

Slide 1 - Slide 1

The screenshot shows the Skyward School District 1 Employee Access web application. The interface includes a top navigation bar with tabs for Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Purchasing, Expense Reimbursement, and Online Open Enrollment. A user profile for Pablo Aguinascr is visible in the top right, along with a 'Print this tutorial' button. The main content area is divided into three columns: Employee Information, Payroll, and Professional Development. The Payroll column contains a link for 'Direct Deposit Information'. A yellow callout box is overlaid on the screen, pointing to this link. The callout box contains the following text:

Direct Deposit Information

Navigate to **Employee Access, Employee Information, Payroll, Direct Deposit Information.**

Who, What, When, Why?

This area displays a list of an employee's direct deposit accounts.

Employees use this area to verify their payroll direct deposit information.

The bottom of the page shows the footer with '© 2013 Skyward, Inc. All rights reserved.', 'Finance', and 'Windows XP / Internet Explorer 8'. The browser's address bar shows 'Local intranet' and the page is zoomed to 100%.

Slide 2 - Slide 2

Direct Deposit Information - 05.12.10.00.20-10.2 - Windows Internet Explorer

Skyward School District 1

Pablo Aguinasgr Account Preferences Exit ?

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener Work Requests Account Master Purchasing Expense Reimbursement Online Open Enrollment

Direct Deposit Information ☆

Views: Direct Deposit Information Filters: *Skyward Default

Type	Code	Description	Account Type	Bank	Bank Account	Routing Number
Net		Net	Checking	THIS IS A BANK	1321XXXXXXXXXXXXXXXXXX	122122125
Ded	SAVE	SAVING ACH	Savings	US BANK TWO	1234XXXXXXXXXXXXXXXXXX	123123123

Each direct deposit account for the employee displays on the Direct Deposit Information browse.

20 2 records displayed Code: ABC

Local intranet 100%

Slide 3 - Slide 3

The screenshot shows the Skyward HR system interface. The top navigation bar includes links for Home, Employee Information, Time Off, True Time, FastTrack Open Positions, FastTrack Screener, Work Requests, Account Master, Purchasing, Expense Reimbursement, and Online Open Enrollment. The main content area is titled 'Personal Information' and shows the 'Direct Deposit' section for employee 'AGUINAGASCR PABLO Y'. A table lists two direct deposit records:

Type	Code	Description	Account Type	Bank	Bank Account	Routing Number
Net		Net	Checking	THIS IS A BANK	1321XXXXXXXX	122122125
Ded	SAVE	SAVING ACH	Savings	US BANK TWO	1234XXXXXXXX	123123123

A yellow callout box contains the text: 'The Direct Deposit Information may also be viewed from the Personal Information area. This concludes the tutorial.'