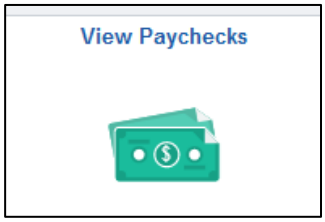
Viewing Your Paycheck in PeopleSoft Employee Self-Service (ESS)

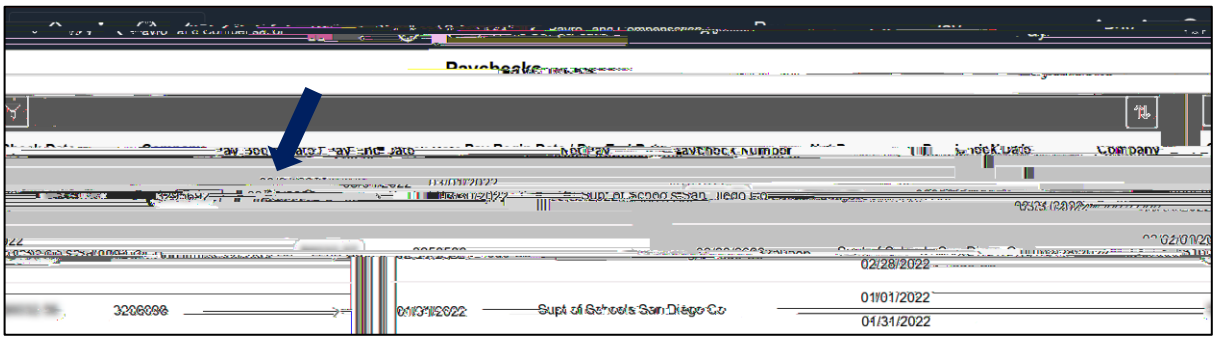
Version 4.0 | Updated June 9, 2022

Quickly Locate Your Paycheck

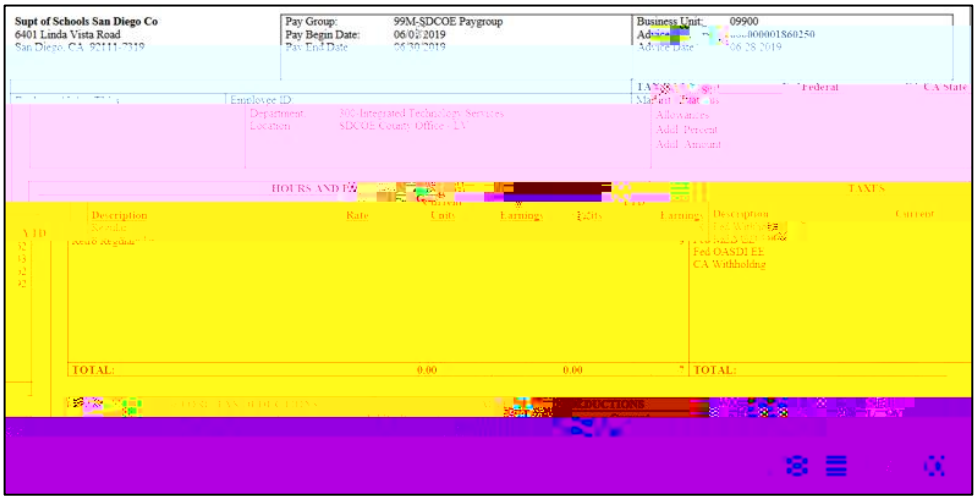
1. Log in to Employee Self-Service. https://ess.erp.sdcoe.net
2. Click on Payroll and Compensation, then View Paycheck.



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.



