

Slide 1 - Slide 1

The screenshot shows the Skyward Employee Access web application. The browser title is "Employee Access - 05.12.10.00.20-10.2 - Windows Internet Explorer". The user is logged in as "Pablo Aguinascr". The interface includes a navigation menu with categories like "Employee Information", "Payroll", and "Professional Development". A yellow callout box is overlaid on the "Calendar Year-to-Date" link in the Payroll section.

**Calendar Year-to-Date**

Navigate to **Employee Access, Employee Information, Payroll, Calendar Year-to-Date.**

**Who, What, When, Why?**  
The Calendar YTD area displays employees' Calendar year-to-date Payroll totals.

Employees can use this area to review their Calendar YTD Payroll totals for the current or previous years.

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The Calendar YTD browse displays.

Year	Gross Wages	Net Amount
▶ 2012	19,785.19	12,161.12
▶ 2011	28,477.68	30,376.08
▶ 2010	2,000.00	1,377.16
▶ 2009	4,500.00	3,238.46

The browse lists each year for which YTD information exists.

Views: Calendar YTD Filters: \*Skyward Default

20 4 records displayed Year: ABC

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Calendar YTD - 05.12.10.00.20-10.2 - Windows Internet Explorer

Skyward School District 1

Pablo Aguinasgor Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Expense Reimbursement Online Open Enrollment

Calendar YTD ☆

Views: Calendar YTD Filters: \*Skyward Default

Year: Calendar YTD with Taxable Wage Information

Year		
▶ 2012	19,785.19	12,161.12
▶ 2011	28,477.68	30,376.08
▶ 2010	2,000.00	1,377.16
▶ 2009	4,500.00	3,238.46

Under the **Views** drop-down you can select what information to display in the browse.

20 4 records displayed Year: ABC

Slide 4 - Slide 4

Calendar YTD - 05.12.10.00.20-10.2 - Windows Internet Explorer

Pablo Aguinasgor Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Expense Reimbursement Online Open Enrollment

Calendar YTD ☆

Views: Calendar YTD with Taxable Wage Information Filters: \*Skyward Default

Year	Gross Wages	Federal Wages	State Wages	FICA Wages	Medicare Wages	Net Amount
▶ 2012	19,785.19	22,000.00	22,000.00	22,001.00	22,000.00	12,161.12
▶ 2011	28,477.68	36,458.68	36,658.68	21,312.68	21,312.68	30,376.08
▶ 2010	2,000.00	1,950.00	1,950.00	1,950.00	1,950.00	1,377.16
▶ 2009	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	3,238.46

Show Calendar YTD

20 4 records displayed Year: ABC

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Calendar YTD - The Calendar YTD details display.

Calendar YTD Information for 2012 for PABLO AGUINAGASCR

**Employer Information**

Name: EMP833-Skyward Test School District  
 Address: 3 Scramble avenue  
 PO Box 166  
 Anywhere, WI 55555

**Employee Information**

Name: PABLO AGUINAGASCR  
 Address: 6000 Fast Food Ave  
 Stevens Point, WI 54481

Print

Back

**Note:** Use the Print option to print to a pdf file.

Click Back to return to the Calendar YTD browse.

**Taxable Wage Information**

	Federal	State	FICA	Medicare
<b>Gross Wages:</b>	19,785.19	19,785.19	19,785.19	19,785.19
<b>Minus Deductions that Decrease Tax:</b>	-2,891.48	-2,891.48	-2,856.00	-2,856.00
<b>Plus Taxable Benefits:</b>	0.00	0.00	0.00	0.00
<b>Taxable Gross Wages:</b>	22,000.00	22,000.00	22,001.00	22,000.00

**Pays**

Description	Amount
CONTRACT	19,785.19
CUSTODIAN	0.00
INSURANCE	0.00
<b>Gross Wages:</b>	19,785.19
<b>Minus Deductions:</b>	4,524.07
<b>Plus Reimbursed Deductions:</b>	-3,100.00
<b>Net Amount:</b>	12,161.12

**Deductions**

Description	Amount	---Decrease Tax---		
		Fed	St	F/M
3121 Pay Back	0.00			
401 K	60.00			
ADDITIONAL FED	50.00			
dfasd	1,561.86			
FEDERAL TAX	2,513.29			
FICA	950.94			

**Benefits**

Description	Amount	-----Taxable-----		
		Fed	St	F/M
DENTAL SINGLE	14.00			
FICA	1,403.75			
IT HEALTH	0.00			
Life Insurance	150.00			
Long Term Dis	0.00			
MEDICARE	328.30			

Slide 6 - Slide 6

The screenshot shows the Skyward School District 1 interface. A yellow callout box points to the 'Expand All' and 'Collapse All' options. The main content area displays the following data:

Year	FICA Wages	Medicare Wages	Net Amount
2012	19,785.19	22,000.00	12,161.12

Below the table, there are three expandable sections:

- Taxable Wage Information:**

	Federal	State	FICA	Medicare
Gross Wages:	19,785.19	19,785.19	19,785.19	19,785.19
Minus Deductions that Decrease Tax:	-2,891.48	-2,891.48	-2,856.00	-2,856.00
Plus Taxable Benefits:	0.00	0.00	0.00	0.00
Taxable Gross Wages:	22,000.00	22,000.00	22,001.00	22,000.00
- Pays:**

Pay Code	Description	Amount
CON	CONTRACT	19,785.19
cust	CUSTODIAN	0.00
INS	INSURANCE	0.00
<b>Gross Wages:</b>		19,785.19
<b>Minus Deductions:</b>		4,524.07
<b>Plus Reimbursed Deductions:</b>		-3,100.00
<b>Net Amount:</b>		12,161.12
- Deductions:**

Code	Description	Amount	Group	Type	Fed	St	EM
---Decrease Tax---							

At the bottom of the interface, it shows '4 records displayed' and a 'Year:' field with 'ABC' buttons.

Slide 7 - Slide 7

The screenshot shows the Skyward HR system interface. The top navigation bar includes 'Home', 'Employee Information', 'Time Off', 'True Time', 'FastTrack Open Positions', 'FastTrack Screener', 'Work Requests', 'Account Master', 'Purchasing', 'Expense Reimbursement', and 'Online Open Enrollment'. The main content area is titled 'Personal Information' and shows details for employee 'AGUINAGASCR PABLO Y'. A table displays 'Calendar YTD' data for the years 2010, 2011, and 2012. A yellow callout box with a speech bubble contains the text: 'The Calendar Year-to-Date information is also available from the Personal Information area. This concludes the tutorial.'

Year	Gross Wages	Net Amount
▶ 2012	19,785.19	12,161.12
▶ 2011	28,477.68	30,376.08
▶ 2010	2,000.00	1,377.16