

Using the Peoplesoft ESS Website

Escondido Union High School District

PeopleSoft Employee Self-Service (ESS)

PeopleSoft Login

User ID

Password

Can't log in? Please contact your district's PeopleSoft System Administrator.

Forgot My Password



[Forgot My Password](#)

ESS Website Address
<https://ess.erp.sdcoe.net>

User Name and Password

- ▶ Your User ID is your six digit Employee ID number.
- ▶ The first time you log in use the auto-generated 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
- ▶ You will have to set up a new password after your first log in.
- ▶ If this default password does not work, contact your Payroll Technician to request a temporary password.

Setting up “I Forgot My Password”

- ▶ Navigate to **Main Menu**
> **My Profile**
- ▶ Choose **Change or set up forgotten password help**
- ▶ Select a security question and enter a response, then click **OK**



A screenshot of a user interface menu titled "Password". It contains three options: "Change password", "Change or set up forgotten password help", and "Forgot my password". The "Change or set up forgotten password help" option is highlighted with a light blue background.



A screenshot of a dialog box titled "Change or set up forgotten password help". The dialog box contains the following text and form elements:

- Close button (X) in the top right corner.
- Help button in the top right corner.
- Text: "If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you."
- Form field: "Question:" followed by a dropdown menu.
- Text: "Select from the list of questions."
- Form field: "Response:" followed by a text input field.
- Buttons: "OK" and "Cancel" at the bottom.

Be sure your profile includes your current email address

Password

Change password
Change or set up forgotten password help

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is: English

Currency Code

Default Mobile Page

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID

From Date (example:12/31/2000)

To Date (example:12/31/2000)

Workflow Attributes [?](#)

Email User Worklist User

Miscellaneous User Links

Email [?](#) Personalize | Find | [\[?\]](#) | [\[?\]](#) First 1 of 1 Last

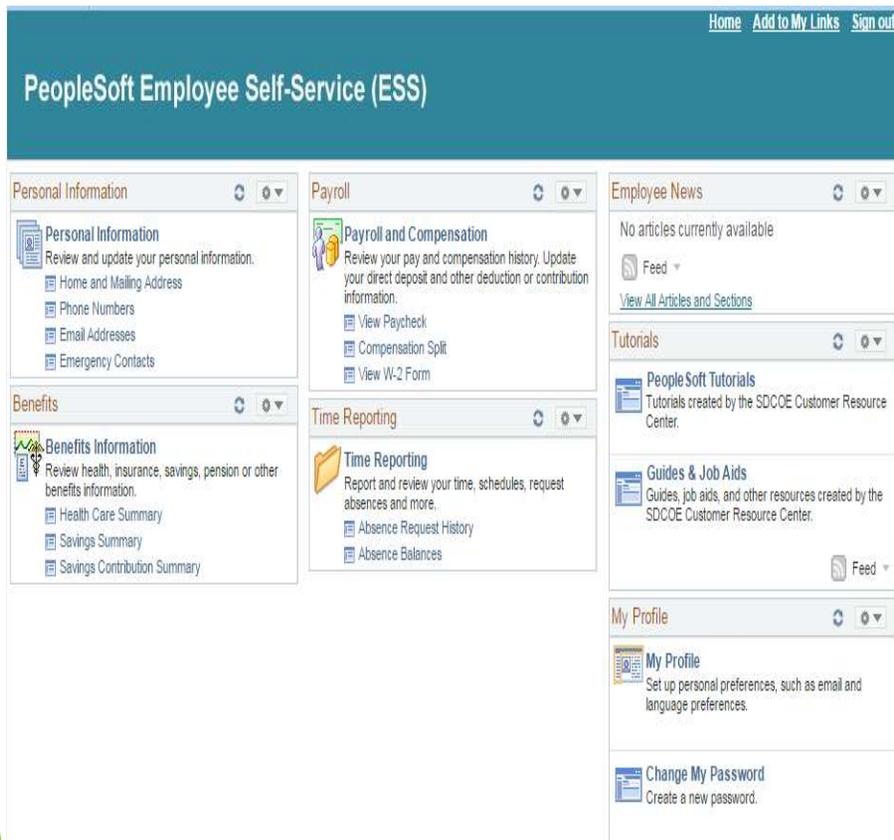
Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	<input type="text" value="...@euhsd.org"/>

IM Information Personalize | Find | [\[?\]](#) | [\[?\]](#) First 1 of 1 Last

Protocol	XMPP Domain	UserID	Password
XMPP	<input type="text"/>	<input type="text" value="..."/>	<input type="password" value="*****"/>

