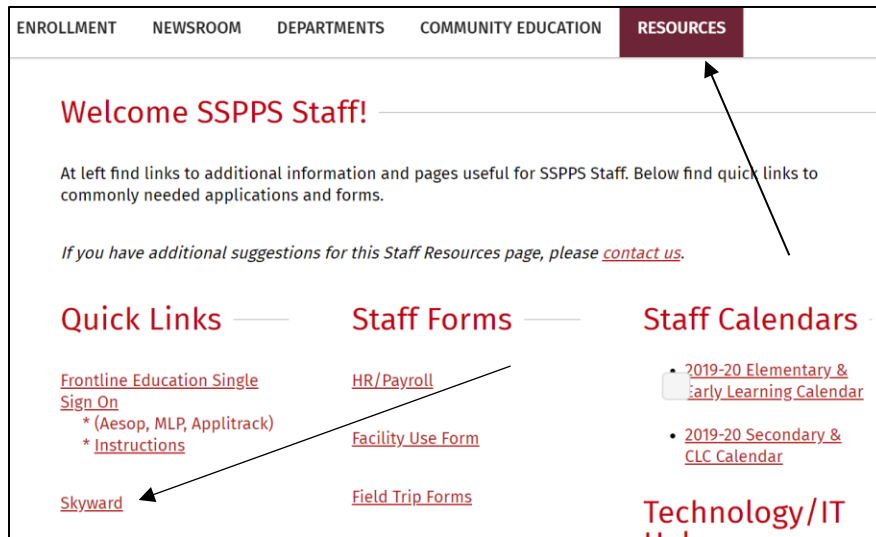


Skyward Employee Access Instructions

Viewing and Printing Paycheck

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

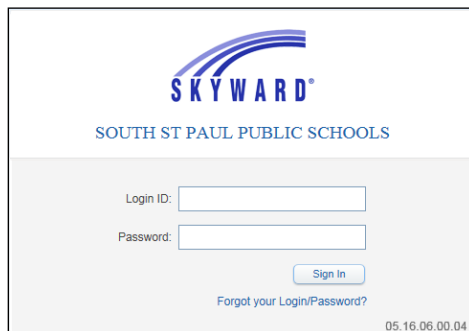


At the login page, enter your username and password that you currently use to log into your South St. Paul email account or work computer (example: *jsmith@sspps.org* – Login ID is *jsmith*). If you change your email/work computer password, your Skyward password will change automatically.

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

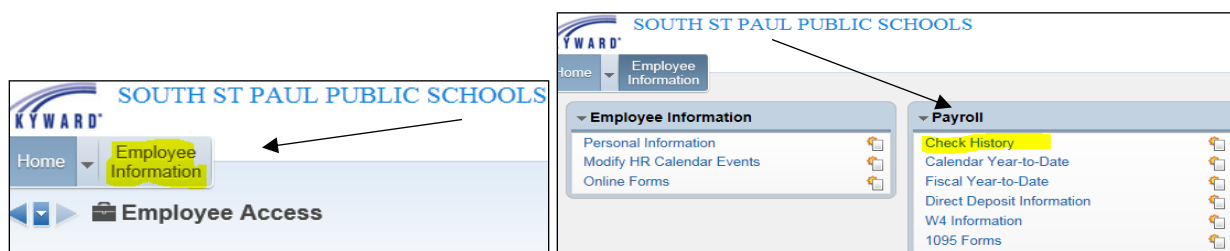
If you are a seasonal or temporary employee, you will receive login and password information from the Technology Department.

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



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**.



Viewing/Printing Paycheck

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**.

