

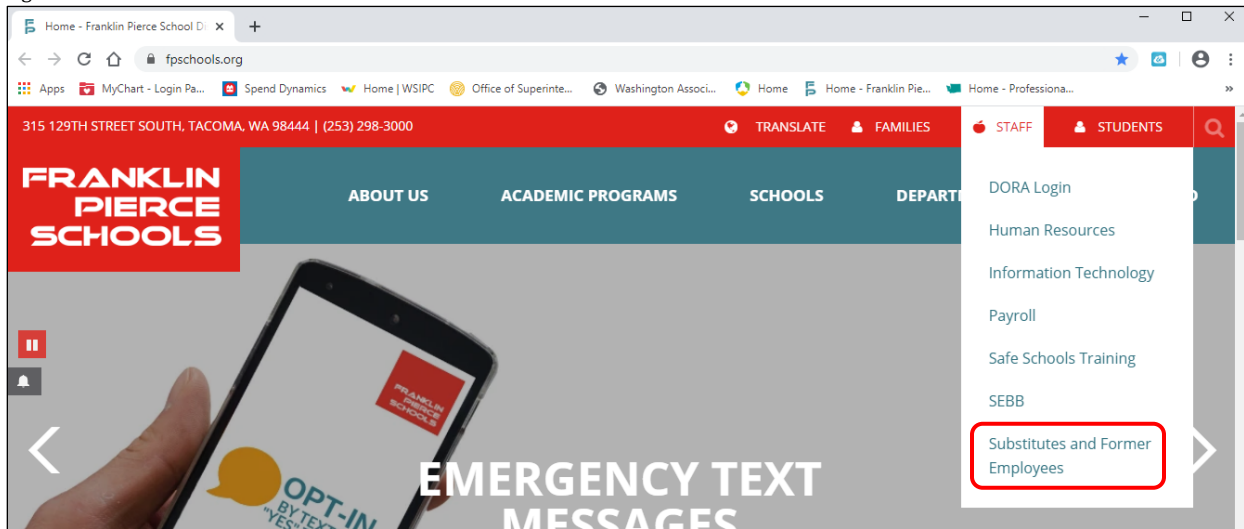
# Employee Access

## View Check History for Former Employees

---

1. Log into Skyward - Employee Access
  - a. Select Substitutes and Former Employees from the district's website [www.fpschools.org](http://www.fpschools.org). (Figure 1).

Figure 1



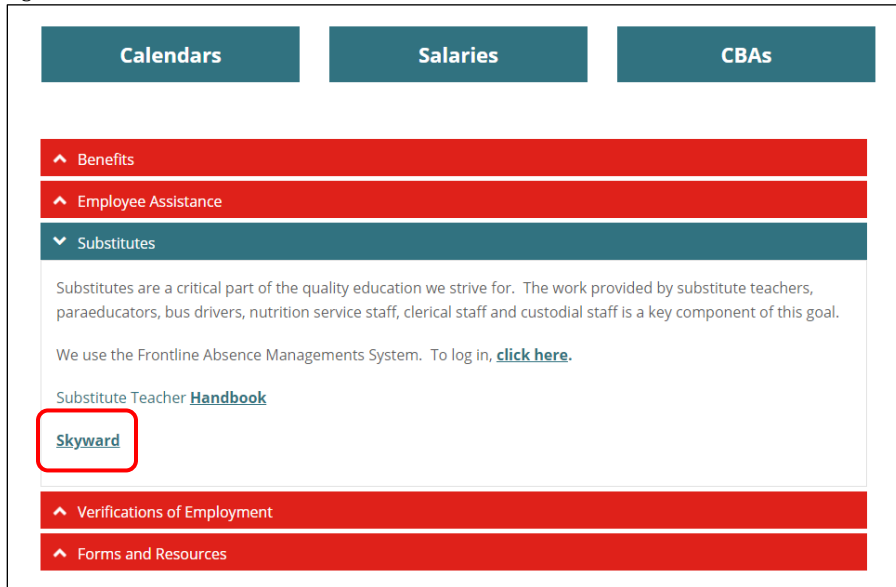
- b. From the Human Resources Department main page, select Substitutes. (Figure 2)

Figure 2



- c. Select Skyward. (Figure 3)

