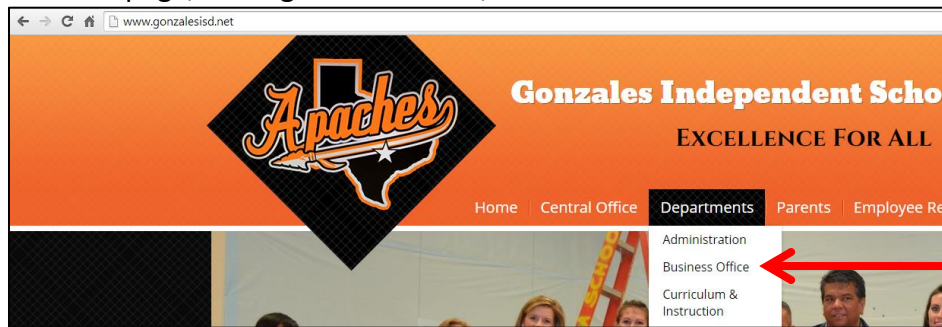


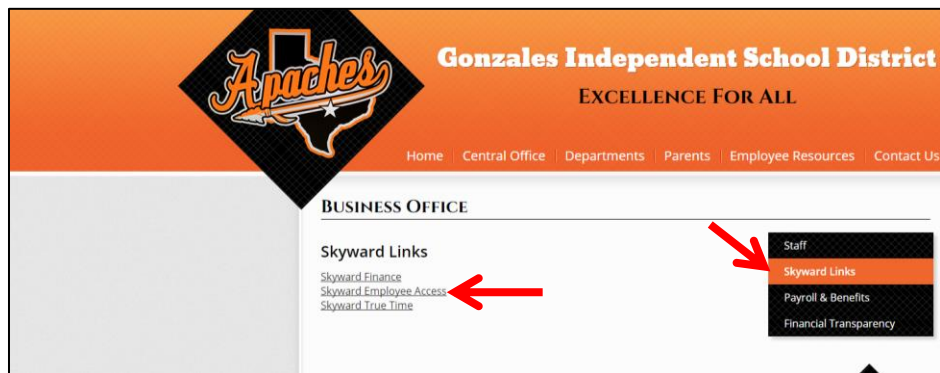
How to Print Your Check History in Skyward Employee Access

From the GISD homepage, www.gonzalesisd.net, select “Business Office” under “Departments”.



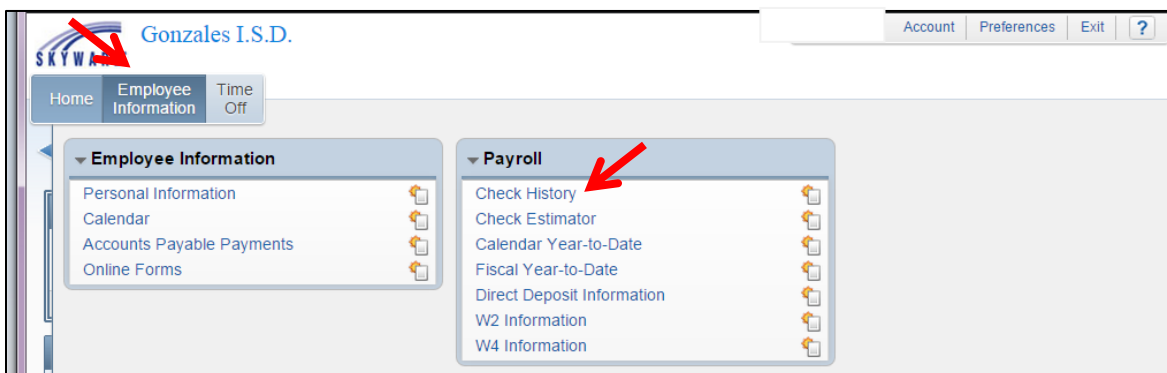
Then select “Skyward Links” on the right side and click on “Skyward Employee Access”. Log in.

