

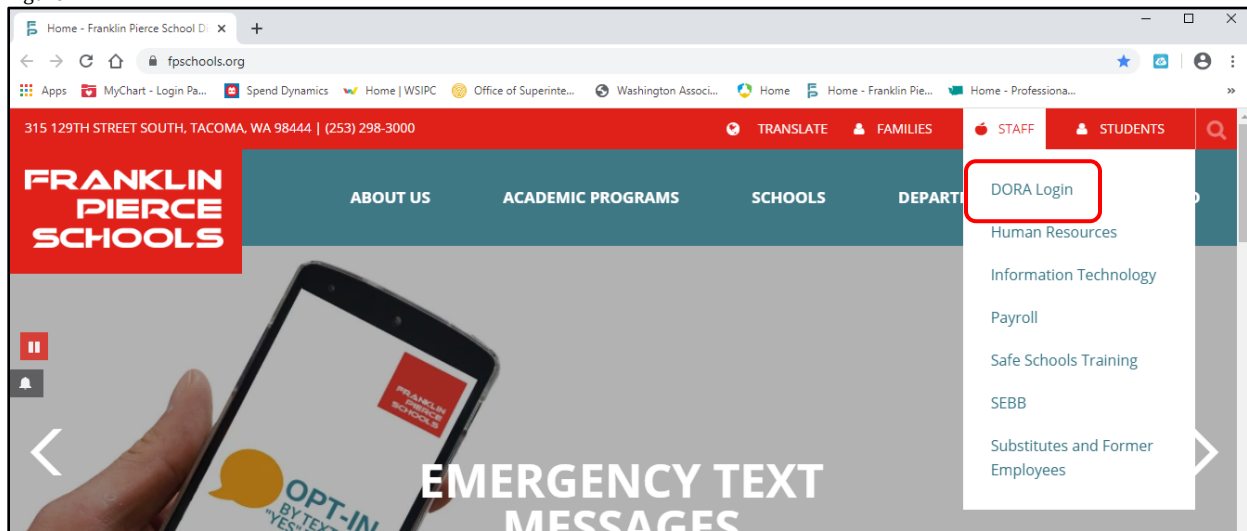
Employee Access

View Check History

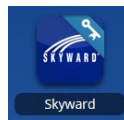
1. Log into Skyward - Employee Access

- 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.

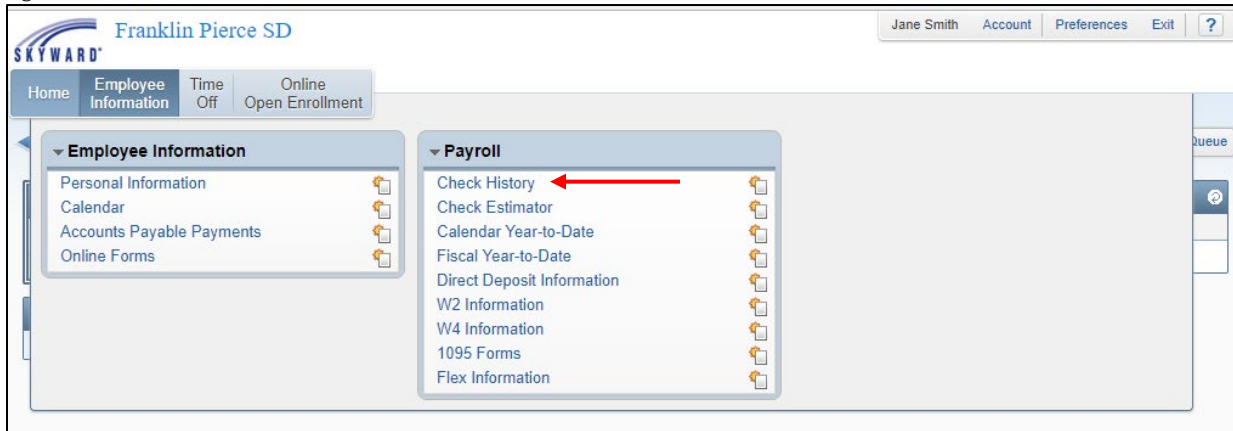
2. Click on Employee Information. (Figure 2)

Figure 2



3. Click on Check History. (Figure 3)

Figure 3



4. A list of all previous checks and direct deposits will appear. (Figure 7)
 - a. If there are no previous checks or direct deposits, nothing will appear. (Figure 6)

