

Slide 1 - Slide 1

The screenshot shows the Skyward HR system interface in Internet Explorer. The browser title is "W4 Information - 05.12.10.00.20-10.2 - Windows Internet Explorer". The user is logged in as "Pablo Aguinagascor" with an "Account" link. A "Print this tutorial" button is visible in the top right. The navigation menu includes: Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Purchasing, Expense Reimbursement, and Online Open Enrollment. The main content area is divided into three sections: Employee Information, Payroll, and Professional Development. The Payroll section is expanded, showing "Check History", "Check Estimator", "Calendar Year-to-Date", and "Fiscal Year-to-Date". A yellow callout box points to the "Fiscal Year-to-Date" link. The callout text reads: "Fiscal Year-To-Date", "Navigate to Employee Access, Employee Information, Payroll, Fiscal Year-to-Date.", "Who, What, When, Why?", "Fiscal YTD shows the payroll fiscal-year-to-date totals for an employee.", and "Use this area to review payroll FYTD information for the current or previous years." At the bottom left, a dropdown menu shows "20" and "1 records displayed". The bottom status bar shows "Local intranet" and "100%" zoom.

Slide 2 - Slide 2

The Fiscal YTD browse displays.

Year	Gross Wages	Net Amount
▶ 2012-2013	2,285.18	914.54
▶ 2011-2012	50,144.36	44,180.70
▶ 2009-2010	6,500.00	4,615.62

The browse lists each year for which YTD information exists.

Views: FTD Adjusted (FTD Paid + FTD Payables) Filters: *Skyward Default

20 3 records displayed Year: ABC

Slide 3 - Slide 3

The screenshot shows the Skyward Fiscal YTD application interface. At the top, the browser title is "Fiscal YTD - 05.12.10.00.20-10.2 - Windows Internet Explorer". The application header includes the Skyward logo and "Skyward School District 1". A navigation menu contains tabs for Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Purchasing, Expense Reimbursement, and Online Open Enrollment. Below the navigation is a "Fiscal YTD" section with a "Views:" drop-down menu and a "Filters:" dropdown set to "*Skyward Default". The "Views:" menu is open, showing a list of options: "FTD Adjusted (FTD Paid + FTD Payables)", "FTD Paid (Amounts paid in this fiscal year)", "FTD Payables (Anticipated Summer payroll amounts)", "FTD Adjusted (FTD Paid + FTD Payables) with Taxable Wage Info", "FTD Paid (Amounts paid in this fiscal year) with Taxable Wage Info", and "FTD Payables (Anticipated Summer payroll amts) with Taxable Wage Info". A yellow callout box points to the "Views:" menu with the text: "Under the **Views** drop-down select from three various YTD views: • Adjusted • Paid • Payables". At the bottom of the interface, there is a "Year:" dropdown set to "20" and a "3 records displayed" indicator. The browser's taskbar at the bottom shows "Local intranet" and "100%" zoom.

Slide 4 - Slide 4

The first view option is FTD Adjusted.

Highlight the year to view then click Show Fiscal YTD.

Year		
▶ 2012-2013		
▶ 2011-2012	50,144.36	44,180.70
▶ 2009-2010	6,500.00	4,615.62

20 3 records displayed Year: [input field] ABC

Slide 5 - Slide 5

This displays the Fiscal YTD amount including Payroll Payables and Accounting Adjustments.

Fiscal YTD

Fiscal YTD Information for 2011-2012 for PABLO AGUINAGASCR

Employer Information
 Name: EMP833-Skyward Test School District
 Address: 3 Scramble avenue
 PO Box 166
 Anywhere, WI 55555

Employee Information
 Name: PABLO AGUINAGASCR
 Address: 6000 Fast Forward
 Stevens Point, WI 54481

Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:	50,144.36	50,144.36	50,144.36	50,144.36
Minus Deductions that Decrease Tax:	-11,056.50	-11,056.50	-11,834.00	-11,834.00
Plus Taxable Benefits:	0.00	200.00	0.00	0.00
Taxable Gross Wages:	61,200.86	57,295.19	45,885.36	45,885.36

