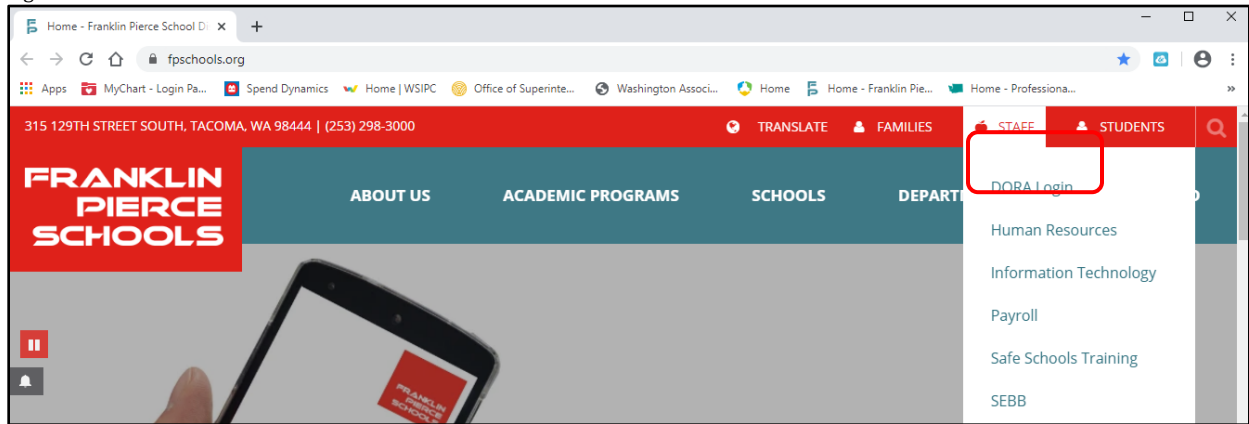


Employee Access

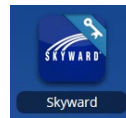
Viewing Check Estimator

1. Log into Skyward - Employee Access
 - a. Select DORA Login from the district's website www.fpschools.org (Figure 1) **OR** Select the DORA icon on your desktop.

Figure 1



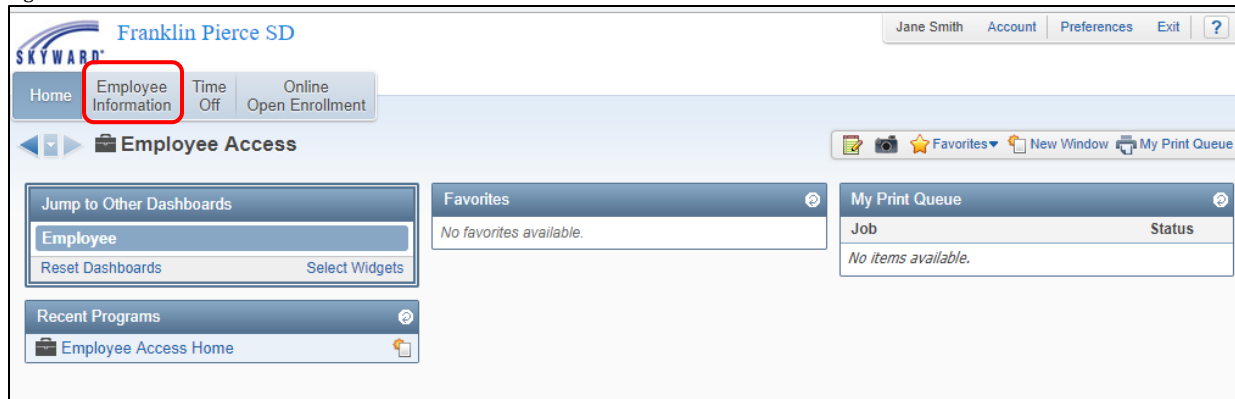
- b. Select the Skyward App.



- c. Enter Login ID and Password when prompted.

