

New Prague Area Schools Employee Access

Open your web browser and type in the following: www.npaschools.org click on the staff icon on the upper right side, go to Internal Online Resources and click on the Skyward Employee Access icon.

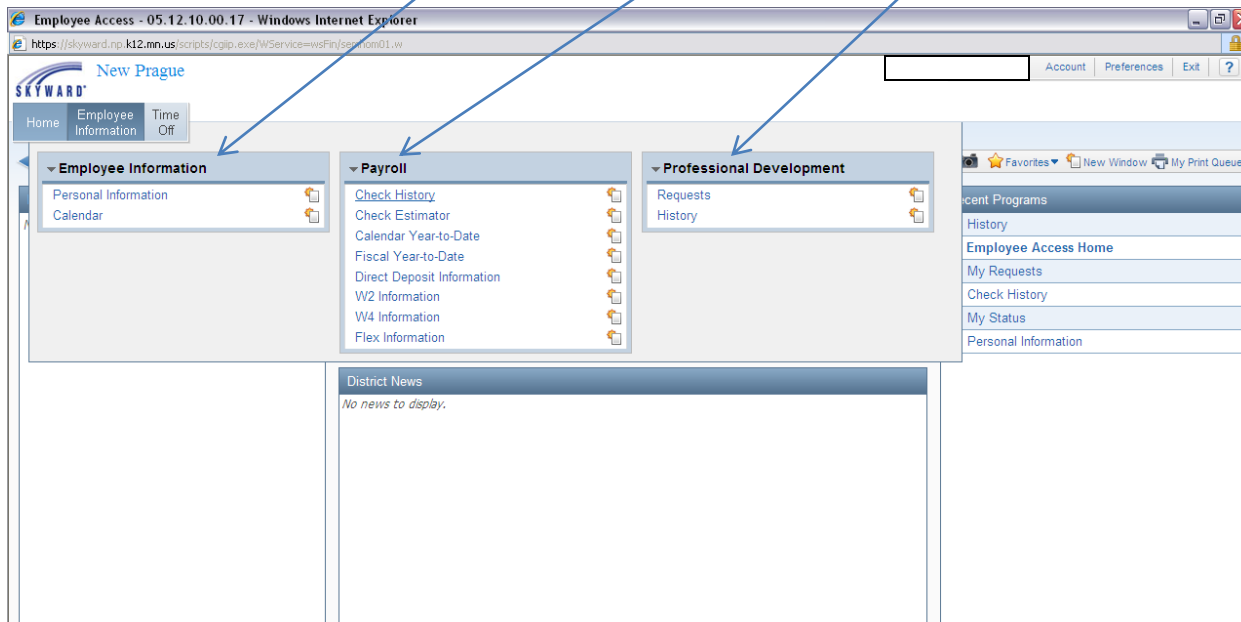
You will be taken to this main screen. Type in the login and password that you were given. If you have forgotten your login/password, please click on **Forgot Login/Password** and it will be emailed to your school email.

Windows XP / Internet Explorer 8

This is the next screen that will appear. Select **Employee Information**.

Employee Access

This will give you options of **Employee Information**, **Payroll** and **Professional Development**.



If you click under **Employee Information** on **Personal Information** the following information will be given if it pertains to you or your position:

Demographic-includes Employee Info and address

Personnel-includes Personnel Infor, Lane/step history, Professional Development, Assignments and Certifications

Payroll-includes Checks, Check Estimator, Calendar YTD, Fiscal YTD, History report, Direct deposit, W2 Information, W4 Information and Flex Information

