

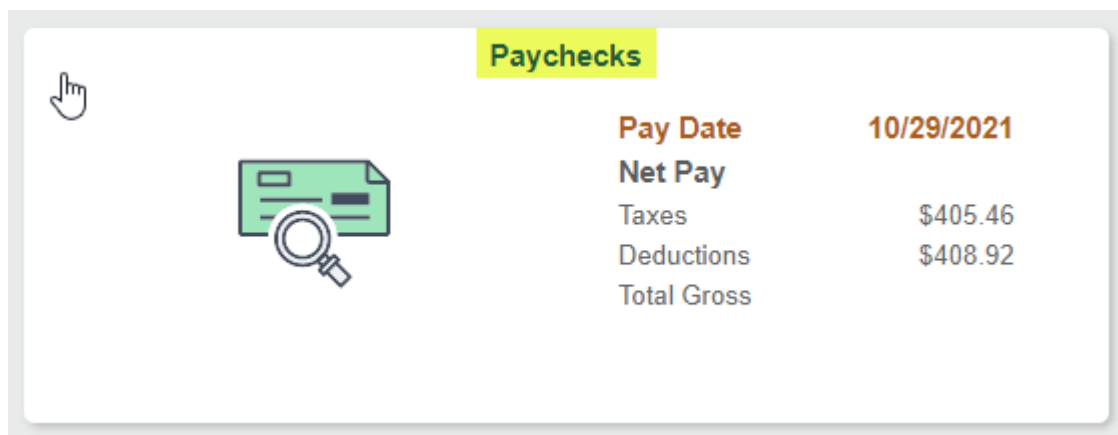
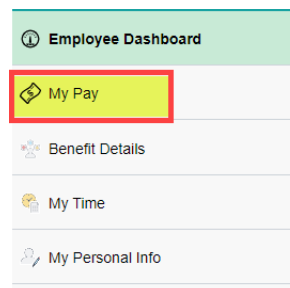
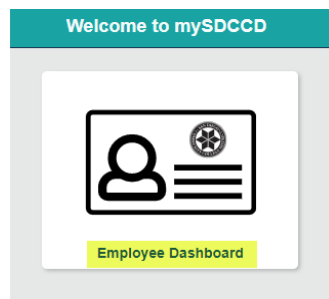
HOW TO VIEW AND PRINT PAYSTUBS

Employees have access to viewing/printing their paystubs through PeopleSoft Self Service. Every recorded paycheck since January 1st 2016 is available. If you require a paystub previous to 01/01/2016, please contact the Human Resources Payroll Dept.



Log in to PeopleSoft via the District website's homepage <https://www.sdccd.edu>. Click **MySDCCD** in the header to access your Employee Dashboard.



Click on **Employee Dashboard** to access the Self Service tiles. Select **My Pay** from Employee Dashboard. The **Paychecks** tile provides a quick view of taxes, deductions, gross pay, etc. Click the tile for more details and to print.



Click on the **Paychecks** tile and you will see your four most recent paystubs. Click on any paystub to view pay details or to print it out. It will come up as a separate PDF window. To view older paychecks, click on the small FILTER button on the top left corner to select a date range, see sample views below.

Payroll		
Pay		
Paychecks		
		
Check Date	Company	Pay Begin Date / Pay End Date
09/30/2021	San Diego Comm College Dist	09/01/2021 09/30/2021
08/31/2021	San Diego Comm College Dist	08/01/2021 08/31/2021
07/30/2021	San Diego Comm College Dist	07/01/2021 07/31/2021
06/30/2021	San Diego Comm College Dist	06/01/2021 06/30/2021

Cancel

Calendar

February

2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
	28					

Current Date

Done



If you are having trouble printing out your checks or the PDF will not open after you click on a paystub, it is likely that a **POP UP BLOCKER** is turned on within your browser. Please **turn off your pop-up blocker** before viewing your paychecks so that they will be able to open on your computer.