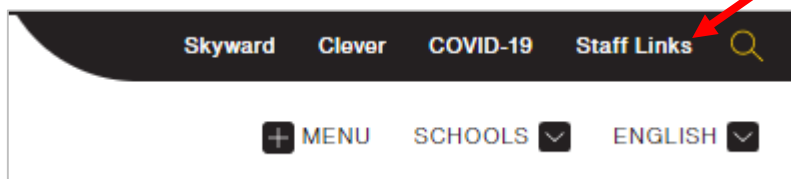


How to Print your Check Stub

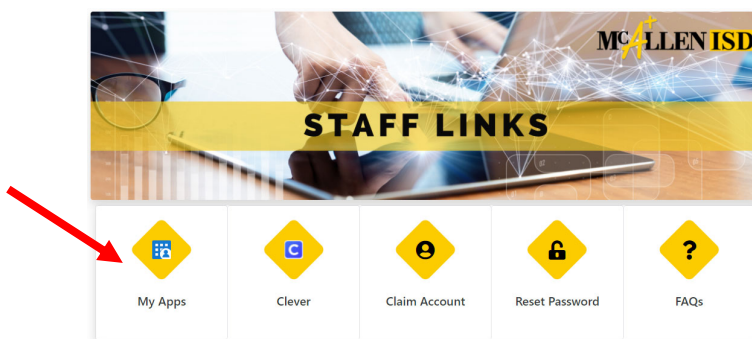
Below find the step by step instructions on how to print your check stub. We also have a video tutorial available. To watch the 1-minute YouTube video, click on the following link:

<https://youtu.be/biCKWYqGrYs>

1. Go to the McAllen ISD website <https://www.mcallenisd.org/> or click on the link: [McAllen Independent School District | Home \(mcallenisd.org\)](#)
2. In the top right corner, click on “Staff Links”

