

# Employee Access Instructions

Viewing & Printing your Paycheck

# Viewing & Printing your Paycheck

Franklin Pierce SD

Rebecca Lee Account Preferences

Home Employee Information Time Off

Employee

My Favorites

- Product Setup
- Employee Access

My Print Queue

Job	Status
01/31/2012 Check Information	Completed
Send Direct Deposit E-mails	Completed
Create AP ACH	Completed
Report of File Contents	Completed
Create AP ACH Prenote	Completed

District News

No news to display.

Jump To Other Systems

- Employee Access
- Financial Management
- Human Resources
- Student Management
- Product Setup

Recent Programs

- Employee Access Home
- Product Setup Home PS
- Employee Access PS\EM
- Employee Access PS\CA\SE\US\EM
- Financial Management Home WF

Click on "Employee Information"

# Viewing & Printing your Paycheck

The screenshot displays the Franklin Pierce SD SKYWARD portal. At the top left, the logo 'SKYWARD' is shown next to the text 'Franklin Pierce SD'. Below this is a navigation bar with three tabs: 'Home', 'Employee Information', and 'Time Off'. A search bar is located below the navigation bar. The main content area is divided into two columns. The left column is titled 'Employee Information' and contains links for 'General Information', 'Calendar', 'Update District News', 'Accounts Payable Payments', and 'Personal Information'. The right column is titled 'Payroll' and contains links for 'Check History', 'Check Estimator', 'Calendar Year-to-Date', 'Fiscal Year-to-Date', 'Direct Deposit Information', 'W2 Information', and 'W4 Information'. A red arrow points to the 'Check History' link. Below the main content area, there is a 'District News' section with the text 'No news to displav.'

Franklin Pierce SD

SKYWARD

Home Employee Information Time Off

Q|

▼ Employee Information

- General Information
- Calendar
- Update District News
- Accounts Payable Payments
- Personal Information

▼ Payroll

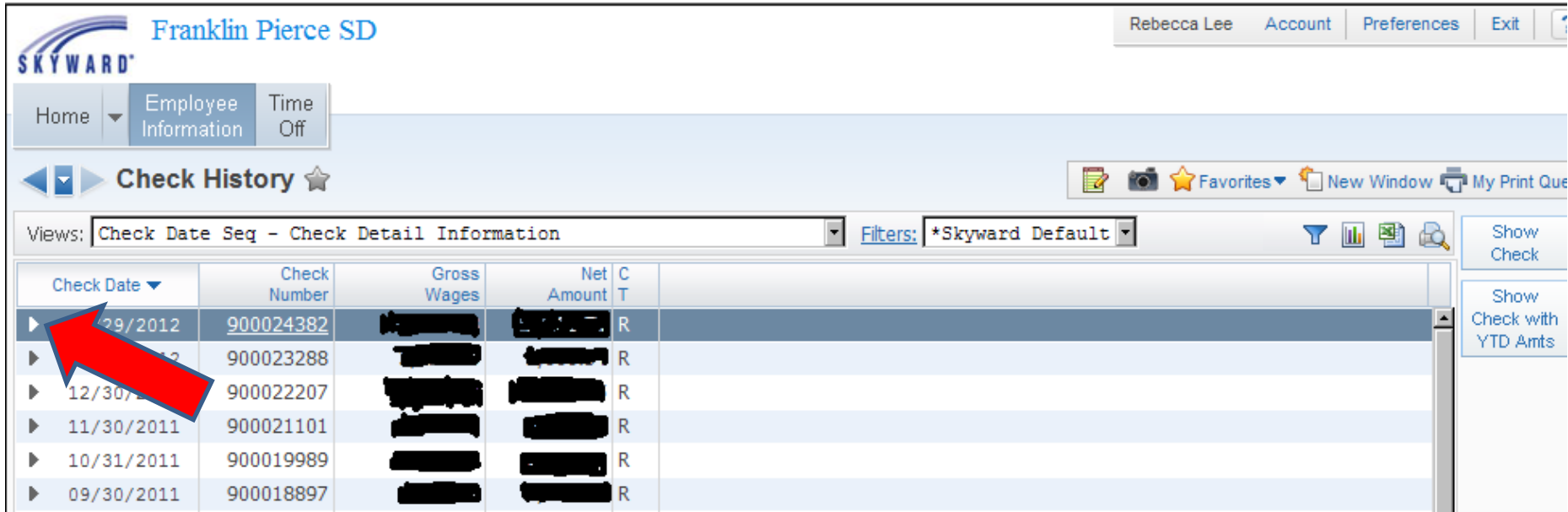
- Check History
- Check Estimator
- Calendar Year-to-Date
- Fiscal Year-to-Date
- Direct Deposit Information
- W2 Information
- W4 Information

District News

No news to displav.

