

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.

A Payroll and Comp	ensation	Pay			:	\oslash
Paychecks						
T					Ţ.	Ļ
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number		
03/30/2022	Supt of Schools San Diego Co	03/01/2022 03/31/2022	84112.00	3295692		>
02/28/2022	Supt of Schools San Diego Co	02/01/2022 02/28/2022	84112.17	3250586		>
01/31/2022	Supt of Schools San Diego Co	01/01/2022 01/31/2022	84112.00	3206098		>

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

Supt of Schools San Diego Co 6401 Linda Vista Road San Diego, CA 92111-7319	Pay G Pay B Pay E	roup: 9 egin Date: (nd Date: (9M-SDCOE Pay 6/01/2019 6/30/2019	group		Business Unit: 09900 Advice #: 0000000 Advice Date: 06/28/20	01860250 19	
	Employee ID: Department: Location:	300-Integrated T SDCOE County (echnology Service Office - LV	5		TAX DATA: Marital Status: Allowances: Addl. Percent: Addl. Arnount:	Federal	CA State
	HOURS AND	DEARNINGS					TAXES	
Description Regular Retro Regular	Rate	Current - <u>Units</u>	Earnings	<u>Units</u> VTI	Earnings S 9	Description Fed Withholding Fed MED FE Fed OASDIEE CA Withholding	Current	2110 52 53 52 52 52
TOTAL:		0.00		0.00	7	TOTAL:		
BEFORE-TAX DED	UCTIONS		AFTER-TAX D	EDUCTIONS		EMPLOYE	R PAID BENEFITS	
Description Medical Deductions Pre-Tax 403B PERS Deduction Amer Fidelity - Accident - BT Amer Fidelity - Cancer - BT	<u>Current YTD</u>	Description COMET Amer Fidelity - I	Disability -AT	Current	YID	Description Medical Deductions Pre-Tax Dental Deduction After Tax Vision Deduction After Tax Life Insurance Deduction Life Insurance Deduction*	Current	YID

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



5. To see **Paychecks for a specific date range, use the filter icon** on the upper left corner of the screen. **Select date range** and **click Done.**

A Payroll and Corr	npensation	Pay	
Paychecks	-	Cancel Filter Done]
Check Date	Company	From 12/30/2021	
03/30/2022	Supt of Schools Sar	То 03/30/2022	
02/28/2022	Supt of Schools Sar		

6. Click on the up and down arrows on the right side of screen to sort Paychecks.

				Sort	×	
A Payroll and Corr	npensation	Pay		Check Date		: 0
Paychecks				Company		
Ŧ				Pay Begin Date		↑ ↓
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Pay End Date		
03/30/2022	Supt of Schools San Diego Co	03/01/2022	\$6032.56	Net Pay		
		03/31/2022		Paycheck Number		
02/28/2022	Sunt of Schools Son Diago Co	02/01/2022	\$6022.57	2250586	_	

- 7. Refer to How to Read Your PeopleSoft Paycheck (p.3) for additional details.
- 8. To return to homepage, click on Payroll Compensation > Employee Self-Service in upper left or Home icon in the upper right.

Payroll and Compensation	Р	ay		ŵ	:	\oslash
Paychecks						
✓ Employee Self Service	Payroll and C	Compensation		¢	:	\bigotimes
View Payoecks	Direct Deposit	Compensation Split	Employee Withholding F	orms		^



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.

