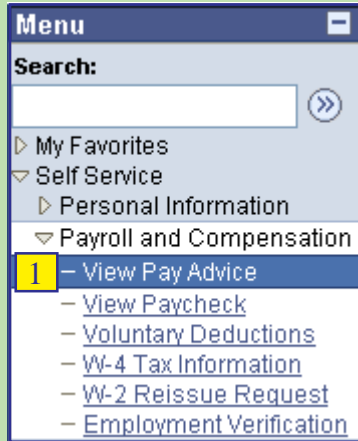


How to View and Print Your Pay Advice



1. Navigate to: *Self Service > Payroll and Compensation > View Pay Advice*

2 [View a Different Paycheck](#) [View Printable Version](#) [Printing Help](#)

Sample Only Pay Group: L12-Classified 12 Pays Check #: 2027994
 Pay Begin Date: 11/01/2008 Business Unit: SDUSD
 Pay End Date: 11/30/2008 Check Dt: 11/26/2008

Employee ID: _____
 Department: _____
 Location: _____
 Job Title: _____
 Salary Plan: 0311 Grade: 046 Step: 5

TAX DATA Federal CA State
 Marital Status: Single Head of Household
 Allowances: 4 0
 Addl. Amt: _____

PAYCHECK SUMMARY

	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current:	4,657.95	4,334.67	890.58	379.68	3,387.69
YTD:	53,372.61	49,693.98	10,411.52	4,191.55	38,769.54

HOURS AND EARNINGS

Description	Current Amount	YTD Amount	Description	Current Amount	YTD Amount
L - Regular Time	4,657.95	51,101.78	Fed Withholding	444.00	5,242.20
A - Floating Holiday	8.00	0.00	Fed MED/EE	67.58	774.34
A - Personal Business 2 Hour	2.00	0.00	Fed OASD/EE	289.96	3,310.96
A - Vacation Leave	8.00	0.00	CA Withholding	90.04	1,084.00
L - Bonus	0.00	387.72		0.00	
A - Jury Duty	0.00	0.00		0.00	
L - Longevity Stipend	0.00	1,204.76		0.00	
L - Negtl Retro Clstd Reg Pay	0.00	678.35		0.00	
TOTAL:	18.00	4,657.95	53,372.61	890.58	10,411.52

BEFORE-TAX DEDUCTIONS

Description	Current Amount	YTD Amount
Class PERS	326.06	3,708.97
TOTAL:	326.06	3,708.97

AFTER-TAX DEDUCTIONS

Description	Current Amount	YTD Amount
Classified EE Supp Hartford	5.60	50.40
Prudential ADD + Fam Clstd	3.20	28.80
Classified Child Life Hartford	1.07	9.63
Community Service Association	5.00	45.00

EMPLOYEE MESSAGE
 W2 forms will be processed and mailed in January. Please verify that we have your correct SSN and address on our system by logging on to sandl.net / for district staff / quick links, PeopleSoft logon / PeopleSoft / Human Resources / Self Service. Changes to info may be made online or via written request to HR Dept, room 1241, Ed Center.

Your latest pay advice will display after you finish the navigation. If you would like to view your paycheck for a different date, follow steps 2-4. To print your pay advice follow steps 5-11.

2. Click the **View a Different Paycheck** link to view a different paycheck.

View Pay Advice
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Pay Period End Date: =

3 [Basic Search](#)

3. Click the **Search** button for a list of Pay Period End Dates.

Search Results

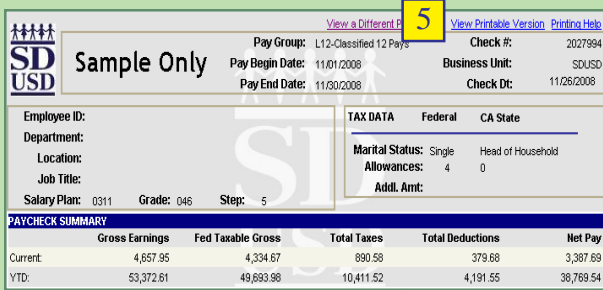
View All First 1 of 2 Last

Pay Period End Date	Paycheck Number	Net Pay
11/30/2008	2027994	\$3387.69
10/31/2008	2007233	\$3385.54

4

4. Select the Pay Period End Date you wish to view.

How to View and Print Your Pay Advice



SD USD Sample Only

Pay Group: L12-Classified 12 Pays Check #: 2027994
Pay Begin Date: 11/01/2008 Business Unit: SDUSD
Pay End Date: 11/30/2008 Check Dt: 11/26/2008

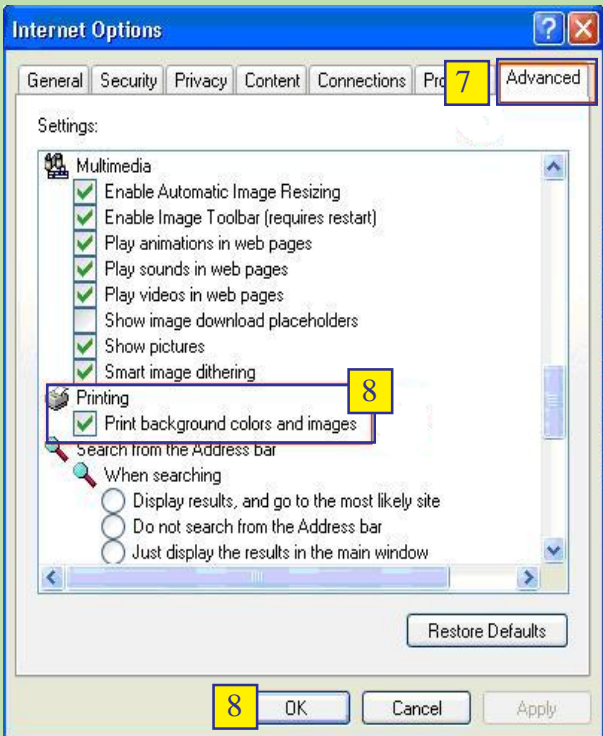
Employee ID: TAX DATA Federal CA State
Department: Marital Status: Single Head of Household
Location: Allowances: 4 0
Job Title: Addl. Amt:
Salary Plan: 0311 Grade: 046 Step: 5

