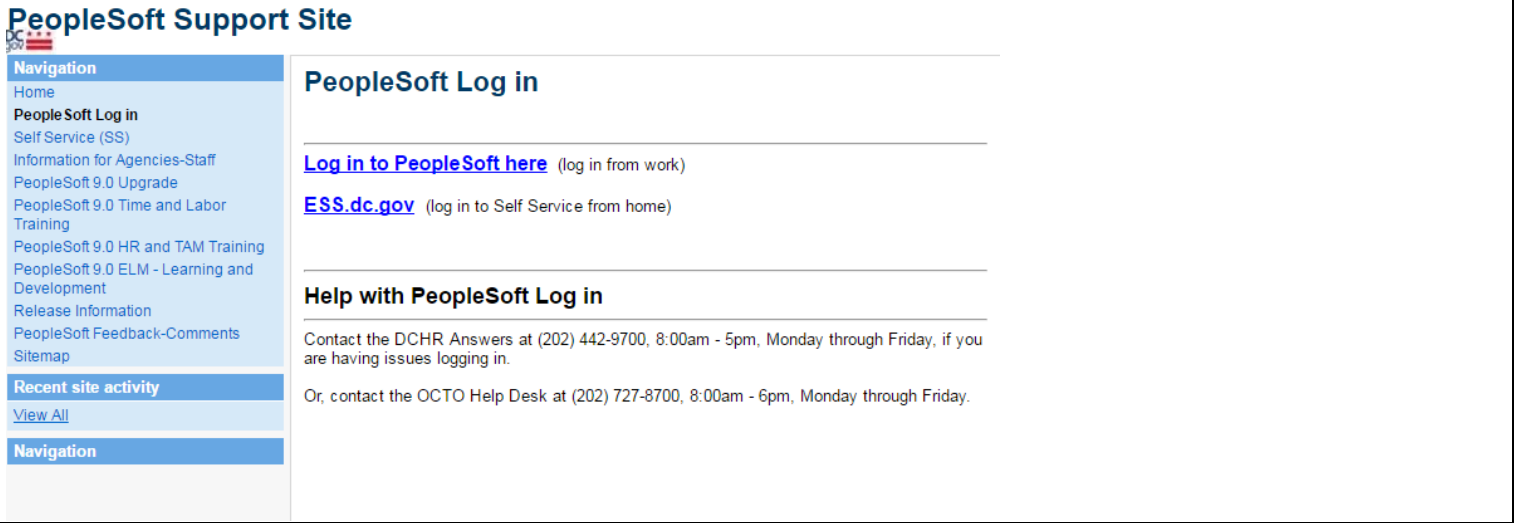
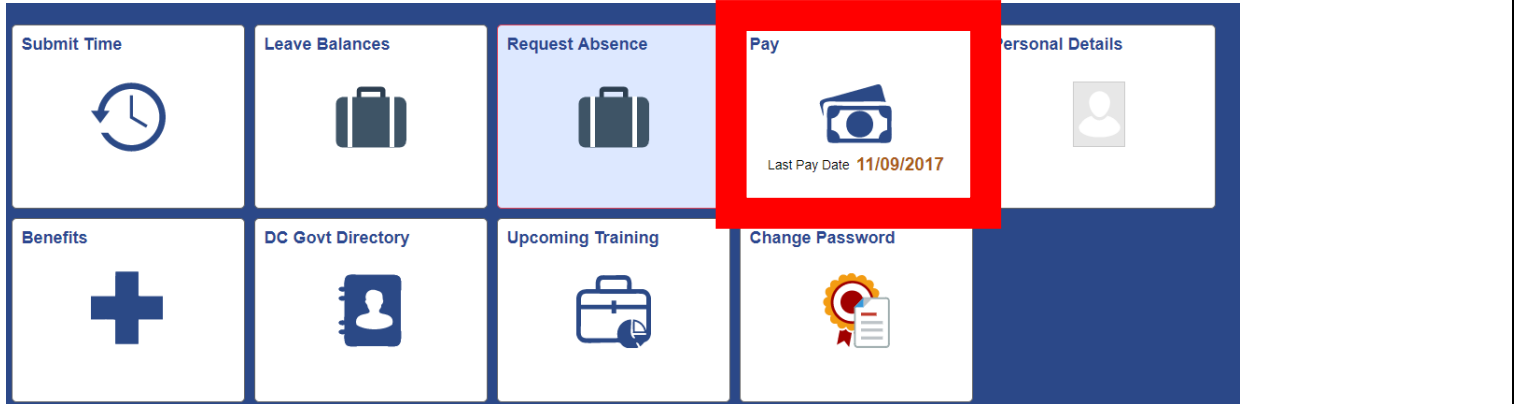