Figure 6

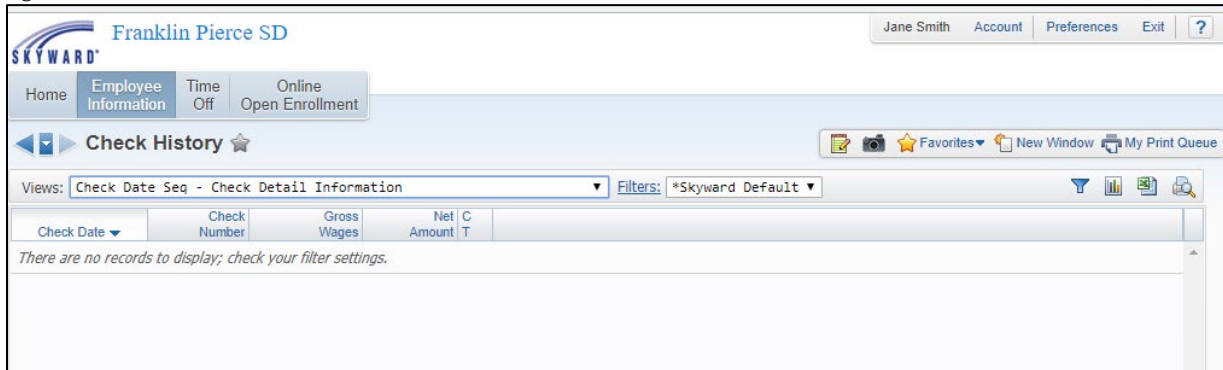
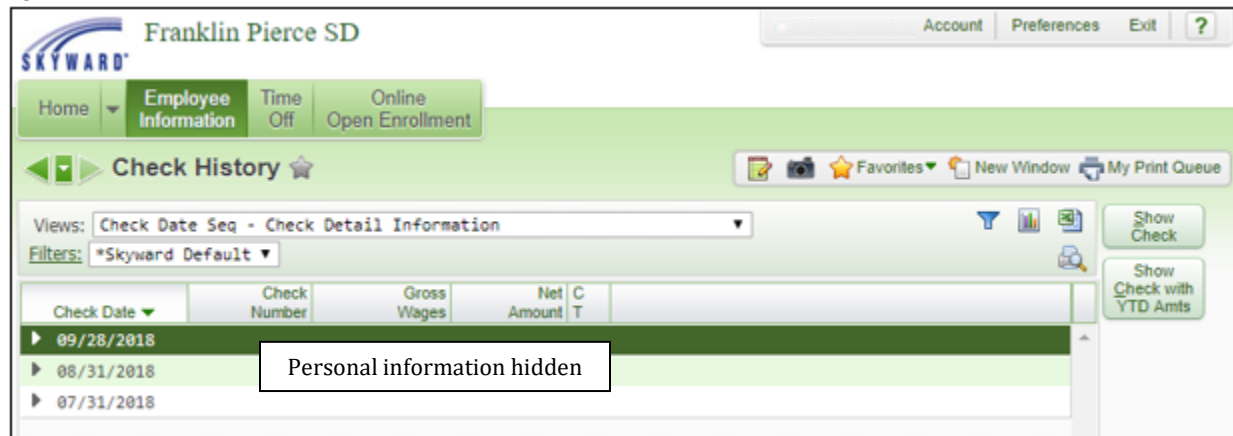