Pays

Description	Amount
BUS DRIVER	2,000.00
CONTRACT	32,926.35
CUSTODIAN	1,240.00
Hourly	0.00
INSURANCE	13,900.01
OVERTIME	78.00
Gross Wages:	50,144.36
Minus Deductions:	2,863.66
Plus Reimbursed Deductions:	-3,100.00
Net Amount:	44,180.70

Deductions

Description	Amount	---Decrease Tax---		
		Fed	St	F/M
401 K	60.00			
ADDITIONAL FED	50.00			
dfasd	1,750.01			

Benefits

Description	Amount	-----Taxable-----		
		Fed	St	F/M
DENTAL SINGLE	24.16			
FICA	2,844.88			
Health for 27	200.00			Y

Note: Use the Print option to print to a pdf file.
 Click Back to return to the Fiscal YTD browse.

Print
 Back

Done Local intranet 100%

Slide 6 - Slide 6

The screenshot displays the Skyward School District 1 Fiscal YTD report. The page title is "Fiscal YTD - 05.12.10.00.20-10.2 - Windows Internet Explorer". The user is logged in as Pablo Aguinagascr. The navigation menu includes: Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Purchasing, Expense Reimbursement, and Online Open Enrollment. The current view is "Fiscal YTD" with a filter of "*Skyward Default". The view options are "FTD Paid (Amounts paid in this fiscal year)". The table shows the following data:

Year		
▶ 2012-2011		
▶ 2011-2012	45,977.69	41,622.66
▶ 2009-2010	6,500.00	4,615.62

At the bottom of the page, it shows "20" in a dropdown menu, "3 records displayed", and a "Year:" field with "ABC" buttons. The status bar at the bottom indicates "Local intranet" and "100%".

Slide 7 - Slide 7

Fiscal YTD Paid - 05.12.10.00.20.10.2 - Windows Internet Explorer

Fiscal YTD This will display only the regular checks paid during the fiscal year.

Fiscal YTD Information for 2011-2012 for PABLO AGUINAGASCR

Employer Information

Name: **EMP833-Skyward Test School District**
 Address: **3 Scramble avenue**
PO Box 166
Anywhere, WI 55555

Employee Information

Name: **PABLO AGUINAGASCR**
 Address: **6000 Fast Food Ave**
Stevens Point, WI 54481

Print

Back

Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:	45,977.69	45,977.69	45,977.69	45,977.69
Minus Deductions that Decrease Tax:	-11,117.50	-11,117.50	-11,895.00	-11,895.00
Plus Taxable Benefits:	0.00	200.00	0.00	0.00
Taxable Gross Wages:	57,095.19	57,295.19	41,779.69	41,779.69

Pays

Description	Amount
BUS DRIVER	2,000.00
CONTRACT	28,759.68
CUSTODIAN	1,240.00
Hourly	0.00
INSURANCE	13,900.01
OVERTIME	78.00
Gross Wages:	45,977.69
Minus Deductions:	1,255.03
Plus Reimbursed Deductions:	-3,100.00
Net Amount:	41,622.66

Deductions

Description	Amount	---Decrease Tax---		
		Fed	St	F/M
401 K	60.00			
ADDITIONAL FED	50.00			
dfasd	1,333.34			

Benefits

Description	Amount	-----Taxable-----		
		Fed	St	F/M
DENTAL SINGLE	21.16			
FICA	2,590.33			
Health for 27	200.00		Y	

Done Local intranet 100%

Slide 8 - Slide 8

The screenshot shows the Skyward software interface for Skyward School District 1. The main menu includes options like Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Purchasing, Expense Reimbursement, and Online Open Enrollment. The current view is 'Fiscal YTD' with a filter set to '*Skyward Default'. The data table below shows payroll information for three fiscal years: 2012-2013, 2011-2012, and 2009-2010. The 2011-2012 row is highlighted. A 'Show Fiscal YTD' button is visible on the right. Two yellow callout boxes provide instructions: one points to the 'FTD Payables' view option, and the other points to the '2011-2012' row and the 'Show Fiscal YTD' button.

