

## PeopleSoft Employee Self Service Guide for New Hires: Logging On/Enrollment, Direct Deposit, Tax Elections

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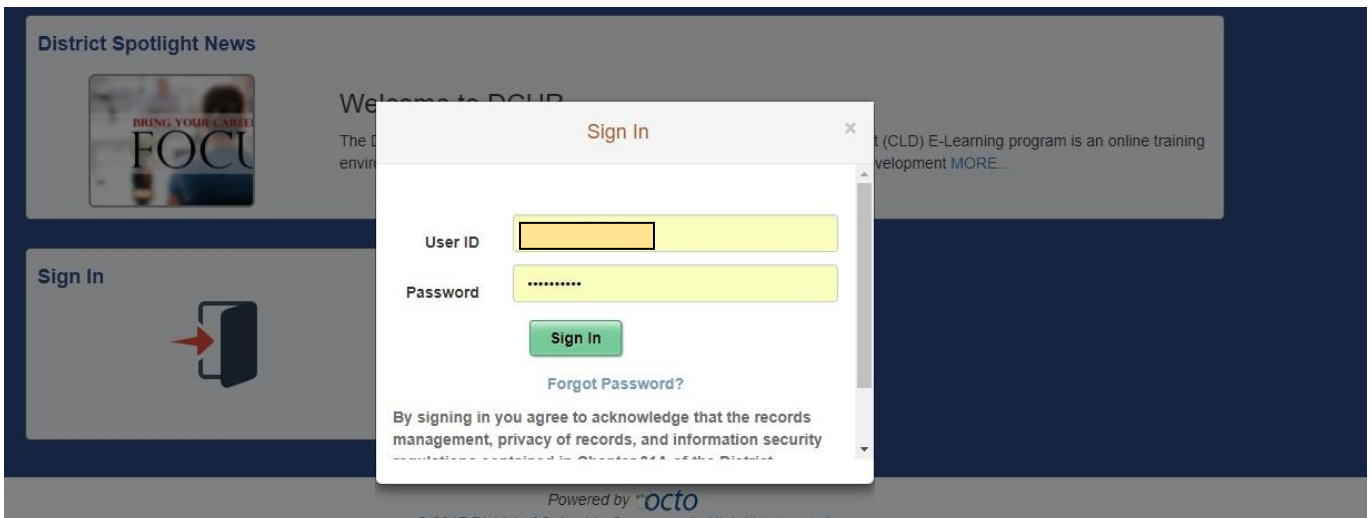
### Purpose

PeopleSoft Employee Self Service (ESS) is the system used to view, manage and update your DCPS personnel and pay information, including benefits enrollment, viewing paychecks prior to payday, submitting direct deposit information, updating tax preferences, and updating personal information (mailing and email address, phone numbers, and your emergency point of contact).

### How to Log into PeopleSoft

You must use your DCPS email address to use your Employee Self Service (ESS) account. If you do not have a DCPS email address, reach out to the DCPS Onboarding team at [dcps.onboarding@k12.dc.gov](mailto:dcps.onboarding@k12.dc.gov)

Most new employees receive an email to their new dc.gov email account within 7-10 business days of their hire date with their PeopleSoft username and password. Once this information has been received, you can access your PeopleSoft account at [ess.dc.gov](http://ess.dc.gov) (outside of the DCPS network) or [pshcm.dc.gov](http://pshcm.dc.gov) (within the DCPS network). Once you visit this website, select the "Sign In" icon and type in the provided username and password.



Individuals returning to DCPS or individuals with common names (whose name matches with another employee of DC Government) will receive an email to their new dc.gov email account within 7-10 business days of their hire date with instructions to register for a PeopleSoft account, which will produce a username and password. Once this information has been received, select the "ESS PeopleSoft Sign Up" icon.

