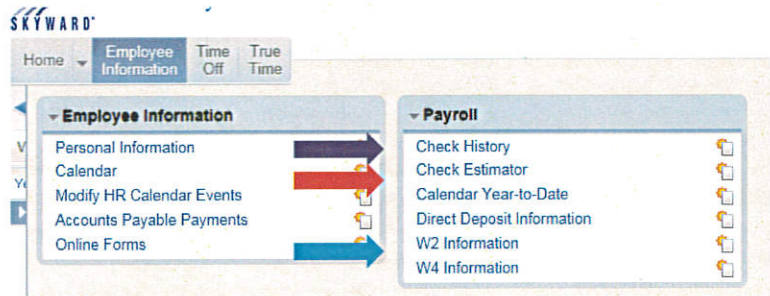


TO VIEW YOUR MONTHLY PAYCHECK

1. Go to www.dcisd.org.
2. Under **Staff** select **Skyward Employee**.
3. When the login screen appears, enter your **Login ID** and **password**.
4. Click **Sign in**.
5. Go to the **Employee Information** button.
6. Under the **Payroll** box, select **Check History**.
7. The monthly checks will be listed. Click on the check number to see the payment detail. Stubs can be printed here, if needed.
8. Click **Exit** to close the program.



TO VIEW/PRINT W-2

At the end of the year, you will receive an email message when your W-2 is ready to be viewed. Prior year W-2s will be available all the time.

1. Log back in to Skyward.
2. Go to the **Employee Information** button.
3. Under the **Payroll** box, select **W2 Information**.

TO RUN A CHECK ESTIMATOR

You can alter your tax information, such as your marital status, number of exemptions, etc. and benefit elections to see how the changes will affect your paycheck. *Please note that these changes are temporary—for example only.*

1. Go to **Employee Information**.
2. Under the **Payroll** box, select **Check Estimator**.
3. Adjust the information and follow the instructions on the screen to see how the changes affect your check by clicking **Calculate Check**.

On the first screen, you can alter tax information and federal exemptions. On the second screen, you can adjust deduction and benefit information.

To make the changes permanent, you will need to contact Lee Ann in the payroll office to complete a new W-4 to make tax changes. Tax changes can happen any time during the year. Benefit changes can only be made during open enrollment periods or if you experience a qualifying life event.