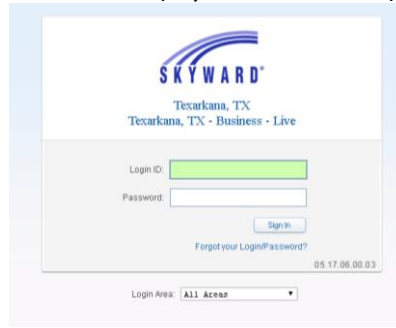


Viewing Check History in Skyward

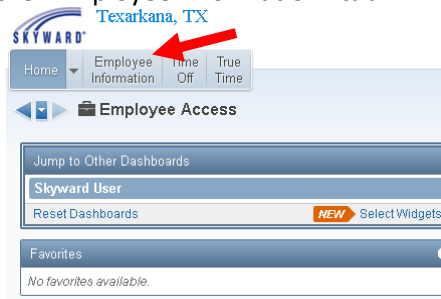
1. Log in to Skyward using your Login ID and Password (skyward.txkisd.net)



2. If you are not directed to the Employee Access screen, where you see the "Employee Information" and "Time Off" tabs, select the dropdown arrow beside the "Home" tab and choose Employee Access.



3. Once in Employee Access, select the "Employee Information" tab.



4. Select "Check History" link.

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.

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Desktop View Button Rows
Windows Vista / Internet Explorer 9

5. Expand the check details by clicking on the arrow next to the check date or select "Show Check" button.

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.

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

6. Click "Show Check with YTD Amts" To view current year to date totals.

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.

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	

7. Click Print to view a printed version of the check information or year to date totals.

Check Number 267016 (125)

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:				
Taxable Gross Wages:	195.53	195.53		211.38

Pays

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

Deductions

Description	Amount	Fed	St	FIM
457 ANNUITY	15.85	Y	Y	
FICA MEDICARE	3.07			
WITHHOLDING TAX	10.59			
Total:	29.51			

Benefits

Description	Amount	Fed	St	FIM
FICA MEDICARE	3.07			
Total:	3.07			

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