

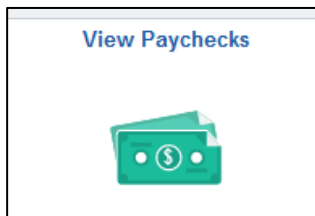


# Viewing Your Paycheck in PeopleSoft Employee Self-Service (ESS)

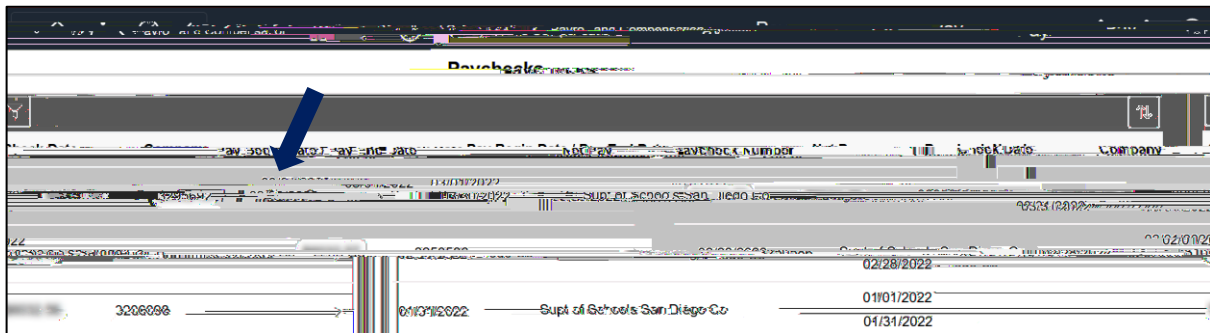
Version 4.0 | Updated June 9, 2022

## Quickly Locate Your Paycheck

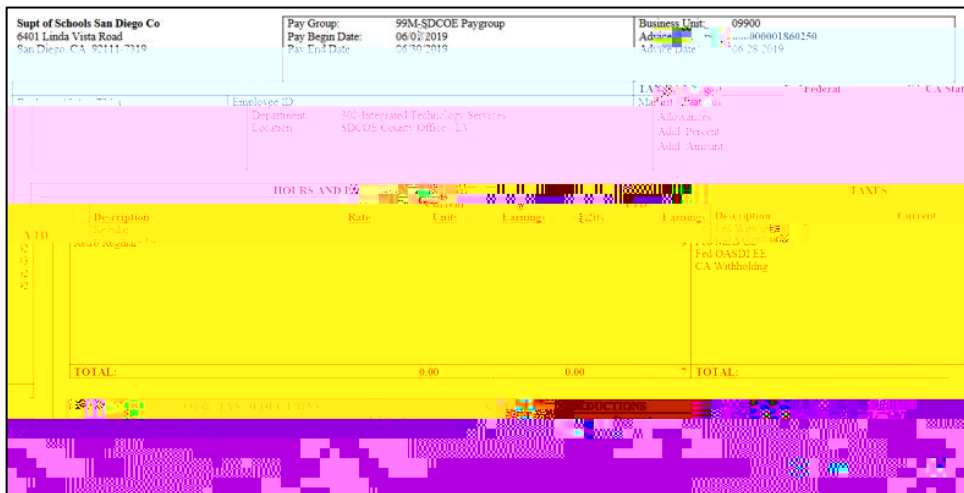
1. Log in to Employee Self-Service. <https://ess.erp.sdcoc.net>
2. Click on Payroll and Compensation, then View Paycheck.



3. Click on any item in the table to see PDF of Paycheck.



**Note:** If Paycheck does not open, check that your pop-up blocker is turned off.



4. Continue to next page to view additional Paychecks or Close paycheck window and sign out.





# How to Read Your PeopleSoft Paycheck

Version 1.0 | January 27, 2015

## Sample Paycheck

Here is a sample PeopleSoft paycheck stub. Descriptions of each area begin on the next page.