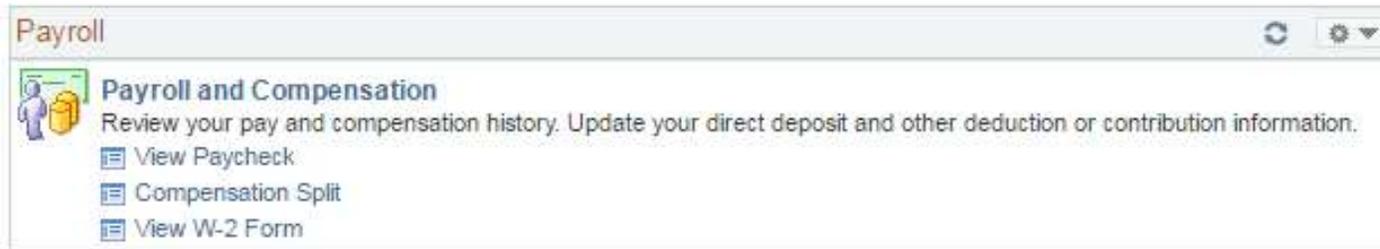
- ▶ This will be the address that a temporary password is sent to in case you forget your password.
- ▶ Click **Save** to save your changes

Your Peoplesoft ESS Website



- ▶ View and change your Personal Information
 - ▶ Update your address so you don't miss important notices
 - ▶ Update your Emergency Contacts
- ▶ View your Benefits Information
- ▶ View your Payroll Information
- ▶ View your Absence Balances

Payroll and Compensation



- ▶ View Paycheck - view and print your paychecks.
- ▶ Compensation Split - view your base pay, Multiple Components of Pay (MCOP) and any additional pay by paycheck.
- ▶ View W-2 Form - view and print your year end W-2 Form (2016 and later only).

Compensation Split

Compensation Split

Personalize Find View 6				First 1-11 of 11 Last
	Company	Pay Period End Date	Off Cycle?	View Compensation
1	040	04/30/2016	N	View Compensation
2	040	05/31/2016	N	View Compensation
3	040	06/30/2016	N	View Compensation
4	040	07/31/2016	N	View Compensation
5	040	08/31/2016	N	View Compensation
6	040	09/30/2016	N	View Compensation
7	040	10/31/2016	N	View Compensation
8	040	11/30/2016	N	View Compensation
9	040	12/31/2016	N	View Compensation
10	040	01/31/2017	N	View Compensation
11	040	02/28/2017	N	View Compensation

Multiple compensation information

Personalize Find View 3			First 1-4 of 4 Last
	Comp Rate Code	Comp Rate	
1	EDS	1250.730000	+ -
2	MAST\$	104.272657	+ -
3	Month	6642.917343	+ -
4	Gross	7997.920000	+ -

[Return](#)

- ▶ Choose a pay period to view the details of your pay for that paycheck.

- ▶ This shows a summary of all types of pay by pay period.
- ▶ A complete list of earnings codes is at the end of this presentation.

Paycheck and Compensation Split

- ▶ Paycheck and Compensation Split view for the same pay period.
- ▶ **Regular** pay on the paycheck is the monthly pay rate (Month) plus the Masters Stipend (MAST\$).

HOURS AND EARNINGS			
<u>Description</u>	<u>Rate</u>	<u>Current Hours</u>	<u>Earnings</u>
Regular			6,747.19
Extended Day STRS	53.200000	23.51	1,250.73

Multiple compensation information

Personalize Find View 3 [?] [Calendar]		First	1-4 of 4	Last
Comp Rate Code		Comp Rate		
1 EDS		1250.730000	[+]	[-]
2 MAST\$		104.272657	[+]	[-]
3 Month		6642.917343	[+]	[-]
4 Gross		7997.920000	[+]	[-]

Return

Absence Balances

Time Reporting



Time Reporting

Report and review your time, schedules, request absences and more.

[Absence Request History](#)

[Absence Balances](#)

- ▶ Choose **Absence Balances** to view your balances.
- ▶ This information is updated when Attendance Reports and Leave Forms are received by Payroll.
- ▶ Balances are updated nightly.

