



Skyward Instructions: Printing Paycheck Information

1. Login to your Skyward Employee Access account.
(<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinbristoltn/seplog01.w>)
1. At the top of the screen, click on **“Employee Information”**
2. Then under “Payroll” click on **“Check History”**
3. Highlight a specific direct deposit that you want to print.
4. On the right side of the screen, choose either **“Show Check”** or **“Show Check with YTD Amounts”** – *depending on if you want to print only the info from this check, or if you want Year-To-Date amounts printed.*
5. The next screen shows the information that will be printed. To the top right of the screen, click on **“Print”**
6. At the next pop-up screen, you can choose not to show your social security number when you print the pay information, or show only the last 4 digits of it, or show your full number. To print your full SSN, you will need to enter your SSN for authentication. Then click on **“Print”**
7. The “Request Queued” pop-up will let you know that the system is processing your request.
8. In a few seconds, the pop-up will change to “Request Complete” – click on **“View Report”**
9. You will then get a pdf version of the check information. From here, you can save the document or print it.
10. You will need to do this for each individual check you wish to print.