


# Employee Access Instructions

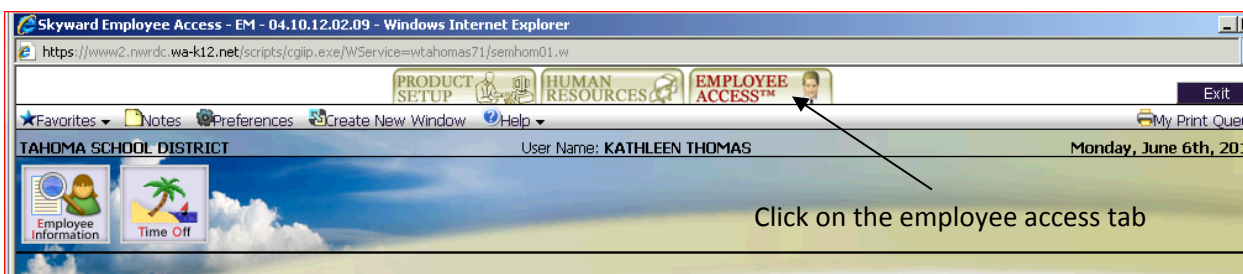
## Accessing your paycheck and leave balance information

Tahoma School District no longer issue paper pay stubs. (direct deposit only) Tahoma has joining other national, state and local agencies that have already converted to paperless pay stubs and by doing so; helping the environment and saving on postage. You will be able to view and print your pay stubs by going to Employee Access online. Employee Access is an online tool to use that will allow you to view and print your payroll, W-2, W-4, YTD and time off information. Your access is allowed by using a password.

If you have forgotten your login and password or to obtain a login and password please contact the Payroll Department at [jshamseldin@tahomasd.us](mailto:jshamseldin@tahomasd.us) (Classified Employees) or [ktthomas@tahomasd.us](mailto:ktthomas@tahomasd.us) (Certificated Employees)

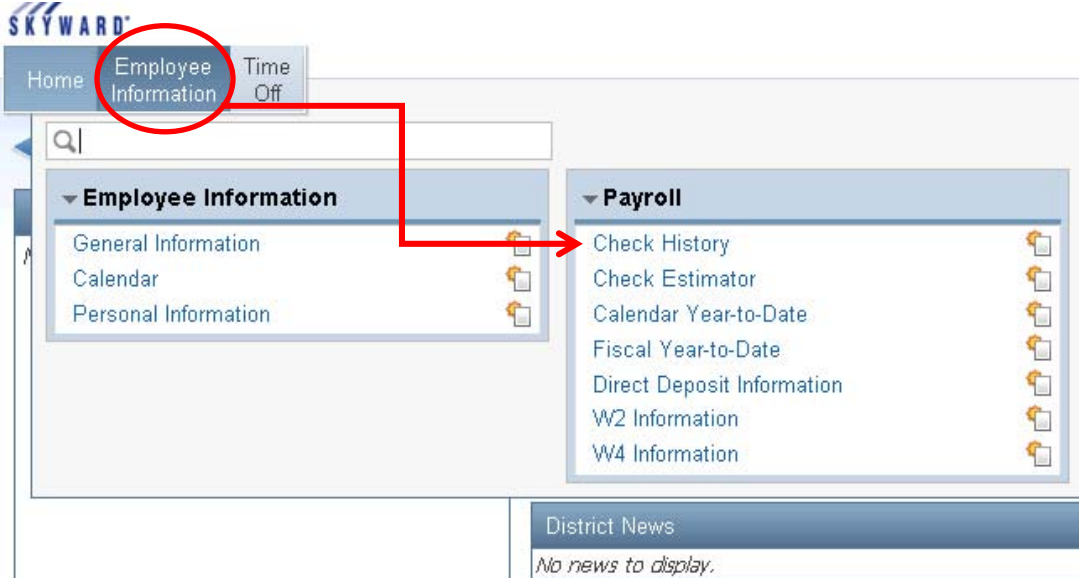


After logging in you will see several tabs at the top of the page, dependant on what areas in the system you have security access to. All employees have access to the **Employee Access** tab, this is where you will be able to look at your paycheck and leave information.



# View Paycheck Information

Payroll information will be available on the actual pay day for that month. Please review the information each month and notify the Payroll Office if you see an error. The actual transfer of funds into your bank account will always occur on the last working day of the month for the district.



Click on CHECK HISTORY and the following screen will appear on the left of your screen. This screen will list all checks paid since the Skyward conversion of 1/1/11. Warrants (checks) are listed as 4XXXXXX and Direct Deposit Statements are listed as 9XXXXXXXXX.

The screenshot shows the SKYWARD web application interface for the 'Check History' screen. The navigation tabs at the top are 'Home', 'Employee Information', and 'Time Off'. The 'Employee Information' tab is selected. Below the navigation, there is a 'Check History' header with a star icon. Underneath, there is a 'Views:' dropdown menu set to 'Check Date Seq - Check Detail Information'. The main content is a table with the following columns: 'Check Date', 'Check Number', 'Gross Wages', 'Net Amount', and 'C/T'. The table contains 15 rows of data, starting from 01/31/2011 and ending on 02/29/2012.

