

# How To: View Your Paychecks in PeopleSoft

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

## Step 1:

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



**PeopleSoft Support Site**

**Navigation**

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- 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
- Sitemap

**Recent site activity**

[View All](#)

**Navigation**

**PeopleSoft Log in**

[Log in to PeopleSoft here](#) (log in from work)

[ESS.dc.gov](#) (log in to Self Service from home)

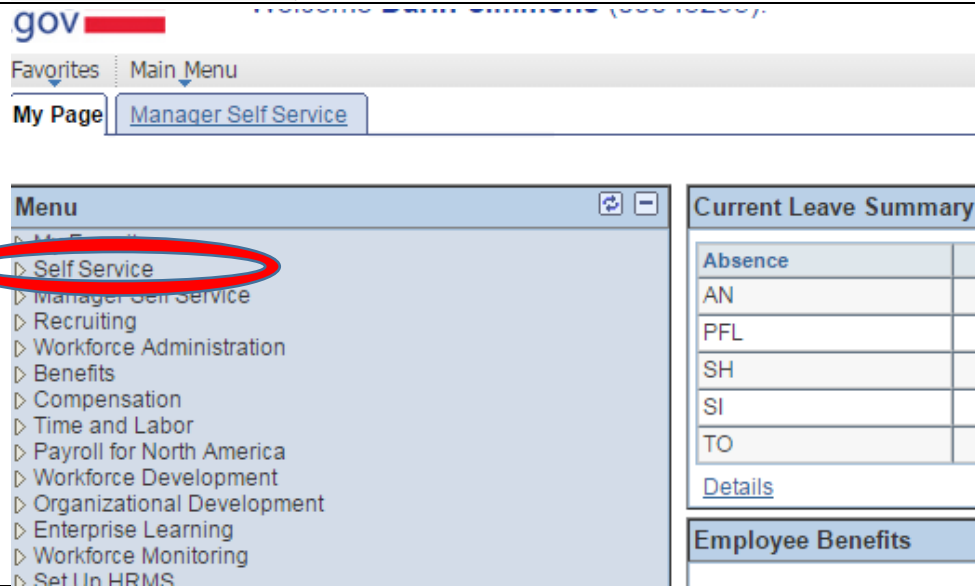
**Help with PeopleSoft Log in**

Contact the DCHR Answers at (202) 442-9700, 8:00am - 5pm, Monday through Friday, if you are having issues logging in.

Or, contact the OCTO Help Desk at (202) 727-8700, 8:00am - 6pm, Monday through Friday.

## Step 2:

Under the Main Menu bar on the left of your screen, select "Self Service."



gov

Favorites Main Menu

My Page [Manager Self Service](#)

**Menu**

- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
- Benefits
- Compensation
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Enterprise Learning
- Workforce Monitoring
- Set Up HRMS

**Current Leave Summary**

Absence	
AN	
PFL	
SH	
SI	
TO	

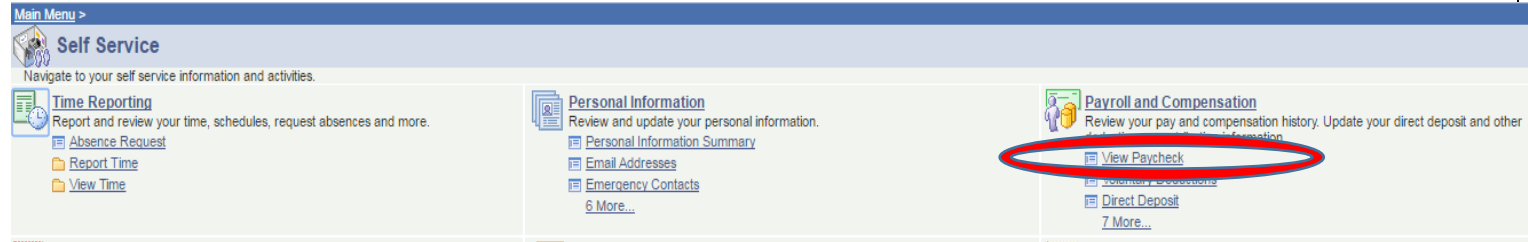
[Details](#)

**Employee Benefits**

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### Step 3:

Under the Self Service sub-header, find “Payroll and Compensation” and select “View Paycheck.”



The screenshot shows the 'Self Service' header with three main categories: 'Time Reporting', 'Personal Information', and 'Payroll and Compensation'. The 'View Paycheck' link under 'Payroll and Compensation' is circled in red.

### Step 4:

On the “View Paycheck” screen, you will see a list of prior paychecks disbursed, listed in chronological order. Select the “View Paycheck” icon next to the date of the paycheck you’d like to view. To view the PDF version of the paystub (recommended), ensure the “View PDF” box is checked in the far right column. Note: PDF paystubs open up in a new window, so ensure your pop-up blockers have been turned off before attempting this process.

### View Paycheck

Employee Name

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

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
12/09/2016	<a href="#">View Paycheck</a>	District Of Columbia Govt	11/13/2016	11/26/2016			<input checked="" type="checkbox"/>
11/25/2016	<a href="#">View Paycheck</a>	District Of Columbia Govt	10/30/2016	11/12/2016			<input checked="" type="checkbox"/>
11/10/2016	<a href="#">View Paycheck</a>	District Of Columbia Govt	10/16/2016	10/29/2016			<input checked="" type="checkbox"/>
10/28/2016	<a href="#">View Paycheck</a>	District Of Columbia Govt	10/02/2016	10/15/2016			<input checked="" type="checkbox"/>
10/14/2016	<a href="#">View Paycheck</a>	District Of Columbia Govt	09/18/2016	10/01/2016			<input checked="" type="checkbox"/>
09/30/2016	<a href="#">View Paycheck</a>	District Of Columbia Govt	09/04/2016	09/17/2016			<input checked="" type="checkbox"/>
09/16/2016	<a href="#">View Paycheck</a>	District Of Columbia Govt	08/21/2016	09/03/2016			<input checked="" type="checkbox"/>
09/02/2016	<a href="#">View Paycheck</a>	District Of Columbia Govt	08/07/2016	08/20/2016			<input checked="" type="checkbox"/>

## How To: View Your Paychecks in PeopleSoft

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.