PeopleSoft

Employee Self-Service (ESS)

Version 1.2 | Updated May 28, 2015

Contents

SAN DIEGO COUNTY
OFFICE OF EDUCATION

PREPARED BY THE SDCOE CUSTOMER RESOURCE CENTER

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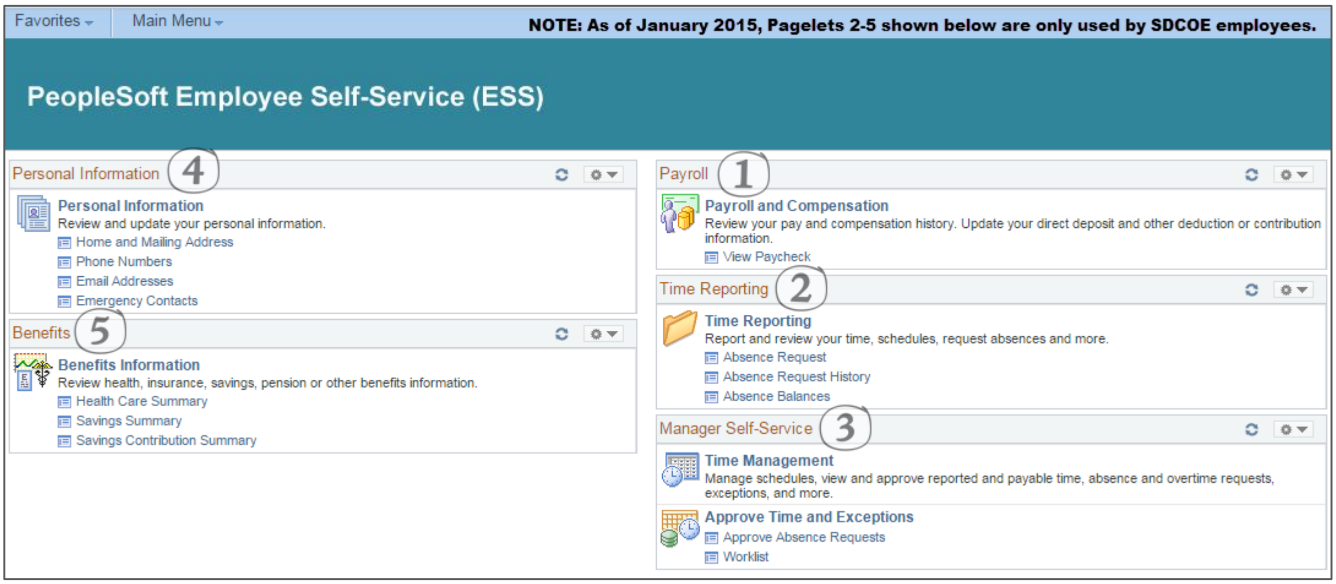
Overview

PeopleSoft Employee Self-Service (ESS) at https://ess.erp.sdcoe.net is a web-based system that allows you to (1) view your paycheck, (2) enter absence requests and view absence balances, (3) approve absence requests (managers only), (4) review and update your personal information, and (5) review your benefits information.



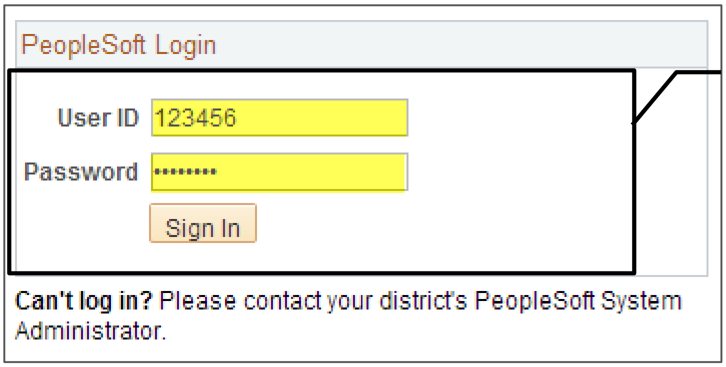
NOTES:

- Your district or organization might not use all of the functions described in this guide. Please check with your district's PeopleSoft contact for more information about the functionality that you should expect to access.
- ESS can be accessed from work and home.
- Be sure to set up "I Forgot My Password" so you can easily reset a forgotten or expired password. The directions are on p.4.
- After any transaction, click **Home** to return to the home screen where the pagelets (boxes that contain links) are displayed.

Logging In to ESS

Directions:

1. Go to https://ess.erp.sdcoe.net. This is the URL for PeopleSoft Employee Self-Service (ESS).
2. Log in with your PeopleSoft User ID and password. If you are a new user, you will be forced to change your auto-generated password the first time you log in (see p.3).



USER ID:

- User ID = Your employee ID without hyphens.
- *Example: 123456*

AUTO-GENERATED PASSWORD:

- Password = The **First 4 of YOUR LAST NAME IN CAPS + Last 4 of SSN**.
- *Example: Pat Smith = SMIT6789*
- *Example: Taylor Vo = VO6789*
- *Example: Sam O'Hara = O'HA6789*
- *Example: Shannon Van Woy = VANW6789 (ignores the space)*

NOTE: If you have already used PeopleSoft Finance or HCM, continue to use your existing password.

HOW TO GET HELP

If you cannot log in or are experiencing issues, please contact your district's PeopleSoft contact.

Provide your name, User ID, and a description of the problem. If necessary, the district PeopleSoft contact will work with the SDCOE Customer Resource Center (CRC) to resolve the issue.

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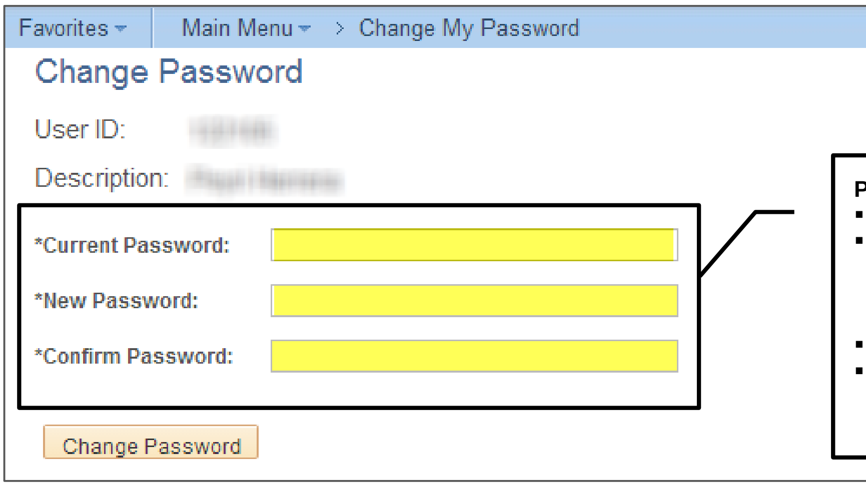
Changing Your Password

First Login

On your first login, you will be prompted to change your auto generated password. You will need to change your password every 365 days.

Directions: When prompted, enter your current password. Then type a new password twice following the password requirements. Click **Change Password**. Remember, your password is case sensitive.



PASSWORD REQUIREMENTS:
- Minimum of seven characters
- Must contain the following: an uppercase letter, lowercase letter, numeral, and a special character (%,!,&)
- Cannot contain the User ID.
- Must be changed every 365 days. When changed, it may not match the previous password.

Upon changing your password, please enroll in “I Forgot My Password” (p.4) so you can easily reset a forgotten or expired password.

Changing Your Password as Needed

If you were not prompted to change your password, or if you need to change your password in the future, navigate to **Main Menu > Change My Password**.

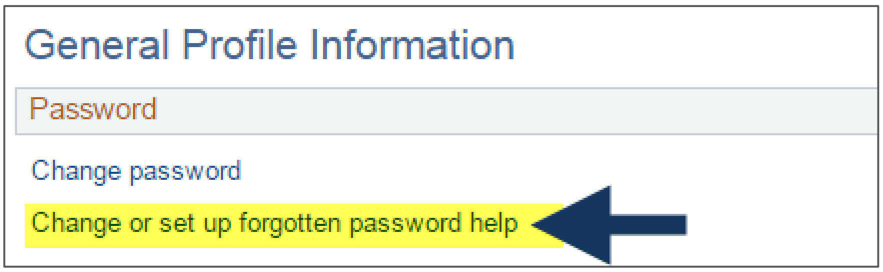
Setting Up "I Forgot My Password" – VERY IMPORTANT!

Select a security question and verify your email address. It is very important that you set this up! It will save you time in the future in the case that you forget your password or if it expires.

