

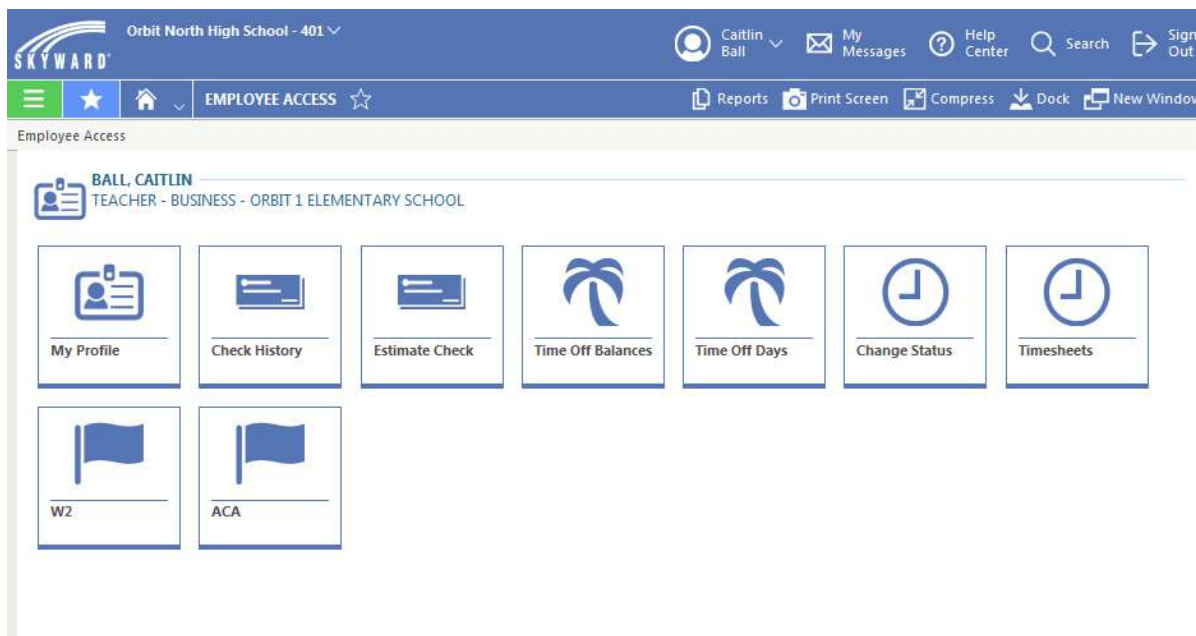
Qmlativ – Employee Access

Login to Employee Access using your district assigned **Username** and **Password**. Select **Sign In >** once you have entered your Username and Password.



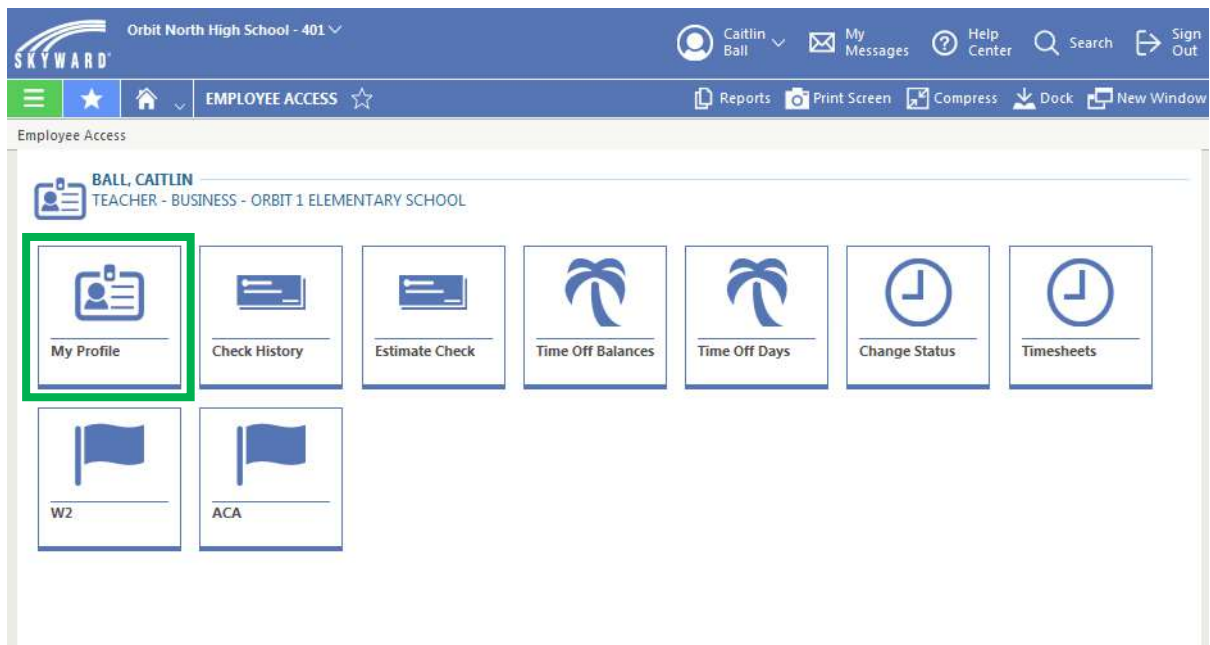
The login page for Orbit City District North features a white central box on a blue background. Inside the box, the title "Orbit City District North" is at the top. Below it are two input fields: "Username" and "Password". A green "Sign In >" button is positioned below the password field. At the bottom of the box is a link that says "Forgot your Username or Password?". The "SKYWARD" logo is centered at the bottom of the blue background.