Click on "Check History"

# Viewing & Printing your Paycheck



Franklin Pierce SD

Rebecca Lee Account Preferences Exit

Home Employee Information Time Off

Check History ☆

Views: Check Date Seq - Check Detail Information Filters: \*Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C T
▶ 09/29/2012	900024382	[REDACTED]	[REDACTED]	R
▶ 12/30/2011	900023288	[REDACTED]	[REDACTED]	R
▶ 12/30/2011	900022207	[REDACTED]	[REDACTED]	R
▶ 11/30/2011	900021101	[REDACTED]	[REDACTED]	R
▶ 10/31/2011	900019989	[REDACTED]	[REDACTED]	R
▶ 09/30/2011	900018897	[REDACTED]	[REDACTED]	R

Show Check

Show Check with YTD Amts

**Click on the arrow to view details for any particular check.**

*(Your gross & net amounts will be listed; for privacy, they have been blanked out in this example.)*

**OR**

**Click on the check number to view paystub details.**

# Viewing & Printing your Paycheck

Franklin Pierce SD

Rebecca Lee Account Preferences Exit ?

Home Employee Information Time Off

Check History

Views: Check Date Seq - Check Detail Information Filters: \*Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C T
11/30/2011	900021101			R

Expand All Collapse All Modify Details (displaying 5 of 5)

- ▶ Check Detail Information Pay, Ded, Ben Info
- ▶ Taxable Wage Information
- ▶ Pays
- ▶ Positions
- ▶ Earnings

Show Check

Show Check with YTD Amts

To view complete paycheck, click on “Show Check” once the check you want to see is selected. (“Show Check with YTD Amts” will list your year-to-date amounts on the check.)

Click on any of these small arrows to see more details for that category.

# Viewing & Printing your Paycheck

Check Number 900021101



## Check Information for REBECCA LEE

### Employer Information

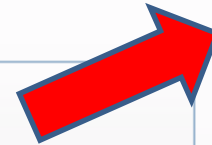
Name: **FRANKLIN PIERCE SCHOOLS**  
Address: **315 129TH ST S**  
**TACOMA, WA 98444-5044**

### Employee Information

Name: [blacked out]  
Address: [blacked out]

Print

Back



After clicking Show Check, your check will appear in a new window. (amounts have been blanked out in this example.) Click "Print" to print your check.

### Check Detail Information

Check Date: **11/30/2011** Gross Wages: [blacked out]  
Check Number: **900021101** Net Amount: [blacked out]  
Check Type: **Regular**

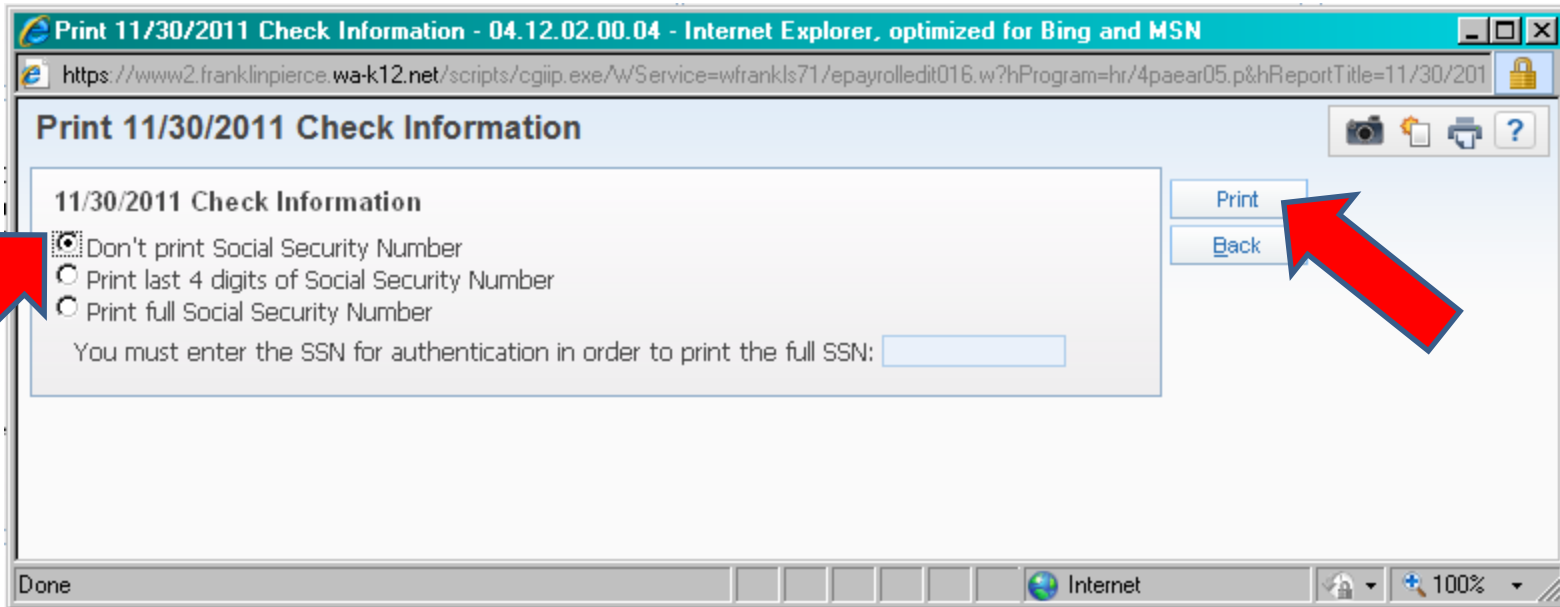
### Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:	[blacked out]	[blacked out]	[blacked out]	[blacked out]
Minus Deductions that Decrease Tax:	[blacked out]	[blacked out]	[blacked out]	[blacked out]
Plus Taxable Benefits:	[blacked out]	[blacked out]	[blacked out]	[blacked out]
Taxable Gross Wages:	[blacked out]	[blacked out]	[blacked out]	[blacked out]

