

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

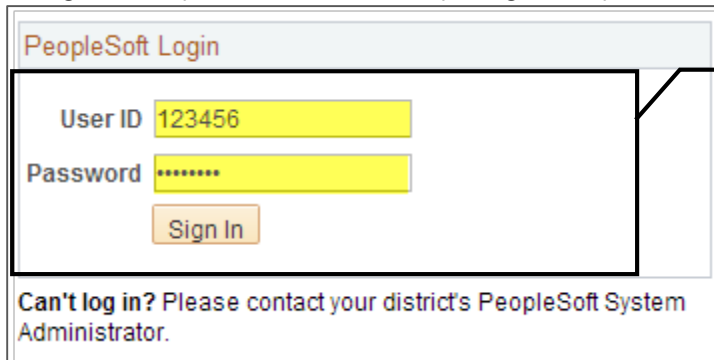
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These directions explain how to use the new PeopleSoft Employee Self-Service (ESS) website to view your paycheck. In this document, the term "paycheck" refers to your paystub.

## 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**.

Favorites > Main Menu > Change My Password

### Change Password

User ID: [field]

Description: [field]

\*Current Password: [field]

\*New Password: [field]

\*Confirm Password: [field]

Change 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"

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**.

### 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 – 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.

The screenshot shows two sections: "Email" and "IM Information".

**Email Section:**

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	jdoe@district.net

**IM Information Section:**

Protocol	XMPP Domain	UserID	Password
XMPP			

A "Save" button is located below the IM Information section and is highlighted with a red box.

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

## D. Viewing Your Paycheck

On the Home page, click **View Paychecks**.

The screenshot shows the "Paychecks" section with a "View Paychecks" button highlighted by a red box. A blue arrow points to the button.

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).

The screenshot shows the "View Paycheck" page. It includes a "Select Paycheck" table with the following data:

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
04/30/2014	[Your District Name]	04/01/2014	04/30/2014	\$XXXX.XX	348	<input type="checkbox"/>

A blue arrow points to the "Check Date" column in the table.

## 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.

