

SKYWARD: DEMYSTIFYING YOUR PAY STUB

PRESENTED BY HUMAN RESOURCES
JANUARY 2025



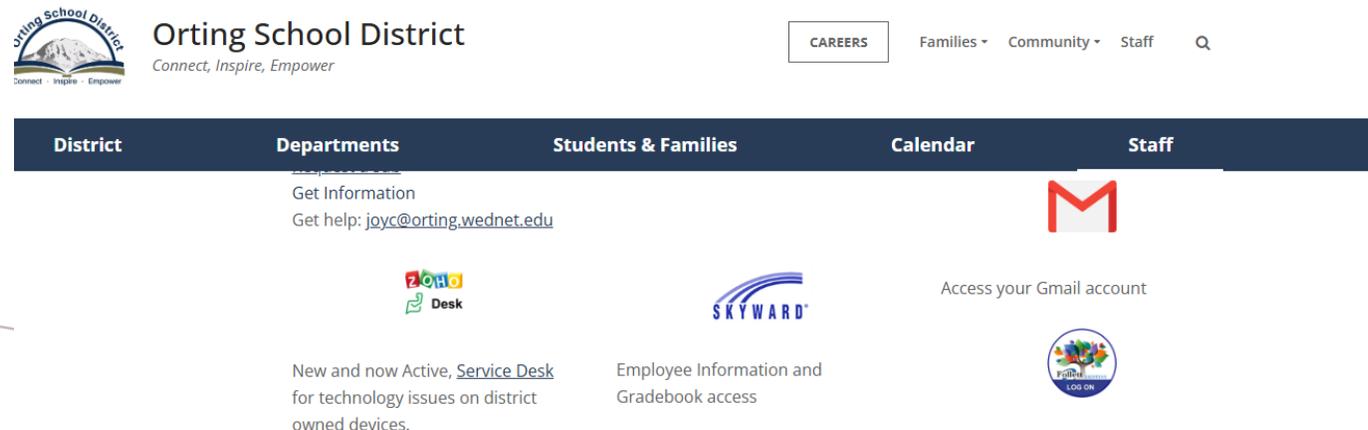
WHAT INFORMATION IS AVAILABLE ON MY PAY STUB?

- Personal Information (Employee name, address, and pay cycle date)
- Gross Wages (before taxes) and Net Wages (after taxes)
- Deductions and Benefits
- Year to Date Information (if selected)

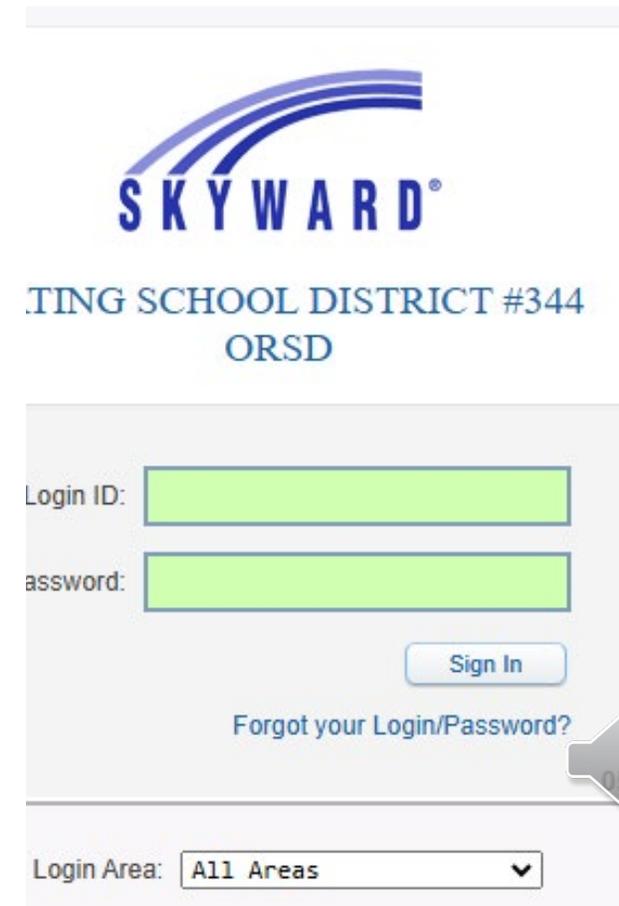


FINDING YOUR PAY STUB....

First, navigate to the Orting School District Website, Staff Links>Skyward. Then you will log into Skyward and make sure that "All Areas" is selected in the drop-down menu as shown to the right. Then you will log in to Skyward to access your Employee Information.



