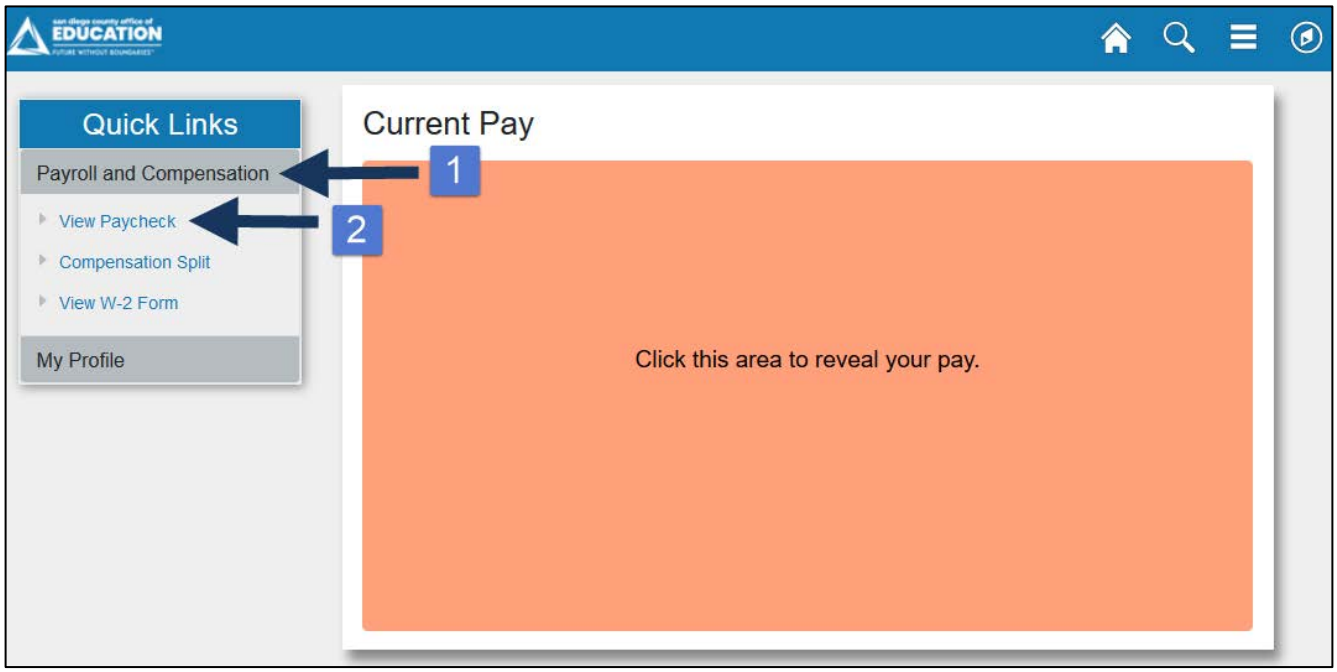
PeopleSoft Employee Self-Service (ESS): Viewing Your Paycheck in the New Fluid Environment

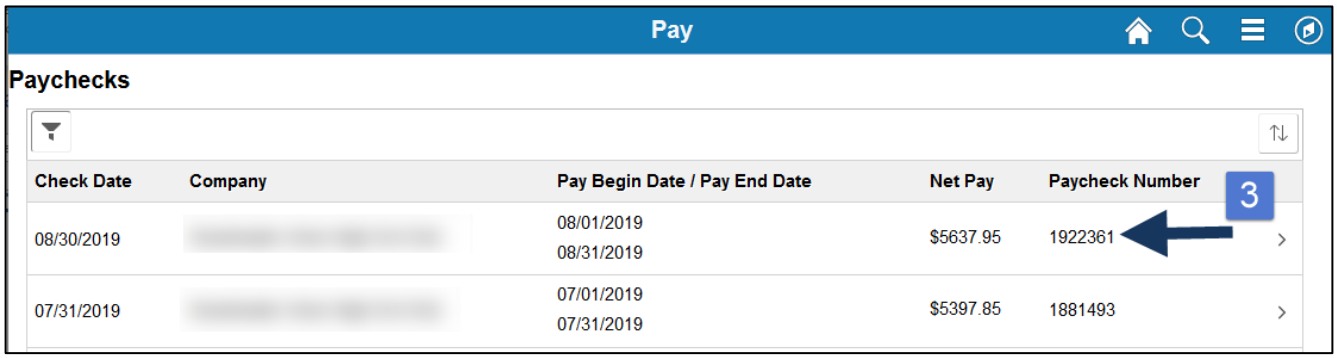
Version 3.0 | Updated September 23, 2019

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.



