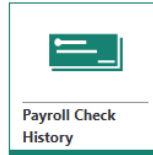




HOW TO PRINT YOUR PAYSTUB

Click on “Payroll Check History in Employee Access



Click on the triangle for the check day you need and click on “Wage Statement (Employee Access)”

The screenshot shows the 'Payroll Check History' interface. At the top, there are search and filter options. Below is a table with columns: Check Date, Check Number, Pay Gross, Net Check Amount, Payment Type, Payroll Type, and Attachments. A dropdown menu is open for the first row (04/23/2026), showing 'Report Options' and 'Wage Statement (Employee Access)'. The 'Wage Statement (Employee Access)' option is highlighted with a red box.

Click on “Run Report”

The 'Run Report' dialog box is shown. It has a 'Run Report' button highlighted with a red box. Below are fields for Report (Wage Statement (Employee Access)), Primary Module (Payroll), Owner (SKYWARD), Report Type (View/Print), and Fiscal Year (2025-2026). Under 'PROMPTS', the '*SSN Print Format' dropdown is set to 'Hide SSN'. A red box highlights this dropdown with an arrow pointing to it.

If you want your SSN or last 4 of your SSN you can select that here

You can “Print” or “Download” from this screen

The screenshot shows the 'Wage Statement' report. At the top, there are report details: Report Name (Wage Statement (Employee Access)), Primary Module (Payroll), Owner (SKYWARD), Entity Name (Jordan School District), and Fiscal Year (2025-2026). The report content shows the employer information for Jordan School District. At the bottom right, there are buttons for 'Print' and 'Download', both highlighted with red boxes.