

SchoolFront

The Baldwinsville Central School District uses the SchoolFront software to submit digital forms (Process Forms), sign for Board of Education Letters / Salary Notices, and apply for internal job postings.

Submit Process Forms

Process Forms are the district's digital forms. The digital forms are generated, signed and automatically stored in your individual personnel folders.

Process Forms \ Available Forms

In the Available Forms grid, click on the link for the form you would like to submit.

Available Forms
Employee Forms Access
[2022 Form IT-2104 - Form IT-2104 \(2022\) State Income Tax Withholding](#)
[2022 Form W-4 - IRS Form W-4 Form \(2022\)- Federal Income Tax Withholding](#)
[Athletic Claim Form - Physical Education and Athletic Claim Form](#)
[Direct Deposit Payroll Form - For existing staff members](#)
[Leave Request Form - Complete this leave request form to notify supervisor of an absence. This is not for CSEA employee use.](#)

In the Initiate popup window, you will enter the relevant information for the form. Required fields will have an asterisk next to them.

Initiate
1 Selected Item(s)
2022 Form W-4

Step 1: Enter Personal Information

Enter Social Security Number*

Select Withholding Type*
 Single or Married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Step 2: Multiple Jobs or Spouse Works

(c) If there are only two jobs total, you may check this box. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld

Step 3: Claim Dependents

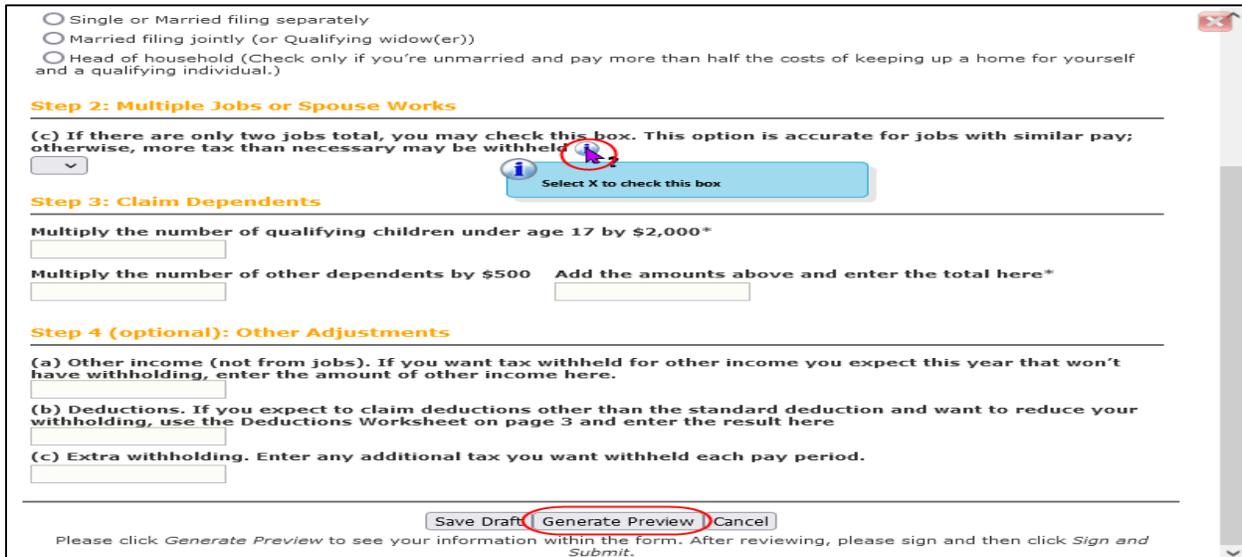
Multiply the number of qualifying children under age 17 by \$2,000*

Multiply the number of other dependents by \$500 **Add the amounts above and enter the total here***

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't

Complete the necessary fields. You can use your tab key or mouse to advance through the form. You will be typing in information or using the dropdown menus for option lists, radio buttons and calendars. If you place your mouse over the information icon  a field description will pop up. Once completed, click on Generate Preview button.



Single or Married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Step 2: Multiple Jobs or Spouse Works

(c) If there are only two jobs total, you may check this box. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

Select X to check this box

Step 3: Claim Dependents

Multiply the number of qualifying children under age 17 by \$2,000*

Multiply the number of other dependents by \$500 Add the amounts above and enter the total here*

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here.

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here

(c) Extra withholding. Enter any additional tax you want withheld each pay period.

Save Draft Generate Preview Cancel

Please click *Generate Preview* to see your information within the form. After reviewing, please sign and then click *Sign and Submit*.

If a required field is missed, you will receive a message at the top of the Initiate form window, listing the required fields in red. Once you have completed the required fields you will then be able to Generate Preview.

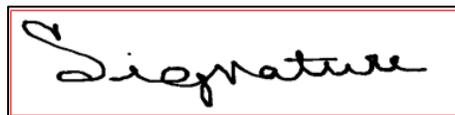


Initiate

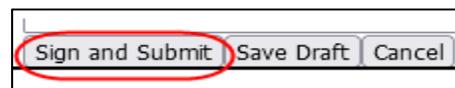
1 Selected Item(s)
Please correct the following:
• Please enter a value for Withholding Type

2022 W-4 Form - Employee

An Approve Form popup window will open, once you have reviewed the information on the form you will use your mouse to sign in the red box.