Public School District 1234 Main Street		Pay Group: 17M-Juniata Pulmar Pay Date: 11/01/2011	Pay Group	Business Unit: 0100			
John Doe 123 State Street San Diego CA 92103		Department: 999-District Wide Location: Public School District	Marital Status: Married Allowances: 6	Federal Addl. Percent: 6			
<b>HOURS AND EARNINGS</b>							
YTD	Hour	Earning	How	Earning	YTD	Current	
1,044.82	50.00	50.00		58,243.09	1,427.00	1,427.00	
757.55	150.00	1,650.00			70.13	70.13	
3,239.17	0.00	640.00			299.84	299.84	
614.52					43.65	43.65	
<b>4</b>					<b>5</b>		
TOTAL:		0.00	5,460.83	0.00	58,243.09	TOTAL: 557.67	
6,555.55		<b>BEFORE TAX DEDUCTIONS</b>		<b>AFTER-TAX DEDUCTIONS</b>		<b>EMPLOYER PAID BENEFITS</b>	
Description	Current	YTD	Description	Current	YTD	Description	Current
Medical Deductions Pre-Tax	585.36	0.00					
Dental Deductions Pre-Tax	12.98	0.00					
	23.00	0.00					
	1.74	0.00					
	100.00						
<b>6B</b>					<b>7</b>		



Area	Description	Fields
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- A. Employer name and business address
- B. **Pay Group:** M (Salaried Employee), P (Hourly Employee) R (Retired Employee)
- C. **Pay Begin Date** and **Pay End Date:**

*Consists of payroll information.*

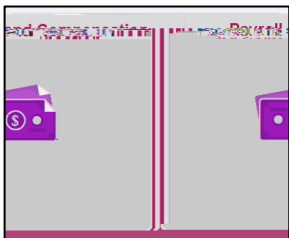


Area	Description	Fields
	<i>Shows employer paid benefits.</i>	V.

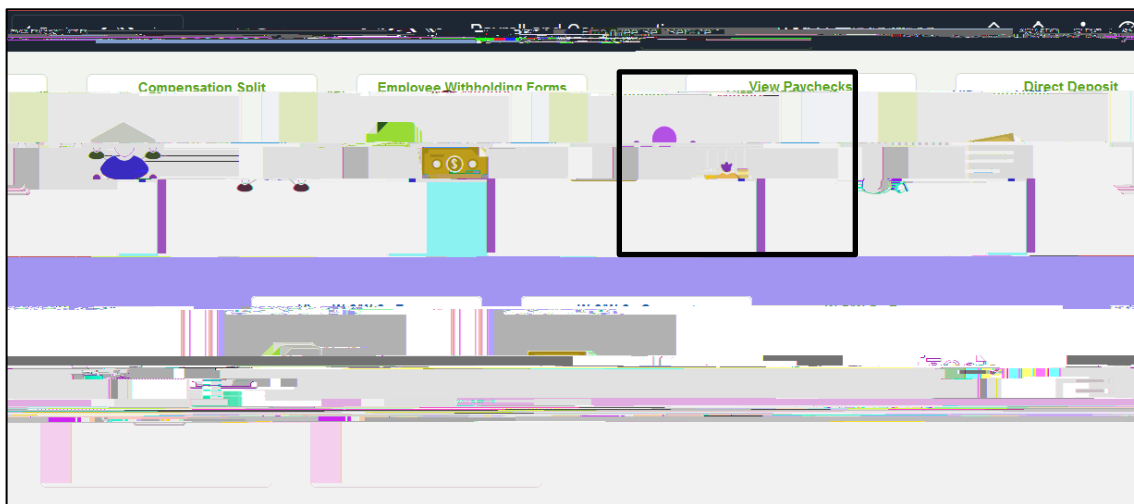
# Compensation Split

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.