1234 Main Street San Diego CA 92103	A	Pay Group: Pay Begin D Pay End Dat	17 kate: 11 e: 11	M-Jamul-Dulzura /01/2014 /30/2014	Union Pay Group		Business Unit: Advice #: Advice Date:	01700 000000000002315 11/26/2014	10	
ų	0.000						TAX DATA:	Federa	al	CA State
John Doe 123 State Street San Diego CA 92103	Employe Departm Locatio	e ID: 12: ent: 999 Pub	8456 9-District Wi blic School D	ide istrict			Marital Status: Allowances: Addl. Percent: Addl. Amount:	Marne	^a 3	H-of-H 3
	HC	URS AND EAR	ININGS					TAXES		
Description Ber Regular Equ Allow Mileage Café Cash	- Prior Period in Date End Date	Rate	Current <u>Hours</u>	Earnings 5,260.83 50.00 150.00 0.00	Hours	Earning: 55,653.09 300.00 1,650.00 640.00	Description Fed Withholdng Fed MED/EE Fed OASDI/EE CA Withholdng	5	Current 144.05 70.13 299.84 43.65	2010 1,944.31 757.55 3,239.17 614.52
TOTAL:	AN DEDUCTIONS	-	0.00	5,460.83	0.00	58,243.09	TOTAL:		557.67	6,555.55
Description	Current	VID Dete	ription	ATTEN-TAX DEL	Current	TID	Description Medical Deduction	s Pre-Tax	Current 600.04	YID
Mencal Deductions Pre-Tax Denal Deductions Pre-Tax Vision Plan Deduction Pre-Tax Life Insurance Deduction 457 PERS PEPRA	x 23.60 2.75 100.00 616.45	0.00 0.00 0.00 0.00 0.00					Dental Deductions Life Insurance Ded PERS PEPRA Jamul Dukzura Woo	Pre Tax luction rkers Comp	37.88 2.08 1,209.37 103.21	0.00 0.00 0.00 0.00
Menical Dediction Pre-1ax Dentil Deductions Pre-Tax Vision Plan Deduction Pre-Tax Life Instance Deduction 457 PERS PEPRA	x 23.60 2.75 100.00 616.45	0.00 0.00 0.00 0.00 0.00 0.00	AL:	6E	0.00	0.00	Dental Deduction: Life Insurance Ded PERS PEPRA Jamul Dulzura Woo	Pre Tax Inction delers Comp 7	37.88 2.08 1,209,37 103.21	0.00 0.00 0.00 0.00
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Medical Dediction Pre-1as Dental Deduction Pre Tax Vision Plan Deduction Pre Ta Life Insurance Deduction 457 PERS PEPRA TOTAL: Current YTD Absence Balances Vacation Balance Sick Balance Personal Necessity Balance Personal Business Balance	35.36 12.98 x 23.60 2.75 100.00 616.45 5A 1,341.14 TOTAL CROSS 5,460.83 58,243.09 9	0.00 0.00 0.00 0.00 0.00 0.00 0.00 FED TAXA FED TAXA 198.7 176.0 48.0 8.0	AL: BLE CROSS 47,805.25 Advice 1	6E	0.00 TOTAL TAXE 557. 6,555. 557. 6,555. 557. 6,555. 557. 6,555.	0.00 55 NET PA count Type cking	Dental Deductions Life Insurance DEPRA Jamel Dulzura Woo *TAXABLE TOTAL DEDU Y DISTRIBUTION	Pre Tax Inction Indees Comp 7 UCTIONS 1,341.14 13,817.40	27.88 2.08 1,209.37 103.21	0.00 0.00 0.00 0.00 0.00 0.00 <u>NET PAY</u> 3,562.02 37,810.14 o <u>sit Amount</u> 3,562.02



