

New Prague Area Schools Employee Access

Basic instructions to view/print your check.

- Using a computer outside of the school: Open up your web browser and type in www.np.k12.mn.us Select HR/Employment located on along the left side. Select Employee Access Website.

OR

- Using a school computer: If the computer is not on, please find the yellow PUSH TO START sign and push the button to turn the computer on. If the windows login appears, type in the login and password you normally do or what is posted on the computer.



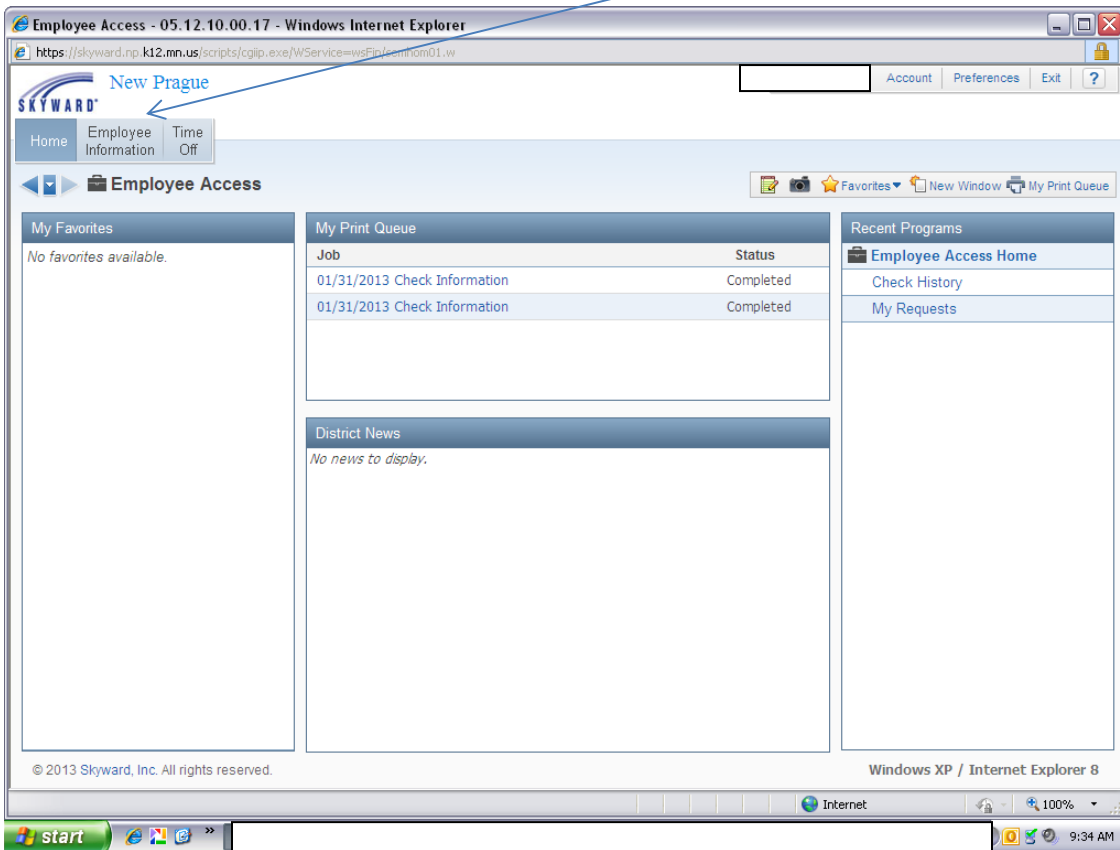
Open Employee Access. To do this, find the “**Employee Access**” icon and click on it once. A few computers may open directly to Employee Access without having to open it up.

NOTE: ***Clicking** on it or **Selecting** it means using the mouse and pushing in the left button.*

