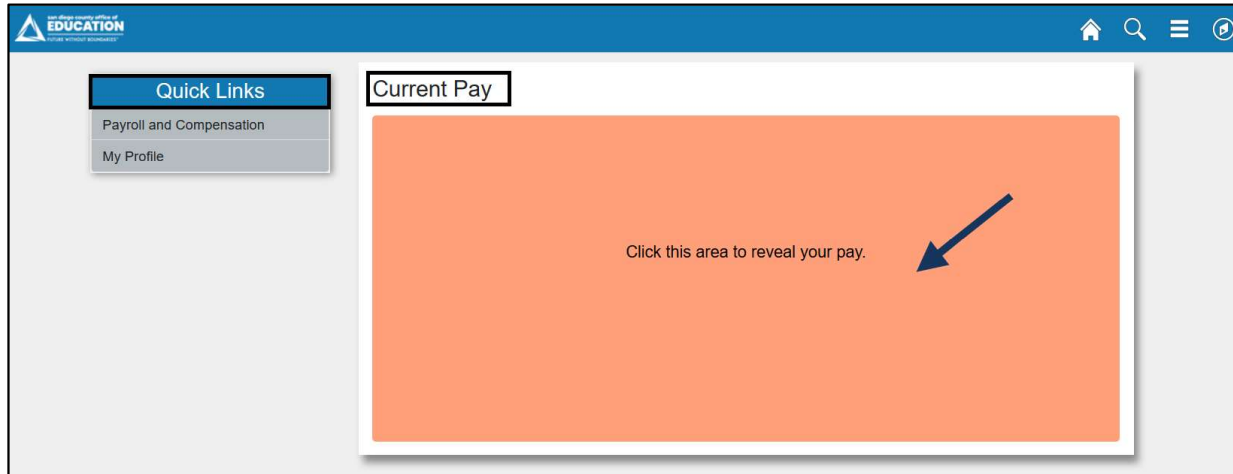


# Viewing Your Paycheck

**Note:** Paycheck information can be accessed in two ways: Current Pay screen or using Quick Links.

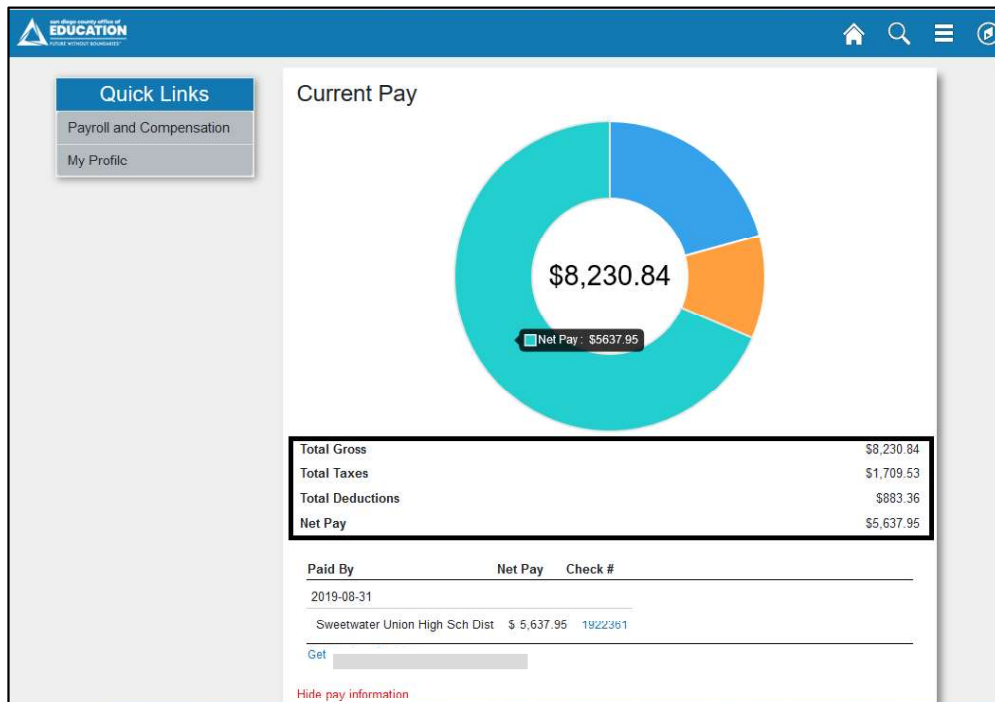
## View Paycheck Using Current Pay screen