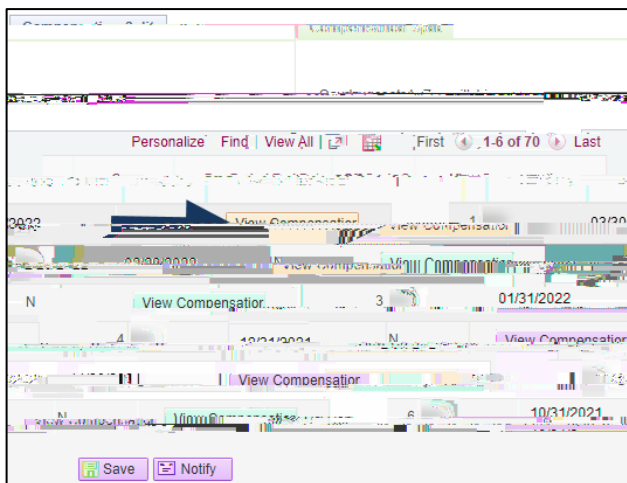
1. In Employee Self Service, click the Payroll and Compensation tile



2. Click on Compensation Split tile.

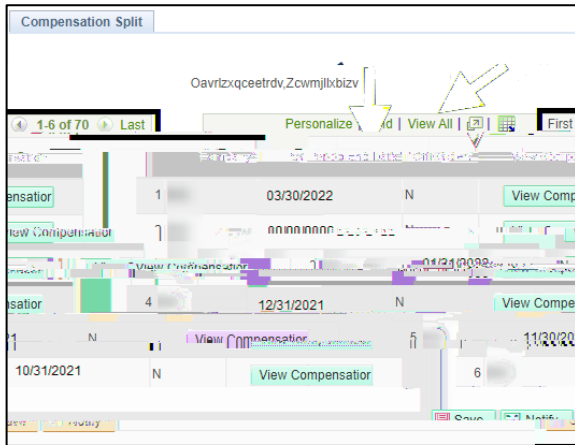


3. Click **View Compensation** for the Pay Period you want to review.





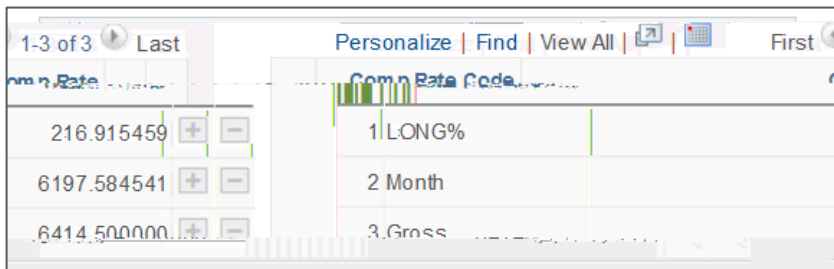
4. Click **Pay Period End Date** to sort in reverse order or click View All to see all checks.



5. **Multiple compensation information** screen displays your earnings in greater details.

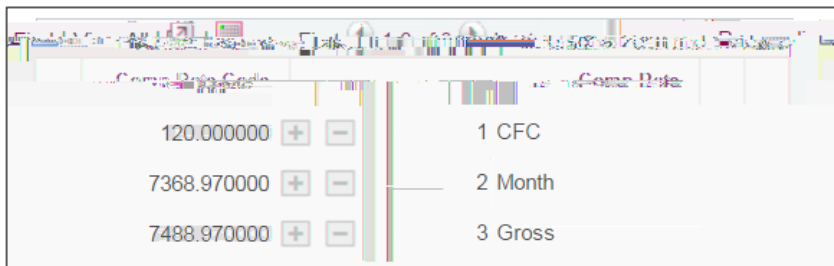
**Example 1: LONG% (Longevity)**

Line 1 (LONG%) + Line 2 (Month) = Line 3 (Gross)



