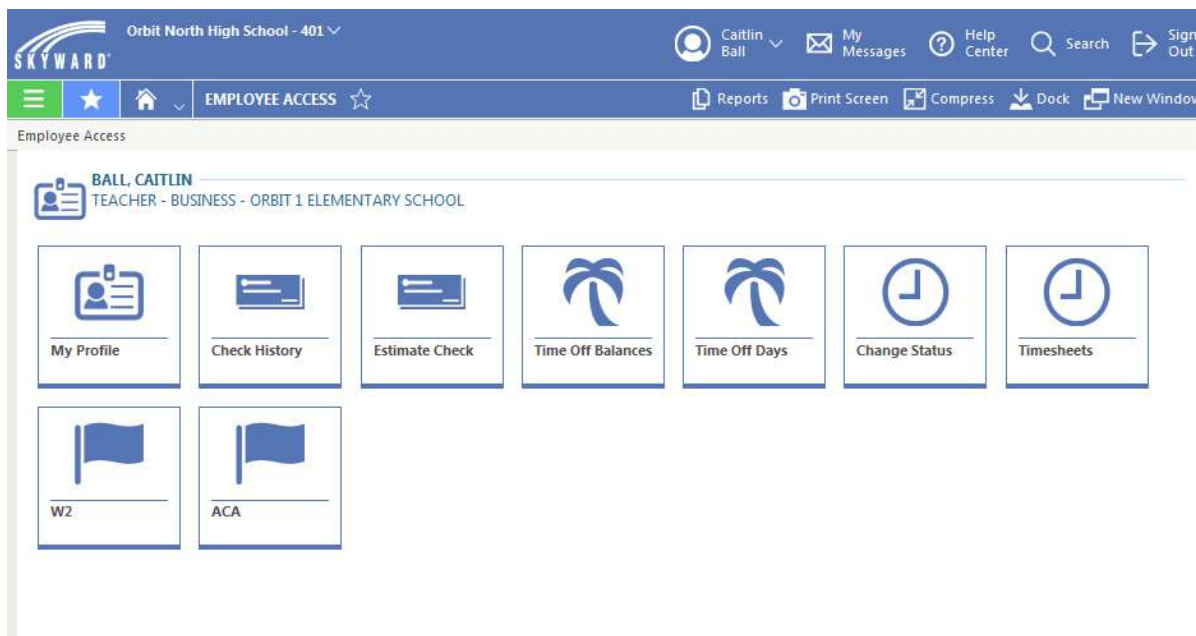# Qmlativ – Employee Access

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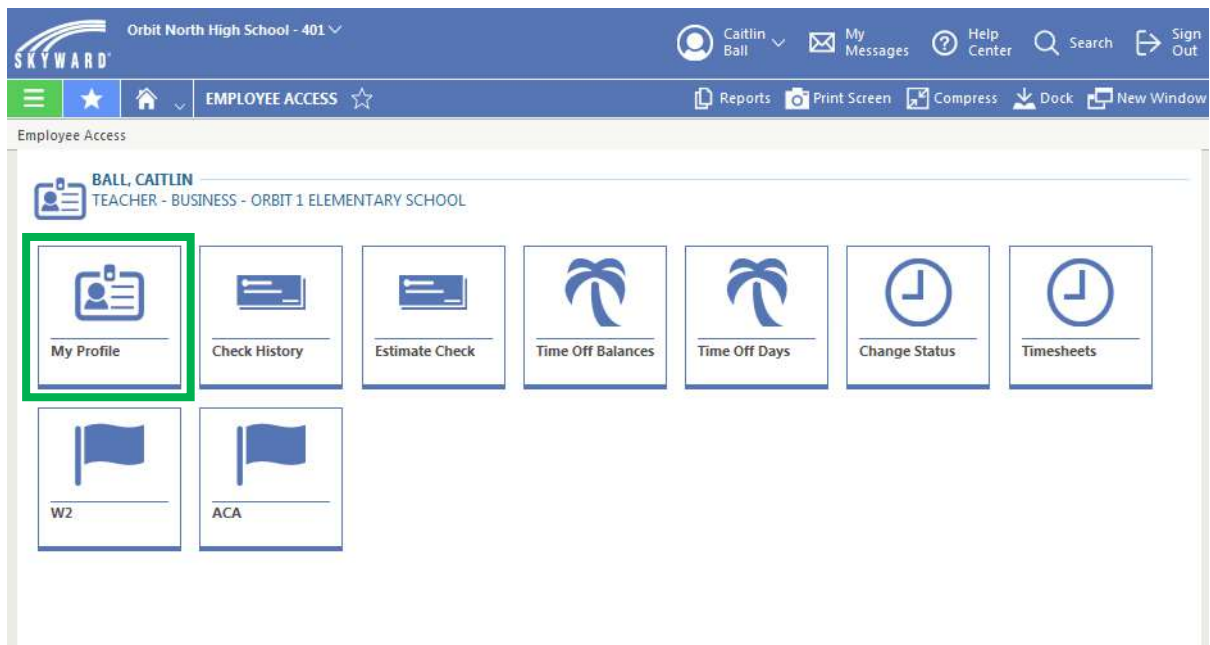

When you login, you will see your Name, Position/Assignment/Building, and different icons to access your personal information dependent upon your district's needs.

