



ePay Self Service View Paycheck Job Aid


The ePay Self Service View Paycheck functionality allows employees to access their current, as well as past, paycheck information. Step-by-step instructions are outlined below.

-  1. If you are using a District operated computer, your browser will default to the District's portal page. Click on the 'Oracle/PeopleSoft ' icon.



-  2. If you are using a non-District operated computer, please go to the District website at www.palmbeachschools.org and on the home page click the 'Sign In' as shown below: This will direct you to the District's portal page log in screen; log in using your network userID and password.



-  3. This will link you to the PeopleSoft Home page.




-  4. Click on the My Payroll and Compensation icon.



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To the left the Payroll and Compensation Menu appears. From this menu, you have several options, for example, you can view your paycheck, update your W-4 tax information, change your direct deposit information, and view your W-2.

 5. The page displays the most current paychecks available for viewing.



Pay

- W-4 Tax Information
- Direct Deposit
- View W-2/W-2c Forms
- W-2/W-2c Consent
- Employee One Giving
- Compensation History
- PFP Salary Election

Paychecks


Summer Check Crosswalk Information


Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	>
09/22/2017	School Dist of Palm Beach Co	09/02/2017 09/15/2017	\$653.92	6696653	>
09/07/2017	School Dist of Palm Beach Co	08/19/2017 09/01/2017	\$678.88	6673145	>
08/25/2017	School Dist of Palm Beach Co	08/05/2017 08/18/2017	\$464.49	6648885	>
08/11/2017	School Dist of Palm Beach Co	07/22/2017 08/04/2017	\$285.83	6628002	>
07/28/2017	School Dist of Palm Beach Co	07/08/2017 07/21/2017	\$402.26	6620026	>
07/14/2017	School Dist of Palm Beach Co	06/24/2017 07/07/2017	\$197.14	6609480	>

 6. If you wish to view previous paychecks, click on the  button located above the **Check Date**, to prompt a filter box to appear. You can select any start and end date range.

Please Note: If you click on the  button, a calendar will appear to assist you.

Cancel
Filter
Done

From 

To 

Calendar ×


June 2017

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	29	30	

Current Date


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You will not have access to any paychecks prior to July 2006 .

 7. If you wish to print your paycheck for your records, click on the check date. Please note that you may need to allow pop-ups and/or download Adobe Acrobat Reader.

<p>Pay</p> <ul style="list-style-type: none"> W-4 Tax Information Direct Deposit View W-2/W-2c Forms W-2/W-2c Consent Employee One Giving Compensation History PPF Salary Election 	<p>Paychecks</p> <p>Summer Check Crosswalk Information</p> <table border="1"> <thead> <tr> <th>Check Date</th> <th>Company</th> <th>Pay Begin Date / Pay End Date</th> <th>Net Pay</th> <th>Paycheck Number</th> </tr> </thead> <tbody> <tr> <td>09/22/2017</td> <td>School Dist of Palm Beach Co</td> <td>09/02/2017 / 09/15/2017</td> <td>\$653.92</td> <td>6696653</td> </tr> <tr> <td>09/07/2017</td> <td>School Dist of Palm Beach Co</td> <td>08/19/2017 / 09/01/2017</td> <td>\$678.88</td> <td>6673145</td> </tr> <tr> <td>08/25/2017</td> <td>School Dist of Palm Beach Co</td> <td>08/05/2017 / 08/18/2017</td> <td>\$464.49</td> <td>6648885</td> </tr> <tr> <td>08/11/2017</td> <td>School Dist of Palm Beach Co</td> <td>07/22/2017 / 08/04/2017</td> <td>\$285.83</td> <td>6628002</td> </tr> <tr> <td>07/28/2017</td> <td>School Dist of Palm Beach Co</td> <td>07/08/2017 / 07/21/2017</td> <td>\$402.26</td> <td>6620026</td> </tr> <tr> <td>07/14/2017</td> <td>School Dist of Palm Beach Co</td> <td>06/24/2017 / 07/07/2017</td> <td>\$197.14</td> <td>6609480</td> </tr> </tbody> </table>	Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	09/22/2017	School Dist of Palm Beach Co	09/02/2017 / 09/15/2017	\$653.92	6696653	09/07/2017	School Dist of Palm Beach Co	08/19/2017 / 09/01/2017	\$678.88	6673145	08/25/2017	School Dist of Palm Beach Co	08/05/2017 / 08/18/2017	\$464.49	6648885	08/11/2017	School Dist of Palm Beach Co	07/22/2017 / 08/04/2017	\$285.83	6628002	07/28/2017	School Dist of Palm Beach Co	07/08/2017 / 07/21/2017	\$402.26	6620026	07/14/2017	School Dist of Palm Beach Co	06/24/2017 / 07/07/2017	\$197.14	6609480
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The Printable Paycheck appears in Adobe Acrobat format.


