## Skyward Process to Print Employee Check Information (Pay stub)

Login to Skyward

- <u>https://skywardapp.naperville203.org/Business</u>
- Login and password are the same as your D203 System login and password

**Payroll Check History** 



• Select Reports

0

0

• Employee Access Check Stub with Employer Info Portrait

	🗋 Reports 👩 Print Screen 🛒 Compress 👱 D	ock 🗗 New W							
-	REPORTS Employee Access Check Stub with Employer Info Port	rait							
	O Add a Report to this Screen								
	Add an Import to this Screen								
Click on	n the eyeglass								
	EMPLOYEE ACCESS CHECK STUB WITH EMPLOYER INFO	PORTRAIT							
_	*Check Transaction								
Check t	the box of the check you would like to print								
-	Multiple can be selected								
-	Click on Done								
	Q								
	Check Number Check Date Full Name								
	9000004618 07/07/2017								

o Run Report

0

	<b>Run R</b> Enter ad	<b>eport</b> ditional inforr	mation to cust	tomize your report			
	S Rese	et Prompts	C Run Rep	oort	🛇 Cancel		
Report	will po Export Downlo Print it	p up and yo it oad it	ou can:				
	•	Cancel Report	View Query	Save Ur	itil 🔁 Export to CSV	Download	Print