

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

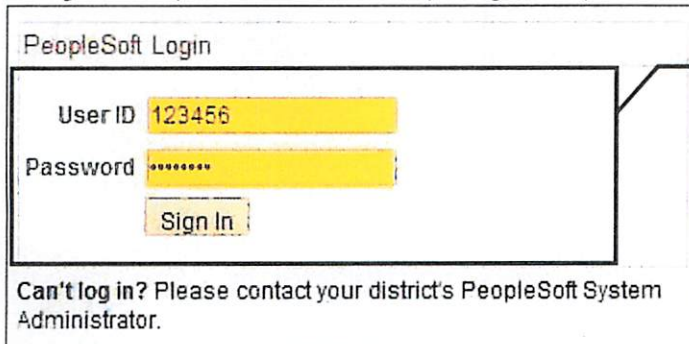
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These directions explain how to use the new PeopleSoft Employee Self-Service (ESS) website to view your paycheck. In this document, the term "paycheck" refers to your paystub.

A. Logging In to ESS

Directions:

1. Go to <https://ess.erp.sdcoe.net>. You can use any browser. You can access this link from any location (work or home). This is the PeopleSoft Employee Self-Service (ESS) site.
2. 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 have already been using PeopleSoft HCM or Finance applications, continue to use your existing PeopleSoft password.

HOW TO GET HELP

If you cannot log in or are experiencing issues, please contact the persons in your district 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 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:

Description:

*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"

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:

Select from the list of questions.

Response:

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 main sections: "Email" and "IM Information".

Email Section:

- Buttons: Personalize | Find | [New] | [Refresh]
- Page Info: First 1 of 1 Last
- Primary Email Account:
- Email Type: Business (dropdown)
- Email Address: jdoe@district.net (text field)
- Buttons: + | -

IM Information Section:

- Buttons: Personalize | Find | [New] | [Refresh]
- Page Info: First 1 of 1 Last
- Protocol: XMPP
- XMPP Domain: [Empty text field]
- UserID: [Empty text field]
- Password: [Empty text field]
- Buttons: + | -

Save Button: A button labeled "Save" with a floppy disk icon is highlighted with a black box at the bottom left.

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 "Payroll" section with the following content:

- Section Title: Payroll
- Section Description: Payroll and Compensation
- Text: Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
- Link: View Paycheck (highlighted in yellow with a black arrow pointing to it)

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

The screenshot shows a table titled "Select Paycheck" with the following columns: Check Date, View Paycheck, Company, Pay Begin Date, Pay End Date, Net Pay, Paycheck Number, and PDF File.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
12/18/2015	View Paycheck		12/01/2015	12/31/2015		93421	<input checked="" type="checkbox"/>
11/30/2015	View Paycheck		11/01/2015	11/30/2015		84603	<input checked="" type="checkbox"/>
10/30/2015	View Paycheck		10/01/2015	10/31/2015		75812	<input checked="" type="checkbox"/>

Annotations:

- A blue arrow points to the "View Paycheck" link in the first row.
- Text next to the arrow: **Click the link to view your paycheck (PDF).**
- Warning message at the bottom: **Make sure pop-up blockers are off.**

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.