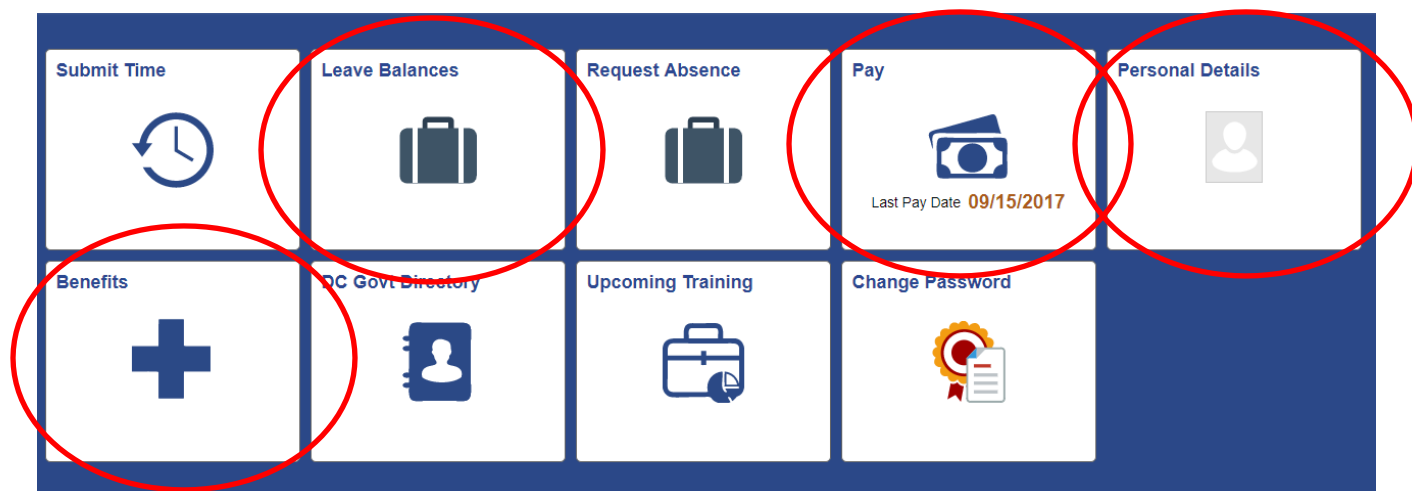


Once you select the "ESS PeopleSoft Sign Up" icon, you will be brought to the registration page. Complete fields as circled below and select "Submit" (see image below).

Note: Spaces are considered characters/letters within the registration page, so be mindful to not add additional spaces before or after information within the fields.

