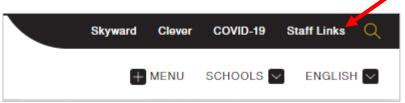


How to Print your Check Stub

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: <u>https://youtu.be/biCKWYqGrYs</u>

- 1. Go to the McAllen ISD website <u>https://www.mcallenisd.org/</u> or click on the link: <u>McAllen</u> <u>Independent School District | Home (mcallenisd.org)</u>
- 2. In the top right corner, click on "Staff Links"



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

kyward Busin (Live DB)

application



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

 MCALLEN	My Apps 🗸	skyward business (li]	品	?
Apps 🗸	· •	Skyward Business (Live DB)	List view		

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





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

S K Y W A R D'	ISD, TX	
	EMPLOYEE ACCESS	
Employee Profile	Assignments	Payroll Check History

- 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"

Employee Access							
Employee Profile	Assignments	Payroll Check History	Estimate Check	Time Off Balances	Request Time Off	31 Calendar	Clock In/Out
Unsubmitted Timesheets		W2/W2-C Forms	Printed 1095	Completed 08/11/2021 ONLINE FORM MISD Conflict of Interest Form	Accounts Payable Check History	Expense Reimbursements	2021-22 Payroll Pay Dates

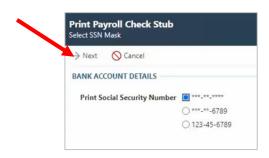
9. Click on the check you want to print and then click on the drop-down arrow and select "**Print Check Stub**"

CHECK	S								
MM/	DD/YYYY	31	Q	View	Skyward Default	Filter: Net C	hecks 🛛 🗙 Quick Fil	ter	
		Check Date	Check		Pay Gross	Net Check Amount	Payment Type	Payroll Type	0
0	•	10/02/20	1051		937.50	789.33	K - Check	R - Regular	
0		06/05/20	1028		600.00	523.37	K - Check	R - Regular	
0	Reco	rd Options	021	/	900.00	760.35	K - Check	R - Regular	



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:

Employee	Name	5	SSN Tax E	cemptio	ns	Period End	Check Date	Location	Number	1
Lacy Stuart			FED S-0	PA	S -0	05/31/20	06/05/20		1028]
Payments	Rate	Factor	Amount		Cale	endar YTD		Comme	ent	
Hourly	10.00	60.	6	00.00		1,500.00				
	1 1									
Totals		60.		00.00		1,500.00				
Deductions	Current Am	ount	YTD Amount	PreTa	×	Benefit		ent Amoun		Amount
Deductions Social Security		37.20	YTD Amount 93.00	PreTa	×	Benefit Social Security		37.	20	93.00
Deductions Social Security State Tax		37.20 18.42	YTD Amount 93.00 46.05	PreTa	ĸ	Benefit Social Security Medicare		37. 8.	20 70	93.0
Deductions Social Security State Tax Fed Tax		37.20 18.42 12.31	YTD Amount 93.00 46.00 55.48	PreTa	ĸ	Benefit Social Security Medicare Health		37. 8. 0.	20 70 00	93.0 21.7 0.0
Deductions Social Security State Tax Fed Tax Medicare		37.20 18.42 12.31 8.70	YTD Amount 93.00 46.00 55.48 21.75	PreTa	x	Benefit Social Security Medicare Health Dental		37. 8. 0. 0.	20 70 00 00	93.0 21.7 0.0 0.0
Deductions Social Security State Tax Fed Tax Medicare Health		37.20 18.42 12.31 8.70 0.00	YTD Amount 93.00 46.05 55.44 21.77 0.00	PreTa	ĸ	Benefit Social Security Medicare Health Dental Aflac		37. 8. 0. 0. 0.	20 70 00 00 00	93.00 21.7 0.00 0.00 0.00
Deductions Social Security State Tax Fed Tax Medicare Health Fed Tax %		37.20 18.42 12.31 8.70 0.00 0.00	YTD Amount 93.00 46.09 55.48 21.77 0.00 0.00	PreTa	×	Benefit Social Security Medicare Health Dental Aflac Vision Ins		37. 8. 0. 0. 0.	20 70 00 00 00 00 00	93.00 21.79 0.00 0.00 0.00 0.00
		37.20 18.42 12.31 8.70 0.00	YTD Amount 93.00 46.05 55.44 21.77 0.00	PreTa	ĸ	Benefit Social Security Medicare Health Dental Aflac		37. 8. 0. 0. 0.	20 70 00 00 00	Amount 93.00 21.75 0.00 0.00 0.00 0.00

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