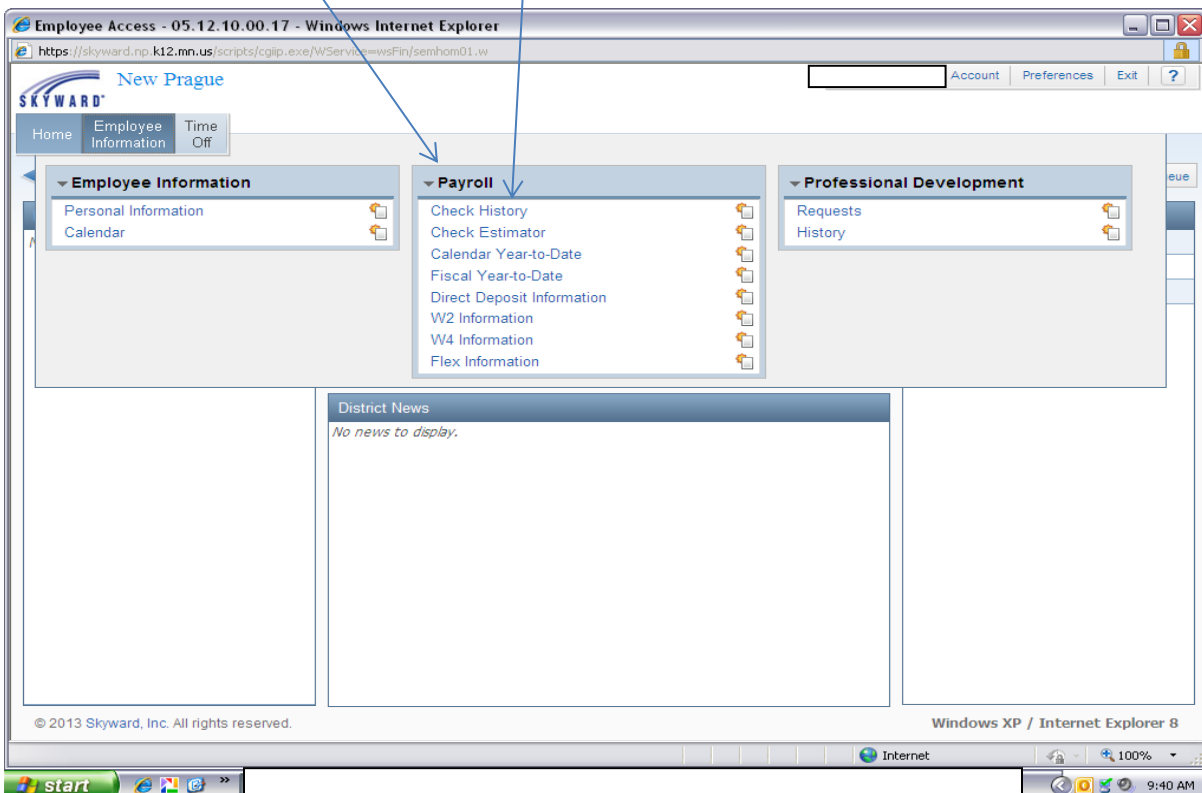
You will be taken to this main screen. Type in the login and password that you were given. If you have forgotten your login/password, please click on **Forgot Login/Password** and it will be emailed to you.

A screenshot of a web browser window showing the login page for Skyward New Prague. The browser title is 'Login - Powered by Skyward - Windows Internet Explorer'. The address bar shows the URL 'https://skyward.np.k12.mn.us/scripts/cgilib.exe/NWService=wsFin/seplog01.w'. The page content includes the Skyward logo, a login form with fields for 'Login ID:' and 'Password:', a 'Sign In' button, and a link for 'Forgot your Login/Password?'. A date '05.12.10.00.17' is displayed. At the bottom, there is a 'Login Area:' dropdown menu set to 'All Areas'. The Windows XP taskbar is visible at the bottom with the time '9:13 AM'.

This is the next screen that will appear. Select **Employee Information**.



Then under the **Payroll** tab, select **Check History**.



This is the next screen that appears. If you want to view the details of your check, find the payday that you want to view and select or click on that row. The row will turn a shaded color. Then select **Show Check**.

The screenshot shows the 'Check History' page in a web browser. The page title is 'Check History - 05.12.10.00.17 - Windows Internet Explorer'. The URL is 'https://skyward.np.k12.mn.us/scripts/cgip.exe/WService=wsFin/tabcontainer001.w?hProgram=epayrollrws001&hSecurity=0&hSLinkName=Check_History&hJSToLoad=EmpProfile&hShowBut'. The page has a navigation menu with 'Home', 'Employee Information', and 'Time Off'. Below the menu is a 'Check History' section with a 'Views' dropdown set to 'Check Date Seq - Check Detail Information' and a 'Filters' dropdown set to '*Skyward Default'. A table of check records is displayed with columns: Check Date, Check Number, Gross Wages, Net Amount, and C T. The first row is highlighted in blue. To the right of the table is a 'Show Check' button. At the bottom of the table, it says '20 records displayed' and 'Check Date:'. The Windows taskbar at the bottom shows the start button, taskbar, and system tray with the time 9:52 AM.

Check Date	Check Number	Gross Wages	Net Amount	C T
11/15/2013	900114713	245.34	199.04	R
11/15/2013	900114713	-245.34	-199.04	Q
02/15/2013	900116494	244.41	198.24	R
01/31/2013	900115891	251.11	204.01	R
01/15/2013	900115300	245.34	199.04	R
12/28/2012	900114119	297.31	249.11	R
12/14/2012	900113533	360.84	303.02	R
11/30/2012	900112940	239.56	198.86	R
11/15/2012	900112364	239.56	198.86	R
10/31/2012	900111781	258.85	215.85	R
10/15/2012	900111204	239.56	198.86	R
09/28/2012	900110638	349.29	304.97	R
09/14/2012	900110129	239.56	211.06	R
06/29/2012	900107664	180.21	158.77	R
06/28/2012	900108907	180.15	158.71	R
06/27/2012	900108625	180.21	158.77	R
06/26/2012	900108338	180.21	158.77	R
06/25/2012	900108048	180.21	158.77	R

If you need to print, select the **Print** button, then you'll need to hit the **Print** button again. Then it'll say Request Complete. Under that click on the underlined date with Check Information. Then on the bottom of the screen a tool bar image appears. Click on the 2nd image from the left, the printer. Then click on print. If something is underlined, you can click on it to view more. Select the **Back** tab when finished.