### Pays

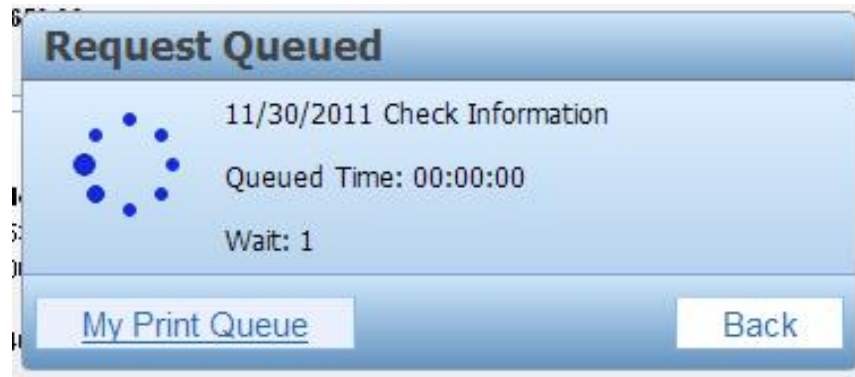
Description	Rate	Factor/Hours	Amount	Retire Hours	Period End
[blacked out]	[blacked out]	[blacked out]	[blacked out]	[blacked out]	11/30/2011

# Viewing & Printing your Paycheck

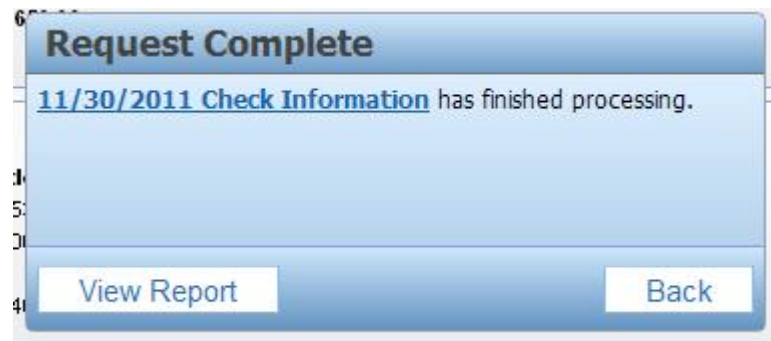


**This window gives you the option of having your social security number print on your check. Select the appropriate option by clicking in the circle next to the option. Then click "print."**

