PeopleSoft Self Service Paycheck View
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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.
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.**
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.

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.
Printing Paycheck

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

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