

# How to View Pay Stubs

## How do I view my pay stubs?

1. Go to La Mesa-Spring Valley District Website: [www.lmsvschools.org](http://www.lmsvschools.org)
2. Click on **NEW Online Pay Stubs** link from the left sidebar menu



The link will take you to the PeopleSoft Employee Self-Service system: <https://ess.erp.sdcoe.net>



3. Enter your User ID (Employee's 6-digit ID without hyphens)
4. Enter your PeopleSoft password (If this is your 1<sup>st</sup> time logging in, follow step a)
  - a. First 4 letter of LAST NAME (all Caps) + last 4 #s of your SSN. See example below:
    - John Smith = SMIT1234
    - Taylor Vo = VO1234
    - Sam O'Hara = O'HA1234
    - Shannon Van Woy = VAN1234
5. Once you are logged in, click **View Paycheck** located in Payroll box

## How do I set up a security question?

By doing this, you will be able to reset your own password in the future.

(Password must be reset every 365 days)

6. Click **Main Menu**, located top left on blue menu bar
7. Click **My Profile**
8. Under Password, select **Change or set up forgotten password help**
9. Select and answer a security question from the drop-down list
10. Click **OK**
11. Verify email address and make any necessary changes
12. Click **Save** button

## What if I forgot my password?

Password Reset Options:

- ▶ Call Information Systems (IS) X6440
- ▶ Call Payroll X6380, X6367, X6382

Upon login with your temporary password, you will be asked to create a new password.

### Password Requirements When Creating a New Password

- Must have a minimum of 7 characters
- Cannot contain the User ID #
- MUST contain the following: an uppercase letter, lowercase letter, numeral, & a special character (%,!,&)

## **Still having trouble viewing your pay stubs?**

\*Make sure the Pop-up Blocker option is disabled on your computer.

\*You will not be able to view your paystubs on any mobile device.