

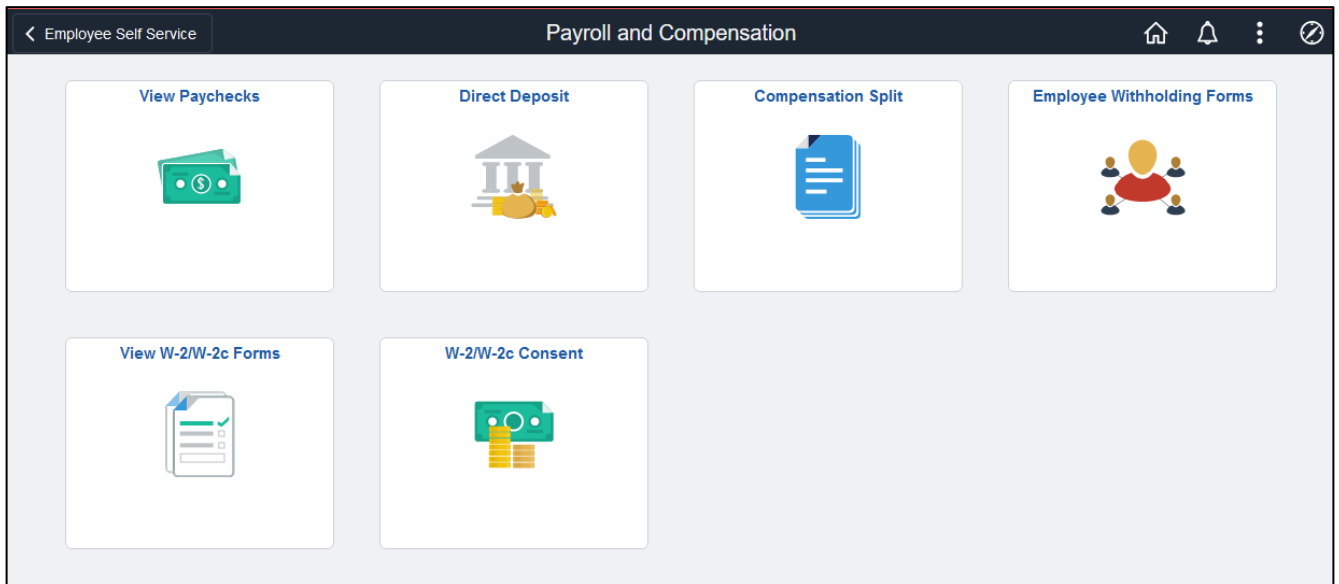
Payroll and Compensation

1. Click on **Payroll and Compensation** to review:



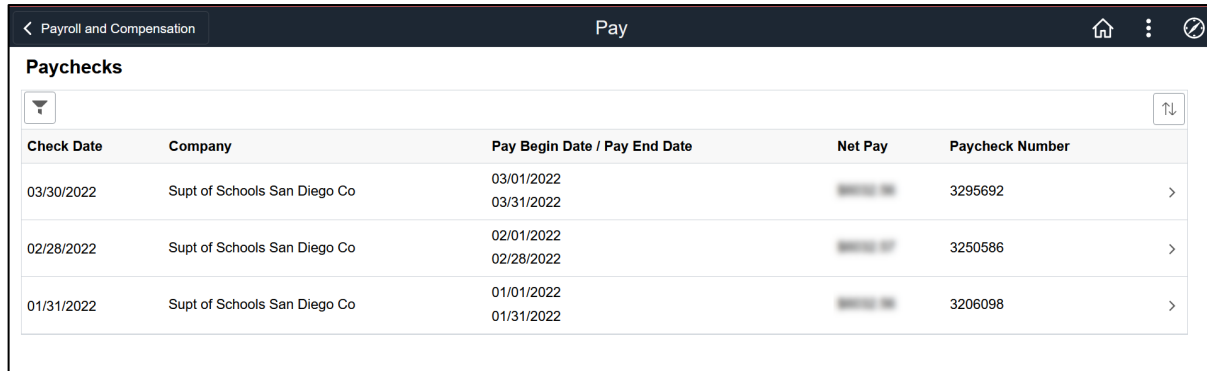
2. You will see tiles that will take you to additional pages, which we will review in separate sections:

- View Paychecks
- Direct Deposit
- Compensation Split
- Employee Withholding Forms
- View W-2/W-2c Forms
- W-2/W-2c Consent Form



Viewing Paychecks

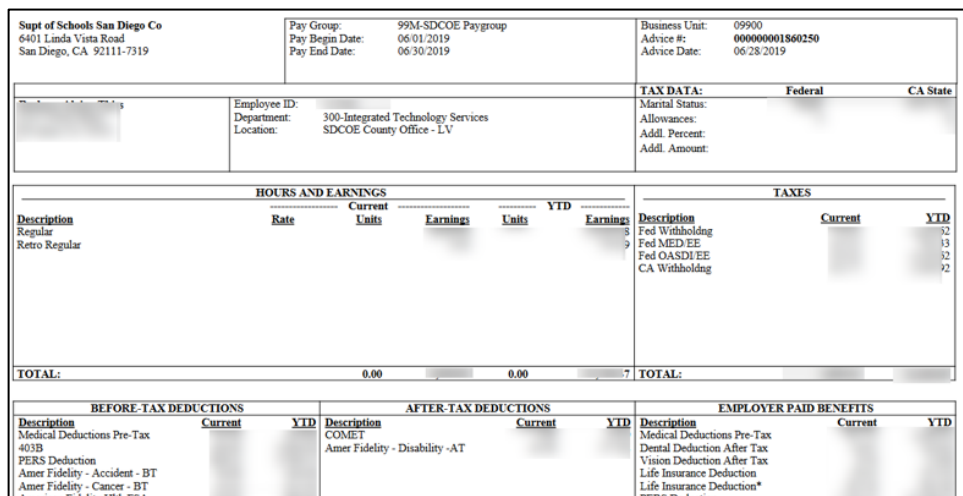
1. Click on Payroll and Compensation to review:
2. Click on View Paycheck to see most recent Paychecks.



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	██████	3295692
02/28/2022	Supt of Schools San Diego Co	02/01/2022 02/28/2022	██████	3250586
01/31/2022	Supt of Schools San Diego Co	01/01/2022 01/31/2022	██████	3206098

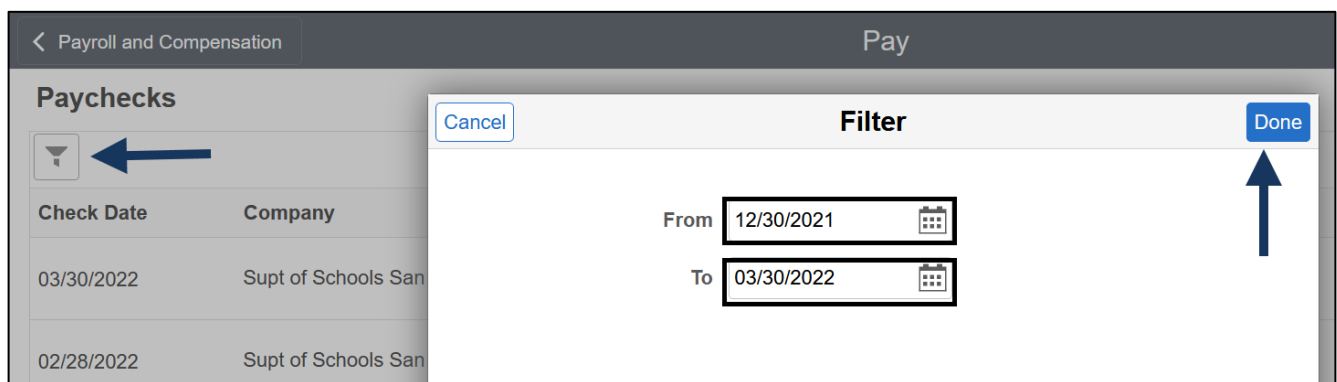
3. Click on any component to see PDF of Paycheck details.