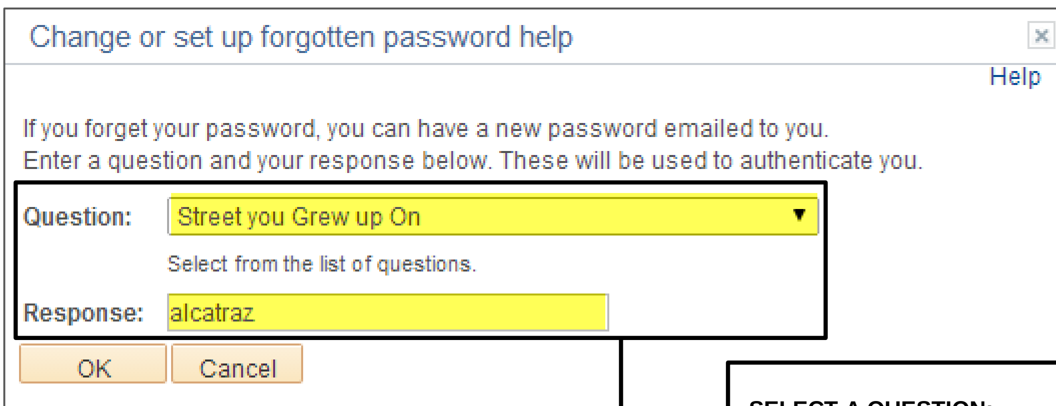
Directions: Navigate to **Main Menu > My Profile**. The My System Profile page will appear. Be sure to complete Parts 1 & 2.

PART 1: SECURITY QUESTION:

Click the link that says **Change or set up forgotten password help**.



Select a security question and enter a response, then click **OK**. Your response is *not* case sensitive.



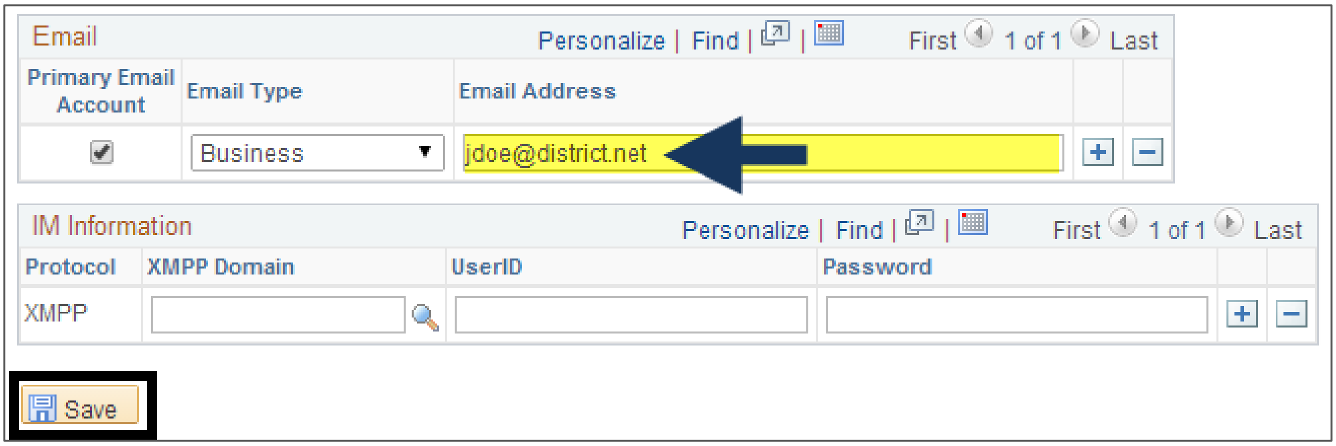
SELECT A QUESTION:

- What is the name of your childhood best friend?
- What is the name of your favorite actor?
- What is the name of your favorite childhood pet?
- What is your favorite food?
- What is your favorite hobby?
- What is your favorite vacation spot?
- What street did you grow up on?
- Who is your favorite cartoon character?
- Who is your favorite childhood hero?

TYPE A RESPONSE:
Enter a response you will remember later!
What you type is not case sensitive, so don't worry about upper/lowercase letters. (Your PeopleSoft password, however, *is* case sensitive).

PART 2: 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. This is also the address that is used for absence request email notifications sent to and from your manager. Click **Save** to save your changes.



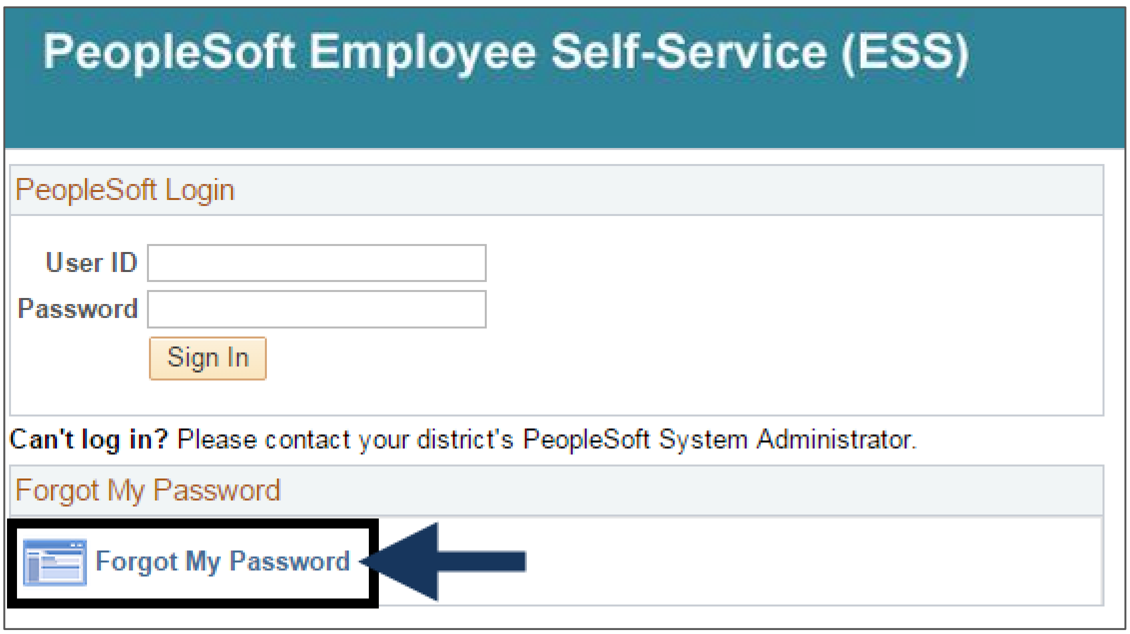
If necessary, click **Home** to go to the Home page.

Resetting a Forgotten or Expired Password

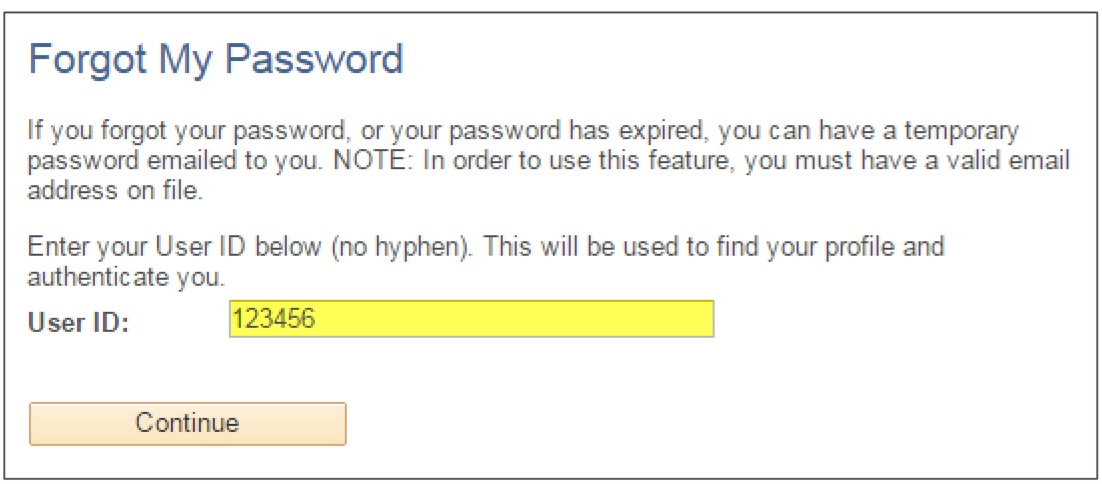
You may follow these directions to reset a forgotten or expired password if you have previously set up "I Forgot My Password" (p.4). If you did not set this up, please contact your district's PeopleSoft Security Administrator and ask them to reset your password. Be sure to enroll in "I Forgot My Password" for future use!

Directions:

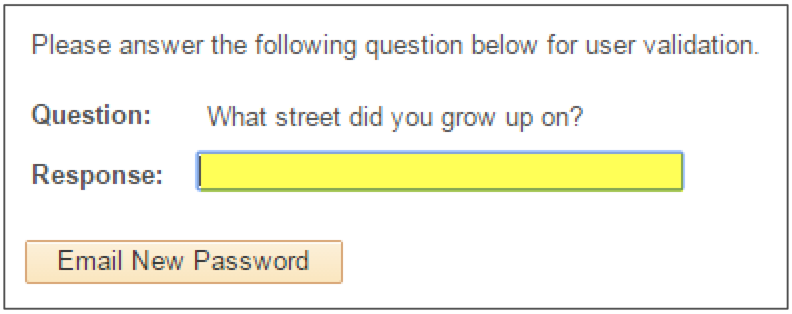
1. Go to https://ess.erp.sdcoe.net. This is the URL for PeopleSoft Employee Self-Service (ESS).
2. Click **Forgot My Password**.



