Viewing Payroll Check History in Employee Access

- 1. Log into Skyward Qmlativ using your personal credentials and make sure you are in Employee Access.
- 2. If you are not in Employee Access, select it from your drop-down menu next to the Home icon



3. Select the Payroll Check History Tile



4. Locate the check you wish to view and select the open arrow

	CHECKS	5							
	MM/D	D/YYYY	31	Q View	v: Skyward Default	Filter: Net C	hecks 🛛 💥 Quick Filte	r	
			↓ Check Date	Check Number	Pay Gross	Net Check Amount	Payment Type	Payroll Type	0
4	\bigcirc	-	10/29/2021	900415478			A - ACH	R - Regular	
	Ø	•	09/30/2021	900413658			A - ACH	R - Regular	
	\bigcirc	•	09/30/2021	900412316	1		A - ACH	R - Regular	
	\bigcirc	-	08/31/2021	900409071			A - ACH	R - Regular	
	\bigcirc	•	07/30/2021	900406612			A - ACH	R - Regular	
	\bigcirc	-	06/30/2021	900403841			A - ACH	R - Regular	

5. From here you can view the details of your check including your position, assignment, deductions that were made for this pay period and the benefits that were part of your compensation.

	~	PAY TR	ANSACTIONS																		
Check Summary		Search	Position Type	Q	View: Sky	ward Default	Filter: Sk	yward Default	🛇 Quick Filter												
Timesheets			↑ Position Type		Assignm	ient Type Co	des Buil	ding Codes	Check S Descrip	tub tion	0	Rate	O Factor	Pay Gross	C Times to Apply		O Net Pay	O Hours Worked	Comment o	n Paycheck	
		0	Admin - Administr	ator	Princ		000		PRIN/AS	ST PRIN					1	8	,709.45	168.0000			
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		DEDUC Search Check S Fed Inc	TION TRANSACT	IONS otior Q Calculated Amount 1,802.62	View: Sky Decreases Federal Tax	ward Default Decreases FICA Tax	Filter: SI Decreases State Tax	yward Default					More ∽	BENEFIT TRANS Search Check Stu A Check Stub Descr	ACTIONS ub Description iption Cala Ar	Q ulated nount 830.20	View: Sky Increases Federal Tax	ward Defaul Increases FICA Tax	t Filter: S Increases State Tax	ikyward Defaul	