Skyward Process to Print Employee Check Information (Pay stub)

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

Payroll Check History

- Select Reports
  - Employee Access Check Stub with Employer Info Portrait
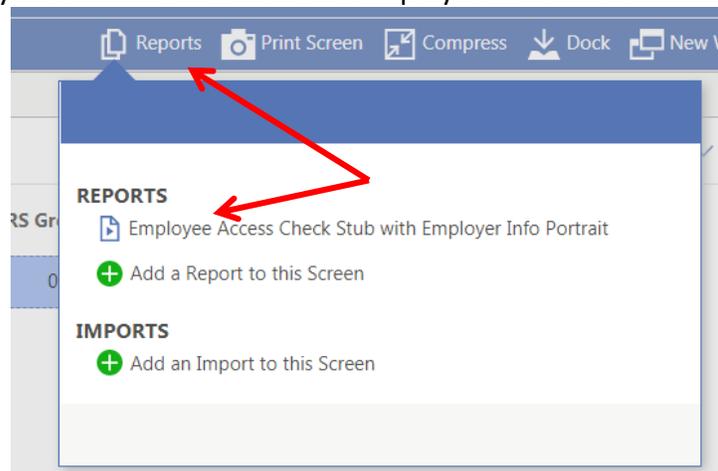
  - Click on the eyeglass
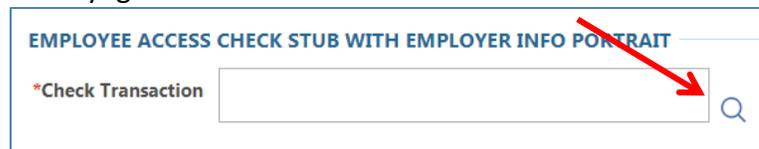
  - Check the box of the check you would like to print
    - Multiple can be selected
    - Click on Done
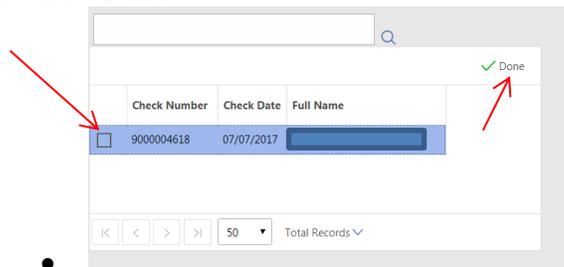
- o Run Report
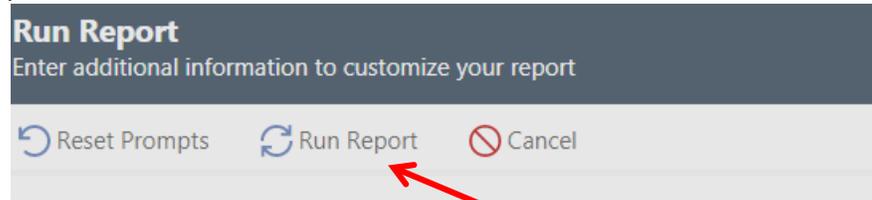
   - ▪
- o Report will pop up and you can:
   - ▪ Export it
   - ▪ Download it
   - ▪ Print it.

   - •