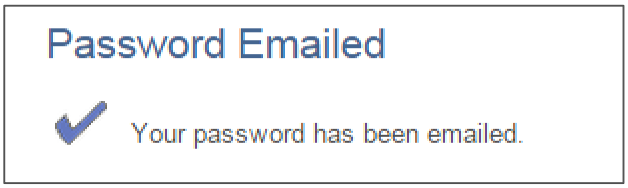
3. Enter your six-digit User ID (no hyphen). Click **Continue**.



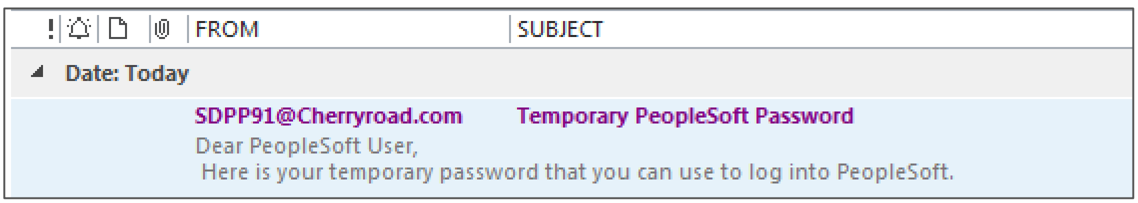
4. Type the answer to your security question (not case sensitive). Click **Email New Password**.



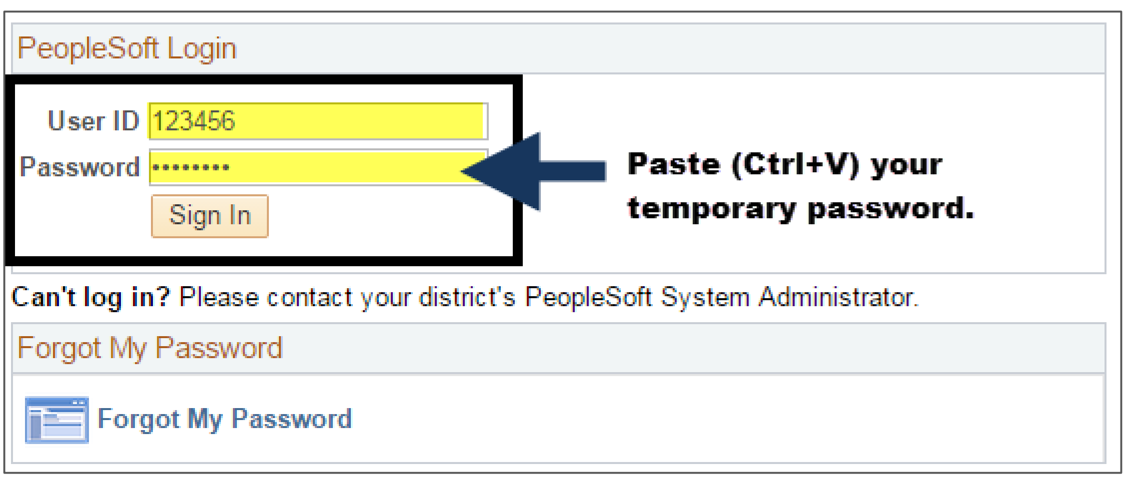
5. The screen will say, “Your password has been emailed.” You can now close this window/tab.



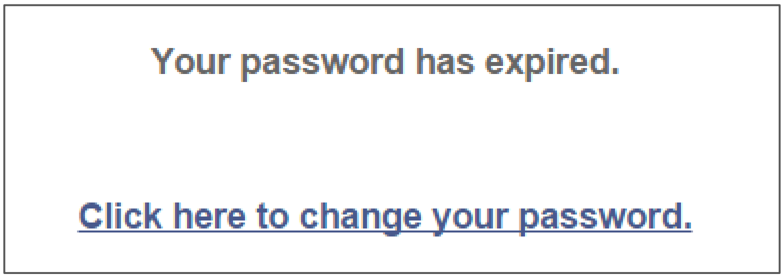
6. Check your email account associated with your PeopleSoft user. Open the message titled *Temporary PeopleSoft Password*. It will contain a temporary password.



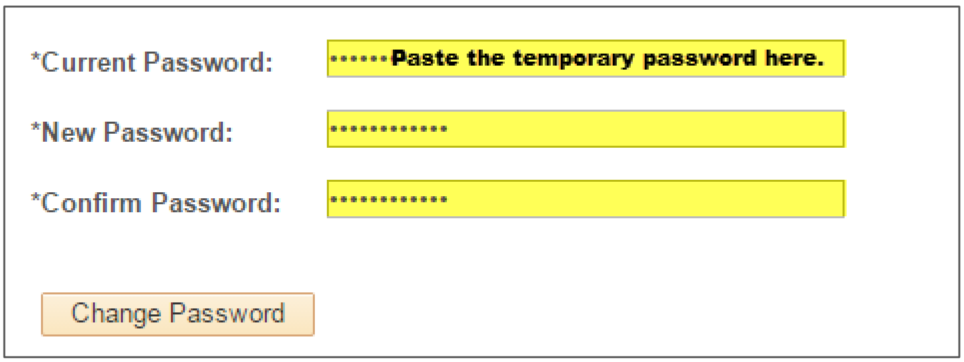
7. Use Ctrl+C to copy the temporary password (like *eBDu]2pW*, for example) found in the email message.
8. Go back to the login page at https://ess.erp.sdcoe.net. Enter your User ID (six-digit employee ID) and temporary password. For ease, use Ctrl+V to paste your temporary password. Click **Sign In**.



9. You will see a message that says, "Your password has expired. Click here to change your password." Click the link.



10. Enter your current password (paste in the temporary password). Create a new password that matches the password requirements and enter it twice. Click **Change Password**.

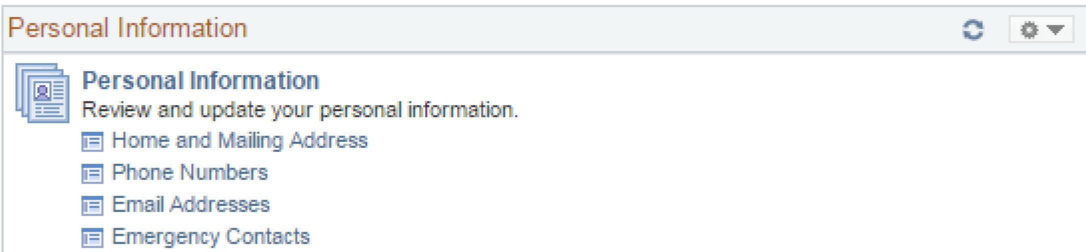


Editing Personal Information

USED BY SDCOE ONLY

Use the Personal Information pagelet to update your address, phone number, email address, and emergency contacts. ***NOTE:*** *For a name change, you must contact the HR Department.*

To update your personal information, use these 4 links:



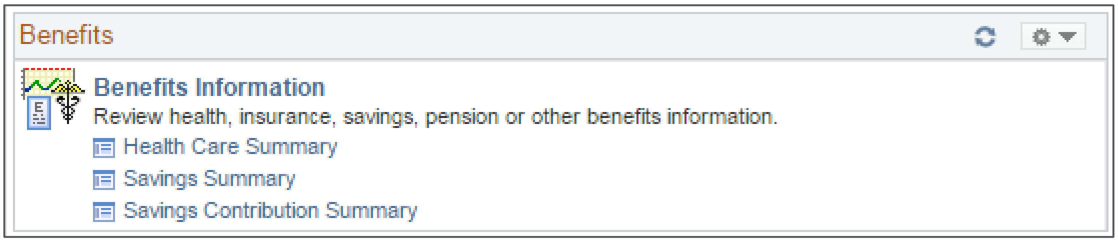
- **Home and Mailing Address:** Edit an existing address or add an additional one (like add a mailing address, for example).
- **Phone Numbers:** Edit your home phone number or add an additional one (like a cell phone). If you have multiple numbers, one must be marked "Preferred."
- **Email Addresses:** Add an email address. Note the system does not allow you to delete your sdcoe.net (Business) email address on file.
- **Emergency Contacts:** Add or edit your emergency contacts.

Viewing Benefits Information

USED BY SDCOE ONLY

Use the Benefits pagelet to view your benefits information.

To view your benefits information, use these 3 links:



- **Health Care Summary:** View your benefits. This page includes the type of benefit (like Medical, Dental, Vision, for example), the plan description, and coverage or participation. You can click the benefit type for additional information, including the plan name, plan provider, and covered dependents.
- **Savings Summary:** View the plans available and your monthly contribution for each plan if you are enrolled in more than one plan.
- **Savings Contribution Summary:** View the type of benefit and whether the contributions are flat amounts or percentages.