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 Group: 99M-SDCOE Paygroup Pay Begin Date: 06/01/2019 Pay End Date: 06/30/2019	Business Unit: 09900 Advice #: 000000001860250 Advice Date: 06/28/2019																																														
Employee ID: ██████ Department: 300-Integrated Technology Services Location: SDCOE County Office - LV		TAX DATA: Federal CA State																																															
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4. Close paycheck window to return to Paychecks screen.
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.



Check Date	Company
03/30/2022	Supt of Schools San Diego Co
02/28/2022	Supt of Schools San Diego Co

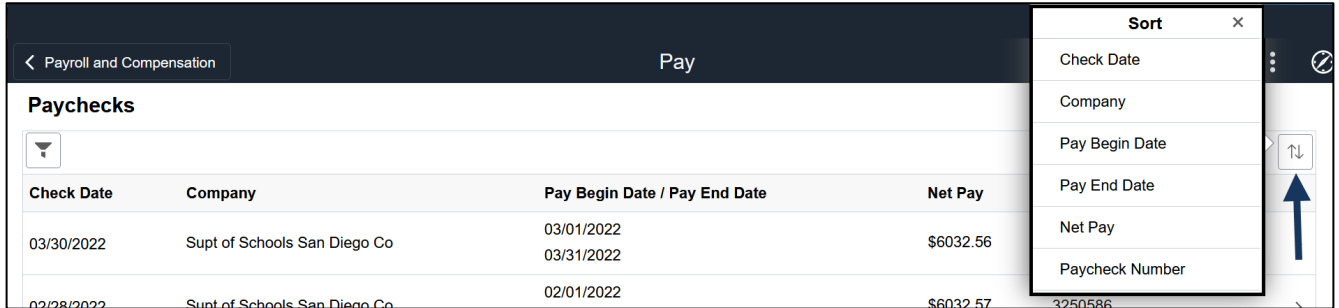
Filter

From: 12/30/2021

To: 03/30/2022

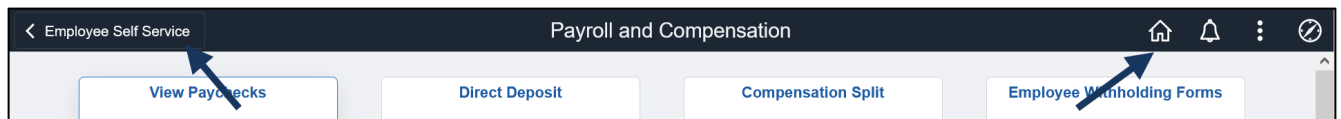
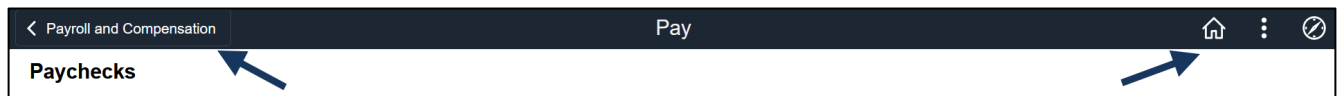
Buttons: Cancel, Done

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



Check Date	Company	Pay Begin Date / Pay End Date	Net Pay
03/30/2022	Supt of Schools San Diego Co	03/01/2022 03/31/2022	\$6032.56
02/28/2022	Supt of Schools San Diego Co	02/01/2022	\$6032.57

- Refer to **How to Read Your PeopleSoft Paycheck** (p.16) for additional details.
- To return to homepage, click on Payroll Compensation > Employee Self-Service in upper left or Home icon in the upper right.