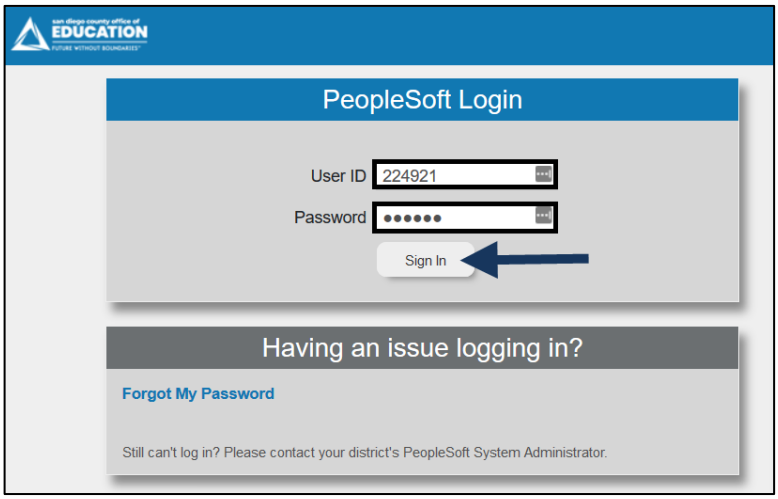


A. Logging In to ESS

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.



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)*

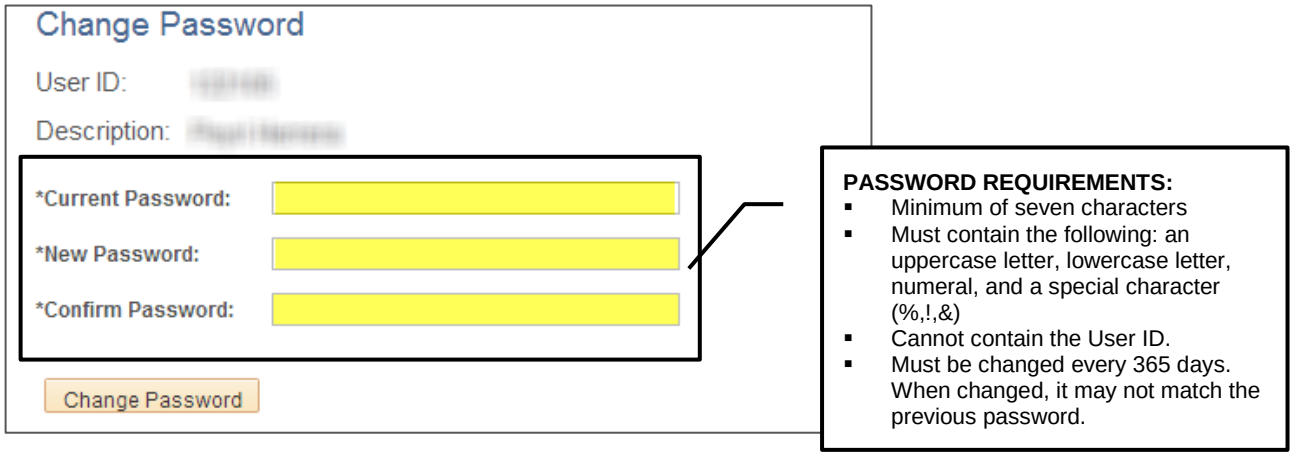
NOTE: If you have already been using PeopleSoft HCM or Finance applications, continue to use your existing PeopleSoft password.

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.

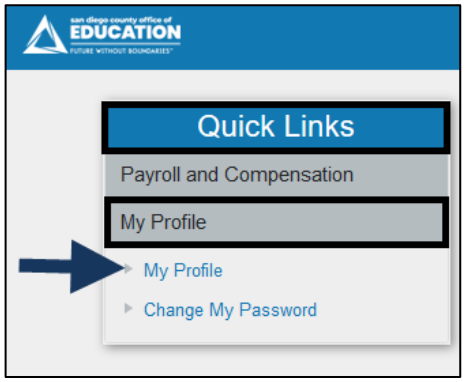
Directions: Enter your current password. Then type the new password twice following the password requirements. Click **Change Password**. Remember, your password is case sensitive.



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

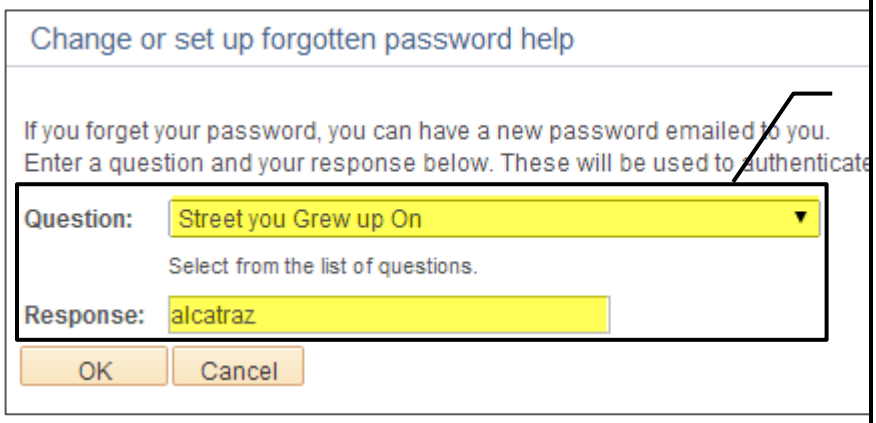
Select a security question and verify your email address. It is very important that you set this up! It will save you time in the future in the case that you forget your password.

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



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**.



