

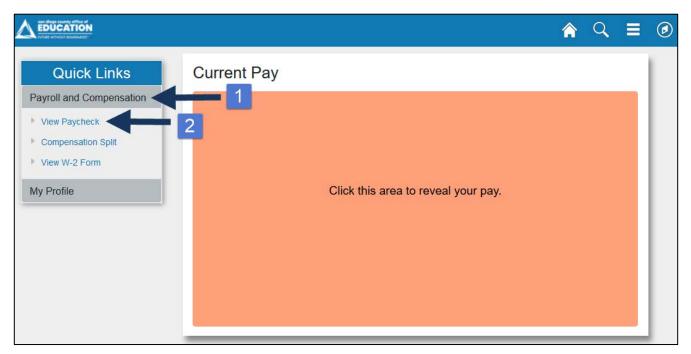
PeopleSoft Employee Self-Service (ESS): Viewing Your Paycheck in the New Fluid Environment

Version 3.0 | Updated September 23, 2019

PeopleSoft Employee Self-Service (ESS) has a new look but the same information. Use this document to quickly locate your Paycheck. Then you can read on for a more detailed explanation on setting up your password, security questions and learning what the big orange box is all about.

Quickly Locate Your Paycheck

Log in to Employee Self-Service.



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aychecks					
T					$\uparrow\downarrow$
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	3
08/30/2019		08/01/2019 08/31/2019	\$5637.95	1922361	• >
07/31/2019		07/01/2019 07/31/2019	\$5397.85	1881493	>



A. Logging In to ESS

1. Go to Employee Self-Service Log in page. URL:

You can use any browser or mobile device. You can access this link from any location (work or home).

2. Log in with your **User ID** and **PeopleSoft password.** If this is your first time logging in, you have a temporary password and will be forced to change it when you log in.

PeopleSoft Login
User ID 224921
Having an issue logging in?
Forgot My Password
Still can't log in? Please contact your district's PeopleSoft System Administrator.

USER ID:

User ID = Your Employee ID without a hyphen. Example: 123456

TEMPORARY PASSWORD:

- Password = The First 4 of YOUR LAST NAME IN CAPS + Last 4 of SSN
 - Example: Pat Smith = SMIT6789
 - Example: Taylor Vo = VO6789
 - Example: Sam O'Hara = O'HA6789
 - Example: Shannon Van Woy = VAN 6789 (with a space)

NOTE: If you have already been using PeopleSoft HCM or Finance applications, continue to use your existing PeopleSoft password.

If you cannot log in or are experiencing issues, please contact the persons in your organization responsible for assisting with login/password issues. Provide your name, User ID, and a description of the problem.

B. Changing Your Password

On your first login, you will be prompted to change your temporary password. You will need to change your password every 365 days.

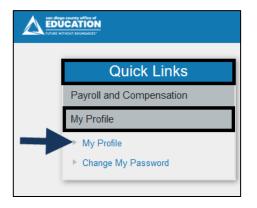
Directions: Enter your current password. Then type the new password twice following the password requirements. Click **Change Password**. Remember, your password is case sensitive.

	EDUCATION
Change Password	
User ID:	
Description:	
*Current Password: *New Password:	 PASSWORD REQUIREMENTS: Minimum of seven characters Must contain the following: an uppercase letter, lowercase letter, pumperal, and a spacial character
*Confirm Password:	 numeral, and a special character (%,!,&) Cannot contain the User ID. Must be changed every 365 days.
Change Password	When changed, it may not match the previous password.

C. Setting Up "I Forgot My Password" - Important!

Select a security question and verify your email address. It is very important that you set this up! It will save you time in the future in the case that you forget your password.

Directions: On the Home page, under Quick Links, click My Profile then My Profile link.



san diego county office of



Part 1: Enter your security question/answer.

On the General Profile Information page, click the **Change or set up forgotten password help** link. Select a security question and enter a response, then click **OK**.

Change o	r set up forgotten password help	 SELECT A QUESTION: What is the name of your childhood best friend?
	your password, you can have a new password emailed to you. stion and your response below. These will be used to authentica	 What is the name of your favorite actor? What is the name of your favorite childhood pet?
Question:	Street you Grew up On 🔹	 What is your favorite food? What is your favorite hobby? What is your favorite vacation spot?
	Select from the list of questions.	What street did you grow up on?
Response:	alcatraz	 Who is your favorite cartoon character?
ОК	Cancel	 Who is your favorite childhood hero?
		TYPE A RESPONSE:
		Enter a response you will remember later! What you type is not case sensitive, so don't worry about upper/lowercase letters. (Your PeopleSoft password, however, <i>is</i> case sensitive).