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 San Diego CA 92103		Pay Group: 17M-Jamul-Dulzura Union Pay Group Pay Begin Date: 11/01/2014 Pay End Date: 11/30/2014	Business Unit: 01700 Advice #: 000000000002315 Advice Date: 11/26/2014																																																
1A		1B	1C																																																
John Doe 123 State Street San Diego CA 92103		Employee ID: 123456 Department: 999-District Wide Location: Public School District	TAX DATA: Federal CA State Marital Status: Married H-of-H Allowances: 6 3 Addl. Percent: Addl. Amount:																																																
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1	<p>Payroll Information <i>Consists of payroll information.</i></p>	<ul style="list-style-type: none"> ▪ Employer name and business address ▪ Pay Group: M (Salaried Employee), P (Hourly Employee) R (Retired Employee) ▪ Pay Begin Date and Pay End Date: The current monthly payroll cycle ▪ Business Unit: The school district's identifier within San Diego County ▪ Advice Number: The number assigned to the employee's pay advice, similar to a check number ▪ Advice Date: The date the funds are available
2	<p>Employee Information <i>Displays employee information.</i></p>	<ul style="list-style-type: none"> ▪ Employee Name: The name of the employee ▪ Employee Address: The address of the employee ▪ Employee ID: The employee's issued employee identification number ▪ Department: The employee's primary department ▪ Location: The employee's primary location
3	<p>Tax Data <i>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.</i></p>	<ul style="list-style-type: none"> ▪ Marital Status: Marital status of the employee for tax withholding purposes ▪ Allowances: Withholding allowances selected for Federal and State ▪ Addl Percent and Addl Amount: Additional withholdings
4	<p>Hours and Earnings <i>Reports the employee's regular monthly salary and/or how many hours worked in the pay period, including overtime, holiday hours, and vacation hours.</i></p>	<ul style="list-style-type: none"> ▪ Regular monthly base salary: Includes base pay and any extra pay for bilingual stipends, master and doctoral stipends, longevity, credential stipends, etc. ▪ 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.19) for examples ▪ -See Earnings Code Descriptions (p. 22) for explanation of abbreviations.
5	<p>Taxes <i>Shows how much is being withheld for taxes.</i></p>	<ul style="list-style-type: none"> ▪ Fed Withholding: Federal income tax withheld ▪ Fed MED/EE: Employee portion of Medicare ▪ Fed OASDI/EE: Employee's portion of Social Security
6	<p>Before and After-Tax Deductions <i>Shows the before and after-tax deductions.</i></p>	<ul style="list-style-type: none"> ▪ 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 employee's tax withholding ▪ After Tax Deductions: Items listed in this box are deducted from the employee's gross wages and have no effect on the taxable wages
7	<p>Employer Paid Benefits <i>Shows employer paid benefits.</i></p>	<ul style="list-style-type: none"> ▪ If any amounts are included as taxable income, they will be indicated with an asterisk.

Area	Description	Fields
8	<p>Paycheck Summary <i>Displays a breakdown of current and year-to-date earnings, taxes, deductions, and net pay.</i></p>	<ul style="list-style-type: none"> ▪ 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. ▪ Total Gross: The gross pay received ▪ Fed Taxable Gross: Gross pay minus any pre-pay deductions ▪ Total Taxes: The total of Federal and State withholdings ▪ Total Deductions: The total of the before tax and after-tax deductions ▪ Net Pay: The gross pay less deductions and tax withholdings paid to the employee
9	<p>Absences Balances <i>Shows your absence balances for vacation, sick, personal necessity, and personal business.</i></p>	<ul style="list-style-type: none"> ▪ Balances are displayed in hours.
10	<p>Net Pay Distribution <i>Shows net earnings for the pay period.</i></p>	<ul style="list-style-type: none"> ▪ If you have more than one account set up for direct deposit, each account and the amount of deposit will be shown