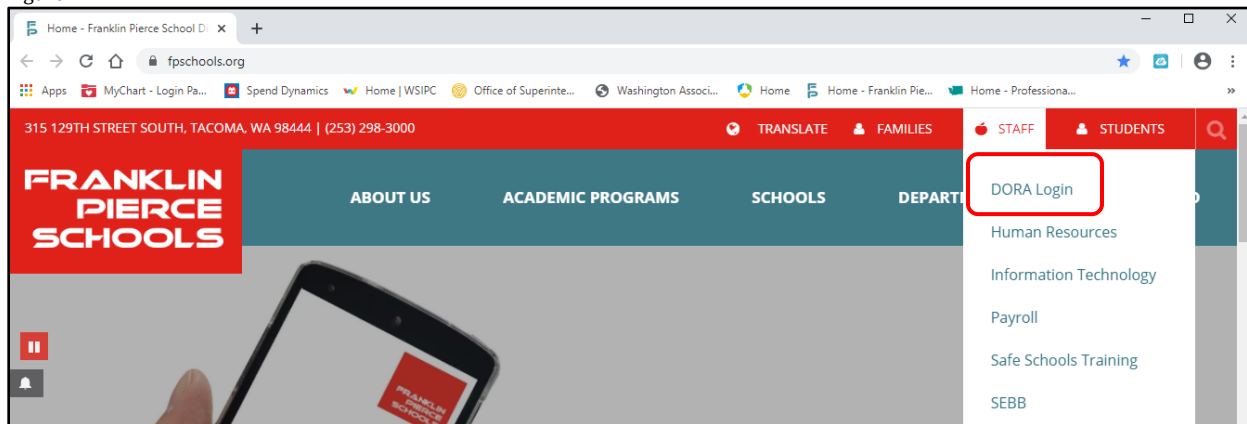


Employee Access

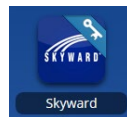
Viewing Check Estimator

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



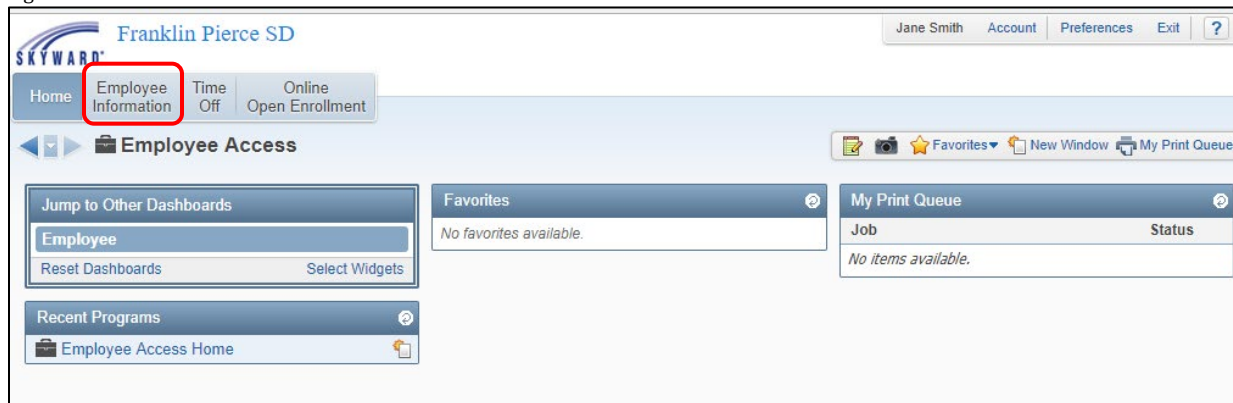
- b. Select the Skyward App.



- c. Enter Login ID and Password when prompted.

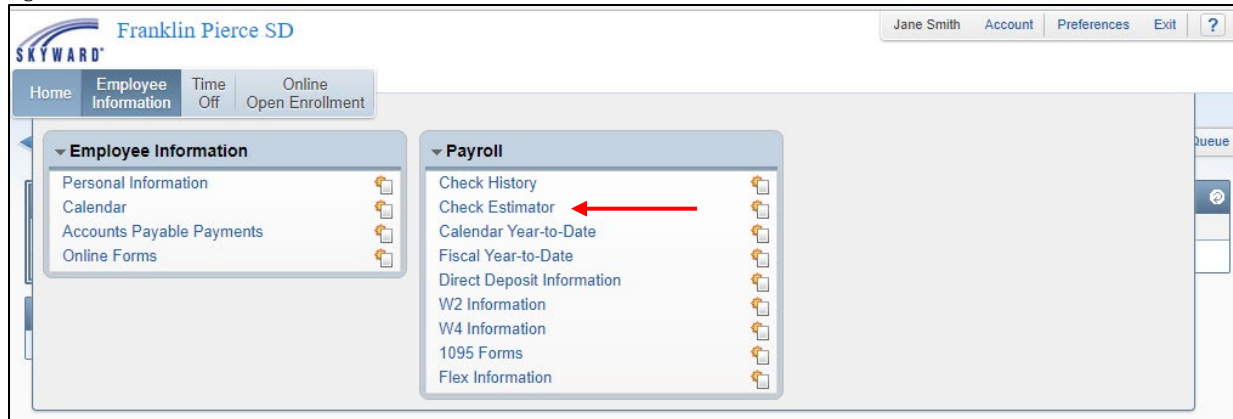
2. Click on Employee Information tab. (Figure 2)

