



# Contra Costa County PeopleSoft Training

## Employee Self Service

### Quick Reference Guide

## Viewing Paychecks

1. Click the **Payroll** tile on the **Employee Self Service** home page.
2. Click the check you want to review in the information panel
3. Review pay check information on the **View Pay Check** page
4. Click the "X" in the upper right corner to close the **View Pay Check** page.

The screenshot shows the Oracle Employee Self Service interface. The top navigation bar includes 'ORACLE' and 'Employee Self Service'. The main area has three tiles: 'Benefits', 'Payroll' (highlighted with a red box and number 1), and 'Personal Details'. Below the 'Payroll' tile, the 'Payroll Self Service' section is visible, showing a list of 'Pay Checks' (highlighted with a red box and number 2). The 'View Paycheck' page for David Smith is displayed, showing general information, tax data, and a paycheck summary table. The 'View Paycheck' page is highlighted with a red box and number 3, and the close button (X) in the upper right corner is highlighted with a red box and number 4.

**View Paycheck**

David Smith

Company: Contra Costa County  
Address: 651 Pine Street  
Martinez, CA 94553

Net Pay: \$3,325.36  
Pay Begin Date: 10/01/2016  
Pay End Date: 10/31/2016  
Check Date: 11/10/2016

**General**

Name: James Hicks  
Employee ID: [REDACTED]  
Address: 1000 Canyon Drive  
Amesbury, CA 94503

Business Unit: CCCBU  
Pay Group: Contra Costa County  
Department: [REDACTED]  
Location: [REDACTED]  
Job Title: HR SYSTEMS SPECIALIST  
Pay Rate: \$6,305.35 Monthly

**Tax Data**

Fed Tax Status: Single  
Fed Allowances: 0  
Fed Addl Percent: 0.000  
Fed Addl Amount: \$0.00

CA Tax Status: Single, or Married with two or more inco  
W/H Allows: 0  
CA Addl Percent: 0.000  
CA Addl Amount: \$0.00

**Paycheck Summary**

Period	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	6,462.98	5,462.16	1,735.44	1,402.18	3,325.36
YTD	71,395.59	60,500.20	19,253.23	15,310.35	36,832.01

## Note

Use your browser's Print menu to print a copy of a pay check advice.