SELECT A QUESTION:

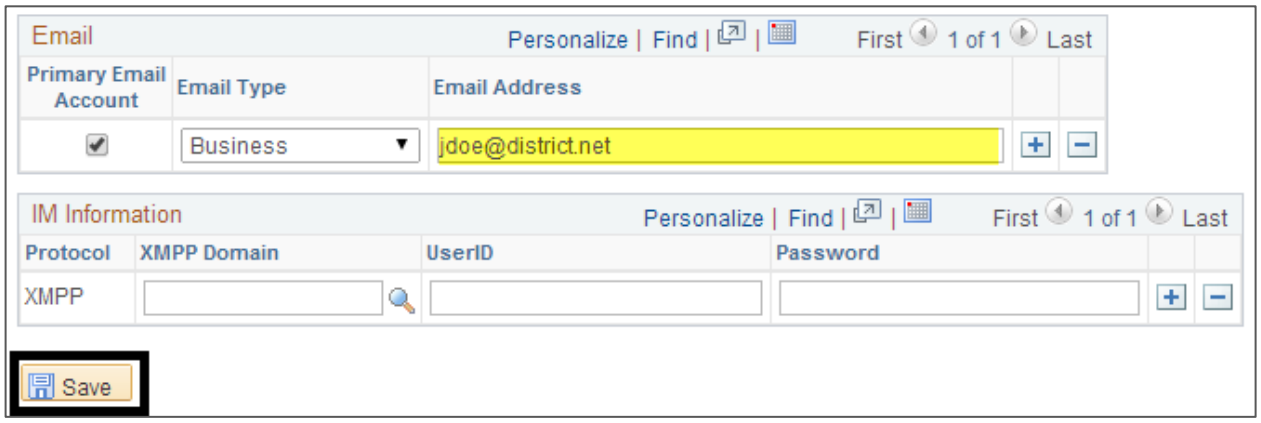
- What is the name of your childhood best friend?
- What is the name of your favorite actor?
- What is the name of your favorite childhood pet?
- What is your favorite food?
- What is your favorite hobby?
- What is your favorite vacation spot?
- What street did you grow up on?
- Who is your favorite cartoon character?
- 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, *is* 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.



Click **Save** to save your changes.

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

HELP! I forgot my password!

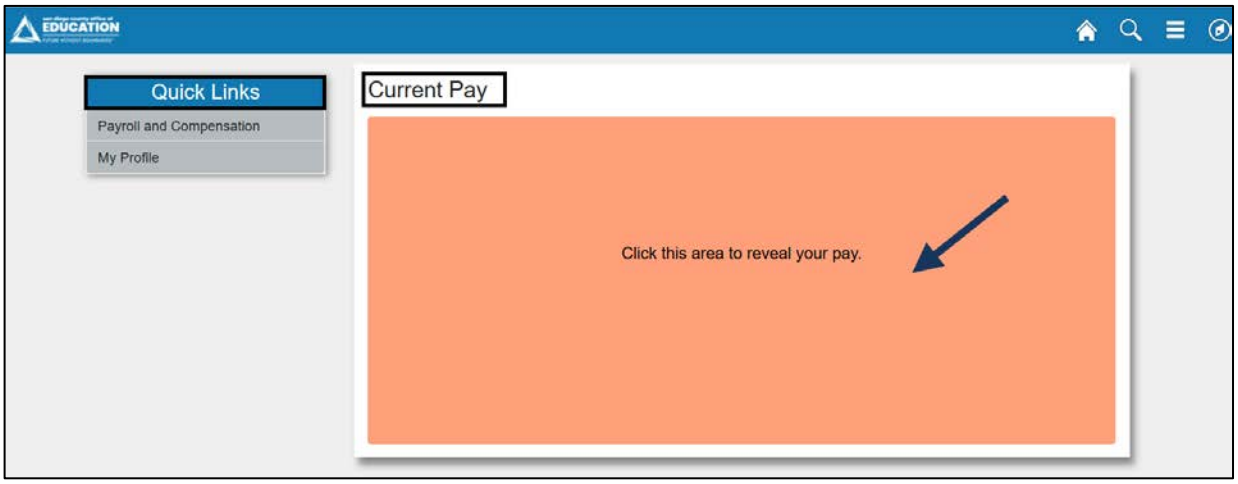
If you forget your password and you have entered a security question/answer as described in Part C, click the **Forgot My Password** link on the ESS login page to have a temporary password emailed to the email address entered/validated in Part C.

