## How To Print A Pay Stub

- 1. Open Skyward Employee Access as you normally would (like if you were requesting time off, etc.)
- 2. Click "Employee Information" in the upper left-hand corner.
- 3. Click "Payroll"
- 4. Click "Check History"

Employee Information	Time Off		Click Here	
General	CAlendar	PAyroll	Then Here	
Check History	Check Estimator	Calendar YTD	hen Here	

- 5. Click "Apply Filter"
  - Click down-arrow next to "Number of Records" to display more check stubs!

Filter Options	Number of Re	cords: 10 V Apply Filter	Then Click
Browse Views:	Check Detail Information	Add Filter	Here
Filters:	*Skyward Default	View Filter	
		Delete Filter	
		Clone Filter	
		Create	
		Temporary	
	Filters with '*' are provided by Skyward	Filter	

- 6. In the list that is displayed, click on the date you'd like to see.
- 7. In the last screen, you can view the pay stub, or click the "Print" button in the upper-right corner and follow the prompts to print a hard-copy.

<u>To see Year-to-Date info</u>, follow the above procedure but click "*Calendar YTD*" or "*Fiscal YTD*" instead of "*Check History*".

Note: Always remember to use the "Back" and "Exit" buttons when logged-in to Skyward (not in your browser arrows or the red box with the "X") to successfully navigate and log-out of Skyward. This will help protect you and your private information.