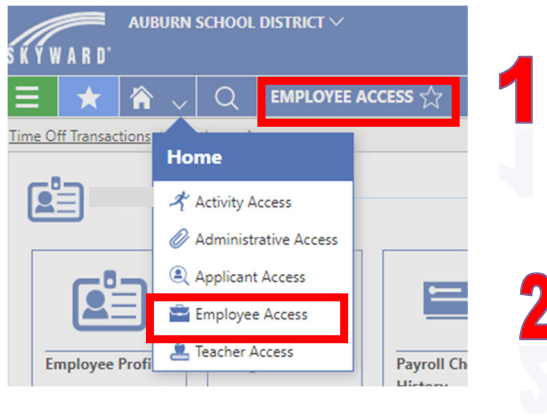


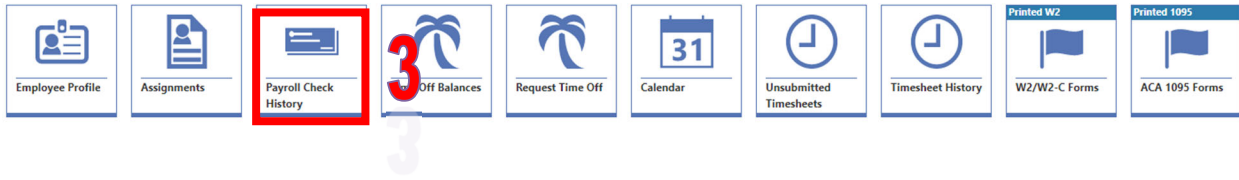
Viewing Payroll Check History in Employee Access

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

Check Date	Check Number	Pay Gross	Net Check Amount	Payment Type	Payroll Type
10/29/2021	900415478			A - ACH	R - Regular
09/30/2021	900413658			A - ACH	R - Regular
09/30/2021	900412316			A - ACH	R - Regular
08/31/2021	900409071			A - ACH	R - Regular
07/30/2021	900406612			A - ACH	R - Regular
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 TRANSACTIONS

Position Type	Assignment Type Codes	Building Codes	Check Stub Description	Rate	Factor	Pay Gross	Times to Apply	Net Pay	Hours Worked	Comment on Paycheck
Admin - Administrator	Princ	000	PRIN/ASST PRIN			8,709.45	1	168,000		
Admin - Administrator	Princ	000	Optional Days			475.08	1	0.0000		

DEDUCTION TRANSACTIONS

Check Stub Description	Calculated Amount	Decreases Federal Tax	Decreases FICA Tax	Decreases State Tax
Fed Inc Tax	1,802.62			
FICA	830.20			

BENEFIT TRANSACTIONS

Check Stub Description	Calculated Amount	Increases Federal Tax	Increases FICA Tax	Increases State Tax
FICA	830.20			
Medicare	194.16			