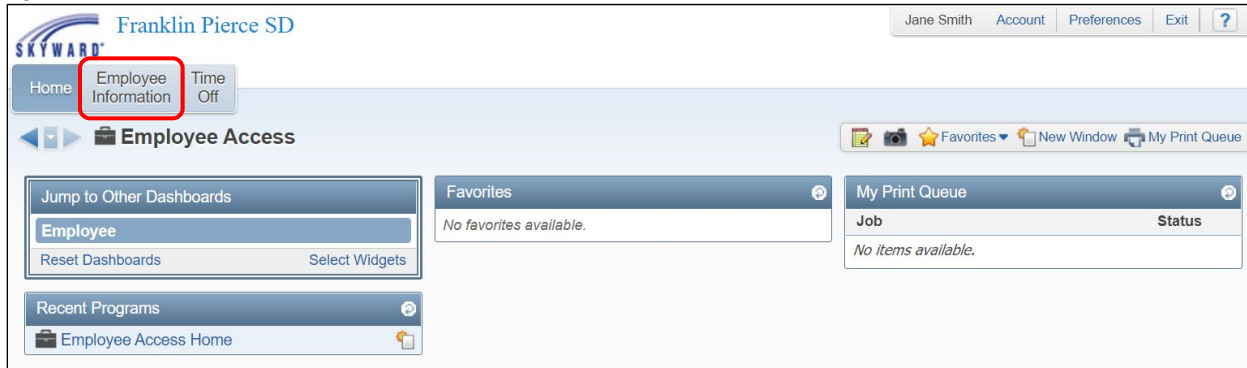
Figure 3



- d. Enter Login ID and Password when prompted.
  - i. If password unknown, click Forgot your Login/Password?
  - ii. If still having errors, contact Payroll.

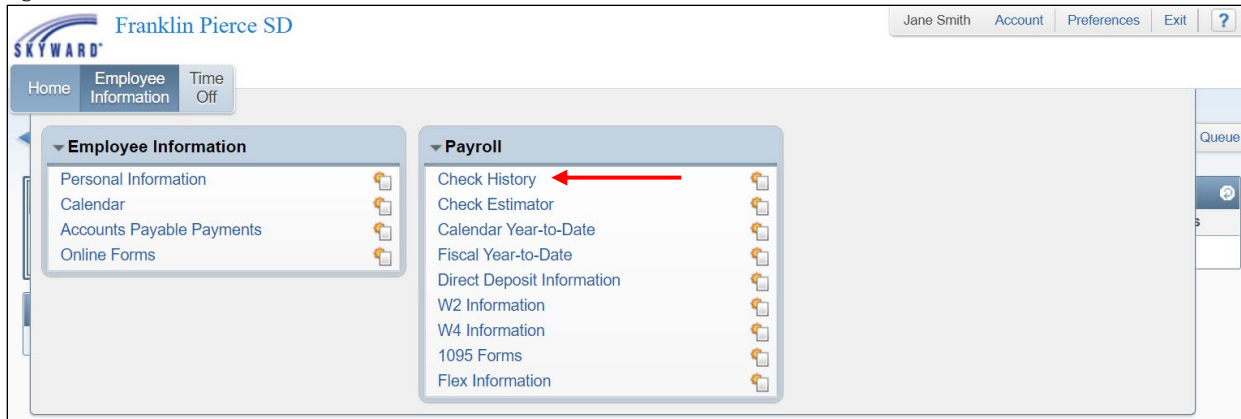
2. Click on Employee Information tab. (Figure 4)