1. In the **Current Pay** section, **click anywhere on orange box** to get a quick overview of Paycheck.

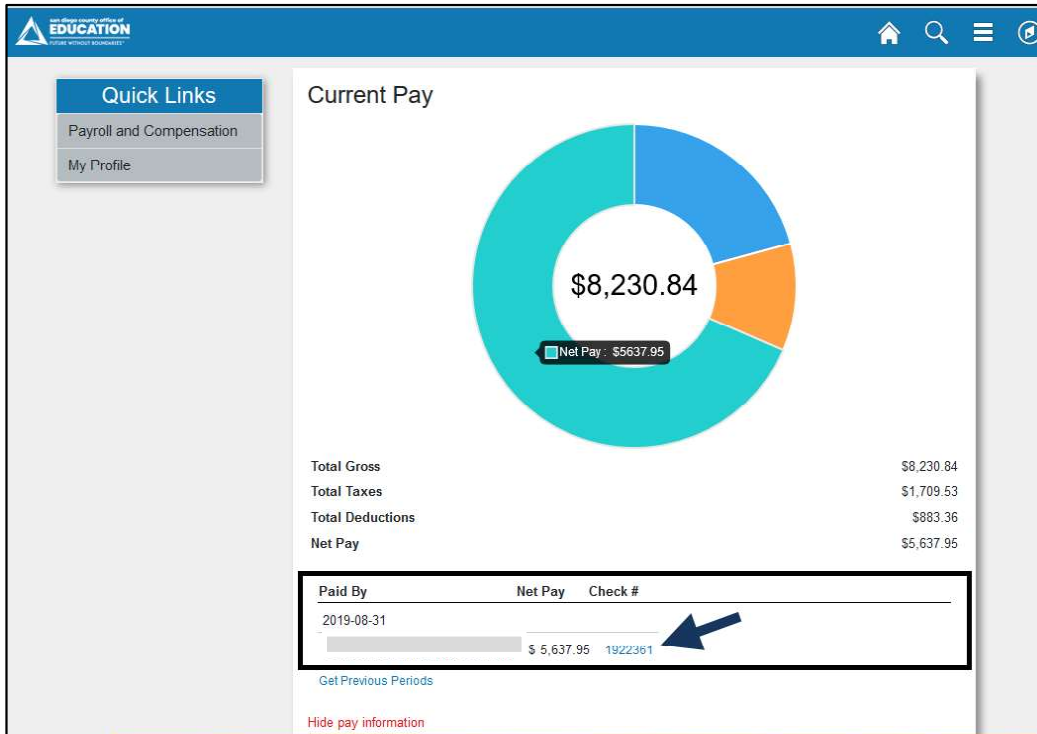


2. **View Current Pay information:**

- a. **Donut graphic** – Shows Total Gross Pay, Taxes, Deductions and Net Pay by colored sections. Hover over the area to get the description and amount which corresponds to list below the graph.



- b. **Paid By section** – Shows most recent Pay Date, School District, Net Pay and Check #. Click on the Check # to view Paycheck.



**Current Pay**

**\$8,230.84**

Net Pay: \$5637.95

Total Gross	\$8,230.84
Total Taxes	\$1,709.53
Total Deductions	\$883.36
Net Pay	\$5,637.95

Paid By	Net Pay	Check #
2019-08-31	\$ 5,637.95	1922361

[Get Previous Periods](#)

[Hide pay information](#)

Sch Dist	Pay Group: Pay Begin Date: 08/01/2019 Pay End Date: 08/31/2019	Pay Group	Business Unit: Advice #: 000000001922361 Advice Date: 08/30/2019
Employee ID: Department: Location:	Academy ACADEMY	TAX DATA:	Federal CA State
		Marital Status: Single	S/M-2 inc 1
		Allowances: 1	1
		Add. Percent:	
		Addl. Amount:	

HOURS AND EARNINGS								TAXES			
Description	Pay Period	Begin Date	End Date	Rate	Current Units	Earnings	YTD Units	Earnings	Description	Current	YTD
Regular	06/01/2019	06/30/2019			33.00		82.50		Fed Withholding		
Hourly	06/01/2019	06/30/2019			3.00		16.00		Fed MED/EE		
X C A Cer									CA Withholding		
Ex D STRS											
Lv WO Pay							33.75				
Retro Regu											
<b>TOTAL:</b>					36.00				<b>TOTAL:</b>		

BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
STRS PEPRA			FBC AD&D - Family			Medical Deductions Pre-Tax		
			FBC Vol Life Spouse			Dental Deductions Pre Tax		
			FBC Vol Life			Vision Plan Deduction Pre Tax		
			CAT 1 FULL-TIME			Life Insurance Deduction - AT		
						STRS PEPRA		
						Sweetwater Workers Comp		
<b>TOTAL GROSS</b>			<b>FED TAXABLE GROSS</b>			<b>TOTAL TAXES</b>		
<b>TOTAL DEDUCTIONS</b>			<b>NET PAY</b>					

Absence Balances		NET PAY DISTRIBUTION	
Description	Amount	Account Type	Deposit Amount
Vacation Balance	0.0	Advice #000000001922361	
Sick Balance	58.6	Checking	
Personal Necessity Balance	0.0	Checking	
Personal Business Balance	0.0		
<b>TOTAL:</b>			

c. **Get Previous Periods** – Click on hyperlink to see previous pay periods.