Area	Description	Fields	
1	Payroll Information Consists of payroll information.	 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: The current monthly pay cycle D. Business Unit: The school district's identifier within San Dieg County E. Advice Number: The number assigned to the employee's paradvice, similar to a check number F. Advice Date: The date the funds are available 	yroll go ay
2	Employee Information Displays employee information.	 G. Employee Name: The name of the employee H. Employee Address: The address of the employee I. Employee ID: The employee's issued employee identification number J. Department: The employee's primary department K. Location: The employee's primary location 	n
3	Tax Data Shows what the employee has designated for federal and state taxes, which determines how much Federal and California state taxes are withheld from a paycheck.	 L. Marital Status: Marital status of the employee for tax withholding purposes M. Allowances: Withholding allowances selected for Federal an State N. Addl Percent and Addl Amount: Additional withholdings 	ıd
4	Hours and Earnings Reports the employee's regular monthly salary and/or how many hours worked in the pay period, including overtime, holiday hours, and vacation hours.	 O. Regular monthly base salary: Includes base pay and any e pay for bilingual stipends, master and doctoral stipends, longevity, credential stipends, etc. See Compensation Split (p.6) for further explanations P. Additional Pays: Allowances such as auto allowance, insurance buy-out, equipment allowance or uniform allowance etc., are individually identified and listed separately -See Compensation Split (p.6) for examples -See Earnings Code Descriptions (p. 9) for explanation of abbreviations. 	e, f
5	Taxes Shows how much is being withheld for taxes.	 Q. Fed Withholding: Federal income tax withheld R. Fed MED/EE: Employee portion of Medicare S. Fed OASDI/EE: Employee's portion of Social Security 	
6	Before and After Tax Deductions Shows the before and after tax deductions.	 T. Before Tax Deductions: Items listed in this box are taken from the employee's gross wages before taxes, these deductions reduce the Federal taxable wages and therefore the employe tax withholding U. After Tax Deductions: Items listed in this box are deducted from the employee's gross wages and have no effect on the taxable wages 	om e's



Area	Description	Fields
7	Employer Paid Benefits Shows employer paid benefits.	V. If any amounts are included as taxable income, they will be indicated with an asterisk.
8	Paycheck Summary Displays a breakdown of current and year-to-date earnings, taxes, deductions, and net pay.	 W. The Current row refers to gross pay less current deductions. The YTD row refers to the total gross received for the calendar year and includes the current amount. X. Total Gross: The gross pay received Y. Fed Taxable Gross: Gross pay minus any pre-pay deductions Z. Total Taxes: The total of Federal and State withholdings AA. Total Deductions: The total of the before tax and after tax deductions BB. Net Pay: The gross pay less deductions and tax withholdings
		paid to the employee
9	Absences Balances Shows your absence balances for vacation, sick, personal necessity, and personal business.	CC.Balances are displayed in hours.
10	Net Pay Distribution Shows net earnings for the pay period.	DD.If you have more than one account set up for direct deposit, each account and the amount of deposit will be shown



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.

Employee Self Service	Payroll and	Compensation	ል 4 :	\oslash
View Paychecks	Direct Deposit	Compensation Split	Employee Withholding Forms	
View W-2/W-2c Forms	W-2/W-2c Consent			

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

0		atad . Zaurai	h da inc.		
Oavi	IZXQCE	eurav,∠cwmji	IXDIZV		
		Person	alize Find View All	2 📑	First 🕢 1-6 of 70 🕟 Last
		Company	Pay Period End Date	Off Cycle ?	View Compensation
	1		03/30/2022		View Compensatior
	2		02/28/2022	N	View Compensation
	3		01/31/2022	Ν	View Compensation
	4		12/31/2021	Ν	View Compensation
	5		11/30/2021	Ν	View Compensation
	6		10/31/2021	N	View Compensatior



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

Con	npen:	sation Split	kbizv		
[Person	alize Id View All	a 🔜	First 🕢 1-6 of 70 🕑 Last
		Company	Pay Period End Date	Off Cycle ?	View Compensation
	1		03/30/2022	N	View Compensation
	2		02/28/2022	N	View Compensatior
	3		01/31/2022	N	View Compensation
	4		12/31/2021	Ν	View Compensation
	5		11/30/2021	N	View Compensation
	6		10/31/2021	N	View Compensation
	Save	E Notify			

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

Example 1: LONG% (Longevity)

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

	Personalize Find	View All 💷 💷	First 🕙 1-3 of 3 🤇	🕑 Last
	Com p Rate Code		Com p Rate	
1	LONG%		216.915459	+ -
2	Month		6197.584541	+ -
3	Gross		6414.500000	+ -

