



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



C. Setting Up “I Forgot My Password” - Important!



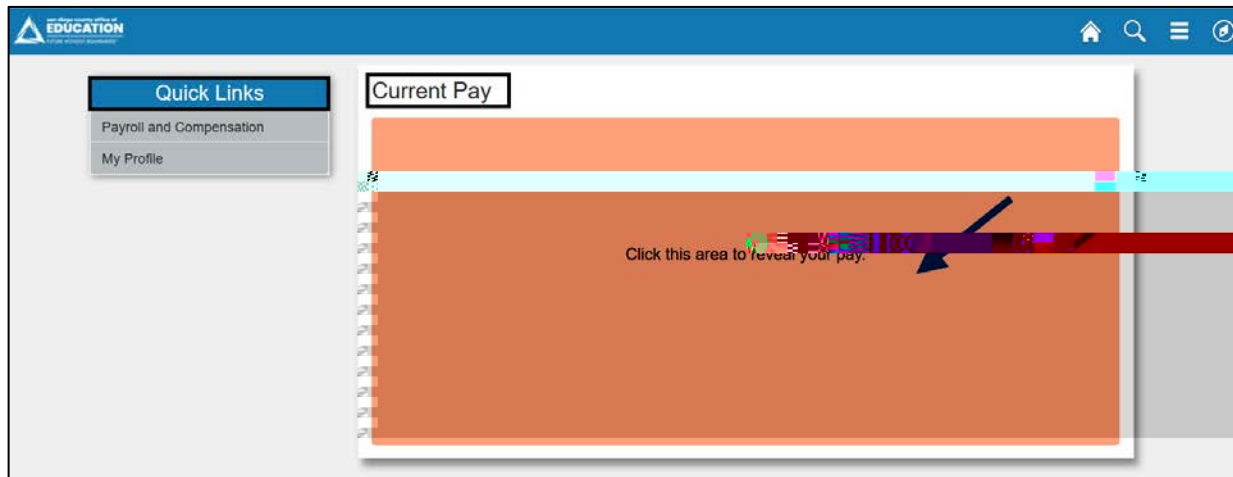


