

# DIRECTIONS FOR HR EMPLOYEE ACCESS

## View PAYCHECK Info

To access the Internet:

- Double click on Internet Explorer

The White Bear Lake Schools Home Page should appear  
(if not type in this address in the address box: [www.whitebear.k12.mn.us](http://www.whitebear.k12.mn.us) )



Click Arrow under Quick Links  
until you have  
Staff HR access highlighted

- Click on the Staff HR access

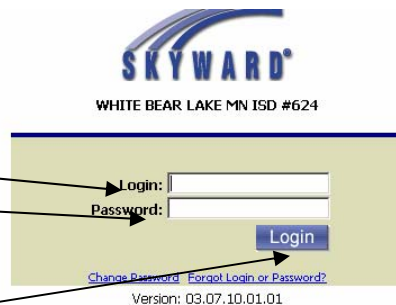
The login screen for Skyward employee Access  
will appear

- Type in your login
- Type in your password

Passwords are case sensitive

After login and password is entered

- Click blue login button with mouse





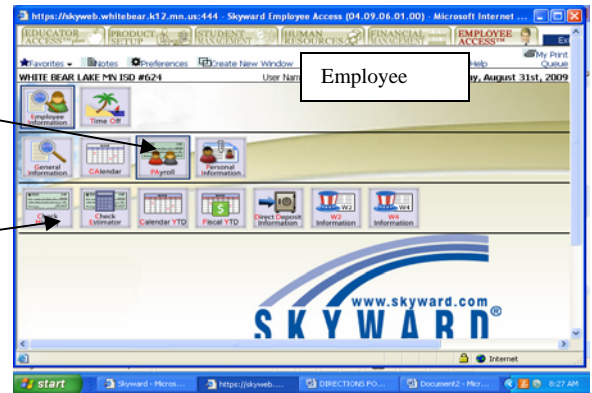
Your current browser is: Microsoft Internet Explorer 6  
Your current Operating System is: Microsoft Windows XP

The Skyward employee access screen will appear



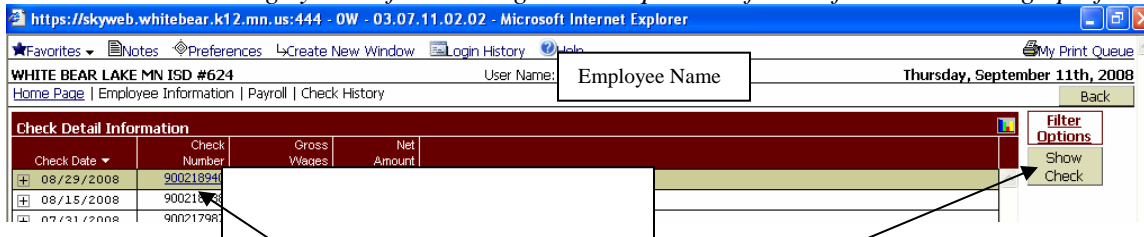
- Click on Employee Information

- Click on the  box on the second row.
- Click on the  box on the third row.

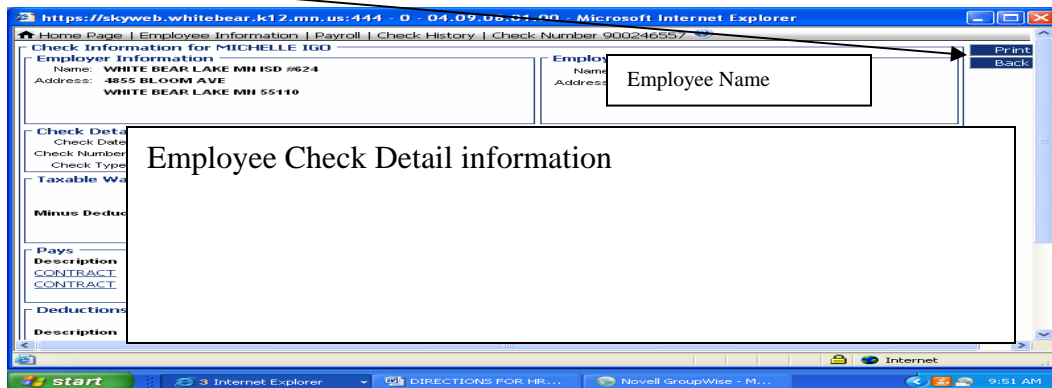


The top line indicates your most recent check number, date, gross and net amount.

