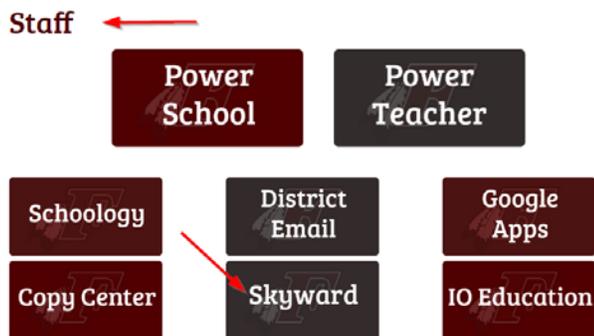


SDMF Skyward Employee Check Estimator

Did you know that on your Skyward Employee Access, there is a Check Estimator Tool? This can come in really handy when you want see what happens to your net pay if you begin a contribution to a 403(b) or health savings account, have a baby and change your exemption status, or just want to see what that raise may look like!

Please Note: Any changes you make through the Check Estimator do not change anything. You must contact payroll or the HR office if you wish to actually make a change.

So how does it work? Well, first you need to log in to your Skyward Employee Access account. Under the Staff link on the District Website, click on the Skyward icon. The login screen will appear (see below). Enter your 4/3 (first four letters of your last name and the first 3 letters of your first name) and your password.



SKYWARD®
SCHOOL DISTRICT OF MENOMONEE FALLS

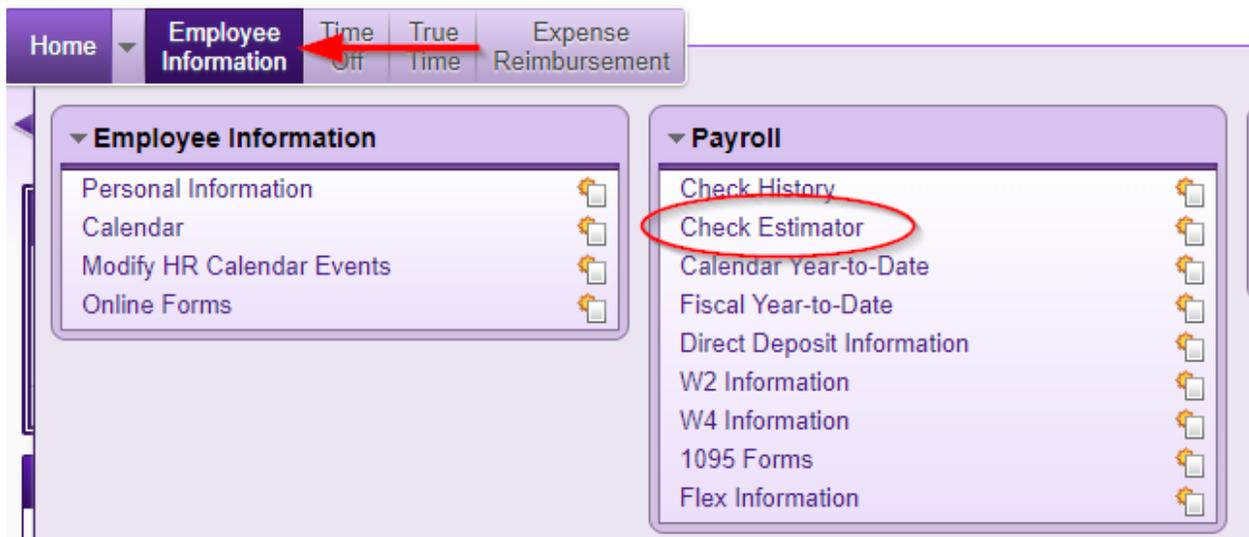
Login ID:

Password:

[Forgot your Login/Password?](#)

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Once you are logged into your Employee Access, click on Employee Information and then under Payroll, click on Check Estimator. As you can see, there are many other tools available to you as well!



The first screen of the check estimator appears as below. If you want to see what a raise looks like ☺ click on “Ignore Pay Maximums” and enter a higher rate in the Rate box below. If you want to see what happens when you get married or have kids and want to change your Exemptions, you can alter that here as well. Once you are finished with any adjustments on this screen, click on the Continue Check Estimator Process button on the right.

Check Estimator: Select Pays, Adjust Rates, and Factors

*** Altering this information will only affect your estimated check. ***
 *** It will not affect your actual check or W4 Information ***

Tax Information

* Tax State: * Federal Exemptions:
 * Federal Marital Status: * State Exemptions:
 * State Marital Status:

System Maximums

Ignore Pay Maximums * These options do not affect deductions and
 Ignore Deduction Maximums benefits linked to tables. i.e. FICA, Medicare
 Ignore Benefit Maximums

Process Options

Print Employer/Employee Information
 Print Employee Social Security Number

Select Pays

Select	Pay Description	Rate	Factor/Hours
<input checked="" type="checkbox"/>	[blurred]	\$ <input type="text" value="0.00"/>	<input type="text" value="1"/>

Asterisk (*) denotes a required field

On the next screen, you will see all your current deductions you have on your payroll check. If you want to alter a current deduction you would change the amount (increase your HSA deduction), or if you want to remove it altogether (you enrolled onto a spouses benefits), uncheck the box.

Pays

[blurred]

[blurred]

Deductions

Select	Description	Amount
<input checked="" type="checkbox"/>	FAM-DENTAL 125	\$ <input type="text" value="8.70"/>
<input checked="" type="checkbox"/>	FAM-HEALTH 125	\$ <input type="text" value="124.47"/>
<input checked="" type="checkbox"/>	FED INCOME TX	<input type="text" value="TABLE"/>
<input checked="" type="checkbox"/>	FICA - 6.2000%	<input type="text" value="TABLE"/>
<input checked="" type="checkbox"/>	HEALTH SAV ACCT	\$ <input type="text" value="100.00"/>
<input checked="" type="checkbox"/>	MEDICARE - 1.4500%	<input type="text" value="TABLE"/>
<input checked="" type="checkbox"/>	RET EMPL - 6.55	% <input type="text" value="6.5500"/>
<input checked="" type="checkbox"/>	SHORT TERM DIS	\$ <input type="text" value="6.63"/>
<input checked="" type="checkbox"/>	STA INCOME TX	<input type="text" value="TABLE"/>
<input checked="" type="checkbox"/>	VISION INS.	\$ <input type="text" value="7.65"/>

To add a new deduction, make sure to click the box towards the bottom - Apply Additional Deductions. Then click on Deduction 1 to choose which one you want to add – **such as a Health Savings Account** - and enter the amount you want to deduct. You can add as many as you see here!

Here are a few of the most common deductions you may be looking for to add as a new deduction. There are also options for a 403(b) and more.

Code	Check Stub Description	What does it mean?
DF	FAM-DENTAL 125	Family Dental Coverage
DS	SING-DENTAL 125	Single Dental Coverage
HF	FAM-HEALTH 125	Family Health Coverage
HS	SING-HEALTH 125	Single Health Coverage
VIS	VISION INS.	Vision Coverage
HSA	HEALTH SAV ACCT	Health Savings Account

Once you have made all the changes you want, you can click on the Calculate Check button on the right. This will bring up an estimate of what your payroll check will look like with these changes. You can manipulate the information as many times and ways as you like to see what happens to your net (take home) pay!

Please remember, any changes you make through the Check Estimator do not go through to payroll or the HR office. If you would like to make a permanent change, please contact Melissa Beck at beckmel@sdmfschools.org for the appropriate forms to request the change.