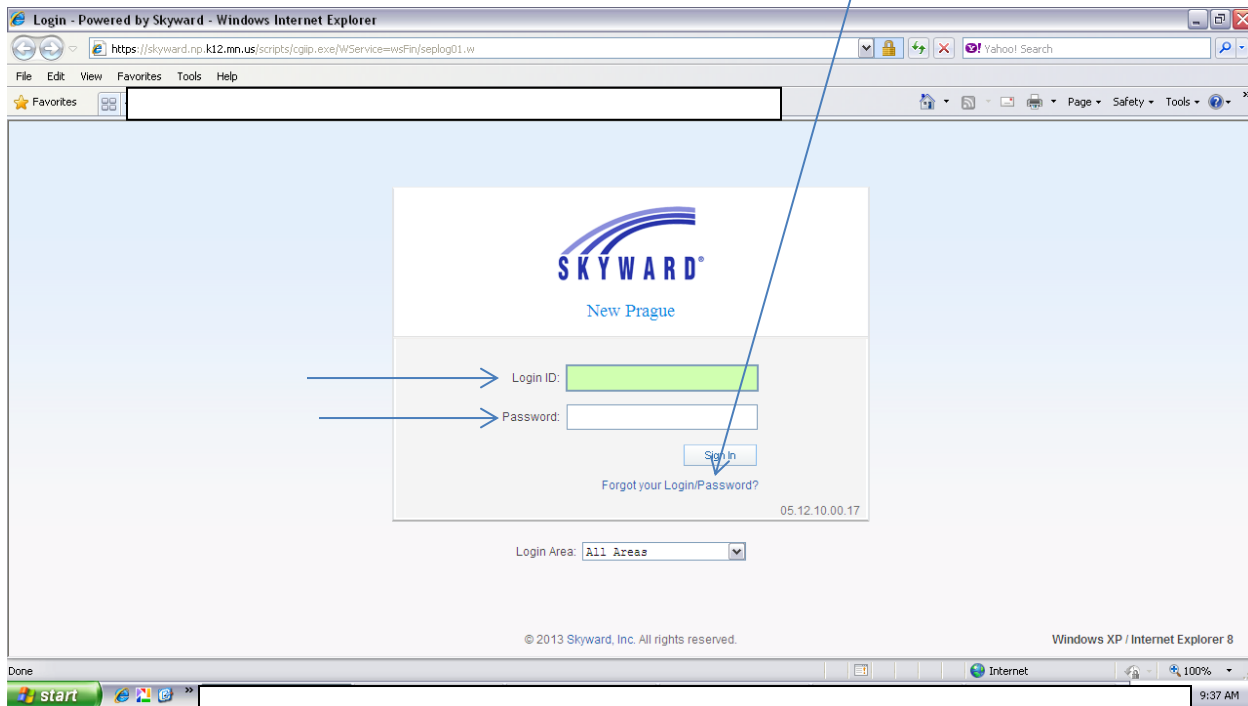


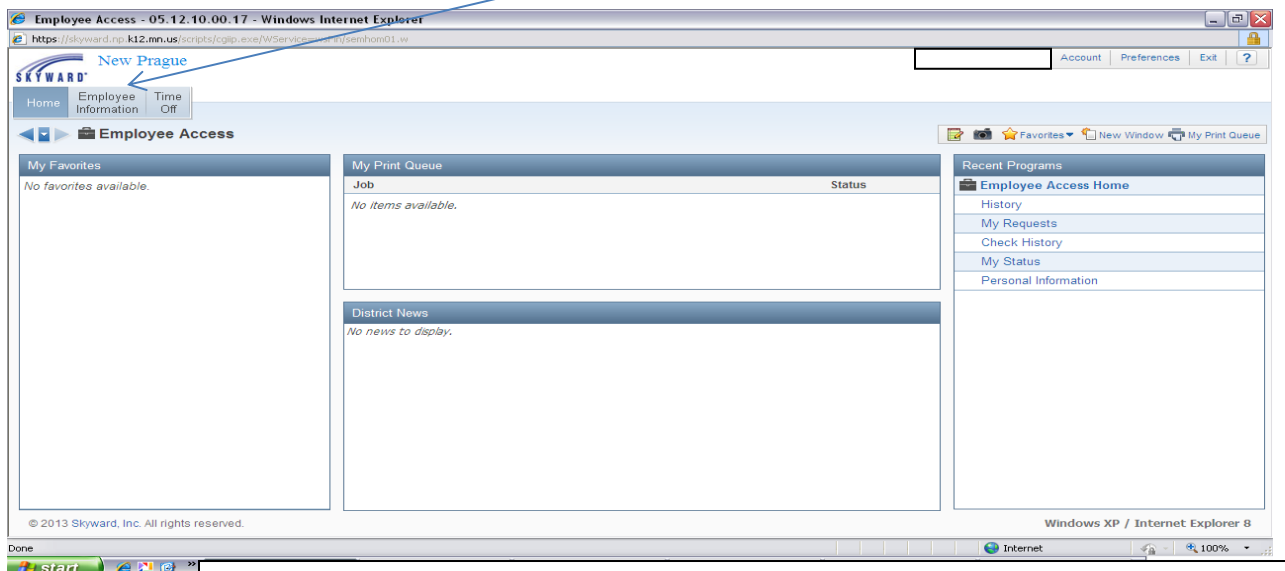
New Prague Area Schools Employee Access

Open your web browser and type in the following: www.np.k12.mn.us. Under **HR/Payroll**, select **Employee Access Web site**.

