

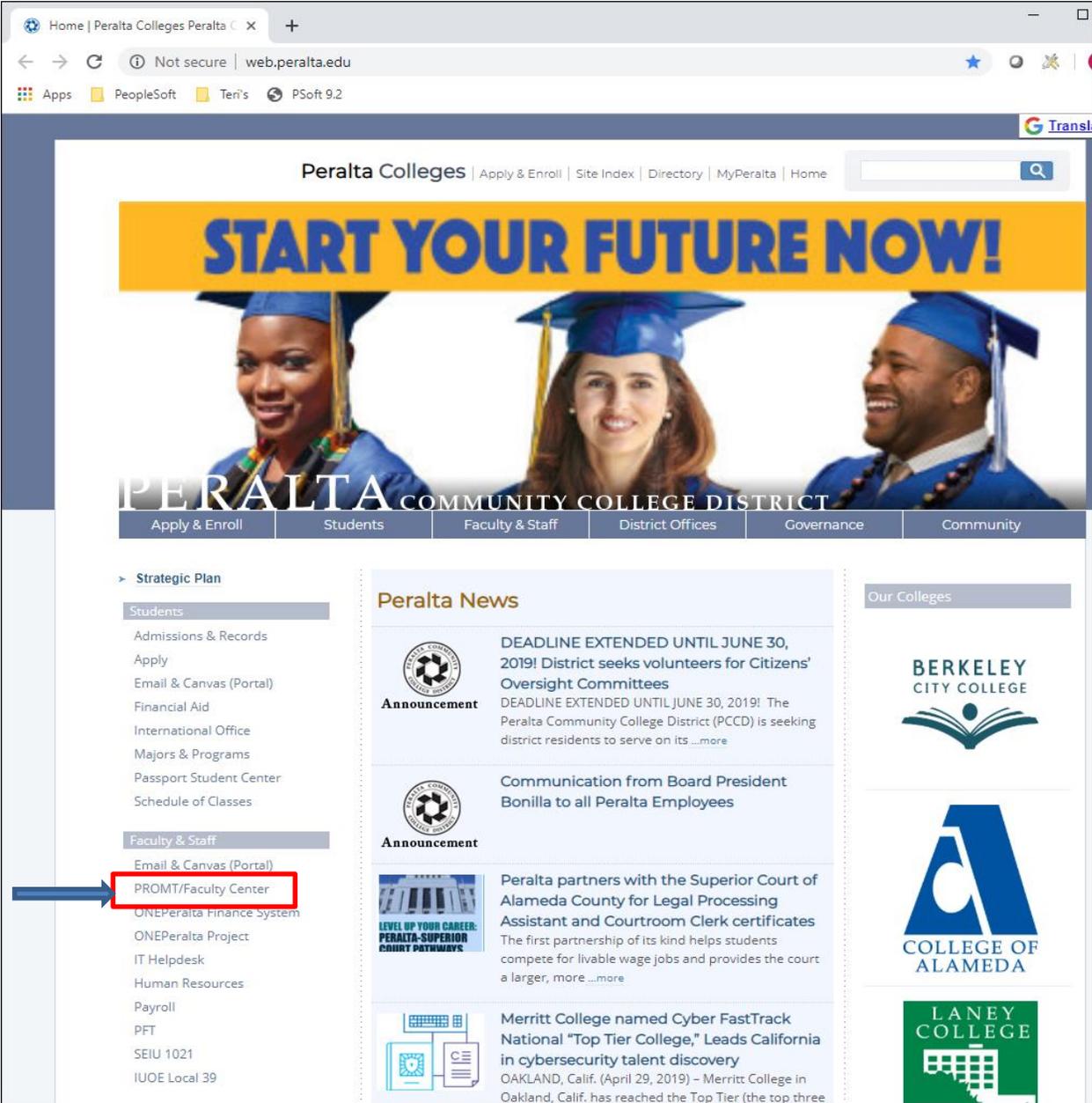


## How to View Employee Self Service Paycheck

# View Employee Self Service Paycheck

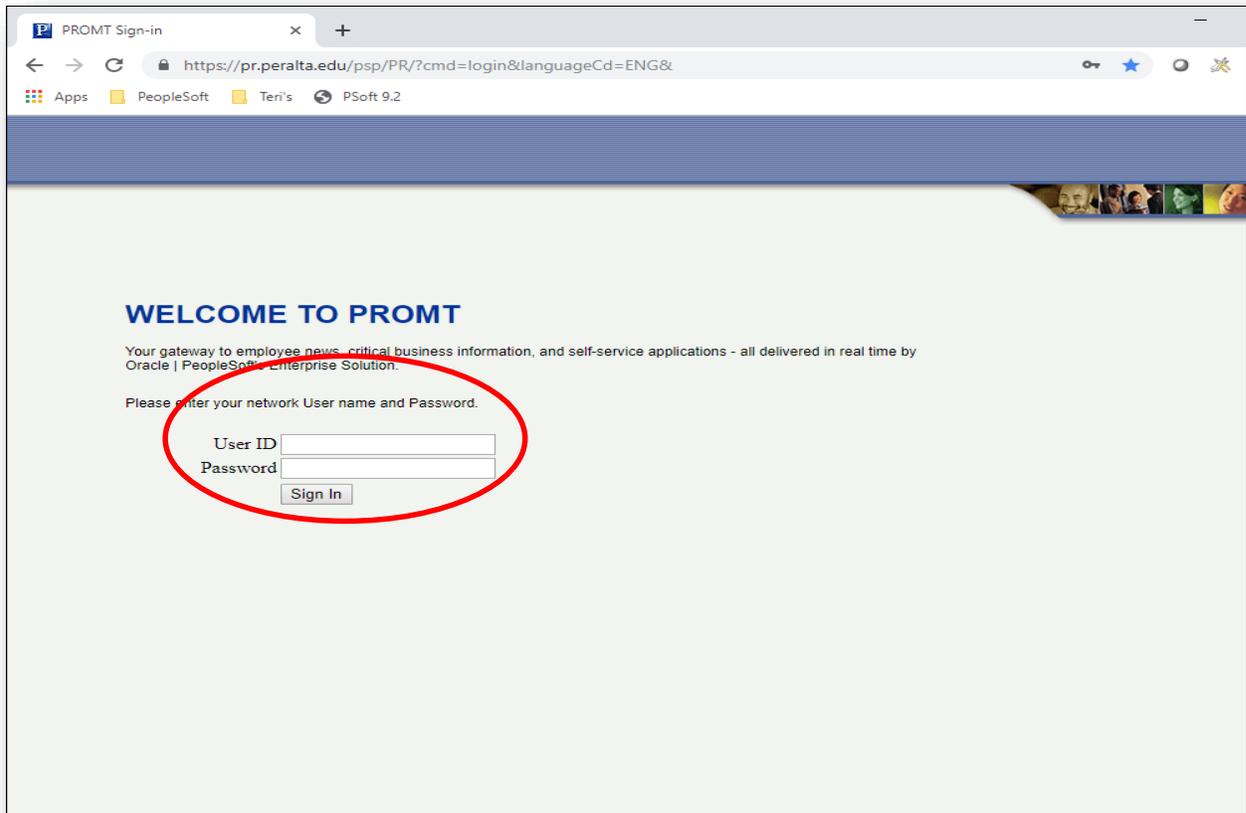
Go to Peralta website: <http://web.peralta.edu/>

Under PROMT/Faculty Center



## View Employee Self Service Paycheck

- Enter your user ID
- Enter your password (should be the same as your network password)



The screenshot shows a web browser window titled "PROMT Sign-in". The address bar contains the URL: <https://pr.peralta.edu/psp/PR/?cmd=login&languageCd=ENG&>. The page content includes a blue header bar, a "WELCOME TO PROMT" heading, and a paragraph: "Your gateway to employee news, critical business information, and self-service applications - all delivered in real time by Oracle | PeopleSoft® Enterprise Solution." Below this is the instruction "Please enter your network User name and Password." and a login form with two input fields: "User ID" and "Password", and a "Sign In" button. The entire login form area is circled in red.