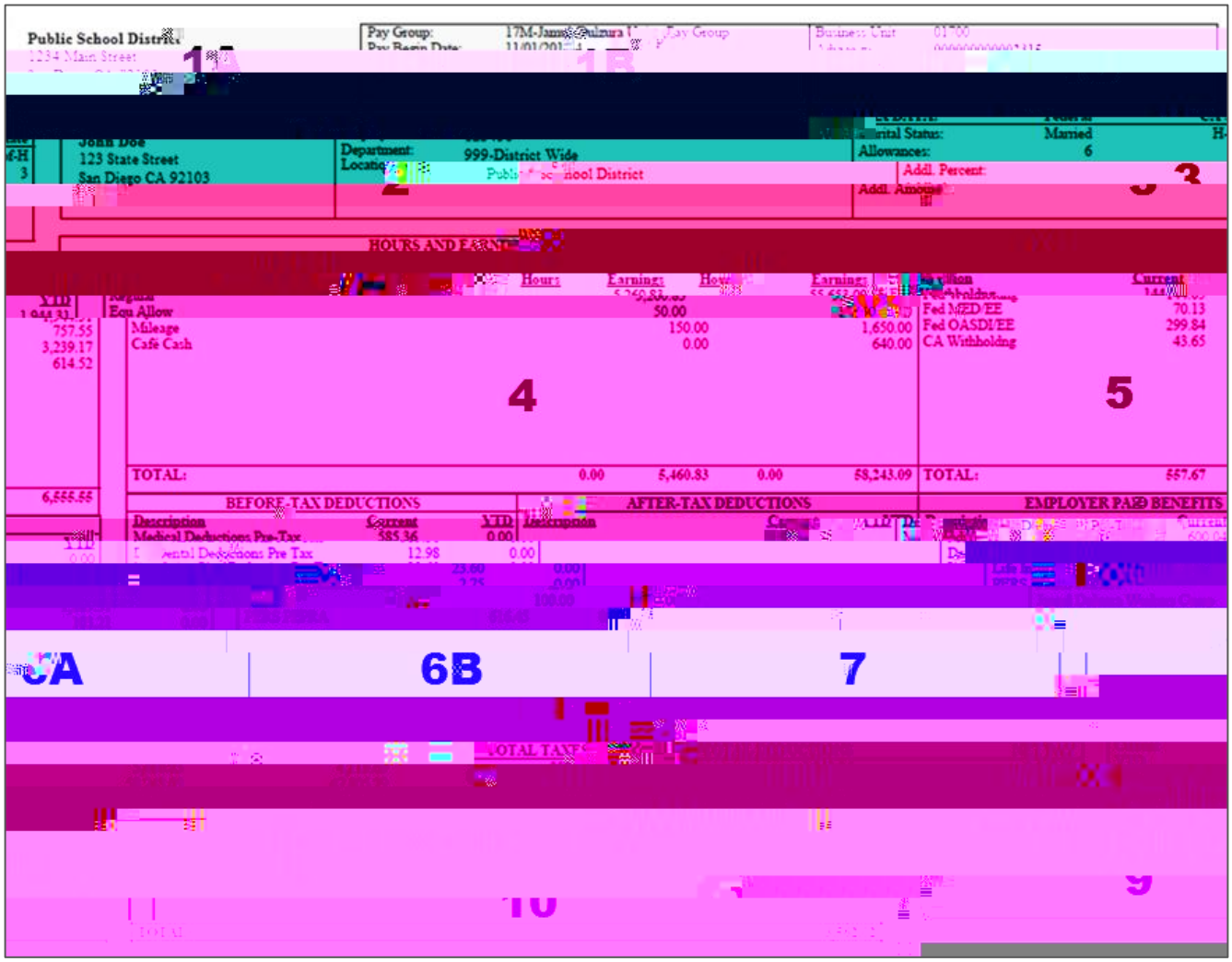
4. **Continue to next page to view additional Paychecks** or Close paycheck window and sign out.

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.



Area	Description	Fields
		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.	

