

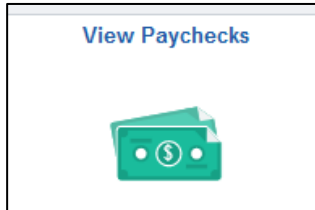


Viewing Your Paycheck in PeopleSoft Employee Self-Service (ESS)

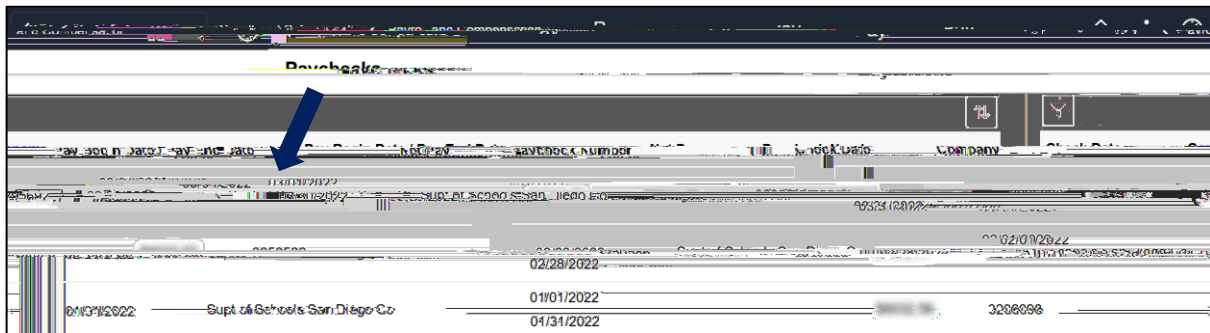
Version 4.0 | Updated June 9, 2022

Quickly Locate Your Paycheck

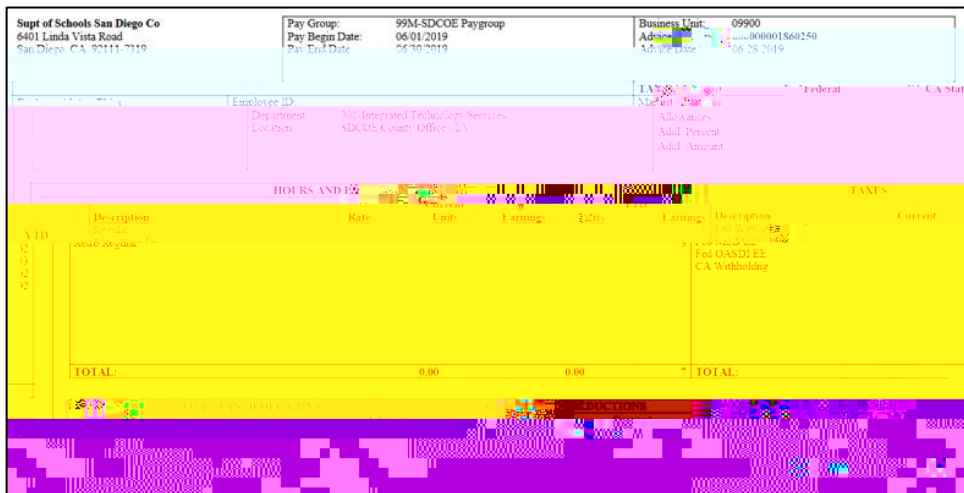
1. Log in to Employee Self-Service. <https://ess.erp.sdcoc.net>
2. Click on Payroll and Compensation, then View Paycheck.



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.



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.

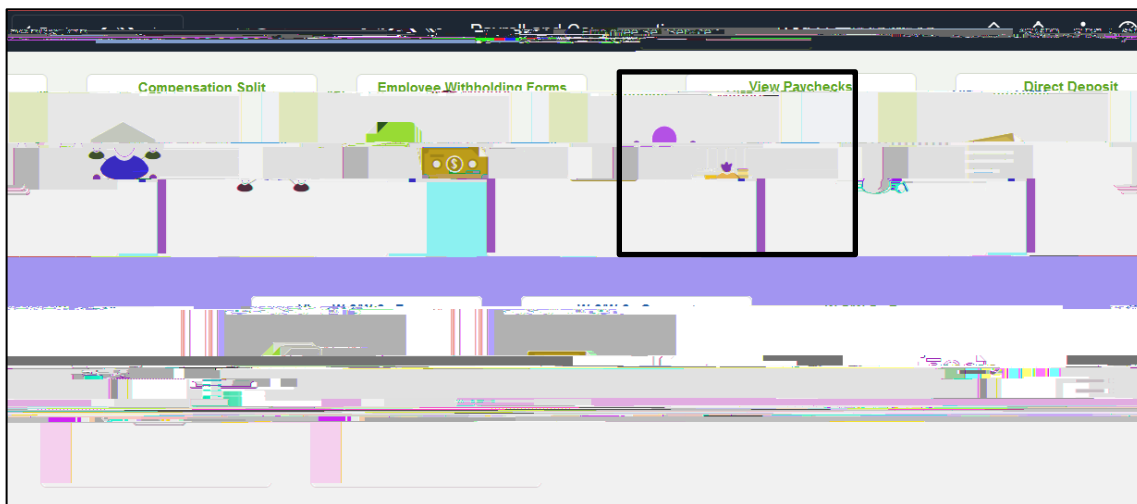
Compensation Split

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.