Attachments

Web post

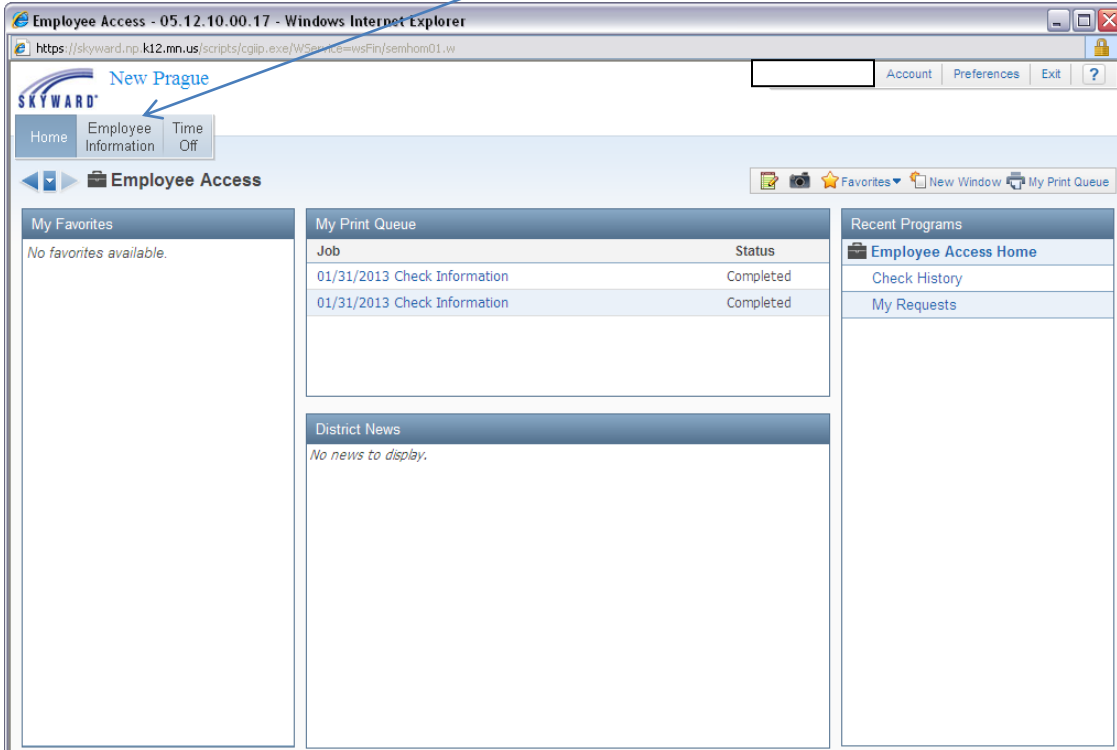
If you click under **Employee Information** on **Calendar** you can view your work calendar. After clicking on Calendar, then click on Calendar Options, then check the box for Display Selected Employee Management Calendar and Display Employee Management Calendar Detail Below Calendar, then select the current year and Assignment Calendar to view.

If you click under **Payroll**, you can view Check History, Check Estimator, Calendar Year-to-date, Fiscal Year-to-date, Direct Deposit Information, W2 Information, W4 Information, and Flex Information.

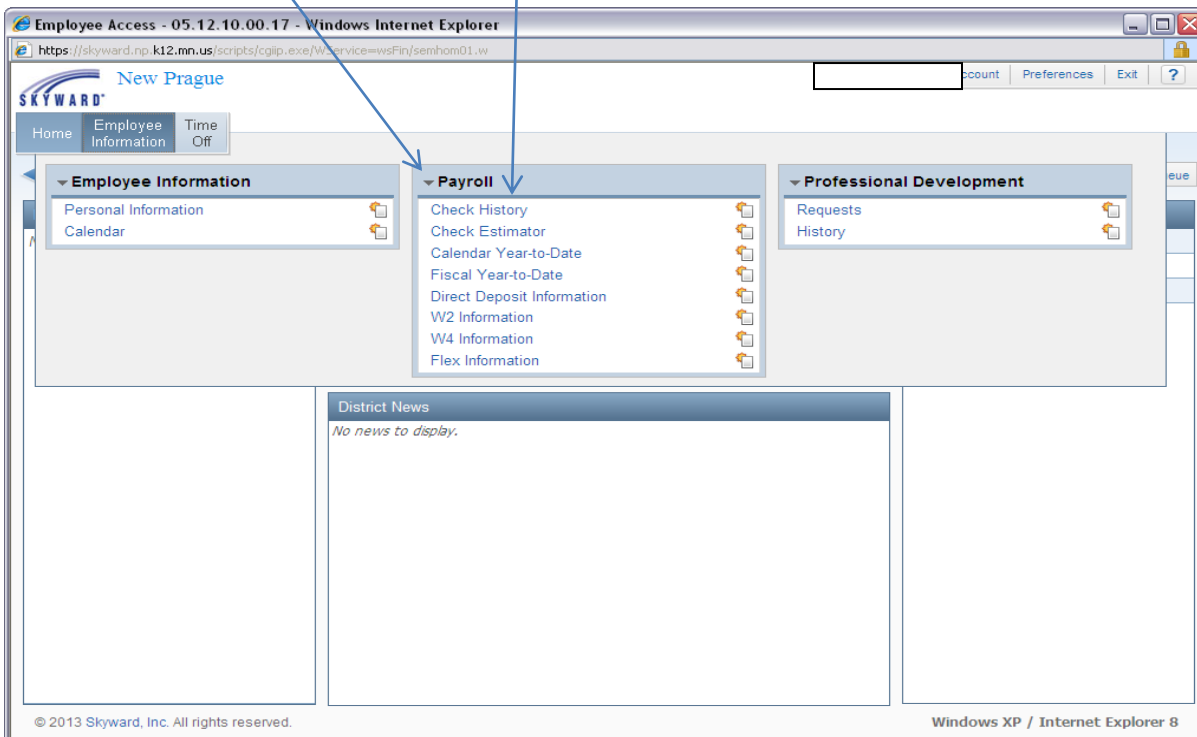
If you click under **Professional Development**, if this pertains to you or your position, you can view Requests and History.

Click on the **Home** button on any screen to get you back to your home page.

