

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" with an "Account" link and a "Print this tutorial ?" button. 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 two main sections: "Employee Information" (with links for General Information, Calendar, Accounts Payable Payments, Personal Information, and Surveys) and "Payroll" (with links for Check History, Check Estimator, and Calendar Year to Date). A yellow callout box is overlaid on the "Check Estimator" link, containing the following text:

**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.  
Employees will use Check Estimator to test the impact of changes to their Payroll information to determine if changes should be requested.

At the bottom of the page, there is a footer with "© 2012 Skyward, Inc. All rights reserved.", "TX Scrambled Database", and view options: "Desktop View" (selected) and "Button Rows" (unselected), with "Windows Vista / Internet Explorer 9" below. The zoom level is set to 100%.

Slide 2 - Slide 2

Check Estimator - 04.12.02.00.18 - Windows Internet Explorer

Skyward School District

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%

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

### 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 \*\*\*

**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

**Calculate Check**

Click Calculate Check when finished.

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

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

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

**Request Complete**

Check Estimator has finished processing.

[View Report](#)      [Back](#)

Click View Report.

100%      100%