The screenshot shows the Orting School District website. At the top left is the district logo with the tagline "Connect · Inspire · Empower". To the right of the logo is the text "Orting School District" and a navigation menu with "CAREERS", "Families", "Community", and "Staff". Below this is a dark blue navigation bar with "District", "Departments", "Students & Families", "Calendar", and "Staff". Under "Departments", there is a link for "Get Information" with the email "joyc@orting.wednet.edu". Under "Students & Families", there is a "zoho Desk" logo and a link for "Service Desk". Under "Calendar", there is a "Gmail" logo and a link for "Access your Gmail account". Under "Staff", there is a "SKYWARD" logo and a link for "Employee Information and Gradebook access".

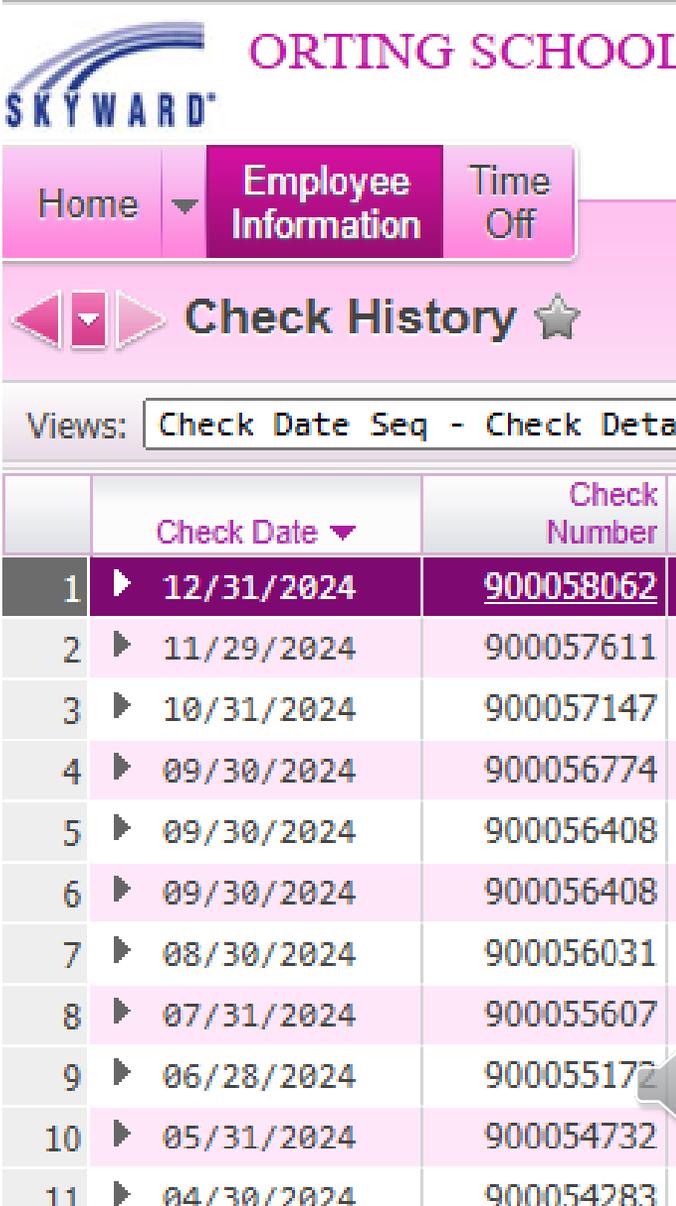


The screenshot shows the Skyward login page. At the top is the Skyward logo. Below it is the text "ORTING SCHOOL DISTRICT #344 ORSD". The login form has two input fields: "Login ID:" and "Password:". Below the password field is a "Sign In" button and a link for "Forgot your Login/Password?". At the bottom, there is a "Login Area:" dropdown menu with "All Areas" selected. A speaker icon is visible in the bottom right corner of the screenshot.

FINDING MY PAY STUB:

- Review your check history by using the following path:
 - Skyward>Employee Information>Payroll>Check History.
 - You will click “show check” on the right to view your whole check or click the hyperlink* on the check number to view your information.

**Hyperlink: Is a digital reference (link) to data that a user can follow or be guided to by clicking or tapping on the underlined link.*



SKYWARD[®] ORTING SCHOOL

Home Employee Information Time Off

Check History ☆

Views: Check Date Seq - Check Deta:

	Check Date ▼	Check Number
1	▶ 12/31/2024	<u>900058062</u>
2	▶ 11/29/2024	900057611
3	▶ 10/31/2024	900057147
4	▶ 09/30/2024	900056774
5	▶ 09/30/2024	900056408
6	▶ 09/30/2024	900056408
7	▶ 08/30/2024	900056031
8	▶ 07/31/2024	900055607
9	▶ 06/28/2024	900055172
10	▶ 05/31/2024	900054732
11	▶ 04/30/2024	900054283

REVIEWING MY PAY STUB:

- Your Employee Information will be listed on the top right of your pay stub, shown to the right.
- If you need to make an update to your address, please submit a [Staff Change Form](#) found on our website under Human Resources>Forms

Employee Information

Name:
Address:



GROSS & NET WAGES

- Upon viewing your pay stub you will see your check detail information including your Gross Wages (before taxes)* and Net Wages (after taxes)* shown to the right. You will also see your taxable wage information.
- If select print, you can choose if you would like your social security number printed on your pay stub or not.