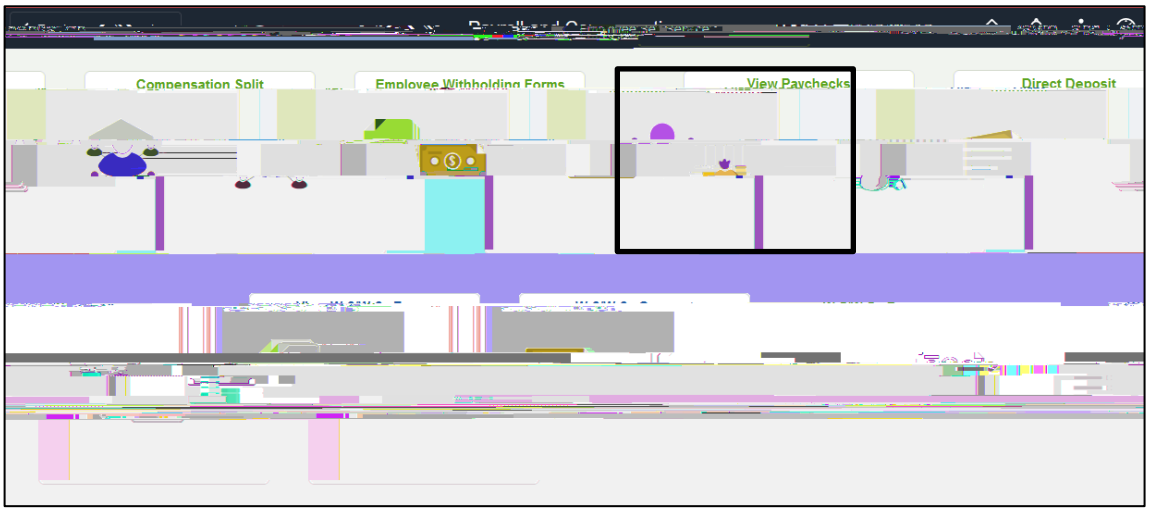
Area	Description	Fields
		V.
	Shows employer paid benefits.	

Compensation Split

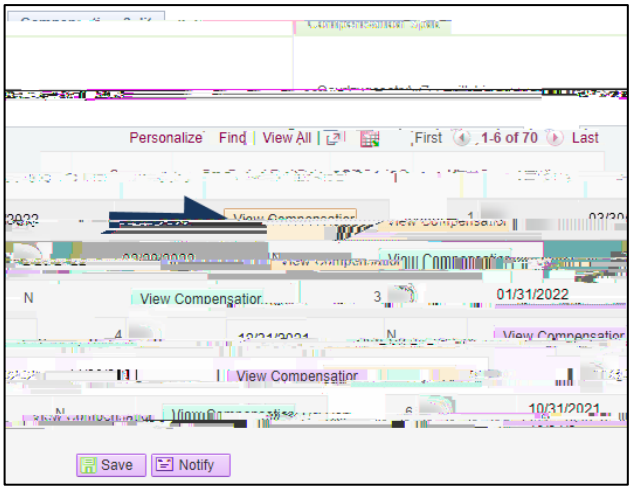
After a paycheck is available, use the Compensation Split page to view your earnings in greater detail. Multiple Components of Pay (MCOPs), additional pays, stipends, payroll earnings, and items which add to the total gross are listed as line items with corresponding values.

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

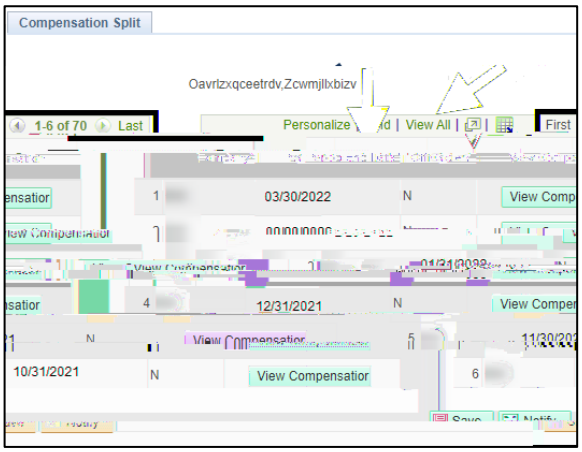
2. Click on Compensation Split tile.



