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 Withhholding
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.

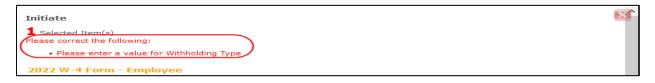
In the Initiate popup window, you will enter the relevant information for the form. Required fields will have an asterisk next to them.

Initiate	×
Selected Item(s)	
2022 Form W-4	
Step 1: Enter Personal Information	
Enter Social Security Number*	
Select Withholding Type*	
O Single or Married filing separately	
O Married filing jointly (or Qualifying widow(er))	
\bigcirc 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 (i)	
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	

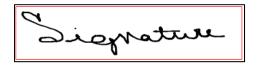
Complete the necessary fields. You can use your tab key or mouse to advance through the form. You will be typing in information or using the dropdown menus for option lists, radio buttons and calendars. If you place your mouse over the information icon ⁽¹⁾ a field description will pop up. Once completed, click on Generate Preview button.

Single or Married filing separately Married filing jointly (or Qualifying widow(er)) A dead of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself Step 2: Multiple Jobs or Spouse Works Step 2: Multiple Jobs or Spouse Works Step 3: Claim Dependents 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 Gai Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withhelding, use the Deductions Worksheet on page 3 and enter the result here Description of the dependent and the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here Ease Draft Generate Preview Cancel Please click Generate Preview to see your information withhold here from after reviewing, please sign and then click Sign and Signature Signa		
Head of household. Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself default provide and a qualifying individual.	O Single or Married filing separately	×
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(c) Extra withholding. Enter any additional tax you want withheld each pay period.		
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Please click Generate Preview to see your information within the form. After reviewing, please sign and then click Sign and		_
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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.



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 for a Board of Education Letter / Salary Notice

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

Wed, February 9 Human Resources Process Forms			Bville	Baldwinsville	istrict
Recruiting			Items Requiring your Attention		Upcoming Deadlines
Baldwinsville CSD	Date	Туре	Status		No Upcoming Deadlines
2021-2022 Personal Profile Only <u>Change Role</u>	02/09/2022	Process Forms	1 Form(s) Pending Review	Process	
SchoolFront					
Version 12.2 © 2000 - 2022					

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

Forms Pending My Approval Management							
Change Status 🚔 PDF Package	🗙 <u>Delete</u> 🛋 <u>Multi Review</u> 📷	Export 🗹 No saved searches 🗸	H 💊 No sav	ed layouts 🗸	Send		
Notification(s)							
Name	Process Form Name	Status Name	Required Approvals	Approval Level	Remaining Approvals		
	\bigtriangledown	8	\bigtriangledown	\bigtriangledown	\bigtriangledown		
Employee Name	Salary Notices	Pending Approval(s)	1	0	1		

In the bottom section of the grid, click on the <u>Review</u> link in the Details tab.

Details Activities	Eligible App	rovers		
📑 <u>View Form</u>	🔿 PDF 🥥	< Review		
Name		Pay Type	Approval Level	Process Category Name
Employee Name			0	Multi-Document Import
Process Form Na Salary Notices	ame	Process Form Status Name Pending Approval(s)		

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.

Review Form(s)				1	×^
Salary Notices	Employee Name (O	0029) 2/9/2022			
				Multi-Document Import Form Submission	
	Employee Name			Save Changes Save Changes & Validate	
	106 E Main St Richmand, NY 12345		Novem ber 23, 2020	Expert	
				Created Comments V V 2/9/2022 System - Pending Approvals	
	Em p#: 29			10125120am	
	Position: Effective Dates:	TEACHER - G RADE 6 09/02/2020 - 06/25/2021	Unit: TEACHER FTE: 1.0000	10:23:20am System - New	
			Full-Time Salary		
	Base Salary		60,274.00	~	
	Total Contract		60,274.00	< >	
Reminder: If ap be sure to scrol the screen, sign and hit Save.	pprove is selected I to the bottom of a in the red box	Approval Level O Approve	Activity Log Comments	~	K

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.

	Reminder: If approve is selected be sure to scroll to the bottom of the screen, sign in the red box and hit Save.	Approval Level	 Approve Disapprove 	Activity Log Comments	, and
	Sold Barrier	2810	م ىر ئ ى	м_	
<	Please sign above within the red box. 5	Clear Signature			

Apply for an Internal Job Posting

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

Wed, February 9 Students Staff	Byile Baldwinsville central school district
Courses	Items Requiring your Attention Upcoming Deadlines
Families	
Report Cards	Date Type Status No Upcoming Deadlines
Calendar	02/09/2022 Internal Job Postings 11 Active Internal Job Postings Created in the Last 10 Days View
Student Attendance	
Announcements	
Communication	
Student Test Scores	
ALC: 10 10 10 10 10 10 10 10 10 10 10 10 10	

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

-				
	Available Internal Job Posting	No saved layouts 💙 🔥	Date Applied	Pay Scale
L				
L	~	7	~	\bigtriangledown
	Baker High School 2022	Baker High School Extra Duty Assignments as listed and posted internally. Please prepare one (1) cover letter expressing interest in the activity (activities) that you are interested in. You will be requested to click on the Apply link and upload the cover letter.	Î	Extra Duty Pay Scale as
	2023 Extra Duty Assignments	Activity 2022 / 2023 Contract	f	stated
		Yearbook Advisor \$5,533.00		
		Student Council \$5,533.00 Advisor	~	

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

Internal J Job Infor	ob Posting Application			×		
Job Title Pay Scale Baker High School 2022 2023 Extra Duty Assignments Extra Duty Pay Scale as stated Job Category Job Location Job Description Baker High School Baker High School Extra Duty Assignments as listed and posted internally. Please prepare one (1) cover Ietter expressing interest in the activity (activities) that you are interested in. You will be requested to click on the Apply link and upload the cover letter.						
	Activity	2022 / 2023 Contract				
	Yearbook Advisor	\$5,533.00	-			
	Student Council Advisor	\$5,533.00	-			
	Musical Play Director	\$5,533.00				
	Company B (Select Chorus) Director	\$5,533.00				
	Senior Class Advisor	\$5,533.00				

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.

Required Files	
Cover Lette Browse No file selected.	
Submit Application Cancel Application	~

How to View a Completed Form

You are able to view forms that you have approved.

Process Forms \ Forms | 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 X Delete Export	No saved searches 🗸 🙀	No saved layouts 🗸 🚡		
Name	Process Form Name	Status Name		
Y	\bigtriangledown	7		
P Your Name	Direct Deposit - Changes	Pending Approval(s)		
D P Your Name	2022 W-4 Form - Employee	Completed		
Your Name	Salary Notices	Completed		

In the bottton pane of the screen, the Details tab will open for that form. Click on the <u>View Form</u> link to open the form.

Details Activities Eligible A	pprovers		
View Form a PDF			
Name Rose, Karen D	Рау Туре		
Process Form Name Salary Notices	Process Form Status Name Completed		

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

		Opening Form_Download.pdf	\times
		You have chosen to open: You have chosen to open: Form_Download.pdf which is: Portable Document Format (PDF) (71.3 KB) from: https://app.schoolfront.com	
Details Activities Eligible Ap		What should Firefox do with this file? Open with Firefox Open with Foxit PDF Reader 11.0 (default)	
Name Rose, Karen D Process Form Name Salary Notices	Pay Type Process Form Status Name Completed	⊖ <u>S</u> ave File OK Cancel	