

# 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).

PeopleSoft Employee Self-Service (ESS)

PeopleSoft Login

User ID 123456

Password .....

Sign In

Enter your Employee ID and PeopleSoft password

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

Forgot My Password

Forgot My Password See Part C for details on setting up "Forgot My Password"

### 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**.

Favorites ▾ Main Menu ▾ > Change My Password

### Change Password

User ID: [REDACTED]

Description: [REDACTED]

\*Current Password:

\*New Password:

\*Confirm 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.

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**My Profile**

**My Profile** ← **Click here to set up PeopleSoft security question**  
Set up personal preferences, such as email and language preferences.

**Change My Password**  
Create a new password.

## 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 you.

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
<input checked="" type="checkbox"/>	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

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

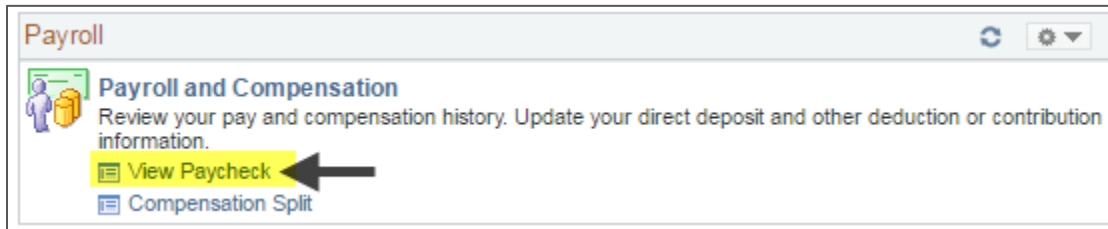
Forgot My Password

 [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.

The screenshot shows the 'View Paycheck' page. It includes a table of available paychecks. The first row is highlighted. A black box highlights the 'View Paycheck' links in the first four rows. A black text box with white text is overlaid on the table, providing instructions.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
06/30/2016	View Paycheck		06/01/2016	06/30/2016		232889	☑
05/31/2016	View Paycheck		05/01/2016	05/31/2016		209433	☑
04/29/2016	View Paycheck		04/01/2016	04/30/2016		185822	☑
03/30/2016	View Paycheck		03/01/2016	03/31/2016		162446	☑

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

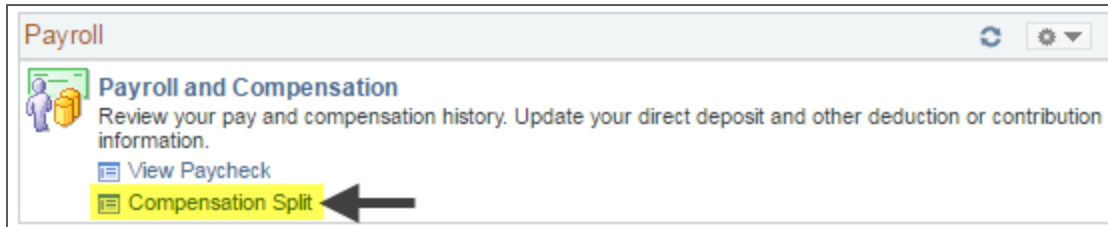
- Click the **View All** link to view all PeopleSoft paychecks.
- Click any column header to sort (like by Check Date, for example).

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

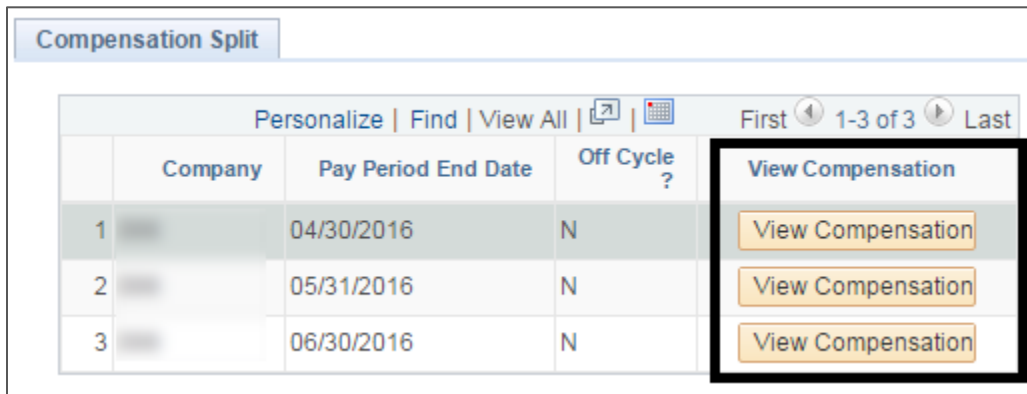
## Compensation Split Link

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)

The screenshot shows a table with two columns: 'Comp Rate Code' and 'Comp Rate'. There are three rows of data. The first row shows '1 LONG%' with a rate of 216.915459. The second row shows '2 Month' with a rate of 6197.584541. The third row shows '3 Gross' with a rate of 6414.500000. Each rate has a '+' and '-' button next to it.

	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

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.