Example 2: CFC (Cafe-Plan Cash)

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

Personalize Find View All 💷 🛄		First 🕚 1-3 of 3 🕑 Last	
	Comp Rate Code		Comp Rate
1	CFC		120.000000 🛨 🖃
2	Month		7368.970000 🛨 🖃
3	Gross		7488.970000 🛨 🖃

Example 3: BILS\$ (Bilingual Stipend) & HRL (Payroll Hourly Earnings Code) Line 1 (BILS\$) + Line 2 (HRL) + Line 3 (Month) = Line 4 (Gross)

	Personalize Find View 3 🗖 🛄		First 🕚 1-4 of 4 🕑 La		Last
	Comp Rate Code		Comp Rate		
1	BILS\$		41.669980	+	-
2	HRL		429.000000	+	-
3	Month		7043.580020	+	-
4	Gross		7514.250000	÷	-



Example 4: No multiple compensation information

Line 1 (Month) = Line 2 (Gross)

	Personalize Find View All 💷 🛄		First 🕚 1-2 of 2 🕑 Last		
	Comp Rate Code		Comp Rate		
1	Month		4152.920000	÷	-
2	Gross		4152.920000	+	-

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 that may appear on employees' paychecks. NOTE: Not all organizations use all of these codes. Please contact your organization's Payroll Department for more information.

- 1. ATO Auto Allowance
- 2. BIL Bilingual Stipend
- BIN Bil Stipend-No Credible STRS
- 4. BND Band
- 5. BNI Benefit Incentive
- 6. BNR BTSA-Without Release
- 7. BPA Back Pay Award
- 8. BUS School Bus Driver
- 9. BWR BTSA-With Release
- 10. C15 COMP TIME 1.5
- 11. CBS Certificated Bonus-DBS
- 12. CF2 Café-Plan Cash 2
- 13. CF3 Discretionary Funds
- 14. CF4 District Paid Benefit
- 15. CFC Café-Plan Cash
- 16. CMP Comp Time
- 17. CNC Confidential Classified
- 18. COT Coaching Overtime
- 19. CP2 COMP TIME 2.0
- 20. CPO Comp Pay Off
- 21. CPW Water Certification Premium
- 22. CST Credential Stipend
- 23. CV2 FFCRA COVID Rptbl \$200 Cap
- 24. CV5 FFCRA COVID Rptbl \$511 Cap
- 25. DBW STRS Defined Benefit Wages
- 26. DLY Daily
- 27. DPB District Paid Benefits
- 28. DRT Driver Training
- 29. DST Doctorial Stipend
- 30. DTS Difficult to Staff Cert
- 31. EAP Educational Assistance Plan
- 32. EAW Employee Award
- 33. ECP Ed Code Payout
- 34. EDS Extended Day STRS
- 35. EFL Emergency Family Leave
- 36. EIP Educational Incentive-PERS
- 37. ENR Earnings No Retirement
- 38. EQA Equipment Allowance
- 39. EXA Expense Allowance
- 40. FRX Friday Rate
- 41. FXC Flex Credit Earnings
- 42. GLM Massage License43. GLN Nursing License
- 44. H1 Holiday/1.0
- 45. H15 Holiday/1.5
- 46. H2 Holiday/Double

