

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.

The screenshot shows the San Diego Community College District website. The top navigation bar includes links for CLASS SCHEDULE, EMPLOYEE EMAIL, DIRECTORIES, and BOARD MEETING. The main menu has links for ABOUT, STUDENTS, FUTURE STUDENTS, COVID-19 INFORMATION, EMPLOYEES (highlighted with a red box), and SAN DIEGO PROMISE. A search bar for SDCCD is also present. On the left, a secondary menu lists various employee resources, with MYSDCCD PORTAL highlighted in a red box. The main content area features a large group photo of employees under the heading 'EMPLOYEES'.

The screenshot shows the mySDCCD Login page. It includes a disclaimer: "By logging into mySDCCD, you are agreeing not to disclose confidential information protected by privacy laws. Unauthorized access and/or use of this system is prohibited." There are input fields for User ID (containing 0000000000) and Password. A 'Sign In' button and a 'Forgot your Password?' link are visible. A note at the bottom states: "Regular system maintenance takes place between 04:00 and 06:00 AM PST on Thursday mornings. During this period certain sections of the system may not be available for use." There are also links for 'Need Assistance? Student Help | Employee Help'.

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.

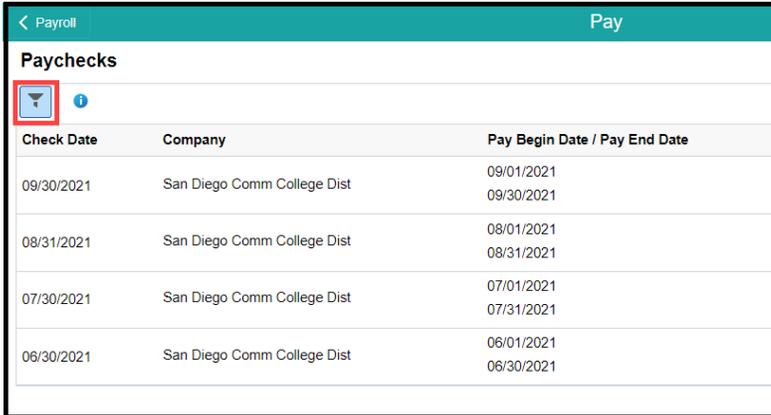
The screenshot shows a 'Welcome to mySDCCD' header above a large tile labeled 'Employee Dashboard'. The tile contains an icon of a person with a gear and a list, representing the dashboard's functionality.

The screenshot shows a vertical menu titled 'Employee Dashboard'. The menu items are: My Pay (highlighted with a red box), Benefit Details, My Time, and My Personal Info.

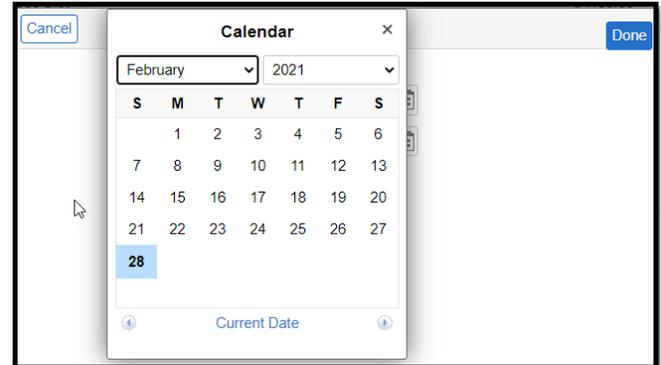
The screenshot shows a 'Paychecks' tile. On the left is an icon of a hand pointing to a document with a magnifying glass. On the right, the following pay details are displayed:

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



*****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.*****