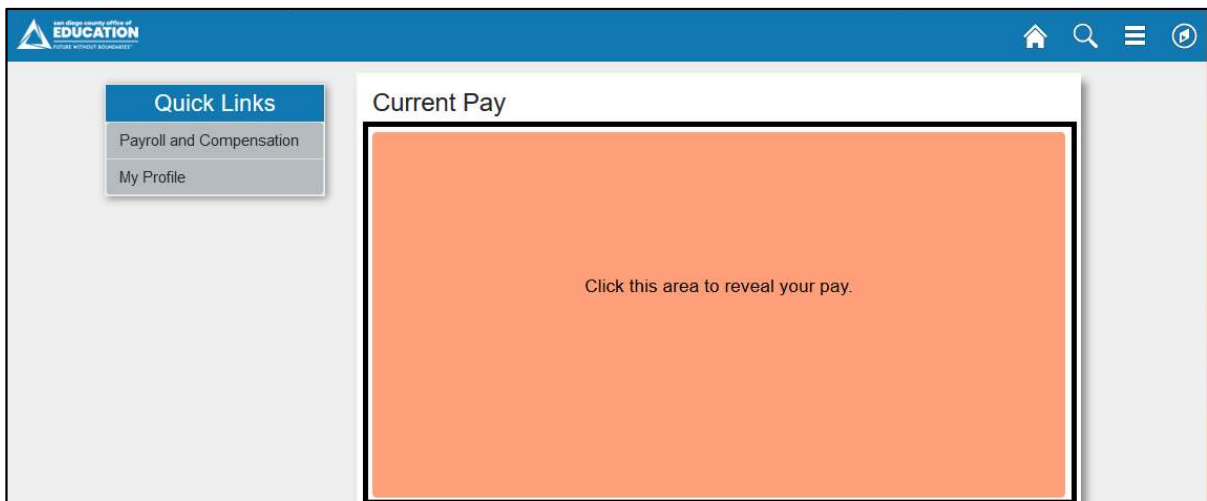
Paid By	Net Pay	Check #
2019-08-31		
████████████████████	\$ 5,637.95	1922361
2019-07-31		
: ██████████████████	\$ 5,397.85	1881493
2019-06-30		
: ██████████████████	\$ 5,893.02	1839060

[Get Previous Periods](#) ←

d. **Hide pay information** – Click hyperlink to hide your paycheck information. Orange box reappears.

2019-08-31		
████████████████████	\$ 5,637.95	1922361
2019-07-31		
████████████████████	\$ 5,397.85	1881493
2019-06-30		
████████████████████	\$ 5,893.02	1839060

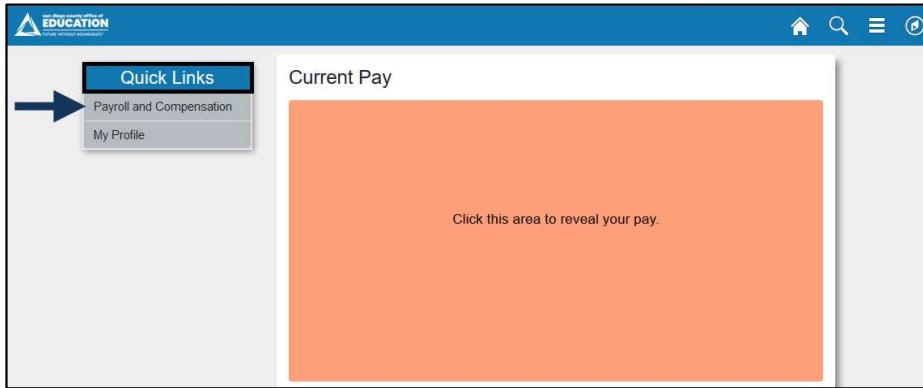
[Get Previous Periods](#)  
[Hide pay information](#) ←



The screenshot shows the top navigation bar with the San Diego County Office of Education logo and icons for home, search, and menu. On the left, there is a 'Quick Links' sidebar with 'Payroll and Compensation' and 'My Profile'. The main content area is titled 'Current Pay' and contains a large orange rectangular box with the text 'Click this area to reveal your pay.' centered inside it.

## View Paycheck using Quick Links

- Under Quick Links, click on the Payroll and Compensation tab.

