



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 on setting up your password, security questions and learning what the big orange box is all about.

Quickly Locate Your Paycheck



A. Logging In to ESS

1. Go to Employee Self-Service Log in page. **URL:** <https://ess.erp.sdcoe.net>



Part 1: Enter your security question/answer.

On the General Profile Information page, click the **Change or set up forgotten password help** link. Select a security question and enter a response, then click **OK**.

< R X U H Q R W T X y d w s l l G e R Q - v e r i f y y o u r e m a i l a d d r e s s o n t h e **My System Profile** page.

Part 2: Verify/enter your email address.

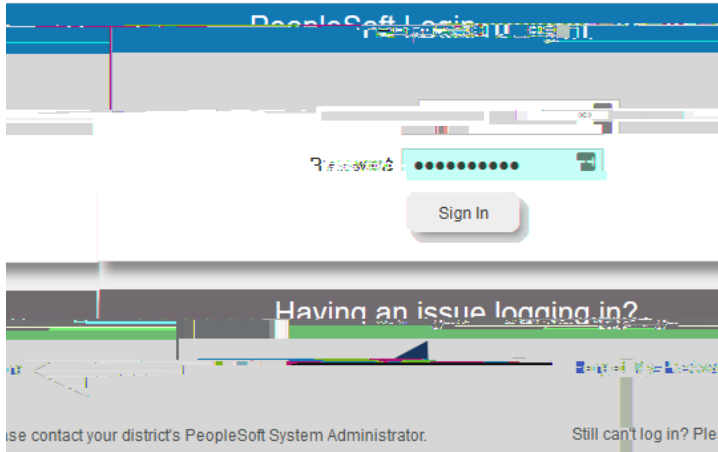
In the Email section, verify/enter your email address. This will be the address that a temporary password is sent to in the case that you forget your password.

Click **Save** to save your changes.



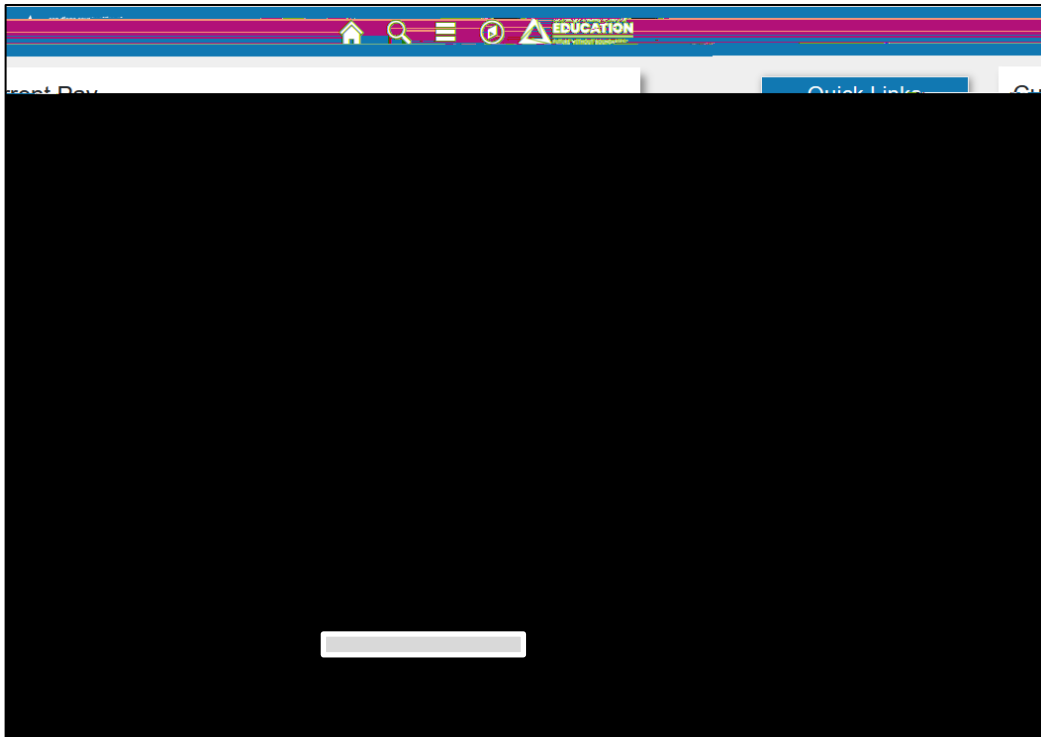
HELP! I forgot my password!

