
PeopleSoft Self Service Paycheck View



LONG BEACH CITY COLLEGE

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Signing In to PeopleSoft

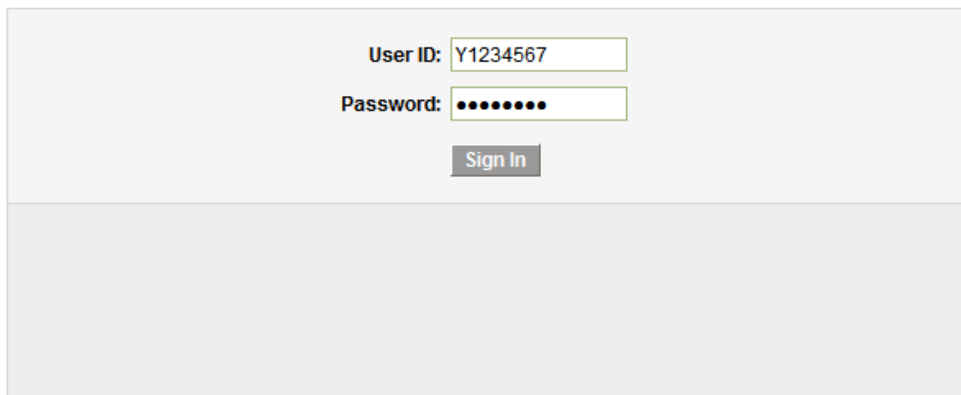
Logging on to PeopleSoft you will need to have a User Id and Password.

1. Your User ID is a Capital “Y” plus your 7 digit employee number (e.g. Y1234567)
2. Enter your password – If you do not know your password please call (562) 938- 4924 for help or go to the Payroll Office
3. Finally press the “Sign In” button to enter the system.

ORACLE

PEOPLESOFT ENTERPRISE

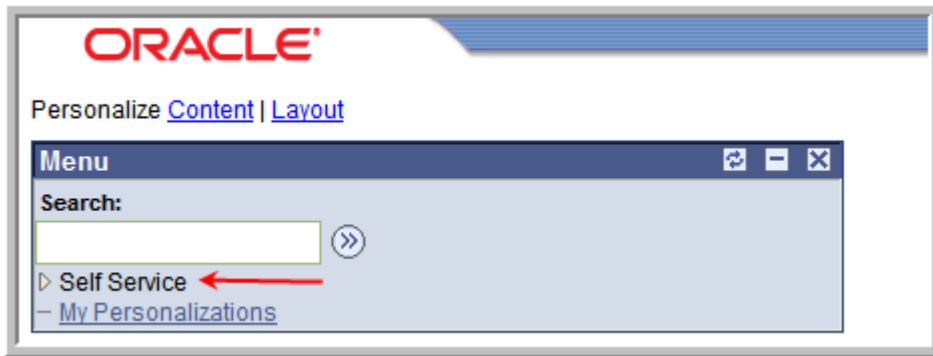
Human Resources & Campus Solutions 8.9



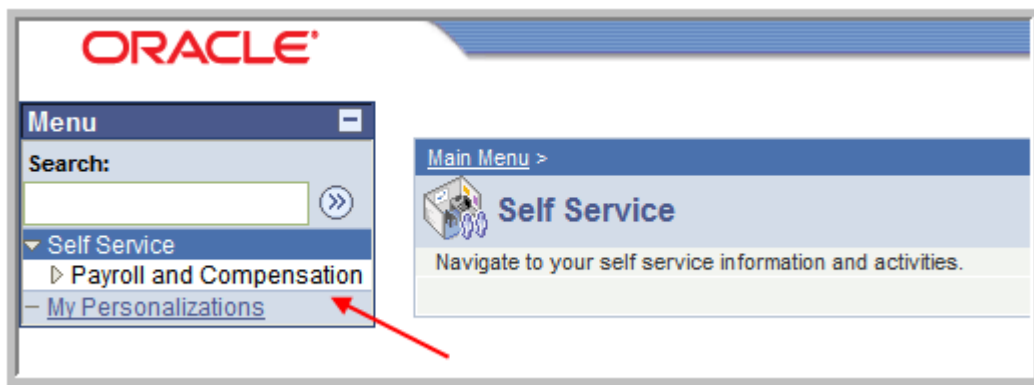
The screenshot shows the login interface for Oracle PeopleSoft Enterprise. It features a light gray background with a white box containing the login fields. The "User ID" field contains the text "Y1234567". The "Password" field contains seven black dots. Below the password field is a gray "Sign In" button.