You're not quite done yet-you still need to verify your email address on the My System Profile page.

Part 2: Verify/enter your email address.

In the Email section, verify/enter your email address. This will be the address that a temporary password is sent to in the case that you forget your password.

Email			Personalize Find 🖾 🔚 🛛 First 🕚 1 of 1 🕑 Last
Primary En Account	nail Email Type	E	Email Address
	Business	T	jdoe@district.net 🗧 🛨
IM Inform	ation		Personalize Find 🖾 🗐 🛛 First 🕚 1 of 1 🕑 La
Protocol	XMPP Domain	U	UserID Password
XMPP		(
🔒 Save			

Click **Save** to save your changes.

To go back to the main screen, click the **Home** link.





HELP! I forgot my password!

If you forget your password and you have entered a security question/answer as described in Part C, click the **Forgot My Password** link on the ESS login page to have a temporary password emailed to the email address entered/validated in Part C.

Peop	oleSoft Login
User ID	224921
Password	•••••
	Sign In
Having ar	n issue logging in?
Forgot My Password	
Still can't log in? Please contact your dis	strict's PeopleSoft System Administrator.



D. Viewing Paycheck

Note: Paycheck information can be accessed in two ways. From Current Pay screen or using Quick Links.

View Paycheck Using Current Pay screen

1. In the **Current Pay** section, **click anywhere on orange box** to get a quick overview of Paycheck.

		٨	Q	۲
Quick Links Payroll and Compensation My Profile	Click this area to reveal your pay.			

2. View Current Pay information:

a. **Donut graphic** – Shows Total Gross Pay, Taxes, Deductions and Net Pay by colored sections. Hover over the area to get the description and amount which corresponds to list below the graph.

		â	Q	≡	ø
Quick Links Payroll and Compensation My Profile	Current Pay \$8,230.84 Net Fay: \$6637.95				
	Total Gross Total Taxes Total Deductions Net Pay Paid By Net Pay Check # 2019-08-31 Sweetwater Union High Sch Dist \$ 5,637.95 Get Previous Periods Hide pay information	\$	8,230.84 1,709.53 \$883.36 5,637.95		



b. **Paid By section** – Shows most recent Pay Date, School District, Net Pay and Check #. Click on the Check # to view Paycheck.

		â	Q		۲
Quick Links Payroll and Compensation My Profile	Current Pay \$8,230.84 NET Pay: \$5637.95				
	Total Gross	S	8,230.84		
	Total Taxes	S	1,709.53		
	Total Deductions		\$883.36		
	Net Pay	\$	5,637.95		
	Paid By Net Pay Check #			1	
	2019-08-31				
	Sweetwater Union High Sch Dist \$ 5,637.95 1922361				
	Get Previous Periods			-	
	Hide pay information				

2870	Sch Dist	Pay Group: Pay Begin Date Pay End Date:		1/2019 1/2019	Pay Group		Business Unit: Advice #: Advice Date:	000000001922361 08/30/2019	
2274	Employee Departme Location:		Acade				TAX DATA: Marital Status: Allowances: Addl. Percent: Addl. Amount:	Federal Single 1	CA State S/M-2 inc 1
Description	HOU Pay Period Begin Date End Date	RS AND EARN Rate	INGS Current Units	Earnings	YTD Units	Earnings	Description	TAXES	nt <u>YTD</u>
Regular Hourly	06/01/2019 06/30/2019 06/01/2019 06/30/2019		33.00 3.00	<u></u>	82.50 16.00 33.75		Fed Withholdng Fed MED/EE CA Withholdng		1
TOTAL:			36.00	_	_		TOTAL:		
BEFORE Description	-TAX DEDUCTIONS Current	YTD Descrip		TER-TAX DE	DUCTIONS Current	YTD	Description	EMPLOYER PAID BENEF	TTS crent YTD
STRS PEPRA	Current	FBC A FBC V FBC V	D&D - Famil ol Life Spous	e	Current	110	Medical Deduction Dental Deduction Vision Plan Dedu Life Insurance De STRS PEPRA Sweetwater Work	ons Pre-Tax ns Pre Tax action Pre Tax eduction - AT	
	TOTAL GROSS	FED TAXABL	E GROSS		TOTAL TAXE	s	TOTAL DEI	DUCTIONS	NET PAY
Current YTD									
Absence Balances						NET PA	Y DISTRIBUTIO)N	
Vacation Balance Sick Balance Personal Necessity Balance Personal Business Balance		0.0 58.6 0.0 0.0	Advice #0	0000000192236	1 Che	count Type ecking ecking		-	Deposit Amount
			TOTAL:						



