

## Introduction

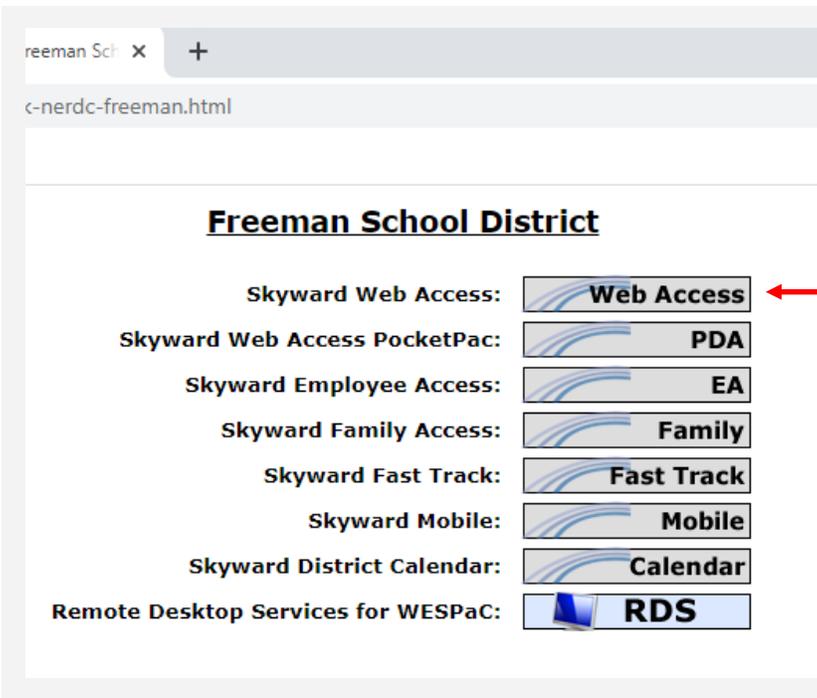
How to log into Skyward to access employee paycheck information and time off.



### STEP 1

Open your browser and go to [www.freemansd.org](http://www.freemansd.org)

Scroll to the bottom of the page (under Barb Gady's picture) to find **Staff** and then **Skyward**



### STEP 2

A new screen will appear with the options showing to the left.

Select the **Web Access** button

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### STEP 3

This is the log in page for Skyward.  
Enter your Login ID and password  
Press **Sign In**



### STEP 4

Depending on your access, you could have several tabs available to you. To get to the Employee Information (where your paycheck and time off information is located) press the down arrow.

Select **Employee Information**.



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### STEP 5



Under Employee Information there are a variety of tabs that you can open to view.

We are going to look at **Check History**.

### STEP 6

Select the Check Date that you want to open. On the right side, there are two options for you to choose from; you can show your pay check stub with the monthly totals or you can open the stub that includes Year-to-Date Amounts. We are going to choose Show Check with YTD Amts

The screenshot shows the Skyward interface displaying the 'Check History' screen. The user is logged in as Tawnya Becker. The screen shows a table of check history with columns for Check Date, Check Number, Gross Wages, Net Amount, and C/T. The first row is selected, showing a check date of 12/30/2021 and check number 900015892. On the right side, there are two buttons: 'Show Check' and 'Show Check with YTD Amts'. A red box highlights these buttons, and a red arrow points to the 'Show Check with YTD Amts' button.

Check Date	Check Number	Gross Wages	Net Amount	C/T
▶ 12/30/2021	900015892			
▶ 11/30/2021	900015758			
▶ 10/29/2021	900015630			
▶ 09/30/2021	900015503			

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## STEP 7

This will bring you to your pay stub. Press the Print button on the right

### Check Number 900015892

#### Check Information for TAWNYA BECKER

##### Employer Information

Name: FREEMAN SCHOOL DISTRICT #358  
Address: 15001 S JACKSON RD  
ROCKFORD, WA 99030-9755

##### Employee Information

Name:  
Address:

Print

Back

#### Check Detail Information

Check Date: 12/30/2021  
Check Number: 900015892  
Check Type: Regular

#### Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:				
Minus Deductions that Decrease Tax:				
Plus Taxable Benefits:				
Taxable Gross Wages:				
YTD Taxable Gross Wages:				

#### Pays

Description	Rate	Factor/Hours	Current	YTD	Retire Hours	WC Hours	Work Hours	Period End
<a href="#">ACCTS PAYABLE</a>								
<a href="#">BUS DR</a>								
COVID								
<a href="#">DRIVER CONTRACT</a>								
SECRETARY								
STANDBY TIME								

#### Deductions

Description	Current	--Decrease Tax--		
		YTD Fed	St	F/M
1.75% UN-PUBLIC				
Fed Inc Tax				
FICA				
LIFE FLIGHT				
Medicare				
Prem Std PPOE/S				
SERS Plan 0				
SERS Plan 3				
Supp LTD				
VEBA I -VEBA TR				
WA Paid FML				
Workers' Comp				
Total:				

#### Benefits

Description	Current	-----Taxable-----		
		YTD Fed	St	F/M
FICA				
Medicare				
SEBB Healthcare				
SERS Plan 0				
SERS Plan 3				
Unemployment 00				
WA Paid FML				
Workers' Comp				
Total:				

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### STEP 8

Next we are going to explore the **Time Off** tab.



### STEP 9

Once this is open, it will show you the different types of leaves you have used and/or are available to you.

Press the down arrow to the left of **Sick Leave**.

It will open the window that shows the details of the time you accrue at the beginning of each year and the time off you have taken.