Then click on the Sign and Submit button at the bottom of the screen.



Sign and Submit Save Draft Cancel

Sign for a Board of Education Letter / Salary Notice

To access a BOE Letter or Salary Notice for your signature, you will click on the Process link from your SchoolFront Dashboard in the Items Requiring your Attention section.



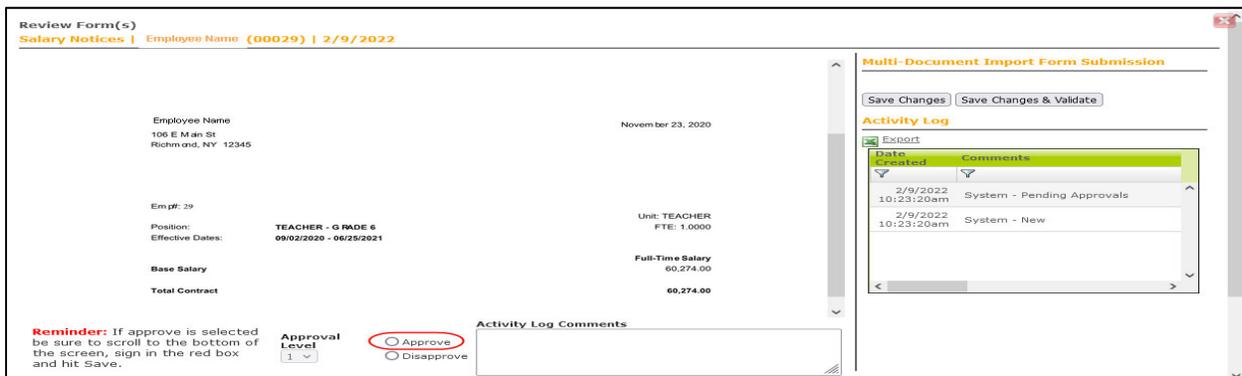
This link will take you to the Forms Pending My Approval Management grid. Click on the magnifying glass  next to your name to open the form for review.



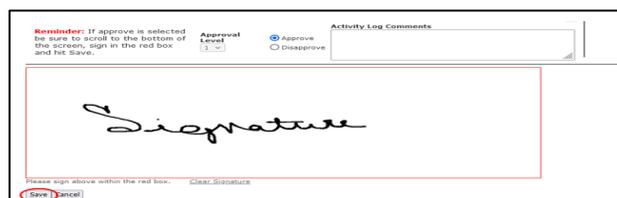
In the bottom section of the grid, click on the Review link in the Details tab.



The Review Form(s) window will open. Once you have reviewed the BOE letter or Salary Notice you will need to select the radio button Approve at the bottom of the screen.



Using the outermost scroll bar, scroll to the bottom of the form. You will use your mouse to sign your name in the red box, then click on Save.



Apply for an Internal Job Posting

To access an internal job posting from your SchoolFront Dashboard click on the View link in the Items Requiring your Attention section.



The Available Internal Job Postings grid will open. You will click on the Apply link next to the Job Title to view the posting.



The Internal Job Posting Application screen will open. Please read the Job Information.



Scroll to the bottom of the screen and in the Required Files section you will need to upload your Cover Letter. Click on the Browse button and locate the file on your computer. Once you have uploaded the file you will then click on, Submit Application.



How to View a Completed Form

You are able to view forms that you have approved.

Process Forms \ Forms I Approved

The Forms I Approved Management grid will open. To view a form, click on the magnifying glass in front of the Process Form Name.

Forms I Approved Management				
PDF Package ✖ Delete 📄 Export ✔ No saved searches ⌵ 👤 ✖ No saved layouts ⌵ 🔍				
		Name	Process Form Name	Status Name
<input type="checkbox"/>	🔍	Your Name	Direct Deposit - Changes	Pending Approval(s)
<input type="checkbox"/>	🔍	Your Name	2022 W-4 Form - Employee	Completed
<input type="checkbox"/>	🔍	Your Name	Salary Notices	Completed

In the bottom pane of the screen, the Details tab will open for that form. Click on the View Form link to open the form.

Details	Activities	Eligible Approvers
📄 View Form 📄 PDF		
Name Rose, Karen D	Pay Type	
Process Form Name Salary Notices	Process Form Status Name Completed	

To print or save the form you can click on the PDF link. The Opening Form_Download.pdf popup box will open. You will select what you would like to do with the file.

Details	Activities	Eligible Approvers
📄 View Form 📄 PDF		
Name Rose, Karen D	Pay Type	
Process Form Name Salary Notices	Process Form Status Name Completed	

Opening Form_Download.pdf

You have chosen to open:

📄 **Form_Download.pdf**
which is: Portable Document Format (PDF) (71.3 KB)
from: <https://app.schoolfront.com>

What should Firefox do with this file?

Open with Firefox

Open with Foxit PDF Reader 11.0 (default)

Save File

OK Cancel