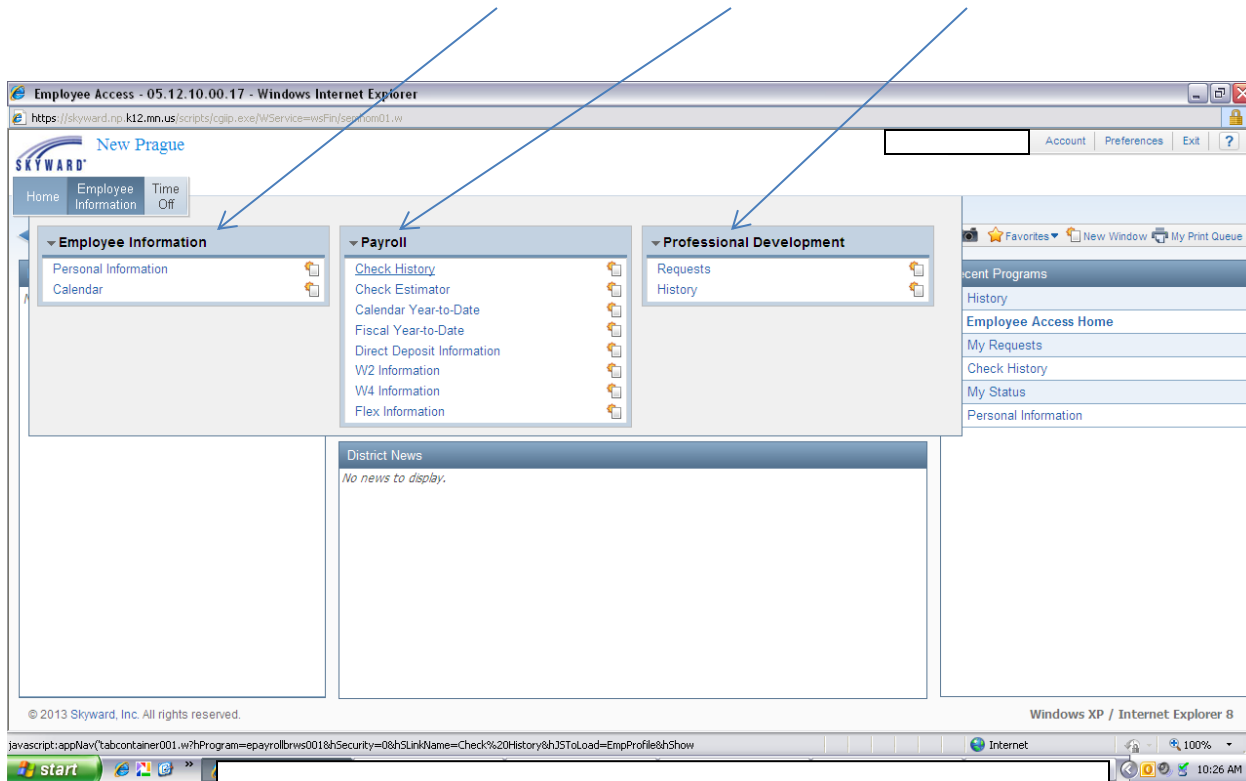
You will be taken to this main screen. Type in the login and password that you were given. If you have forgotten your login/password, please click on **Forgot Login/Password** and it will be emailed to your school email.