Entering Absence Requests

USED BY SDCOE ONLY

Screens

There are three Absence screens you can use:

Screen	Enter an Absence	Edit a Saved Absence	View Absence History	Forecast/ View Balances
1. Absence Request Screen	●			●
2. Absence Request History Screen		●	●	
3. Absence Balances Screen				●

FAQs

Q: How do I submit an absence request?
For full directions with screenshots, see the directions that begin on the next page. Here are the quick directions: In PeopleSoft Employee Self-Service, go to the screen called **Absence Request**. Enter the start date and absence name. Then enter the end date. Click **Calculate End Date or Duration**, then click **Forecast Balance**. Click **Submit**.

Q: How far into the future can I submit an absence request?
You can submit absence requests through the end of this fiscal year.

Q: What drives the Absence Names (Bereavement, Jury Duty, Vacation, etc.) that I can select?
The pay group you are in, set up by your HR Department, drives the absence names you see on the screen.

Q: How does my manager know when to approve my absence request? How do I know when it was approved?
A: When you submit your absence request, an email message is sent to your manager to let him/her know that a request needs approval. When your manager takes action on your request—by either approving, denying, or pushing back—you will receive an email message.

Q: Can I view my up-to-date leave balances (not payroll by payroll)?
Yes. The current balance is as of last payroll. The current balances do not reflect absence requests not processed by payroll. If you want to see your up-to-date balance, forecast using today's date (or another future date).

Q: Will absence balances display on the PeopleSoft paystub?
Yes. You will see absence balances on the bottom-left of the paystub.

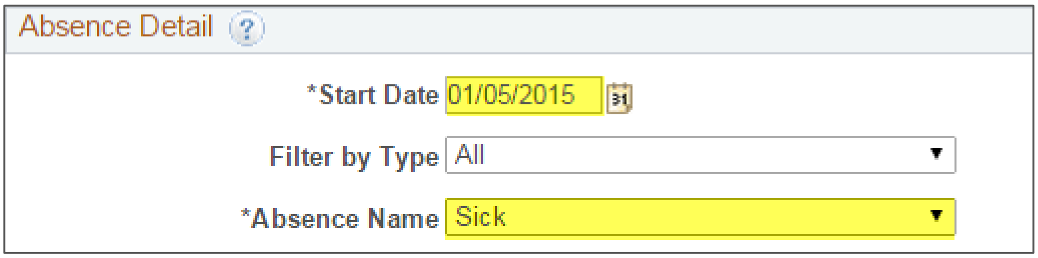
Q: How do you delete an absence request?
A: You must ask your manager to deny your request. Once the Timesheet Self-Service functionality is in use, you will be able to change/delete your absence through the Timesheet.

Enter an Absence Request

To enter an absence request, use the Absence Request screen.

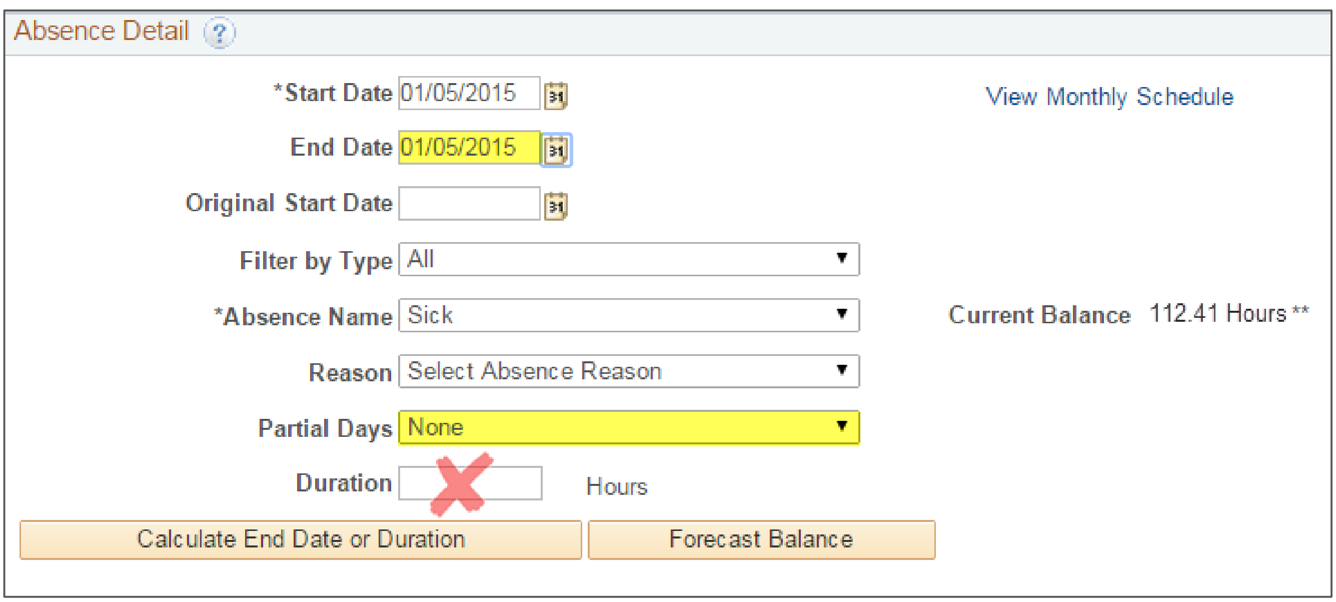
Directions:

1. On the Home page, click **Absence Request**. The Absence Request screen will appear.
2. Enter the **Start Date** and **Absence Name**. After you complete these two fields, additional fields will appear.



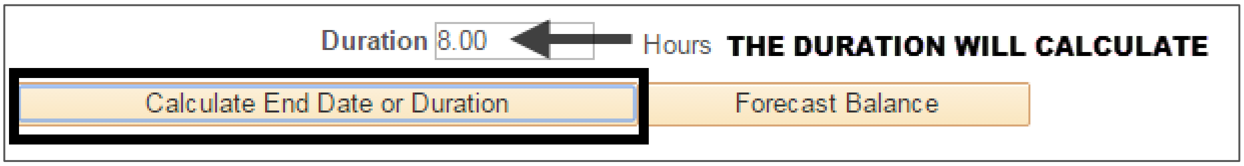
- **Start Date:** Enter the first day of the absence. *Example: 12/15/2014.*
- **Absence Name:** Select the type of absence. The options available for selection are tied to the way your position is set up in HR. *Examples: Sick, Vacation, Personal Business, Personal Necessity, Jury Duty.*

3. Enter the **End Date**. If necessary, enter **Reason** and **Partial Days**.

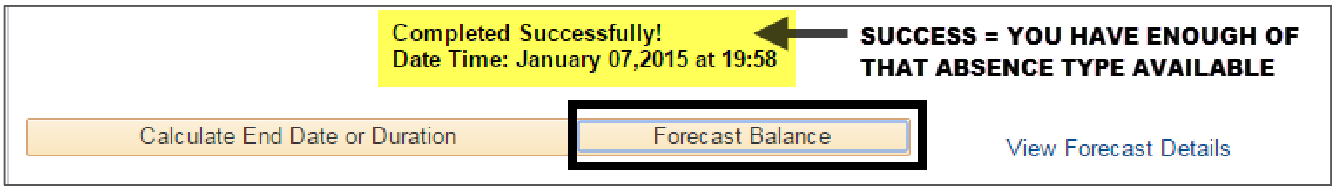


- **End Date:** Enter the last day of the absence. If this is one day only, this should be the same as the Start Date. *Examples: 12/15/2014 - 12/15/2014 (one day), 12/15/2014 - 12/16/2014 (two days)*
- **Reason:** If necessary and/or required by your district, select a Reason.
- **Partial Days:** Partial days are used when you are not taking a full day (like 2 *hours* or *4 hours*, for example). See samples on p.14 for use of partial days.
- **Duration:** *Don't enter the duration.* This is automatically calculated in Step 4.
- **Current Balance:** Your current balance will be displayed on the right side of the screen. The current balances do not reflect absence requests not processed by payroll. This is why you forecast in Step 5.

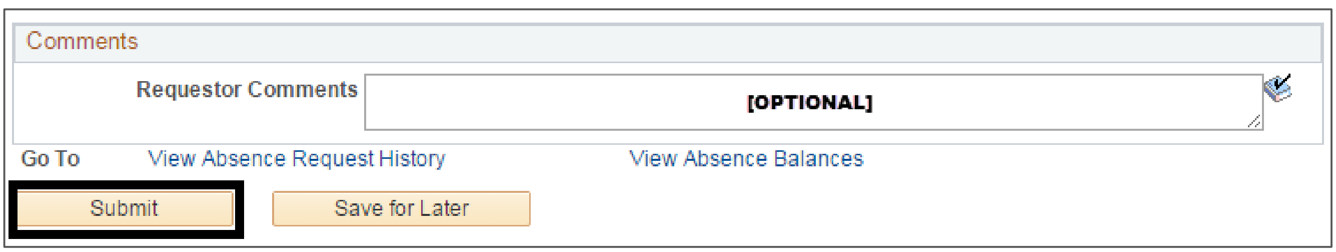
4. Click **Calculate End Date or Duration** (orange button). This populates the **Duration** in hours.
   NOTE: If the duration appears incorrect, contact HR to fix your job data record.



