Finding and Printing Check Stubs

Start by visiting the district website at <u>http://www.easternhancock.org/</u>. Click on the *Staff* link at the top, right side.

Click on Skyward Financial

(https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfineasthancockin/seplog01.w).

If this is your first time logging in:

Username: firstname.lastname (ex: johhny.apple) Password: Birthday in MMDDYYYY format (ex: 01012018)

| Employee Access - 05.17.10.00.10 - Google Chrome | | |
|--|---|----------------------------|
| Secure https://skyward.iscorp.com/scripts/wsisa. | .dll/WService=wsfineasthancockin/semhom01.w | |
| CSC OF EASTERN HANCOCH | K COUNTY | Account Preferences Exit ? |
| Jump to Other Dashboards | Favorites Ø | My Print Queue 🛛 🥥 |
| Employee | No favorites available. | Job Status |
| Task Manager | | No items available. |
| Reset Dashboards Select Widgets | District News | |
| Recent Programs Image: Check History Check History Image: Check History Calendar Image: Check History My Status Image: Check History | | |
| © 2018 Skyward, Inc. All rights reserved. | CSC OF EASTERN HANCOCK COUNTY | Windows 7 / Chrome 64 |

Click on Employee Information – Check History

| KYWARD CSC | C OF EASTER | N HANCO | CK COUNTY | | Account Preferences | Exit |
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| Home Employe | e Time off | | | | | |
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| Check Date 👻 | Check | Gross | Net C | | | Show |
| 02/02/2018 | 900025966 | 283.44 | 252.65 R | | · | Check with |
| 01/19/2018 | 900025780 | 248.01 | 221.60 R | | | - is raile |
| 01/05/2018 | 900025596 | 177.15 | 159.52 R | | | |
| 12/22/2017 | 900025403 | 354.30 | 314.73 R | | | |
| 12/08/2017 | 900025214 | 354.30 | 314.73 R | | | |
| 11/24/2017 | 900024941 | 407.43 | 361.90 R | | | |
| 11/10/2017 | 900024672 | 345.90 | 307.36 R | | | |
| 10/27/2017 | 900024486 | 172.95 | 155.84 R | | | |
| 10/13/2017 | 900024295 | 345.90 | 307.36 R | | | |
| 09/29/2017 | 900024099 | 308.43 | 274.55 R | | | |
| 09/15/2017 | 900023903 | 345,90 | 307.36 R | | | |
| 09/01/2017 | 900023711 | 345.90 | 307.36 R | | | |
| 08/18/2017 | 900023520 | 322.84 | 287.17 R | | | |
| 06/09/2017 | 900022817 | 134.87 | 122.47 R | | | |
| 05/26/2017 | 900022620 | 330.30 | 293.71 R | | | |
| 05/12/2017 | 900022420 | 330.30 | 293.71 R | | | |
| 04/28/2017 | 900022224 | 330.30 | 293.71 R | | | |
| 04/14/2017 | 900022037 | 165.15 | 149.01 R | | • | |
| | | e displayed | | | Check Date: | |

From here, you can print your check by clicking on either *Show Check* or *Show Check with YTD Amounts*.

| Secure nttps://styward.iscorp.com/scripts/wsisa.dli/W/Service=wstineasthancockin/epayrolledit002.w/hCheckType=ShowYTD&isPopup=true Check Information Name: CSC OF EASTERN HANCOCK COUNTY Address: 10370 E 260 N Check Information Check Detail Information Check Dete: 02/02/2018 Gross Wages: 283.44 Check Number 900025966 Net Amount: 252.65 Check Type: Regular Taxable Wage Information Gross Wages: 283.44 283.44 283.44 YTD Taxable Gross Wages: 283.44 283.44 283.44 YTD Taxable Gross Wages: 283.44 283.44 283.44 YTD Taxable Gross Wages: 283.44 283.44 283.44 283.44 283.44 YTD Taxable Gross Wages: 708.60 708.60 708.60 708.60 Pays Deductions Decreate Tax Dec | Check Number 900025966 - 05.17.10.00.10 |) - Google Chrome | | 2 S. | 1. 1. 000 DI CL. 1. T | |
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| Check Information Print Name: CSC OF EASTERN HANCOCK COUNTY Address: 10370 E 250 N CHARLOTTESVILLE, IN 46117 Name: Address: Address: Check Detail Information Name: Check Date: 020/22018 Gross Wages: 283.44 Check Name: 283.44 Check Type: Regular Taxable Wage Information Federal Gross Wages: 283.44 283.44 283.44 283.44 283.44 YTD Taxable Gross Wages: 283.44 283.44 Plus Taxable Benefits: 708.60 708.60 YTD Taxable Gross Wages: 283.44 283.44 Plus Taxable Gross Wages: 283.44 283.44 Plus Taxable Gross Wages: 708.60 708.60 Pays Description Rate Factor/Hours Least Hours 283.44 708.60 708.60 Pays Description Rate Factor/Hours Current Description Rate Factor/Hours Current YTD Descript | heck Number 900025966 | | | | | 1 |
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| Decrease Tay Tayabla | Deductions | | | Benefits | | |
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| STATE TAX 6.22 14.08 Total: 30.79 74.83 | STATE TAX 6.22 14. Total: 30.79 74. | 08 83 | | | | |

Click *Print*, decide how you want the check to print and click *Print* again.

| († Print 02/02/2018 Check Information - 05.17.10.00.10 - Google Chrome | | |
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| Secure https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfineasthancocki | n/epayrolledit016 | w?hProgram=hr/ |
| Print 02/02/2018 Check Information | | 📹 靠 🤠 🥐 |
| 02/02/2018 Check Information | Print | |
| Don't print Social Security Number Print last 4 digits of Social Security Number Print full Social Security Number You must enter the SSN for authentication in order to print the full SSN: | Back | |

Once the process is done running, click on *View Report*. Your check will then come up as a PDF. You can save or print from there.