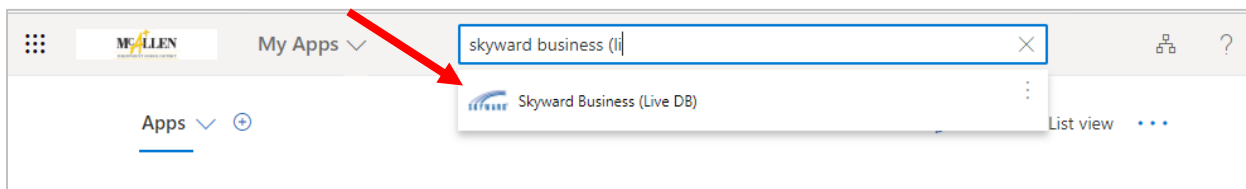


3. In the staff links page, click on “My Apps”



4. Use the search bar tool at the top of the page to find the “Skyward Business (Live DB)”

application 

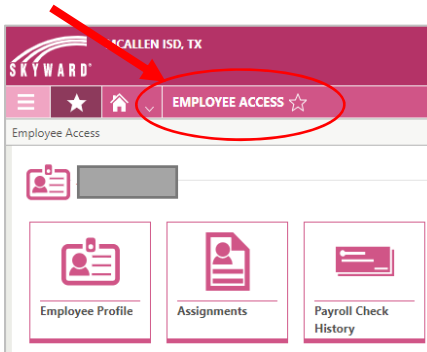


5. Login to Skyward Business or click on the link: <https://skyward.iscorp.com/McAllenTXBus>



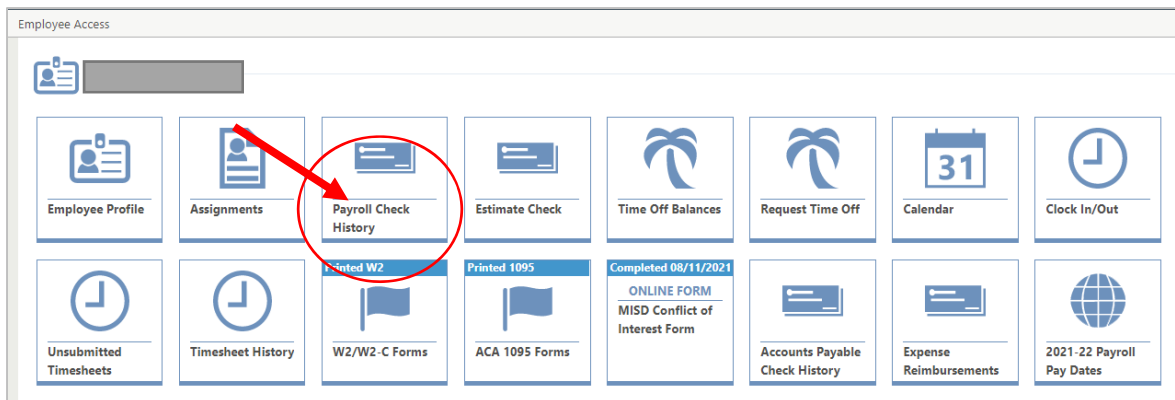
How to Print your Check Stub

6. Click on Sign in with Email/Office 365 Login
 - Username: MISD email address
 - Password: Email password
7. Once you are logged in, check to see that you are in Employee Access

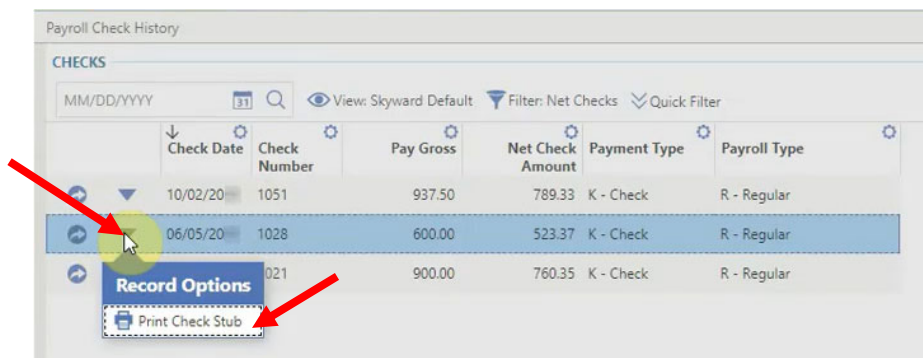


- If your screen says something other than Employee Access, click on the drop-down arrow next to the home image and select Employee Access

8. Select the “Payroll Check History”

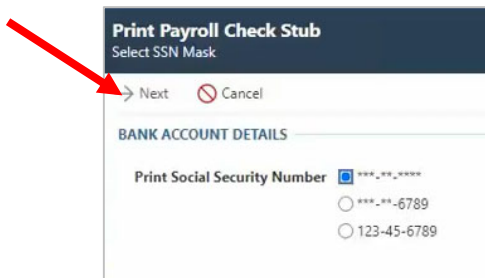


9. Click on the check you want to print and then click on the drop-down arrow and select “Print Check Stub”

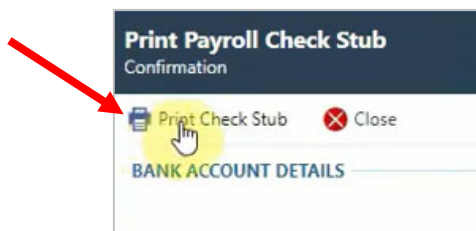


How to Print your Check Stub

10. To identify how you want your social security number to display on the check stub, select one of the options listed, then click “Next”



11. Click on “Print Check Stub”



Sample:

Orbit City North							
Employee Name	SSN	Tax Exemptions		Period End	Check Date	Location	Number
Lacy Stuart	***-**-****	FED S-0	PA S-0	05/31/20	06/05/20		1028

Payments	Rate	Current Factor	Current Amount	Calendar YTD Amount	Comment
Hourly	10.00	60.00	600.00	1,500.00	
Totals			60.00	600.00	1,500.00

Deductions	Current Amount	YTD Amount	PreTax	Benefits	Current Amount	YTD Amount
Social Security	37.20	93.00		Social Security	37.20	93.00
State Tax	18.42	46.05		Medicare	8.70	21.75
Fed Tax	12.31	55.48		Health	0.00	0.00
Medicare	8.70	21.75		Dental	0.00	0.00
Health	0.00	0.00		Allac	0.00	0.00
Fed Tax %	0.00	0.00		Vision Ins	0.00	0.00
Local tax	0.00	0.00		Supp Life Ins	0.00	0.00
Totals	76.63	216.28		Totals	45.90	114.75

You have successfully printed a check stub! For any questions or concerns, please reach out to the Payroll Department at 956-632-8449.