

Skyward User's Manual



Skyward School Business Suite, Error: Unable to Print Payroll Report -

Prepared for
Leon County School District

Date: March 12, 2015

Version 1.0

HR\PA\CPI\PWAPW - 2070 - Payroll Worksheet

Worksheet Master			Detail for Selected Worksheet Master				
Description	Last Import Date	Last Import Time	Employee Name	Emp Type	Pay Code	Amount	Factor Hour
HOURLY 1201 MONFRD	02/09/2015	8:54:33 AM	+ BAHAM, CATHERINE A	ITCB	4191H	26.2959	2.0
HOURLY 1202 CONLEY	02/09/2015	8:54:33 AM	+ BARD, CHRISTA L	ITCB	413h	26.2863	3.0
HOURLY 1211 SUCCESS	09/10/2014	11:46:29 AM	+ BARD, CHRISTA L	ITCB	4191H	26.2863	15.0
HOURLY 1442 WOODVILLE CH	02/09/2015	8:54:32 AM	+ BRIERTON, SUSAN CARCNESEH	4N30H		11.4000	7.0
HOURLY 1502 DIET CTR	02/09/2015	8:54:32 AM	+ BROWNSTEIN, PATTI S	ITCB	4191H	26.7094	2.0
HOURLY 21ST CENTURY/TITLE	02/09/2015	8:54:32 AM	CASTRO, SINDIE S	ITCB	4191H	26.3000	0.0
HOURLY 7004 VIRTUAL	09/10/2014	11:46:30 AM	CHATMAN, CHARLES C	ITCB	4191H	25.4500	0.0
HOURLY 9003 ADULT ED	02/09/2015	8:54:31 AM	CLARK, MARTHA T	ITCB	4191H	26.3000	0.0
HOURLY 9004 HOS/HOM	02/09/2015	8:54:30 AM	COHAN, HELAINE F	ITCB	4181H	27.1900	0.0
HOURLY 9006 PRE-K	09/10/2014	11:46:31 AM	COHEN, MATTHEW S	ITCB	413h	24.1900	0.0
HOURLY 9130 SUPERINTEND	02/09/2015	8:54:29 AM	COOK, WILLIAM E	ITCB	4181H	25.4317	0.0
HOURLY 9132 INTERNAL AUDIT	12/09/2						
HOURLY 9137 SAFETY/SEC	02/09/2						
HOURLY 9140 LABOR RELATIO							
HOURLY 9141 EQUITY							
HOURLY 9143 PROFESSIONAL	10/09/2						
HOURLY 9210 INTERDIVISION	02/09/2						
HOURLY 9231 MEDIA SERVICE							
HOURLY 9232 COMMUNITY INF							
HOURLY 9233 VOL PROGRAM	02/09/2						

Lookup: HOURLY 9003 ADULT ED

+ = record has been imported into payroll
+ = record has been verified

+ = worksheet completed Complete Worksheet

Choose to add/edit/delete employee detail for worksheet.

Web Options SkyDoc

Error

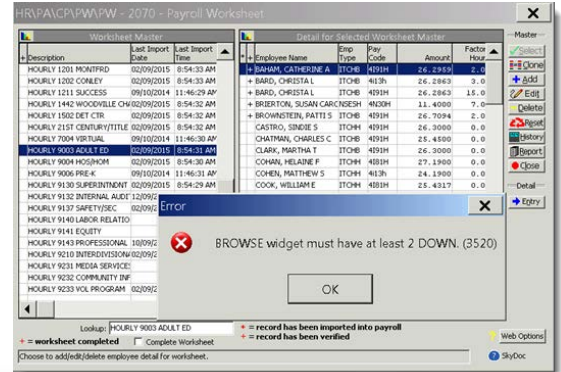
BROWSE widget must have at least 2 DOWN. (3520)

OK



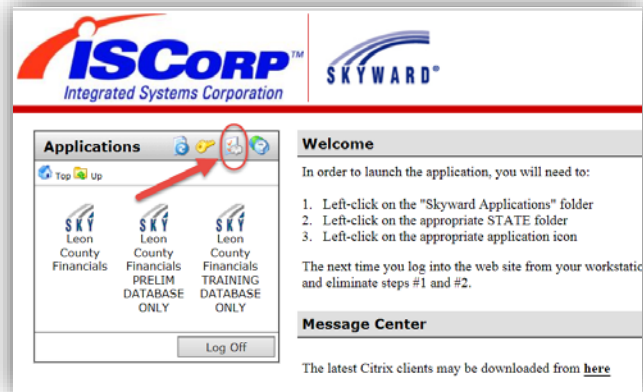
SKYWARD PAC – UNABLE TO PRINT PAYROLL WORKSHEET REPORT

When attempting to print the Payroll Worksheet Report you may receive the following error msg:



To correct this, you need to adjust your connection preferences. To do that you will need to do the following:

- 1.) Select the **Settings** button on the top right of the applications window.



- 2.) Select the **Connection Preferences** and then



- 3.) Change the **Window Size** setting to **Percent (%) of Screen** and then Set the % value to **99%**

