

# How to view your pay check stub on Skyward





You can access SKYWARD by visiting the District's website [www.ocfsd.org](http://www.ocfsd.org) and selecting STAFF RESOURCES towards the bottom of the page. The Skyward link is located on the right hand side of the screen.


Your login and password for Skyward is the following:

Login ID: first name initial followed by your last name.

Example: akohl

password: last 4 digits of your social security number

Example: 1843

  
OAK CREEK-FRANKLIN JOINT SD, WI  
Oak Creek-Franklin Joint School District, WI - Finance

Login ID:

Password:

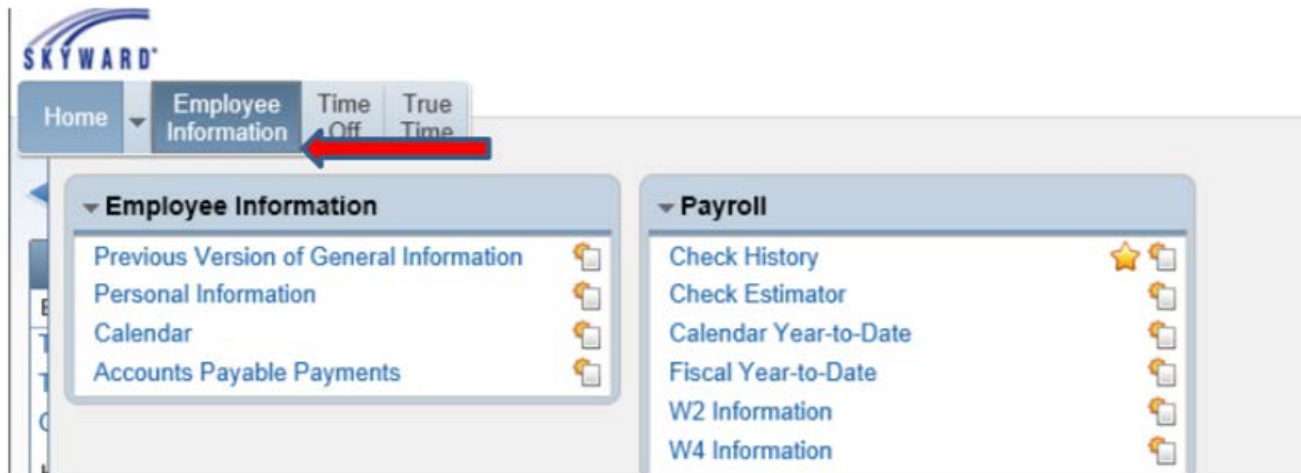
[Sign In](#)

[Forgot your Login/Password?](#)

