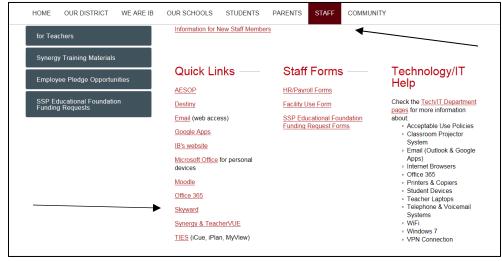
# **Skyward Employee Access Instructions**

## Viewing and Printing Paycheck

Go to the District website (www.sspps.org), under Staff/Quick Links find and click on Skyward.



At the login page, enter your username and password that you currently use to log into your South St. Paul email account or work computer *(example: jsmith@sspps.org – Login ID is jsmith)*. If you change your email/work computer password, your Skyward password will change automatically.

If you are a <u>substitute</u> in the district, the username and password assigned to you as a substitute is the same information used to log in to Skyward.

If you are a <u>seasonal or temporary employee</u>, you will receive login and password information from the Technology Department.

As a tip, add this site to your *favorites* for easy access in the future.

S K Y W A R D <sup>®</sup> South st paul public schools						
Login ID: Password:						
Sign in Forgot your Login/Password? 05.16.06.00.04						

If you see a pop-up blocker warning at this point, see the FAQ at the end of this document.

Once you are successfully logged in, click on the tab titled **Employee Information** to view your paycheck information, then click on **Check History**.

SOUTH ST PAUL PUBLIC SCHOOLS	SOUTH ST PAUL PUBLIC SCI	HOOLS
Home Finformation	✓ Employee Information     Personal Information     Modify HR Calendar Events     Online Forms     Control	Payroll     Check History     Calendar Year-to-Date     Fiscal Year-to-Date     Direct Deposit Information     W4 Information     1095 Forms     Calendar Comparison

Your checks are listed on this screen. To view detail of any check, highlight the line of the desired check and click **Show Check or Show Check with YTD (year to date) Amounts.** 

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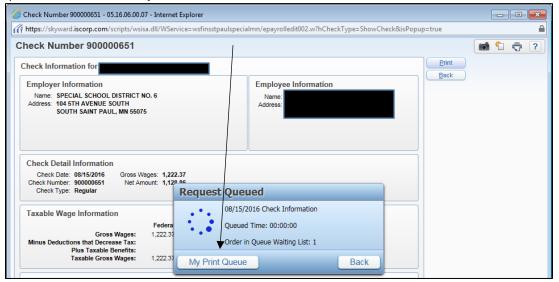
#### Your check summary will pop on the screen. You may print this check by clicking the **Print** button.

Check Number 900000651 - 05.16.06.00.07 - Internet Explorer					×
st https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinsstpaulspecie	true				
Check Number 900000651		oi 🛍	Ō	?	
Check Information for Employer Information Name: SPECIAL SCHOOL DISTRICT NO. 6 Address: 104 5TH AVENUE SOUTH SOUTH SAINT PAUL, MN 55075	Employee Information Name: Address:	Print Back			
Check Detail Information					

#### Choose how much of your SSN you want on your printout. Click Print again.

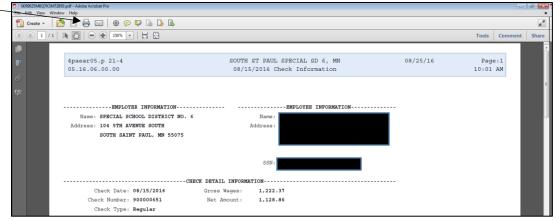
🥝 Print 08/15/2016 Check Information - 05.16.06.00.07 - Internet Explorer						
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinsstpaulspecialmn/epayrolledit016.w?hProgram=hr/4paear05.p&hReportTitl						
Print 08/15/2016 Check Information	M 🕯 🖶 ?					
08/15/2016 Check Information	Print					
<ul> <li>Don't print Social Security Number</li> <li>Print last 4 digits of Social Security Number</li> <li>Print full Social Security Number</li> </ul>	Back					
You must enter the SSN for authentication in order to print the full SSN:						

The screen below "Request Queued" indicates the system is working to produce a copy of your check. Once it is done, the status will change from **Request Queued** to **Request Complete.** Wait for the Request to complete and click **View Report.** 



🧟 Check Number 900000651 - 05.16.06.00.07 - Internet Explorer								
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Check Number 900000651		ing 🖞 🖆 🎝						
Check Information for		Print Back						
Employer Information Name: SPECIAL SCHOOL DISTRICT NO. 6 Address: 104 5TH AVENUE SOUTH SOUTH SAINT PAUL, MN 55075	Employee Information Name: Address:							
Check Detail Information Check Date: 08/15/2016 Check Number: 900000651 Check Type: Regular Gross Wages: 1,222 Net Amount: 1,128								
Taxable Wage Information Federa Gross Wages: 1,222.37 Minus Deductions that Decrease Tax: Plus Taxable Benefits:	08/15/2016 Check Information has finished processing.							
Taxable Gross Wages: 1,222.37	View Report Back							

A copy of your check information will display as shown below. Click on the **Printer** icon on your screen.



When the print screen pops up, be sure to choose the correct printer and click ok. Once your check information has printed, use the X, Back or Exit buttons to exit Skyward.

### **Frequently Asked Questions**

#### What is my Skyward log in information?

• Your Skyward login information is the same username and password that you currently use to log into your SSPPS email account or computer. If you do not have an email account or work computer, login and password information will be assigned and communicated with you.

#### What if I have trouble logging into Skyward?

• Contact Tech Support at Ext. 9459 (651-457-9459) or techhelp@sspps.org

#### What if I have trouble viewing my paycheck information in Skyward?

- Nancy Carlson at <u>ncarlson@sspps.org</u> (651) 457-9492
- Contact Linda King at <a href="https://www.lking.expressions.org">king.expressions.org</a> (651) 457-9409; or
- Cathy Miller at <u>cmiller@sspps.org</u> (651) 457-9473; or

#### What if I have specific questions about my paycheck?

• Contact Nancy Carlson at <u>ncarlson@sspps.org</u> / (651) 457-9492

#### What if I receive a pop-up blocker message?

After logging in, Skyward may notify you that your browser is blocking popup windows in Skyward.

Pop-up Blocker Warning 👘				
This warning is to let you know that your pop-up blocker has prevented the system from opening up the application.				
We recommend you modify your browser settings to allow pop- ups from this site to prevent this warning in the future.				
Click here for instructions on disabling your pop-up blocker.				
You may also click the Retry option below to try opening the window again.				
Retry Cancel				

If you see this pop-up message, follow the directions below and click Retry when done.

#### For Internet Explorer:

Look for this message at the bottom of your screen. Click Options for this site, then "Always allow"

Internet Explorer blocked a pop-up from skyward.iscorp.com.	Allow once	Options for this site 🔻	×

#### For Google Chrome:

Click this icon near the top right of the Chrome window and select "Always allow popups from <u>https://skyward.iscorp.com</u>". Then click Done.

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