Absence Entitlement Balances Personalize 				
Current Balances 				
Entitlement Name	Balance as of 03/31/2017	From	To	Accrual Period
Maternity (from Sick) BAL	0.00 Hours	07/01/2016	06/30/2017	Year to Date
Personal Necessity Ent Balance	0.00 Hours	07/01/2016	06/30/2017	Year to Date
Sick Ent Balance	467.67 Hours	07/01/2016	06/30/2017	Year to Date
Vacation Ent Balance	0.00 Hours	07/01/2016	06/30/2017	Year to Date

Go To [Forecast Balance](#)

Absence Balances and Request History

Time Reporting



Time Reporting

Report and review your time, schedules, request absences and more.

[Absence Request History](#)

[Absence Balances](#)

- ▶ Choose **Absence Request History** to view the absences that have been processed by Payroll.
- ▶ If you know of an absence that is not listed, deduct those hours from your balance.

From 12/24/2016

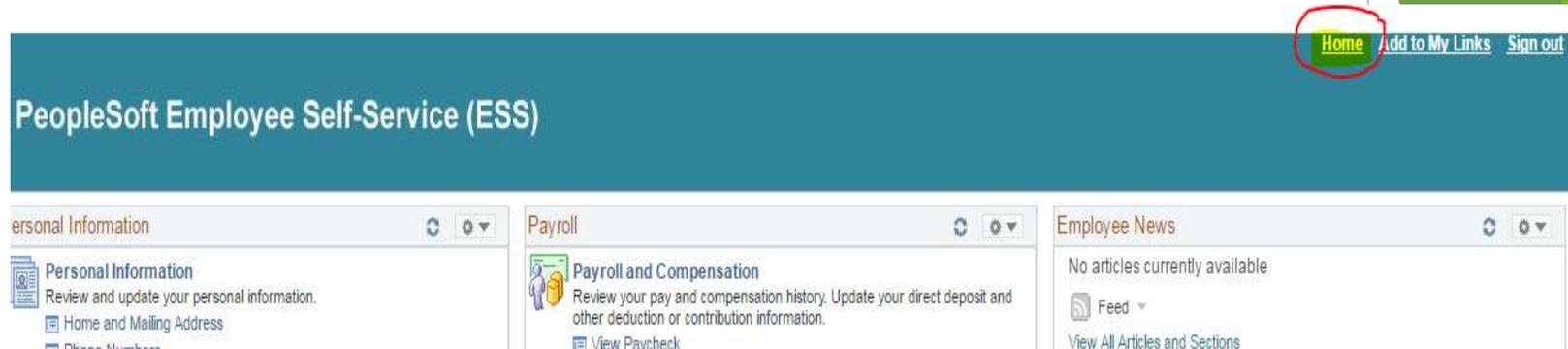
Through 06/22/2017

Refresh

Absence Request History							Personalize Find View All	First 1-4 of 4 Last
Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit		
In Service/Professional Growth	Approved	02/03/2017	02/03/2017	7.5 Hours	Manager Timesheet	<input type="button" value="Edit"/>		
In Service/Professional Growth	Approved	02/02/2017	02/02/2017	7.5 Hours	Manager Timesheet	<input type="button" value="Edit"/>		
Sick	Approved	01/30/2017	01/30/2017	7.5 Hours	Manager Timesheet	<input type="button" value="Edit"/>		
In Service/Professional Growth	Approved	01/27/2017	01/27/2017	7.5 Hours	Manager Timesheet	<input type="button" value="Edit"/>		

ESS Tips

- ▶ Use the Home button to get back to the home screen.



- ▶ Can't see your Paycheck? Turn off your pop-up blocker.
- ▶ Browser trouble? Clear your history or use a different browser.
- ▶ Didn't set up your "Forgot Your Password" question? Send an email to your Payroll Technician and they will send you a temporary password.

Multiple Components of Pay

Included in Regular pay on your paycheck - view in Compensation Split

- ▶ DPHR\$ - Dept. Head Stipend
- ▶ MAST\$ - Masters Stipend
- ▶ NAHRLY - Hourly Rate of Pay
- ▶ NAANNL - Monthly Rate of Pay
- ▶ DOCT\$ - Doctoral Stipend
- ▶ EIPP\$ - Educational Incentive Stipend (Classified)
- ▶ CRED\$ - Credential Stipend
- ▶ DAILY - Daily Rate of Pay
- ▶ LONG\$ - Longevity Stipend

