

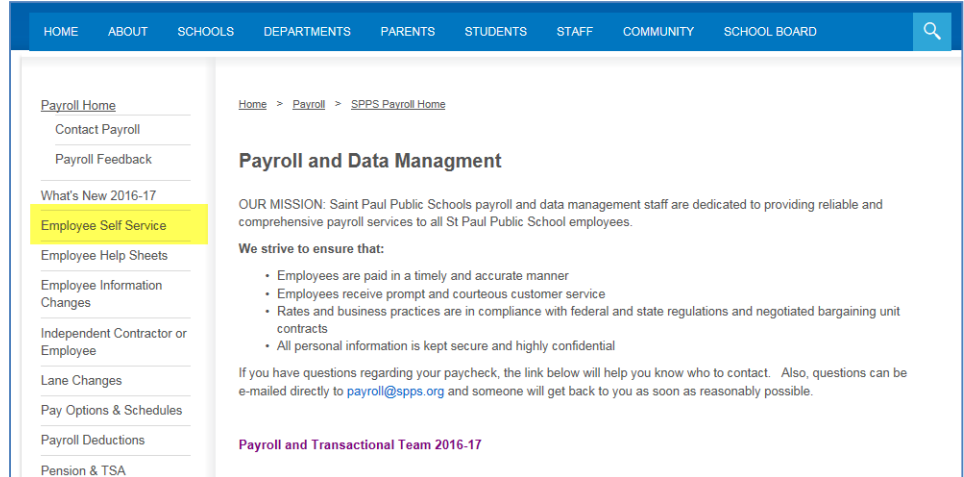
Employee Self Service

Employee Self Service is a useful tool to view your paychecks, w-2 paychecks, and benefit elections electronically. Employees can also update direct deposit information, tax withholding allowances, name, address, phone number, e-mail, and emergency contact information through Employee Self Service.

You can access Employee Self Service from Payroll Home Page on the district website.

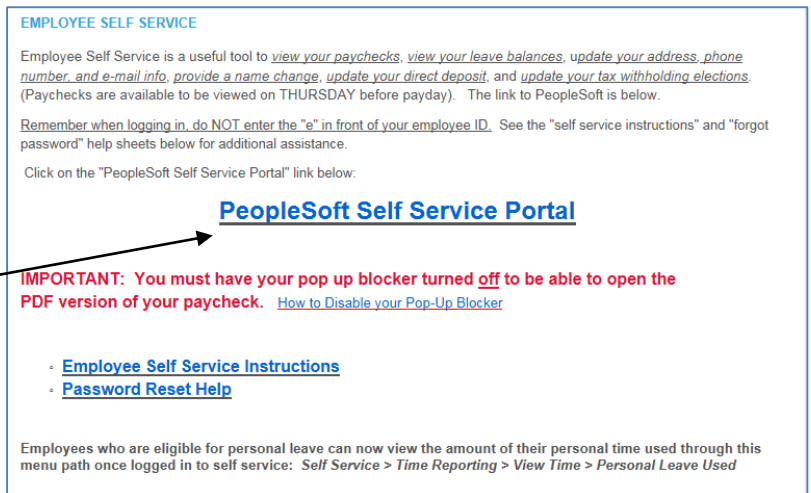
<http://www.spps.org/payroll>

Click the link on the left menu to get to the Employee Self Service home page.)



This will bring you to the home page under the Payroll website that provides the link to the Self Service portal. The home page also provides internet browser compatibility information as well as notifications when the site may be down for routine maintenance.

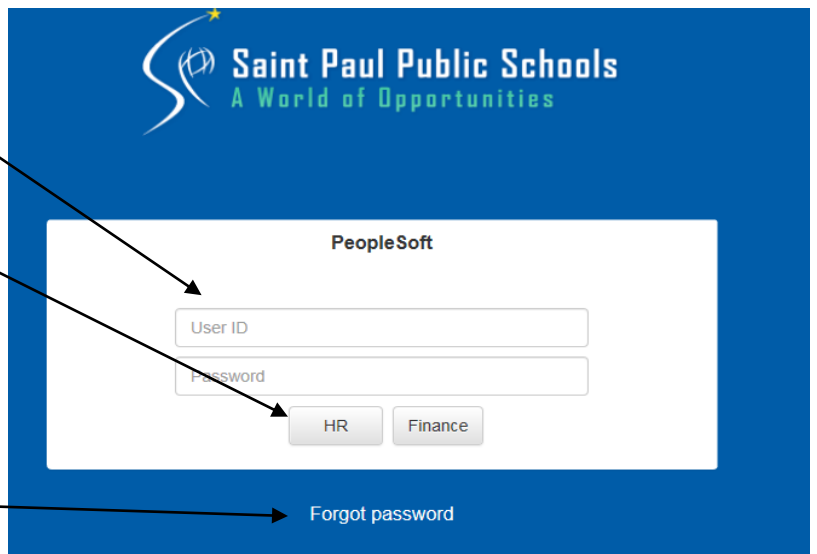
Click on the "PeopleSoft Self Service Portal" link