SDCOE PeopleSoft Support

- 47. H25 Holiday/2.548. HNR Dept Head Without
- Release
- 49. HPP Holiday Pay-PERS
- 50. HRE Exception Hourly
- 51. HRL Hourly
- 52. HSA Housing Allowance
- 53. HWR Dept Head With Release
- 54. HZP Hazard Premium
- 55. IBO Insurance Buy Out
- 56. INS Inservice Workshop
- 57. JDA Jury Duty Allowance
- 58. JDO Jury Duty Offset
- 59. L10 Exception Houly Longevity 10%
- 60. L12 Exception Hrly Longevity 12.5%
- 61. L25 Exception Hrly Longevity 2.5%
- 62. L50 Exception Hrly Longevity 5.0%
- 63. L75 Exception Hrly Longevity 7.50%
- 64. LEE Ldrshp Effctv Ed Prg (LEEP)
- 65. LIC LRT/Internet Class
- 66. LNG Longevity
- 67. LTR Lead Teacher
- 68. LWH Leave without Pay Hourly
- 69. LWP Leave Without Pay
- 70. MEC Mechanical Premium
- 71. MIL Mileage Allowance
- 72. MPP Military Pay PERS
- 73. MSS Master Stipend
- 74. MTE Master Teacher Stipend
- 75. MTS Math Stipend
- 76. O25 Overtime 2.5
- 77. OC5 Exception Hrly Out of Class 5%
- 78. ODS OTH Degree Stipend
- 79. OFN Off Schedule Without PERS
- 80. OLC Overload-C.C.
- 81. ONS Overnight Stipend
- 82. OOC Out of Class
- 83. OSP Off Schedule Pay PERS84. OSS Off Schedule Pay STRS-DBS
- 85. OT1 Overtime/Straight
- 86. OT2 Overtime/Double
- 87. OT5 Overtime/One and Half
- 88. PEW PERS EPMC Subject Wages

89. PNR - PAR-Without Release

san diego county office of EDUCATIO

- 90. PPD Performance Pay-DBS
- 91. PPS Performance Pay-STRS
- 92. PPW PERS-PEPRA Subject Wages
- 93. PSW PERS Subject Wages
 - 94. PUA PERS Only Uniform Allowance
 - 95. PWR PAR-With Release
 - 96. RAP Retro Applicator's Differential

99. RBN - Retro BTSA-Without

102. RCN - Retro Confidential

100. RBU - Retro School Bus Driver

101. RBW - Retro BTSA-With Release

103. RCO - Retro Coaching Overtime

104. RCP - Retro Water Certification

105. RCS - Retro Credential Stipend

108. RDR - Retro Doctorial Stipend

110. RDT - Retro Driving Stipend

111. RDW - Retro Dept Head With

113. REI - Retro Education Incentive-

114. REO - Retro Exception Hrly Out

115. REX - Retro Extended Day STRS

116. RFR - Retro Friday Rate

117. RH1 - Retro Holiday/1.0

118. RH2 - Retro Holiday/2.5

119. RH5 - Retro Holiday/1.5

120. RHD - Retro Holiday/Double

121. RHE - Retro Exception Hourly

122. RHN - Retro Dept Head Without

123. RHP - Retro Holiday Pay-PERS

125. RHZ – Retro Hazard Premium

126. RIC - Retro LRT/Internet Class

127. RIN - Retro Inservice Workshop

128. RLC – Retro Overload-C.C.

129. RLN – Retro Longevity 130. RLT – Retro Lead Teacher

97. RBD – Retro Band98. RBI – Retro Bilingual Stipend

Release

Classified

106. RDL - Retro Daily

Release

PER

of Cl

Release

124. RHR – Retro Hourly

112. REG - Regular

107. RDN - Retro 01/01/1901

109. RDS - Reading Stipend

Prem

- 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 Premium166. 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 Administration Only
- 183. TMP Termination Pay
- 184. TSD Teacher Staff Development
- 185. TTS Teacher TR-#STDNT
- 186. TTU Teacher TR-Uniform
- 187. TUP Temporary Upgrade Pay
- 188. TWP Term With Pay
- 189. UAP Uniform AL-PERS
- 190. UAS Uniform AL-STRS
- 191. UNT Unit Stipend \$
- 192. VPO Vacation Pay Off
- 193. VPS Vacation Pay Off, Suppl Tax
- 194. XAC Xtra Curr Activity-Classified
- 195. XAR Xtra Curr Activity-Cert
- 196. YRE Y-Rated Earnings
- 197. ZER Zero Earnings for AM