Earnings Codes and Additional Pay

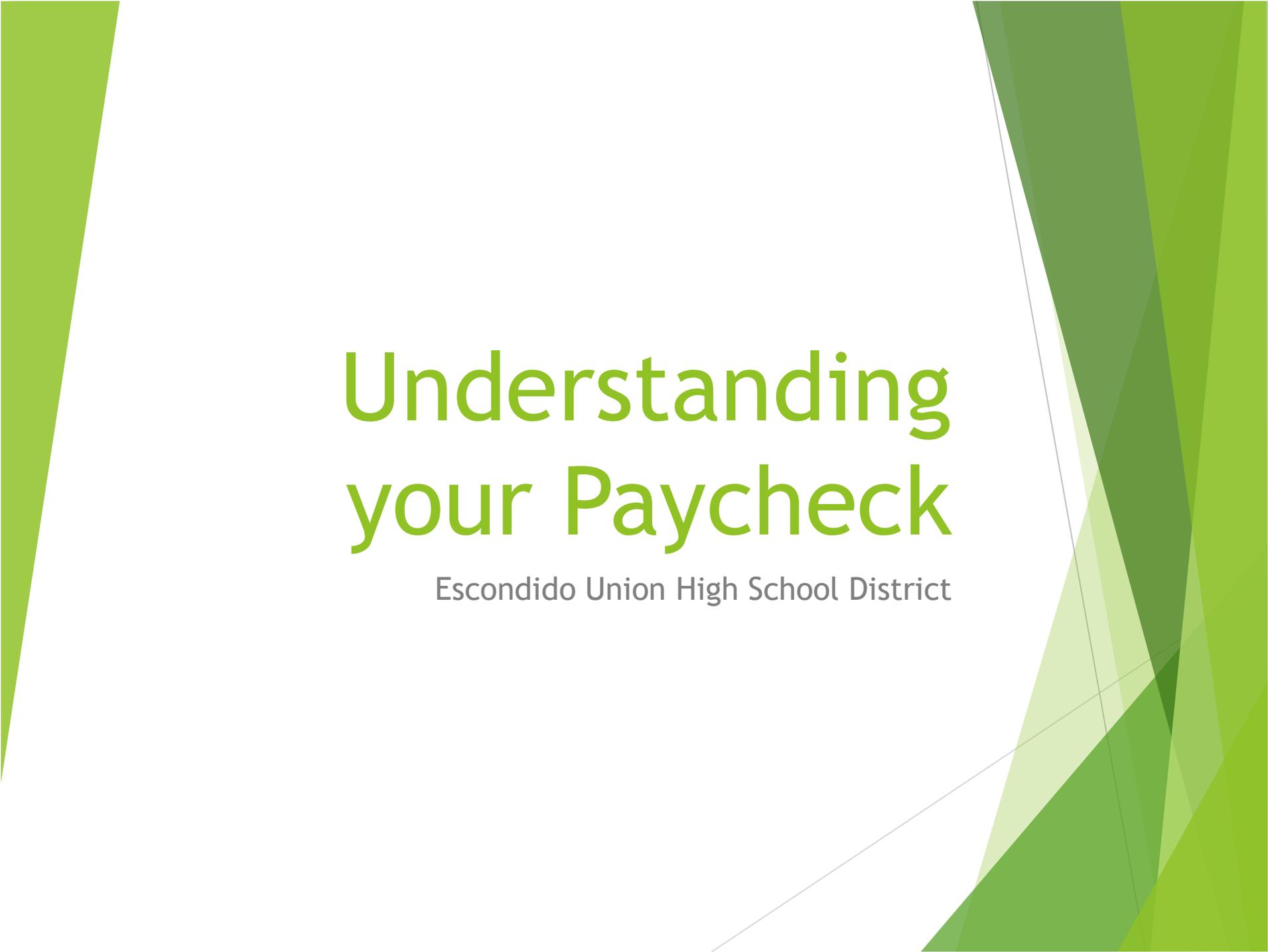
Viewed on your paycheck

- ▶ ATO - Auto Allowance
- ▶ BND - Band
- ▶ BNI - Benefit Incentive
- ▶ BNR - BTSA without release
- ▶ BPA - Back Pay Award
- ▶ CBS - Certificated Bonus STRS DBS Plan
- ▶ CFC - Café-Plan Cash
- ▶ CF2 - Café-Plan Cash
- ▶ COT - Coaching OT Certificated Coaching
- ▶ DRT - Driver Training
- ▶ DLY - Daily
- ▶ EAP - Educational Assistance Plan
- ▶ EAW - Employee Award
- ▶ EDS - Extended Day STRS
- ▶ EQA - Equipment Allowance
- ▶ EXA - Expense Allowance
- ▶ HNR - Dept Head without release
- ▶ HSA - Housing Allowance
- ▶ HZP - Hazard Premium
- ▶ IBO - Insurance Buyout
- ▶ INS - In-service Workshop
- ▶ JDA - Jury Duty Allowance
- ▶ JDO - Jury Duty Offset
- ▶ LIC - Large/Internet Class
- ▶ MIL - Mileage Allowance
- ▶ MPP - Military Pay PERS

