
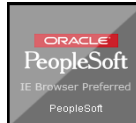



ePay Self Service Paycheck Job Aid


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.



ePay Self Service Paycheck Job Aid

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.

To the right, the View Paycheck page appears. You can review your current as well as past paychecks.



5. The page always defaults to the most current paycheck in the system. If you wish to view previous paychecks, please click on the [View a Different Paycheck](#) link.

View Paycheck

Your Name
Company Description:
Address:
FULTON-HOLLAND ED SVCS CENTER
3300 Forest Hill Boulevard
West Palm Beach, FL 33406

Net Pay: \$1,212.54
Pay Begin Date: 10/29/2016
Pay End Date: 11/11/2016
Check Date: 11/18/2016

To print, you may need to allow pop-ups and/or download Adobe Reader

To view other checks, select [View a Different Paycheck](#) [View Summer Paycheck](#)

General

Name:	Your Name	Payroll	
Employee ID:	1234567	Pay Group:	MISC/STAFF-NBU (260)
Address:	123 Disney World Street West Palm Beach, FL 33409	Department:	9100 - Accounting
		Location:	FHESC
		Job Title:	
		Pay Rate:	\$1,689.81 Biweekly 26 Pays

The View Paycheck list page appears.



6. Click on the link with the View Paycheck date you wish to view. There is an 18 month supply available.

View Paycheck

Summer Check Crosswalk Information

Check Date	Pay End Date	Pay Distribution Date
06/20/2016	06/14/2016	07/01/2016
06/21/2016	06/15/2016	07/15/2016
06/22/2016	06/16/2016	07/29/2016
06/23/2016	06/17/2016	08/12/2016

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Select Paycheck

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck N
11/18/2016	11/18/2016	School Dist of Palm Beach Co	10/29/2016	11/11/2016	\$1212.54	6138269
11/04/2016	11/04/2016	School Dist of Palm Beach Co	10/15/2016	10/28/2016	\$1212.56	6116999
10/21/2016	10/21/2016	School Dist of Palm Beach Co	10/01/2016	10/14/2016	\$1212.54	6095726
10/07/2016	10/07/2016	School Dist of Palm Beach Co	09/17/2016	09/30/2016	\$1212.54	6072313

ePay Self Service Paycheck Job Aid

The View Paycheck page appears for the selected check date .

7. If you wish to print your paycheck for your records, then please click on the *Printable Version* button. Please note that you may need to allow pop-ups and/or download Adobe Acrobat Reader.

The Printable Paycheck appears in Adobe Acrobat format.

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

REGULAR EARNINGS		REGULAR EARNINGS DETAIL						
Description	Rate	Hours	Earnings	Description	Current	YTD		
REGULAR EARNINGS			2,661.54			23,953.86		
HOURS AND EARNINGS				TAXES				
Total:				Total:				
3,203.50 106.00 28,376.60				507.05 4,531.97				
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
Dental Int - EE MC Opt 2	6.08	54.72	CRITICAL ILLNESS INSURANCE	0.00	43.82	HMO-EE Only (District paid)	179.76	1,617.84
VISION INSURANCE SINGLE	2.71	24.39	CTA DUES	0.00	27.27	BASIC LIFE (DISTRICT PAID)	1.64	14.76

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.