PAYCHECK SUMMARY					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current:	4,667.95	4,334.67	890.58	379.68	3,387.69
YTD:	53,372.61	49,693.98	10,411.52	4,191.55	38,769.54

5. Click the **View Printable Version** link to print the pay advice. The printable version will display in a new window.



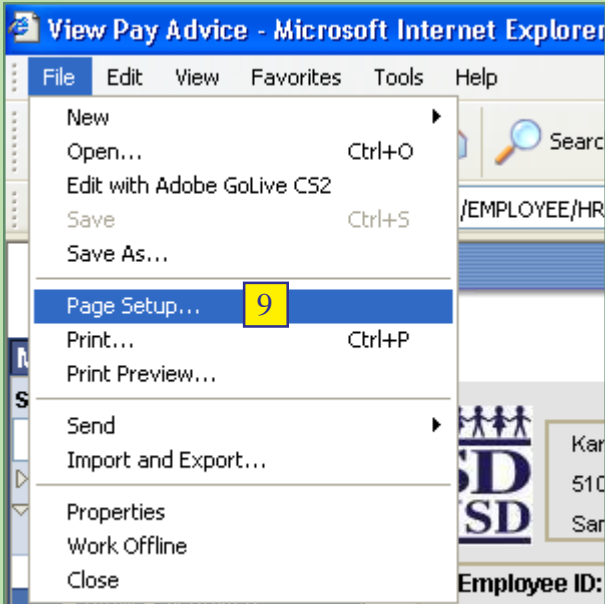
6. On your browser menu bar, go to “Tools”, then down to “Internet Options...” and click.



7. In the Internet Options box, select the “**Advanced**” tab.

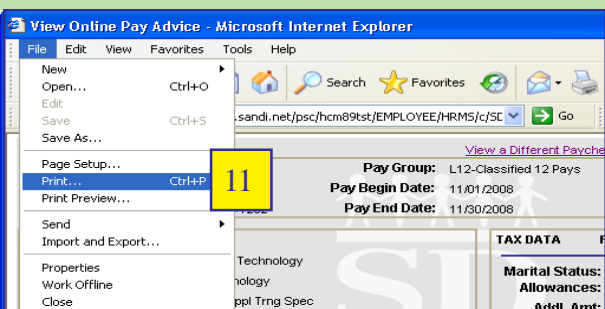
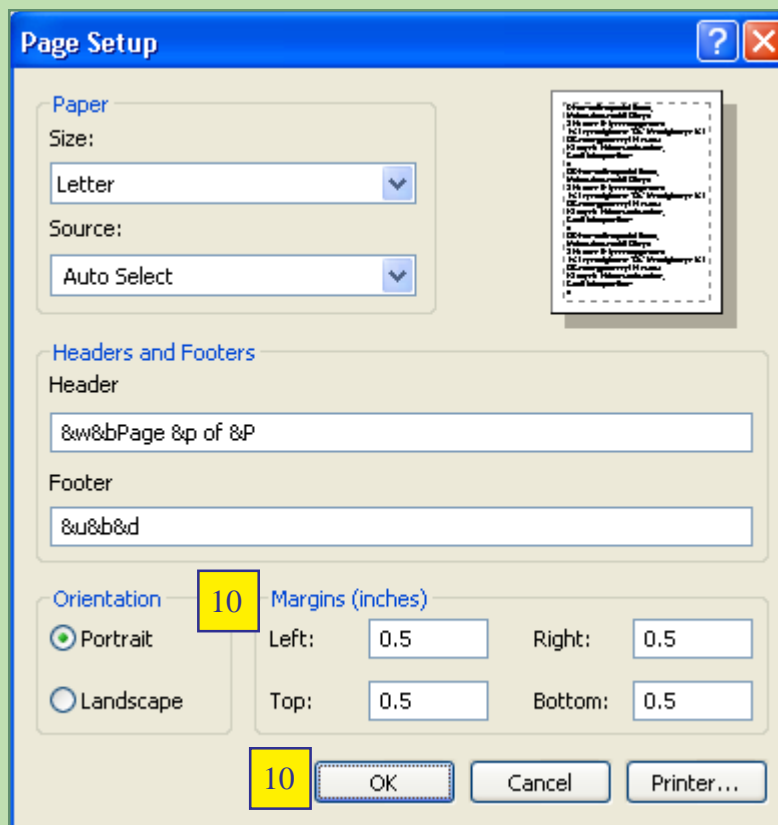
8. Scroll down to the **Printing** options. To print the background of the pay advice make sure the box is checked. Click “**OK**”.


How to View and Print Your Pay Advice



9. On your browser menu bar go to “File”, then down to “Page Setup...” then click on it.

10. In Page Setup box, set the Margins as shown below. Click “OK”.



11. To print the pay advice select File and Print, Ctrl+P, or click  .