D. Viewing Paycheck

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

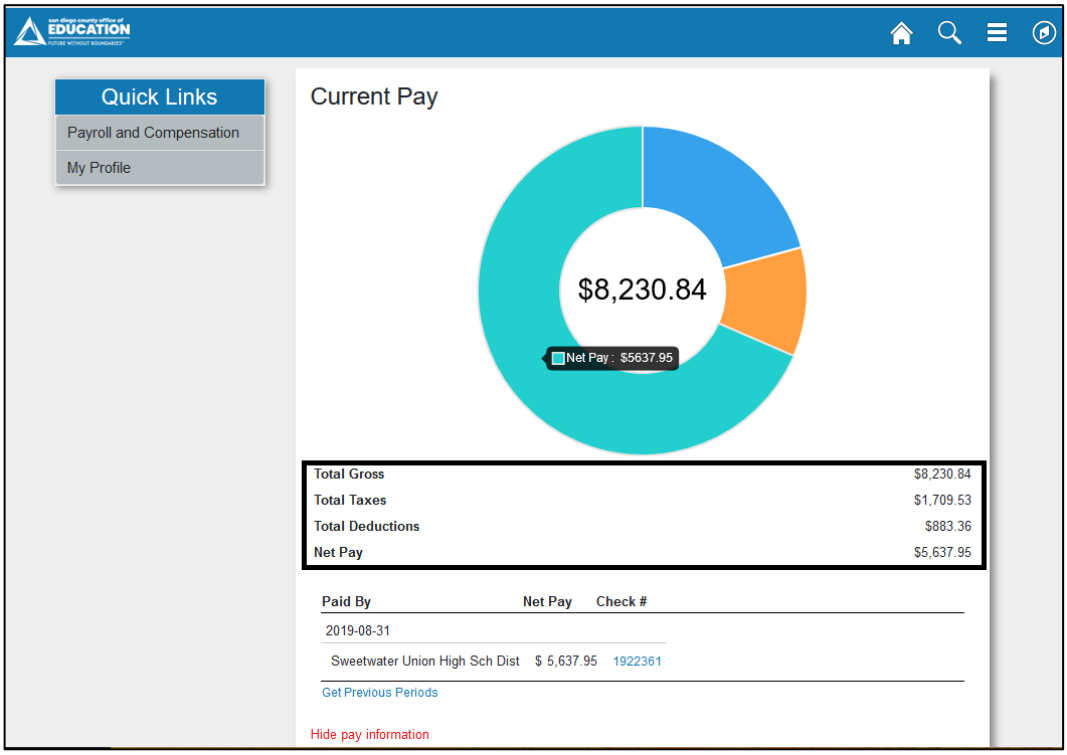
View Paycheck Using Current Pay screen

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

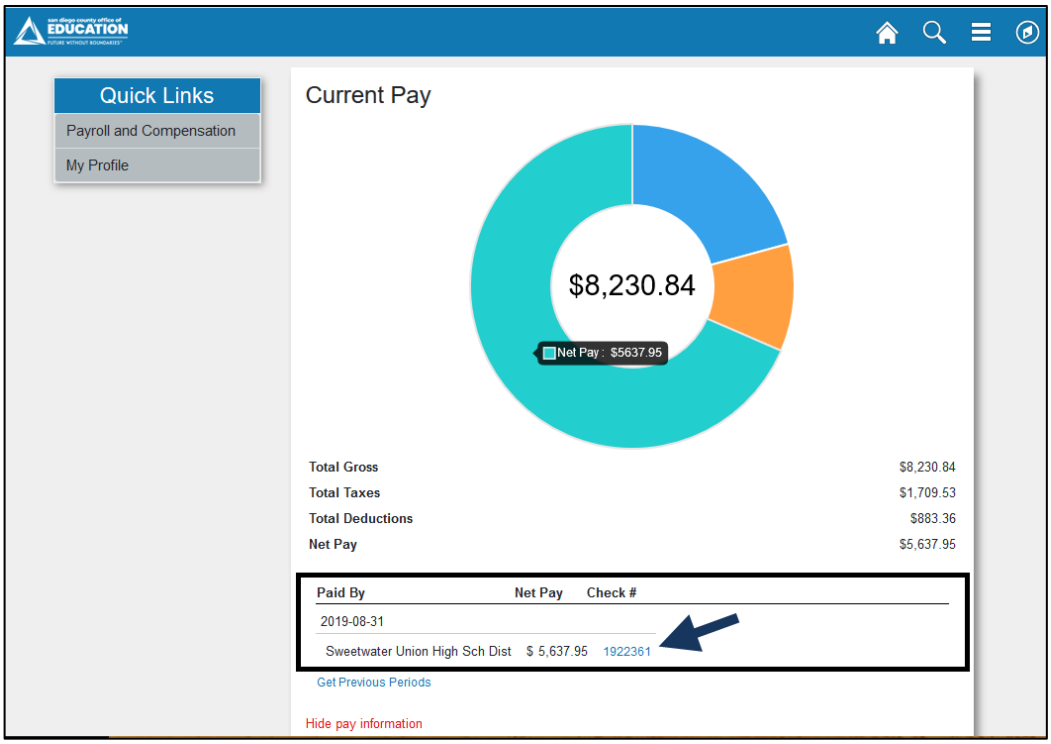


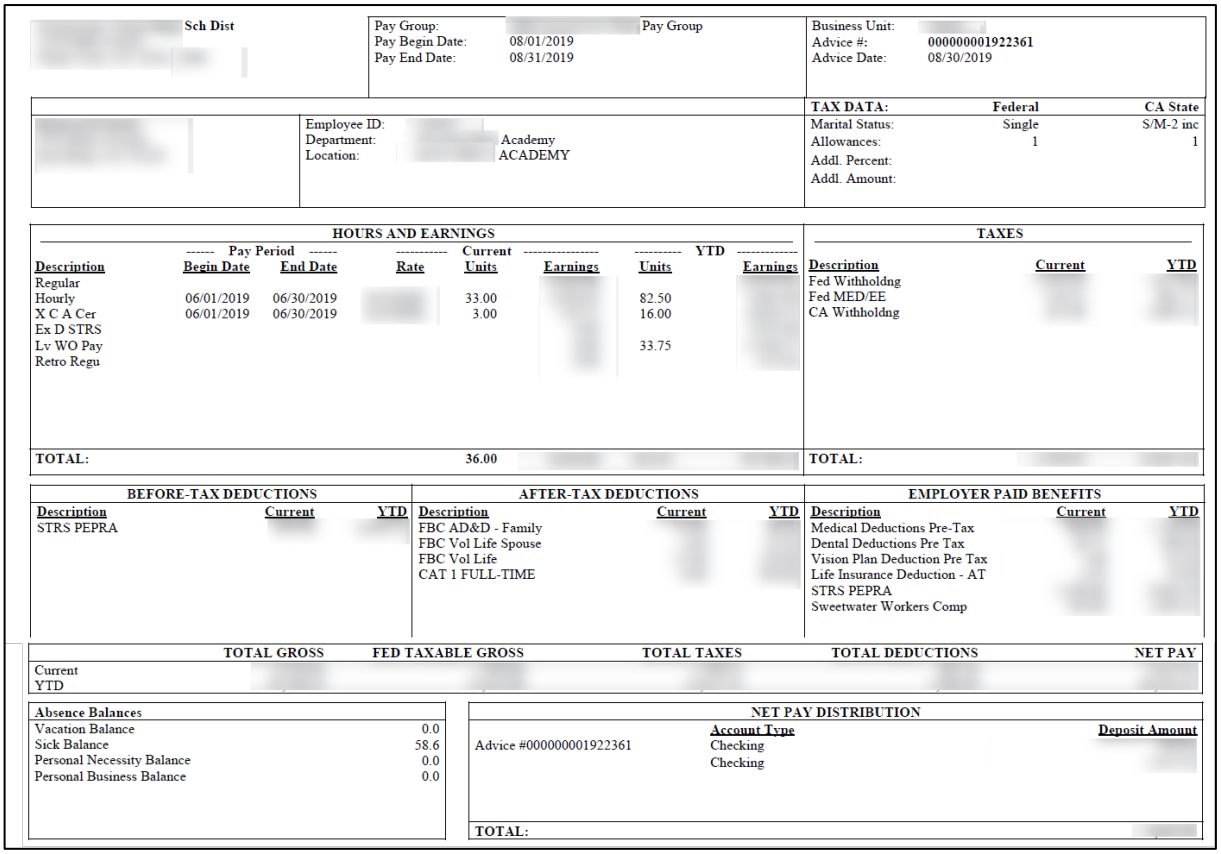