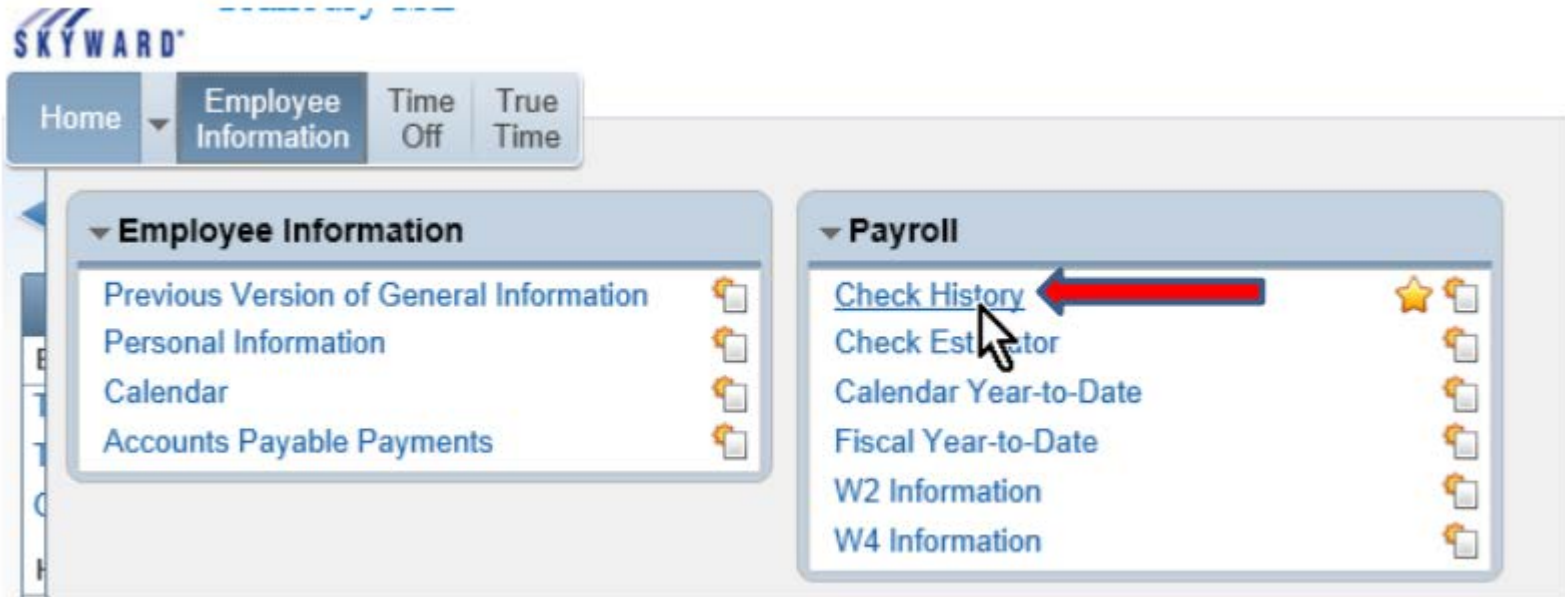
05.17.06.00.08

Login Area:

# Choose Employee Information on the top menu bar



# Select check history



The screenshot displays the SKYWARD software interface. At the top left, the SKYWARD logo is visible. Below it, a navigation bar contains the following tabs: Home, Employee Information, Time Off, and True Time. The Employee Information tab is currently selected. The main content area is divided into two panels. The left panel, titled 'Employee Information', contains the following items: Previous Version of General Information, Personal Information, Calendar, and Accounts Payable Payments. The right panel, titled 'Payroll', contains the following items: Check History, Check Estimator, Calendar Year-to-Date, Fiscal Year-to-Date, W2 Information, and W4 Information. A red arrow points to the 'Check History' link, which is also highlighted with a blue mouse cursor. A yellow star icon is positioned to the right of the 'Check History' link.

# Click on a check and select Show Check



The screenshot displays a software interface for 'Check History'. At the top, there are navigation tabs: 'Home', 'Employee Information', 'Time Off', 'True Time', and 'FastTrack Open Positions'. Below these is a toolbar with icons for 'True Time', 'Notes', 'Capture Screen', 'Favorites', 'New Window', and 'Print Queue'. The main content area shows a table with columns for 'Check Date', 'Check Number', 'Gross Wages', and 'Net Amount'. The first row is highlighted in purple and contains the date '07/15/2014', check number '900086183', gross wages '2,164.98', and net amount '1,333.52 R'. To the right of the table is a vertical menu with buttons: 'Show Check' (highlighted with a red box), 'Show Check with YTD Amts', and 'Worksheet Detail'. Two arrows from the text above point to the 'Show Check' button and the first row of the table.

Check Date	Check Number	Gross Wages	Net Amount
07/15/2014	900086183	2,164.98	1,333.52 R
06/12/2014	900084726	2,297.99	1,423.24 R
05/15/2014	900083713	2,414.33	1,501.70 R
04/15/2014	900082706	2,226.84	1,375.24 R

You can print your paycheck stub by selecting Print

Check Number 900086183

Check Information for SAMMY SALTHAWK

Employer Information  
Name HUTCHINSON USD 308 KS  
Address 1520 N PLUM  
PO BOX 1908  
HUTCHINSON, KS 67501-1908

Employee Information  
Name SAMMY SALTHAWK  
Address 101 BIRDIE LN  
HUTCHINSON, KS 67501

Check Detail Information  
Check Date 07/15/2014 Gross Wages 2,164.98  
Check Number 900086183 Net Amount 1,333.52  
Check Type Regular

Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:	2,164.98	2,164.98	2,164.98	2,164.98
Minus Deductions that Decrease Tax:	161.80	31.90	31.90	31.90
Plus Taxable Benefits:				
<b>Taxable Gross Wages:</b>	<b>2,003.18</b>	<b>2,133.08</b>	<b>2,133.08</b>	<b>2,133.08</b>

Pays

Description	Rate	Factor/Hours	Amount	Retire Hours	Hours Worked	Period End
<u>N 201 Full Time</u>	12.52	168.75	2,163.38	168.75	168.75	07/15/2014
<u>OT Full Time</u>	6.41	0.25	1.60			07/15/2014
<b>Total:</b>			<b>2,164.98</b>	<b>168.75</b>	<b>168.75</b>	

Buttons: Print, View True Time Sheets, Back