D. Viewing Paycheck

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

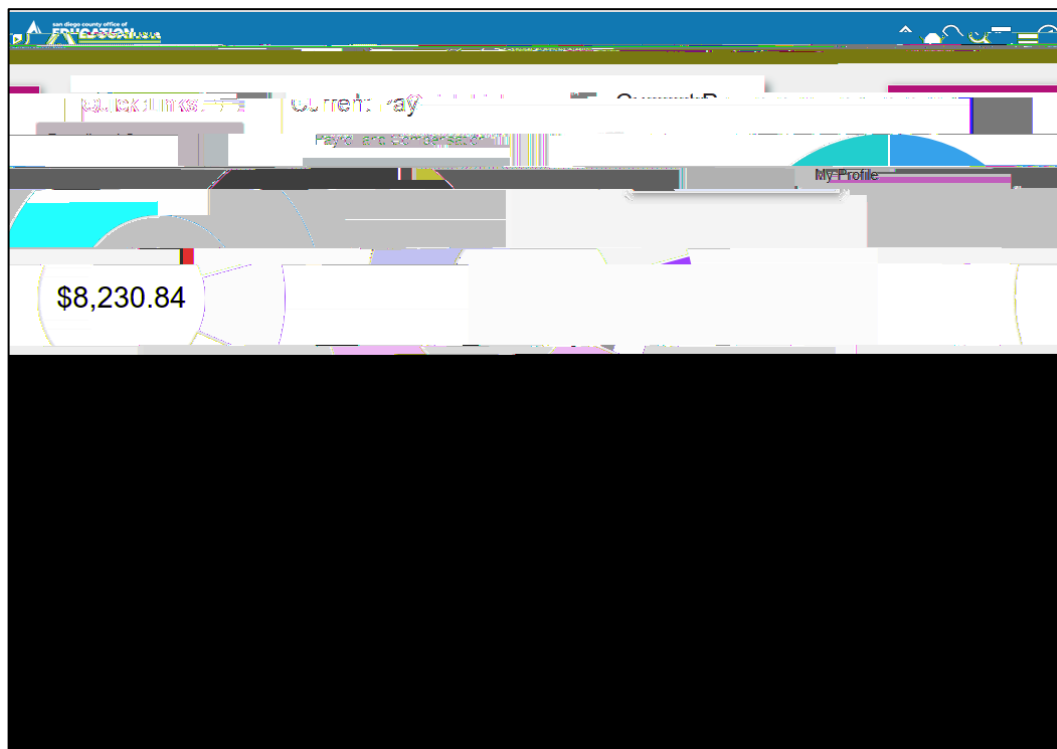
View Paycheck Using Current Pay screen