Check History - 05.16.06.00.07 - Internet Explorer

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinsstpaulspecialmn/tabcontainer001.w?hProgram=epayrollbrws001&hSecurity=0&hSLinkName=Check History&hSToLo:

SOUTH ST PAUL PUBLIC SCHOOLS

Home Employee Information Time Off

Check History

Views: Check Date Seq - Check Detail Information Filters: *Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C	T
08/15/2016	900000651	1,222.37	1,128.86	R	
07/29/2016	900000383	1,678.88	1,162.14	R	
07/15/2016	900000141	1,658.19	1,144.38	R	

Show Check Show Check with YTD Amt

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

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinsstpaulspecialmn/epayrolledit002.w?hCheckType=ShowCheck&isPopup=true

Check Number 900000651

Check Information for [Redacted]

Employer Information
Name: SPECIAL SCHOOL DISTRICT NO. 6
Address: 104 5TH AVENUE SOUTH
SOUTH SAINT PAUL, MN 55075

Employee Information
Name: [Redacted]
Address: [Redacted]

Check Detail Information

Print Back

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

08/15/2016 Check Information

☐ Don't print Social Security Number

☒ Print last 4 digits of Social Security Number

☐ Print full Social Security Number

You must enter the SSN for authentication in order to print the full SSN: [Text Box]

Print Back

Viewing/Printing Paycheck

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**.

The screenshot shows the Skyward system interface in Internet Explorer. The browser address bar displays the URL: <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinsstpaulspecialmn/epayrolledit002.w?hCheckType=ShowCheck&isPopup=true>. The page title is "Check Number 900000651". The main content area is divided into sections: "Check Information for [redacted]", "Employer Information" (Name: SPECIAL SCHOOL DISTRICT NO. 6, Address: 104 5TH AVENUE SOUTH, SOUTH SAINT PAUL, MN 55075), "Employee Information" (Name: [redacted], Address: [redacted]), "Check Detail Information" (Check Date: 08/15/2016, Gross Wages: 1,222.37, Check Number: 900000651, Net Amount: 1,128.86, Check Type: Regular), and "Taxable Wage Information" (Gross Wages: 1,222.37, Minus Deductions that Decrease Tax: [redacted], Plus Taxable Benefits: [redacted], Taxable Gross Wages: 1,222.37). A modal dialog box titled "Request Queued" is overlaid on the page, showing "08/15/2016 Check Information", "Queued Time: 00:00:00", and "Order in Queue Waiting List: 1". The dialog has buttons for "My Print Queue" and "Back".

The screenshot shows the same Skyward system interface as the previous one, but the modal dialog box now displays "Request Complete" and "08/15/2016 Check Information has finished processing." The "View Report" button is now visible in the dialog. The background page content remains the same, showing the check information and details.

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

The screenshot shows a printed document of the paycheck information. The document is titled "4paear05.p 21-4" and "05.16.06.00.00". It includes the following information: "SOUTH ST PAUL SPECIAL SD 6, MN", "08/25/16", "Page:1", "10:01 AM", "08/15/2016 Check Information". The document is divided into sections: "EMPLOYER INFORMATION" (Name: SPECIAL SCHOOL DISTRICT NO. 6, Address: 104 5TH AVENUE SOUTH, SOUTH SAINT PAUL, MN 55075), "EMPLOYEE INFORMATION" (Name: [redacted], Address: [redacted], SSN: [redacted]), and "CHECK DETAIL INFORMATION" (Check Date: 08/15/2016, Gross Wages: 1,222.37, Check Number: 900000651, Net Amount: 1,128.86, Check Type: Regular).

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?

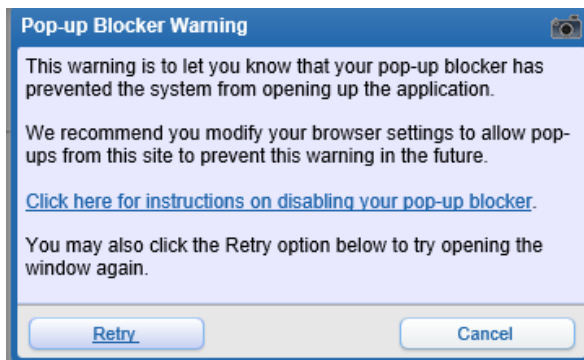
- Nancy Carlson at nacarlson@sspps.org (651) 457-9492
- Linda King at lking@sspps.org (651) 457-9409
- Cathy Miller at cmiller@sspps.org (651) 457-9473

What if I have specific questions about my paycheck?

- Contact Nancy Carlson at nacarlson@sspps.org / (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.



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"



For Google Chrome:

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

