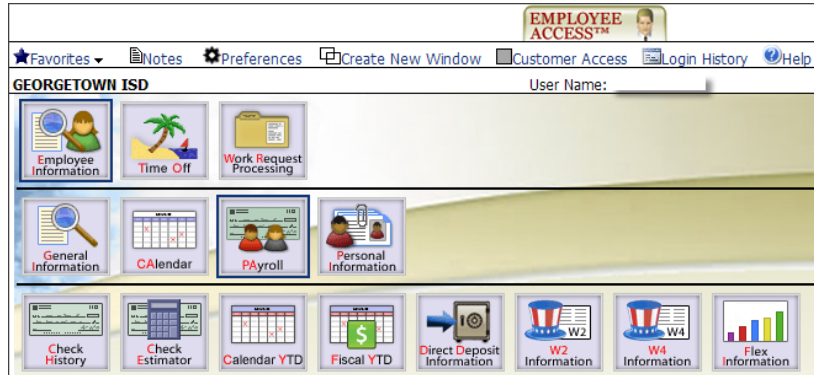


# Viewing Your Payroll and Leave Information Online

Sign into Skyward system from the GISD Homepage by selecting **Skyward** from the **Staff** drop down menu.

If you do not have or cannot remember your login and password, call or email the GISD Payroll Department, or Joan Elderton in Human Resources.

1. Click on the **Employee Information** button
2. Click on the **Payroll Information** button

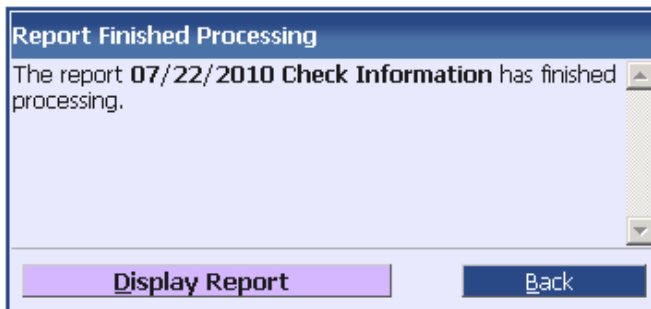


3. Click on the **Check History** button to view a list of your paychecks.
4. Click on a check number to view your check stub.
5. To print your check stub, click the **Print** button in the top right corner.
6. Select one of the options for displaying your Social Security information on your printed check stub.

Check Detail Information - Skyward Default				
Check Date	Check Number	Gross Wages	Net Amount	
+ 07/22/2010	900121978			
+ 06/24/2010	900120242			
+ 05/25/2010	900118478			
+ 04/23/2010	900116727			
+ 03/25/2010	900114981			
+ 02/25/2010	900113250			
+ 01/25/2010	900111529			
+ 12/18/2009	900109811			
+ 11/24/2009	900108088			
+ 10/23/2009	900106358			

7. Click the **Print** button. It will take a moment to prepare the check to be printed.
8. Click the **Display Report** button.
9. Click the printer icon in the top left corner of the window, or select **File > Print** to print your check stub.
10. Close the window that displays your check stub.
11. Click the Back button on the open screens until you return to the main screen.

08/10/2010 Tue 3:08 PM 07/22/2010 Check Information N Running



## Additional Payroll Features

- Use the **Check Estimator** button to view different scenarios on your check. Enter the amounts you want to change. Click the **Continue Check Estimator Process** button. Click **Calculate Check**.
- You can also view the following payroll information from the main menu by clicking on the appropriate button: Calendar YTD, Fiscal YTD, Direct Deposit Information, W2 Information, W4 Information, Flex Information.

## Time Off

- Select the **Time Off** button to view your Personal and Sick Leave balances.