c. Get Previous Periods – Click on hyperlink to see previous pay periods.

Paid By	Net Pay	Check #
2019-08-31		
Sweetwater Union High Sch Dist	\$ 5,637.9	5 1922361
2019-07-31		
Sweetwater Union High Sch Dist	\$ 5,397.8	5 1881493
2019-06-30		
Sweetwater Union High Sch Dist	t \$ 5,893.0	2 1839060
Get Previous Periods		

d. Hide pay information - Click hyperlink to hide your paycheck information. Orange box reappears.

20	19-08-31		
	weetwater Union High Sch Dist \$ 5,637.9	5 1922361	
20	19-07-31		- 84
S	weetwater Union High Sch Dist \$ 5,397.8	5 1881493	
20	19-06-30		- 11
Si	weetwater Union High Sch Dist \$ 5,893.0	2 1839060	
Get	Previous Periods		- 11
Hide	pay information		

		â	Q	
Quick Links Payroll and Compensation My Profile	Click this area to reveal your pay.			



View Paycheck using Quick Links

1. Under Quick Links, click on the Payroll and Compensation tab.

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Quick Links Payroll and Compensation My Profile	Current Pay Click this area to reveal your pay.		

- 2. Dropdown menu provides these options:
 - View Paycheck
 - Compensation Split
 - View W-2 Form



3. Click View Paycheck to see a list of more recent Paychecks.

		Pay		<u>ନ</u> ସ୍	≡ ∅
Paychecks					
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Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
08/30/2019	ligh Sch Dist	08/01/2019 08/31/2019		1922361	>
07/31/2019	ligh Sch Dist	07/01/2019 07/31/2019		1881493	>
06/28/2019	ligh Sch Dist	06/01/2019 06/30/2019		1839060	>

• Use Filter to bring up Paychecks from a different date range. Enter Filter date range and click Done.

Cancel	Filter	Done
From	01/31/2019	
То	08/30/2019	



4. Click on any item on the Paycheck screen to view Paycheck.

			Pay		<u></u>	
ychecks						
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Chec Date	Company	+	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
08/30/2019		Union High Sch Dist	08/01/2019 08/31/2019		1922361	×
07/31/2019		Union High Sch Dist	07/01/2019 07/31/2019		1881493	>
06/28/2019		Union High Sch Dist	06/01/2019 06/30/2019		1839060	>
05/31/2019		Union High Sch Dist	05/01/2019 05/31/2019		1789285	>

Note: If Paycheck does not open, look if pop-up blocker is turned on. Click Options then click Allow.

Firefox prevented this site from opening a pop-up window.		Ωptions X
	Pay	Allow pop-ups for sdh192.erp.sdcoe.net Edit Pop-up Blocker Options
Pauraharaha		Don't show this message when pop-ups are blocked
Paychecks		Show 'https://sdht92.erp.sdcoe.net/psc/sdht92/view/pQzUdYIA8vB_vXBC8LptvxgZx.

To view your earnings in greater detail, use Compensations Split.

5. Click Home icon to return to Home screen.

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aychecks						
Ŧ						$\uparrow\downarrow$
Check Date	Company		Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
08/30/2019	н	ligh Sch Dist	08/01/2019 08/31/2019		1922361	>



Compensation Split

After a paycheck is available, use the Compensation Split page to view your earnings in greater detail. Multiple Components of Pay (MCOPs), additional pays, stipends, payroll earnings, and items which add to the total gross are listed as line items with corresponding values.

