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

Effective June 13, 2014

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 the district's intranet or website where you currently go to view your paychecks.
- 2. Click the PeopleSoft Employee Self-Service (ESS) link.
- 3. 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 began using PeopleSoft in January - May 2014, continue to use your existing password issued to you by the SDCOE Customer Resource Center during your training.

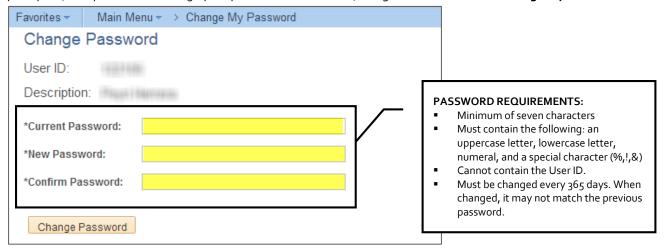
HOW TO GET HELP

If you cannot log in or are experiencing issues, please contact your district's PeopleSoft contact. Provide your name, User ID, and a description of the problem. If necessary, the district PeopleSoft contact will work with the SDCOE Customer Resource Center (CRC) to resolve the issue.

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**.



C. Setting Up "I Forgot My Password"

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: Navigate to **Main Menu > My Profile**. This brings up the My System Profile page.

PART 1 – SECURITY QUESTION: Click the **Change or set up forgotten password help** link. Select a security question and enter a response, then click **OK**.



You're not quite done yet—you still need to verify your email address on the My System Profile page.

PART 2 – 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.



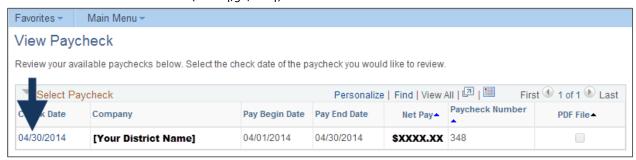
If necessary, click **Home** to go to the Home page.

D. Viewing Your Paycheck

On the Home page, click View Paychecks.



The View Paycheck page will display and you will see a list of paychecks in PeopleSoft. To view the paycheck, click the check date in the first column (like 04/30/2014).



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.