Figure 4



3. Under Payroll, click on Check History. (Figure 5)

Figure 5



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

Figure 6

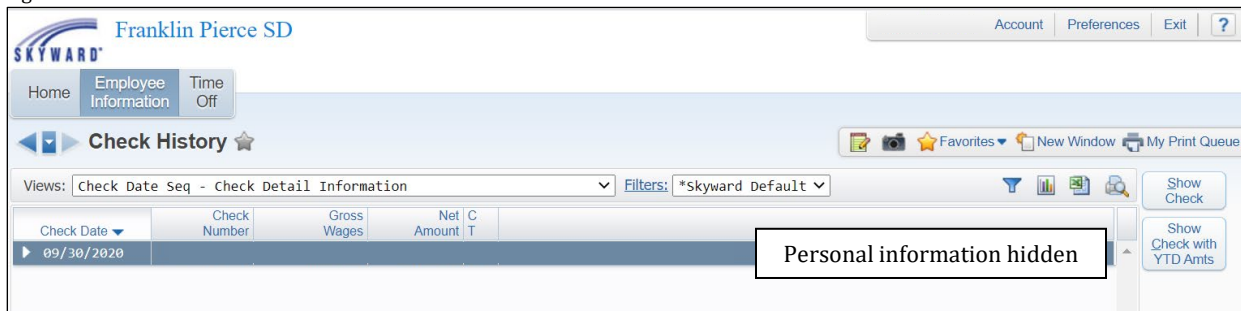
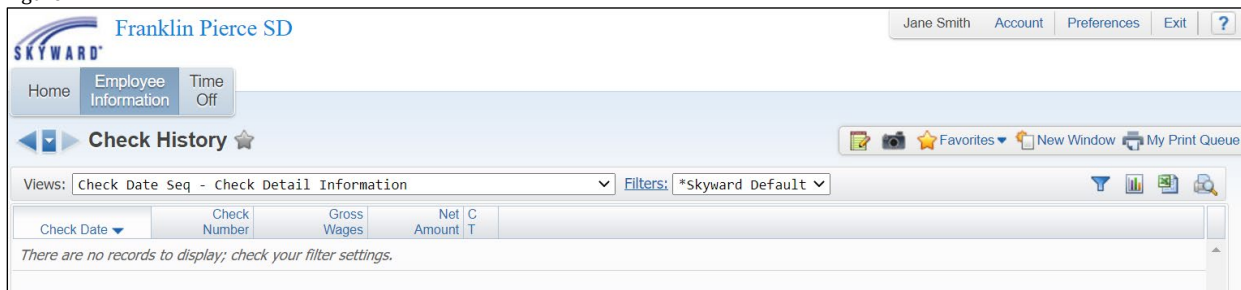


Figure 7





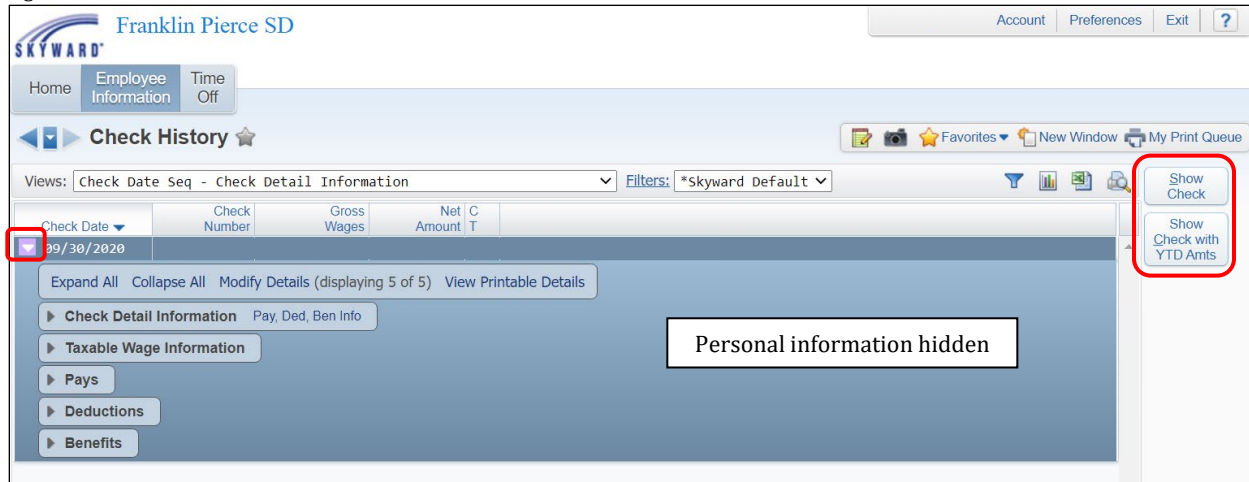
5. Click on the  next to the Check Date to review. (Figure 8)
  - a. To view all categories, click Expand All.
  - b. To view individual categories, click the  next to the category.