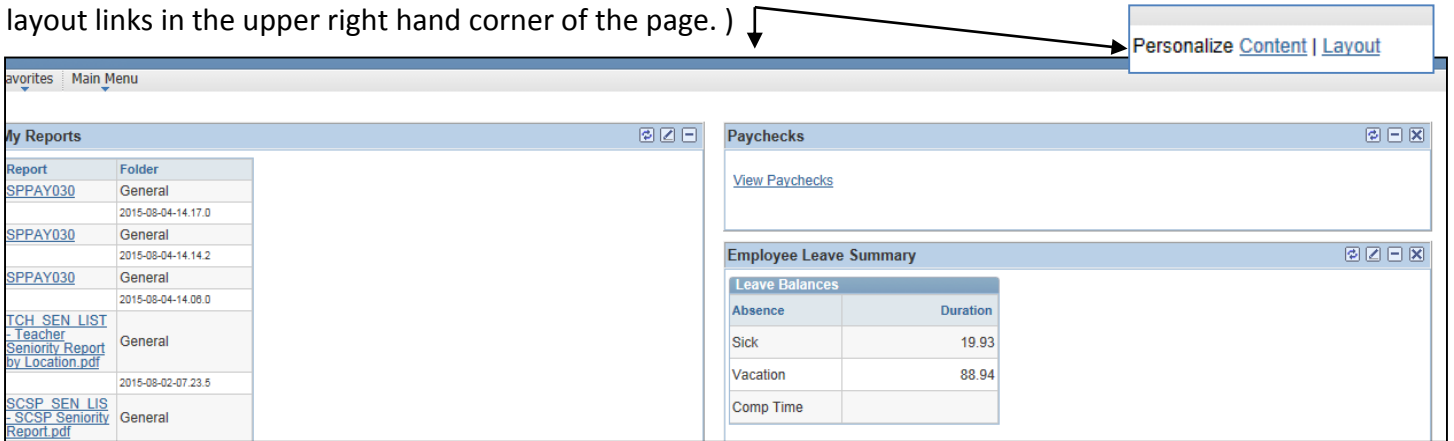
Type in your User ID and Password. Your User ID is your Employee ID *without* the "e" in front of it.

Click the HR button.

If you have forgotten your password, you can use the "forgot password link" if you have previously set up a security question. If you have not set up a security question, or if it is your first time accessing PeopleSoft Self Service, contact payroll for further assistance with getting your new password.

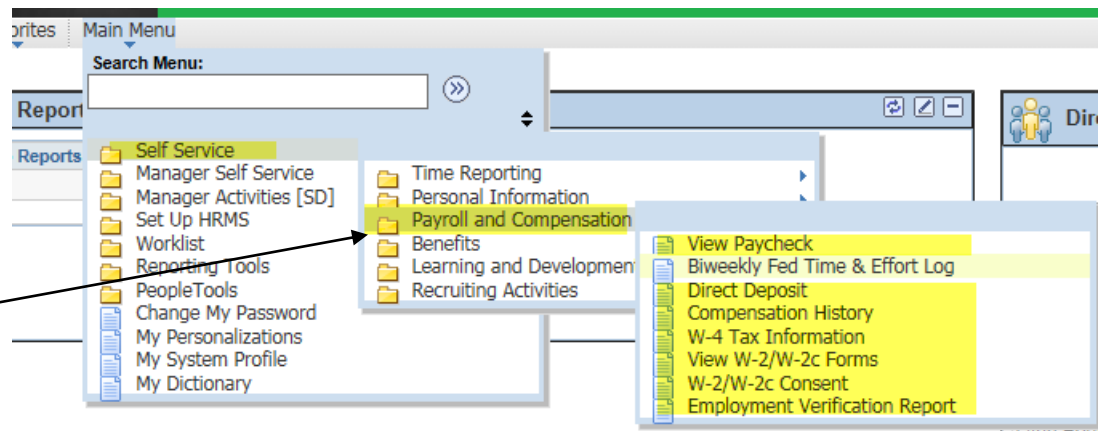


Once you have logged into the PeopleSoft Self Service Portal, you will get to the Dashboard Screen. If you have accessed PeopleSoft using the internal link, you will see options including the link to view your paycheck, your leave balances, and certain reports. Managers will also see a list of the employees what report to them. (You can customize the options that show up on your dashboard by clicking on the personalize content or layout links in the upper right hand corner of the page.)



All options on your dashboard may not be available if you are accessing PeopleSoft from home. However, regardless of where you are when you log into PeopleSoft, you can see your paycheck information by following the menu for **Main Menu > Self Service > Payroll and Compensation > View Paycheck**

You can also view your annual salary, w-2 tax forms, print an employment verification report, update your direct deposit, and change tax withholding allowances by clicking on the other links.



A list of all your paychecks will display and you can open any of the rows to view your paycheck detail.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number
09/11/2009	View Paycheck	Saint Paul Public Schools #625	08/15/2009	08/28/2009	\$689.04	2006854
07/03/2009	View Paycheck	Saint Paul Public Schools #625	06/06/2009	06/19/2009	\$170.72	2005248

You can also view and update personal information such as your name, address, or phone numbers by clicking on the links under "Personal Information".

