

View Check Stub Instructions:

Step 1:



Step 2:

Once you have logged on to Skyward you may select **Employee Access**, then click **Employee Information** and **Check History**. Next, select the **Check Date** you wish to view, click **Show Check** and **Print**.

The top screenshot shows the Skyward login page with the 'Employee Access' menu item circled in red. The bottom screenshot shows the 'Employee Information' menu circled in red, and the 'Check History' sub-menu also circled in red. In the bottom screenshot, the 'Check Date' dropdown menu and the 'Show Check' button are also circled in red.