Summer Pay Option forms are now located in Employee Self Service.

You can access Employee Self Service from Payroll Home Page on the district website. [http://www.spps.org/payroll](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 can access the lane change eForm through **Main Menu > Self Service > Employee Action Forms > Summer Pay Form.**

Your information will automatically default on the form.

If you are choosing to switch from 21 paychecks to 26 paychecks please select “Yes” to enroll in Summer Pay.

Please review all the important information you need to know prior to signing up.

Select summer pay election amount. The grid will help you understand how much will be deducted each check and the amount that will be paid during the summer.

Acknowledge you have read and understood all important information.

Click “Submit”

If you are choosing to cancel your existing summer pay election please select “Yes” to cancel existing Summer Pay.

Acknowledge you wish to cancel your summer pay deductions as soon as reasonably possible.

Click “Submit”