5. Click **Forecast Balance** (orange button). You should see a message that says, "*Completed Successfully!*" If not, you do not have enough of that absence type available. For details, click the **View Forecast Details** link on the right side of the screen.

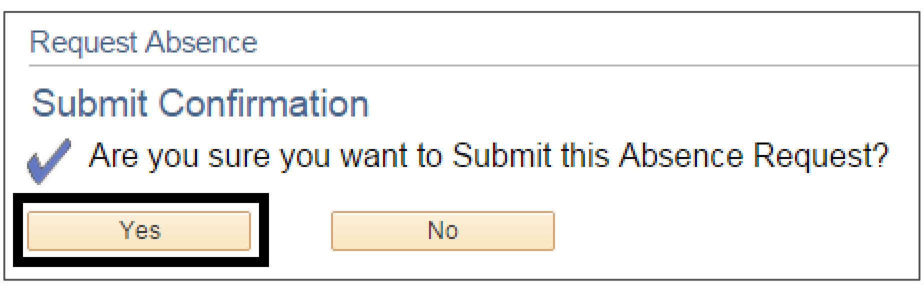


6. If desired, enter comments. Click **Submit**.



   NOTE: If you click **Save for Later** it doesn't go anywhere until you submit it; if you save you will need to edit and submit it from the Absence Request History screen.

7. A confirmation window will appear. Click **Yes**.



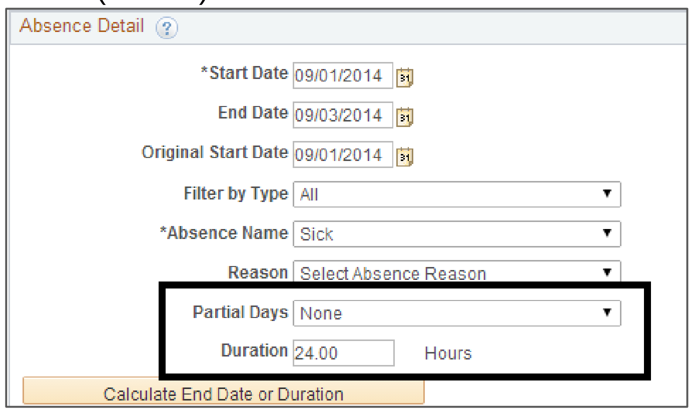
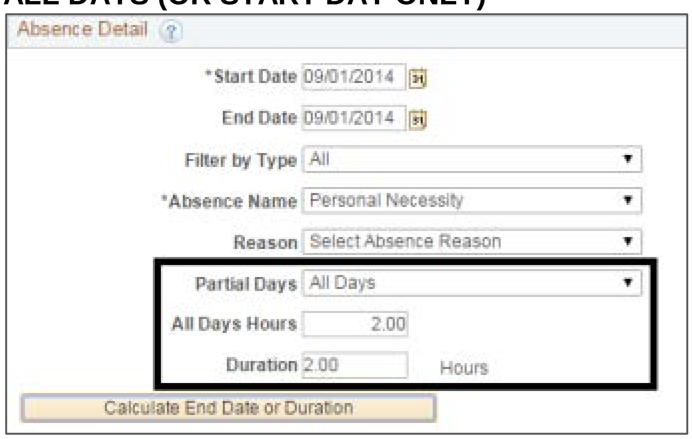
8. The absence request is now submitted, which sends an email message to your manager and also adds the request to his/her worklist.

9. Click **Home** to return to the home screen or click **Absence Request** (the last portion of the breadcrumb navigation at the top of the screen) to return to the previous screen to enter other requests.

IMPORTANT! You cannot edit a submitted absence event. You can only edit ones that are *saved*, *denied*, or *pushed back*. For directions, see p.17.

Partial Days

PeopleSoft allows you to enter absences requests in partial days. If you need to request a partial day(s) for an absence, you will use the **Partial Days** dropdown menu and the **Hours** field.

If you need to request…	Enter it like this…
Full days off, no partials (MOST CIRCUMSTANCES) *Example: Hank's regular work schedule is 8 hours per day. He is taking 3 full days (24 hours) of sick leave.*	**NONE** (Default)  ▪ **Partial Days** = *None* (Default) ▪ **Duration** = Do nothing. It will be calculated by multiplying the employee's work schedule (8) x the number of days taken (3) = 24 hrs
A few hours off during one work day (MANY CIRCUMSTANCES) *Example: Hank's regular work schedule is 8 hours per day. He is taking 2 hours of personal necessity.*	**ALL DAYS (OR START DAY ONLY)**  ▪ **Partial Days** = *All Days* (or you can select *Start Day Only* – when applied to one day, both do the same thing) ▪ **All Days Hours** = 2.0 ▪ **Duration** = Do nothing. It will be calculated by taking the All Days Hours (2) x the number of days taken (1) = 2 hrs

<table>
<tr><th>If you need to request…</th><th>Enter it like this…</th></tr>
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Consecutive half days off

Example: Hank's regular work schedule is 8 hours per day. He is taking 3 half-days (12 hours) of vacation.

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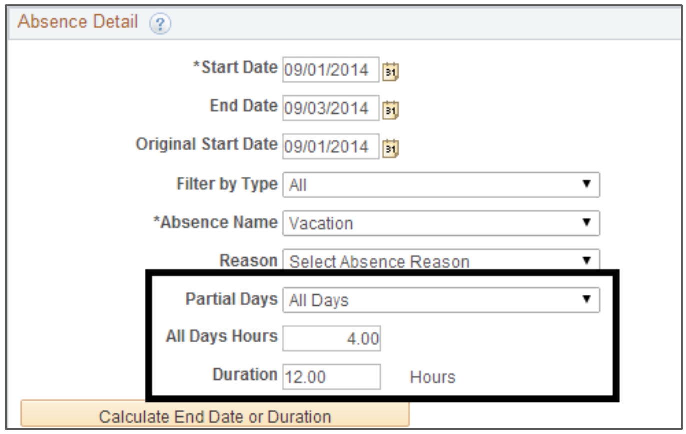
ALL DAYS



- **Partial Days** = *All Days*
- **All Days Hours** = 4.0
- **Duration** = Do nothing. It will be calculated by taking the All Days Hours (4) x the number of days taken (3) = 12 hrs

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Partial day at end of leave

Example: Hank's regular work schedule is 8 hours per day. He is taking 3 days of vacation. The first two days will be full days of vacation and the third will be a half-day (20 hours).

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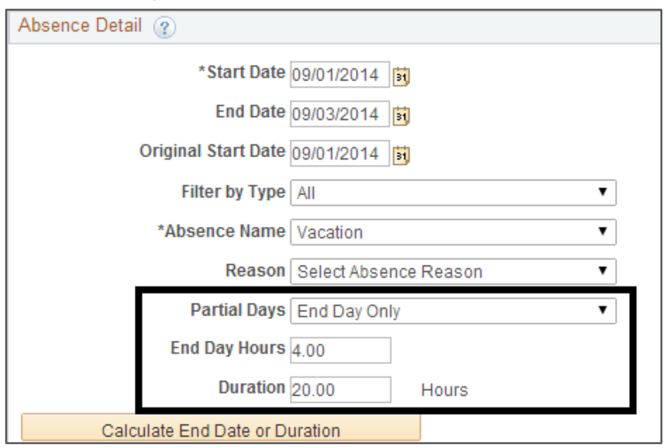
END DAY ONLY



- **Partial Days** = *End Day Only*. The Partial Hours only apply to the End Date (within a range).
- **End Day Hours** = 4.0
- **Duration:** Do nothing. It will be calculated by taking his work schedule (8) x the number of full days taken (2) = 16 hrs. + the 4 hrs. taken on the half-day = 20 hrs

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<tr><th>If you need to request…</th><th>Enter it like this…</th></tr>
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Partial day at beginning of leave

Example: Hank's regular work schedule is 8 hours per day. He is taking 3 days of vacation. The first day will be a half-day of vacation and the second and third day will be full days (20 hours).

