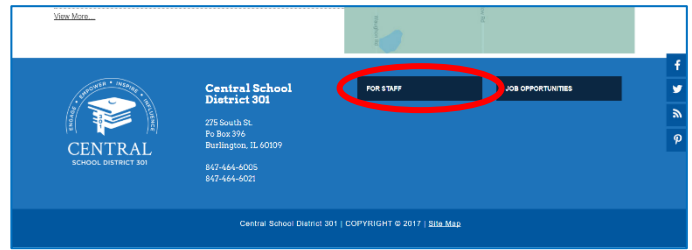


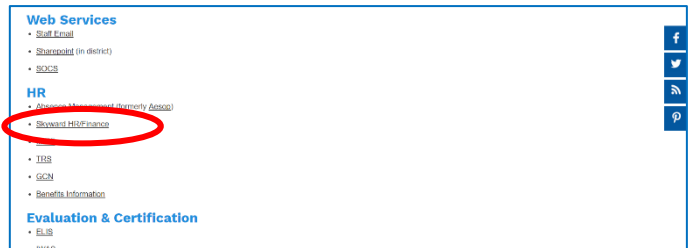
Skyward Employee Access – View My Paycheck

Go to www.central301.net.

Scroll down to the bottom of the page. Click on **For Staff**.



Under the HR heading, click on **Skyward HR/Finance**.



The Skyward HR login screen will open. Your Login ID will be _____. The first time you log in, your password will be your birthdate in the mmddyyyy format. Click **Sign In**.

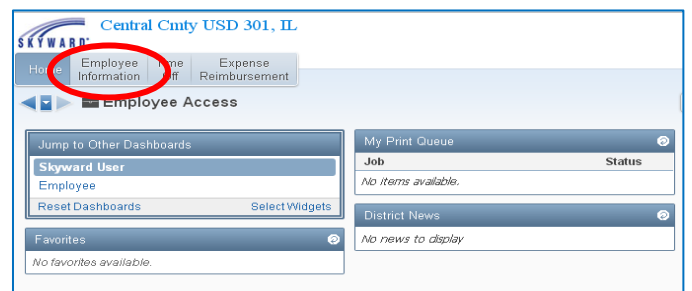


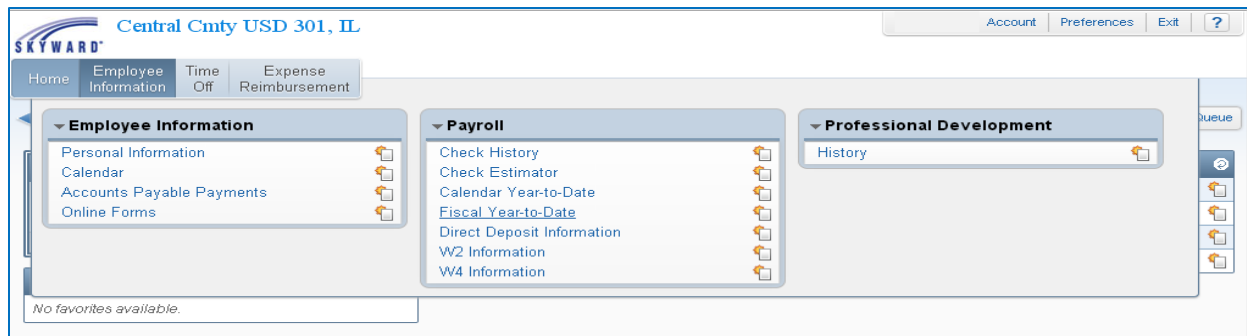
The first time you log in, you will be prompted to change your password to whatever you would like it to be. Click **Submit**.



Note: You may get a pop up blocker warning. If you do, select to “allow pop ups from skyward.iscorp.com”.

To view your personal information, paycheck, and other payroll information, click on **Employee Information**.





Under **Employee Information**:

- **Personal Information** – This will include your home address, phone number, and email address. You may request changes via Skyward. Change requests will be reviewed and approved by HR on a semi-monthly basis.

Under **Payroll**:

- **Check History** – Each paycheck will be listed by date. Click on the check number to review your paycheck information, including benefits and deductions, etc. This information stays in the system and can be reviewed and/or printed at any time.
- **Check Estimator** – This tool allows you to see how your net paycheck amount would change if you were to change your W4 exemptions, salary, or other deductions. This will not actually make a change.
- **Calendar Year-to-Date** – View your gross salary, benefits, and deductions for the calendar year.
- **Fiscal Year-to-Date** – View your gross salary, benefits, and deductions for the fiscal year (July 1 – June 30).
- **Direct Deposit Information** – The direct deposit information you provided to HR is posted for you to review. If you ever need to make a change, please submit a new Direct Deposit form and voided check to HR and we will make the change.
- **W2 Information** – Each January we will post your W2 that you may print as needed.
- **W4 Information** – Your W4 exemptions provided to HR will be posted here. If you would like to change your W4 exemptions at any time, contact HR to have new forms sent to you.