HOW TO VIEW AND PRINT PAYSTUBS

Employees have access to viewing/printing their paystubs through PeopleSoft Self Service. Every recorded paycheck since January 1st 2016 is available. If you require a paystub previous to 01/01/2016, please contact the Human Resources Payroll Dept.

> Log in to the PeopleSoft Portal via the district Website. Click on the EMPLOYEES link in the top menu bar. In the EMPLOYEES menu on the left click on MYSDCCD PORTAL. Log in using your User ID and Password.

> Click on **Employee Dashboard** to access the Self Service tiles. Select **My Pay** from Employee Dashboard. The **Paychecks** tile provides a quick view of taxes, deductions, gross pay, etc. Click the tile for more details and to print.


Paychecks

	Pay Date	10/29/2021
	Net Pay	
	Taxes	$405.46
	Deductions	$408.92
	Total Gross	

Click on the **Paychecks** tile and you will see your four most recent paystubs. Click on any paystub to view pay details or to print it out. It will come up as a separate PDF window. To view older paychecks, click on the small FILTER button on the top left corner to select a date range, see sample views below.
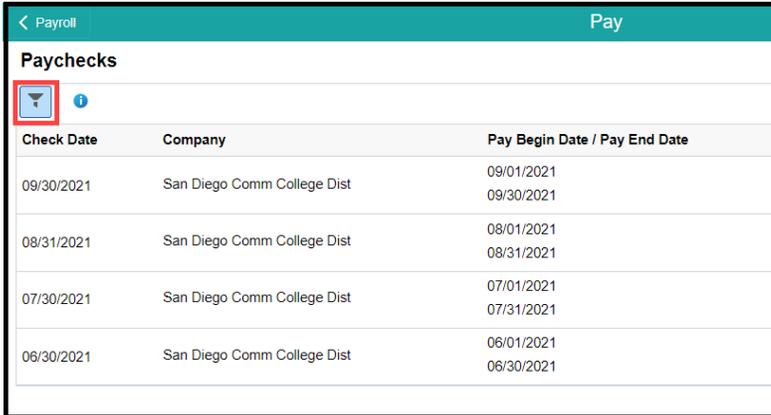
Check Date	Company	Pay Begin Date / Pay End Date
09/30/2021	San Diego Comm College Dist	09/01/2021 09/30/2021
08/31/2021	San Diego Comm College Dist	08/01/2021 08/31/2021
07/30/2021	San Diego Comm College Dist	07/01/2021 07/31/2021
06/30/2021	San Diego Comm College Dist	06/01/2021 06/30/2021

Calendar

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Current Date
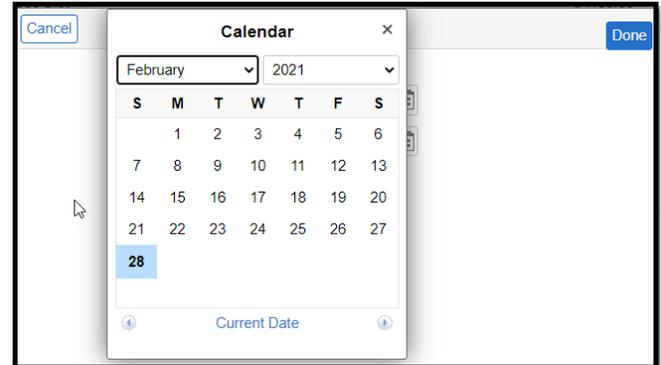
If you are having trouble printing out your checks or the PDF will not open after you click on a paystub, it is likely that a POP UP BLOCKER is turned on within your browser. Please turn off your pop-up blocker before viewing your paychecks so that they will be able to open on your computer.