

How to View Paycheck Information in Skyward Employee Access

The screenshot shows the Skyward Employee Access web application. The browser window title is "Employee Access - 05.14.2014 10:00:05 - Windows: Internet Explorer". The URL is "https://skyward.effingham.il.us/scripts/wsisia.dll/WService=wsFin/semhom01.w". The page title is "Effingham CSD #40". The navigation menu includes "Home", "Employee Information", "Time Off", "True Time", "Work Requests", "Purchasing", "Expense Reimbursement", and "Online Open Enrollment". The "Employee Information" tab is circled in black. The main content area is divided into sections: "Employee Information" (with sub-sections: Personal Information, Calendar, Modify HR Calendar Events, Accounts Payable Payments, Online Forms), "Payroll" (with sub-sections: Check History, Check Estimator, Calendar Year-to-Date, Direct Deposit Information, W2 Information, W4 Information, Flex Information), "Professional Development" (with sub-section: History), and "Personnel Activity Report" (with sub-section: My Personnel Activity Reports). A sidebar on the right contains a list of items and a notifications section. The footer includes "© 2014 Skyward, Inc. All rights reserved", "Effingham, IL BU/PA Pass 1IL", and "Windows 7 / Internet Explorer 9". The taskbar shows the time as 1:35 PM on 10/9/2014.

Locate and click your mouse on the Employee Information tab

How to View Paycheck Information in Skyward Employee Access

Employee Access - 05.14.06.00.05 - Windows Internet Explorer
https://skyward.affingham.k12.il.us/scripts/wsisa.dll/WServices/wsFin/semhom01.w

Effingham CUSD #40

Home Employee Information Time Off True Time Work Requests Purchasing Expense Reimbursement Online Open Enrollment

Employee Information
Personal Information
Calendar
Modify HR Calendar Events
Accounts Payable Payments
Online Forms

Professional Development
History

Personnel Activity Report
My Personnel Activity Reports

Payroll
Check History
Check Estimator
Calendar Year Update
Direct Deposit Information
W2 Information
W4 Information
Flex Information

Approve Requisitions
Financial Management Home
Approve Requisitions
Product Setup Home
Secured User
Account Summary Templates

Notifications
You do not have any unread notifications.

© 2014 Skyward, Inc. All rights reserved. Effingham, IL BU/PA Pass TIL Windows 7 / Internet Explorer 9

javascript:appNav("tabcontainer001.w?hProgram=epayrollbrvs001&hSecurity=0&hSLinkName=Check%20History&hJSToLoad=EmpProfile&hShowButton=false&hInProfile=false","0","CheckHistory");

1:35 PM 10/9/2014

Next you will locate and click your mouse on the “Check History” link.

How to View Paycheck Information in Skyward Employee Access

The screenshot displays the 'Check History' page in a web browser. The page title is 'Check History - 05.14.06.00.05 - Windows Internet Explorer'. The URL is [https://skyward-effingham.k12.il.us/scripts/wsisa.dll/WService=wsFin/tabcontainer001.w7hProgram=epayroll/bw001&hSecurity=0&hSLinkNames=Check History&hJSToLoad=EmpProfile&hShowButton=false&hInProfiles=false](https://skyward-effingham.k12.il.us/scripts/wsisa.dll/WService=wsFin/tabcontainer001.w7hProgram=epayroll/bw001&hSecurity=0&hSLinkNames=Check%20History&hJSToLoad=EmpProfile&hShowButton=false&hInProfiles=false). The page header includes the Skyward logo and 'Effingham CUSD #40'. The navigation menu includes 'Home', 'Employee Information', 'Time Off', 'True Time', 'Work Requests', 'Purchasing', 'Expense Reimbursement', and 'Online Open Enrollment'. The 'Check History' section shows a table with the following data:

Check Date	Check Number	Gross Wages	Net C Amount	T
10/09/2014	900155273	4,307.69	2,997.57	R
09/25/2014	900154940	4,307.69	2,997.57	R
09/11/2014	900154617	4,307.69	2,997.57	R
08/28/2014	900154352	4,307.69	2,997.57	R
08/14/2014	900154128	4,307.69	2,997.57	R
07/31/2014	900153900	4,307.69	2,997.57	R
07/18/2014	900153745	4,307.69	2,997.57	R
07/02/2014	900153521	4,307.69	2,997.57	R

The first row is highlighted. To the right of the table, there is a 'Show Detailed View of Check' button and a 'Show Check' button. The 'Show Check' button is circled. Below the table, it says '8 records displayed'. The bottom of the page shows the Windows taskbar with the time 1:36 PM on 10/9/2014.

Highlight the check date for the information you would like to review.

Now select the "Show Check" link.