**Gross Wages: The total amount of money an employee earns before taxes and other deductions are taken out.*

**Net Wages: The total amount of money an employee receives once gross wages have been reduced by deductions and taxes.*

Check Detail Information

Check Date: 12/31/2024	Gross Wages:
Check Number: 900058062	Net Amount:
Check Type: Regular	

Taxable Wage Information

Gross Wages:
Minus Deductions that Decrease Tax:
Plus Taxable Benefits:
Taxable Gross Wages:
YTD Taxable Gross Wages:

WHAT DOES THE PAYS SUMMARY MEAN?

You may also see several lines with different descriptions under 'Pays'. Some examples of different pay summaries are shown to the right.

- Base is your base pay(s). This is for your hours worked multiplied total days worked divided by 12 months (unless you were hired and your pay started after 9/30). You may have more than one if you have changed positions, and or your hours have changed. Please contact HR if you have any questions about your base pay assignment(s).
- Vacation pay is your vacation leaves pay, if you are a classified employee and are eligible. You may see a line for vacation pay per the PSE Collective Bargaining Agreement this is compensation for hours earned last year payable in the current year.
- Stipend is your stipend pay(s) if you have a cell phone, PRESC, OXA or other stipend type it will be listed. You may have more than one, or none.
- You may or may not have substitute pay, extra hours, overtime, or class coverage pay lines. Please note extra hours, overtime, class coverage, and substitute pay compensation is from the previous month. Any additional pay is always paid one month behind.
- If you have any unpaid leave hours such as unpaid sick leave, and or approved leave without pay you will also see this with a negative amount and negative hours.

You will then see your hours reported to DRS for retirement purposes, Workers Compensation (WC) hours, and Work Hours based on your work calendar, and the (pay) Period End date.

Pays Summary

Description

BASE CLSF *

BASE CLSF

BASE CLSF

EXTRA HOURS

Pays Summary

Description

BASE CERT *

CLS COVERAGE

Pays Summary

Description

BASE CLSF

CERT SUBSTITUTE

UNPAID LEAVE

VACATION PAY

Pays Summary

Description

BASE EXEMPT *

CELL PHONE STIP



Retire Hours	WC Hours	Work Hours	Period End
176.00	110.00	176.00	12/31/2024

DEDUCTIONS AND BENEFITS:

- On the bottom left of your pay stub you will see the deductions*, which are the gross wages taken out of your earned wages for payroll taxes, retirement contributions, benefits, union dues, deposits to other accounts, and any other deductions you have elected for optional supplemental benefits.
- On the bottom right of your pay stub you will see the benefits*. These are the benefits paid by the District monthly when you are paid, these include payroll taxes, benefits, and retirement contributions.

**Deductions are paid by the employee.*

**Benefits are paid for by the employer.*

Deductions

Description

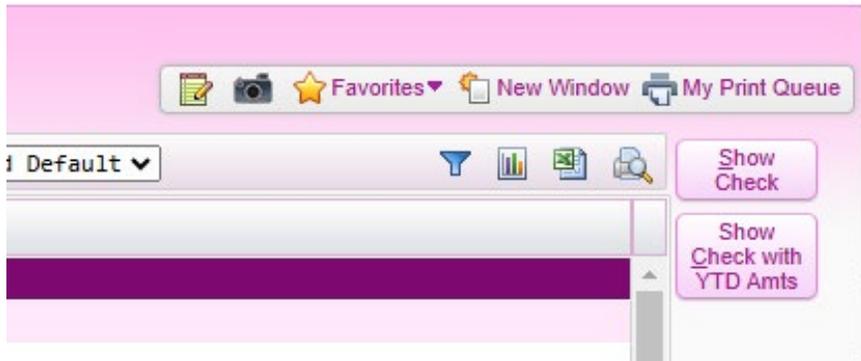
ADD'L DEPOSIT
ADD'L DEPOSIT
DCP 457-WASHING
Emp Pd LTD 50%
Fed Inc Tax
FICA
LEGAL SHIELD
Long-Term Care
Medical FSA
Medicare
SERS Plan 2
WA Paid FML
Workers' Comp

Benefits

Description

FICA
Medicare
SEBB
SERS Plan 2
Unemployment 00
WA Paid FML
Workers' Comp





Year to Date Information:

- You can view your YTD information by clicking “Show Check with YTD Amounts.”
- Using this option will allow you to see your YTD Gross Wages, Minus Deductions that Decrease Tax, Plus Taxable Benefits, Taxable Gross Wages, and YTD Taxable Gross Wages. You can also see your YTD totals for Deductions and Benefits in those categories below.





Happy Exploring!

Please feel free to reach out to the Human Resources Department when you have any questions.