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.





b. **Paid By section** ±Shows most recent Pay Date, School District, Net Pay and Check #. Click on the Check # to view Paycheck.



DEBTS AND DEDUCTIONS			EMPLOYER DEDUCTIONS		
YTD	Description	Current	YTD	Description	Current
	Direct Deposit			California State Unempl. Ins.	
	System Health Deduction (for Tax)			Calif. Public Emp.	
	Life Insurance Deduction (for Tax)			Calif. Public Empl.	
	Health Insurance (for Tax)				
	Sweetwater Workers Comp				

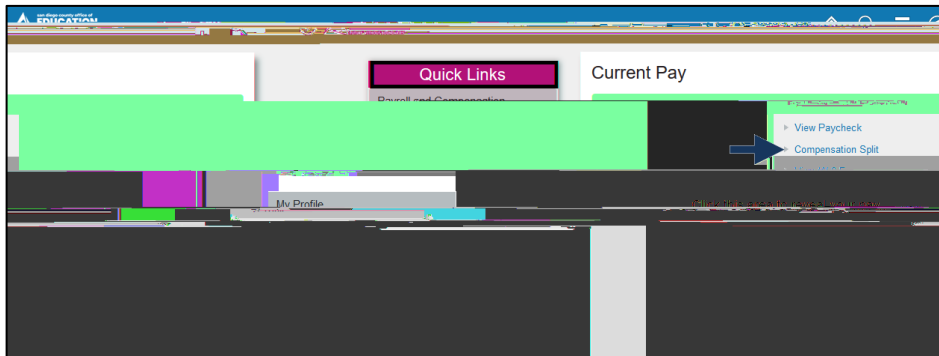


4.

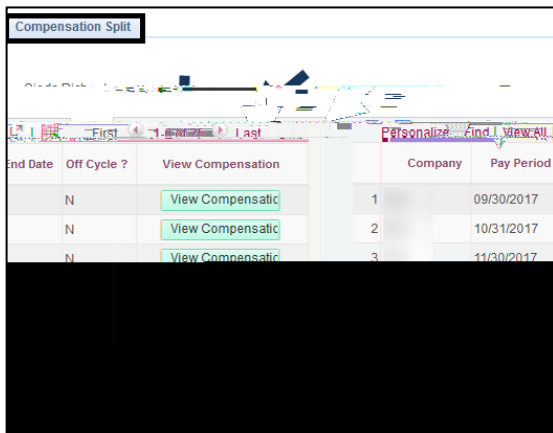
Compensation Split

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.

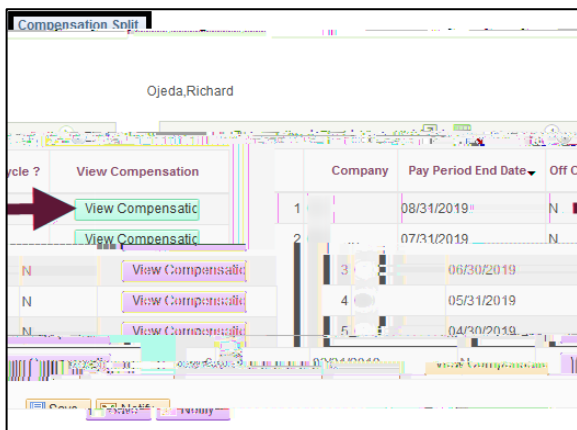
1. On the Quick Links page, click **Compensation Split**



2. To see most recent checks on *Compensation Split* tab, click **Pay Period End Date** to sort in reverse order or click View All to see all checks.



3. Click **View Compensation** for the Pay Period you want to review.



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.