Figure 7





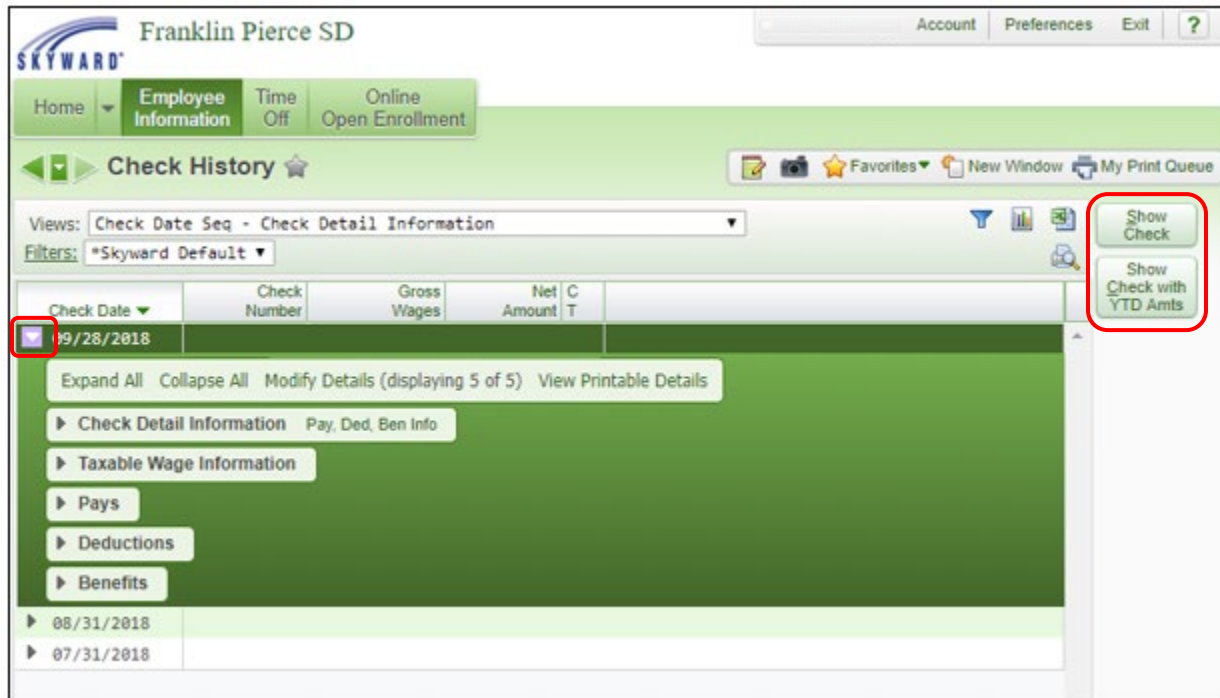
5. Click on the  next to the Check Date to review. (Figure 8)
 - a. To view all categories, click Expand All.
 - b. To view individual categories, click the  next to the category.

Figure 8



6. To Print, select Show Check or Show Check with YTD Amts. (Figure 8)
7. An electronic copy of check will appear. (Figure 9)
8. Click Print.
9. Select the information you want printed on your check. (Figure 10)
10. Click Print
11. Report will process. When complete, click View Report. (Figure 11)
12. A copy of the check will load into a PDF. You are then able to print a copy for your records. (Figure 12)

Figure 9

Check Number

Check Information for KRISTINA HARDING

Employer Information

Name: FRANKLIN PIERCE SCHOOLS
Address: 315 129TH ST
TACOMA, WA 98444

Employee Information

Name:
Address:

Check Detail Information

Check Date: Gross Wages:
Check Number: Net Amount:
Check Type: Regular

Personal information hidden

Taxable Wage Information

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

Pays

Description	Rate	Factor/Hours	Amount	Retire Hours	WC Hours	Work Hours	Period End
BASE PROF-TECH							

Deductions

	--Decrease Tax--		
Description	Amount	Fed	St F/M
Fed Inc Tax			
FICA			
MED/PREM ECB/PR			
Medicare			
SERS Plan 2			
VISION-WEA/APA			
WDS DENTAL			
Workers' Comp			
Total:			

Benefits

	----Taxable----		
Description	Amount	Fed	St F/M
Excess Life +			
Excess Life -			
FICA			
HEALTH - WASHING			
MED/PREM ECB/PR			
Medicare			
SERS Plan 2			
Unemployment 00			
VISION-WEA/APA			
WDS DENTAL			
Workers' Comp			
Total:			

Print
Back

Figure 10

Print 09/28/2018 Check Information

09/28/2018 Check Information

Don't print Social Security Number
 Print last 4 digits of Social Security Number
 Print full Social Security Number

You must enter the SSN for authentication in order to print the full SSN:

Print
Back

Figure 11

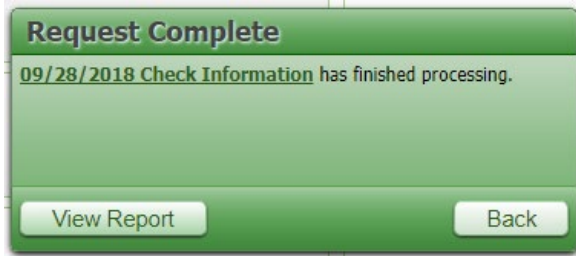


Figure 12