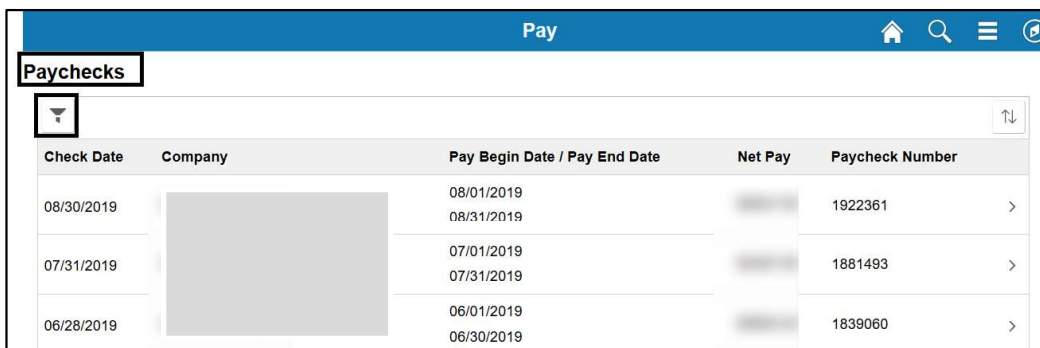


- Dropdown menu provides these options:

- View Paycheck
- Compensation Split
- View W-2 Form

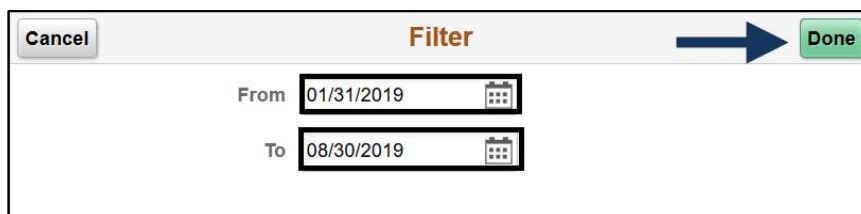


- Click View Paycheck to see a list of more recent Paychecks.



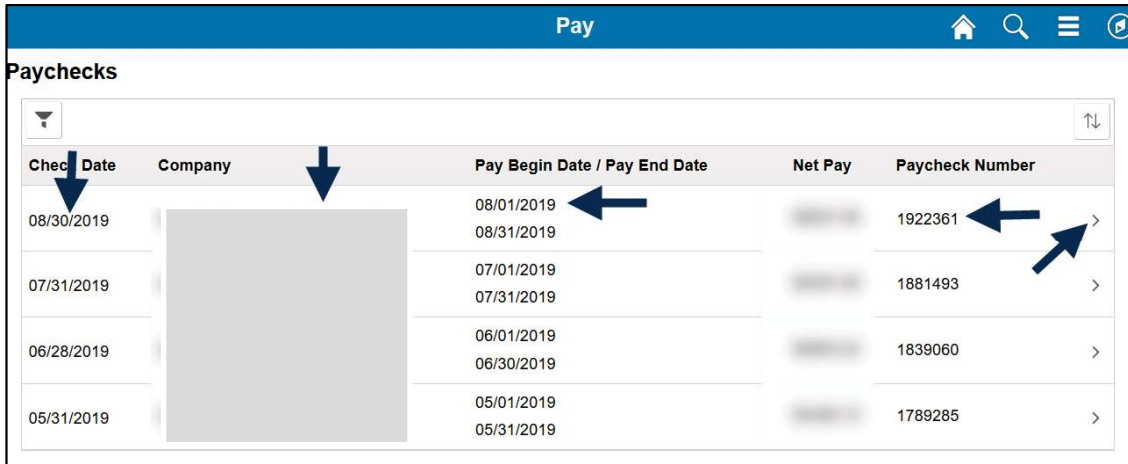
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
08/30/2019		08/01/2019 08/31/2019		1922361
07/31/2019		07/01/2019 07/31/2019		1881493
06/28/2019		06/01/2019 06/30/2019		1839060

- Use Filter to bring up Paychecks from a different date range. Enter Filter date range and click Done.



The screenshot shows the 'Filter' dialog box. It has a 'Cancel' button on the left and a 'Done' button on the right. The 'From' date is set to 01/31/2019 and the 'To' date is set to 08/30/2019. A blue arrow points to the 'Done' button.

4. Click on any item on the Paycheck screen to view Paycheck.



Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
08/30/2019		08/01/2019 08/31/2019		1922361
07/31/2019		07/01/2019 07/31/2019		1881493
06/28/2019		06/01/2019 06/30/2019		1839060
05/31/2019		05/01/2019 05/31/2019		1789285

**Note:** If Paycheck does not open, look if pop-up blocker is turned on. **Click Options then click Allow.**



To view your earnings in greater detail, use Compensations Split.

5. **Click Home icon** to return to Home screen.