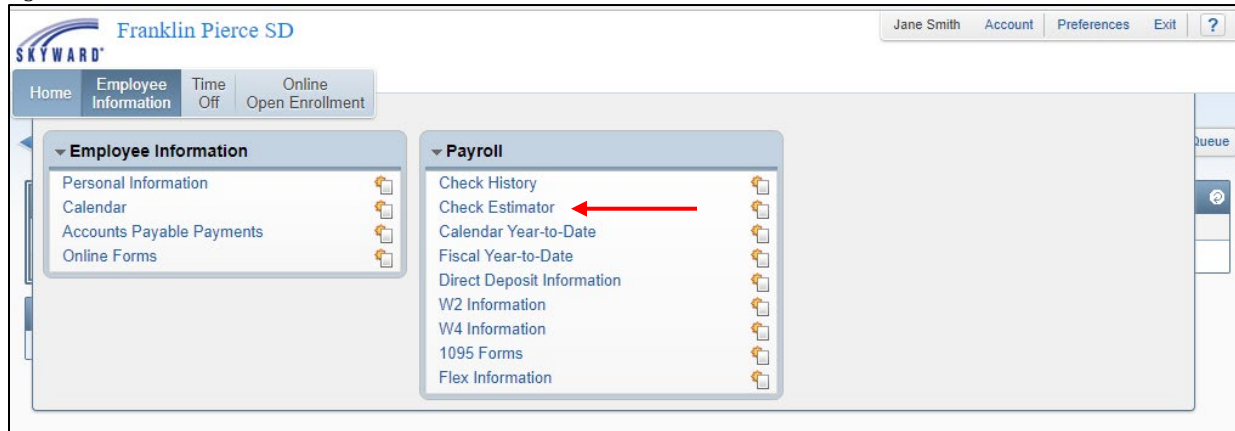
2. Click on Employee Information tab. (Figure 2)

Figure 2



3. Click on Check Estimator. (Figure 3)

Figure 3



4. Check Estimator Shows: (Figure 4)
 - a. Tax Information
 - b. Select Pay information

NOTE: The Check Estimator is a tool for employees to use; please reference your Salary Schedule and/or your Negotiated Agreement for accurate pay information.

5. Select Pay: These amounts are from a previous pay record.
 - a. The pay options with checked boxes are pay records from the most recent processed payroll.

NOTE: The Check Estimator is a tool for employees to use; please reference your Salary Schedule and/or your Negotiated Agreement for accurate pay information.

6. Any questions, please contact the Systems and Operations Specialist (ext. 3038)

Figure 4

Franklin Pierce SD
SKYWARD

Jane Smith Account Preferences Exit ?

Home Employee Information Time Off Online Open Enrollment

Check Estimator

Check Estimator: Select Pays, Adjust Rates, and Factors for JANE SMITH

*** Altering this information will only affect your estimated check. ***
*** It will not affect your actual check or W4 Information ***

Continue Check Estimator Process

Tax Information

* Tax State: WA * Federal Exemptions: 0
 * Federal Marital Status: Single * State Exemptions: 0
 * State Marital Status: Single

System Maximums

Ignore Pay Maximums * These options do not affect deductions and benefits linked to tables. i.e. FICA, Medicare
 Ignore Deduction Maximums
 Ignore Benefit Maximums

Process Options

Print Employer/Employee Information
 Print Employee Social Security Number

Select Pays

Select	Pay Description	Rate	Factor/Hours
<input checked="" type="checkbox"/>	ADDED RESP	\$ 100.00	1
<input checked="" type="checkbox"/>	BASE TEACHERS	\$ 4863.42	1
<input type="checkbox"/>	EXT CONTRACT	\$ 30.78	0
<input type="checkbox"/>	GROUP WORKSHOP	\$ 30.78	0
<input checked="" type="checkbox"/>	PRAD DAYS	\$ 175.00	1

Asterisk (*) denotes a required field