Viewing your Paycheck Online

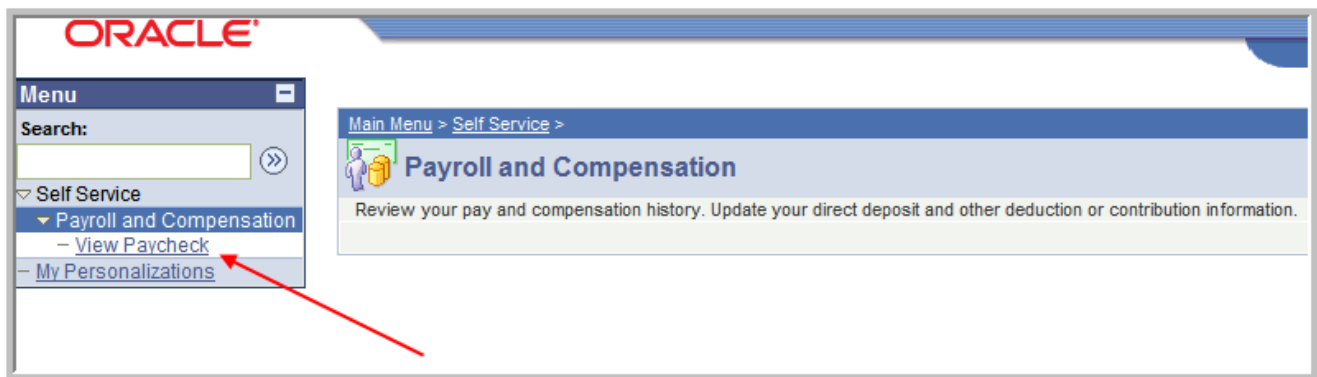
Click on the “Self Service” from the Menu on the left side of the screen.



From the “Self Service Page” click on the Menu item “Payroll and Compensation”



From the “Payroll and Compensation” page click on the “View Paycheck” item.



The system will then display the most current paycheck received. **Your most current paycheck will show YTD totals.**

The screenshot shows the Oracle HR Self Service interface. At the top left is the Oracle logo. A 'Menu' sidebar on the left contains a search box and a tree view with 'Self Service' expanded to 'Payroll and Compensation', where 'View Paycheck' is selected. The main content area is titled 'View Paycheck' for 'John Doe'. It displays company and address information, summary statistics (Net Pay, Pay Begin/End Dates, Check Date), and a 'General' tab with detailed employee information.

ORACLE Home

Menu

Search:

- Self Service
 - Payroll and Compensation
 - View Paycheck**
 - My Personalizations

View Paycheck

John Doe

Company:
Long Beach Comm College Dist

Address:
4901 East Carson Street
Long Beach, CA 90808

Net Pay: \$325.74

Pay Begin Date: 02/01/2005

Pay End Date: 02/28/2005

Check Date: 03/10/2005

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

General

Name:	John Doe	Business Unit:	LBCCD
Employee ID:	1234567	Pay Group:	Classified Hourly/Daily
Address:	1234 Any Street Long Beach, Ca 90808	Department:	644000 - Student Health Servic
		Location:	LAC-Q
		Job Title:	LTE
		Pay Rate:	\$22.36 Hourly

Viewing a Different Paycheck

To view historical paychecks click “View a Different Paycheck” hyperlink on the View Paycheck page. **Your “historical” paychecks only have totals for that check. They do not have YTD totals.**

ORACLE Home

Menu

Search:

- Self Service
 - Payroll and Compensation
 - [View Paycheck](#)
 - [My Personalizations](#)