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



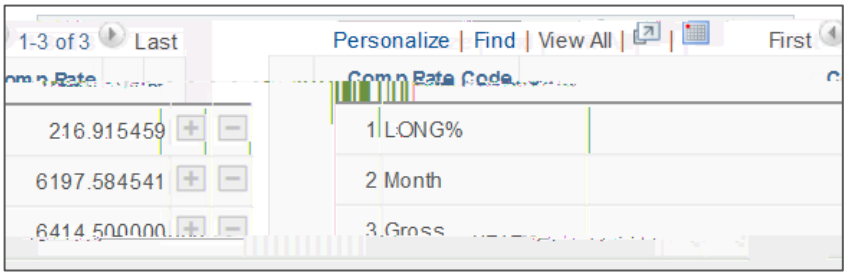
4. Click **Pay Period End Date** to sort in reverse order or click View All to see all checks.



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

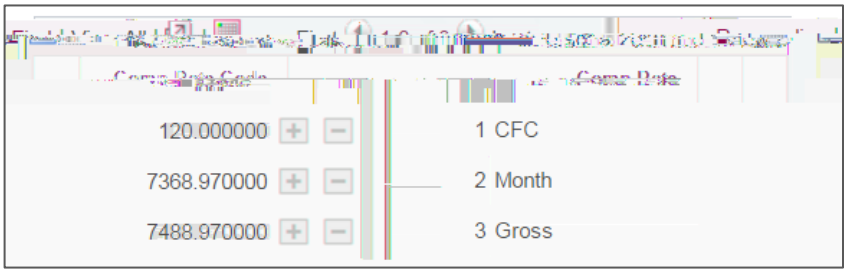
Example 1: LONG% (Longevity)

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



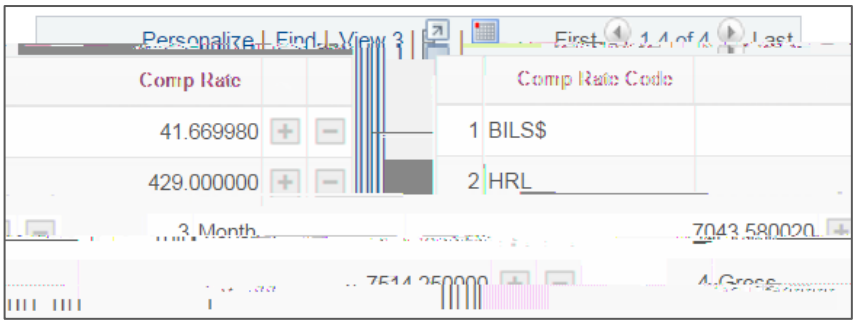
Example 2: CFC (Cafe-Plan Cash)

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



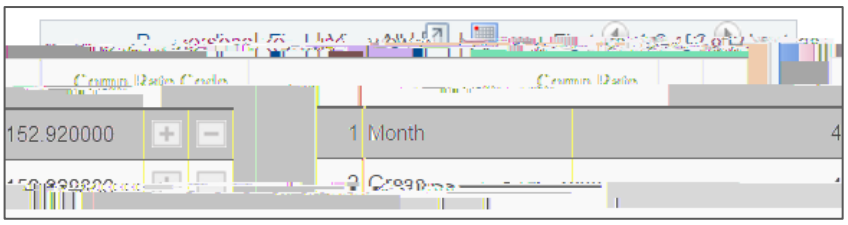
Example 3: BILS$ (Bilingual Stipend) & HRL (Payroll Hourly Earnings Code)

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



Example 4: No multiple compensation information

Line 1 (Month) = Line 2 (Gross)



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

Earnings Code Descriptions

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