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The screenshot shows the Skyward School District Employee Access web application. The browser title is "Employee Access - 04.12.02.00.18 - Windows Internet Explorer". The page has a top navigation bar with the Skyward logo and the text "Skyward School District". Below this is a secondary navigation bar with tabs: Home, Employee Information, Time Off, TrueTime, FastTrack Open Positions, Work Requests, Account Master, Budget Management, Purchasing, and Expense Reimbursement. The main content area is divided into two columns. The left column is titled "Employee Information" and contains links for General Information, Calendar, Accounts Payable Payments, Personal Information, and Surveys. The right column is titled "Payroll" and contains links for Check History, Check Estimator, and Calendar Year-to-Date. A yellow callout box is overlaid on the "Check Estimator" link, containing the following text:

Check Estimator

Click **Employee Access, Payroll, Check Estimator**.

Who, What, When, Why?

Check Estimator is a feature that allows users to create an estimation based on changes to Payroll information.

Employees will use Check Estimator to test the impact of changes to their Payroll information to determine if changes should be requested.

At the bottom of the page, there is a footer with the copyright notice "© 2012 Skyward, Inc. All rights reserved.", the text "TX Scrambled Database", and a status bar showing "Desktop View", "Button Rows", "Windows Vista / Internet Explorer 9", and a zoom level of "100%".

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Check Estimator - 04.12.02.00.18 - Windows Internet Explorer

Skyward School District

Bailey Abenscr Account Preferences Exit ?

Home Employee Information Time Off TrueTime FastTrack Work Account Budget Purchasing Expense Reimbursement

Check Estimator Change any flags or variables to use in the estimation process.

Check Estimator: Select Pays, Adjust Rates, and Factors for Bailey Abenscr

Continue Check Estimator Process

*** Altering this information will only affect your estimated check. ***
*** It will not affect your actual check or W4 Information ***

Note the disclaimers.

Click Continue Check Estimator Process when finished.

Tax Information

* Tax State: TX
* Federal Marital Status: Single
* State Marital Status: Single
* Federal Exemptions: 0
* State Exemptions: 0

System Maximums

☐ Ignore Pay Maximums
☐ Ignore Deduction Maximums
☐ Ignore Benefit Maximums

* These options do not affect deductions and benefits linked to tables. i.e. FICA, Medicare

Process Options

☐ Print Employer/Employee Information
☐ Print Employee Social Security Number

Select Pays

Select	Pay Description	Rate	Factor/Hours
☒	TEMPORARY HRLY	\$ 9.63	21.95

Asterisk (*) denotes a required field

100%

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Check Estimator - Adjust Deductions and Benefits - 04.12.02.00.18 - Windows Internet Explorer

Check Estimator - Adjust Deductions and Benefits (61)

Check Estimator: Adjust Deductions/Benefits for each Pay for Bailey Abenscr

*** Altering this information will only affect your estimated check. ***
*** It will not affect your actual check or W4 Information ***

Calculate Check

TEMPORARY HRLY

Pay Description	Rate	Factor/Hours
TEMPORARY HRLY	9.63	21.95

Deductions

Select	Description	Amount
☒	457 ANNUITY	% 7.5000
☒	FICA MEDICARE - 1.4500%	TABLE
☒	WITHHOLDING TAX	TABLE

Benefits

Select	Description	Amount
☒	FICA MEDICARE - 1.4500%	TABLE

Click Calculate Check when finished.

Users can adjust Deductions and Benefits for each of the Pays selected on the previous screen.

My Print Queue

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Check Estimator - Adjust Deductions and Benefits - 04.12.02.00.18 - Windows Internet Explorer

Check Estimator - Adjust Deductions and Benefits (62)

Check Estimator: Adjust Deductions/Benefits for each Pay for Bailey Abenscr

*** Altering this information will only affect your estimated check. ***
*** It will not affect your actual check or W4 Information ***

TEMPORARY HRLY

Pay Description	Rate	Factor/Hours
TEMPORARY HRLY	9.63	21.95

Deductions

Select	Description	Amount
☒	457 ANNUITY	% 7.5000
☒	FICA MEDICARE - 1.4500%	TABLE
☒	WITHHOLDING TAX	TABLE

Benefits

Select	Description	Amount
☒	FICA MEDICARE - 1.4500%	TABLE

Calculate Check

Back

My Print Queue

Request Complete

Check Estimator has finished processing.

View Report

Back

Click View Report.

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Slide 5 - Slide 5

http://broker5:86/skyread/SKR2526812E9H1K7X361008.pdf - Windows Internet Explorer

We value your feedback ?

nt Queue

Estimated Check Information for Bailey Abenscr
*** This is not an actual check. This is only an estimated check.

Estimated Check Information		Estimated Tax Information	
Gross Pay,	211.38	Tax State, TX	
Net Pay,	181.87	Federal Marital Status, Single	
		State Marital Status, Single	
		Federal Deductions, 0	
		State Deductions, 0	

Estimated Gross Wage Information				
	Federal	State	FICA	Medicare
Gross Pay,	211.38	211.38	211.38	211.38
Minus Tax Sheltered Deductions,	15.86	15.86	0.00	0.00
Plus Taxable Benefits,	0.00	0.00	0.00	0.00
Gross,	195.52	195.52	0.00	211.38

Estimated Pay Information			
Description	Rate	Factor/Hours	Amount
TEMPORARY HELP	9.43	23.96	211.38

Estimated Deduction Information				Estimated Benefit Information			
Description	Amount	Tax Sheltered		Description	Amount	Taxable	
		Fed	St	F/W			F/W
401 K DEFERRED	15.86	Y	Y		FICA MEDICARE	3.07	
FICA MEDICARE	3.07						
WITHHOLDING TAX	10.59						
Total	29.52				Total	3.07	

This screen displays the **estimated check** information.

Note that if you want to apply any of the changes that you used in this estimation to your actual payroll check, you need to contact your Payroll department.

[This concludes the tutorial.](#)