 8. You can now either print or save your paycheck for your records.

 <p>THE SCHOOL DISTRICT OF PALM BEACH COUNTY 3300 Forest Hill Blvd., West Palm Beach, Florida 33406</p>		Pay Group: 210-FPSU 260 Pay Begin Date: 09/02/2017 Pay End Date: 09/15/2017		Payroll: 6 of 26 Advice #: 0006696653 Advice Date: 09/22/2017				
School Custodian Your Street Address South bay, FL 33493		Employee ID: 1234567 Department: School Number Location: Anywhere Elementary Job Title: Custodian Pay Rate: \$426.17 Biweekly		TAX DATA: Federal State Tax Status: Single Allowances: 1 0 Addl. Pct.: Addl. Amt.:				
HOURS AND EARNINGS			REGULAR EARNINGS DETAIL					
Description	Rate	Current Hours	Earnings	YTD Hours	Earnings	Description	Current	YTD
REGULAR EARNINGS	426.17		426.17		6,605.33			
REGULAR EARNINGS			375.08		0.00			
BONUS	0.00		0.00		348.11			
RETRO-REGULAR EARNINGS	0.00		0.00		37.28			
REGULAR EARNINGS-OTHER	0.00	84.50	0.00	84.50	1,023.21			
EXTRA TIME - STRAIGHT TIME	0.00		0.00		932.09			
ATTENDANCE BASED MERIT PAY	0.00	18.75	0.00	18.75	55.82			
WITHOUT PAY	0.00	2.00	0.00	2.00	205.35-			
OVERTIME EARNINGS	0.00		0.00		33.40			
Total:			801.25	105.25	8,829.89	Total: 123.29 1,176.20		
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
FRS- HA	24.04	252.77	FINGER PRINT FEE	0.00	6.00	FRS- HA	63.46	646.34

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Summer Pay Dates for Non-Year Round Employees

In order to meet fiscal year end reporting requirements, summer paychecks and direct deposit advices are processed near the end of June for employees who do not work year round. This group of employees includes teachers, school treasurers, data processors, assistant principals and others whose duty day schedule is less than 250 duty days. The advices and checks are held and distributed on the appropriate pay date. **Employees are strongly urged to avoid changing bank accounts until the summer checks have been distributed.**

 9. To make your search for information easier, we are providing you with a guide to view your summer checks in the Paychecks section in Self Service.

Pay		Paychecks				
W-4 Tax Information		Summer Check Crosswalk Information 9				
Direct Deposit		Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
View W-2/W-2c Forms		06/22/2017	School Dist of Palm Beach Co	06/03/2017 / 06/16/2017	\$1352.16	6581778 >
W-2/W-2c Consent		06/21/2017	School Dist of Palm Beach Co	06/02/2017 / 06/15/2017	\$1352.28	6569410 >
Employee One Giving		06/20/2017	School Dist of Palm Beach Co	06/01/2017 / 06/14/2017	\$1352.28	6556729 >
Compensation History		06/19/2017	School Dist of Palm Beach Co	05/31/2017 / 06/13/2017	\$1201.95	6544042 >
PFP Salary Election		06/16/2017	School Dist of Palm Beach Co	05/27/2017 / 06/09/2017	\$1343.60	6519985 >

In this Summer Crosswalk example, the employee was issued four summer checks after the June 16th pay date as shown in the screen shot above. They were issued on June 19th, June 20th, June 21st and June 22nd. The pay period end dates and check dates reflect June dates since we process these transactions near the end of June.

However the paychecks were not distributed (direct deposited/mailed) until June 30th, July 14th, July 28th and August 11th.

Pay		Summer Check Crosswalk Information		
W-4 Tax Information		Check Date	Pay End Date	Pay Distribution Date
Direct Deposit		06/19/2017	06/13/2017	06/30/2017
View W-2/W-2c Forms		06/20/2017	06/14/2017	07/14/2017
W-2/W-2c Consent		06/21/2017	06/15/2017	07/28/2017
Employee One Giving		06/22/2017	06/16/2017	08/11/2017

Click to close screen

Pay Days

It is important to note that not all employee groups will receive paychecks or direct deposit on each of these dates depending on the duty day group. Duty day groups that began receiving paychecks earlier in the year last summer will only have the number of paychecks remaining as displayed on the Pay Calendar.

If you have any questions regarding your access to PeopleSoft or navigation, please contact the IT Service Desk at (561) 242-4100 (Px44100).

If you have questions regarding your paycheck, please see your Payroll Contact at your location.