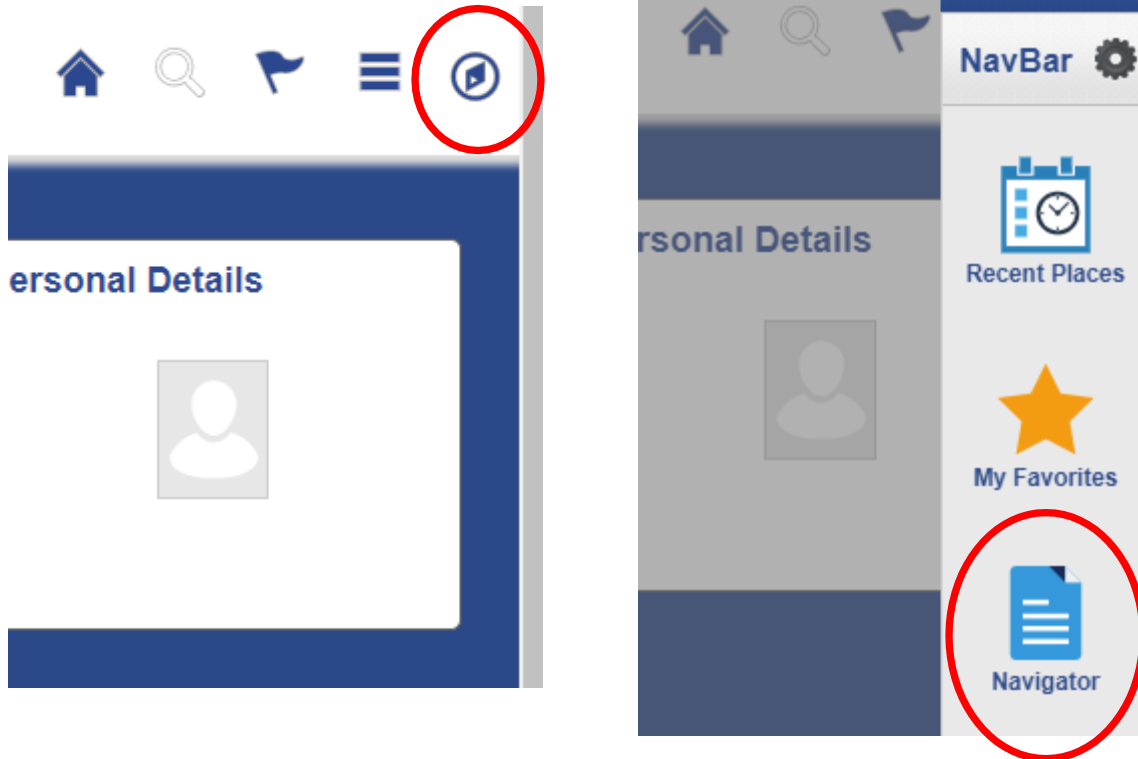
### Navigating Your Account

Once you've logged onto your account, you will see your main PeopleSoft dashboard:

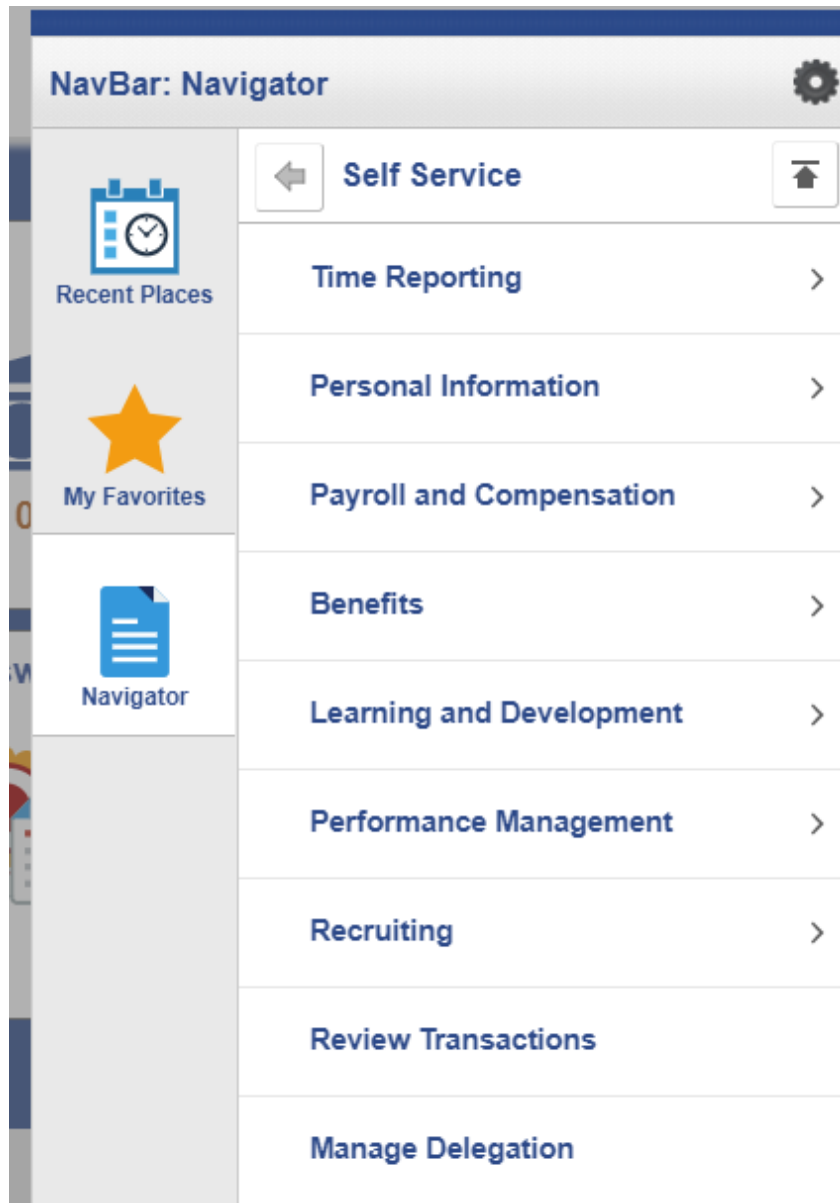


Your dashboard contains "quick links" that allow you to see several components of your account quickly and easily, including your benefits coverage summary, paycheck stubs, leave balances, and personal information.