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



This will give you options of **Employee Information**, **Payroll** and **Professional Development**.



If you click under **Employee Information** on **Personal Information** the following information will be given if it pertains to you or your position:

Demographic-includes Employee Info and address

Personnel-includes Personnel Infor, Lane/step history, Professional Development, Assignments and Certifications

Payroll-includes Checks, Check Estimator, Calendar YTD, Fiscal YTD, History report, Direct deposit, W2 Information, W4 Information and Flex Information

Time off status

Attachments

Web post

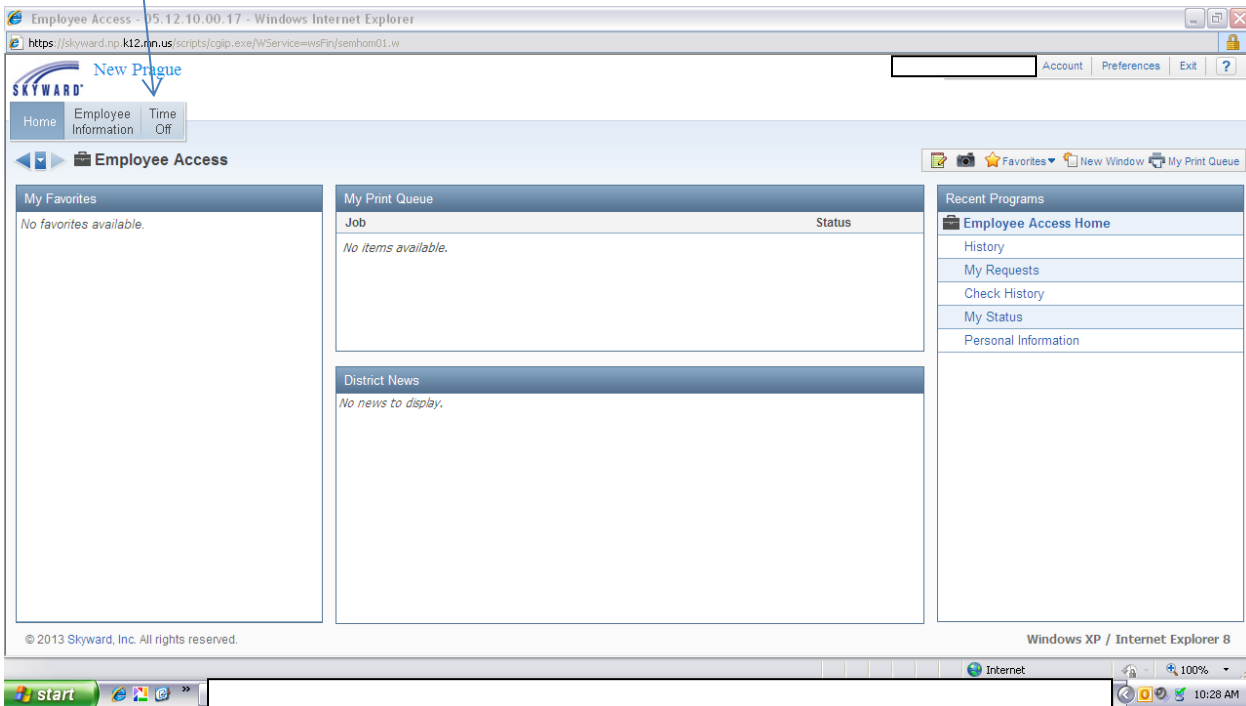
If you click under **Employee Information** on **Calendar** you can view your work calendar. After clicking on Calendar, then click on Calendar Options, then check the box for Display Selected Employee Management Calendar and Display Employee Management Calendar Detail Below Calendar, then select the current year and Assignment Calendar to view.