How to View Paycheck Information in Skyward Employee Access

The screenshot displays the Skyward Employee Access interface. The main window shows the details for check number 900155273 issued to REM WOODRUFF. The interface includes a navigation menu on the left, a main content area with sections for Employer Information, Employee Information, Check Detail Information, Taxable Wage Information, Pays, Deductions, and Benefits, and a right-hand sidebar with 'Print' and 'Back' buttons circled in black. The Windows taskbar at the bottom shows the system time as 1:38 PM on 10/9/2014.

Check Number 900155273
Check Information for REM WOODRUFF

Employer Information
Name: EFFINGHAM CUSD #40
Address: 2803 S BANKER ST
PO Box 130
EFFINGHAM, IL 62401

Employee Information
Name: REM WOODRUFF
Address: 100 ASPEN DR
EFFINGHAM, IL 62401

Check Detail Information
Check Date: 10/09/2014 Gross Wages: 4,307.69
Check Number: 900155273 Net Amount: 2,997.57
Check Type: Regular

Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:	4,307.69	4,307.69	4,307.69	4,307.69
Minus Deductions that Decrease Tax:	404.92	404.92		
Plus Taxable Benefits:				
Taxable Gross Wages:	3,902.77	3,902.77		4,307.69

Pays

Description	Rate	Factor/Hours	Amount	Hours Worked	Period End
ADMINISTRATION	4,307.69	1.00	4,307.69		09/27/2014

Deductions

Description	--Decrease Tax--		
	Amount	Fed	St F/M
ADD FED TAX AMT	76.00		
FIT	575.69		
MEDICARE EE	62.46		
SIT	191.05	Y	Y
TRS NF	404.92	Y	Y
Total:	1,310.12		

Benefits

Description	---Taxable---		
	Amount	Fed	St F/M
BOARD PAID EE L	0.97		
ETHIS NF	44.80		
MEDICARE ER	62.46		
NEC NF	34.20		
Total:	142.43		

You should now see the breakdown detail for the check you selected. You can print out the information from this screen.

How to View Paycheck Information in Skyward Employee Access

Check History - 05.14.06.00.05 - Windows Internet Explorer

https://skyward.affingham.k12.il.us/scripts/wisa.dll/WService=wsFin/tabcontainer001...&hSecurity=0&hSLinkName=Check_History&hSToLoad=EmpProfile&hShowButton=false&hInProfile=false

Effingham CUSD #40

Home Employee Information Time Off True Time Work Requests Purchasing Expense Reimbursement Online Open Enrollment

Check History

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

Check Date	Check Number	Gross Wages	Net Amount	C
10/09/2014	900153223	4,307.69	2,997.57	R
09/25/2014	900154940	4,307.69	2,997.57	R
09/11/2014	900154617	4,307.69	2,997.57	R
08/28/2014	900154352	4,307.69	2,997.57	R
08/14/2014	900154128	4,307.69	2,997.57	R
07/31/2014	900153900	4,307.69	2,997.57	R
07/18/2014	900153745	4,307.69	2,997.57	R
07/02/2014	900153521	4,307.69	2,997.57	R

Show Detail View of Check with YTD Amounts as of the date the check was printed

Show Check

Show Check with YTD Amt.

20 8 records displayed

Check Date:

javascript:if (cbs('bShowCheckYTD')) [viewCheckDetailButton('ShowYTD')];

1:39 PM 10/9/2014

If you want to see Year to Date information you can select the "Show Check with YTD Amt."

How to View Paycheck Information in Skyward Employee Access

Check Information for [REDACTED]

Employee Information
 Name: [REDACTED]
 Address: [REDACTED]

Check Detail Information
 Check Date: 10/09/2014 Gross Wages: 4,307.69
 Check Number: 900155273 Net Amount: 2,997.57
 Check Type: Regular

Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:	4,307.69	4,307.69	4,307.69	4,307.69
Minus Deductions that Decrease Tax:	404.92	404.92		
Plus Taxable Benefits:				4,307.69
YTD Taxable Gross Wages:	31,222.16	31,222.16		34,461.52

Pays

Description	Rate	Factor/Hours	Current	YTD	Hours Worked	Period End
ADMINISTRATION	4,307.69	1.00	4,307.69	34,461.52		09/27/2014

Deductions

Description	Current	--Decrease Tax--	
		YTD Fed	St F/M
ADD FED TAX AMT	76.00	608.00	
FIT	575.69	4,605.52	
MEDICARE EE	62.46	499.68	
SIT	191.05	1,526.40	
THIS NF			Y Y
TRS NF	404.92	3,239.36	
Total:	1,310.12	10,480.96	

Benefits

Description	---Taxable---	
	Current	YTD Fed St F/M
BOARD PAID EE L	0.97	9.82
ETHIS NF	44.80	517.80
MEDICARE ER	62.46	499.68
NEC NF	34.20	227.50
Total:	142.43	1,254.80

You can see the current and the Year to Date summary from this view. Print this information using the "print" link.