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

Version 2.0 | Updated July 22, 2016

These directions explain how to use PeopleSoft Employee Self-Service (ESS) 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. This is the PeopleSoft Employee Self-Service (ESS) site. You can use any browser. 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 (see Part B on p.2).

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. **NOTE:** If you were not prompted, or if you need to change your password in the future, navigate to **Main Menu > Change My 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. 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: From the Home page, click the **My Profile** link. Or navigate to **Main Menu > My Profile**. This brings up the My System Profile page.

Part 1: Enter your security question/answer.

Click the **Change or set up forgotten password help** link. Select a security question and enter a response, then click **OK**.

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate

Question: Street you Grew up On ▼
Select from the list of questions.

Response: alcatraz

OK   Cancel

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.

Email			Personalize | Find | 🗗 | 🗓	First ◀ 1 of 1 ▶ Last
Primary Email Account	**Email Type**	**Email Address**		
☑	Business ▼	jdoe@district.net	➕ ➖	

IM Information			Personalize | Find | 🗗 | 🗓	First ◀ 1 of 1 ▶ Last
Protocol	**XMPP Domain**	**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.

PeopleSoft Employee Self-Service (ESS)

PeopleSoft Login

User ID

Password

Sign In

Can't log in? Please contact your district's PeopleSoft System Administrator.

Forgot My Password

Forgot My Password ← **You can use this link if you have entered a security question**

D. Viewing Your Paycheck

View Paycheck Link

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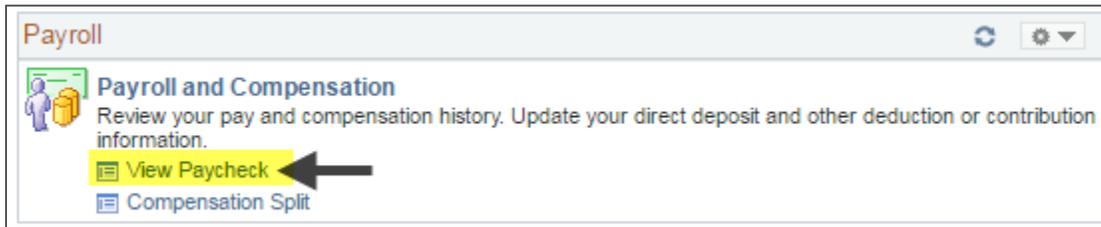
The View Paycheck page will display. To view a paycheck as a PDF, click the **View Paycheck** link. Make sure your browser's pop-up blockers are off.

- Click the **View All** link to view all PeopleSoft paychecks.
- Click any column header to sort (like by Check Date, for example).

To view your earnings in greater detail, use the **Compensation Split** link (p.6).

Compensation Split Link

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.

From the Home page, click the **Compensation Split** link.
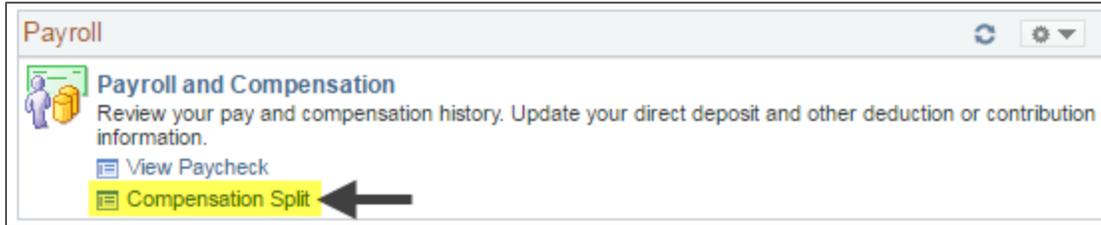
The Compensation Split page will display. For the desired pay period, click the **View Compensation** button.
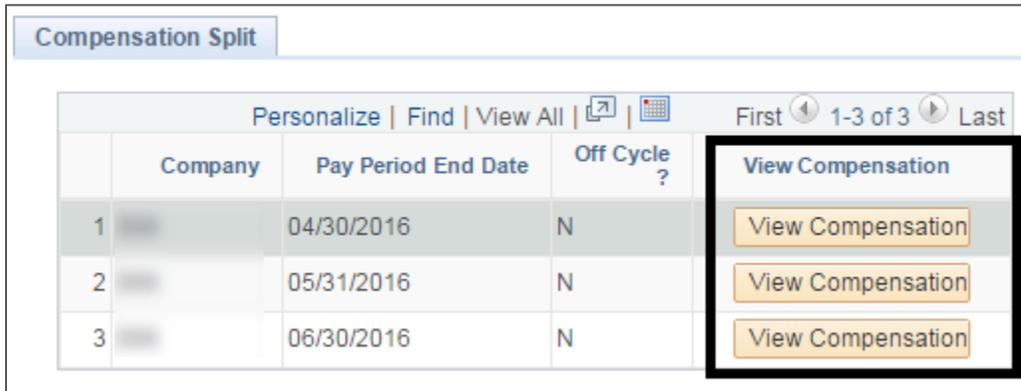
In the window that opens, view your earnings in greater details.

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

	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)

	Comp Rate Code	Comp Rate		
	Personalize | Find | View All |	First ◀ 1-3 of 3 ▶ Last		
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)

	Comp Rate Code	Comp Rate		
	Personalize | Find | View 3 |	First ◀ 1-4 of 4 ▶ Last		
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)

	Comp Rate Code	Comp Rate		
	Personalize | Find | View All |	First ◀ 1-2 of 2 ▶ Last		
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

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.