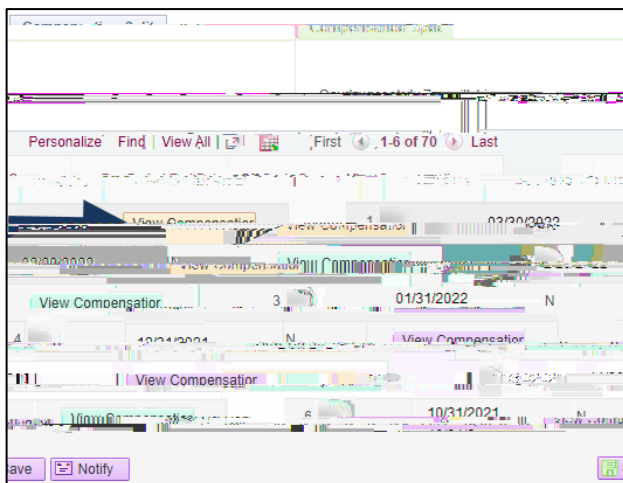
1. In Employee Self Service, click the Payroll and Compensation tile



2. Click on Compensation Split tile.

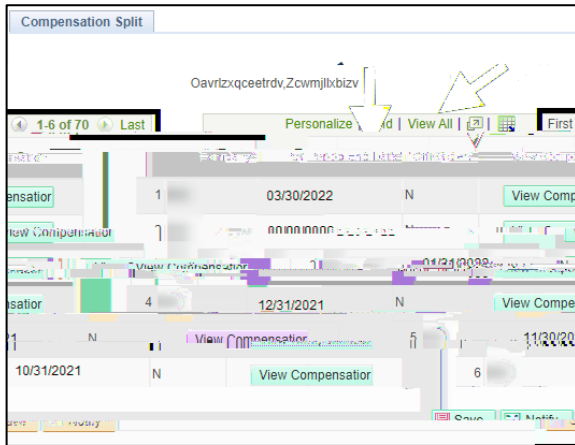


3. Click **View Compensation** for the Pay Period you want to review.





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.

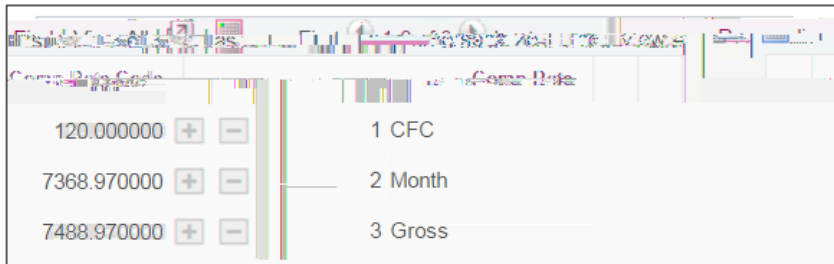
Example 1: LONG% (Longevity)

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



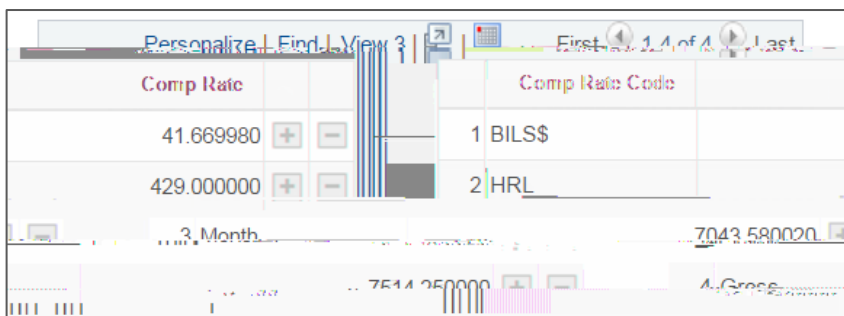
Example 2: CFC (Cafe-Plan Cash)

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



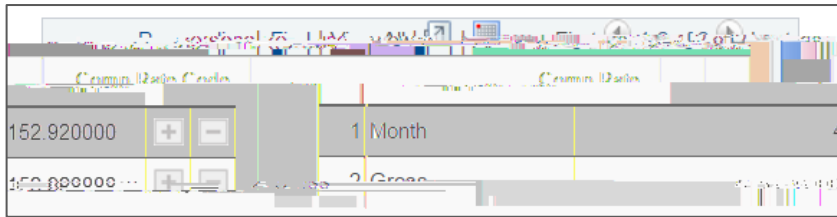
Example 3: BILS\$ (Bilingual Stipend) & HRL (Payroll Hourly Earnings Code)

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



Example 4: No multiple compensation information

Line 1 (Month) = Line 2 (Gross)



152.920000	+	-	1 Month	4
152.920000	+	-	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