Year	FICA Wages	Medicare Wages	Net Amount	
▶ 2012-2013	0.00	0.00	0.00	
▶ 2011-2012	4,166.67	4,105.67	4,105.67	2,558.04
▶ 2009-2010	0.00	0.00	0.00	0.00

Slide 9 - Slide 9

Fiscal YTD Paid: 05/12/10 00:20:10.2 Windows Internet Explorer

Fiscal YTD This will display only the payroll payable checks paid during the fiscal year selected.

Fiscal YTD Information for 2011-2012 for PABLO AGUINAGASCR

Employer Information

Name: **EMP833-Skyward Test School District**
 Address: **3 Scramble avenue**
PO Box 166
Anywhere, WI 55555

Employee Information

Name: **PABLO AGUINAGASCR**
 Address: **6000 Fast Food Ave**
Stevens Point, WI 54481

Print

Back

Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:	4,166.67	4,166.67	4,166.67	4,166.67
Minus Deductions that Decrease Tax:	61.00	61.00	61.00	61.00
Plus Taxable Benefits:	0.00	0.00	0.00	0.00
Taxable Gross Wages:	4,105.67	57,295.19	4,105.67	4,105.67

Pays

Description	Amount
BUS DRIVER	0.00
CONTRACT	4,166.67
CUSTODIAN	0.00
Hourly	0.00
INSURANCE	0.00
OVERTIME	0.00
Gross Wages:	4,166.67
Minus Deductions:	1,608.63
Net Amount:	2,558.04

Deductions

Description	Amount	---Decrease Tax---		
		Fed	St	F/M
401 K	0.00			
ADDITIONAL FED	0.00			
dfasd	416.67			
FEDERAL TAX	650.79			

Benefits

Description	Amount	-----Taxable-----		
		Fed	St	F/M
DENTAL SINGLE	3.00			
FICA	254.55			
Health for 27	0.00		Y	
IT HEALTH	0.00			

Done Local intranet 100%

Slide 10 - Slide 10

Skyward School District 1

Views: **FTD Paid (Amounts paid in this fiscal year) with Taxable Wage Info** Filters: *Skyward Default

	State Wages	FICA Wages	Medicare Wages	Net Amount
2011-2012	45,977.69	57,095.19	57,295.19	41,622.66

Expand All Collapse All Modify Details (displaying 4 of 4) View Printable Details

