee DUNN JAMES THOMAS. The form includes sections for Name, Phone, and Race and Ethnicity. On the left sidebar, the 'Custom Forms' menu item is highlighted with a red box, and an arrow points to the 'Evaluation' sub-item.

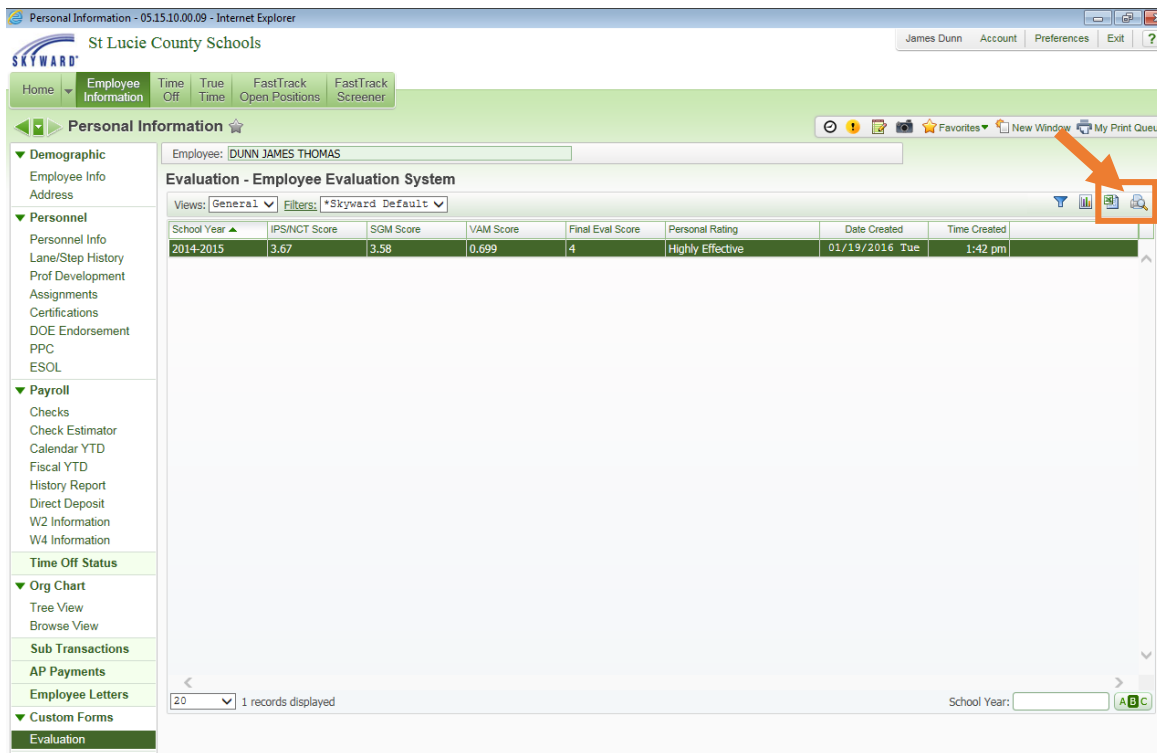
6) Your TPAS information is displayed here.

The screenshot shows the Skyward HR system interface for St Lucie County Schools. The user is logged in as James Dunn. The main content area displays the 'Evaluation - Employee Evaluation System' table for employee DUNN JAMES THOMAS. The table shows evaluation data for the 2014-2015 school year.

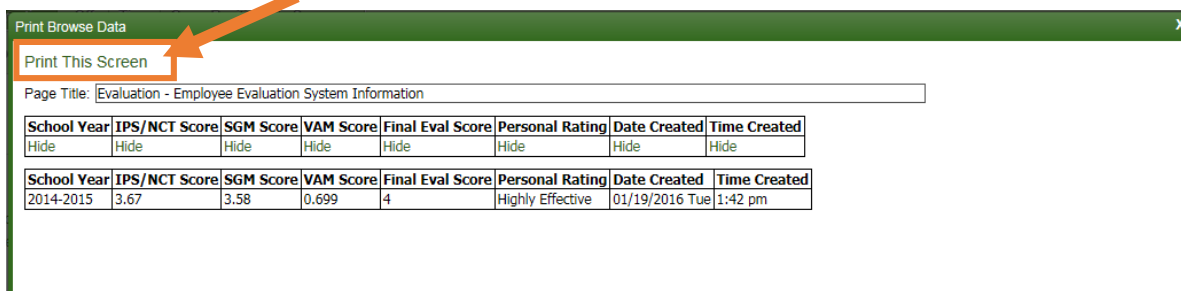
School Year	IPSNCT Score	SIGM Score	VAM Score	Final Eval Score	Personal Rating	Date Created	Time Created
2014-2015	3.67	3.58	0.699	4	Highly Effective	01/19/2016 Tue	1:42 pm

20 records displayed

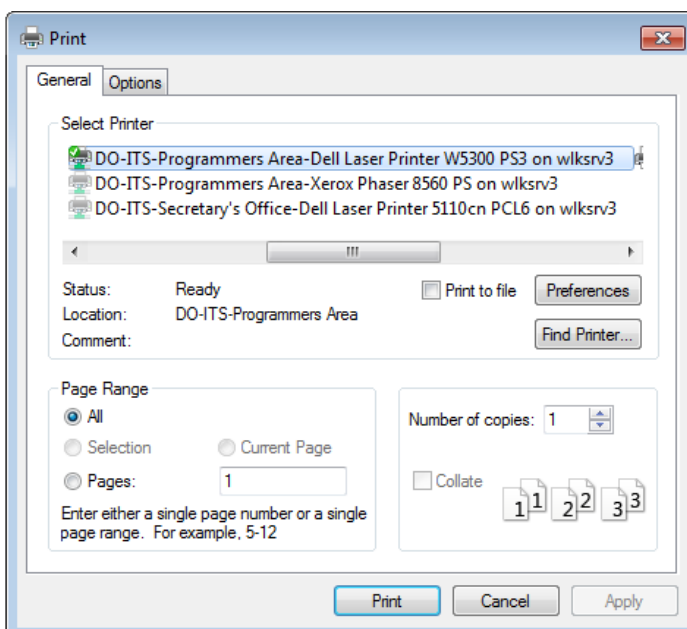
7) To print your TPAS Information, select the printer icon on the right, just above the TPAS data.



8) A new screen will display. Click on "Print This Screen".



9) Choose your printer and print as you normally would.



10) Below is a display of how the print out will appear.

School Year	IPS/NCT Score	SGM Score	VAM Score	Final Eval Score	Personal Rating	Date Created	Time Created
2014-2015	3.67	3.58	0.699	4	Highly Effective	01/19/2016 Tue	1:42 pm

11) When you are finished printing, click the “X” in the top right corner of the screen to close the screen and return to Employee Access.

Personal Information - 05.15.10.00.09 - Internet Explorer

St Lucie County Schools

Print Browse Data

Print This Screen

Page Title: Evaluation - Employee Evaluation System Information

School Year	IPS/NCT Score	SGM Score	VAM Score	Final Eval Score	Personal Rating	Date Created	Time Created
2014-2015	3.67	3.58	0.699	4	Highly Effective	01/19/2016 Tue	1:42 pm