2. **View Current Pay information**:

   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.

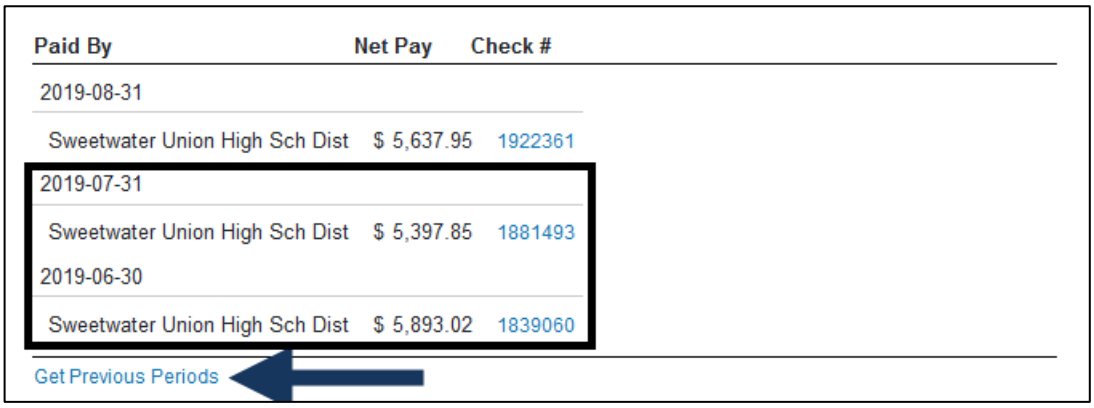


b. **Paid By section** – Shows most recent Pay Date, School District, Net Pay and Check #. Click on the Check # to view Paycheck.

