

PeopleSoft Employee Self-Service (ESS): Viewing Your Paycheck

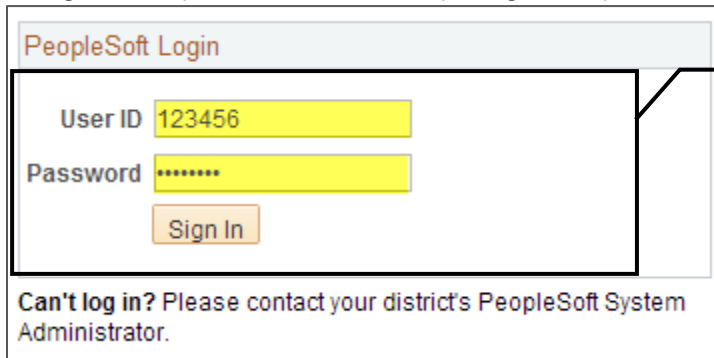
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These directions explain how to use the new PeopleSoft Employee Self-Service (ESS) website to view your paycheck. In this document, the term "paycheck" refers to your paystub.

A. Logging In to ESS

Directions:

1. Go to <https://ess.erp.sdcoe.net>. You can use any browser. You can access this link from any location (work or home). This is the PeopleSoft Employee Self-Service (ESS) site.
2. Log in with your PeopleSoft User ID and password. If you are a new user, you will be forced to change your auto-generated password the first time you log in (see p.2).



USER ID:

- User ID = Your employee ID without hyphens.
- Example: 123456.

AUTO-GENERATED 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.

HOW TO GET HELP

If you cannot log in or are experiencing issues, please contact the persons in your district responsible for assisting with login/password issues-Payroll Department 619-588-3070
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 auto generated 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. **NOTE:** If you were not prompted, or if you need to change your password in the future, navigate to **Main Menu > Change My Password**.

Change Password

User ID: [Redacted]

Description: [Redacted]

*Current Password: [Yellow Input Field]

*New Password: [Yellow Input Field]

*Confirm Password: [Yellow Input Field]

Change Password

PASSWORD REQUIREMENTS:

- Minimum of seven characters
- Must contain the following: an uppercase letter, lowercase letter, numeral, and a special character (%,!,&)
- Cannot contain the User ID.
- Must be changed every 365 days. When changed, it may not match the previous password.

C. Viewing Your Paycheck

On the Home page, click **View Paychecks**.

Payroll

Payroll and Compensation

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

View Paycheck

The View Paycheck page will display. To view a paycheck, click the "View Paycheck" link. Make sure your browser's pop-up blockers are off.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
12/18/2015	View Paycheck		12/01/2015	12/31/2015	[Redacted]	93421	✓
11/30/2015	View Paycheck		11/01/2015	11/30/2015	[Redacted]	84603	✓
10/30/2015	View Paycheck		10/01/2015	10/31/2015	[Redacted]	75812	✓

Click the link to view your paycheck (PDF).
Make sure pop-up blockers are off.

E. Viewing Historical Paychecks

There are two ways to view historical paychecks.

- **Before logging into ESS:** Use the link on the PeopleSoft ESS login screen.
- **After logging into ESS:** Go to **Main Menu > Historical Paycheck**.

F. Signing Out

Click **Sign Out** at the top-right of the screen.

