How to Print Your Check History in Skyward Employee Access



From the GISD homepage, www.gonzalesisd.net, select "Business Office" under "Departments".

Then select "Skyward Links" on the right side and click on "Skyward Employee Access". Log in.

Tip: If you have difficulty logging into Employee Access, e-mail Erin McCray at erin.mccray@gonzalesisd.net.



Once logged into Employee Access, click on "Employee Information" and then "Check History" under "Payroll".

Tip: You may need to click on "Payroll" first if the check history option does not display.

SI	Gonzales I.S.D.				Account Preferences Exit ?
	Home Employee Time Information Off				
	- Employee Information		- Payroll		
1	Personal Information	*	Check History	*	
	Calendar		Check Estimator	1	
	Accounts Payable Payments		Calendar Year-to-Date	1	
	Online Forms		Fiscal Year-to-Date	1	
			Direct Deposit Information	1	
L L			W2 Information	1	
			W4 Information	(1)	

Click on the check you would like to view information for and then click "Show Check".

Gonza	ales I.S.D.			Account Preferences Exit ?
Home Employee Information	Time Off			
Check H	listory 😭			📑 📷 🚖 Favorites 🕶 🏠 New Window 🖏 My Print Queue
Views: Check Date S	ieq - Check Deta	il Informatio	n	🔻 Filters: *Skyward Default 🔻 🍸 🔟 🖺 🙈 Show
Check Date 👻	Check Number	Gross Wages	Net C Amount T	Show
12/19/2014			I R	Check with YTD Amts
11/25/2014			3 R	
▶ 10/27/2014			i R	
▶ 09/26/2014			3 R	
09/26/2014			L R	

Your check detail will be displayed. To print this information, click on "Print".

Check Number 900060511 - 05.14.10.00.08 - Goog	Je Chrome 📃 🗖 💻 🗮
A https://skyward.gonzales.txed.net/scripts/wsisa	dll/WService=wsFin/epayrolledit002.w?hCheckType=ShowCheck&isPopup=true Q
Check Number 900	
Check Information for	Print Back
Employer Information Name: GONZALES ISD Address: 926 ST. LAWRENCE PO BOX 157 GONZALES, TX 78629	Employee Information Name: Address:
Check Detail Information Check Date: Gross Wages	

When printing, you have the option to print all, partial, or none of your social security number. When you have selected the desired option, click "Print" again. Your check history will be displayed on the screen in pdf format. You then have the option to print or save.

<u> </u>	ps.//skywara.gonzaics.txcu.net/	scripts/wsisd.on/wscrvicc=v	isi m/cpayroncanooz.w.nci	есктурс-эпоженсска	isi opup-truc		
Che	ck Number 90			1	1		
Che	ck Information for				Print		
Eŗ	nplover Information		Employee Information		Back		
	Print 12/19/2014 Check Infor						
1	🔒 https://skyward.gonzales.txed.net/scripts/wsisa.dll/WService=wsFin/epayrolledit016.w?hProgram=hr/4 🍳						
	Print 12/19/2014 Check	Information		ini 🐒 🔁 🕐			
	12/19/2014 Check Informatio	n		Print			
С	Don't print Social Security Num Print last 4 digits of Social Security	Back					
c	Print full Social Security Number	r					
	You must enter the SSN for aut	entication in order to print the full	SSN:				