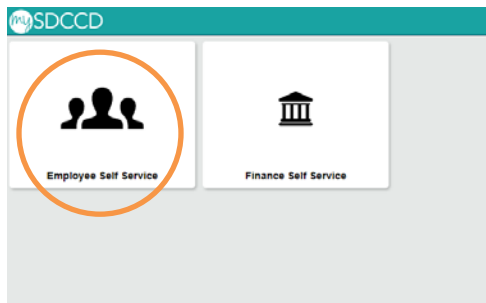
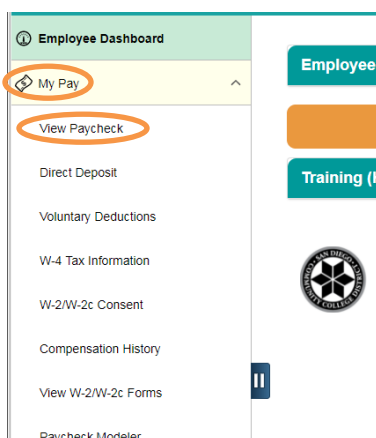


VIEWING/PRINTING PAYCHECKS

- Employees also have access to viewing/printing their paystubs. PeopleSoft has every recorded paycheck since January 1st 2016. If an employee needs an older paycheck previous to 01/01/2016, they would have to call the Payroll department.



Step 1: Log into PeopleSoft and choose **EMPLOYEE SELF SERVICE**

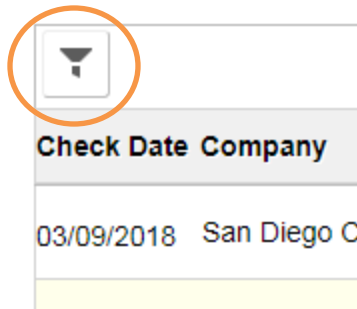


Step 2: On the left hand column, click on **MY PAY** and then select **VIEW PAYCHECK.**

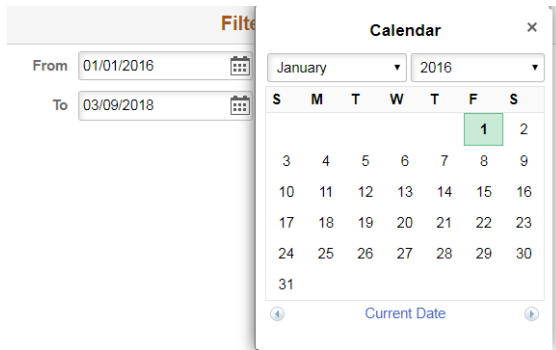
Paychecks

Check Date	Company	Pay Begin Date / Pay End Date
03/09/2018	San Diego Comm College Dist	02/01/2018 02/28/2018
02/09/2018	San Diego Comm College Dist	01/01/2018 01/31/2018
01/10/2018	San Diego Comm College Dist	12/01/2017 12/31/2017

Step 3: Here you will see your three most recent paystubs. Click on the 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 above the paystubs. This is a tool that will give employees a date range



Here is where you may find certain paychecks issued within a certain time frame.

If an employee would like to see all of their paychecks, they can change the “From” date to the earliest date of 1 January 2016, and the “To” date to “current date” (on calendar).

After choosing a date range, press DONE.

Paychecks

Check Date Company

Check Date	Company	Pay Begin Date / Pay End Date
03/09/2018	San Diego Comm College Dist	02/01/2018 / 02/28/2018
02/09/2018	San Diego Comm College Dist	01/01/2018 / 01/31/2018
01/10/2018	San Diego Comm College Dist	12/01/2017 / 12/31/2017

Paychecks

Check Date Company

Check Date	Company	Pay Begin Date / Pay End Date
03/09/2018	San Diego Comm College Dist	02/01/2018 / 02/28/2018
02/09/2018	San Diego Comm College Dist	01/01/2018 / 01/31/2018
01/10/2018	San Diego Comm College Dist	12/01/2017 / 12/31/2017
12/03/2017	San Diego Comm College Dist	11/01/2017 / 11/30/2017
11/09/2017	San Diego Comm College Dist	10/01/2017 / 10/31/2017
10/10/2017	San Diego Comm College Dist	09/01/2017 / 09/30/2017
09/09/2017	San Diego Comm College Dist	08/01/2017 / 08/31/2017
08/10/2017	San Diego Comm College Dist	07/01/2017 / 07/31/2017
07/10/2017	San Diego Comm College Dist	06/01/2017 / 06/30/2017
06/09/2017	San Diego Comm College Dist	05/01/2017 / 05/31/2017
05/10/2017	San Diego Comm College Dist	04/01/2017 / 04/30/2017



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.