

Slide 1 - Slide 1

The screenshot shows the Skyward ISD Employee Access web application. The browser title is "Employee Access - 05.12.06.00.11 - Windows Internet Explorer". The user is logged in as "Cain Abelscr" with an account number. A "Print this tutorial" button is visible in the top right. The navigation menu includes: Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Budget Management, Purchasing, Inventory Requisitions, Expense Reimbursement, and Online Open Enroll. The main content area is divided into three sections: Employee Information, Payroll, and Professional Development. The Payroll section contains "Check History" and "Check Estimator". A yellow callout box is overlaid on the "Check History" link, containing the following text:

Check History
Click **Employee Access, Employee Information, Payroll, Check History.**
Who, What, When, Why?
Check History displays an employee's historical payroll records.
Use this area to verify your personal check information.

Below the callout, the "District News" section shows "No news to display." The right sidebar contains a "Links" section with: Employee Access Home, EA Plus Home (WA\EP), My Status, My Approvals, Approve Requisitions (WF\PU\MR\AR), Financial Management Home (WF), Human Resources Home (WH), and Data Mining (WH\EP\DM). At the bottom, there is a copyright notice for Skyward, Inc., the text "TX TRAINING ISD FINANCE", and view options for Desktop View and Button Rows. The browser status bar shows "Windows Vista / Internet Explorer 9" and a zoom level of 100%.

Slide 2 - Slide 2

Check History - 04.12.02.00.18 - Windows Internet Explorer

Skyward School District

Home Employee Information Time Off EastTrack Work Account Budget Management Purchasing Expense Reimbursement

Check History

Views: Check Date Seq - Check Detail Information Filters: *Skyward Default

Check Date	Check Number	Gross Wages	Net C Amount	T
03/29/2012	267016	211.38	181.87	R
			223.61	R

20 2 records displayed

Check Date:

100%

1. The **Check History** browse displays your **payroll checks** beginning with the most recent.

2. Expand to view the **check details**.

3. Click the **Check Number** link or click the **Show Check** button to open a separate window of the check details. This view includes a **Print** option and a **View Time Sheets** option to view the time sheet(s) for this check.

Slide 3 - Slide 3

The screenshot shows the Skyward School District Check History interface. At the top, there is a navigation menu with options like Home, Employee Information, Time Off, TrueTime, FastTrack Open Positions, Work Requests, Account Master, Budget Management, Purchasing, and Expense Reimbursement. The main heading is "Check History (356)". Below this, there is a table with columns: Check Date, Check Number, Gross Wages, Net Amount, and C/T. Two records are displayed. To the right of the table, there are buttons for "Show Check", "Show Check with YTD Amts", and "Timesheet Detail". Two yellow callout boxes provide instructions: "1. Click Show Check with YTD Amounts to see year to date totals." and "2. The Timesheet Detail button is another option to view the time sheet(s) for this paycheck." At the bottom left, it says "20" and "2 records displayed". At the bottom right, there is a "Check Date:" field and a "100%" zoom level indicator.

Check Date	Check Number	Gross Wages	Net Amount	C/T
03/29/2012	267016	211.38	181.87	R
03/09/2012	266750	262.42	223.61	R

1. Click **Show Check with YTD Amounts** to see year to date totals.

2. The **Timesheet Detail** button is another option to view the time sheet(s) for this paycheck.

Slide 4 - Slide 4

Check Number 267016 - 04.12.02.00.18 - Windows Internet Explorer

Check Number 267016 (125)

We value your feedback ?

Print

Why True
Time
eets
ack

Queue

Check Information for Bailey Abenscr

Employer Information
 Name: TX SCRAMBLED DATABASE
 Address: 402 Scramble avenue
 AUSTIN, TX 78601

Check Detail Information
 Check Date: 03/29/2012 Gross Wages: 211.38
 Check Number: 267016 Net Amount: 181.87
 Check Type: Regular

Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:	211.38	211.38	211.38	211.38
Minus Deductions that Decrease Tax:	15.85	15.85		
Plus Taxable Benefits:				211.38
Taxable Gross Wages:	195.53	195.53		

Pays

Description	Rate	Factor/Hours	Amount	Period End
TEMPORARY HRLY	9.63	21.95	211.38	03/31/2012

Deductions

Description	Amount	--Decrease Tax--	
		Fed	St F/M
457 ANNUITY	15.85	Y	Y
FICA MEDICARE	3.07		
WITHHOLDING TAX	10.59		
Total:	29.51		

Benefits

Description	----Taxable----		
	Amount	Fed	St F/M
FICA MEDICARE	3.07		
Total:	3.07		

100%

100%

You have the ability to print from the Show Check and Show Check With Year to Date Amounts options. This concludes the tutorial.