# Viewing & Printing your Paycheck



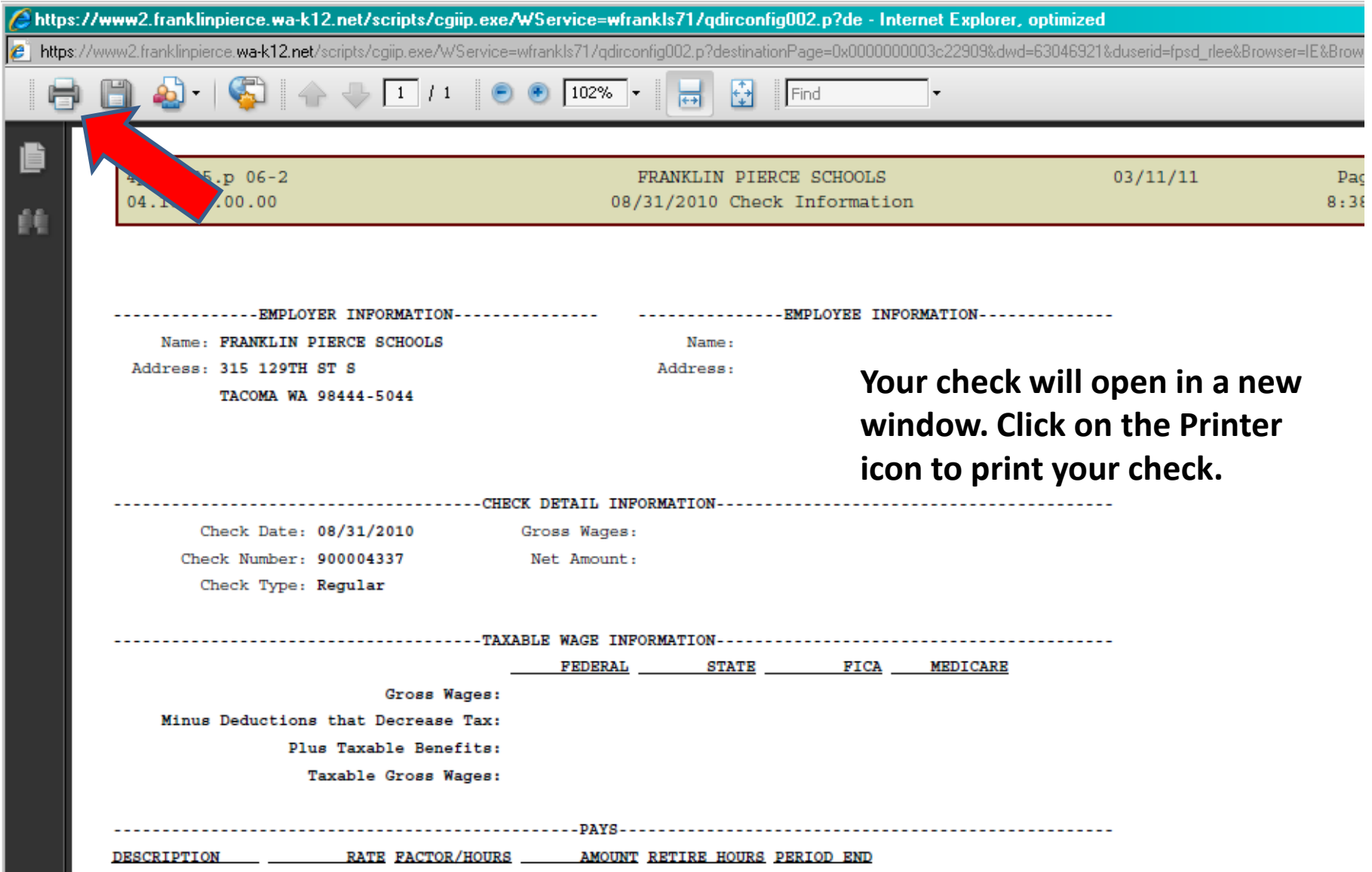
**You will see this box appear as it runs the report. You do not have to do anything; just wait for it to finish running.**



**When the box says Request Complete, Click on "View Report"**



# Viewing & Printing your Paycheck



https://www2.franklinpierce.wa-k12.net/scripts/cgiip.exe/WService=wfrankls71/qdirconfig002.p?de - Internet Explorer, optimized

https://www2.franklinpierce.wa-k12.net/scripts/cgiip.exe/WService=wfrankls71/qdirconfig002.p?destinationPage=0x0000000003c22909&dwd=63046921&duserid=fpsd\_rlee&Browser=IE&Brow

1 / 1 102% Find

04.11.11 00.00 FRANKLIN PIERCE SCHOOLS 03/11/11  
08/31/2010 Check Information

-----EMPLOYER INFORMATION-----

Name: FRANKLIN PIERCE SCHOOLS  
Address: 315 129TH ST S  
TACOMA WA 98444-5044

-----EMPLOYEE INFORMATION-----

Name:  
Address:

Your check will open in a new window. Click on the Printer icon to print your check.

