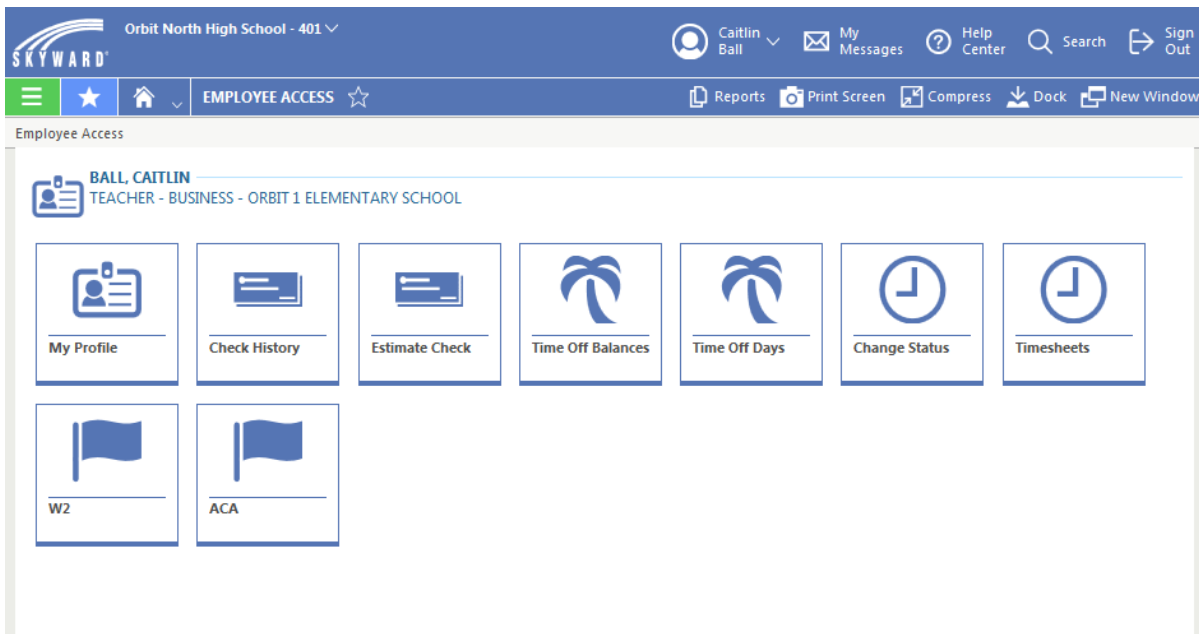


Qmlativ – Employee Access

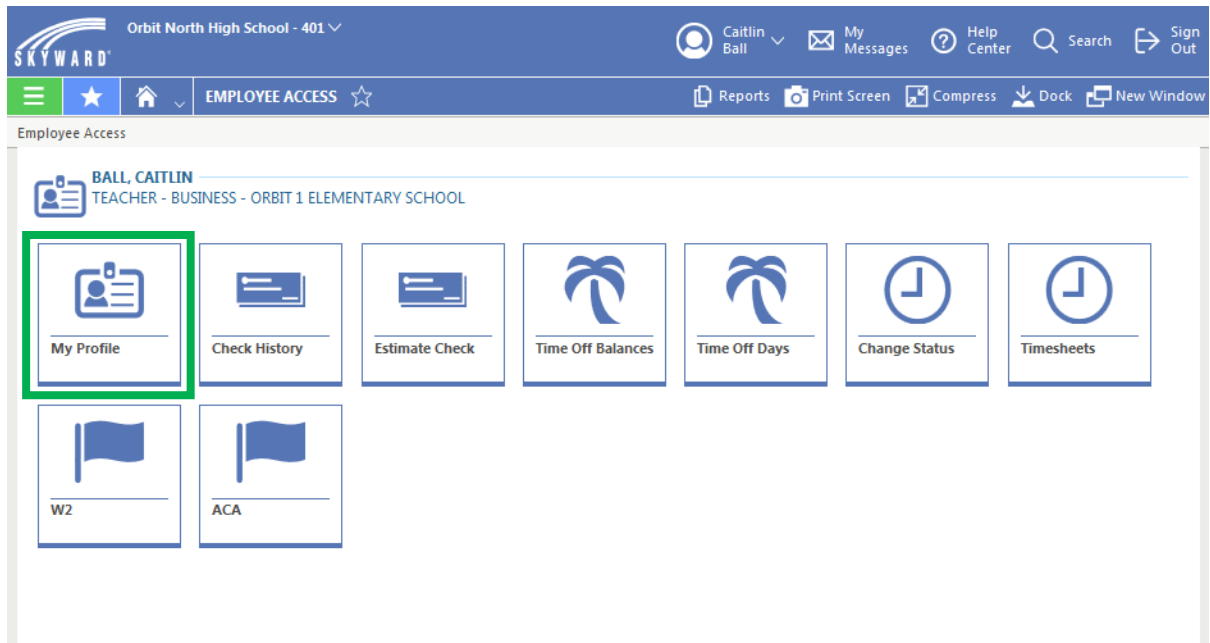
Login to Employee Access using your district assigned **Username** and **Password**. Select **Sign In >** once you have entered your Username and Password.