To view your payroll information select **Employee Information**.



Then under the **Payroll** tab, select **Check History**.



This is the next screen that appears. If you want to view the details of your check, find the payday that you want to view and select or click on that row. The row will turn a shaded color. Then select **Show Check**.

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

| Check Date | Check Number | Gross Wages | Net Amount | C | T |
|------------|--------------|-------------|------------|---|---|
| 11/15/2013 | 900114713 | 245.34 | 199.04 | R | |
| 11/15/2013 | 900114713 | -245.34 | -199.04 | Q | |
| 02/15/2013 | 900116494 | 244.41 | 198.24 | R | |
| 01/31/2013 | 900115891 | 251.11 | 204.01 | R | |
| 01/15/2013 | 900115300 | 245.34 | 199.04 | R | |
| 12/28/2012 | 900114119 | 297.31 | 249.11 | R | |
| 12/14/2012 | 900113533 | 360.84 | 303.02 | R | |
| 11/30/2012 | 900112940 | 239.56 | 198.86 | R | |
| 11/15/2012 | 900112364 | 239.56 | 198.86 | R | |
| 10/31/2012 | 900111781 | 258.85 | 215.85 | R | |
| 10/15/2012 | 900111204 | 239.56 | 198.86 | R | |
| 09/28/2012 | 900110638 | 349.29 | 304.97 | R | |
| 09/14/2012 | 900110129 | 239.56 | 211.06 | R | |
| 06/29/2012 | 900107664 | 180.21 | 158.77 | R | |
| 06/28/2012 | 900108907 | 180.15 | 158.71 | R | |
| 06/27/2012 | 900108625 | 180.21 | 158.77 | R | |
| 06/26/2012 | 900108338 | 180.21 | 158.77 | R | |
| 06/25/2012 | 900108048 | 180.21 | 158.77 | R | |

20 records displayed Check Date:

If you need to print, select the **Print** button, then you'll need to hit the **Print** button again. Then it'll say Request Complete. Under that click on the underlined date with Check Information. Then on the bottom of the screen a tool bar image appears. Click on the 2nd image from the left, the printer. Then click on print. If something is underlined, you can click on it to view more. Select the **Back** tab when finished.

Check Information for

Employer Information
Name: NEW PRAQUE IND SCHOOL DIST #121
Address: 410 CENTRAL AVENUE N
NEW PRAQUE, MI 56071

Employee Information
Name:
Address:

Check Detail Information
Check Date: 11/15/2013 Gross Wages: 245.34
Check Number: 900114713 Net Amount: 199.04
Check Type: Regular

Taxable Wage Information

| | Federal | State | FICA | Medicare |
|-------------------------------------|---------------|---------------|---------------|---------------|
| Gross Wages: | 245.34 | 245.34 | 245.34 | 245.34 |
| Minus Deductions that Decrease Tax: | 15.33 | 15.33 | | |
| Plus Taxable Benefits: | | | | |
| Taxable Gross Wages: | 230.01 | 230.01 | 245.34 | 245.34 |

Pays

| Description | Rate | Factor | Hours | Amount | Retire Hours | Hours Worked | Period End |
|---------------------|--------|--------|-------|---------------|--------------|--------------|------------|
| MISC-HOURLY | 11.55 | | 0.50 | 5.78 | 0.50 | 0.50 | 12/31/2012 |
| <u>PAY-24 MONTH</u> | 239.56 | | 1.00 | 239.56 | 20.74 | 27.50 | 01/15/2013 |
| Total: | | | | 245.34 | 21.24 | 28.00 | |

Deductions

| Description | Amount | Fed | St | F/M |
|----------------|--------|-----|----|-----|
| FED TAX | | | | |
| FICA | 15.21 | | | |
| LOCAL 284 DUES | 12.20 | | | |

Benefits

| Description | Amount | Fed | St | F/M |
|-------------|--------|-----|----|-----|
| FICA | 15.21 | | | |
| MEDICARE | 3.56 | | | |
| PERA | 17.79 | | | |

Then if you are done, select **Exit**, which will log you off the Skyward system.

Check History - 05.12.10.00.17 - Windows Internet Explorer

https://skyward.np.k12.mn.us/scripts/cgip.exe/WService=wsFin/tabcontainer001.w?hProgram=epayrollbrws001&hSecurity=0&hLinkName=Check_History&hJstCoad=EmpProfile&hShowBut

New Prague
SKYWARD

Home Employee Information Time Off

Check History

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

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|--------------|--------------|-------------|------------|-----|
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| ▶ 06/27/2012 | 900108625 | 180.21 | 158.77 | R |
| ▶ 06/26/2012 | 900108338 | 180.21 | 158.77 | R |
| ▶ 06/25/2012 | 900108048 | 180.21 | 158.77 | R |

20 records displayed

Check Date:

Show Check
Show Check with YTD Amts

If you have any difficulties using the computer, please see one of the clerical or technicians in your building.