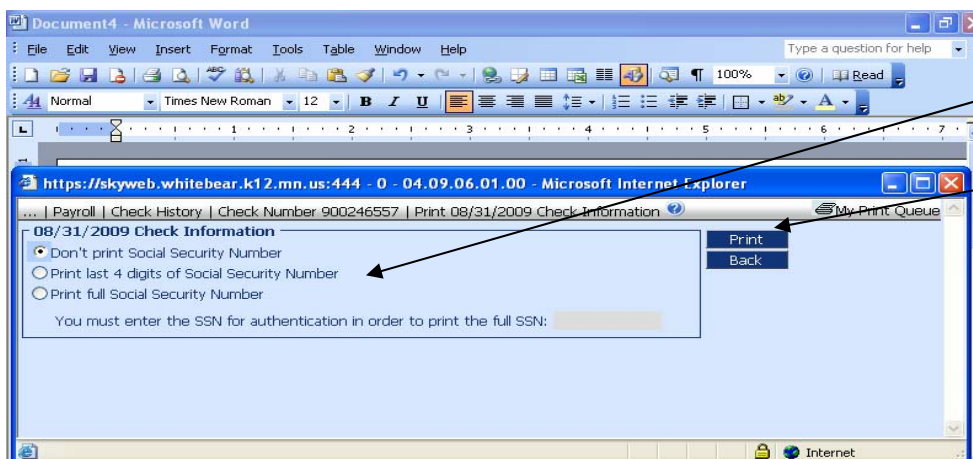
**NOTE:** If you get a "filter options" screen instead of your checks, you simply click on "apply filter" to show checks. You can change your default setting to not request the filter information through preference option.



- Click on the **Check Number** or click on **Show Check** on the upper right to display details of that check. The details from the selected check will appear.
- To **print** your check, click here.

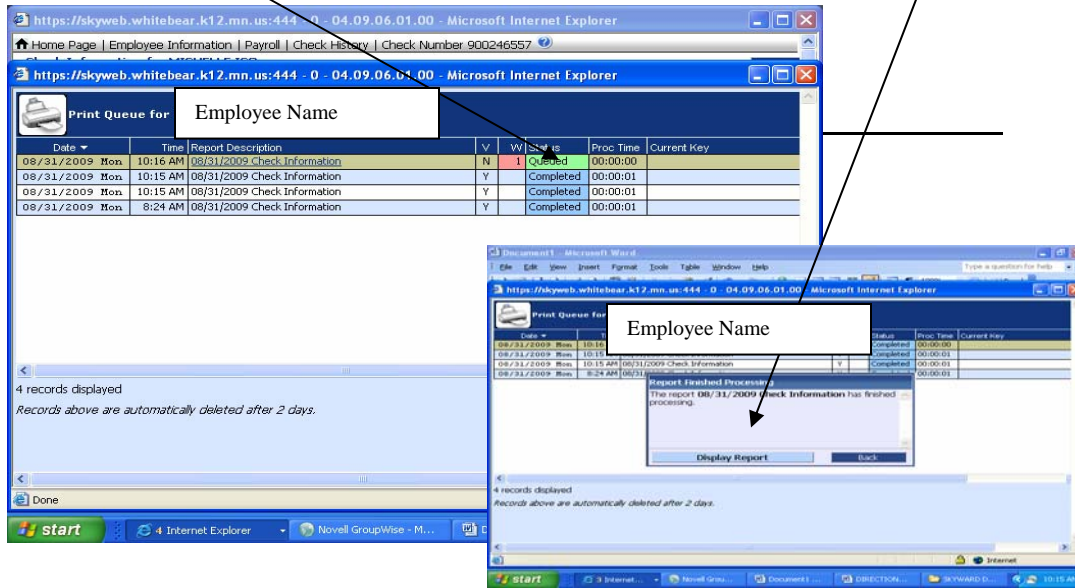


A Window will pop up for you to choose Social Security options on your check:

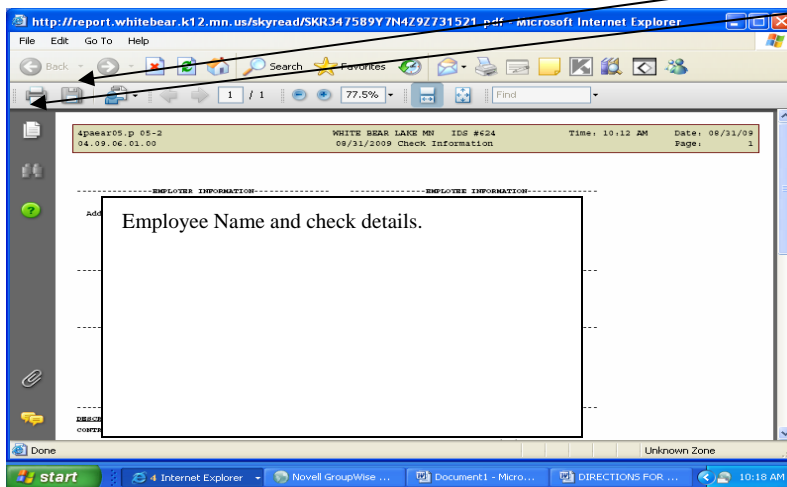


Choose any of three options. Then choose print again.

Your report is in process, wait until the green queued turns to complete. Another screen will appear when the download is complete.  
- Click on Display report.



Your report will then pop up as a pdf file. From here you can either save your report or print your report.



### **Important!**

You are now finished viewing/printing your payroll check

- Click **back**
- And **exit**
- This will log you off the system.

*If you want to see other payroll information, click on any of the blue boxes from the employee access screen.*