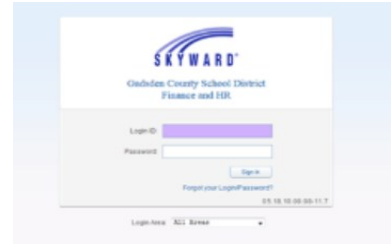




# Employee Access - Logging In and Viewing

## Logging into SKYWARD Web

1. Go to the [Gadsden County Public Schools](http://gadsdenschools.org) website (<http://gadsdenschools.org>)
2. Locate the small gold “SKYWARD Icon”  at the top of the page and click to access the SKYWARD Login screen displayed to the right.



*Note: When you log on the first time use:*

*User-id: The name portion (Red X's) of your email address - (XXXXXXXXX@gcpsmail.com),*

*Password: Change123\$*

3. Once you have logged on and entered your new password, the “Employee Access” screen will display, see (Inset B).

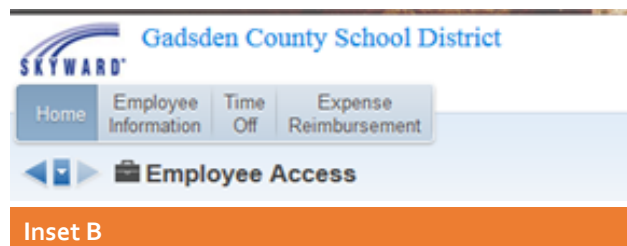
*Note: If you are an administrator, principal or office manager with access to Finance and HR, “Employee Access” may be listed in the top far right menu box called “Jump to Other Systems”, simply click on “Employee Access” from here.*

## EMPLOYEE ACCESS— View and Print Online Paystub

In Employee Access, the Main screen will display the modules you can access.

To view and print copies of your check(s):

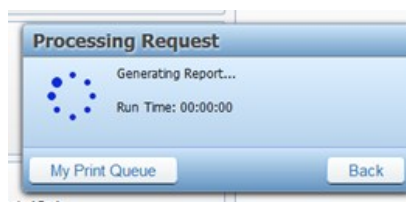
1. Select “Employee Information”
2. Under “Payroll”
3. Select “Check History”



Check Date	Check Number	Gross Wages	Net C Amount	T
12/21/2018	900155430	2,264.58	1,872.81	R
11/30/2018	900154527	2,264.58	1,872.81	R

4. “Checks”— Double click the check number or highlight the check and click the “Show Check” button on the right to display the check information. Once open, the "Print" button will print a copy of your check stub.

Information for	Employee Information															
<p>Number: 141062</p> <p>Payroll Information</p> <p>THE GADSDEN COUNTY SCHOOL BOARD 35 BAILEY LUTHER KING JR BLVD GAINESVILLE, FL 32601</p>	<p>Name: [Redacted]</p> <p>Address: [Redacted]</p>															
<p>Check Detail Information</p> <p>Web Date: 07/26/2017 Gross Wages: 2,264.58            Number: 141062 Net Amount: 1,872.81            Check Type: PWR</p>																
<p>Wage Information</p> <table border="1"> <thead> <tr> <th></th> <th>Federal</th> <th>State</th> <th>FICA</th> <th>Medicare</th> </tr> </thead> <tbody> <tr> <td>Gross Wages:</td> <td>2,264.58</td> <td>2,264.58</td> <td>2,264.58</td> <td>2,264.58</td> </tr> <tr> <td>Deductions that Decrease Tax:</td> <td>165.43</td> <td></td> <td>165.43</td> <td>165.43</td> </tr> </tbody> </table>			Federal	State	FICA	Medicare	Gross Wages:	2,264.58	2,264.58	2,264.58	2,264.58	Deductions that Decrease Tax:	165.43		165.43	165.43
	Federal	State	FICA	Medicare												
Gross Wages:	2,264.58	2,264.58	2,264.58	2,264.58												
Deductions that Decrease Tax:	165.43		165.43	165.43												



EMPLOYEE INFORMATION	EMPLOYEE INFORMATION																
<p>Check Date: 07/26/2017            Check Number: 141062            Check Type: PWR</p>	<p>Check Date: 07/26/2017            Gross Wages: 2,264.58            Net Amount: 1,872.81</p>																
<p>EMPLOYEE INFORMATION</p> <table border="1"> <thead> <tr> <th>TAXABLE WAGE IN</th> <th>STATE</th> <th>FICA</th> <th>MEDICARE</th> </tr> </thead> <tbody> <tr> <td>Gross Wages</td> <td>2,264.58</td> <td>2,264.58</td> <td>2,264.58</td> </tr> <tr> <td>Minus Deductions that Decrease Tax</td> <td>165.43</td> <td>165.43</td> <td>165.43</td> </tr> <tr> <td>Final Taxable Wages</td> <td>2,099.15</td> <td>2,099.15</td> <td>2,099.15</td> </tr> </tbody> </table>		TAXABLE WAGE IN	STATE	FICA	MEDICARE	Gross Wages	2,264.58	2,264.58	2,264.58	Minus Deductions that Decrease Tax	165.43	165.43	165.43	Final Taxable Wages	2,099.15	2,099.15	2,099.15
TAXABLE WAGE IN	STATE	FICA	MEDICARE														
Gross Wages	2,264.58	2,264.58	2,264.58														
Minus Deductions that Decrease Tax	165.43	165.43	165.43														
Final Taxable Wages	2,099.15	2,099.15	2,099.15														
<p>EMPLOYEE INFORMATION</p> <table border="1"> <thead> <tr> <th>STATE</th> <th>FICA</th> <th>MEDICARE</th> </tr> </thead> <tbody> <tr> <td>FL 000</td> <td>2,099.15</td> <td>2,099.15</td> </tr> <tr> <td>FL 000</td> <td>2,099.15</td> <td>2,099.15</td> </tr> </tbody> </table>		STATE	FICA	MEDICARE	FL 000	2,099.15	2,099.15	FL 000	2,099.15	2,099.15							
STATE	FICA	MEDICARE															
FL 000	2,099.15	2,099.15															
FL 000	2,099.15	2,099.15															
<p>EMPLOYEE INFORMATION</p> <table border="1"> <thead> <tr> <th>STATE</th> <th>FICA</th> <th>MEDICARE</th> </tr> </thead> <tbody> <tr> <td>FL 000</td> <td>2,099.15</td> <td>2,099.15</td> </tr> <tr> <td>FL 000</td> <td>2,099.15</td> <td>2,099.15</td> </tr> </tbody> </table>		STATE	FICA	MEDICARE	FL 000	2,099.15	2,099.15	FL 000	2,099.15	2,099.15							
STATE	FICA	MEDICARE															
FL 000	2,099.15	2,099.15															
FL 000	2,099.15	2,099.15															