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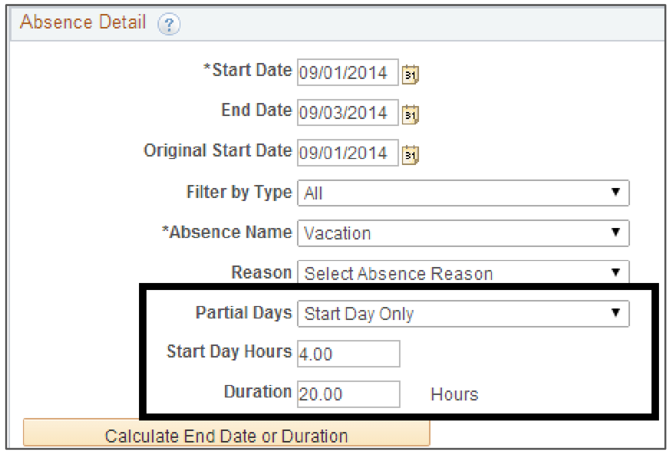
START DAY ONLY



- **Partial Days** = Start Day Only. The Partial Hours only apply to the Start Date (within a range).
- **Start Day Hours** = 4.0
- **Duration:** Do nothing. It will be calculated by taking his work schedule (8) x the number of full days taken (2) = 16 hrs. + the 4 hrs. taken on the half-day = 20 hrs

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Partial day at beginning and end of leave

Example: Hank's regular work schedule is 8 hours per day. He is taking 3 days of vacation. The first day will be a half-day, the second day will be a full day, and the last day will be a half-day (16 hours).

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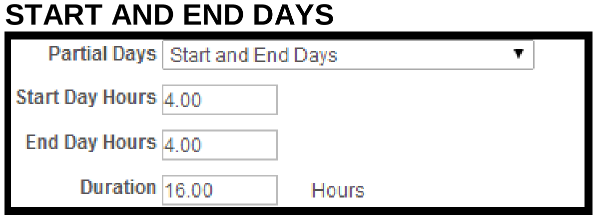
START AND END DAYS



- **Partial Days** = Start and End Days. The Partial Hours only apply to the Start Date and End Date (within a range).
- **Start Day Hours** = 4.0
- **End Day Hours** = 4.0
- **Duration:** Do nothing. It will be calculated by taking his work schedule (8) x the number of full days taken (1) = 8 hrs. + the hours taken on the 2 half-days (4 hrs.) + (4 hrs.) = 16 hrs

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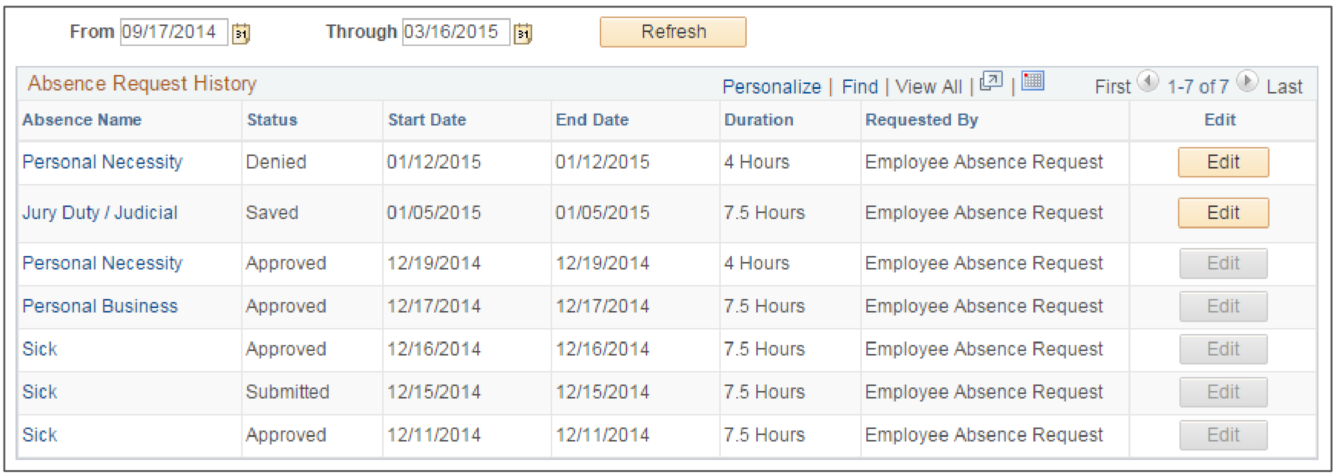
Edit a Saved, Denied, or Pushed Back Absence Request

To edit a saved, denied, or pushed back absence request, use the Absence Request History screen. You can also view submitted requests, however you cannot edit them.

Directions:

1. On the Home page, click **Absence Request History**. The Absence Request History screen will appear.
2. In the list of absences, look for the saved, denied, or pushed back absence request. If necessary, set the date range and click **Refresh**.



From 09/17/2014 Through 03/16/2015 Refresh

Absence Request History — Personalize | Find | View All | First 1-7 of 7 Last

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Personal Necessity	Denied	01/12/2015	01/12/2015	4 Hours	Employee Absence Request	Edit
Jury Duty / Judicial	Saved	01/05/2015	01/05/2015	7.5 Hours	Employee Absence Request	Edit
Personal Necessity	Approved	12/19/2014	12/19/2014	4 Hours	Employee Absence Request	Edit
Personal Business	Approved	12/17/2014	12/17/2014	7.5 Hours	Employee Absence Request	Edit
Sick	Approved	12/16/2014	12/16/2014	7.5 Hours	Employee Absence Request	Edit
Sick	Submitted	12/15/2014	12/15/2014	7.5 Hours	Employee Absence Request	Edit
Sick	Approved	12/11/2014	12/11/2014	7.5 Hours	Employee Absence Request	Edit

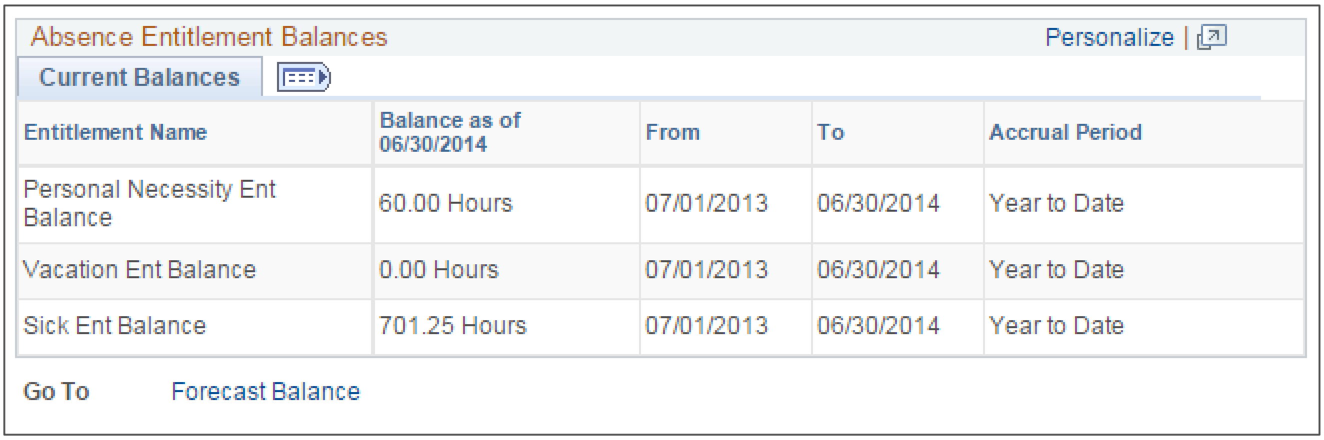
3. Click **Edit**. Make any necessary changes, then submit for approval.
   - **For denied requests:** You may not resubmit a denied request with the exact same date(s) and absence name; you must change the request in some way.

View Current Balances and Forecast

To view current balances and forecast, use the Absence Balances screen. For the Current Balance, PeopleSoft always looks at the finalized absence period. After payroll runs each month, you will see the balances from the previous finalized absence period.

Directions:

1. On the Home page, click **Absence Balances**. The Absence Balances screen will appear.
2. This screen shows your current balances. The current balances do not reflect absence requests not processed by payroll. NOTE: When your district first starts using PeopleSoft and the first payroll has not yet run, no current balances exist; the screen will say “There are no current balances to display” and you will have 0.00 hours. You must forecast in Step 3 to see your balances.



