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July 28, 2016

To: Del Mar Union School District Staff
From: Human Resources and Business Department
Re: New Human Resources and Payroll System

The San Diego County Office of Education (SDCOE) has changed the Human Resources, Payroll & Financial system to the new and improved "PeopleSoft" system. The PeopleSoft system is replacing old systems that no longer serve the needs of school districts. The Del Mar Union School District has passed a significant milestone in July with processing the first monthly payroll using the PeopleSoft system.

Our dedicated colleagues in Human Resources and Business Department have been preparing for this since April 2016. Please know that while the teams have worked hard to successfully migrate all of our vital employee and compensation data from our old programs into the new system, data "corrections" are an inevitable part of the process, and help is available. If you have any questions after you have reviewed your paycheck, please contact Human Resources or the Business Services department.

Your paycheck will have a new look. You will receive your first paycheck through the new system on your first payday of the new school year. The new system will still allow you to view your paycheck online, through the PeopleSoft's Employee Self Service (ESS) webpage.

Please be reminded, all paystubs prior to July 1, 2016, are still available on "paystubs online" – use previous web link.

Thank you in advance for your patience as we make this exciting leap forward.

Using PeopleSoft ESS to view a paycheck for the first time

ESS stands for Employee Self-Service. Here are some things to know about PeopleSoft ESS when you are logging in to view a paycheck for the first time.

1. The link can be found on the www.dmusd.org website. Under departments, click Payroll, under links and forms **ESS Paystub**, click on <https://ess.erp.sdcoe.net>
2. You need to know your **Employee ID** in order to log in. Your Employee ID is your user name without hyphens.
3. The first time you log in, you must use the **temporary default password**
Default Password – First 4 of last name in CAPS + Last 4 of SSN
4. You can use ESS from **home/work** or anywhere.
5. To view your paycheck, make sure you **disable your browser's pop-up blocker**. The PDF paycheck will try to pop up in a new tab/window.
6. There are **two useful Job Aides** to help you prior to logging in.
 - [Viewing Your Paycheck in ESS](#) (8 pp.) – These directions cover how to log into ESS, change a password, enter a security question, and view paychecks/compensation split
 - [How to Read Your Paycheck](#) (3 pp.) – Job aid for how to read the paycheck
7. You are encouraged to **set up your security question** (pp.2-3 of *Viewing Your Paycheck in ESS*). That way you can later use the "Forgot My Password" link on the ESS login page to have a new temporary password emailed to you in the event that you forget your password.
8. There is a **Compensation Split** link in ESS that you can use to see earnings in greater details (Multiple Components of Pay MCOPs, additional pays, stipends, payroll earnings, and items which add to the total gross). These directions are in the *Viewing Your Paycheck in ESS* job aid.
9. **If you cannot log in**, please contact Margaret Mendenhall/ Payroll Department extension 3690.