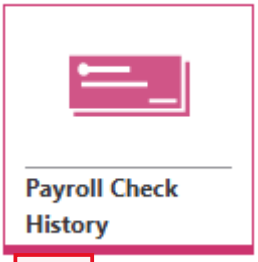
How to Read Your Wage Statement

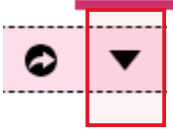
To access your wage statement in Skyward:

1. Log in using your Google ID

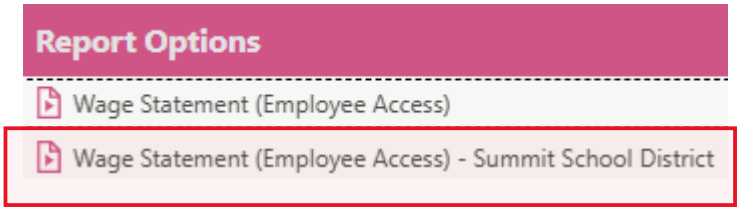
2. Click the tile that says:



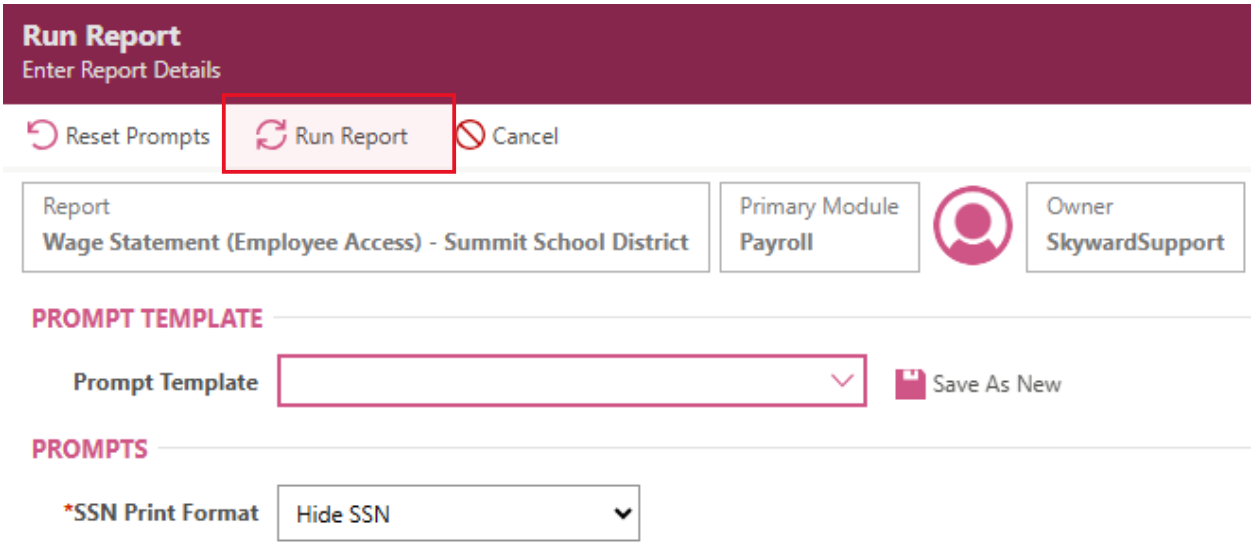
3. Select the carrot



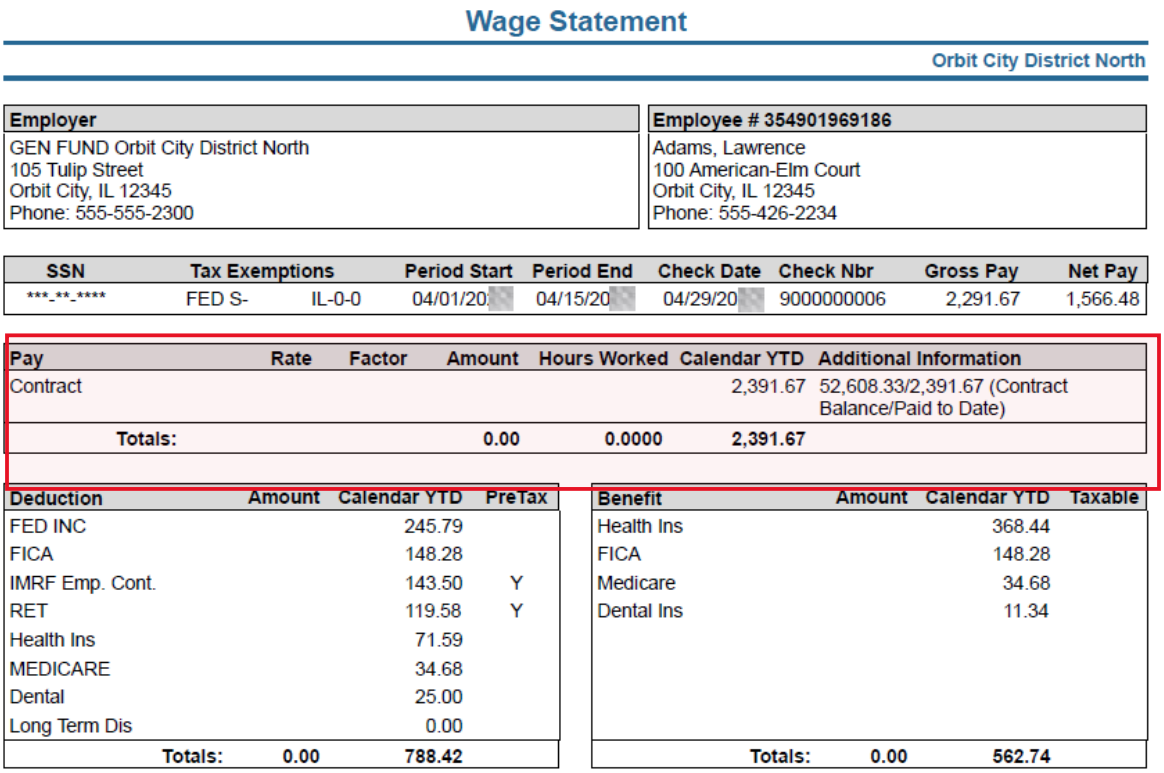
4. Select the option for Wage Statement (Employee Access)- Summit School District



5. Leave all prompts as they are and select Run Report



6.



Wage Statement

Orbit City District North

Employer	Employee # 354901969186
GEN FUND Orbit City District North 105 Tulip Street Orbit City, IL 12345 Phone: 555-555-2300	Adams, Lawrence 100 American-Elm Court Orbit City, IL 12345 Phone: 555-426-2234

SSN	Tax Exemptions		Period Start	Period End	Check Date	Check Nbr	Gross Pay	Net Pay
-**-*	FED S-	IL-0-0	04/01/20	04/15/20	04/29/20	9000000006	2,291.67	1,566.48

Pay	Rate	Factor	Amount	Hours Worked	Calendar YTD	Additional Information
Contract					2,391.67	52,608.33/2,391.67 (Contract Balance/Paid to Date)
Totals:			**0.00**	**0.0000**	**2,391.67**	

Deduction	Amount	Calendar YTD	PreTax
FED INC		245.79	
FICA		148.28	
IMRF Emp. Cont.		143.50	Y
RET		119.58	Y
Health Ins		71.59	
MEDICARE		34.68	
Dental		25.00	
Long Term Dis		0.00	
Totals:	**0.00**	**788.42**	

Benefit	Amount	Calendar YTD	Taxable
Health Ins		368.44	
FICA		148.28	
Medicare		34.68	
Dental Ins		11.34	
Totals:	**0.00**	**562.74**	

The highlighted box will be where you can see your pay for this pay period and year to date if you've worked extra duty or have stipends.

The **RATE** is your pay rate. All staff receive a salary unless they are a sub or as needed. So this will show your monthly salary.

