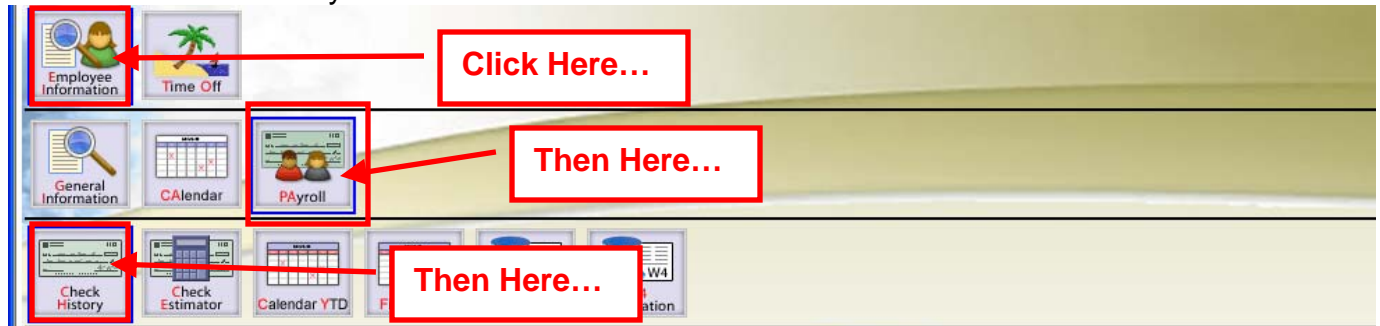
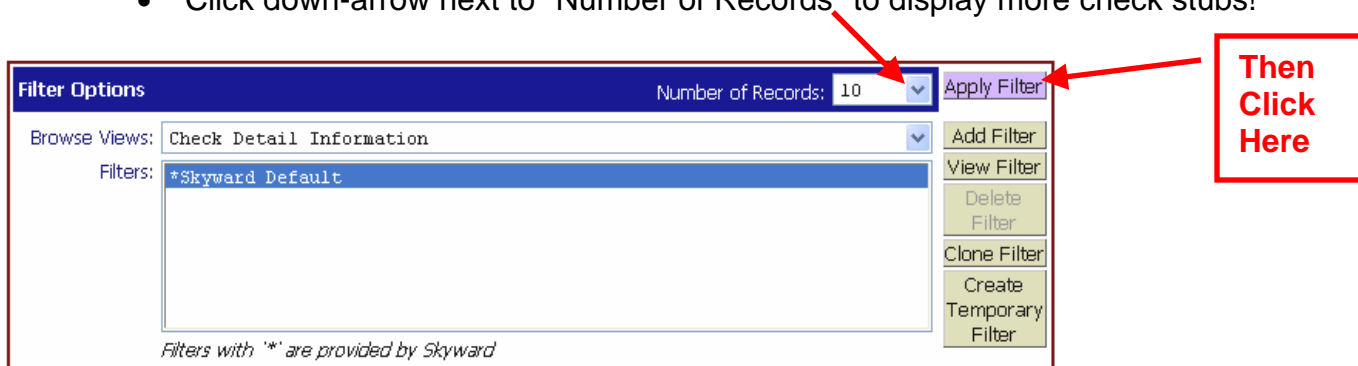


How To Print A Pay Stub

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”



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



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.

To see Year-to-Date info, 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.