If you click under **Payroll**, you can view Check History, Check Estimator, Calendar Year-to-date, Fiscal Year-to-date, Direct Deposit Information, W2 Information, W4 Information, and Flex Information.

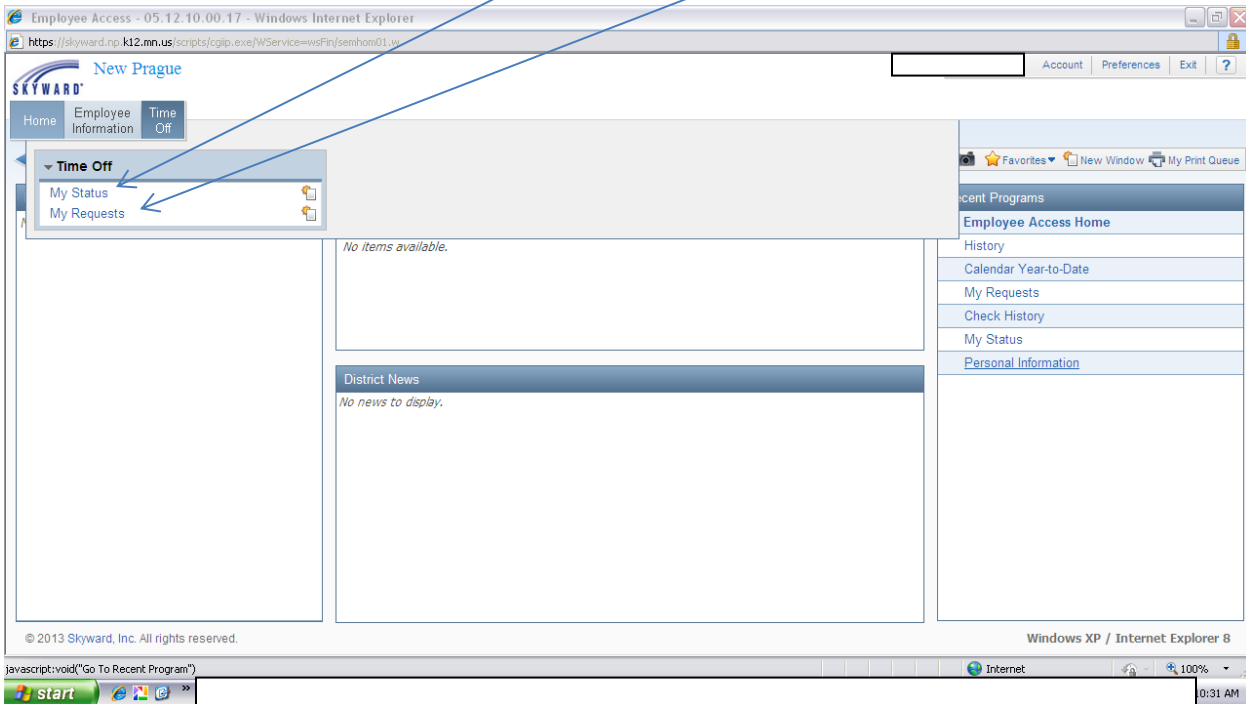
If you click under **Professional Development**, if this pertains to you or your position, you can view Requests and History.

Click on the **Home** button on any screen to get you back to your home page.

