

Appleton Area School District
Training Document
Image Version: RR7A
OS/Office: Windows 7/Office2016

Title: Skyward Employee Access for Hourly Employees
Date: 05/25/2018
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Revision Date:

You can get to [Employee Access \(Skyward\)](https://hrs.aasd.k12.wi.us/BusinessSTS) at this site (<https://hrs.aasd.k12.wi.us/BusinessSTS>) or find it on the [District website](#). Your username is LastNameFirstName, up to 14 letters.



1. First time you log in, choose “Forgot your Username or Password”. Then enter the email address provided to HR to receive a message that will help you set your own password.





2. Once you have logged in successfully, select “Payroll Check History”.



- To sort your result by date click on the Check Date Column heading. Then click on the down arrow by the desired check date to get your Check Stub.


My Check History



CHECKS

Search Check Date   View: Skyward Default Filter: Skyward Default

	Check Date	Check Number	Pay Gross	Net Check Amount	Payment Type	Payroll Type
 	05/15/2018				A - ACH	R - Regular
 	04/30/2018				A - ACH	R - Regular

  05/15/2018 900002

 **Options**

  Print Check Stub