The screenshot shows the 'Check Number 900114713 - 05.12.10.00.17' page in a web browser. The page title is 'Check Number 900114713 - 05.12.10.00.17 - Windows Internet Explorer'. The URL is 'https://skyward.np.k12.mn.us/scripts/cgip.exe/WService=wsFin/epayrolledR002.w?hCheckType=ShowCheck&isPopup=true'. The page has a navigation menu with 'Home', 'Employee Information', and 'Time Off'. Below the menu is a 'Check Number' section with a 'Check Information for' dropdown. The page is divided into several sections: 'Employer Information' (Name: NEW PRAGUE IND SCHOOL DIST #121, Address: 410 CENTRAL AVENUE N, NEW PRAGUE, MI 56071), 'Employee Information' (Name: [Redacted], Address: [Redacted]), 'Check Detail Information' (Check Date: 11/15/2013, Gross Wages: 245.34, Check Number: 900114713, Net Amount: 199.04, Check Type: Regular), 'Taxable Wage Information' (Gross Wages: 245.34, Federal: 245.34, State: 245.34, FICA: 245.34, Medicare: 245.34; Minus Deductions that Decrease Tax: 15.33; Plus Taxable Benefits: 230.01; Taxable Gross Wages: 230.01), 'Pays' (Description: MISC-HOURLY, Rate: 11.55, Factor: 0.50, Amount: 5.78, Retire Hours: 0.50, Hours Worked: 0.50, Period End: 12/31/2012; Description: PAY-24 MONTH, Rate: 239.56, Factor: 1.00, Amount: 239.56, Retire Hours: 20.74, Hours Worked: 27.50, Period End: 01/15/2013; Total: 245.34, Retire Hours: 21.24, Hours Worked: 28.00), 'Deductions' (Description: FED TAX, Amount Fed: 15.21, St: 12.20; Description: FICA, Amount Fed: 15.21, St: 3.56; Description: LOCAL 284 DUES, Amount Fed: 15.21, St: 17.79), and 'Benefits' (Description: FICA, Amount Fed: 15.21, St: 3.56; Description: MEDICARE, Amount Fed: 15.21, St: 3.56; Description: PERA, Amount Fed: 15.21, St: 17.79). A 'Print' button is highlighted in blue. At the bottom of the page, it says '20 records displayed' and 'Check Date:'. The Windows taskbar at the bottom shows the start button, taskbar, and system tray with the time 9:57 AM.

Then if you are done, select **Exit**, which will log you off the Skyward system.

The screenshot displays the Skyward web application interface. At the top, the browser title is "Check History - 05.12.10.00.17 - Windows Internet Explorer". The URL is "https://skyward.np.k12.mn.us/scripts/cgip.exe/WService=wsFin/tabcontainer001.w?hProgram=epayrollbrws001&hSecurity=0&hSLinkName=CheckHistory&hSTclLoad=EmpProfile&hShowBut". The page header includes the Skyward logo and "New Prague" text. Navigation tabs for "Home", "Employee Information", and "Time Off" are present. The main content area is titled "Check History" and features a table with the following data:

Check Date	Check Number	Gross Wages	Net Amount	C/T
11/15/2013	900114713	245.34	199.04	R
11/15/2013	900114713	-245.34	-199.04	Q
02/15/2013	900116494	244.41	198.24	R
01/31/2013	900115891	251.11	204.01	R
01/15/2013	900115300	245.34	199.04	R
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11/30/2012	900112940	239.56	198.86	R
11/15/2012	900112364	239.56	198.86	R
10/31/2012	900111781	258.85	215.85	R
10/15/2012	900111204	239.56	198.86	R
09/28/2012	900110638	349.29	304.97	R
09/14/2012	900110129	239.56	211.06	R
06/29/2012	900107664	180.21	158.77	R
06/28/2012	900108907	180.15	158.71	R
06/27/2012	900108625	180.21	158.77	R
06/26/2012	900108338	180.21	158.77	R
06/25/2012	900108048	180.21	158.77	R

At the bottom of the table, it indicates "20 records displayed" and "Check Date:" with an input field. The browser's taskbar shows the start button, Internet Explorer icon, and system tray with the time "10:12 AM".

If you have any difficulties using the computer, please see one of the clerical or technicians in your building.