View/Print Pay Advice

1. Log into PeopleSoft HCM
   - On the SDUSD website, click **Staff Portal**.
   - Select **Applications Log-In**.
   - Select **PeopleSoft HCM**.
   - Enter your six-digit **Employee ID** and **password**.
   - Click **Sign In**.

2. Select **Payroll and Compensation**.

The latest pay advice will display on the right side of page.

- To **view a paycheck for a different date**, follow **Steps 3-5**.
- To **print this pay advice**, follow **Steps 6-7 (skip Steps 3-5)**.

3. Click **View a Different Paycheck** at the top of the Pay Advice.

4. Click **Search**.

Navigate to the **PeopleSoft site** for additional resources and training opportunities.
View/Print Pay Advice

A list of pay period End Dates will appear in Search Results

5. Select the preferred Pay Period End Date link.

6. Click View Printable Version.

The printable version will appear in new browser tab. Choose appropriate step depending on browser.

7. On new View Pay Advice tab in Microsoft Edge, press Ctrl + P on keyboard.
   - Select printer.
   - Expand More Settings.
   - Check Background graphics.
   - Click Print.

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   - Click Print.