Figure 8



6. To Print, select Show Check or Show Check with YTD Amt's. (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 Information for [redacted] Print  
Back

| Employer Information |                                  | Employee Information |  |
|----------------------|----------------------------------|----------------------|--|
| Name:                | FRANKLIN PIERCE SCHOOLS          | Name:                |  |
| Address:             | 315 129TH ST<br>TACOMA, WA 98444 | Address:             |  |

Check Detail Information

Check Date: 09/30/2020      Gross Wages:  
Check Number:                      Net Amount:  
Check Type:

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 |
|-------------|------|--------------|--------|--------------|----------|------------|------------|
|             |      |              |        |              |          |            |            |

| Deductions       |                   | Benefits          |                   |
|------------------|-------------------|-------------------|-------------------|
| --Decrease Tax-- |                   | -----Taxable----- |                   |
| Description      | Amount Fed St F/M | Description       | Amount Fed St F/M |
| DUES-FPEA BASIC  |                   | FICA              |                   |
| DUES-FPEA WPAC   |                   | Medicare          |                   |
| Fed Inc Tax      |                   | TRS Plan 2        |                   |
| FICA             |                   | TRS Plan 3        |                   |
| Medicare         |                   | Unemployment 00   |                   |
| TRS Plan 2       |                   | WA PAID FML       |                   |
| TRS Plan 3       |                   | Workers' Comp     |                   |
| WA PAID FML      |                   |                   |                   |
| Workers' Comp    |                   |                   |                   |
| Total:           |                   | Total:            |                   |

Figure 10

Print 09/30/2020 Check Information Print  
Back

09/30/2020 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:

Figure 11

**Request Complete**

[09/30/2020 Check Information](#) has finished processing.

View Report Back

Figure 12

| 4paear05.p 23-4<br>05.20.06.00.00         |         | FRANKLIN PIERCE SCHOOLS<br>09/30/2020 Check Information |                                | 11/02/20<br>Page:1<br>9:47 AM |                 |                    |        |     |     |
|---|---------|---|--------------------------------|-------------------------------|-----------------|--------------------|--------|-----|-----|
| -----EMPLOYER INFORMATION-----            |         |   | -----EMPLOYEE INFORMATION----- |                               |                 |                    |        |     |     |
| Name: FRANKLIN PIERCE SCHOOLS             |         |   | Name:                          |                               |                 |                    |        |     |     |
| Address: 315 129TH ST<br>TACOMA, WA 98444 |         |   | Address:                       |                               |                 |                    |        |     |     |
| -----CHECK DETAIL INFORMATION-----        |         |   |                                |                               |                 |                    |        |     |     |
| Check Date: 09/30/2020                    |         | Gross Wages:  |                                |                               |                 |                    |        |     |     |
| Check Number:                             |         | Net Amount:   |                                |                               |                 |                    |        |     |     |
| Check Type:                               |         | 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 |     |
| -----DEDUCTIONS-----                      |         |   |                                |                               |                 | -----BENEFITS----- |        |     |     |
| --DECREASE TAX--                          |         |   |                                |                               |                 | ---TAXABLE---      |        |     |     |
| DESCRIPTION                               | AMOUNT  | FED   | ST                             | F/M                           | DESCRIPTION     | AMOUNT             | FED    | ST  | F/M |
| DUES-FPEA BASIC                           |         |   |                                |                               | FICA            |                    |        |     |     |
| DUES-FPEA WPAC                            |         |   |                                |                               | Medicare        |                    |        |     |     |
| Fed Inc Tax                               |         |   |                                |                               | TRS Plan 2      |                    |        |     |     |
| FICA                                      |         |   |                                |                               | TRS Plan 3      |                    |        |     |     |
| Medicare                                  |         |   |                                |                               | Unemployment 00 |                    |        |     |     |
| TRS Plan 2                                |         |   |                                |                               | WA PAID FML     |                    |        |     |     |
| TRS Plan 3                                |         |   |                                |                               | Workers' Comp   |                    |        |     |     |
| WA PAID FML                               |         |   |                                |                               |                 |                    |        |     |     |
| Workers' Comp                             |         |   |                                |                               |                 |                    |        |     |     |
| Total:                                    |         |   |                                |                               | Total:          |                    |        |     |     |
| ***** End of report *****                 |         |   |                                |                               |                 |                    |        |     |     |