

Slide 1 - Slide 1

The screenshot shows the Skyward School District Employee Access web application. The browser title is "Employee Access - 04.12.02.00.18 - Windows Internet Explorer". The user is logged in as "Bailey Abenscr" with an "Account" link. A "Print this tutorial" button is visible in the top right. The main navigation bar includes: Home, Employee Information, Time Off, TrueTime, FastTrack Open Positions, Work Requests, Account Master, Budget Management, Purchasing, and Expense Reimbursement. The left sidebar has a search bar and a menu for "Employee Information" with sub-items: General Information, Calendar, Accounts Payable Payments, Personal Information, and Surveys. The main content area has a "Payroll" menu with sub-items: Check History, Check Estimator, and Calendar Year to Date. A yellow callout box is overlaid on the "Check Estimator" link, containing the following text:

Check Estimator

Click **Employee Access, Payroll, Check Estimator.**

Who, What, When, Why?
Check Estimator is a feature that allows users to create an estimation based on changes to Payroll information.

Employees will use Check Estimator to test the impact of changes to their Payroll information to determine if changes should be requested.

At the bottom of the page, there is a footer with "© 2012 Skyward, Inc. All rights reserved", "TX Scrambled Database", and view options: "Desktop View" (selected), "Button Rows", and "Windows Vista / Internet Explorer 9". A zoom level of "100%" is also shown.



Check Estimator Change any flags or variables to use in the estimation process.

Check Estimator: Select Pays, Adjust Rates, and Factors for Bailey Abenscr

Continue Check Estimator Process

*** Altering this information will only affect your estimated check. ***
*** It will not affect your actual check or W4 Information ***

Click Continue Check Estimator Process when finished.

Tax Information

Note the disclaimers.

* Tax State: TX

* Federal Exemptions: 0

* Federal Marital Status: Single

* State Exemptions: 0

* State Marital Status: Single

System Maximums

Ignore Pay Maximums

Ignore Deduction Maximums

Ignore Benefit Maximums

* These options do not affect deductions and benefits linked to tables. i.e. FICA, Medicare

Process Options

Print Employer/Employee Information

Print Employee Social Security Number

You can change your W-4 info here to see how it will affect your check.

Select Pays

Users can select and change the Pays information. The selections may vary per employee type/district.

Select	Pay Description	Rate	Factor/Hours
<input checked="" type="checkbox"/>	TEMPORARY HRLY	\$ 9.63	21.95

Asterisk (*) denotes a required field

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Check Estimator - Adjust Deductions and Benefits - 04:12:02.00:18 - Windows Internet Explorer

Check Estimator - Adjust Deductions and Benefits (61)

Check Estimator: Adjust Deductions/Benefits for each Pay for Bailey Abenscr

*** Altering this information will only affect your estimated check. ***
*** It will not affect your actual check or W4 Information ***

Calculate Check

Click Calculate Check when finished.

TEMPORARY HRLY		
Pay Description	Rate	Factor/Hours
TEMPORARY HRLY	9.63	21.95

Deductions		
Select	Description	Amount
<input checked="" type="checkbox"/>	457 ANNUITY	7.5000
<input checked="" type="checkbox"/>	FICA MEDICARE - 1.4500%	TABLE
<input checked="" type="checkbox"/>	WITHHOLDING TAX	TABLE

Benefits		
Select	Description	Amount
<input checked="" type="checkbox"/>	FICA MEDICARE - 1.4500%	TABLE

Users can adjust Deductions and Benefits for each of the Pays selected on the previous screen.

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Check Estimator - Adjust Deductions and Benefits (62)

Check Estimator: Adjust Deductions/Benefits for each Pay for Bailey Abenscr

*** Altering this information will only affect your estimated check. ***
*** It will not affect your actual check or W4 Information ***

Calculate Check
Back

My Print Queue

TEMPORARY HRLY		
Pay Description	Rate	Factor/Hours
TEMPORARY HRLY	9.63	21.95

Deductions		
Select	Description	Amount
<input checked="" type="checkbox"/>	457 ANNUITY	% 7.5000
<input checked="" type="checkbox"/>	FICA MEDICARE - 1.4500%	TABLE
<input checked="" type="checkbox"/>	WITHHOLDING TAX	TABLE

Benefits		
Select	Description	Amount
<input checked="" type="checkbox"/>	FICA MEDICARE - 1.4500%	TABLE

Request Complete
Check Estimator has finished processing.

View Report Back

Click View Report.

100% 100%

Slide 5 - Slide 5

The screenshot shows a web browser window with the address bar containing the URL: <http://broker5:86/skyread/SKR2526812E9H1K7G61008.pdf>. The browser title is "Windows Internet Explorer". A "We value your feedback" button is visible in the top right corner. The main content area displays "Estimated Check Information for Blakey Abrams" with a warning: "This is not an actual check. This is only an estimated check." Below this are several sections:

- Estimated Check Information:** Shows Gross Pay: 211.00 and Net Pay: 211.00.
- Estimated Tax Information:** Shows Tax Status: [], Federal Status: Single, State Status: [], and State Exemption: 0.
- Estimated Gross Wage Information:** A table with columns for Gross Pay, Federal Tax, State Tax, and Social Security Tax. The values are: Gross Pay: 211.00, Federal Tax: 11.00, State Tax: 0.00, Social Security Tax: 0.00.
- Estimated Pay Information:** Shows Gross Pay: 211.00 and Net Pay: 211.00.
- Estimated Deduction Information:** Shows 401(k) Deduction: 0.00, 401(k) Loan: 0.00, and 401(k) Rollover: 0.00.
- Estimated Benefit Information:** Shows FICA: 0.00 and FICA: 0.00.

A yellow text box in the center of the screen contains the following text:

This screen displays the **estimated** check information.

Note that if you want to apply any of the **changes** that you used in this estimation to your actual payroll check, you need to contact your Payroll department.

This concludes the tutorial.