Earnings Codes and Additional Pay

Viewed on your paycheck

- ▶ MTS - Math Stipend
- ▶ OFN - Off Schedule without PERS
- ▶ OLC - Overload Community College
- ▶ ONS - Overnight Stipend
- ▶ OOC - Out of Class
- ▶ OSP - Off Schedule Pay PERS
- ▶ OSS - Off Schedule Pay STRS-DBS
- ▶ PNR - Peer Assistance and Review (PAR) without release
- ▶ PPD - Performance Pay STRS-DBS
- ▶ PPS - Performance Pay STRS
- ▶ RDS - Reading Stipend
- ▶ SDL - Shift Differential Lump Sum
- ▶ SLP - Sick Leave Incentive PERS
- ▶ SLS - Sick Leave Incentive STRS
- ▶ SPC - Special Programs Certificated
- ▶ SRP - Salary Repayment
- ▶ STP - Site Pay
- ▶ TMP - Termination Pay
- ▶ TSD - Teacher Staff Development
- ▶ TTS - Teacher TR # STDNT
- ▶ TTU - Teacher TR Uniform
- ▶ UAP - Uniform Allowance PERS
- ▶ UAS - Uniform Allowance STRS
- ▶ XAC - Extra-Curricular Activities Classified
- ▶ XAR - Extra-Curricular Activities-Certificated



Understanding your Paycheck

Escondido Union High School District

Sample Paycheck

Here is a sample PeopleSoft paycheck.

Escondido Union High Sch Dist 302 North Midway Drive Escondido, CA 92027-2741		1A Pay Group: 40M-Escondido High Paygroup Pay Begin Date: 03/01/2017 Pay End Date: 03/31/2017	1B Business Unit: 04000 Advice #: 00000000549014 Advice Date: 03/30/2017	1C																																																									
Jane Educator 123 Learning Avenue Escondido, CA 92027		2 Employee ID: 123456 Department: 010-Ehs Site Responsibility Location: ESCONDIDO HIGH SCHOOL	TAX DATA: <table border="1"> <tr> <td></td> <td>Federal</td> <td>CA State</td> </tr> <tr> <td>Marital Status:</td> <td>Married</td> <td>S/M-2 inc</td> </tr> <tr> <td>Allowances:</td> <td>1</td> <td>1</td> </tr> <tr> <td>Addl. Percent:</td> <td></td> <td></td> </tr> <tr> <td>Addl. Amount:</td> <td>3</td> <td></td> </tr> </table>			Federal	CA State	Marital Status:	Married	S/M-2 inc	Allowances:	1	1	Addl. Percent:			Addl. Amount:	3																																											
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Employer, Pay Group and Pay Period Information

Escondido Union High Sch Dist
302 North Midway Drive
Escondido, CA 92027-2741

1A

Pay Group: 40M-Escondido High Paygroup
Pay Begin Date: 03/01/2017
Pay End Date: 03/31/2017

1B

Business Unit: 04000
Advice #: 00000000549014
Advice Date: 03/30/2017

1C

- ▶ 1A - Employer Name and Address
- ▶ 1B - Pay Group and Pay Period Information
 - ▶ Pay Group: Employee Type (M-monthly, P=hourly) - District Name
 - ▶ Pay Begin Date: First Day of the Pay Period
 - ▶ Pay End Date: Last Day of the Pay Period
- ▶ 1C - Payment Information
 - ▶ Business Unit: District #
 - ▶ Advice # - Check Number or Direct Deposit Reference Number
 - ▶ Advice Date - Check Date or Direct Deposit Process Date

Employee and Tax Information

Jane Educator 123 Learning Avenue Escondido, CA 92027	Employee ID:	123456	TAX DATA:		
	Department:	010-Ehs Site Responsibility	Federal	CA State	
	Location:	ESCONDIDO HIGH SCHOOL	Marital Status:	Married	S/M-2 inc
	2		Allowances:	1	1
				Addl. Percent:	
		Addl. Amount:	3		