-----CHECK DETAIL INFORMATION-----

Check Date: 08/31/2010 Gross Wages:  
Check Number: 900004337 Net Amount:  
Check Type: Regular

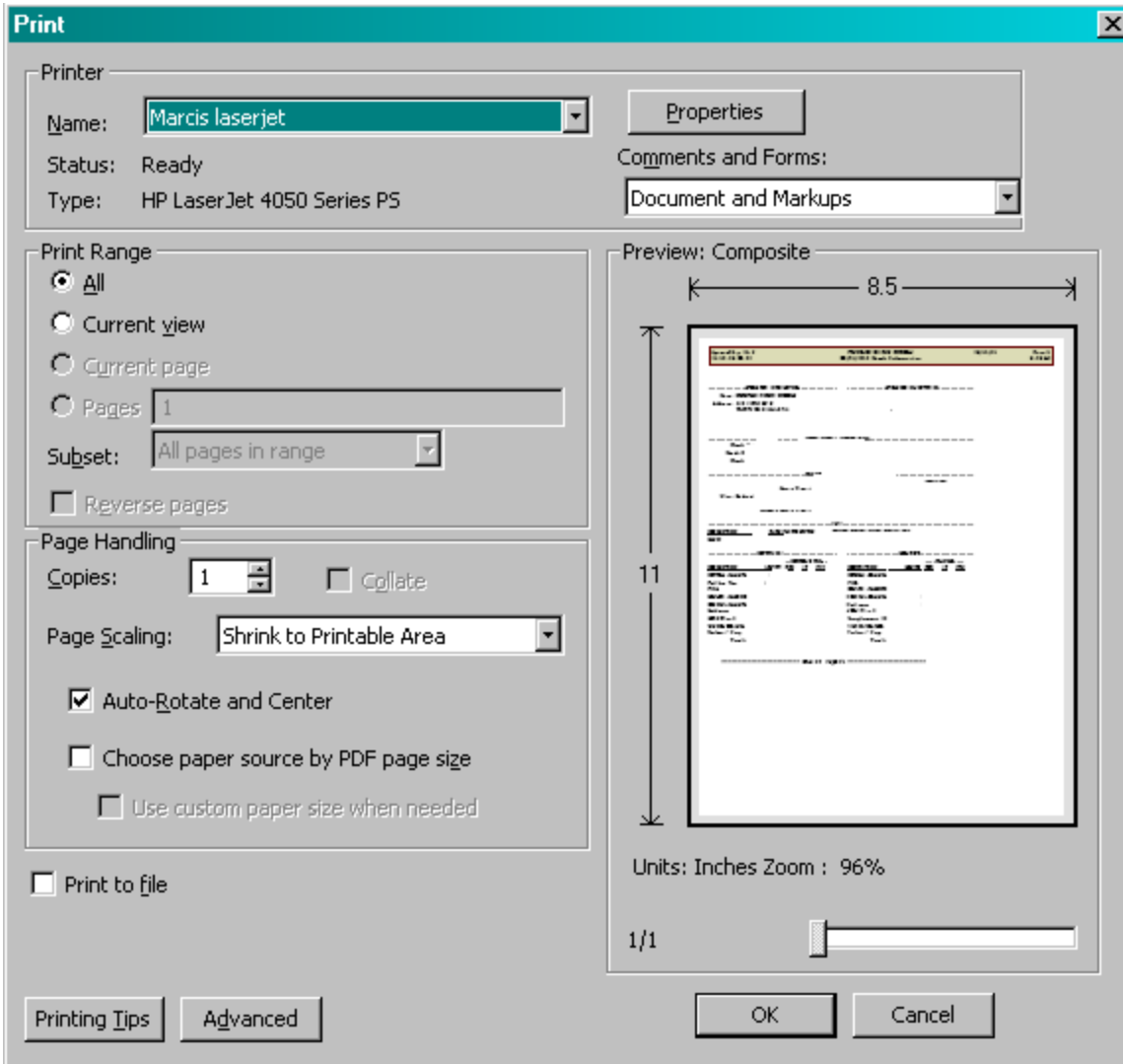
-----TAXABLE WAGE INFORMATION-----

	<u>FEDERAL</u>	<u>STATE</u>	<u>FICA</u>	<u>MEDICARE</u>
Gross Wages:				
Minus Deductions that Decrease Tax:				
Plus Taxable Benefits:				
Taxable Gross Wages:				

-----PAYS-----

<u>DESCRIPTION</u>	<u>RATE FACTOR/HOURS</u>	<u>AMOUNT</u>	<u>RETIRE HOURS</u>	<u>PERIOD END</u>
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# Viewing & Printing your Paycheck



**Make sure it is going to the printer you would like it to use, then click on "OK"**

**Your check will print on your printer.**