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



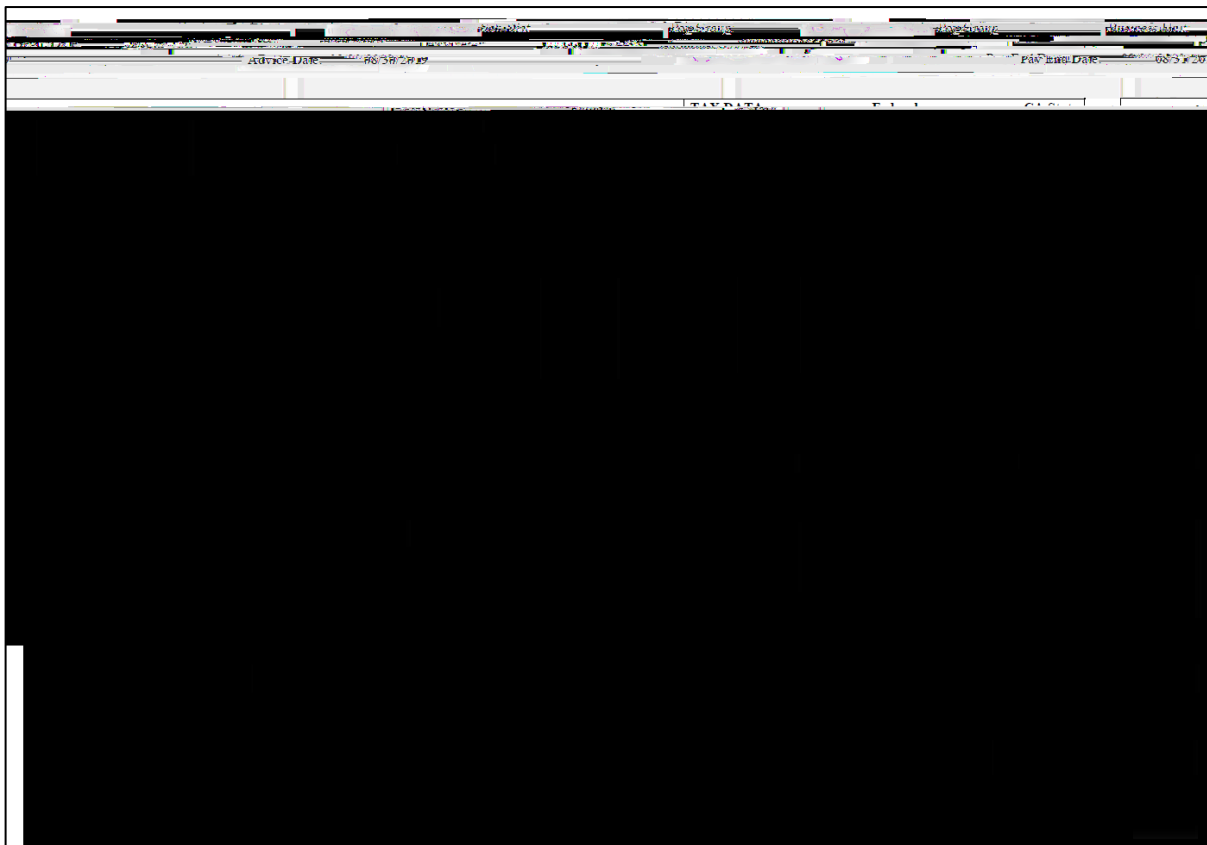
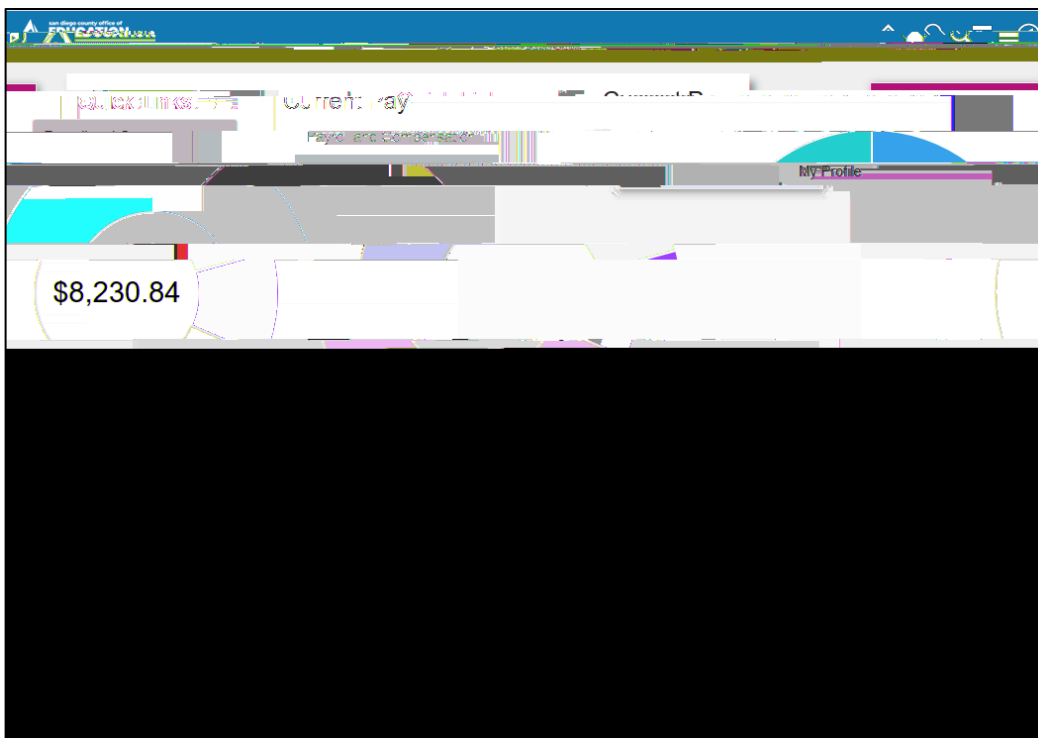
2. View Current Pay information :