When you login, you will see your Name, Position/Assignment/Building, and different icons to access your personal information dependent upon your district's needs.

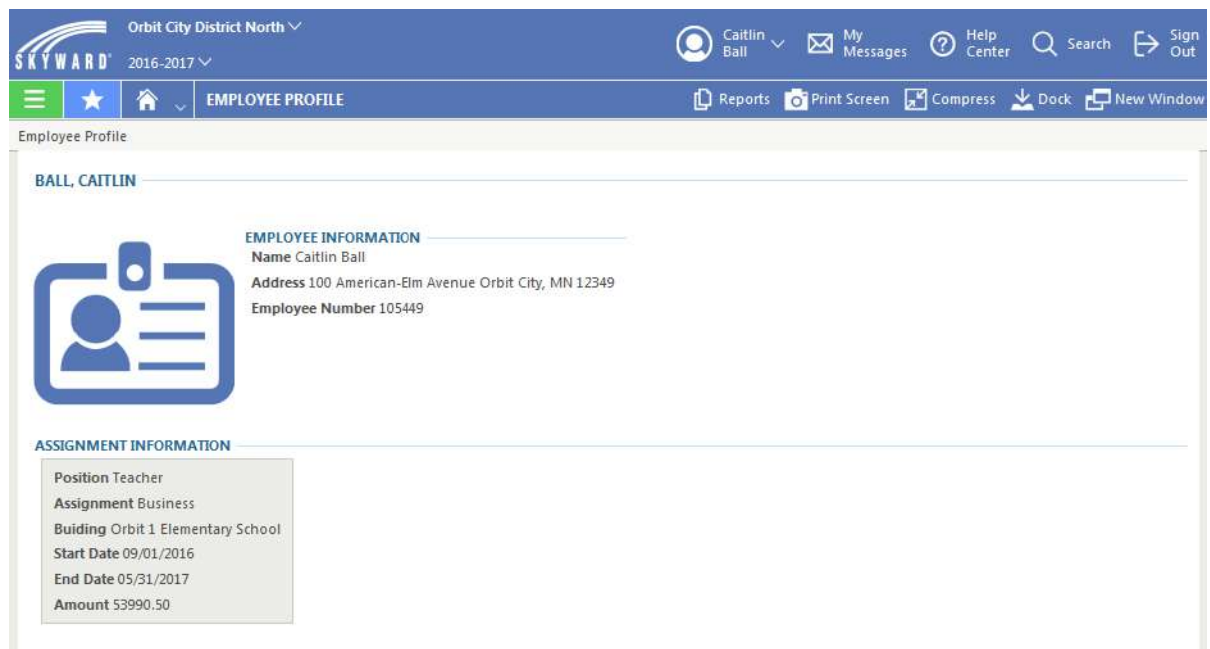


The dashboard for Caitlin Ball, a Teacher at Orbit 1 Elementary School, is displayed. The top navigation bar includes the SKYWARD logo, the school name "Orbit North High School - 401", and user information "Caitlin Ball" with a dropdown arrow. To the right are links for "My Messages", "Help Center", "Search", and "Sign Out". Below this is a secondary bar with "EMPLOYEE ACCESS" and a star icon, along with utility icons for "Reports", "Print Screen", "Compress", "Dock", and "New Window". The main content area shows the user's name and title, followed by a grid of icons for "My Profile", "Check History", "Estimate Check", "Time Off Balances", "Time Off Days", "Change Status", "Timesheets", "W2", and "ACA".

