CAL MARITIME

PEOPLESOFT

SELF SERVICE - PAYROLL AND COMPENSATION – VIEW PAYCHECK

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1.1 Introduction

This document explains how Staff and Faculty can view their paychecks in PeopleSoft.
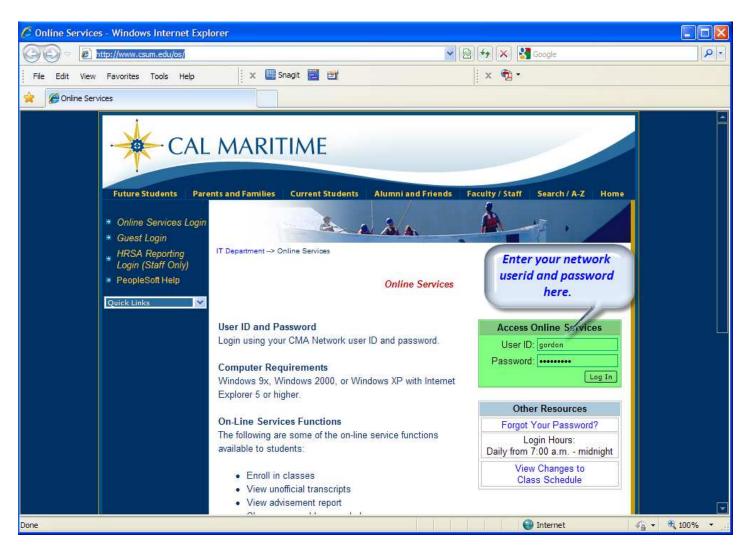
1.2 User Login

Log into PeopleSoft using On-line services

1.2.1 PeopleSoft Online Services

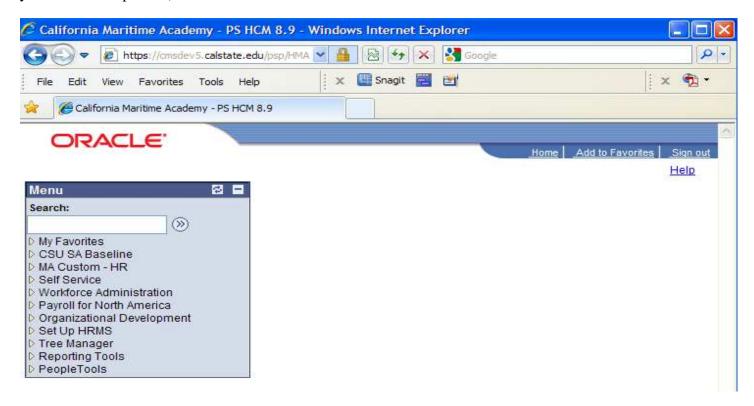Click the hyperlink below to login into PeopleSoft

http://www.csum.edu/os/

Use your network user id and password for logging into PeopleSoft. If you have any problem logging in, please send an email to PeopleSoftTickets@csum.edu / Call Rajkumar Duraisamy – 707-654-1727.

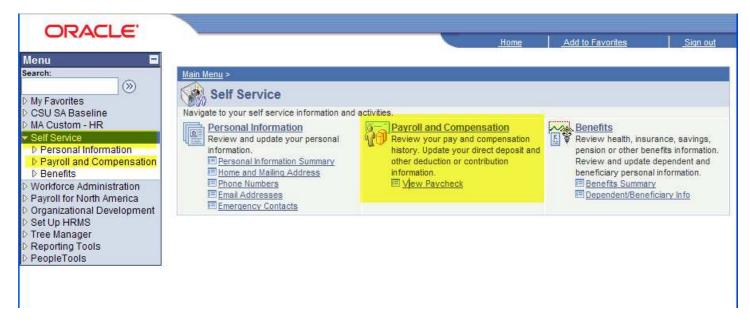1. **fig: User Login**

1.2.2 PeopleSoft Home Page

Once logged in, you will see the PeopleSoft home page as below (specific menu items will differ depending on your role in PeopleSoft):

2. fig: PeopleSoft Home Page
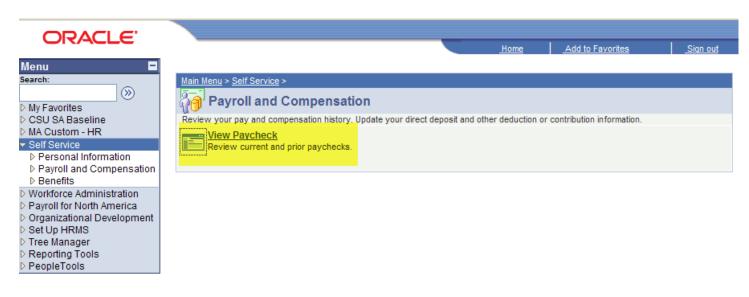
1.3 Navigate to Self Service Menu

Clicking **Self Service** in the menu on the left side will show you all menu folders and sub-menu items. Click the Payroll and Compensation link to view your paycheck.

