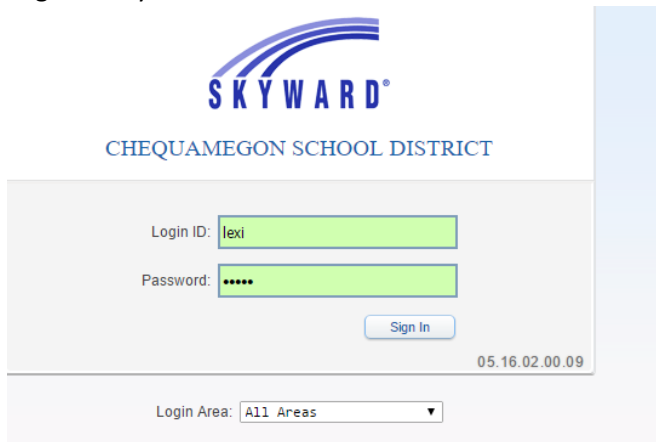


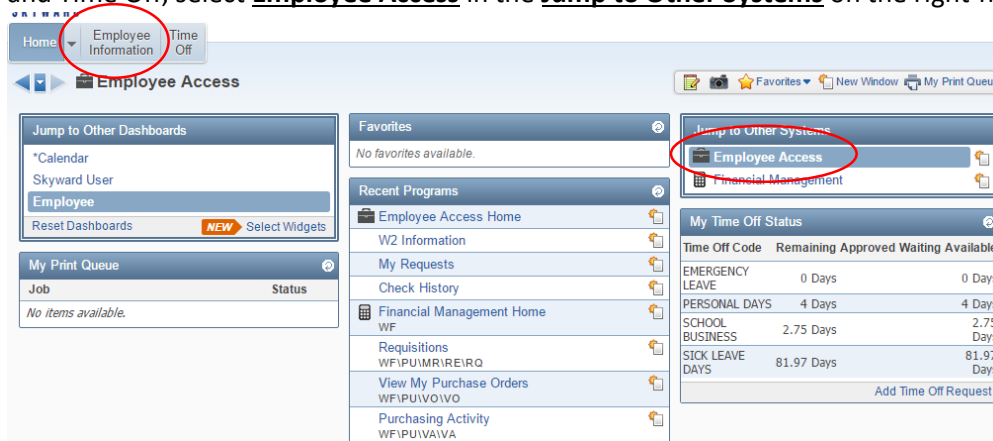
# Skyward Employee Access

## Check Detail Report

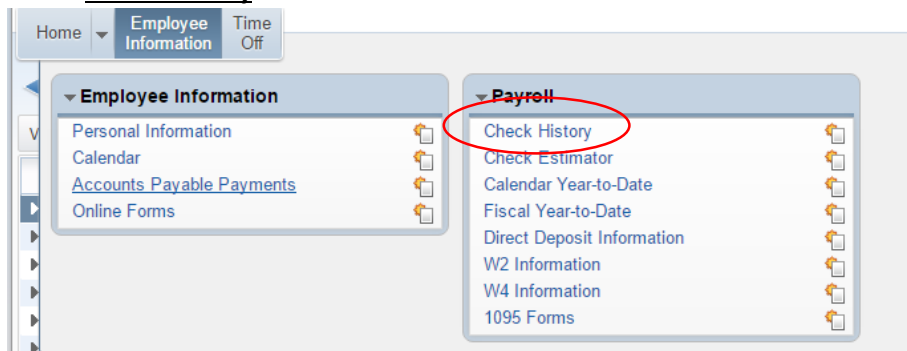
1. Log into Skyward



2. Select **Employee Information**. (If the tabs at the top left-hand side of the page are not Employee Information and Time Off, select **Employee Access** in the **Jump to Other Systems** on the right-hand side of the page)



3. Select **Check History**



4. Select the **Check Number**

Check Date	Check Number	Gross Wages	Net Amount	C T
09/04/2015	89428	178.40	164.75	R
08/28/2015	89386	141.12	130.32	R
06/26/2015	900019671	1,322.58	894.86	R
06/12/2015	900019540	1,322.61	894.89	R
05/29/2015	900019390	1,322.61	894.89	R
05/15/2015	900019228	1,322.61	894.89	R

5. A screen will pop up that shows the check detail. Near the top it shows the Check Date, Check Number and Gross and Net Wages. Toward the bottom of the report it lists the detail of the Deductions and Benefits.