Tip: If you have difficulty logging into Employee Access, e-mail Erin McCray at erin.mccray@gonzalesisd.net.

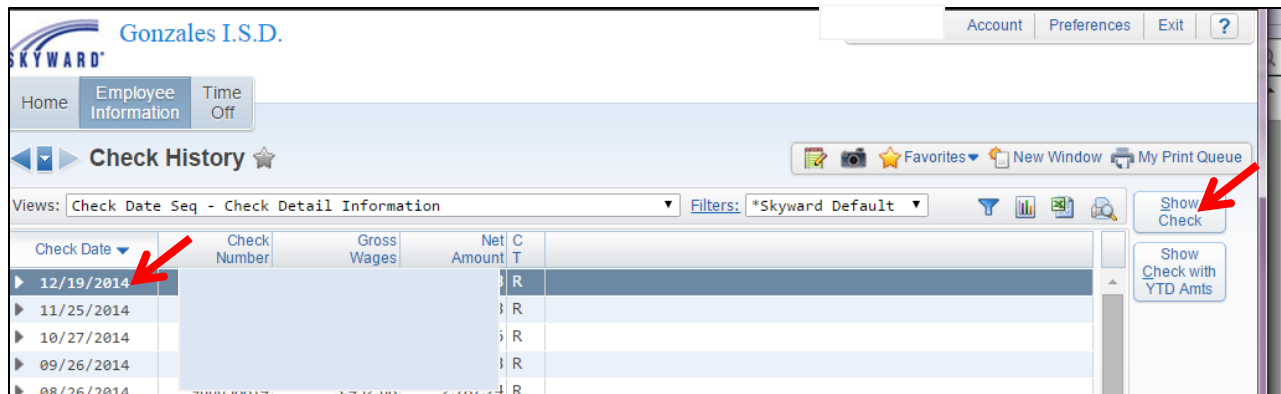


Once logged into Employee Access, click on “Employee Information” and then “Check History” under “Payroll”.

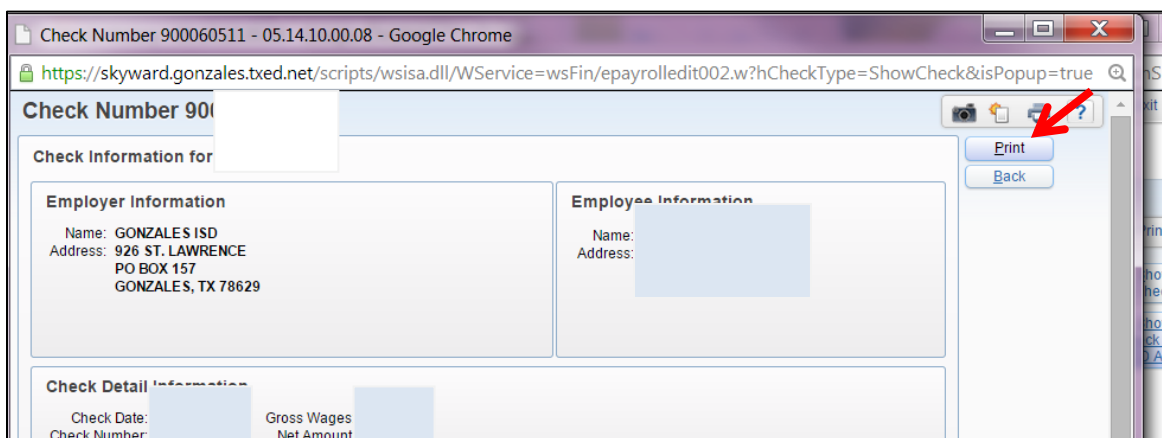
Tip: You may need to click on “Payroll” first if the check history option does not display.



Click on the check you would like to view information for and then click “Show Check”.



Your check detail will be displayed. To print this information, click on “Print”.



When printing, you have the option to print all, partial, or none of your social security number. When you have selected the desired option, click “Print” again. Your check history will be displayed on the screen in pdf format. You then have the option to print or save.