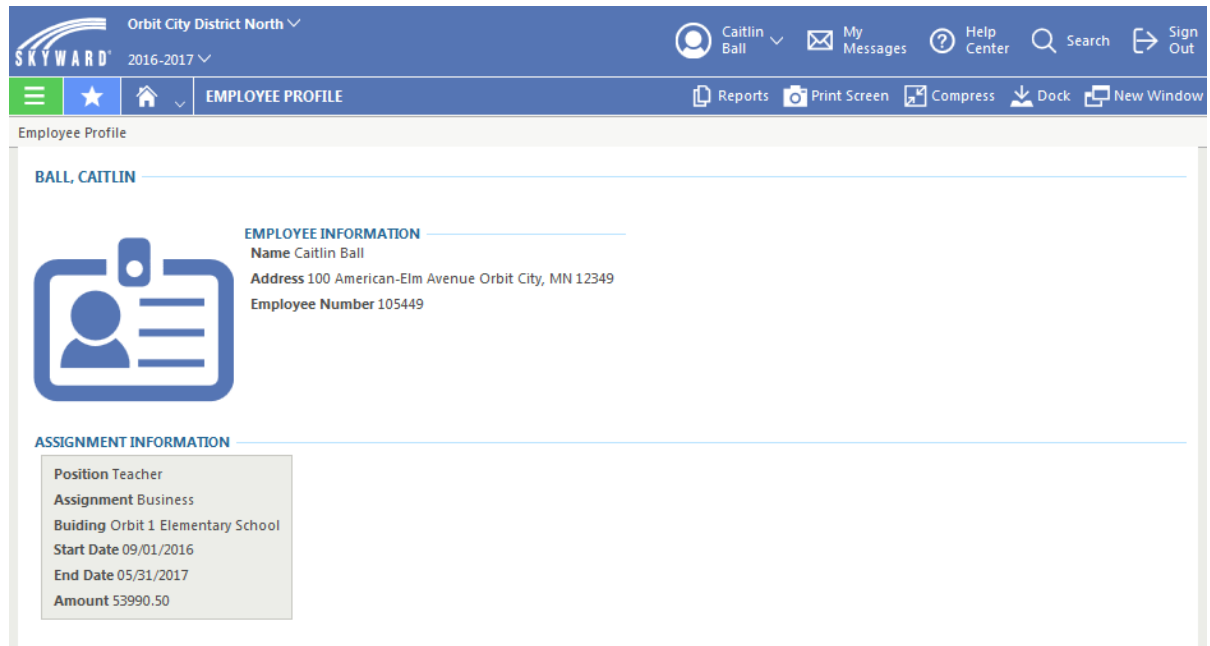
When you login, you will see your Name, Position/Assignment/Building, and different icons to access your personal information dependent upon your district's needs.