Check Date	Check Number	Gross Wages	Net Amount	C/T
02/29/2012	900011002	1,079.82	819.46	R
01/31/2012	900010133	1,079.82	817.66	R
12/31/2011	900009267	1,079.82	917.15	R
11/30/2011	900008406	1,011.62	864.06	R
10/31/2011	900007561	1,079.82	916.37	R
09/30/2011	900006768	1,079.82	916.89	R
08/31/2011	900005991	1,068.32	787.91	R
07/29/2011	900005200	1,120.36	828.41	R
06/30/2011	900004336	2,212.87	1,696.93	R
05/31/2011	900003477	1,133.36	836.20	R
04/29/2011	900002625	1,233.36	915.70	R
03/31/2011	900001780	1,133.36	829.59	R
02/28/2011	900000933	1,068.36	781.31	R
01/31/2011	900000104	1,068.36	779.99	R

To view the detail of the check listed, select the ▶ icon and the below screen will appear. Select the individual ▶ for the area that you would like to review.

SKYWARD

Home Employee Information Time Off

Check History ☆

Views: Check Date Seq - Check Detail Information

Check Date ▼	Check Number	Gross Wages	Net Amount	C T
02/29/2012	900011002	1,079.82	819.46	R

Expand All Collapse All Modify Details (displaying 5 of 5)

- ▶ Check Detail Information Pay, Ded, Ben Info
- ▶ Taxable Wage Information
- ▶ Pays
- ▶ Deductions
- ▶ Benefits

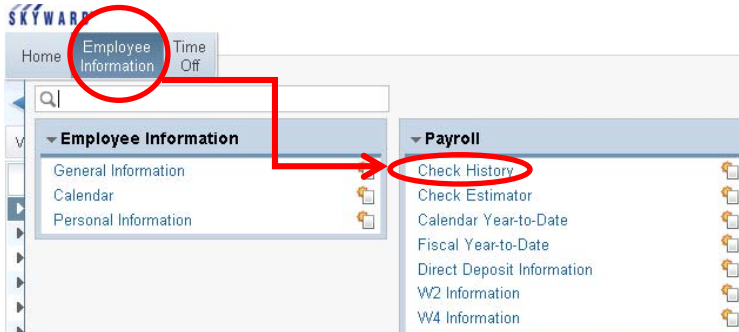
To view the entire Payroll check, click on the actual check number and the paycheck will appear on your screen.

▶ 02/29/2012	900011002	1,079.82	819.46
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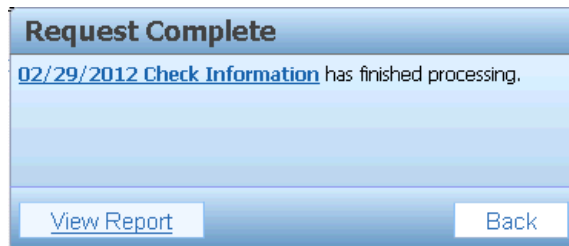
# THE KEY TO PRINTING A PAY STUB

Following the below steps will insure that you actually get a printed pay stub when you ask for one!

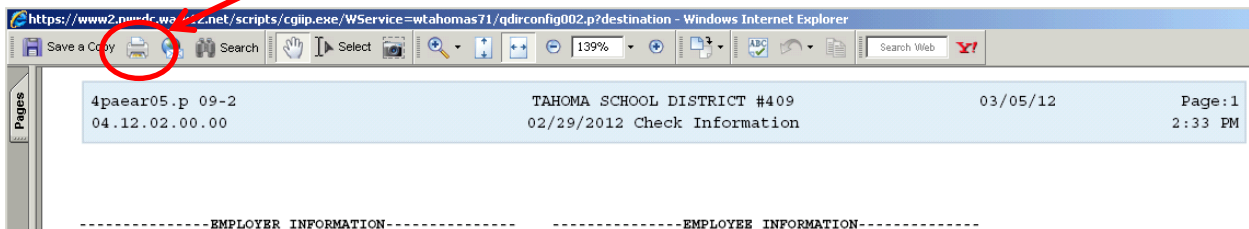
1. Once signed onto Employee Access, select **CHECK HISTORY**:



2. Highlight the check you want to print
3. On right hand side of screen pick either: Show check or Show check with YTD amounts.
4. Select the  BUTTON. A new screen will appear.
5. A new screen will appear that allows you to select if you want your social security number listed. Make your selection and then select the  BUTTON.
6. The system will show that you are Queued then Running in the screen
7. Select the VIEW REPORT BUTTON:



8. If you are prompted to OPEN, SAVE or CANCEL your "File Download", please select OPEN. NOTE: This step may not appear – it is dependent on your personal computer's security preferences.
9. You are not done yet! When your paystub appears: Select the PRINTER ICON on the below screen shot



10. A print box will appear, make sure that your local or network printer is displayed and hit OK.

**You now have a printed copy of your pay stub! Simple!**