How to Read Your Paycheck through PeopleSoft Employee Self Service

- Log onto **Employee Self Service (ESS)** through **http://ess.dc.gov** .

- Select **Self Service,** then select **Payroll and Compensation.**

- Click **View Paycheck.**

- Questions? Contact **HR Answers** via email at **dcps.hranswers@dc.gov**

STEP 1: REVIEW YOUR PERSONAL INFORMATION.

View Self Service Paycheck

Mary Q. Teacher

> **Net Pay:** Total amount paid to you after taxes and deductions.

Net Pay:	$1,435.18
Pay Begin Date:	08/14/2011
Pay End Date:	08/27/2011
Check Date:	09/09/2011

Company:
District Of Columbia Govt
Address:
441 4th Street, NW
Suite 480 North
Washington, DC 20001

View a Different Paycheck

> If you received a paper check, this is the **address** where it was mailed.
>
> Confirm that your **address** is correct.
>
> Confirm **Location, Job Title**, and **Pay**

General

Name:	Mary Q. Teacher	Business Unit:	DCGOV
Employee ID:	00097881	Pay Group:	DCPS Schools
Address:	400 S. Street NE Unit 203 Washington, DC 20002	Department:	GAX00002944 – Seaton ES
		Location:	SEATON ES
		Job Title:	TEACHER,ELEMENTARY
		Pay Rate:	$53,752.99 Annual

> Confirm that your **tax data** is correct for both **Federal** and **State.**

Tax Data

Fed Marital Status:	Single	DC Marital Status:	Single
Fed Allowances:	0	DC Allowances:	0
Fed Addl Percent:	0.000	DC Addl Percent:	0.000
Fed Addl Amount:	$0.00	DC Addl Amount:	$0.00

- If your address is incorrect and you did not receive your paycheck, complete the attached **Application for Stop Check Payment Form** and submit to the DCPS Payroll Office via fax (202) 442-5306.

- If you recently moved and need to change your address, submit those changes in the **Personal Information** section of ESS.

- If you need to update your Tax Data, submit those changes in the **Payroll and Compensation** section of ESS. You must be connected to a networked DCPS computer and use the site http://pshcm.dc.gov

- To enroll in **Direct Deposit**, log onto http://pshcm.dc.gov using a computer connected to the DCPS network.

STEP 2: REVIEW YOUR EARNINGS AND DEDUCTIONS.

Current – Earnings, Taxes, & Deductions for this pay period. **YTD -** Earnings, Taxes, & Deductions for the calendar year.

If you began working on 8/15/2011, you will be paid for 80 **regular hours.**

Federal and **State Taxes** will be deducted. ET employees do not pay into Social Security (FICA).

Before Tax and **After Tax deductions** for benefits, union dues, and retirement.

DCPSTQBT: DC Teachers Retirement
Un-DU0205: Union Dues

Paycheck Summary

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	2,067.42	1,902.03	430.12	202.12	1,435.18
YTD	2,067.42	1,902.03	430.12	202.12	1,435.18

Earnings

Description	Hours	Rate	Amount	YTD Amount
Regular	80.00	25.842788	2,067.42	2,067.42
Total:	80.00		2,067.42	2,067.42

Taxes

Description	Amount	YTD Amount
Fed Withholding	293.54	293.54
Fed MED/EE	27.58	27.58
DC Withholding	109.00	109.00
Total:	430.12	430.12

Summer Pay Credit:

Description	Current Amount	School YTD Amount
Sum Pay CR	375.86	375.86

Sum Pay CR – Amount set aside for ET-15 employees Summer Pay Credit checks. (Amount based on school year calendar.)

Before-Tax Deductions

Description	Amount	YTD Amount
DCPSTQBT	165.39	165.39
Total:	165.39	165.39

After Tax Deductions

Description	Amount	YTD Amount
Un-DU0205	33.20	33.20
DCLIFE	3.53	3.53
Total:	36.73	36.73

Employer Paid Benefits

Description	Amount	YTD Amount
DCLIFE	1.51	1.51
* Taxable		
Total:		

Employees **do not pay** the amounts listed in the *Employer Paid* Benefits column.

STEP 3: REVIEW YOUR DIRECT DEPOSIT AND LEAVE BALANCES.

If **Account Type** states **Issue Check**, paycheck was mailed to address listed in Step 1.

Leave Balances for ET-15 employees will be posted on the 9/23/2011 paycheck.

ET 15/ 10 month: 96 hrs
ET 15/12 month: 120 hrs (Your full time position is year round)

Net Pay Distribution

Payment Type	Paycheck Number	Account Type	Account Number	Amount
Check	286397	Issue Check		1,435.18

Leave Balances - YTD

Leave Type	Start Balance	Earned	Taken	Adjustments	End Balance	Current Use or Lose
Sick						

Leave - Current Pay Period

Leave Type		Earned		Taken		Adjustments
Sick						

Service Computation Dates

Service Date	Service Comp Date - LEO	Date Last Equivalent Increase - LEI
08/16/2010		

Service Date: The first day you began working for DCPS.

Date Last Equivalent Increase – LEI: Date that you received your last salary increase.