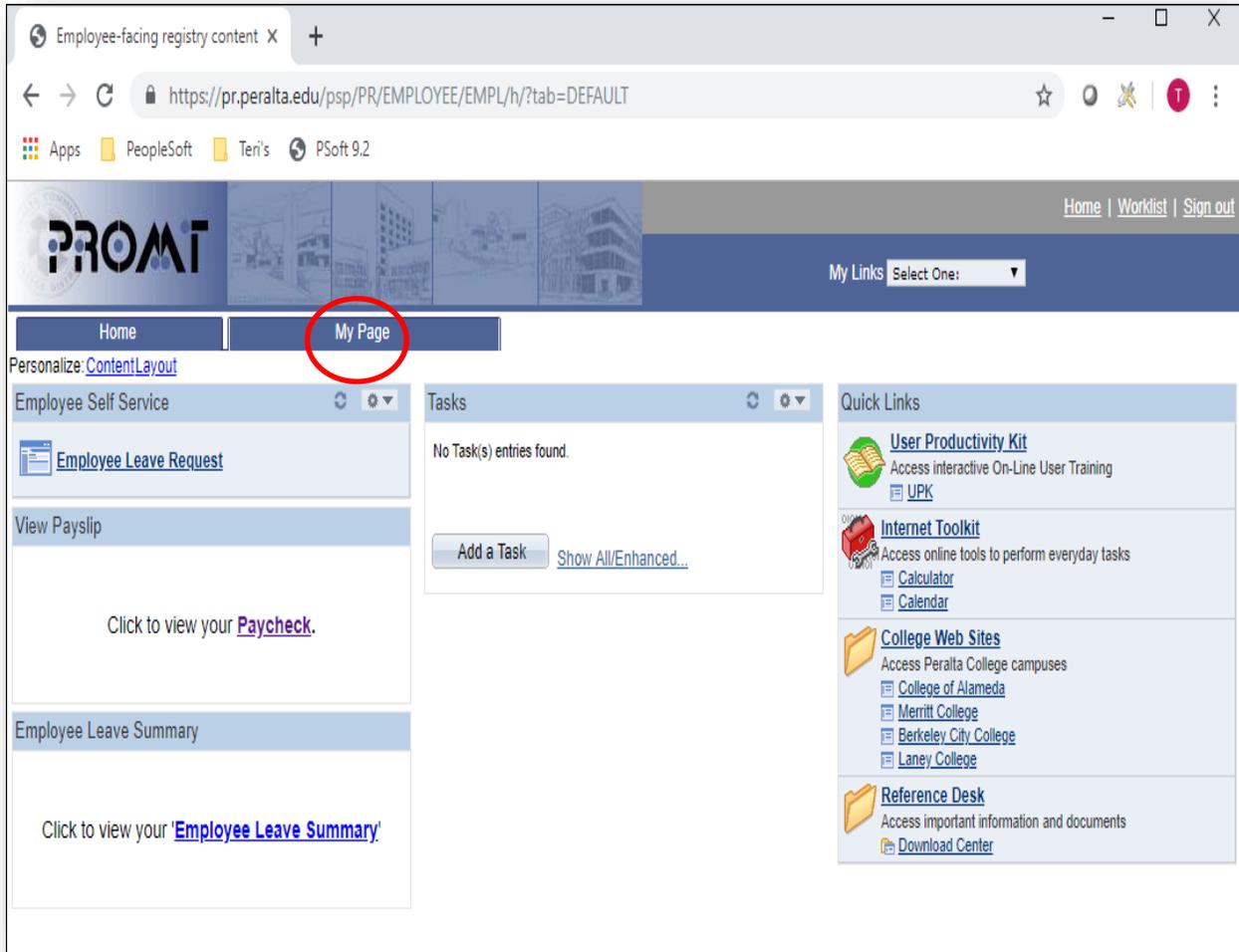
## View Employee Self Service Paycheck

- Click “My Page” tab

The screenshot shows a web browser window displaying the PROMT (Personalized Remote Office Management Tool) portal. The browser's address bar shows the URL: [https://pr.peralta.edu/psp/PR/EMPLOYEE/EMPL/h?tab=PCC\\_EMPLOYEE\\_HOME](https://pr.peralta.edu/psp/PR/EMPLOYEE/EMPL/h?tab=PCC_EMPLOYEE_HOME). The page features a navigation bar with the PROMT logo on the left and a "My Links" dropdown menu on the right. Below the navigation bar, there are two tabs: "Home" and "My Page". The "My Page" tab is highlighted with a red circle. The main content area is divided into several sections: "Enterprise Menu" with links like "My Favorites", "Employee Self Service", and "Associate Service Center"; "Quick Links" with "User Productivity Kit" and "Internet Toolkit"; "College Web Sites" with links to "College of Alameda", "Merritt College", "Berkeley City College", and "Laney College"; and "Reference Desk" with a "Download Center". On the right side, there is a "Welcome to PROMT" section with the heading "What is PROMT?" and a "PROMT News" section with links to "Frequently Asked Questions" and "Leave of Absence Report".

# View Employee Self Service Paycheck

- Click “Paycheck” link



## View Employee Self Service Paycheck

- A list of your paycheck will appear; click on “View Paycheck” to access a PDF version of your paycheck.