For Support Staff, in this category you'll also see an additional hours you have worked over or under your contract and the rate of pay at which this is added or docked.

Additionally, you'll see your overtime and the rate at which that is paid.

The **FACTOR** are the hours worked. For your salary, it will always be 1. For additional hours or overtime, it will show the hours you've worked.

HOURLY PAY will show your base hourly rate. If you have worked overtime, the time and a half rate will appear under **RATE**.

AMOUNT will show you to total amount of your salary and additional hours or overtime.

HOURS WORKED will be show the hours you're contracted to work and will be a reiteration of hours worked from the **FACTOR** field.

CALENDAR YTD will show your year to date pay in each category.

ADDITIONAL INFORMATION shows your total contract remaining after this pay and contract totals paid year to date.

Wage Statement

Orbit City District North

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Medicare		34.68	
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Totals:	**0.00**	**562.74**	

This area will show your deductions (employee paid benefits) and your benefits (employer paid benefits)

This will include the amount for this pay and YTD (year to date)

Beginning on the October 15 paycheck you'll be able to see an additional box that will show your correct time off balances. Please validate these on your October payroll and reach out if you have any questions or concerns.

Time Off	Beginning Balance	Added	Used	Current	Unit
PERSONAL	0.02	0.00	0.00	0.02	Hours
SICK	138.20	0.00	0.00	138.20	Hours
VACATION	17.12	0.00	0.00	17.12	Hours