



# 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. Click on the "PeopleSoft Self Service Portal" link

*(Note the additional links here that provide detailed instructions for resetting passwords, setting up a security question, or navigating Employee Self Service.)*

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

(Your temporary password is the first letter of your first name plus the first letter of your last name *both capitalized*) plus an asterisk (\*) plus the last four digits of your social security number plus the letters "spps" in lowercase format.)

*Example: John Smith w/SSN 123-45-6789 would have a password like this: JS\*6789spps*

Click the HR button.

If you receive the message that your password is expired, it will prompt you to set a new one. Enter the temporary password in the "current password" and then enter a new password that you will remember.

**Any new password you set MUST be at least 8 characters long, have an upper case and a lower case letter, a number, and a special character such as ! @ # \$ % ^ & \* ( ) - \_ = + \ | [ ] { } ; : / ? . > <**

Once you get to the main menu in PeopleSoft, navigate to "My System Profile" to set up your security question.

After that, you are ready to browse the information available to you. E-forms are available on the main dashboard in the "Employee Forms" box. You can also update your personal information, tax withholding, view your paychecks and year end w-2 tax form under the Payroll section. You can view your benefits (and select benefits during open enrollment under the Benefits section.

