

**Payroll check history
(paystub) access in Skyward
www.umasd.org/skyward**

Do you have a school
issued computer?

NO

YES

Find a school computer to use. Or use a
secure personal computer at home.
Elem = Library
MS = Library
HS = Library
Transportation = Break Room computer
Login to Skyward

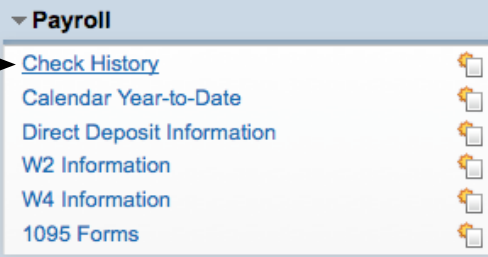
Login to Skyward on
your school computer

1 After Logging in
to Skyward Click
on Employee
Information

Employee
Information

2

Click Check
History



3

Click on the date of
the check you need to
access

4

Click
here

Show
Check with
YTD Amt

Do you need to
print a copy of
your paystub?

NO

Click the Exit Link on the top right
of the window and log out. Finish
by closing out of the browser.

YES

NO!!

Are you on a secure computer?

A computer that others have access
to is not secure. NEVER print your
paystub on a non-secure computer.
The library or break room computers
are not secure. A computer with a
generic or shared login is not secure.

YES

5

Print

Click the
Print Button

6

Choose
your
options

7

Print

Click the
Print Button

8

After the request processes for a few seconds, click "View Report"

View Report

9

A file will download to the computer and can be opened by a pdf reader such as Preview or Adobe Acrobat Reader. Can't find the file? Check your downloads folder.

10

After the file is downloaded and you have opened the file in a pdf reader please select your printer of choice and print the paystub. Please be reminded that the paystub file will be saved on the computer you used to access the file. Your paystub file contains personal information and needs to be secure.

11

Click the Exit link on the main screen found on the top right of the window and log out. Finish by closing out of the browser.