**Check Number 900019671**

Check Information for [Redacted]

[Print](#)  
[Back](#)

**Employer Information**

Name: CHEQUAMEGON SCHOOL DISTRICT  
Address: 420 N 9TH ST  
PARK FALLS, WI 54552

**Employee Information**

Name: [Redacted]  
Address: [Redacted]

**Check Detail Information**

Check Date: 06/26/2015    Gross Wages: 1,322.58  
Check Number: 900019671    Net Amount: 894.86  
Check Type: Regular

**Taxable Wage Information**

	Federal	State	FICA	Medicare
Gross Wages:	1,322.58	1,322.58	1,322.58	1,322.58
Minus Deductions that Decrease Tax:	229.93	229.93	129.99	129.99
Plus Taxable Benefits:				
<b>Taxable Gross Wages:</b>	<b>1,092.65</b>	<b>1,092.65</b>	<b>1,192.59</b>	<b>1,192.59</b>

**Pays**

Description	Rate	Factor/Hours	Amount	Retire Hours	Period End
CONTRACT PAY	1,322.61	1.00	1,322.58	35.00	06/21/2015

**Deductions**

Description	--Decrease Tax--		
	Amount	Fed	St F/M
DENTAL PRE-TAX	8.50	Y	Y Y
EMPLOYEE FICA	73.94		
FED WITHHOLDING	66.27		
FLEX HEALTH INS	121.49	Y	Y Y
HSA ACCOUNT		Y	Y Y
MEDICARE FICA	17.29		
MINN. MUTUAL	9.23		
WI DEF COMP	10.00	Y	Y

**Benefits**

Description	-----Taxable-----		
	Amount	Fed	St F/M
BILLED BY CESA			
DENTAL BENEFIT	89.03		
EMPLOYER FICA	73.94		
HEALTH INS	1,084.78		
LTD INS	4.63		
MEDICARE FICA	17.29		
MINN MUTUAL	6.98		
WI DEF DISTRICT	89.04		

6. You can also choose Show Check with YTD Amounts (on the right-hand side of the page) to print a report with the Year-to-Date Columns. If you simply want to see the detail of the check, select the > on the side of the check date. You will be able to expand the detail on the information. You can also select Expand All to show all detail.

Views: Check Date Seq - Check Detail Information Filters: \*Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C	T
09/04/2015	89428	178.40	164.75	R	
08/28/2015	89386	141.12	130.32	R	
06/26/2015	900019671	1,322.58	894.86	R	
06/12/2015	900019540	1,322.61	894.89	R	
05/29/2015	900019390	1,322.61	894.89	R	
05/15/2015	900019228	1,322.61	894.89	R	

Views: Check Date Seq - Check Detail Information Filters: \*Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C	T
09/04/2015	89428	178.40	164.75	R	
08/28/2015	89386	141.12	130.32	R	
06/26/2015	900019671	1,322.58	894.86	R	

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

Check Detail Information Pay, Ded, Ben Info

Taxable Wage Information

Pays

Pay Code	Description	Rate	Factor/Hours	Amount	Retire Hours	Period End
CON	CONTRACT PAY	1,322.61	1.00	1,322.58	35.00	06/21/2015

Deductions

Code	Description	Amount	Group	Type	----Decrease Tax----		
					Fed	St	F/M
DTX	DENTAL PRE-TAX	8.50	OTH		Y	Y	Y
FIC	EMPLOYEE FICA	73.94	TAX	F			
FT	FED WITHHOLDING	66.27	TAX	D			
HEA	FLEX HEALTH INS	121.49	FLX	1	Y	Y	Y
HSA	HSA ACCOUNT	0.00	OTH		Y	Y	Y

50 records displayed Check Date:

7. Contact Lexi Witt (715) 762-2474 ext. 2425, [lwitt@csdk12.net](mailto:lwitt@csdk12.net) if you need more information or help!