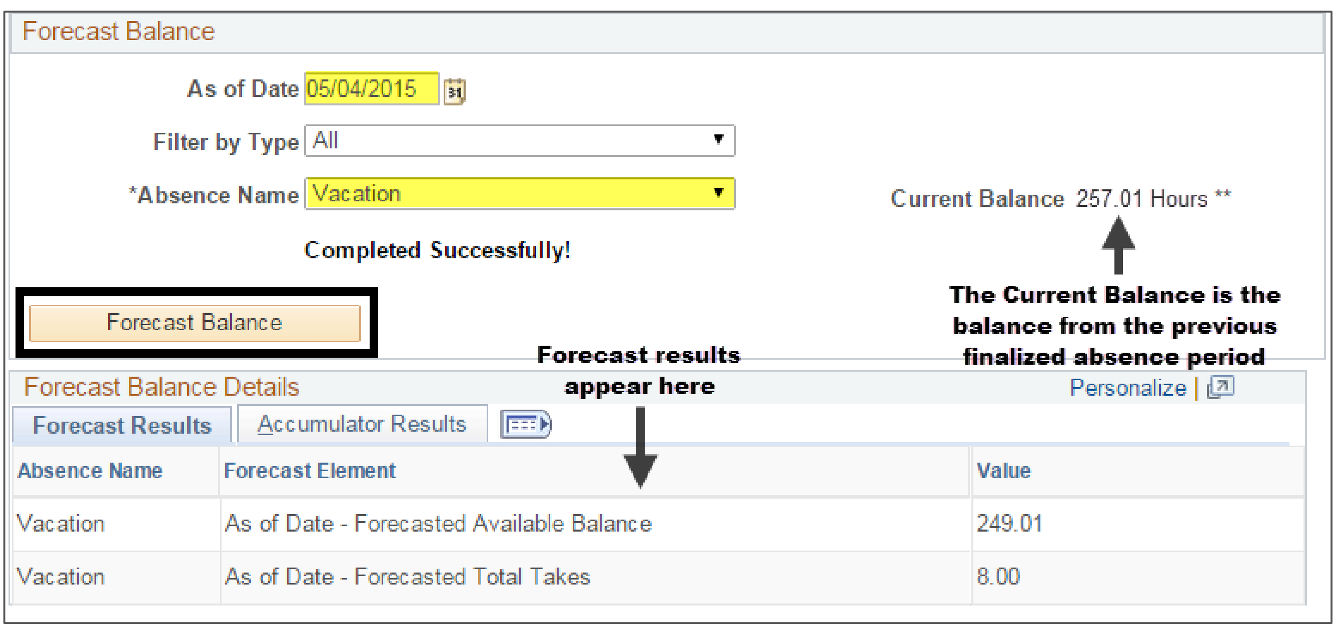
Absence Entitlement Balances — Personalize |

Current Balances

Entitlement Name	Balance as of 06/30/2014	From	To	Accrual Period
Personal Necessity Ent Balance	60.00 Hours	07/01/2013	06/30/2014	Year to Date
Vacation Ent Balance	0.00 Hours	07/01/2013	06/30/2014	Year to Date
Sick Ent Balance	701.25 Hours	07/01/2013	06/30/2014	Year to Date

Go To — Forecast Balance

3. You can forecast balances to see if you have enough sick leave, vacation, and so on, as of a certain date. To do this, click the **Forecast Balance** link (found at the bottom of the screen). This will take you to a different screen.
4. Enter the **As of Date** and **Absence Name**. Click **Forecast Balance**. Review the forecasted balance details.



Forecast Balance

As of Date 05/04/2015

Filter by Type All

*Absence Name Vacation

Current Balance 257.01 Hours **

Completed Successfully!

Forecast Balance

The Current Balance is the balance from the previous finalized absence period

Forecast results appear here

Forecast Balance Details — Personalize |

Forecast Results | Accumulator Results

Absence Name	Forecast Element	Value
Vacation	As of Date - Forecasted Available Balance	249.01
Vacation	As of Date - Forecasted Total Takes	8.00

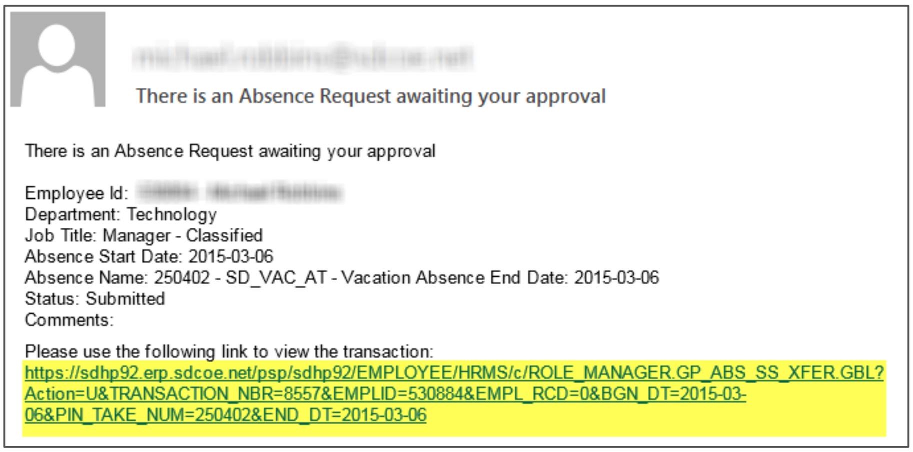
Approving Leave Requests (Managers Only)

USED BY SDCOE ONLY

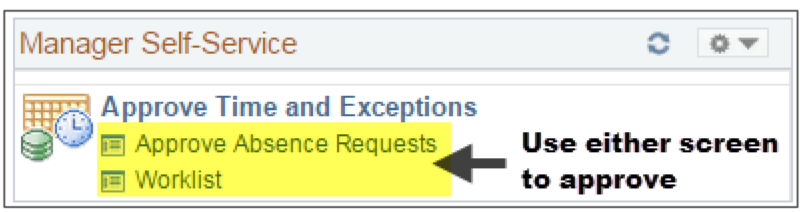
Managers can approve, deny, or push back absence requests.

Directions:

1. You will receive an email message from the employee's email address indicating that there is an absence request to approve. To approve the absence, you have three options:
    - **OPTION 1: LINK.** Click the link in the email message. NOTE: When you click this link, it takes you to PeopleSoft HCM (not ESS); this may not work if you are doing this from home. In this circumstance, use Options 2 or 3.

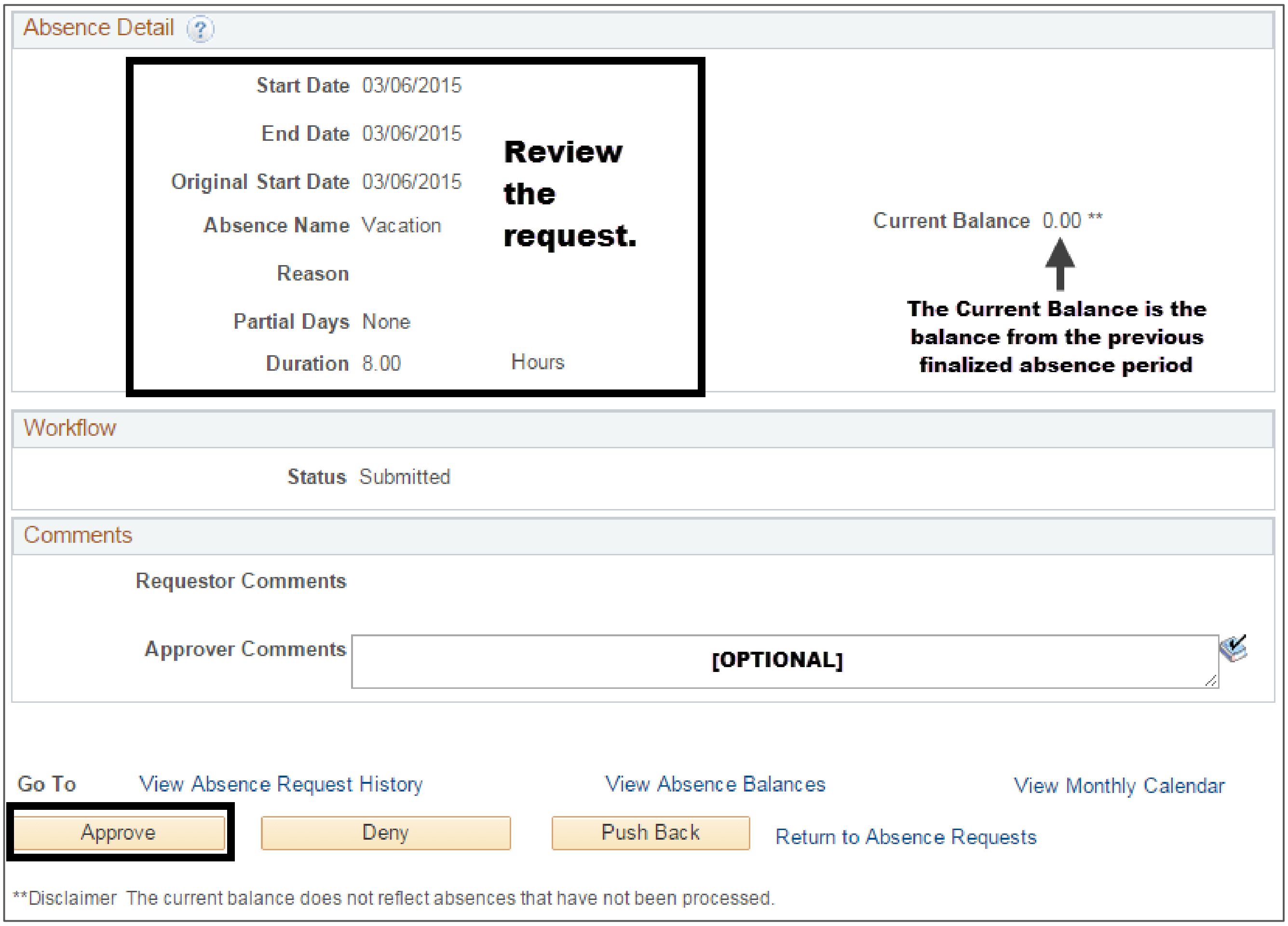


    - **OPTION 2: APPROVE ABSENCE REQUESTS SCREEN.** From the Home page of ESS, click the **Approve Absence Requests** link. This screen has a simple interface. You click the employee's name to review the request. From this screen, you can see all Pending, Approved, and Denied requests.