This job aid provides an overview of how to view your current and past paychecks in PeopleSoft.

<p>Step 1: Log onto PeopleSoft, either via pshcm.dc.gov (if at work) or ess.dc.gov (if at home).</p>	 <p>The screenshot shows the 'PeopleSoft Support Site' with a navigation menu on the left and a main content area. The navigation menu includes links for Home, PeopleSoft Log in, Self Service (SS), Information for Agencies-Staff, PeopleSoft 9.0 Upgrade, PeopleSoft 9.0 Time and Labor Training, PeopleSoft 9.0 HR and TAM Training, PeopleSoft 9.0 ELM - Learning and Development, Release Information, PeopleSoft Feedback-Comments, and Sitemap. The main content area has a 'PeopleSoft Log in' section with links for 'Log in to PeopleSoft here' (log in from work) and 'ESS.dc.gov' (log in to Self Service from home). Below this is a 'Help with PeopleSoft Log in' section with contact information for DCHR Answers and OCTO Help Desk.</p>
<p>Step 2: On your dashboard, you will see a series of icons. Select the one titled "Pay", which includes an image of money. The most recent or upcoming check date will be listed on this icon as well.</p>	 <p>The screenshot shows a dashboard with several icons: Submit Time, Leave Balances, Request Absence, Pay, Personal Details, Benefits, DC Govt Directory, Upcoming Training, and Change Password. The 'Pay' icon, which features a stack of money and the text 'Last Pay Date 11/09/2017', is highlighted with a red rectangular box.</p>

Step 3:

On the “View Paycheck” screen, you will see a list of prior paychecks disbursed, listed in chronological order. Click anywhere within the paycheck line item you’d like to view. Note that doing so will open up a new window, so ensure you have turned off pop-up blockers or allowed pop-ups from PeopleSoft.

View Paycheck

Employee Name

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Select Paycheck							Find	View 100	First	1-8 of 113	Last
Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File				
12/09/2016	View Paycheck	District Of Columbia Govt	11/13/2016	11/26/2016							
11/25/2016	View Paycheck	District Of Columbia Govt	10/30/2016	11/12/2016							
11/10/2016	View Paycheck	District Of Columbia Govt	10/16/2016	10/29/2016							
10/28/2016	View Paycheck	District Of Columbia Govt	10/02/2016	10/15/2016							
10/14/2016	View Paycheck	District Of Columbia Govt	09/18/2016	10/01/2016							
09/30/2016	View Paycheck	District Of Columbia Govt	09/04/2016	09/17/2016							
09/16/2016	View Paycheck	District Of Columbia Govt	08/21/2016	09/03/2016							
09/02/2016	View Paycheck	District Of Columbia Govt	08/07/2016	08/20/2016							

Once you have opened up your paystub for viewing, it is recommended that you review three main components:

- Tax withholdings: Outlined in the “Tax Data” section, on the right-hand side at the top of the paystub.
- Breakdown of earnings: Outlined in the “Hours and Earnings” section, on the left-hand side of the paystub
- Deductions: Outlined in the “Before-Tax Deductions” and “After-Tax Deductions” sections, in the middle of the pay stub. Please note, the “Employer Paid Benefits” section outlines items paid by DCPS/DC Government, and does not represent any deductions paid by the employee.

Questions regarding the paycheck viewing process can be directed to the PeopleSoft Help Desk at (202) 727-8700.