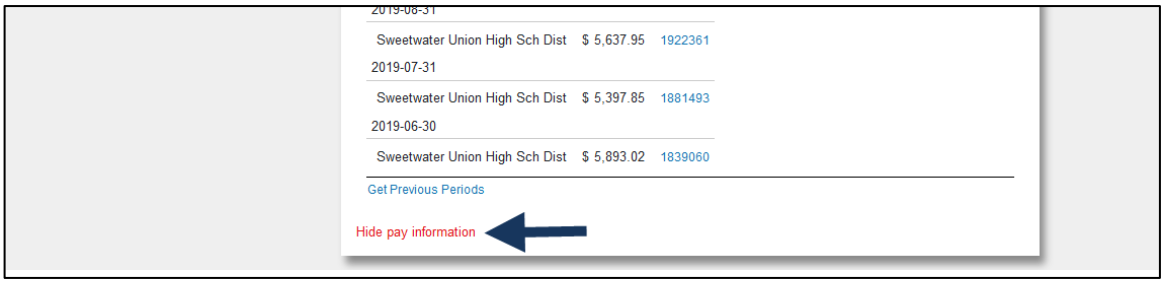


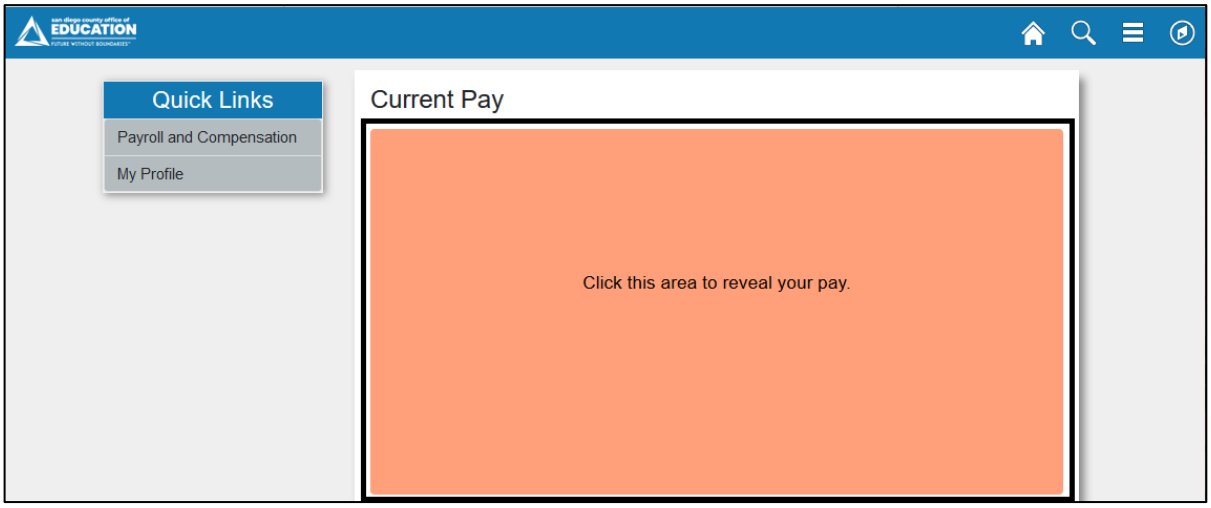


c. **Get Previous Periods** – Click on hyperlink to see previous pay periods.



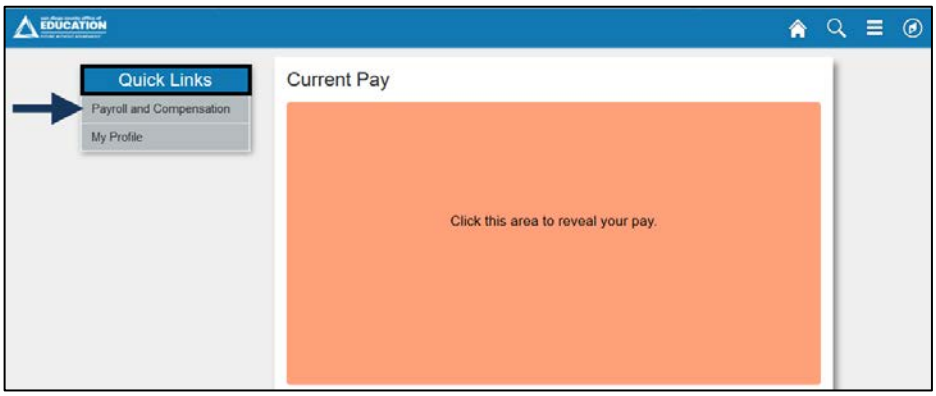
d. **Hide pay information** – Click hyperlink to hide your paycheck information. Orange box reappears.



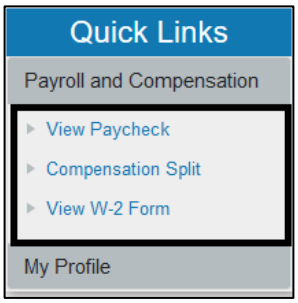


View Paycheck using Quick Links

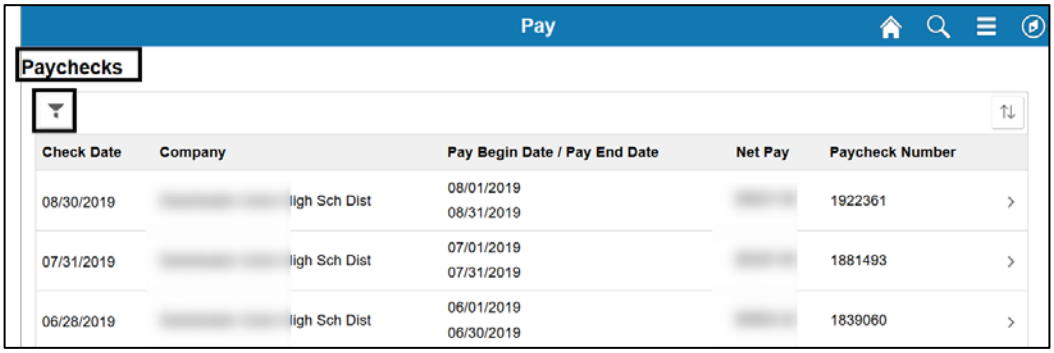
1. Under Quick Links**, click on the Payroll and Compensation** tab.