1. On the Quick Links page, click Compensation Split

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Quick Links Payroll and Compensation View Paycheck Compensation Split View W-2 Form My Profile	Current Pay Click this area to reveal you		q	۲
			2	

2. To see most recent checks on *Compensation Split* tab, click **Pay Period End Date** to sort in reverse order or click View All to see all checks.

da,Ric	hard	TX		
	Person	alize Find View All	2 🔣 F	irst 🕚 1-6 of 25 🕑 Las
	Company	Pay Period End Date	Off Cycle ?	View Compensation
1		09/30/2017	N	View Compensatic
2		10/31/2017	N	View Compensatic
3		11/30/2017	N	View Compensatic
4		12/31/2017	N	View Compensatic
5		01/31/2018	N	View Compensatic
6		02/28/2018	N	View Compensatic

3. Click **View Compensation** for the Pay Period you want to review.

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	Person	alize Find View All 🖟	계 🔜 🛛 F	irst 🕚 1-6 of 25 🕑 La
	Company	Pay Period End Date 🗸	Off Cycle ?	View Compensation
1		08/31/2019	N	View Compensatic
2		07/31/2019	N	View Compensatic
3		06/30/2019	N	View Compensatic
4		05/31/2019	N	View Compensatic
5		04/30/2019	N	View Compensatic
6		03/31/2019	N	View Compensatic



4. Multiple compensation information screen displays your earnings in greater details.

Example 1: LONG% (Longevity)

Line 1 (LONG%) + Line 2 (Month) = Line 3 (Gross)

ast	D L	First 🕙 1-3 of 3	Personalize Find View All 🖾 🛄
		Com p Rate	Com p Rate Code
	÷	216.915459	LONG%
-	+	6197.584541	Month
-	+	6414.500000	Gross

Example 2: CFC (Cafe-Plan Cash)

Line 1 (CFC) + Line 2 (Month) = Line 3 (Gross)

Las		First 🕚 1-3 of 3	Personalize Find View All	
		Comp Rate	Comp Rate Code	
	+	120.000000	CFC	1
-	+	7368.970000	Month	2
	+	7488.970000	Gross	3

Example 3: BILS\$ (Bilingual Stipend) & HRL (Payroll Hourly Earnings Code)

Line 1 (BILS\$) + Line 2 (HRL) + Line 3 (Month) = Line 4 (Gross)

	Personalize Find View 3	💷 🛄 🛛 First 🕙 1-4 of 4 🕚	First 🕚 1-4 of 4 🕑 Last	
	Comp Rate Code	Comp Rate		
1	BILS\$	41.669980		
2	HRL	429.000000		
3	Month	7043.580020		
4	Gross	7514.250000 +		

Example 4: No multiple compensation information

Line 1 (Month) = Line 2 (Gross)

	Personalize Find View All 💷 🛄	First 🕚 1-2 of 2	2 🕑	Last
	Comp Rate Code	Comp Rate		
1	Month	4152.920000	+	-
2	Gross	4152.920000	+	-

Notes: A paycheck must be present to view data pertaining to the processed pay period.

For more information about the Multiple Components of Pay and Additional Pay codes you see, please refer to **Multiple Components of Pay vs Additional Pay** job aid available at http://crc.sdcoe.net/resources/peoplesoft/guides (look in the Payroll section).



E. Viewing Historical Paychecks

PeopleSoft Login	Links
User ID 224921	PeopleSoft ESS Guide This is a comprehensive guide for ESS (Employee Self-Service) users. Please note that your organization might not use functions beyond "viewing your paycheck." Viewing Your Paycheck in ESS This 8-page job aid is for all employees who need to access PeopleSoft ESS to view paychecks. These directions cover how to log into ESS, change a password, enter a security question, and view paychecks/compensation split.
Forgot My Password Still can't log in? Please contact your district's PeopleSoft System Administrator.	How to Read Your Paycheck This job aid explains how to read your paycheck.
	Earnings Codes Descriptions This list shows the descriptions for earnings codes that may appear on employees' paychecks.
	Historical Paycheck Website Use this link to view historical paychecks.

Before logging into ESS: Use the link on the PeopleSoft ESS login screen.

F. Signing Out

Click on the Actions List icon on the upright. (Looks like a hamburger).

Click on Sign Out from the dropdown menu.

		٦
	Add To Homepage	
	Add To NavBar	
	Add To Favorites	
	MultiChannel Console	
re	My Preferences	
	Sign out	