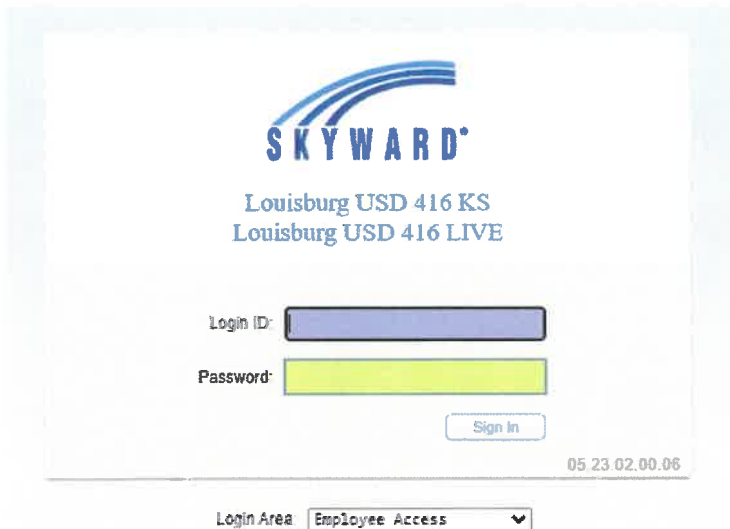


## Check Estimator / Payroll Tax Withholdings

Login to Skyward access with your login id and password.



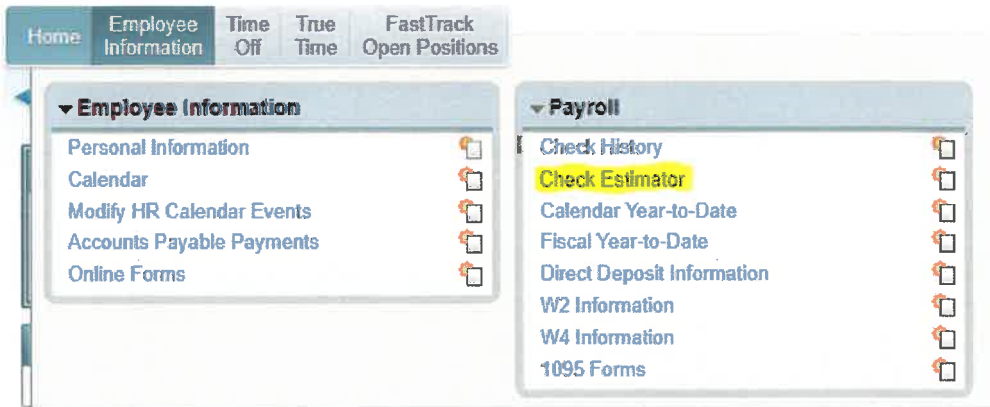
The login screen features the Skyward logo at the top, followed by the text "Louisburg USD 416 KS" and "Louisburg USD 416 LIVE". Below this are two input fields: "Login ID:" with a blue box and "Password:" with a yellow box. A "Sign In" button is positioned to the right of the password field. At the bottom right, the date "05.23.02.00.06" is displayed. At the bottom left, there is a "Login Area" label and a dropdown menu currently showing "Employee Access".

Click on "Employee Information".



The dashboard shows the "Employee Access" page for "Louisburg USD 416 KS". The top navigation bar includes "Home", "Employee Information" (highlighted), "Time Off", "True Time", and "FastTrack Open Positions". On the right, there are links for "Account", "Preferences", "Exit", and a help icon. Below the navigation bar, the "Employee Access" title is followed by a toolbar with "Favorites", "New Window", and "My Print Queue". The main content area is divided into several sections: "Jump to Other Dashboards" with a "Skyward User" dropdown and "Reset Dashboards" / "Select Widgets" buttons; "My Print Queue" showing "District News" and "No news to display"; "Recent Programs" with "Employee Access Home"; "Release Notifications" with a message "Not available when logged into the Employee Access Area"; and "Favorites" showing "No favorites available."

Click on "Check Estimator" under Payroll.



Under Tax Information you can make "hypothetical changes" to see how it affects your tax withholdings. W-4 is federal taxes and K-4 is state taxes.

**PLEASE MAKE SURE THE 2020 or AFTER W-4 BOX IS CHECKED.** This will calculate your check using the correct tax tables.

The screenshot shows the 'Check Estimator' form. At the top, it says 'Check Estimator: Select Pays, Adjust Rates, and Factors for [redacted]'. Below this is a warning: '\*\*\* Altering this information will only affect your estimated check. \*\*\* It will not affect your actual check or W4 Information \*\*\*'. The form is divided into several sections:

- Tax Information:** Includes fields for 'Tax State' (set to 'KS'), 'Federal Marital Status' (set to 'Married'), 'State Marital Status' (set to 'Married'), and 'State Exemptions' (set to '0'). There is a checkbox for '2020 or After W-4' which is checked. Below these are fields for 'Step 2', 'Step 3', 'Step 4a', and 'Step 4b', all set to '0.00'.
- System Maximums:** Includes checkboxes for 'Ignore Pay Maximums', 'Ignore Deduction Maximums', and 'Ignore Benefit Maximums'. A note states: '\* These options do not affect deductions and benefits linked to tables, i.e. FICA, Medicare'.
- Process Options:** Includes checkboxes for 'Print Employer/Employee Information' and 'Print Employee Social Security Number'.
- Select Pays:** A table with columns for 'Select', 'Pay Description', 'Rate', and 'Factor/Hours'. The table lists several pay types: '1SALS', 'DOC WKPERS T-3', 'HR WKPERS T-3', 'OT WKPERS T-3', and 'SAL WKPERS T-3'. The 'SAL WKPERS T-3' row is selected, showing a rate of '3500.00' and a factor/hours of '3'.

At the bottom left, a note states: 'Asterisk (\*) denotes a required field'.

Click "Continue Check Estimator Process"

**Click “Calculate Check”**

### Check Estimator - Adjust Deductions and Benefits

Check Estimator: Adjust Deductions/Benefits for each Pay for XXXXXXXXXX

[Calculate Check](#)  
[Back](#)

\*\*\* Altering this information will only affect your estimated check. \*\*\*  
 \*\*\* It will not affect your actual check or W4 Information \*\*\*

**Pays**

**SAL W/KPERS T-3**

Pay Description	Rate	Factor/Hours
SAL W/KPERS T-3	3500.00	1

**Deductions**

Select	Description	Amount
<input checked="" type="checkbox"/>	BCBSKS/126	\$ 16.32
<input checked="" type="checkbox"/>	EMPL FICA - 6.2000%	TABLE
<input checked="" type="checkbox"/>	EMPL FICA - 1.4500%	TABLE
<input checked="" type="checkbox"/>	FED INC TAX	TABLE
<input checked="" type="checkbox"/>	KPERS	% 6.0000
<input checked="" type="checkbox"/>	STATE INCOME TX	TABLE

**Benefits**

Select	Description	Amount
<input checked="" type="checkbox"/>	BCBSKS BD PD	\$ 500.00
<input checked="" type="checkbox"/>	EMPLOYER FICA - 6.2000%	TABLE
<input checked="" type="checkbox"/>	EMPLOYER FICA - 1.4500%	TABLE
<input checked="" type="checkbox"/>	GROUP TERM LIFE	\$ 0.00
<input checked="" type="checkbox"/>	UNEMP	% 0.1000

**Additional Deductions for SAL W/KPERS T-3**

☒ Apply Additional Deductions to SAL W/KPERS T-3

**Additional Deductions**

<input type="checkbox"/> Deduction 1:		
<input type="checkbox"/> Deduction 2:		
<input type="checkbox"/> Deduction 3:		
<input type="checkbox"/> Deduction 4:		
<input type="checkbox"/> Deduction 5:		

**Your Estimated Check will be created. You can go back and make adjustments to your withholdings and recalculate.**

<b>Estimated Check Information for 2012</b>									
*** This is not an actual check. This is only an estimated check									
<b>Estimated Check Information</b>					<b>Estimated Tax Information</b>				
Gross Pay: 3,500.00 Net Pay: 2,704.87					Tax State: ES Federal Marital Status: Married State Marital Status: Married Federal Exemptions: 0 State Exemptions: 0				
<b>Estimated Gross Wage Information</b>									
	Federal	State	FICA	Medicare					
Gross Pay:	3,500.00	3,500.00	3,500.00	3,500.00					
Minus Tax Sheltered Deductions:	226.32	16.32	16.32	16.32					
Plus Taxable Benefits:	0.00	0.00	0.00	0.00					
Gross:	3,273.68	3,483.68	3,483.68	3,483.68					
<b>Estimated Pay Information</b>									
Description	Rate	Factor/Hours	Amount						
ISALS	0.00	1.00	0.00						
SAL W/KPERS T-3	3,500.00	1.00	3,500.00						
		Totals	3,500.00						
<b>Estimated Deduction Information</b>									
Description	Amount	Tax Sheltered	Y N F/O						
BCBSKS/125	16.32	Y	Y	Y					
EMPL FICA	215.99								
EMPL FICA	50.51								
FED INC TAX	208.17								
KPERS	210.00	Y							
STATE INCOME TX	94.14								
Totals	756.13								
<b>Estimated Benefit Information</b>									
Description	Amount	Taxable							
		End	St	F/W					
BCBSKS RD PD	500.00								
EMPLOYER FICA	215.99								
EMPLOYER FICA	50.51								
GROUP TERM LIFE	0.00	Y	Y	Y					
UNEMP	3.50								
Totals	770.00								

**If you want to make changes to your withholdings please submit a signed W-4 and/or K-4 to Human Resources. If you need assistance filling out the forms please contact a tax professional.**