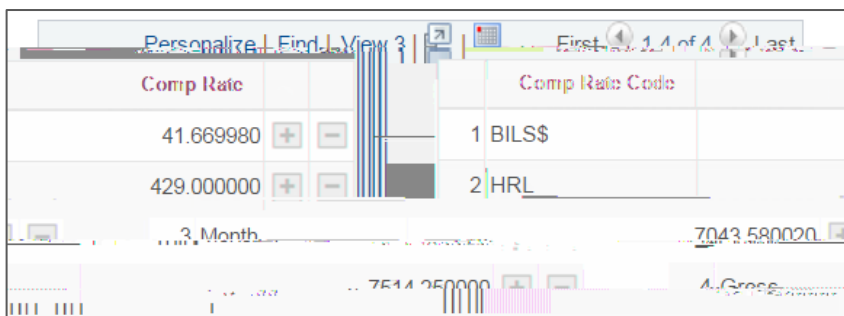
**Example 2: CFC (Cafe-Plan Cash)**

Line 1 (CFC) + Line 2 (Month) = Line 3 (Gross)



**Example 3: BILS\$ (Bilingual Stipend) & HRL (Payroll Hourly Earnings Code)**

Line 1 (BILS\$) + Line 2 (HRL) + Line 3 (Month) = Line 4 (Gross)





### Example 4: No multiple compensation information

Line 1 (Month) = Line 2 (Gross)

A screenshot of a payroll system interface. The interface shows a table with two rows of data. The first row has a value of 152.920000, a plus sign, a minus sign, the text "1 Month", and a value of 4. The second row has a value of 152.920000, a plus sign, a minus sign, the text "2 Gross", and a value of 4. The table is partially obscured by a greyed-out area, and there are various icons and text in the background.

**Notes:** A paycheck must be present to view data pertaining to the processed pay period.





# Earnings Code Descriptions

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*Version 3.0 | March 4, 2021*

This list shows the descriptions for earnings codes information.

1. ATO Auto Allowance
2. BIL Bilingual Stipend



- 131. RML Retro Massage License
- 132. RMP Retro Mechanical Premium
- 133. RMS Retro Master Stipend
- 134. RMT Retro Math Stipend
- 135. RNC - Retirement Incentive
- 136. RNL Retro Nursing License
- 137. RNS Retro Not Subject to Retirement
- 138. RO2 Retro Overtime 2.5
- 139. ROD Retro OTH Degree Stipend
- 140. RON Retro Overnight Stipend
- 141. ROO Retro Out of Class
- 142. RPN Retro PAR-Without Release
- 143. RPW - PERS Retiree Subject Wages
- 144. RRD Retro Reading Stipend
- 145. RRG Retro Regular
- 146. RRP - Retro Pay
- 147. RSD Retro Shift Differential Lump
- 148. RSP Retro Severely Disables Prem
- 149. RST Retro Site Pay
- 150. RSW - STRS Retiree Subject Wage
- 151. RT1 Retro Overtime/Straight
- 152. RT2 Retro Overtime/Double
- 153. RT5 Retro Overtime/One and Half
- 154. RTB - Retiree with ER Benefits
- 155. RTM Retro Master Teacher Stipend
- 156. RTP Retro Temporary Upgrade
- 157. RTS Retro Teacher Staff Development
- 158. RTT Retro Teacher TR-#STDNT
- 159. RTU Retro Teacher TR-Uniform
- 160. RUA Retro Uniform AL-PERS
- 161. RUN Retro Unit Stipend \$
- 162. RXC Retro Xtra Curr Activity-Class
- 163. RXR Retro Xtra Curr Activity-Cert
- 164. SAP St Match CSE Summer Asst Prog
- 165. SCP School Closure Premium
- 166. SCW - STRS Cash Balance Sub Wages
- 167. SDL - Shift Differential Lump Sum
- 168. SDP Severely Disabled Premium
- 169. SKD - Sick Differential
- 170. SLA - Negative Sick Leave Adjustment
- 171. SLH - Neg Sick Adjustment - Hourly
- 172. SLP - SICKLVINC PERS
- 173. SLS - SICKLVINC STRS
- 174. SPC - Special Programs-Certificated
- 175. SPO - Sick Leave Pay Off
- 176. SPW - STRS-PEPRA Subject Wages
- 177. SRP - Salary Repayment
- 178. SRW - STRS Red Workload Subject Wage
- 179. SSW - STRS Subject Wages
- 180. STP - Site Pay
- 181. TBN - Term'd w Benefits-Dedn Offset
- 182. TIM Time