- ▶ 2 - Employee Name and Address
 - ▶ You can update your address when you log in to the ESS (Employee Self Service) website.
- ▶ Employee Information
 - ▶ Employee ID: Your 6 Digit Employee ID number
 - ▶ This is also your User ID when you log in to the ESS website
 - ▶ Department: Work Location or Department
 - ▶ Location: Work Location or Department
- ▶ 3 - TAX DATA - Federal and State Withholding - This determines how much income tax is withheld from your pay based on how you complete the Form W-4 for Federal and Form DE-4 for State.
 - ▶ Marital Status: Marital status for tax withholding purposed.
 - ▶ Allowances: Withholding allowances selected for Federal and State
 - ▶ Addl Percent: Additional percentage withheld
 - ▶ Addl Amount: Additional flat amount withheld

Earnings Paid and Tax Deduction Information

HOURS AND EARNINGS								TAXES		
Description	Pay Period		Rate	Current		YTD		Description	Current	YTD
	Begin Date	End Date		Hours	Earnings	Hours	Earnings			
Regular				6,955.58			20,866.74	Fed Withholding	780.59	2,383.84
Ex D STRS			54.850000	1,290.07	23.52	70.56	3,870.14	Fed MED/EE	113.94	353.41
Ben Inc				0.00			800.00	CA Withholding	412.07	1,235.72
4										
5										
TOTAL:				23.52	8,245.65	70.56	25,536.88	TOTAL:	1,306.60	3,972.97

- ▶ **4 - HOURS AND EARNINGS** - This box displays your **gross** wages. This is your pay before any deductions.
 - ▶ Regular: Monthly base salary includes base pay and Multiple Components of Pay (MCOP). MCOP include master stipends, doctoral stipends, longevity, credential stipends, etc. A complete list is included at the end of this presentation.
 - ▶ Additional Earnings shown here may include extra hours worked, co-curricular payments, 6/5ths payments, one-time bonuses, and other additional pays. **Please note if additional time is paid that is not from the current month the time period of the payable time is displayed in the Begin and End date column.** A complete list is included at the end of this presentation.
 - ▶ Pay Period: Indicates the pay period begin and end if the hours were worked or the pay earned for a pay period other than the one at the top of the paycheck (Section 1B)
 - ▶ Current: The hours worked and earnings paid on this paycheck.
 - ▶ YTD: Year To Date - this is a total of the hours and earnings paid during the calendar year (Jan 1 - Dec 31).

- ▶ **TAXES**
 - ▶ Fed Withholding: Federal Income Tax withheld
 - ▶ Fed MED/EE: Employee portion of Medicare
 - ▶ Fed OASDI/EE: Employee portion of Social Security
 - ▶ CA Withholding: State Income Tax withheld

Paycheck Summary

	TOTAL GROSS	FED TAXABLE GROSS	8	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	8,245.65	6,780.29		1,306.60	1,595.21	5,343.84
YTD	25,536.88	21,537.49		3,972.97	5,291.94	16,271.97

- ▶ 8 - This box displays a breakdown of current and year-to-date earnings, taxes, deductions and net pay.
 - ▶ Current: This row refers to this paycheck.
 - ▶ YTD: This row refers to the total amounts for the calendar year including the current paycheck.
 - ▶ Total Gross: Gross wages earned.
 - ▶ Fed Taxable Gross: Gross wages earned minus before-tax deductions
 - ▶ Total Taxes: Total taxes, Federal and State, withheld.
 - ▶ Total Deductions: Total deductions, before-tax and after-tax.
 - ▶ Net Pay: Gross wages minus taxes and deductions, also called your take home pay.

Paycheck Summary

Absence Balances		NET PAY DISTRIBUTION		
Vacation Balance	0.0			
Sick Balance	75.0	Advice #000000000123456	Account Type Checking	Deposit Amount 5,343.84
Personal Necessity Balance	0.0			
Personal Business Balance	0.0			
	9		10	
TOTAL:				5,343.84

- ▶ 9 -This box displays your absence balances in hours. Because payroll is processed in the middle of the month, the balance on your paycheck may not be up-to-date.
 - ▶ This information is updated from attendance reports and leave forms received from the sites.
 - ▶ Aesop, or Frontline, does not update the payroll system.
 - ▶ Your most current balances can be found on the ESS website.
<https://ess.erp.sdcoe.net>
- ▶ 10 -This box displays your net earnings for the pay period.
 - ▶ If your pay is direct deposited, the account type and amount is shown.
 - ▶ If your pay is a live check, this will display the amount of the check.

Questions?

Contact your Payroll Technician:

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