



Welcome to GREGORY-PORTLAND ISD PAYROLL DEPARTMENT

OUR GOAL



To accurately and promptly process payroll checks for full-time, part-time, and substitute employees on a monthly and semi-monthly basis. The payroll staff is also responsible for processing and keeping track of employee absences and related leave balances.

PAYROLL SUPERVISOR



Ivonne Banda
ibanda@g-pisd.org
ext. 1014

PAYROLL SPECIALIST



Jacqueline Aragon
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ext. 1088

SKYWARD EMPLOYEE ACCESS INFORMATION



EACH EMPLOYEE IS GIVEN ACCESS TO THEIR PERSONAL SKYWARD EMPLOYEE ACCESS PORTAL. THIS PORTAL CONTAINS VARIOUS ITEMS SUCH AS:

- ASSIGNMENT(S) WITH SALARY INFORMATION
- TIME OFF TRANSACTIONS
- TIME SHEETS (HOURLY EMPLOYEES)
- CHECK HISTORY
- W2 STATEMENTS

ADDITIONAL RESOURCES:

- SUPPLEMENTAL FORMS THAT INCLUDE:
 - TUTORIALS
 - TESTING
 - UIL EVENTS
 - SUMMER SCHOOL
 - ATHLETIC GAME WORKER
- SKYWARD EMPLOYEE ACCESS PASSWORD RECOVERY
- VERIFICATION OF EMPLOYMENT
- UPDATING YOUR W4
- UPDATING YOUR DIRECT DEPOSIT
- TRS BENEFICIARY INFORMATION (PLEASE SEE HUMAN RESOURCES TO UPDATE)
- EXIT PROCEDURES - LAST CHECK CALCULATIONS

BELIEFS



MISSION: The mission of G-PISD is to educate, inspire, and empower our students to succeed in life and become the next generation of leaders.

In G-PISD, WE BELIEVE OUR

- Students** are leaders and critical thinkers who embrace diversity and pursue excellence in all endeavors.
- Parents and Families** are true partners, have a voice, and have high expectations.
- Faculty and Staff** build inclusive relationships and maximize student success with integrity, compassion, and talent.
- Principals and Campus Leadership** are courageous leaders who show grace, empower others, embrace diversity, and cultivate G-P pride.
- Superintendent and Central Office** advance our vision with intention, collaboration, and purpose driven leadership.
- Board of Trustees** are strategic, collaborative leaders who model good governance and empower and inspire others to serve the G-P community.

g-pisd.org

[g-pisdwildcats](https://www.instagram.com/gpisdwildcats) | [@GPISD1](https://www.facebook.com/GPISD1)



Educate.
Inspire.
EMPOWER!

SKYWARD LOG-IN INFORMATION:

User Name:

Temporary Password:

SKYWARD MOBILE APPS:



IF YOU ARE AN HOURLY EMPLOYEE, YOU MUST BE CONNECTED TO THE NETWORK TO CLOCK IN WHEN USING THE APP.

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Payroll Page



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1200 BROADWAY BLVD, PORTLAND, TX 78374



Bienvenida a GREGORY-PORTLAND ISD

Departamento de Nóminas

NUESTRA META

Procesar con precisión y prontitud los cheques de nómina de los empleados de tiempo completo, tiempo parcial y sustitutos de forma mensual y quincenal. El personal de nómina también es responsable de procesar y realizar un seguimiento de las ausencias de los empleados y los saldos de vacaciones relacionados.

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INFORMACIÓN DE ACCESO PARA EMPLEADOS DE SKYWARD

CADA EMPLEADO TIENE ACCESO A SU PORTAL PERSONAL DE ACCESO PARA EMPLEADOS DE SKYWARD. ESTE PORTAL CONTIENE DIVERSOS ELEMENTOS COMO:

- ASIGNACIONES CON INFORMACIÓN SALARIAL
- TRANSACCIONES DE TIEMPO LIBRE
- HOJAS DE HORAS (EMPLEADOS POR HORAS)
- VERIFICAR HISTORIAL
- DECLARACIONES W2

RECURSOS ADICIONALES:

- FORMAS SUPLEMENTARIAS QUE INCLUYEN:
 - TUTORIALES
 - PRUEBAS
 - EVENTOS DE LA UIL
 - ESCUELA DE VERANO
 - TRABAJADOR DE JUEGO ATLÉTICO
- RECUPERACIÓN DE CONTRASEÑA DE ACCESO DE EMPLEADOS DE SKYWARD
- VERIFICACIÓN DE EMPLEO
- ACTUALIZACIÓN DE TU W4
- ACTUALIZACIÓN DE SU DEPÓSITO DIRECTO
- INFORMACIÓN DEL BENEFICIARIO DE TRS (CONSULTE RECURSOS HUMANOS PARA ACTUALIZAR)
- PROCEDIMIENTOS DE SALIDA - CÁLCULOS DE ÚLTIMA VERIFICACIÓN

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EMPOWER!

INFORMACIÓN DE INICIO DE SESIÓN DE SKYWARD:

User Name:

Temporary Password:

APLICACIONES MÓVILES DE SKYWARD:



SI ES UN EMPLEADO POR HORAS, DEBE ESTAR CONECTADO A LA RED PARA REGISTRAR SU ENTRADA CUANDO USE LA APLICACIÓN.

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