To navigate the other components of your account, including benefits enrollment, direct deposit information, and tax elections, select the “NavBar” icon on the top right-hand side of your screen. This icon is a sideways diamond within a circle. Once you click this icon, a drop-down menu will appear. You’ll then select “Navigator” to pull up the full navigation menu:



Lastly, select “Self Service” within the Navigator list, which will then show a list of categories within your account to select:



## Updating Personal Information

To update your personal information, including address change, email contact information, and emergency contact information, select the “Personal Information” icon within the Navigator list.

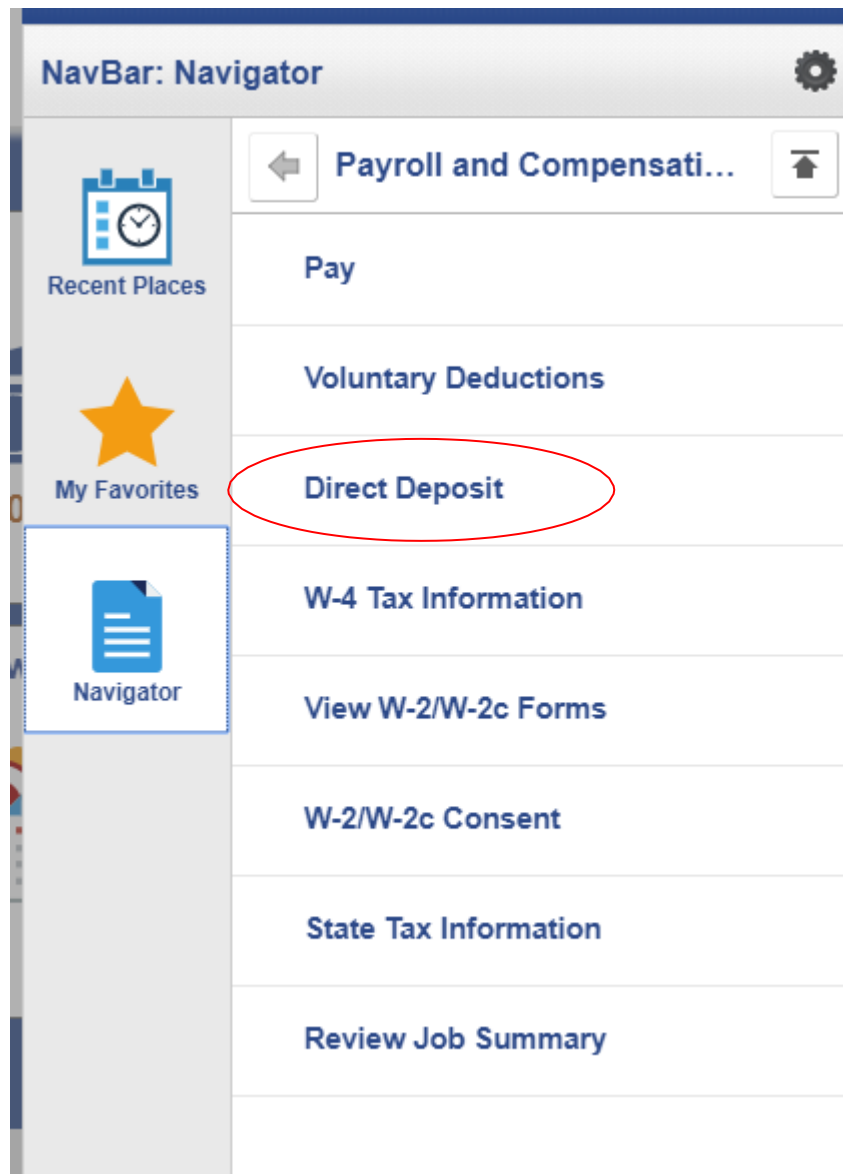


You can change all of your personal information through ESS **except for Name Change and Marital Status**. To change this information, provide proof of the requested status change to Employee Services via [dcps.pschangerequest@k12.dc.gov](mailto:dcps.pschangerequest@k12.dc.gov).

