

## ***Direct Deposit Payroll Notes***

***Welcome to Triad Community Unit School District No. 2!***

*Paydays for the Triad School District are the 15<sup>th</sup> and 29<sup>th</sup> of each month or the last working day prior to the 15<sup>th</sup> or 29<sup>th</sup> if those dates would fall on a weekend or holiday. On the pay date, you will receive a direct deposit voucher by email stating the amount that was deposited into your account and information regarding your pay. An email will come from Qmlativ Business and will have "ACH is available for" in the subject line. When you open the email, you will see a link to your voucher. Click on the link and you will login to Skyward. Once, you are in Skyward you will need to click on the Payroll Check History icon, choose the pay stub you would like to view and/or print.*

*You will be able to access your pay check stubs in Skyward by clicking on the Payroll Check History icon. These will be available to you, if you would need to refer back to them at a later date.*

*If you have any questions or problems viewing your direct deposit vouchers, please don't hesitate to contact us.*

*This process will help us conserve paper, time and postage. We hope that you will also appreciate the benefits of this updated system!*

*Susan Naylor & Tammy Kraabel*

*Triad Payroll Department:*

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