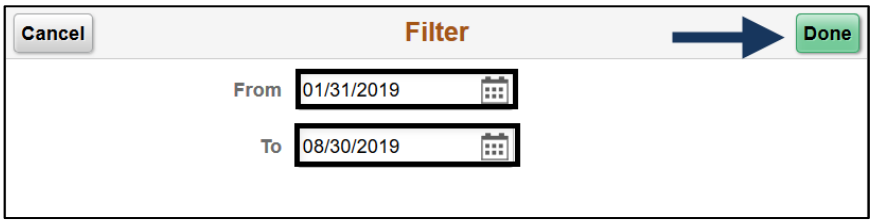
2. Dropdown menu provides these options:
   - View Paycheck
   - Compensation Split
   - View W-2 Form



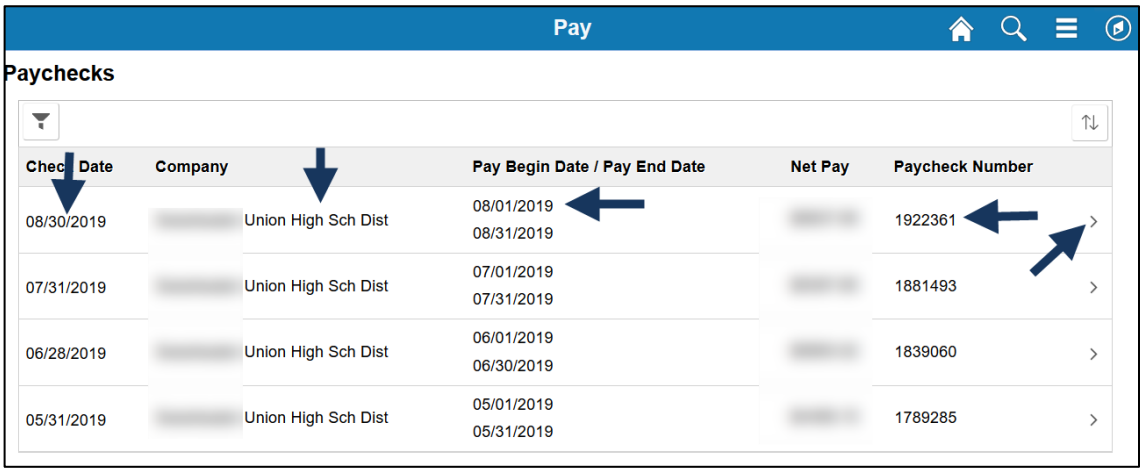
3. **Click View Paycheck** to see a list of more recent Paychecks.



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



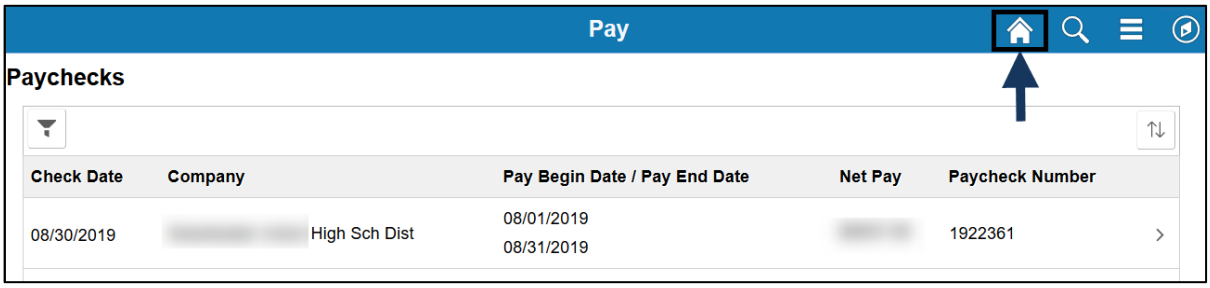
4. Click on any item on the Paycheck screen to view Paycheck.



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

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

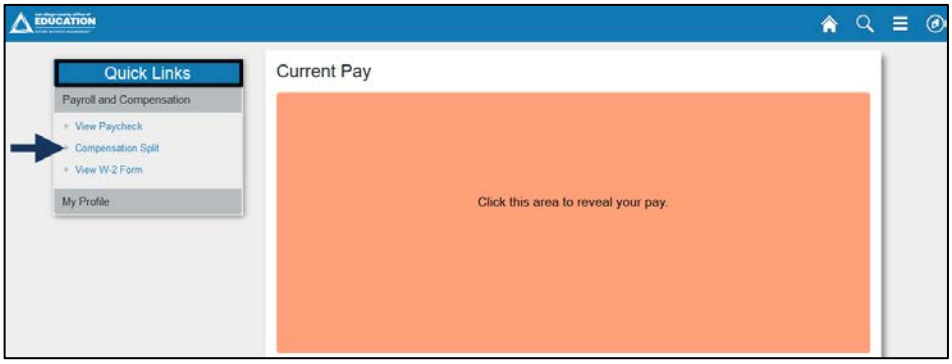
5. **Click Home icon** to return to Home screen.