How to Read Your PeopleSoft Paycheck

Version 1.0 | January 27, 2015

Sample Paycheck

Here is a sample PeopleSoft paycheck stub. Descriptions of each area begin on the next page.

Public School District 1A 1234 Main Street San Diego CA 92103	Pay Group: 17M-Jamul-Dulzura Union Pay Group Pay Begin Date: 11/01/2014 Pay End Date: 11/30/2014 **1B**	Business Unit: 01700 Advice #: 000000000002315 Advice Date: 11/26/2014 **1C**

HOURS AND EARNINGS

Description	Prior Period Begin Date	End Date	Rate	Current Hours	Earnings	YTD Hours	Earnings
Regular					5,260.83		55,653.09
Equ Allow					50.00		300.00
Mileage					150.00		1,650.00
Cafe Cash					0.00		640.00
TOTAL:				0.00	5,460.83	0.00	58,243.09

TAXES

Description	Current	YTD
Fed Withholdng	144.05	1,944.31
Fed MED/EE	70.13	757.55
Fed OASDI/EE	299.84	3,239.17
CA Withholdng	43.65	614.52
TOTAL:	557.67	6,555.55

BEFORE-TAX DEDUCTIONS

Description	Current	YTD
Medical Deductions Pre-Tax	585.36	0.00
Dental Deductions Pre Tax	12.98	0.00
Vision Plan Deduction Pre Tax	23.60	0.00
Life Insurance Deduction	2.75	0.00
457	100.00	0.00
PERS PEPRA	616.45	0.00
TOTAL:	1,341.14	0.00

AFTER-TAX DEDUCTIONS

Description	Current	YTD
TOTAL:	0.00	0.00

EMPLOYER PAID BENEFITS

Description	Current	YTD
Medical Deductions Pre-Tax	600.04	0.00
Dental Deductions Pre Tax	37.88	0.00
Life Insurance Deduction	2.08	0.00
PERS PEPRA	1,209.37	0.00
Jamul Dulzura Workers Comp	103.21	0.00
*TAXABLE		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	5,460.83	4,119.69	557.67	1,341.14	3,562.02
YTD	58,243.09	47,805.29	6,555.55	13,877.40	37,810.14

Absence Balances

Vacation Balance	198.7
Sick Balance	176.0
Personal Necessity Balance	48.0
Personal Business Balance	8.0

NET PAY DISTRIBUTION

Advice #000000000002315	Account Type	Deposit Amount
	Checking	3,562.02
TOTAL:		3,562.02

Area	Description	Fields
1	**Payroll Information** *Consists of payroll information.*	**Employer name** and **business address** **Pay Group:** M (Salaried Employee), P (Hourly Employee) R (Retired Employee) **Pay Begin Date** and **Pay End Date:** The current monthly payroll cycle **Business Unit:** The school district's identifier within San Diego County **Advice Number:** The number assigned to the employee's pay advice, similar to a check number **Advice Date:** The date the funds are available
2	**Employee Information** *Displays employee information.*	**Employee Name:** The name of the employee **Employee Address:** The address of the employee **Employee ID:** The employee's issued employee identification number **Department:** The employee's primary department **Location:** The employee's primary location
3	**Tax Data** *Shows what the employee has designated for federal and state taxes, which determines how much Federal and California state taxes are withheld from a paycheck.*	**Marital Status**: Marital status of the employee for tax withholding purposes **Allowances**: Withholding allowances selected for Federal and State **Addl Percent and Addl Amount**: Additional withholdings
4	**Hours and Earnings** *Reports the employee's regular monthly salary and/or how many hours worked in the pay period, including overtime, holiday hours, and vacation hours.*	**Regular monthly base salary:** Includes base pay and any extra pay for bilingual stipends, master and doctoral stipends, longevity, credential stipends, etc. **Additional Pays:** Allowances such as auto allowance, insurance buy-out, equipment allowance or uniform allowance, etc., are individually identified and listed separately
5	**Taxes** *Shows how much is being withheld for taxes.*	**Fed Withholding**: Federal income tax withheld **Fed MED/EE**: Employee portion of Medicare **Fed OASDI/EE**: Employee's portion of Social Security
6	**Before and After Tax Deductions** *Shows the before and after tax deductions.*	**Before Tax Deductions:** Items listed in this box are taken from the employee's gross wages before taxes, these deductions reduce the Federal taxable wages and therefore the employee's tax withholding **After Tax Deductions:** Items listed in this box are deducted from the employee's gross wages and have no effect on the taxable wages
7	**Employer Paid Benefits** *Shows employer paid benefits.*	If any amounts are included as taxable income they will be indicated with an asterisk.
8	**Paycheck Summary** *Displays a breakdown of current and year-to-date earnings, taxes, deductions, and net pay.*	- The **Current** row refers to gross pay less current deductions. The **YTD** row refers to the total gross received for the calendar year and includes the current amount. **Total Gross**: The gross pay received **Fed Taxable Gross**: Gross pay minus any pre-pay deductions **Total Taxes**: The total of Federal and State withholdings **Total Deductions**: The total of the before tax and after tax deductions **Net Pay**: The gross pay less deductions and tax withholdings paid to the employee

Area	Description	Fields
9	**Absences Balances** *Shows your absence balances for vacation, sick, personal necessity, and personal business.*	▪ Balances are displayed in hours.
10	**Net Pay Distribution** *Shows net earnings for the pay period.*	▪ If you have more than one account set up for direct deposit, each account and the amount of deposit will be shown