    - **OPTION 3: WORKLIST.** From the Home page of ESS, click the **Worklist** link. The worklist shows items pending approval. You click the link next to the employee's name to review the request.

2. Review the details for this request. Enter comments, if desired. Then either click **Approve**, **Deny**, or **Push Back** for rework. All three actions send a notification email message back to the employee.



- **Approve = You approve the request.**
  After you click Approve, neither you nor the employee can edit the request. If changes need to be made, contact the department in your district that handles Absence Management.
- **Deny = You deny the request and are sending it back to the employee.**
  The employee may edit the request and resubmit it. In most cases, you will want to enter a reason why the request is denied. If the employee resubmits the request, he or she must change the absence request in some way (dates, absence name) prior to submitting.
- **Push Back = The request requires rework and is pushed back to the previous approver (or in many cases, the employee, if no previous approver).**
  The request can be edited and resubmitted.

3. After clicking **Approve**, **Deny**, or **Push Back**, a confirmation screen will appear. Click **Yes** to continue.
4. A second confirmation screen will appear to indicate that the action was successful.
5. Click **Home** to return to the home screen or click **Approve Absence Requests** or **Worklist** (the last portion of the breadcrumb navigation at the top of the screen) to return to the previous screen to do more approvals.

Additional View for Managers

From the **Approve Absence Requests** screen, you can view all approved, denied, and pending requests. Select the desired status and click **Refresh** to see the list.

*Show Requests by Status Approved Refresh

Absence Requests

Name	Employee ID	Job Title	Absence Name	Start Date	End Date	Status	Submitted
[illegible]	[illegible]	[illegible]	Sick	12/16/2014	12/16/2014	Approved	12/16/2014
[illegible]	[illegible]	[illegible]	Sick	12/11/2014	12/11/2014	Approved	12/16/2014
[illegible]	[illegible]	[illegible]	Personal Business	12/17/2014	12/17/2014	Approved	12/16/2014
[illegible]	[illegible]	[illegible]	Personal Necessity	12/19/2014	12/19/2014	Approved	12/16/2014
[illegible]	[illegible]	[illegible]	Sick	12/15/2014	12/15/2014	Approved	12/16/2014

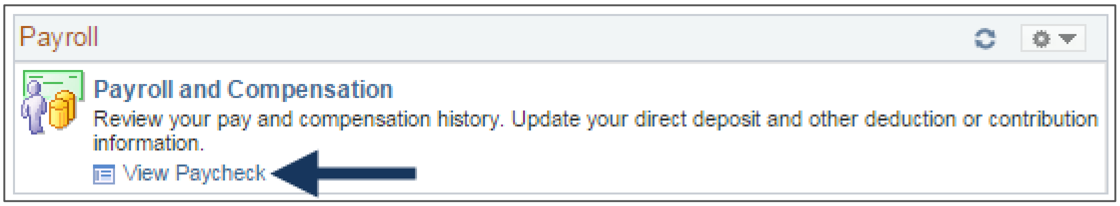
Go To View Monthly Calendar

Viewing Your Paycheck

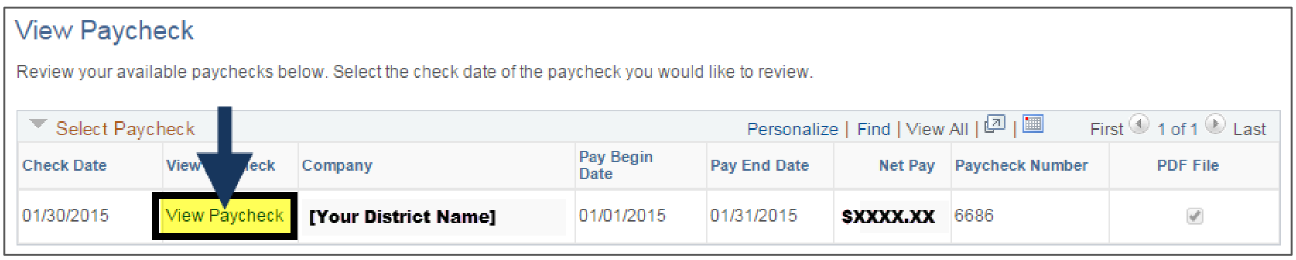
View a PeopleSoft Paycheck

Directions:

1. On the Home page, click **View Paychecks**. The View Paycheck screen will appear.



2. You will see a list of paychecks in PeopleSoft. To view the paycheck, click the View Paycheck link. This will open up a PDF in a new window/tab. (Verify that pop-up blockers are disabled.)



See the sample paycheck on the next page.

View an Historical Paycheck

There are two ways to view historical paychecks.

- **Before logging into ESS:** Use the link on the PeopleSoft ESS login screen.
- **After logging into ESS:** Go to **Main Menu > Historical Paycheck**.

How to Read Your Paycheck

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
1A

Pay Group: 17M-Jamul-Dulzura Union Pay Group
Pay Begin Date: 11/01/2014
Pay End Date: 11/30/2014
1B

Business Unit: 01700
Advice #: 000000000002315
Advice Date: 11/26/2014
1C

John Doe
123 State Street
San Diego CA 92103

Employee ID: 123456
Department: 999-District Wide
Location: Public School District
2

TAX DATA:	Federal	CA State
Marital Status:	Married	H-of-H
Allowances:	6	3
Addl. Percent:		
Addl. Amount:		

3

HOURS AND EARNINGS

	------ Prior Period ------		------------ Current	---------------		----------- YTD	-------------
Description	Begin Date	End Date	Rate	Hours	Earnings	Hours	Earnings
Regular					5,260.83		55,653.09
Equ Allow					50.00		300.00
Mileage					150.00		1,650.00
Café Cash					0.00		640.00
TOTAL:				0.00	5,460.83	0.00	58,243.09

4

TAXES

Description	Current	YTD
Fed Withholdng	144.05	1,944.31
Fed MED/EE	70.13	757.55
Fed OASDI/EE	299.84	3,239.17
CA Withholdng	43.65	614.52
TOTAL:	557.67	6,555.55

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BEFORE-TAX DEDUCTIONS

Description	Current	YTD
Medical Deductions Pre-Tax	585.36	0.00
Dental Deductions Pre Tax	12.98	0.00
Vision Plan Deduction Pre Tax	23.60	0.00
Life Insurance Deduction	2.75	0.00
457	100.00	0.00
PERS PEPRA	616.45	0.00
TOTAL:	1,341.14	0.00

6A

AFTER-TAX DEDUCTIONS

Description	Current	YTD
TOTAL:	0.00	0.00

6B

EMPLOYER PAID BENEFITS

Description	Current	YTD
Medical Deductions Pre-Tax	600.04	0.00
Dental Deductions Pre Tax	37.88	0.00
Life Insurance Deduction	2.08	0.00
PERS PEPRA	1,209.37	0.00
Jamul Dulzura Workers Comp	103.21	0.00

*TAXABLE

7

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	5,460.83	4,119.69	557.67	1,341.14	3,562.02
YTD	58,243.09	47,805.29	6,555.55	13,877.40	37,810.14

8

Absence Balances	
Vacation Balance	198.7
Sick Balance	176.0
Personal Necessity Balance	48.0
Personal Business Balance	8.0

9

NET PAY DISTRIBUTION

	Account Type	Deposit Amount
Advice #000000000002315	Checking	3,562.02
TOTAL:		3,562.02

10

Area	Description	Fields
1	Payroll Information *Consists of payroll information.*	▪ **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	Employee Information *Displays employee information.*	▪ **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	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.*	▪ **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	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.*	▪ **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
5	Taxes *Shows how much is being withheld for taxes.*	▪ **Fed Withholding**: Federal income tax withheld ▪ **Fed MED/EE**: Employee portion of Medicare ▪ **Fed OASDI/EE**: Employee's portion of Social Security
6	Before and After Tax Deductions *Shows the before and after tax deductions.*	▪ **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	Employer Paid Benefits *Shows employer paid benefits.*	▪ 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.*	▪ 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

Area	Description	Fields
9	Absences Balances *Shows your absence balances for vacation, sick, personal necessity, and personal business.*	▪ Balances are displayed in hours.
10	Net Pay Distribution *Shows net earnings for the pay period.*	▪ If you have more than one account set up for direct deposit, each account and the amount of deposit will be shown

Signing Out

Click **Sign Out** at the top-right of the screen.