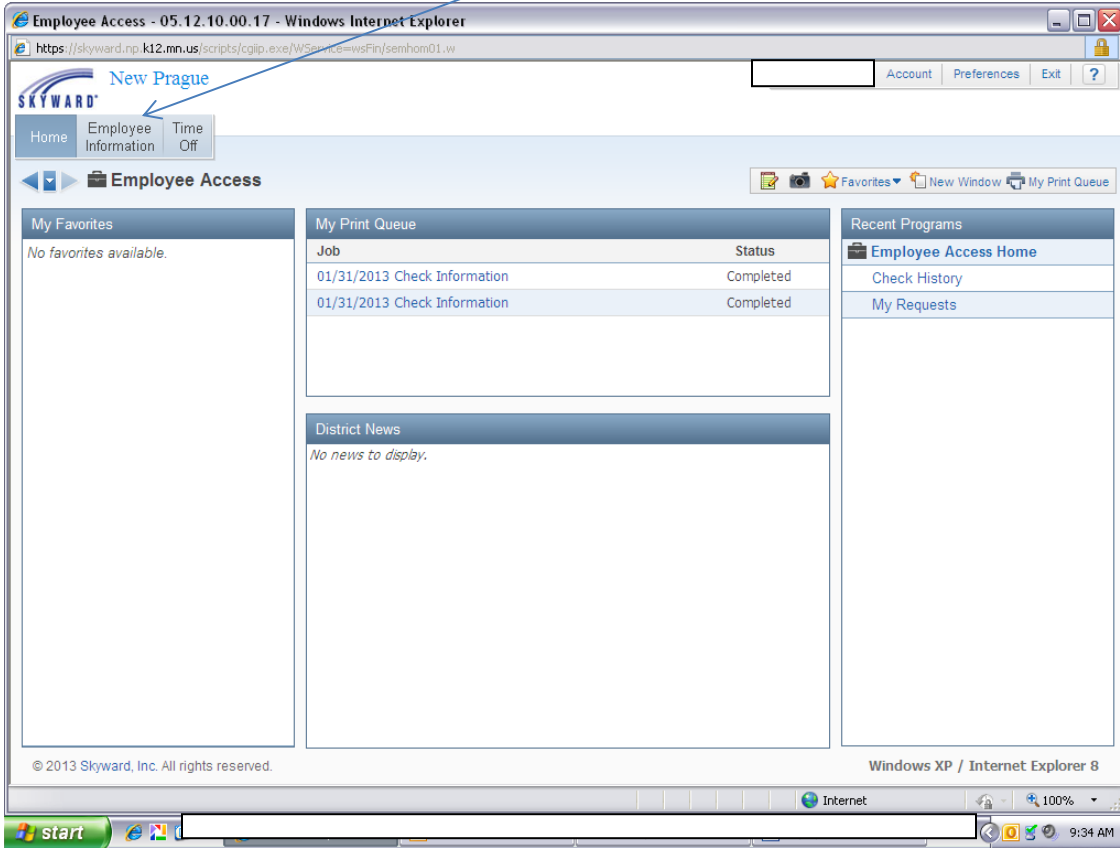
Select **Time Off**.



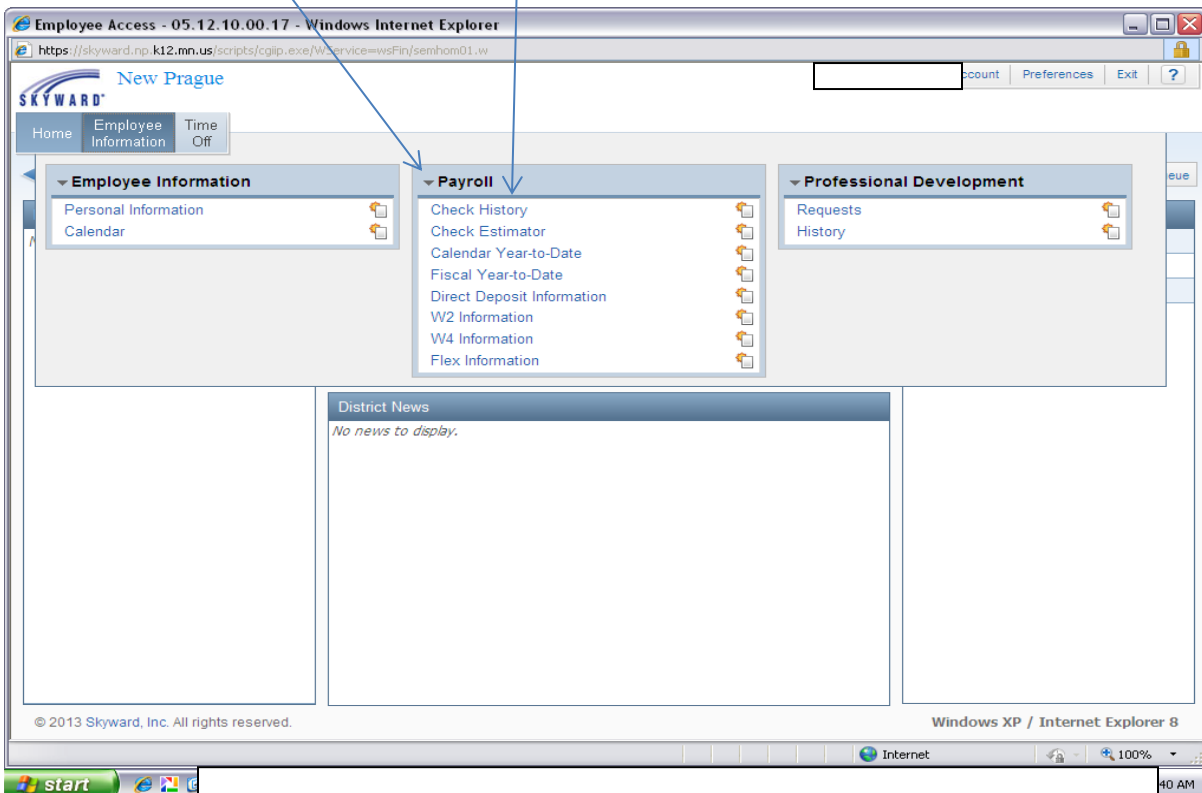
If you click under **Time Off** you can view My Status and My Requests.