3.   fig: Self Service Menu

1.4 Payroll and Compensation
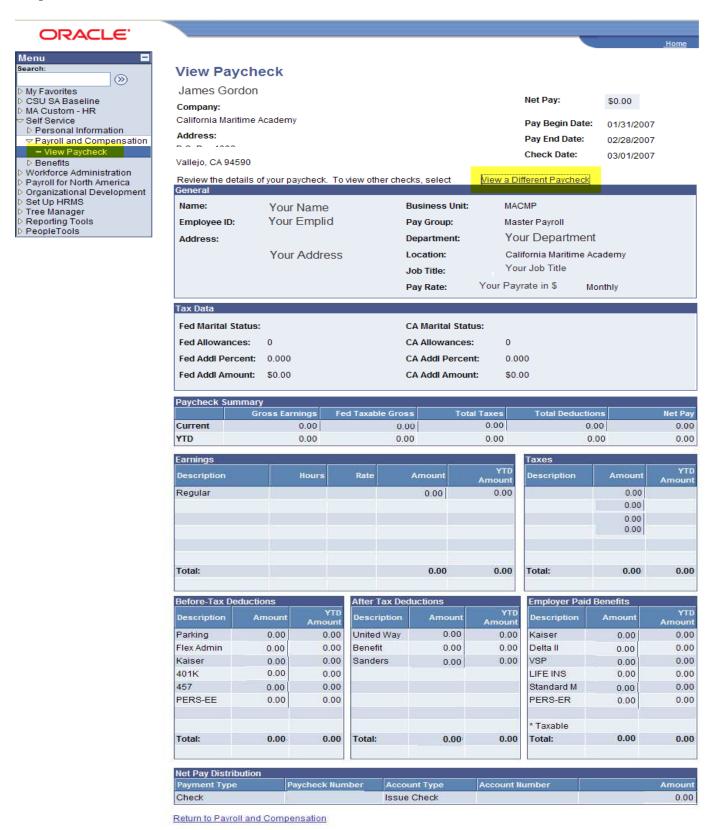
Click the **Payroll and Compensation** menu folder (highlighted in yellow above) to view the underlying sub-menu item:

4.   fig: Self Service – Payroll and Compensation Menu folder

1.4.1 View Paycheck

Clicking on **View Paycheck** will take you to a page where you can view all your pay stub information in PeopleSoft:

5.   fig: Self Service – View Paycheck Page

Clicking the hyperlink **Return to Payroll and Compensation** at the bottom of the page will take you back to Payroll and Compensation menu item on the left side

Return to Payroll and Compensation

Clicking the **View a Different Paycheck** hyperlink as shown in the snapshot below will take you to a different page where you can see all your previous paycheck information:

View Paycheck

James Gordon

Company:

California Maritime Academy

Address:

Vallejo, CA 94590

Net Pay:	$0.00
Pay Begin Date:	01/31/2007
Pay End Date:	02/28/2007
Check Date:	03/01/2007

Review the details of your paycheck. To view other checks, select   View a Different Paycheck

General

View Paycheck

Review your available paychecks below. Select the check date of the paycheck you would like to review.

Paycheck Selection		
Pay Period End Date	**Company**	**Net Pay**
2009-12-31	California Maritime Academy	
2009-12-01	California Maritime Academy	
2009-10-31	California Maritime Academy	
2009-09-30	California Maritime Academy	
2009-08-31	California Maritime Academy	
2009-07-30	California Maritime Academy	
2009-06-30	California Maritime Academy	
2009-06-30	California Maritime Academy	
2009-05-31	California Maritime Academy	
2009-04-30	California Maritime Academy	
2009-03-31	California Maritime Academy	
2009-02-28	California Maritime Academy	
2009-02-28	California Maritime Academy	
2009-01-29	California Maritime Academy	