▼ Taxable Wage Information

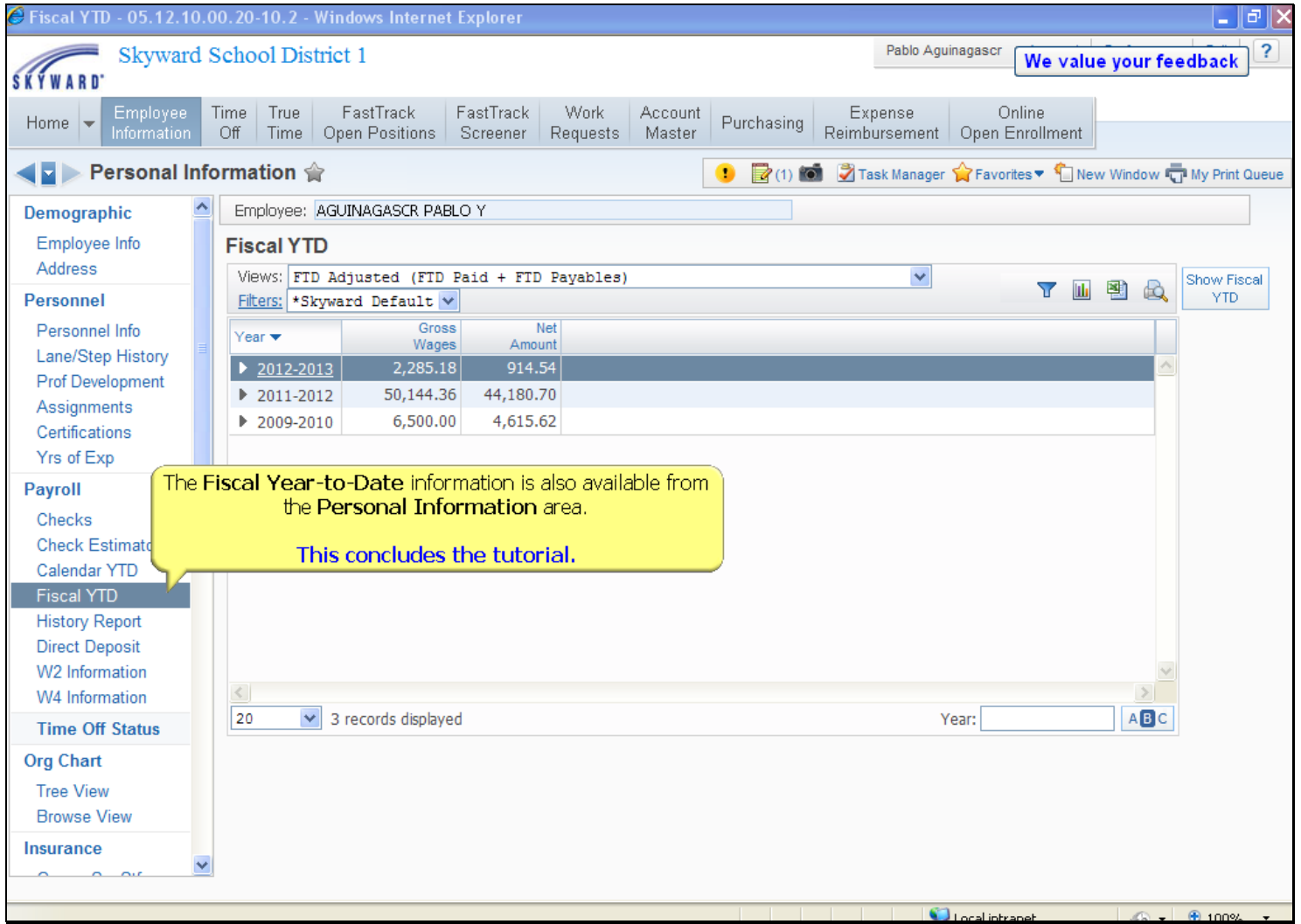
	Federal	State	FICA	Medicare
Gross Wages:	45,977.69	45,977.69	45,977.69	45,977.69
Minus Deductions that Decrease Tax:	-11,117.50	-11,117.50	-11,895.00	-11,895.00
Plus Taxable Benefits:	0.00	200.00	0.00	0.00
Taxable Gross Wages:	57,095.19	57,295.19	41,779.69	41,779.69

▼ Pays

Paycode	Description	Amount
BUS	BUS DRIVER	2,000.00
CON	CONTRACT	28,759.68
cust	CUSTODIAN	1,240.00
Hour	Hourly	0.00
INS	INSURANCE	13,900.01
OT	OVERTIME	78.00
	Gross Wages:	45,977.69
	Minus Deductions:	1,255.03
	Plus Reimbursed Deductions:	-3,100.00

20 3 records displayed Year: [] ABC

Slide 11 - Slide 11



The screenshot shows the Skyward HR system interface. The top navigation bar includes links for Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Purchasing, Expense Reimbursement, and Online Open Enrollment. The main content area is titled 'Personal Information' and displays the 'Fiscal YTD' section for employee 'AGUINAGASCR PABLO Y'. The 'Views' dropdown is set to 'FTD Adjusted (FTD Paid + FTD Payables)' and the 'Filters' dropdown is set to '*Skyward Default'. A table displays the following data:

Year	Gross Wages	Net Amount
▶ 2012-2013	2,285.18	914.54
▶ 2011-2012	50,144.36	44,180.70
▶ 2009-2010	6,500.00	4,615.62

A yellow callout box with a speech bubble contains the text: 'The Fiscal Year-to-Date information is also available from the Personal Information area. This concludes the tutorial.'