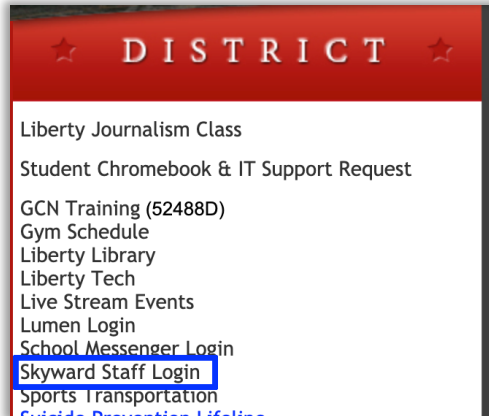


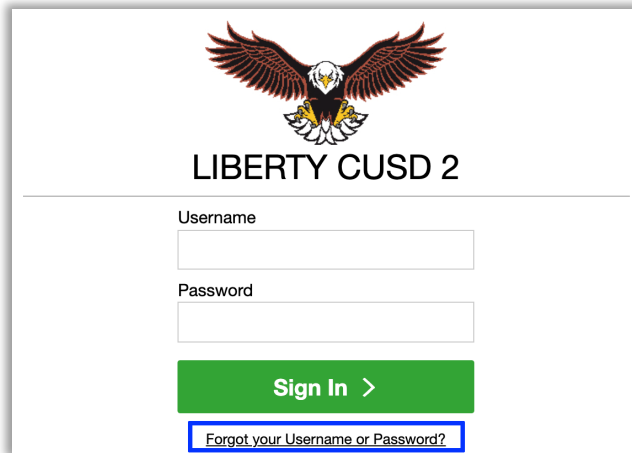
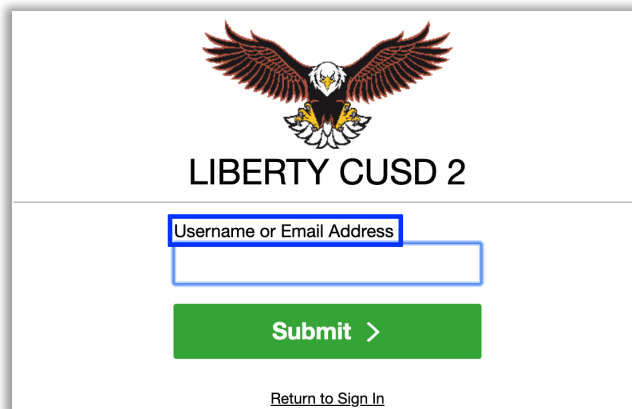
Skyward – Employee Access

You will have access to the Skyward Employee Portal via a link posted on the district website.



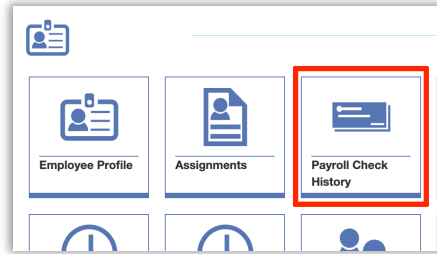
Your login is typically '*firstname.lastname*' where the names are the ones that show on your paycheck, (i.e. '*johnathan.doe*' as opposed to '*john.doe*' which may be your district email address).

If you have forgotten your username and/or password, you can get help by entering your email address, as noted here.

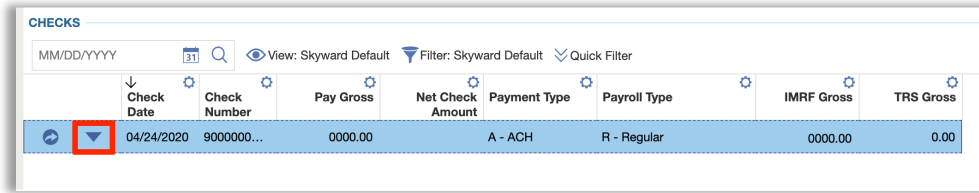
A login form for Liberty CUSD 2. At the top is an eagle logo. Below it is the text "LIBERTY CUSD 2". There are two input fields: "Username" and "Password". Below the fields is a green "Sign In >" button. At the bottom is a link: "Forgot your Username or Password?".A login form for Liberty CUSD 2. At the top is an eagle logo. Below it is the text "LIBERTY CUSD 2". There is one input field labeled "Username or Email Address". Below the field is a green "Submit >" button. At the bottom is a link: "Return to Sign In".

Skyward – View / Print Pay Stub

From Employee Access select Payroll Check History

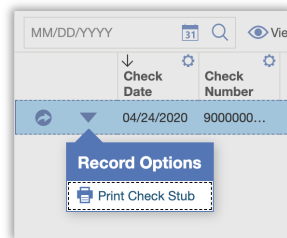


You will see a listing of payroll dates – select the down arrow on the desired row

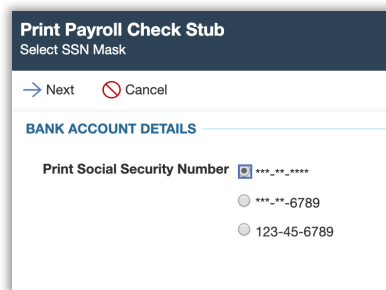


MM/DD/YYYY	Check Date	Check Number	Pay Gross	Net Check Amount	Payment Type	Payroll Type	IMRF Gross	TRS Gross
04/24/2020	04/24/2020	9000000...	0000.00		A - ACH	R - Regular	0000.00	0.00

You will have an option to print the check stub



Next Option is to display your SSN on the stub



Print Payroll Check Stub
Select SSN Mask

→ Next ⓧ Cancel

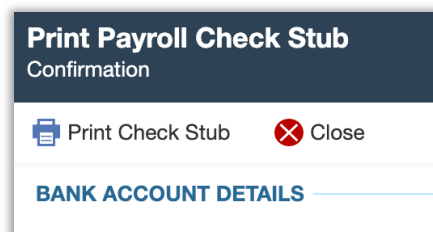
BANK ACCOUNT DETAILS

Print Social Security Number *-*-*-*

--*--6789

123-45-6789

Finally, print the stub (opens as a PDF in a new window)



Print Payroll Check Stub
Confirmation

Print Check Stub ⓧ Close

BANK ACCOUNT DETAILS