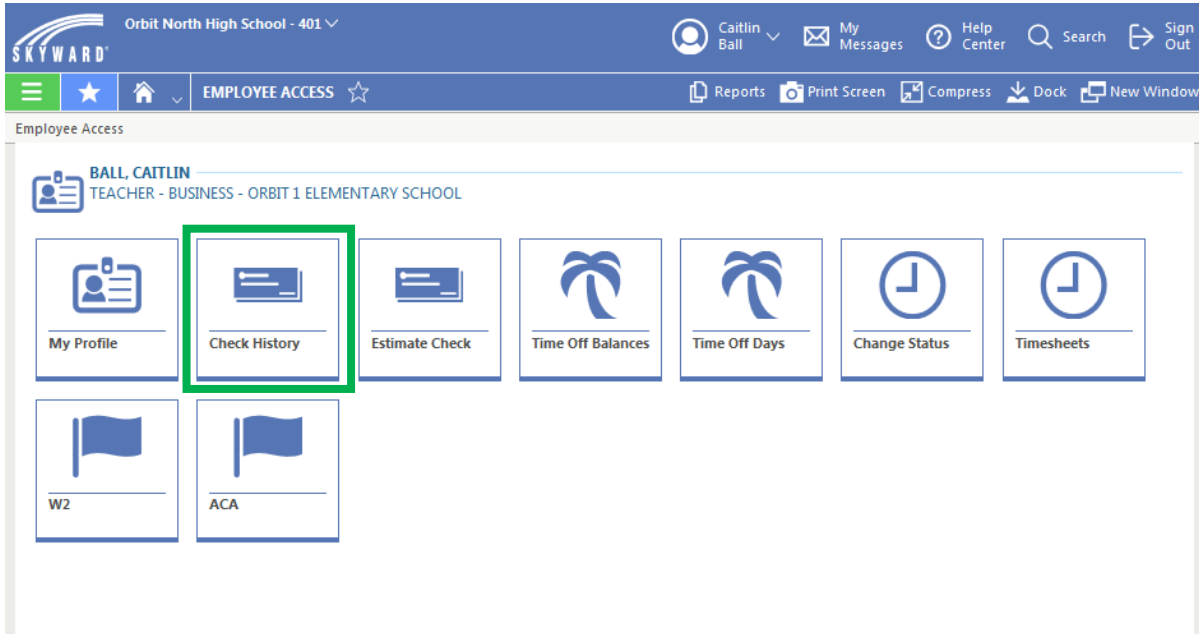
To see your Personal Information, navigate to **My Profile**.



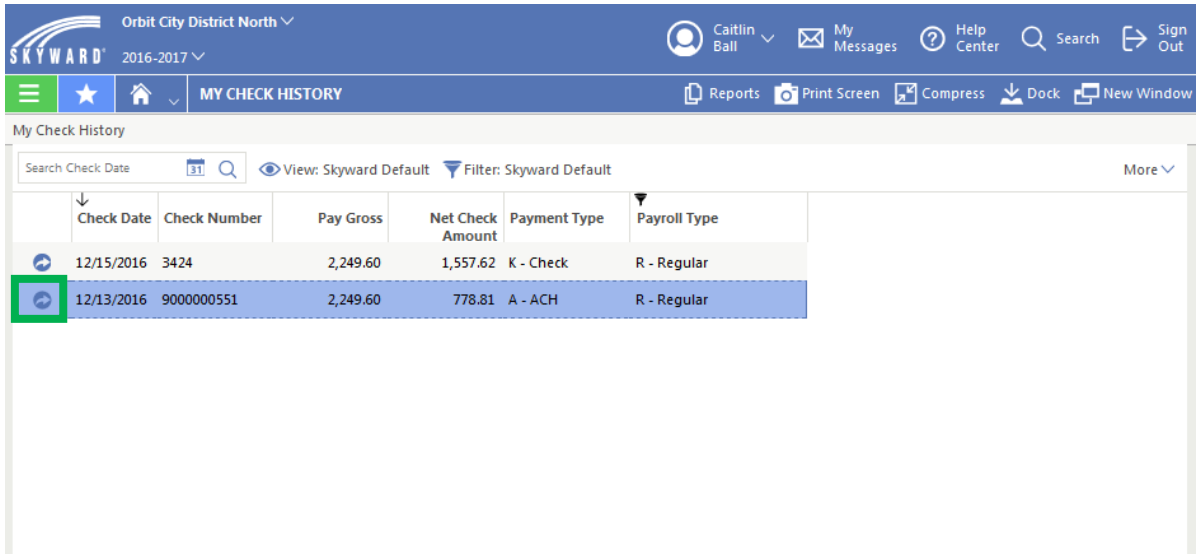
Within **My Profile**, you are able to see your Name, **Employee Information**, and **Assignment Information**. Navigate back to the main screen by using the back arrow in your browser.



