

Slide 1 - Slide 1

The screenshot shows the Skyward School District Employee Access web application. The browser title is "Employee Access - 04.12.02.00.18 - Windows Internet Explorer". The user is logged in as "Bailey Abenscr". The navigation menu includes: Home, Employee Information, Time Off, TrueTime, FastTrack Open Positions, Work Requests, Account Master, Budget Management, Purchasing, and Expense Reimbursement. The left sidebar has a search bar and two main categories: "Employee Information" (with sub-items: General Information, Calendar, Accounts Payable Payments, Personal Information, Surveys) and "Payroll" (with sub-items: Check History, Check Estimator, Calendar Year to Date, F, D, V, W). A yellow callout box is overlaid on the "Check Estimator" link in the Payroll menu. The callout text reads: "Check Estimator", "Click Employee Access, Payroll, Check Estimator.", "Who, What, When, Why?", "Check Estimator is a feature that allows users to create an estimation based on changes to Payroll information.", and "Employees will use Check Estimator to test the impact of changes to their Payroll information to determine if changes should be requested." The bottom of the page contains copyright information: "© 2012 Skyward, Inc. All rights reserved.", "TX Scrambled Database", and view options: "Desktop View" (selected) and "Button Rows", with the browser identified as "Windows Vista / Internet Explorer 9". The zoom level is set to 100%.

Slide 2 - Slide 2

Check Estimator - 04.12.02.00.18 - Windows Internet Explorer

Skyward School District

Bailey Abenscr Account Preferences Exit ?

Home Employee Information Time Off TrueTime FastTrack Work Account Budget Purchasing Expense Reimbursement

Check Estimator Change any flags or variables to use in the estimation process.

Check Estimator: Select Pays, Adjust Rates, and Factors for Bailey Abenscr

Continue Check Estimator Process

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

Note the disclaimers.

Click Continue Check Estimator Process when finished.

Tax Information

* Tax State: TX * Federal Exemptions: 0
* Federal Marital Status: Single * State Exemptions: 0
* State Marital Status: Single

System Maximums

Ignore Pay Maximums * These options do not affect deductions and benefits linked to tables. i.e. FICA, Medicare
 Ignore Deduction Maximums
 Ignore Benefit Maximums

Process Options

Print Employer/Employee Information
 Print Employee Social Security Number

Select Pays

Select	Pay Description	Rate	Factor/Hours
<input checked="" type="checkbox"/>	TEMPORARY HRLY	\$ 9.63	21.95

Asterisk (*) denotes a required field

100%

Slide 3 - Slide 3

Check Estimator - Adjust Deductions and Benefits (61)

Check Estimator: Adjust Deductions/Benefits for each Pay for Bailey Abenscr

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

Calculate Check

Click Calculate Check when finished.

TEMPORARY HRLY

Pay Description	Rate	Factor/Hours
TEMPORARY HRLY	9.63	21.95

Deductions		
Select	Description	Amount
<input checked="" type="checkbox"/>	457 ANNUITY	% 7.5000
<input checked="" type="checkbox"/>	FICA MEDICARE - 1.4500%	TABLE
<input checked="" type="checkbox"/>	WITHHOLDING TAX	TABLE

Benefits		
Select	Description	Amount
<input checked="" type="checkbox"/>	FICA MEDICARE - 1.4500%	TABLE

Users can adjust Deductions and Benefits for each of the Pays selected on the previous screen.

Slide 4 - Slide 4

Check Estimator - Adjust Deductions and Benefits - 04.12.02.00.18 - Windows Internet Explorer

Check Estimator - Adjust Deductions and Benefits (62)

Check Estimator: Adjust Deductions/Benefits for each Pay for Bailey Abenscr

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

Calculate Check
Back

My Print Queue

TEMPORARY HRLY		
Pay Description	Rate	Factor/Hours
TEMPORARY HRLY	9.63	21.95

Deductions		Benefits	
Select	Description	Select	Description
<input checked="" type="checkbox"/>	457 ANNUITY	<input checked="" type="checkbox"/>	FICA MEDICARE - 1.4500%
<input checked="" type="checkbox"/>	FICA MEDICARE - 1.4500%		
<input checked="" type="checkbox"/>	WITHHOLDING TAX		

Amount	Amount
7.5000	TABLE
TABLE	TABLE

Request Complete

Check Estimator has finished processing.

[View Report](#) [Back](#)

Click View Report.

100% 100%

Slide 5 - Slide 5

http://broker5:86/skyread/SKR2526812E9H1K7X361008.pdf - Windows Internet Explorer

We value your feedback ?

nt Queue

Estimated Check Information for Bailey Abenscr
 *** This is not an actual check. This is only an estimated check.

Estimated Check Information		Estimated Tax Information	
Gross Pay,	211.38	Tax State, TX	
Net Pay,	181.87	Federal Marital Status, Single	
		State Marital Status, Single	
		Federal Deductions, 0	
		State Deductions, 0	

Estimated Gross Wage Information				
	Federal	State	FICA	Medicare
Gross Pay,	211.38	211.38	211.38	211.38
Minus Tax Sheltered Deductions,	10.86	10.86	0.00	0.00
Plus Taxable Benefits,	0.00	0.00	0.00	0.00
Gross,	190.52	190.52	0.00	211.38

Estimated Pay Information			
Description	Rate	Factor/Hours	Amount
TEMPORARY HIRE	9.43	23.96	211.38

Estimated Deduction Information				Estimated Benefit Information			
Description	Amount	Tax Sheltered	---Taxable---	Description	Amount	Fed	St
		F/W	F/W				
407 ANNUITY	10.86	Y	Y	FICA MEDICARE	3.07		
FICA MEDICARE	3.07			Totals	3.07		
WITHHOLDING TAX	10.55						
Totals	24.48						

This screen displays the **estimated check** information.

Note that if you want to apply any of the changes that you used in this estimation to your actual payroll check, you need to contact your Payroll department.

[This concludes the tutorial.](#)