Step 1:
Log onto PeopleSoft, either via pshcm.dc.gov (if at work) or ess.dc.gov (if at home).

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.
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.