- 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.

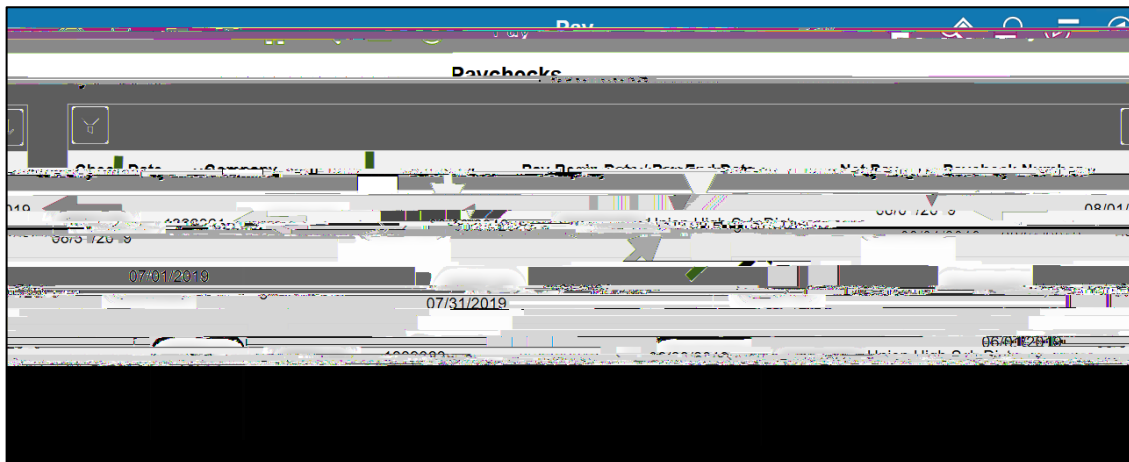


View Paycheck using Quick Links

1. Under Quick Links, c



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

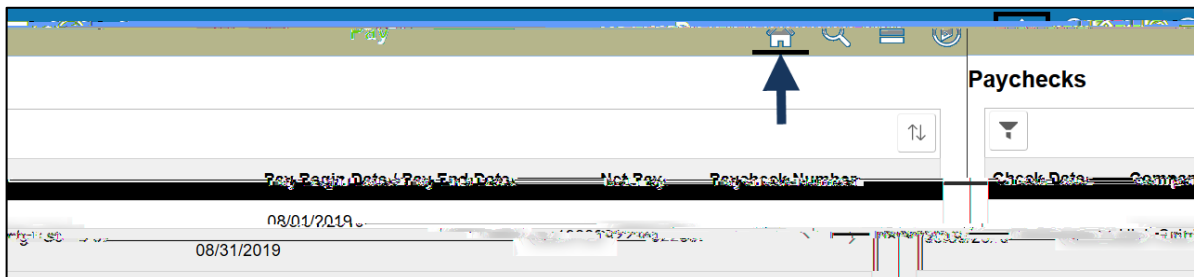


Note: If Paycheck does not open, look if pop-up blocker is turned on. Click Options then click Allow.



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



4. Multiple compensation information screen displays 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
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
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
1 Month	4152.920000
2 Gross	4152.920000

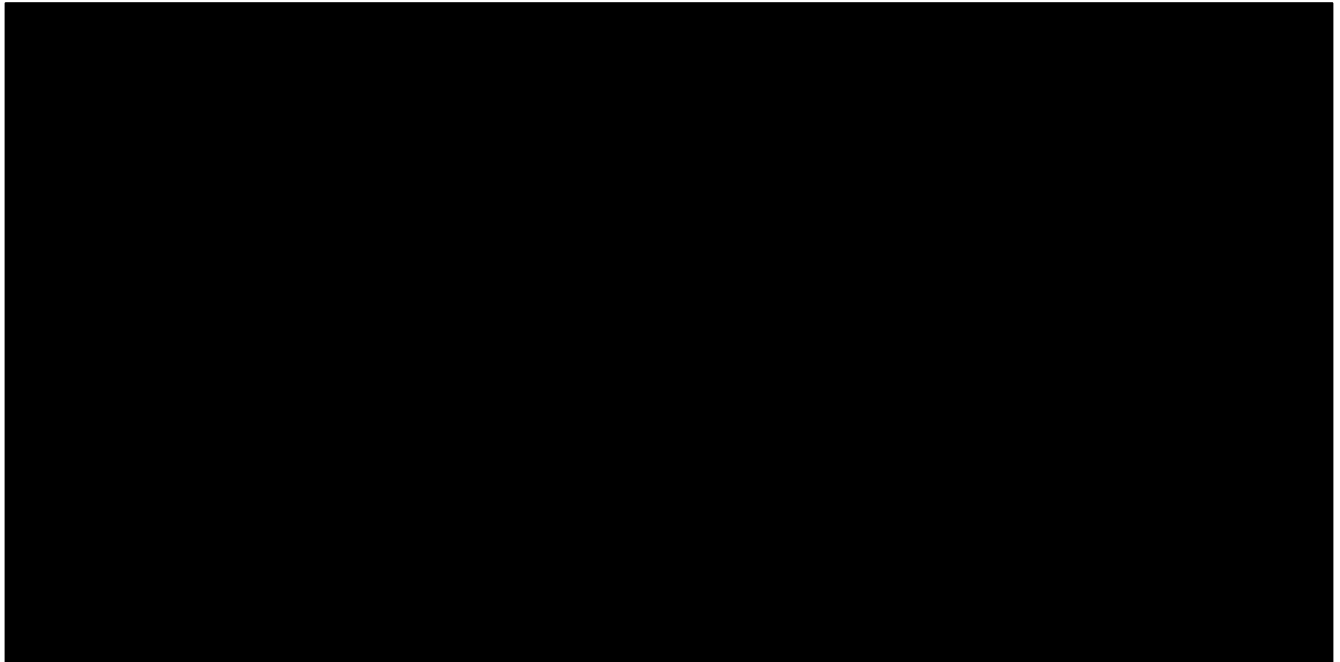
Notes: A paycheck must be present to view data pertaining to the processed pay period.

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.