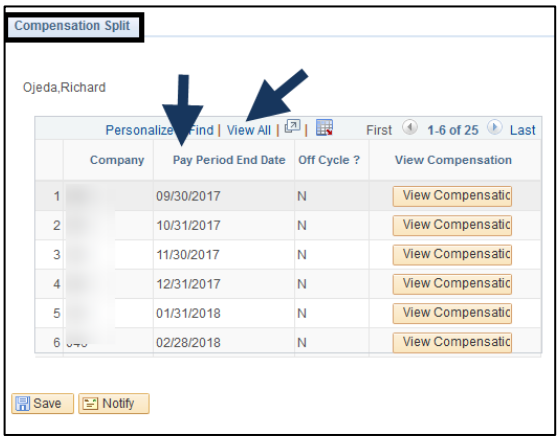
Compensation Split

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.

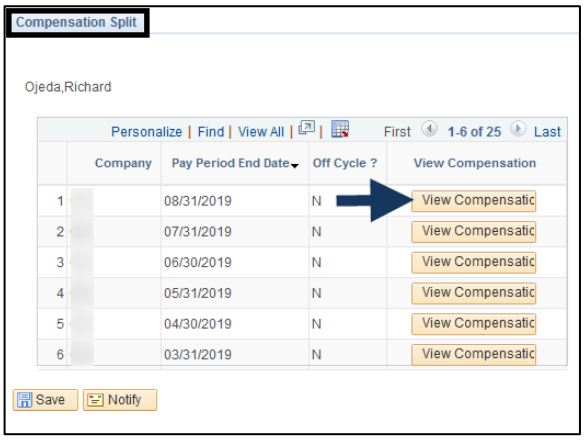
1. On the Quick Links page, click **Compensation Split**



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.



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



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

Example 1: LONG% (Longevity)

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

Personalize | Find | View All | First 1-3 of 3 Last

	Comp Rate Code	Comp Rate
1	LONG%	216.915459
2	Month	6197.584541
3	Gross	6414.500000

Example 2: CFC (Cafe-Plan Cash)

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

Personalize | Find | View All | First 1-3 of 3 Last

	Comp Rate Code	Comp Rate
1	CFC	120.000000
2	Month	7368.970000
3	Gross	7488.970000

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 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 Last

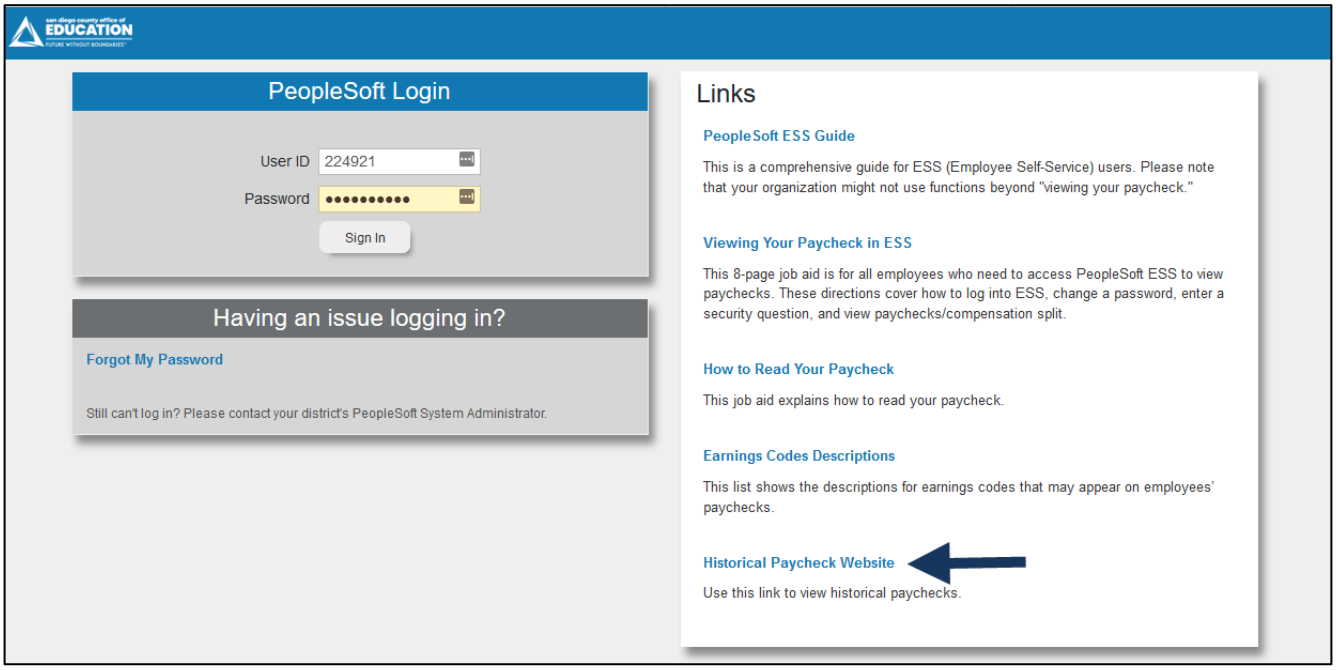
	Comp Rate Code	Comp Rate
1	Month	4152.920000
2	Gross	4152.920000

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

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.