Figure 2



3. Click on Check Estimator. (Figure 3)

Figure 3



4. Check Estimator Shows:

a. Tax Information

- i. Employees with W4 from 2019 or older, leave the checkbox unchecked (Figure 4)
- ii. Employees with W4 from 2020 (or those who anticipate making changes to their W4 with payroll) click the checkbox to update tax information (Figure 5)

b. Select Pay information

Figure 4

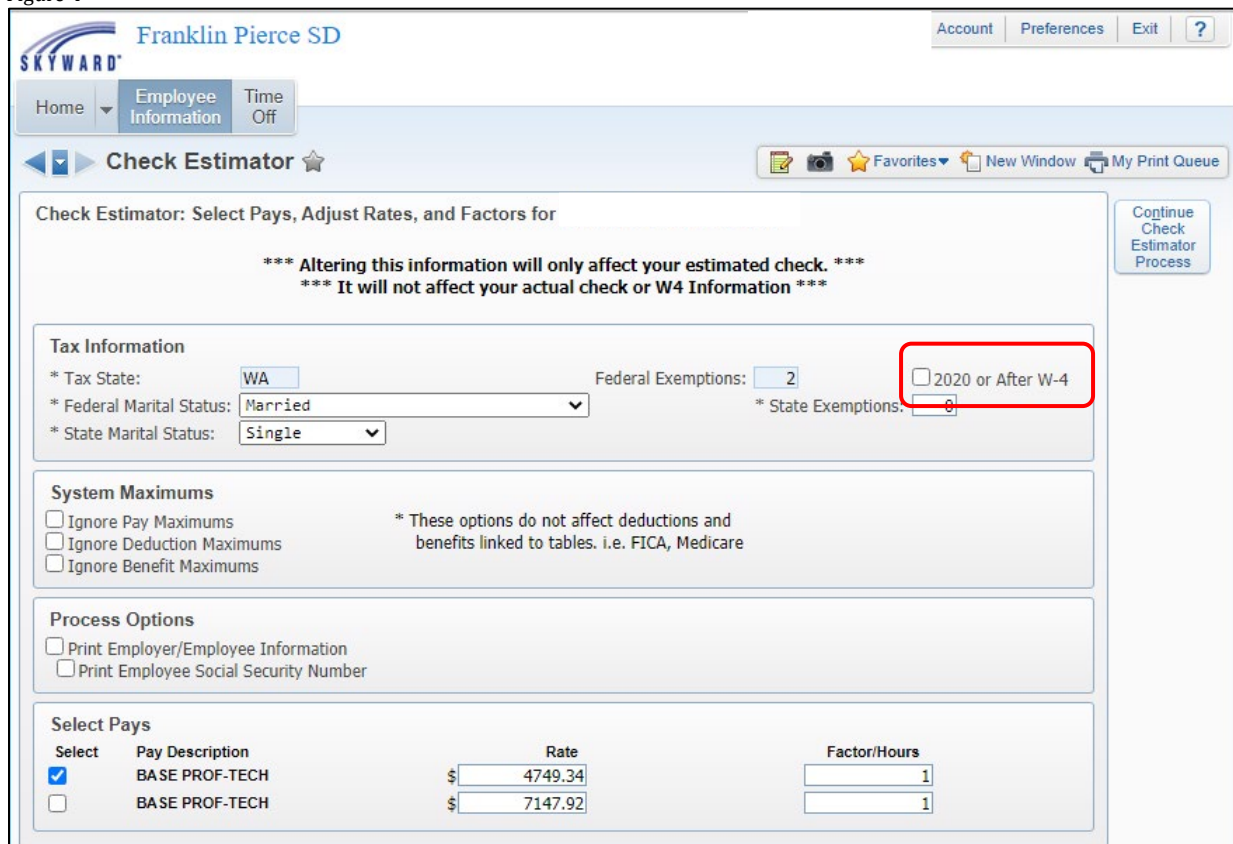


Figure 5

Franklin Pierce SD
SKYWARD

Account Preferences Exit ?

Home Employee Information Time Off

Check Estimator

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

*** 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 2020 or After W-4

* Federal Marital Status:

* State Marital Status: Single * State Exemptions:

Step 2 Step 3: 0 Step 4a: 0.00 Step 4b: 0.00

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"/>	BASE PROF-TECH	\$ 4749.34	<input type="text"/> 1
<input type="checkbox"/>	BASE PROF-TECH	\$ 7147.92	<input type="text"/> 1

Asterisk (*) denotes a required field

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.
6. Any questions, please contact the Systems and Operations Specialist (ext. 3084)