Santee school district
payroll system conversion complete

July 27, 2016

## PeopleSoft is Here

We have successfully made the switch to PeopleSoft, a modern, robust system for human capital management, paychecks, and payroll processing. Below is the information all employees will need to view paycheck information beginning with the July 29, 2016 paycheck.

## PeopleSoft Employee Self-Service (ESS) – Viewing Your Paycheck

* **How to Access ESS** Go to <https://ess.erp.sdcoe.net>. You can use any browser and can access this link from any location (work or home). This is the PeopleSoft Employee Self-Service (ESS) site.
* **Logging in to ESS** Log in with your PeopleSoft User ID and password. Your PeopleSoft User ID is your 6-digit employee identification number, with no spaces or dashes. If you are a new user, the password to log in the first time will be:
* **The First 4 LETTERS OF YOUR LAST NAME IN CAPS + Last 4 of SSN.**

**Example: Pat Smith = SMIT6789**

**Example: Taylor Vo = VO6789**

**Example: Sam O’Hara = O’HA6789**

* After logging in with the first-time password, you will be prompted to change it. If you are an existing PeopleSoft user, you will continue to use your existing PeopleSoft password.
* **Password Assistance** Setting up “I Forgot My Password” is an important step which needs to be completed after logging in and updating your password (if a new user). This will save you time in the future in the event that you forget your password.
* **Paycheck View** Now you are ready to view your paycheck (available on or after the issue date). On the home page, click View Paychecks. The page will display with the “View Paycheck” link. Make sure your browser’s pop-up blockers are off.
* **New Look** Paychecks in PeopleSoft will have a new look. For helpful information on how to read your paycheck and general information about ESS, click on the link: [ESS Guide](http://docs.google.com/viewer?a=v&pid=sites&srcid=c2Rjb2UubmV0fGNyY3xneDo3OWFkZWI3YWVlZDljNzA0)

**Important Reminders**

To view paychecks dated prior to July 2016, use the existing link “SDCOE Online Pay Statements through June 2016” on the Payroll Services page of the District website - [Payroll Services](http://www.santeesd.net/site/Default.aspx?PageID=503). Your login information for this link will remain unchanged.

All employees will usetheir employee identification numbers for logging in to ESS and on all timesheets; social security numbers are not accepted in PeopleSoft.

If you forget your employee ID number, please contact the Payroll Department; see below for contact information. We prefer to send you this information via email so that you will have the number easily available. Remember, we are here to help, contact us if you need assistance:

Karen Lippert karen.lippert@santeesd.net Lorie Schmitz lorie.schmitz@santeesd.net

**Thank you in advance for your patience and understanding as we work to assist employees with the new system.**