How to Print an Employee Pay Check Voucher
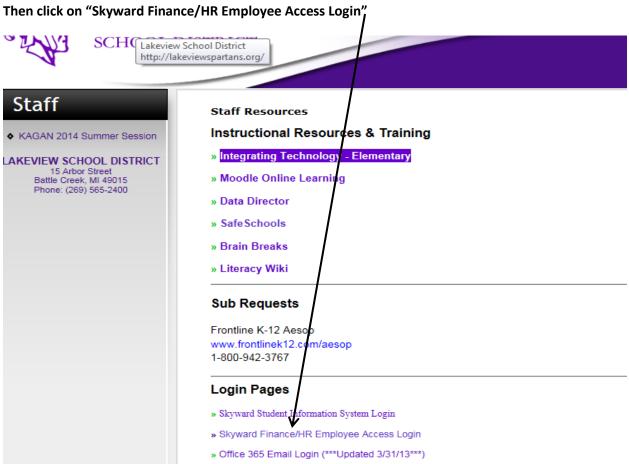
Go to the Lakeview School District website at: www.lakeviewspartans.org

Click on the "Staff" tab at the top of the screen

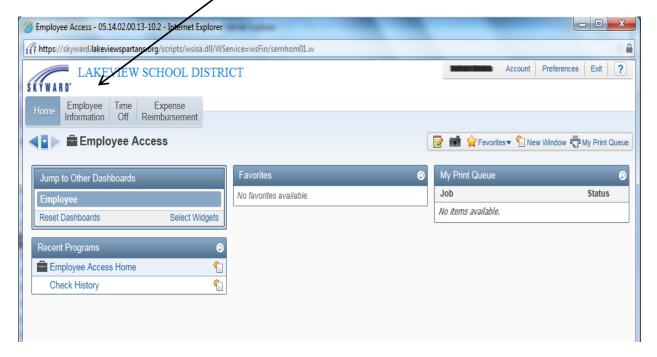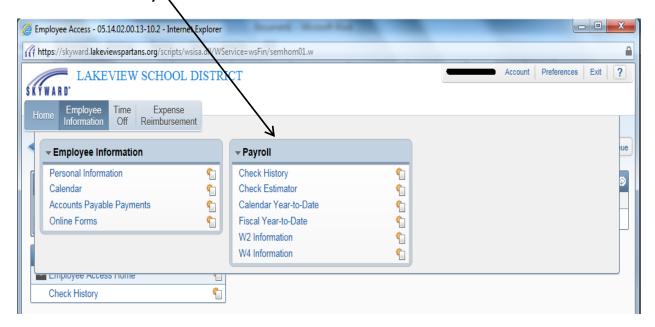**Then click on "Skyward Finance/HR Employee Access Login"**

Log into your Lakeview account (if you don't have your account login information, please contact the payroll department at 565-2434)
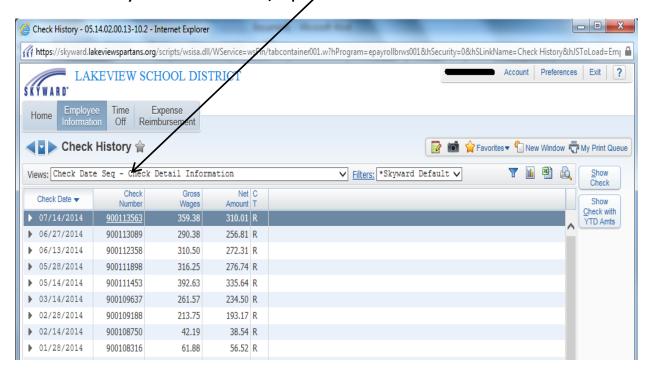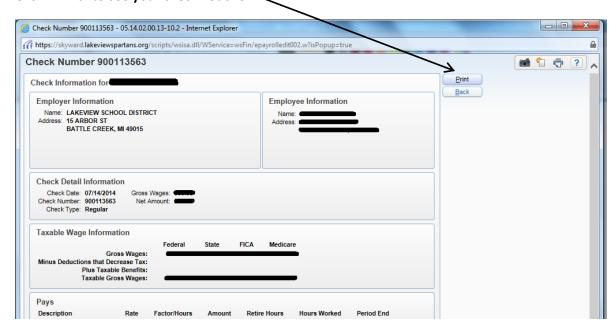
Click on "Employee Information"
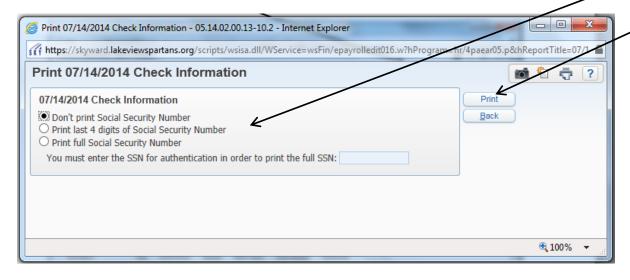
Click on "Check History"

Click on the check you wish to review and/or print

Click "Print" to see your check voucher

Check Number 900113563 - 05.14.02.00.13-10.2 - Internet Explorer

https://skyward.lakeviewspartans.org/scripts/wsisa.dll/WService=wsFin/epayrolledit002.w?isPopup=true

Check Number 900113563

Print
Back

Check Information for ▬▬▬▬▬▬

Employer Information
Name: LAKEVIEW SCHOOL DISTRICT
Address: 15 ARBOR ST
BATTLE CREEK, MI 49015

Employee Information
Name: ▬▬▬▬▬
Address: ▬▬▬▬▬

Check Detail Information
Check Date: 07/14/2014   Gross Wages: ▬▬▬
Check Number: 900113563   Net Amount: ▬▬▬
Check Type: Regular

Taxable Wage Information

	Federal	State	FICA	Medicare
Gross Wages:	▬▬▬▬		▬▬▬▬	
Minus Deductions that Decrease Tax:				
Plus Taxable Benefits:				
Taxable Gross Wages:	▬▬▬▬		▬▬▬▬	

Pays

Description	Rate	Factor/Hours	Amount	Retire Hours	Hours Worked	Period End

Click the option to print all, part or none of your social security number on your check voucher.   Then click "Print"

Print 07/14/2014 Check Information - 05.14.02.00.13-10.2 - Internet Explorer

https://skyward.lakeviewspartans.org/scripts/wsisa.dll/WService=wsFin/epayrolledit016.w?hProgram=hr/4paear05.p&hReportTitle=07/1

Print 07/14/2014 Check Information

Print
Back

07/14/2014 Check Information
◉ Don't print Social Security Number
○ Print last 4 digits of Social Security Number
○ Print full Social Security Number
You must enter the SSN for authentication in order to print the full SSN: [   ]

🔍 100% ▾

Click "View Report"

Request Complete

07/14/2014 Check Information has finished processing.

View Report   Back

Be patient, sometimes it takes a moment for your voucher to come into view. Your check stub/voucher will be shown in a PDF view and can be reviewed and/or printed from the PDF mode.