View Paycheck

John Doe

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		Job Title:	LTE
		Pay Rate:	\$22.36 Hourly

A new screen will appear showing previous paychecks issued. Select an alternative date. **You may have more than one paycheck with the same Pay Period End Date.**

ORACLE

Menu

Search:

- Self Service
 - Payroll and Compensation
 - [View Paycheck](#)
 - [My Personalizations](#)

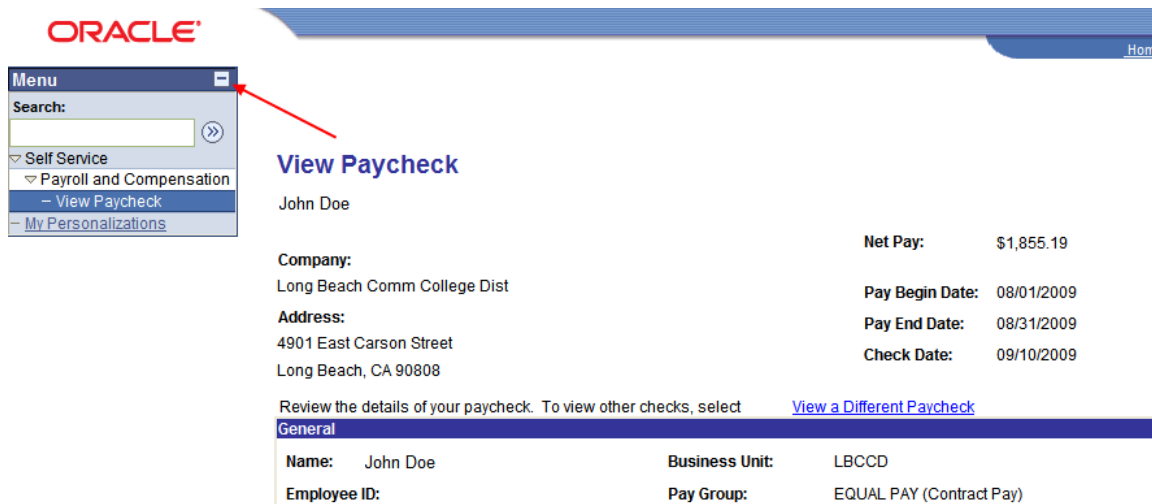
View Paycheck

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

Paycheck Selection		
Pay Period End Date	Company	Net Pay
2005-02-28	Long Beach Comm College Dist	\$325.74
2005-01-31	Long Beach Comm College Dist	\$977.22
2004-12-31	Long Beach Comm College Dist	\$1068.84
2004-11-30	Long Beach Comm College Dist	\$1954.44
2004-10-31	Long Beach Comm College Dist	\$1465.84
2004-09-30	Long Beach Comm College Dist	\$977.21

Printing Paycheck

To print a hard copy of your paycheck you will first need to minimize or hide the left had navigation. Click the '-' link next to the heading Menu. This allows the entire paycheck to be displayed on the entire page.



ORACLE

Menu -

Search:

- Self Service
 - Payroll and Compensation
 - View Paycheck**
 - My Personalizations