To view your payroll information 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**.

Check History - 05.12.10.00.17 - Windows Internet Explorer

https://skyward.np.k12.mn.us/scripts/cgip.exe/WService=wsFin/tabcontainer001.w?hProgram=epayrollrws001&hSecurity=0&hLinkName=Check_History&hJSToLoad=EmpProfile&hShowBut

Account Preferences Exit ?

Home Employee Information Time Off

Check History

Views: Check Date Seq - Check Detail Information Filters: *Skyward Default

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	

20 records displayed Check Date:

Show Check Show Check with YTD Amts

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.

Check Number 900114713 - 05.12.10.00.17 - Windows Internet Explorer

https://skyward.np.k12.mn.us/scripts/cgip.exe/WService=wsFin/epayrolledR002.w?hCheckType=ShowCheck&isPopup=true

Check Information for

Employer Information
Name: NEW PRAQUE MID SCHOOL DIST #721
Address: 410 CENTRAL AVENUE N
NEW PRAQUE, MI 56071

Employee Information
Name:
Address:

Check Detail Information
Check Date: 11/15/2013 Gross Wages: 245.34
Check Number: 900114713 Net Amount: 199.04
Check Type: Regular

	Federal	State	FICA	Medicare
Gross Wages:	245.34	245.34	245.34	245.34
Minus Deductions that Decrease Tax:	15.33	15.33		
Plus Taxable Benefits:				
Taxable Gross Wages:	230.01	230.01	245.34	245.34

Pays

Description	Rate	Factor	Hours	Amount	Retire Hours	Hours Worked	Period End
MISC-HOURLY	11.55		0.50	5.78	0.50	0.50	12/31/2012
PAY-24-MONTH	239.56	1.00		239.56	20.74	27.50	01/15/2013
Total:				245.34	21.24		

Deductions

Description	Amount Fed	St	F/M
FED TAX			
FICA	15.21		
LOCAL 284 DUES	12.20		

Benefits

Description	Amount Fed	St	F/M
FICA	15.21		
MEDICARE	3.56		
PERA	17.79		

Print Back

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

The screenshot displays the Skyward Check History 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=Check_History&hSLinkLead=EmpProfile&hShowBut. The page header includes the Skyward logo and navigation tabs for Home, Employee Information, and Time Off. The main content area is titled "Check History" and shows a table of check records. The table has columns for Check Date, Check Number, Gross Wages, Net Amount, and C/T. The record for 02/15/2013 with check number 900116494 is highlighted. The bottom of the page shows a pagination bar with "20 records displayed" and a "Check Date:" input field. The Windows taskbar at the bottom shows the start button, taskbar, and system tray with the time 10:12 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
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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
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▶ 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 have any difficulties using the computer, please see one of the clerical or technicians in your building.