To see your Payroll Check History, navigate to **Check History**.



Within the Check History, you will see each of your Payroll Checks, with their **Check Date**, **Check Number**, **Pay Gross**, **Net Check Amount**, **Payment Type**, and **Payroll Type**. To view more details on a check, click the **Open icon** to the left of the check.



Within the Check Transaction Details, you are able to view the **Pay Transactions**, **Deduction Transactions**, and **Benefit Transactions** for the check.

Orbit City District North 2016-2017

 Caitlin Ball
 My Messages
 Help Center
 Search
 Sign Out

PAYROLL : CHECK TRANSACTION DETAILS EMPLOYEE ACCESS

 Reports
 Print Screen
 Compress
 Dock
 New Window

My Check History > Check Transaction Details Employee Access

| | | | | | | | | |
|-----------------------------------|---------------------------------|--------------------------------|------------------------------|-----------------------------------|--|-----------------------------------|----------------------------------|--------------------------------|
| Check Number 9000000551 | Check Date 12/13/2016 | Payment Type A - ACH | Pay Gross 2,249.60 | Net Check Amount 778.81 | Social Security Gross 2,178.01 | Medicare Gross 2,178.01 | Federal Gross 2,178.01 | State Gross 2,178.01 |
|-----------------------------------|---------------------------------|--------------------------------|------------------------------|-----------------------------------|--|-----------------------------------|----------------------------------|--------------------------------|

PAY TRANSACTIONS

View: Skyward Default
Filter: Skyward Default
More

| Position Code Identifier | Pay Type Code | Rate | Factor | Pay Gross | Times to Apply | Net Pay |
|--------------------------|---------------|------------|--------|-----------|----------------|---------|
| Teacher - Business - 101 | Contract | 2,249.6000 | 1.0000 | 2,249.60 | 1 | 778.81 |

DEDUCTION TRANSACTIONS

Skyward Default
Skyward Default
More

| Check Stub | Calculated Amount | Calculation Type | Value | Base Amount |
|------------|-------------------|------------------|---------|-------------|
| DD AC... | 778.81 | P - Percent | 50.0000 | 1,557.62 |
| Dental | 0.00 | A - Amount | 0.0000 | 2,249.60 |
| Federal... | 344.87 | C - Calculated | 0.0000 | 2,178.01 |
| FICA | 135.04 | C - Calculated | 0.0000 | 2,178.01 |
| Long Te... | 0.00 | A - Amount | 0.0000 | 2,249.60 |
| Medical... | 71.59 | A - Amount | 71.5900 | 2,249.60 |
| MEDIC... | 31.58 | C - Calculated | 0.0000 | 2,178.01 |

BENEFIT TRANSACTIONS

Skyward Default
Skyward Default
More

| Check Stub | Calculated Amount | Calculation Type | Value | Base Amount |
|-------------|-------------------|------------------|----------|-------------|
| Dental I... | 11.34 | A - Amount | 11.3400 | 2,249.60 |
| FICA | 135.04 | C - Calculated | 0.0000 | 2,178.01 |
| Medical... | 368.44 | A - Amount | 368.4400 | 2,249.60 |
| Medicare | 31.58 | C - Calculated | 0.0000 | 2,178.01 |
| TRA | 112.48 | P - Percent | 5.0000 | 2,249.60 |