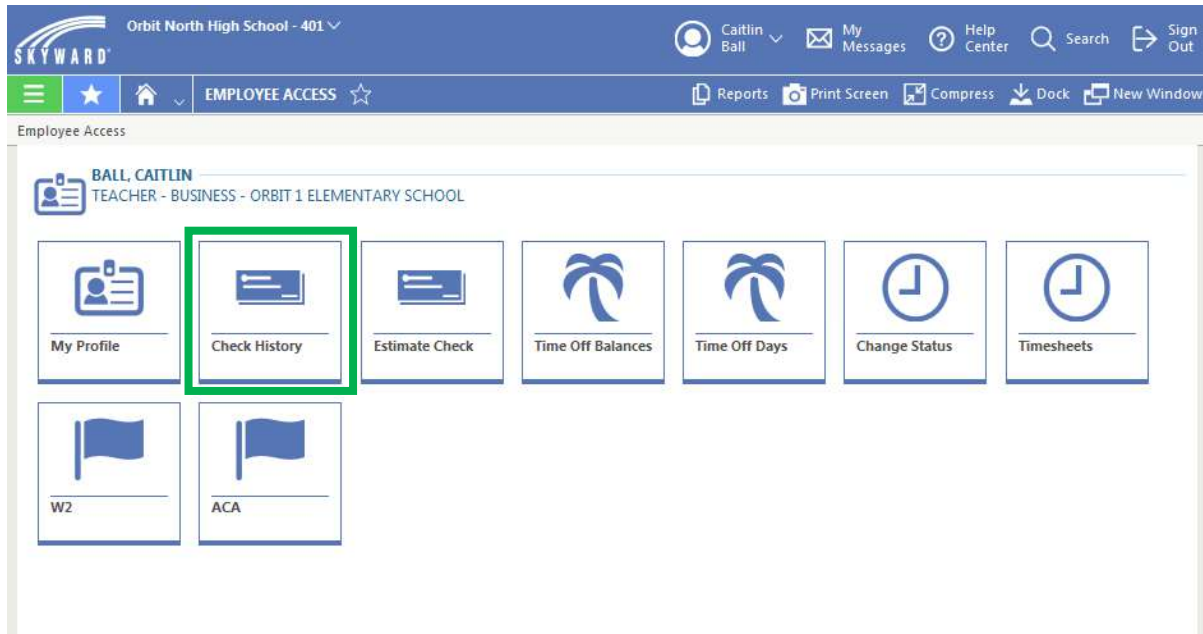
To see your Personal Information, navigate to **My Profile**.



Within **My Profile**, you are able to see your Name, **Employee Information**, and **Assignment Information**. Navigate back to the main screen by using the back arrow in your browser.



To see your Payroll Check History, navigate to **Check History**.



Within the Check History, you will see each of your Payroll Checks, with their **Check Date**, **Check Number**, **Pay Gross**, **Net Check Amount**, **Payment Type**, and **Payroll Type**. To view more details on a check, click the **Open icon** to the left of the check.

The screenshot shows the 'MY CHECK HISTORY' page. It includes a search bar for 'Check Date' and a table of payroll checks. The first check is highlighted with a green box.

	Check Date	Check Number	Pay Gross	Net Check Amount	Payment Type	Payroll Type
	12/15/2016	3424	2,249.60	1,557.62	K - Check	R - Regular
	12/13/2016	9000000551	2,249.60	778.81	A - ACH	R - Regular

Within the Check Transaction Details, you are able to view the **Pay Transactions**, **Deduction Transactions**, and **Benefit Transactions** for the check.

Orbit City District North
2016-2017

Caitlin Ball
My Messages
Help Center
Search
Sign Out

PAYROLL : CHECK TRANSACTION DETAILS EMPLOYEE ACCESS
Reports
Print Screen
Compress
Dock
New Window

My Check History
Check Transaction Details Employee Access

Check Number 9000000551	Check Date 12/13/2016	Payment Type A - ACH	Pay Gross 2,249.60	Net Check Amount 778.81	Social Security Gross 2,178.01	Medicare Gross 2,178.01	Federal Gross 2,178.01	State Gross 2,178.01
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PAY TRANSACTIONS

Search Position Code Identifier
View: Skyward Default
Filter: Skyward Default
More

Position Code Identifier	Pay Type Code	Rate	Factor	Pay Gross	Times to Apply	Net Pay
Teacher - Business - 101	Contract	2,249.6000	1.0000	2,249.60	1	778.81

DEDUCTION TRANSACTIONS

Search Check Stub
Skyward Default
Skyward Default
More

Check Stub	Calculated Amount	Calculation Type	Value	Base Amount
DD AC...	778.81	P - Percent	50.0000	1,557.62
Dental	0.00	A - Amount	0.0000	2,249.60
Federal...	344.87	C - Calculated	0.0000	2,178.01
FICA	135.04	C - Calculated	0.0000	2,178.01
Long Te...	0.00	A - Amount	0.0000	2,249.60
Medical...	71.59	A - Amount	71.5900	2,249.60
MEDIC...	31.58	C - Calculated	0.0000	2,178.01

BENEFIT TRANSACTIONS

Search Check Stub
Skyward Default
Skyward Default
More

Check Stub	Calculated Amount	Calculation Type	Value	Base Amount
Dental I...	11.34	A - Amount	11.3400	2,249.60
FICA	135.04	C - Calculated	0.0000	2,178.01
Medical...	368.44	A - Amount	368.4400	2,249.60
Medicare	31.58	C - Calculated	0.0000	2,178.01
TRA	112.48	P - Percent	5.0000	2,249.60