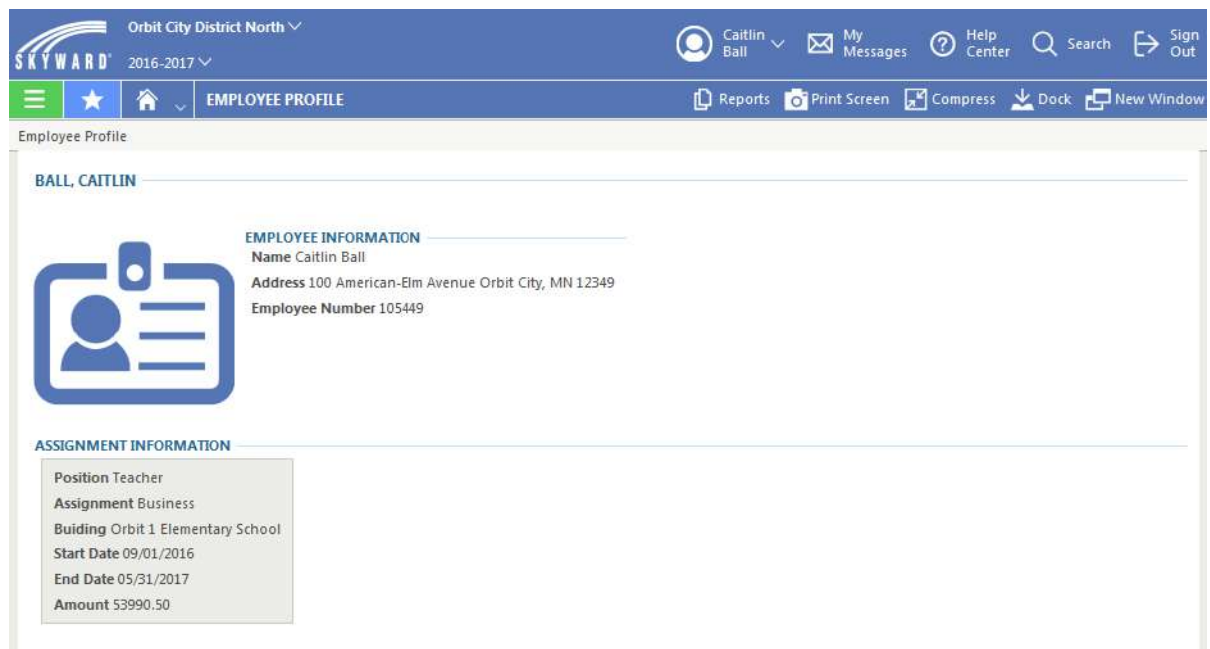To see your Personal Information, navigate to **My Profile.**

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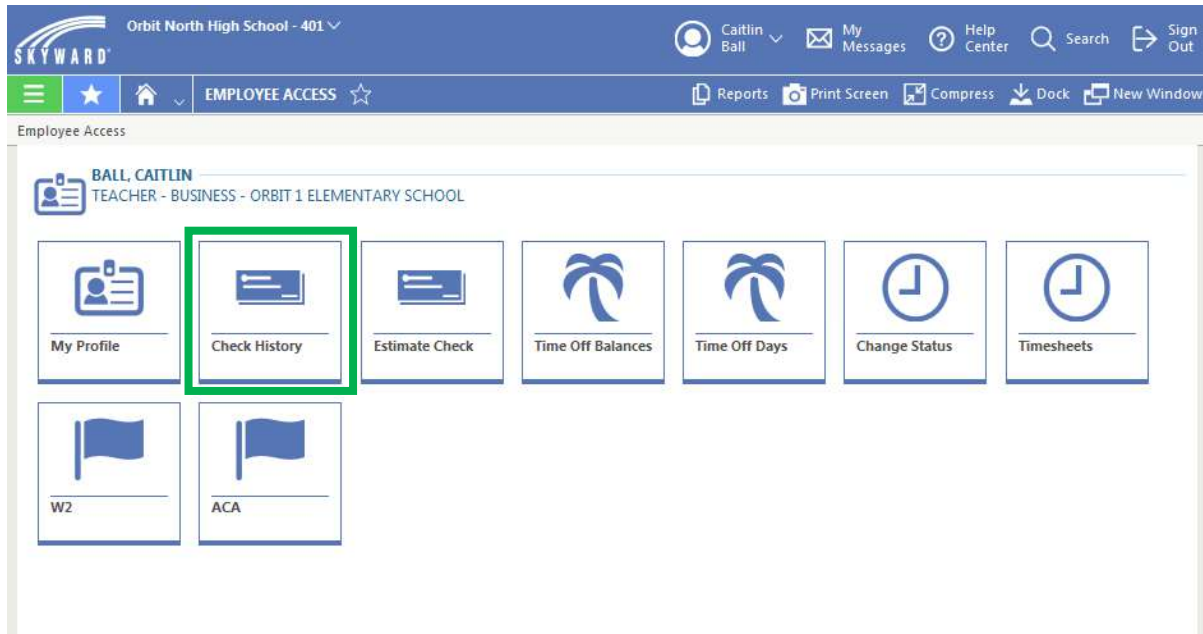
Within the Check History, you will see each of your Payroll Checks, with their **Check Date**, **Check Number**, **Pay Gross**, **Net Check Amount**, **Payment Type**, and **Payroll Type**. To view more details on a check, click the **Open icon** to the left of the check.

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

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

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 Stu

👁 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 Stu

👁 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