View Paycheck

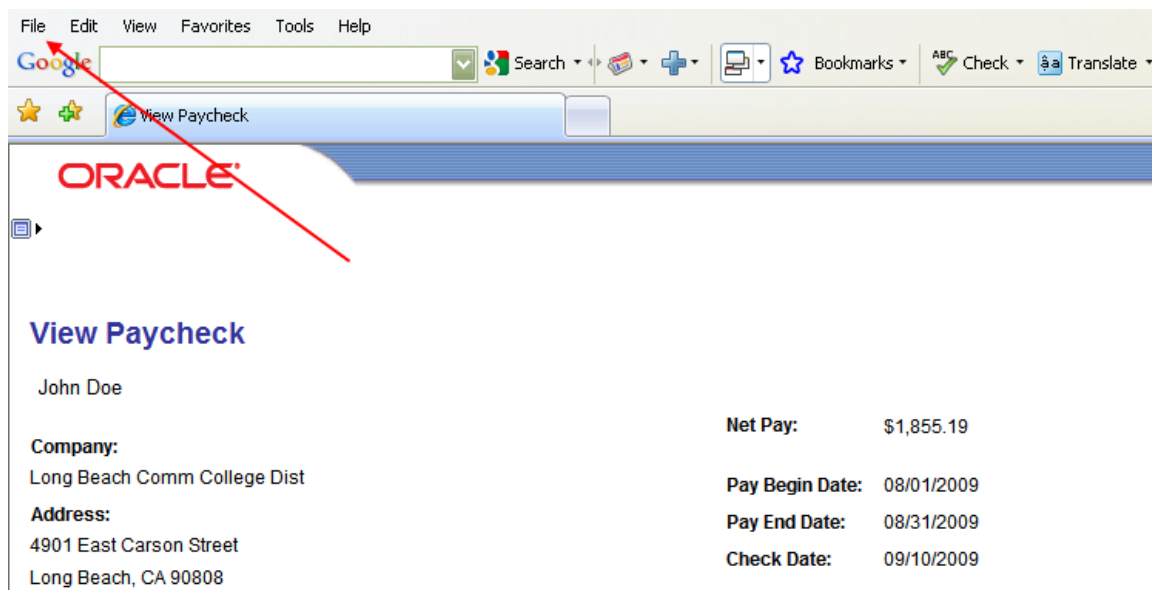
John Doe

Company: Long Beach Comm College Dist	Net Pay: \$1,855.19
Address: 4901 East Carson Street Long Beach, CA 90808	Pay Begin Date: 08/01/2009
	Pay End Date: 08/31/2009
	Check Date: 09/10/2009

Review the details of your paycheck. To view other checks, select [View a Different Paycheck](#)

General			
Name: John Doe	Business Unit: LBCCD		
Employee ID:	Pay Group: EQUAL PAY (Contract Pay)		

Using Internet Explorer go to the top of your web browser and under the drop down menu under 'File' select the option 'Print Preview'



File Edit View Favorites Tools Help

Google Search Bookmarks Check Translate

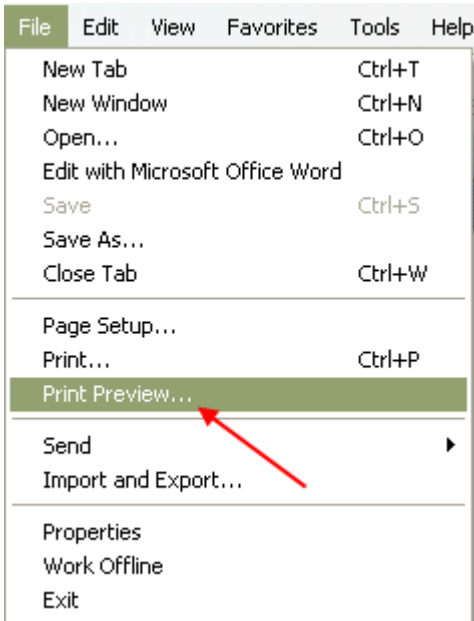
View Paycheck

ORACLE

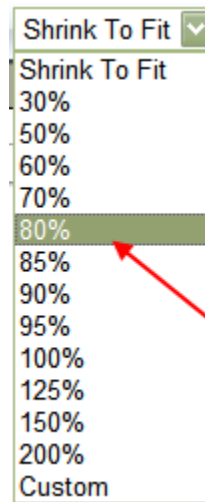
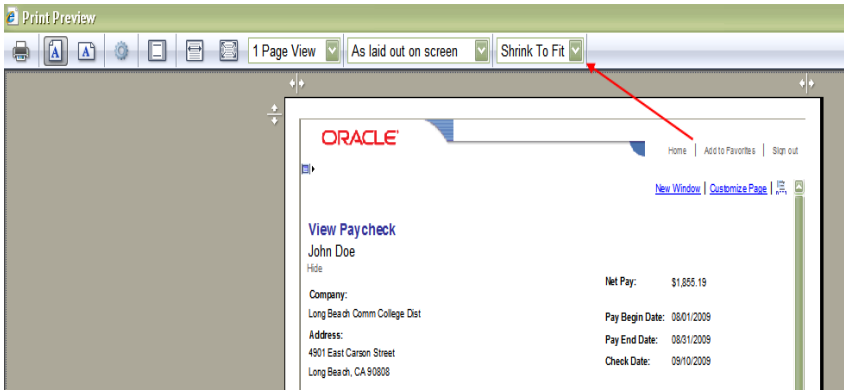
View Paycheck