## Updating Direct Deposit

While “In Network” (at a DCPS work location)

To navigate to your direct deposit screen within your account, select the “Payroll and Compensation” icon within the Navigator list. Next, select “Direct Deposit.”



Once you've selected the "Direct Deposit" icon, you will see your main Direct Deposit dashboard. To add a new account, click "Add Account." You will then see a screen where you will input your account information. See image below:

1. Type in the Routing Number of your banking institution.
2. Type in the Account Number of your banking institution and select the account type (checking or savings).
3. Select your Deposit Type.
  - Amount:* Select a specific amount to be deposited.
  - Balance:* Used when selecting more than one account.
  - Percent:* Select a specific percent to be deposited.
4. Type in the Deposit Order - the order in which you want funds deposited into your accounts.

**Your Bank Information**

Routing Number  [View Check Exam](#)

**Distribution Instructions**

Account Number

Retype Account Number

\*Account Type

\*Deposit Type

Amount or Percent

\*Deposit Order  (Example: 1 = First Account Processed)

\* Required Field

5. Click Submit to save your information.

Repeat for each account you'd like to add.

While "Out of Network" (not at a DCPS work location):

If you are not currently at a DCPS work location, you cannot submit direct deposit changes via [pshcm.dc.gov](http://pshcm.dc.gov). Instead, go to [remote.dc.gov](http://remote.dc.gov) and select "Remote Work Portal." Next, select PeopleSoft within the "Featured Applications" section. You will then be prompted to log into your PeopleSoft account with your username and password.

Once you have logged into your account, follow the remaining instructions listed above.

## Submitting Federal (W-4) Tax Information

To navigate to your W4 Tax screen within your account, select the “Payroll and Compensation” icon within the Navigator list. Next, select “W4 Information.”

Complete all fields as indicated and select “Submit” when you have finalized your elections.

Note: You should only select that you are exempt from paying Federal taxes if you are confident that you qualify for this exemption. If you are unsure of your eligibility for this option, please consult a tax professional.

### W-4 Tax Data

Enter total number of Allowances you are claiming

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Tax Status  Single  Married

Check here and select Single status if married but withholding at single rate.  
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.  
You must call 1-800-772-1213 for a new card.

### Claim Exemption

I claim exemption from withholding for the year  and I certify that I meet BOTH of the following conditions for exemption

- Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
- This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.



## Submitting State Tax Information

To navigate to your State Tax screen within your account, select the “Payroll and Compensation” icon within the Navigator list. Next, select “State Tax Information.”

First, select the jurisdiction where you live and click submit.

### State Tax Data

Select Jurisdiction:

- District of Columbia
- Maryland
- Virginia
- Other

Submit

You will then see the State Tax elections page. Complete all fields as indicated and select “Submit” when you have finalized your elections.

### State Tax Data

If subject to withholding, enter the number of exemptions claimed on:

(a) Subtotal of Personal Exemptions - line 4 of the form VA-4 Personal Exemption Worksheet:

(b) Subtotal of Exemptions for Age and Blindness line 7 of the form VA-4 Personal Exemption Worksheet:

(c) Total Exemptions - line 8 of the form VA-4 Personal Exemption Worksheet:

Enter the amount of additional withholding requested:   
( see form VA-4 for instructions )

Virginia Form VA-4

### Claim Exemption

I certify that I am not subject to Virginia withholding  and I meet the for

conditions set forth in the VA-4 form instructions ( check 'Exempt' here: )

Submit

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Note: You should only select that you are exempt from paying state taxes if you are confident that you qualify for this exemption. If you are unsure of your eligibility for this option, please consult a tax professional.

## Completing Benefits Enrollment

To complete your benefits enrollment, please use the separate “Benefits Life Event” Guide.