The screenshot displays the 'View Paycheck' interface in a web browser. The browser address bar shows the URL: [https://pr.peralta.edu/psp/PR/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE.PY\\_JC\\_PAV\\_INQ.GBL?a=a](https://pr.peralta.edu/psp/PR/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.PY_JC_PAV_INQ.GBL?a=a). The page header includes the 'PROMT' logo and navigation links for 'Home', 'Worklist', and 'Sign out'. Below the header, there is a 'My Links' dropdown menu and a 'Menu' section on the left with options like 'My Favorites', 'Employee Self Service', 'Associate Service Center', 'PeopleSoft', 'Worklist', 'Reporting Tools', 'PeopleTools', and 'My Dictionary'. The main content area is titled 'View Paycheck' and includes a redacted name 'TANTONIO PR'. Below the title, there is a prompt: 'Review your available paychecks below. Select the check date of the paycheck you would like to review.' A table titled 'Select Paycheck' lists several paychecks. The 'View Paycheck' links in the second column are circled in red.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
06/27/2019	<a href="#">View Paycheck</a>	Peralta Community College Dist	06/01/2019	06/30/2019	\$	309680	✓
05/31/2019	<a href="#">View Paycheck</a>	Peralta Community College Dist	05/01/2019	05/31/2019	\$	305614	✓
04/30/2019	<a href="#">View Paycheck</a>	Peralta Community College Dist	04/01/2019	04/30/2019	\$	303650	✓
03/29/2019	<a href="#">View Paycheck</a>	Peralta Community College Dist	03/01/2019	03/31/2019	\$	301521	✓
02/28/2019	<a href="#">View Paycheck</a>	Peralta Community College Dist	02/01/2019	02/28/2019	\$	299479	✓
01/31/2019	<a href="#">View Paycheck</a>	Peralta Community College Dist	01/01/2019	01/31/2019	\$	297517	✓
12/21/2018	<a href="#">View Paycheck</a>	Peralta Community College Dist	12/01/2018	12/31/2018	\$	295435	✓
11/30/2018	<a href="#">View Paycheck</a>	Peralta Community College Dist	11/01/2018	11/30/2018	\$	293255	✓

## View Employee Self Service Paycheck

- PDF copy of paycheck will appear

<b>Peralta Community College Dist</b> 333 East 8th Street Oakland CA 94606		Pay Group: PCS-Student Workers Pay Begin Date: 07/01/2019 Pay End Date: 07/31/2019		Business Unit: PCCD1 Check #: 00000045158704 Check Date: 08/15/2019	
[Redacted]		Employee ID: [Redacted] Department: 161-General Services Location: District Office Bill To Job Title: Campus Safety Aide Pay Rate: \$13.800000 Hourly		<b>TAX DATA:</b> Federal CA State Marital Status: Single S/M-2 inc Allowances: 0 0 Adtl. Pct: Adtl. Amt:	
<b>HOURS AND EARNINGS</b>				<b>TAXES</b>	
<b>Description</b>	<b>Rate</b>	<b>Current Hours</b>	<b>Earnings</b>	<b>Hours</b>	<b>YTD Earnings</b>
Regular	13.800000	75.00	1,035.00	450.00	6,190.05
				<b>Description</b>	<b>Current</b>
				Fed Withholding	71.83
				CA Withholding	0.00
				<b>YTD</b>	<b>369.72</b>
<b>TOTAL:</b>		75.00	1,035.00	450.00	6,190.05
				<b>TOTAL:</b>	71.83 369.72
<b>BEFORE-TAX DEDUCTIONS</b>		<b>AFTER-TAX DEDUCTIONS</b>		<b>EMPLOYER PAID BENEFITS</b>	
<b>Description</b>	<b>Current</b>	<b>YTD</b>	<b>Description</b>	<b>Current</b>	<b>YTD</b>
<b>TOTAL:</b>	0.00	0.00	<b>TOTAL:</b>	0.00	0.00
				*TAXABLE	
<b>TOTAL GROSS</b>		<b>FED TAXABLE GROSS</b>		<b>TOTAL TAXES</b>	
Current	1,035.00	Current	1,035.00	Current	71.83
YTD	6,190.05	YTD	6,190.05	YTD	369.72
				<b>TOTAL DEDUCTIONS</b>	
				Current	0.00
				YTD	0.00
				<b>NET PAY</b>	
				Current	963.17
				YTD	5,820.33
<b>YEAR-TO-DATE</b>	<b>PAID TIME OFF</b>	<b>SICK LEAVE</b>	<b>NET PAY DISTRIBUTION</b>		
Start Balance	0.0	72.0	<b>Payment Type</b>	<b>Account Type</b>	<b>Account Number</b>
+ Earned	0.0	0.0	[Redacted]		
+ Bought	0.0	0.0			
- Taken	0.0	0.0			
- Sold	0.0	0.0			
+ Adjustments	0.0	0.0			
<b>End Balance</b>	<b>0.0</b>	<b>72.0</b>	<b>TOTAL:</b>		
				<b>963.17</b>	
<b>MESSAGE:</b>					