John Doe

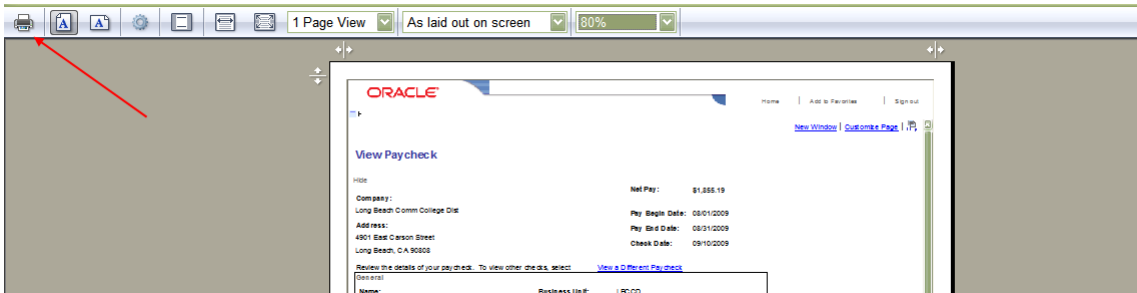
Company: Long Beach Comm College Dist	Net Pay: \$1,855.19
Address: 4901 East Carson Street Long Beach, CA 90808	Pay Begin Date: 08/01/2009
	Pay End Date: 08/31/2009
	Check Date: 09/10/2009



The following screen will appear. Using the drop down list under 'Shrink to Fit' you can select a predefined percentage allowing you to print the entire web page on a single page print out. Typically 70 – 80% works best.



After selecting the percentage you would like to use to shrink your document you will then use the link with the printer icon to send your document to your printer.

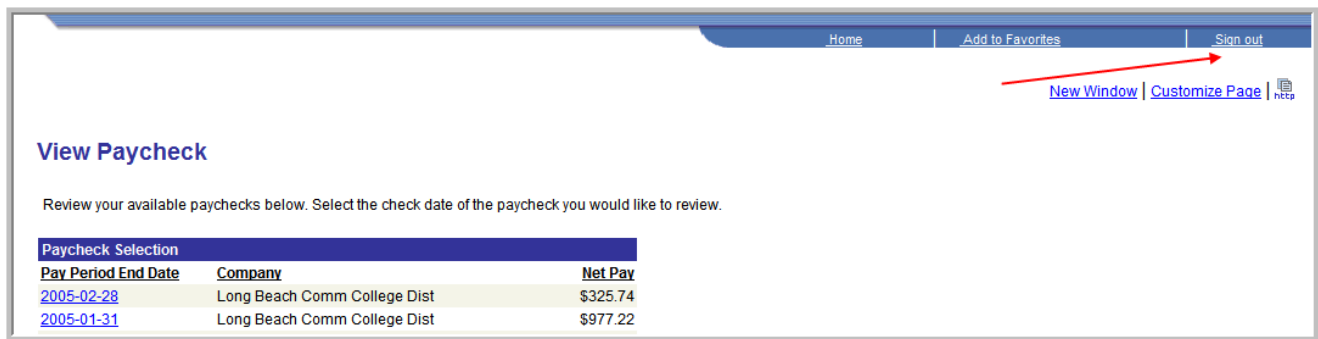


After you have printed your document you can unhide your left had navigation menu by selecting the button shown in the picture below.



Sign Out of PeopleSoft

Click on the "Sign Out" link in the upper right hand corner of the screen



The main log in page will display once you have successfully signed out.

