

VIEWING AND PRINTING DEPOSIT ADVICE VIA SKYWARD

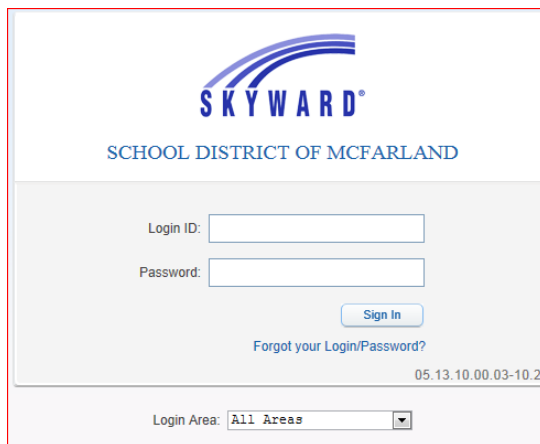
You can log into Skyward via McFarland School Website

Choose Staff Area



On the drop down choose Skyward/Aesop Sub System

Log into Skyward



On your home screen



Choose

Employee Information

The screenshot shows a navigation menu with the following structure:

- Home
- Employee Information (selected)
- Time Off
- True Time
- Account Master

Under the 'Employee Information' section, there are three sub-sections:

- Employee Information**
 - Personal Information
 - Calendar
 - Modify HR Calendar Events
 - Accounts Payable Payments
 - Online Forms
- Payroll**
 - Check History
 - Check Estimator
 - Calendar Year-to-Date
 - Fiscal Year-to-Date
 - Direct Deposit Information
 - W2 Information
 - W4 Information
- Professional Development**
 - Requests Pre-Approval
 - Requests Waiting Completion History

Then select

Check History

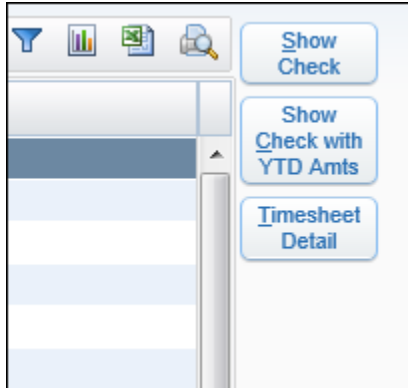
This will take you to your listing of Deposits

The screenshot shows the 'Check History' page with the following table:

Check Date	Check Number
11/01/2013	900073741
10/18/2013	900073330
10/04/2013	900072907
09/20/2013	900072348
09/06/2013	900071958
08/23/2013	900071577
08/09/2013	900071361
07/26/2013	900071094
07/12/2013	900070871
06/28/2013	900070612
06/14/2013	900069338
05/31/2013	900068922
05/17/2013	900068499
05/03/2013	900068077
04/19/2013	900067662
04/05/2013	900067213
03/22/2013	900066737
03/08/2013	285208

Click on the Check Number and it will populate your advice.

If you would like **Year-To-Date** totals to be shown/printed on your advice, then when you are on your Check History screen highlight the check you wish to view/print and select **Show Check with YTD Amts** located on the far right of your screen.



Once the advice has populated you can print the advice for your records.