

### How To Print Check Stubs in Skyward Employee Access

All employees have access to view and print their check stubs through Skyward's employee access. The following is a step by step detail on how to do that to log into Skyward Employee Access to view and print Check Stubs.

Employees will need access to a computer and the internet in order to Print their Check Stubs. Please follow these directions:

1. Go to the IDEA Public Schools Skyward employee login page at:  
<https://skyward1.ideapublicschools.org/>
2. Login to skyward using the username and password below:  
**Login ID:** firstname.lastname  
**Password:** Idea and the last 4 digits of employee social security number ("I" in Idea should be capitalized)
3. Once you log in, you should be able to see the screen with 4 different options. Click on Employee Information tab, and then Check History.
4. Once you click on Check History, it will display all checks you have earned as an IDEA employee. You can either click on the check number or show check option to display check stub.
5. Your check stub will be displayed. You may print by clicking on the "Print" button on the right side of the screen.
6. A pop-up box will ask you if you want your social security to be printed on your check stub. You can select "yes" or "no" based on your preference. Select your choice and click on print.
7. Your check stub will be displayed. You can now print your check stub.

If you have any additional questions please contact Yosef Pereira, Payroll Analyst at (956) 332-8753 or email at [Yosef.pereira@ideapublicschools.org](mailto:Yosef.pereira@ideapublicschools.org).