

## Viewing Your Paystub \$\$\$

### Logging into PeopleSoft Employee Self-Serve (ESS)

1. Go to the District's website at <http://smusd.org>
2. Click on 'Staff'
3. Click on 'PeopleSoft Paycheck Login (ESS)'
4. User ID = Employee ID number *without* hyphen
5. Enter your Password  
(If this is the first time you are logging in, your password is the first four letters of your LAST NAME all in CAPS + last four numbers of your Social Security number)
6. Click on 'Sign In'
7. Click on 'Payroll and Compensation'.
8. Click on 'View Paycheck'
9. Make sure your pop-up blockers in your browser are disabled so that your paystub will open in a separate tab.
10. To reset your PeopleSoft password, please email your employee ID # to: [peoplesoft.password@smusd.org](mailto:peoplesoft.password@smusd.org).
11. If you experience any difficulties or have further questions, please contact [payroll@smusd.org](mailto:payroll@smusd.org).

When creating a new password, it must include:

- At least 7 characters
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number
- At least 1 symbol (% , ! , & )

The password cannot contain User ID or match previous passwords. It must be changed every 365 days.

## Recommended: Set up a security question

Enabling this option allows future password reset emails to be sent to the email address you designate.

- Log in PeopleSoft Paycheck Login (ESS)
- On the top right, click on the NavBar icon



- From the NavBar menu, click on “My Profile”
- Under Password, click on “Change or set up forgotten password help”
- You will now see the option to select a security question

### Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you.  
Enter a question and your response below. These will be used to authenticate you.

Question

Select from the list of questions.

Response

- After selecting your security question and response, click “OK”
- Scroll down the page to verify the listed email address is correct

You’re done! The next time you need to reset your password, the request will go to the email address you designated.