

My Self Serve: Payroll and Compensation

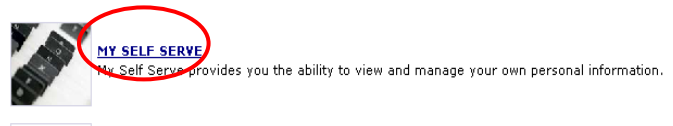
Step 1 How to Logon on My Self Serve

From the FBISD Homepage, click on the menu link: **Employee Services**.



Step 2

Click on the link: **My Self Serve**

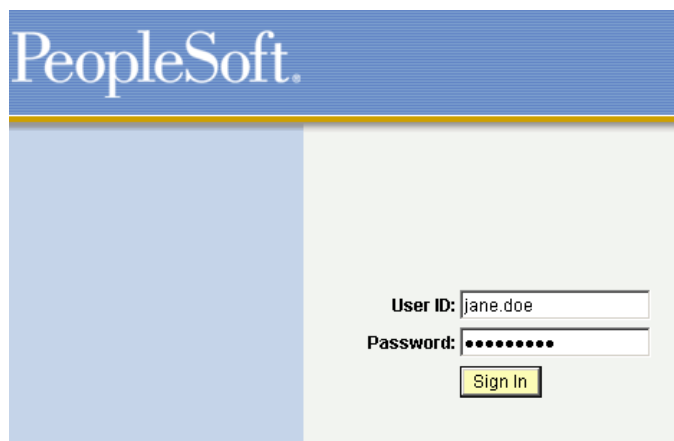


Step 3

In the field for **User ID**:
Type your **firstname.lastname** in all lowercase letters.

In the field for **Password**:
Type your password (the one used recently when you declared Race & Ethnicity).

Click the **Sign In** button.



My Self Serve: Payroll and Compensation

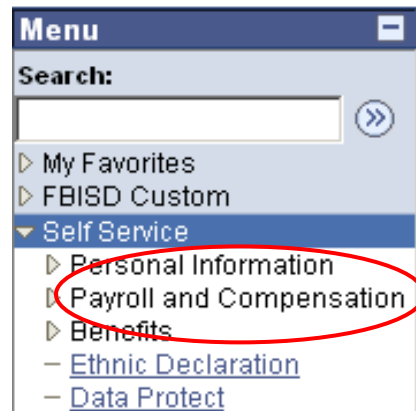
Step 4

From the Menu, click on **Self Service**.



Step 5

Click **Payroll and Compensation**

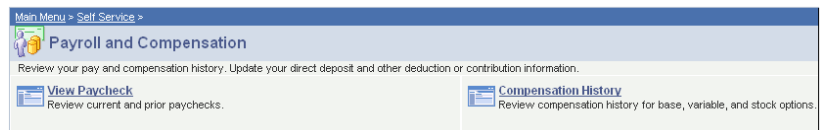
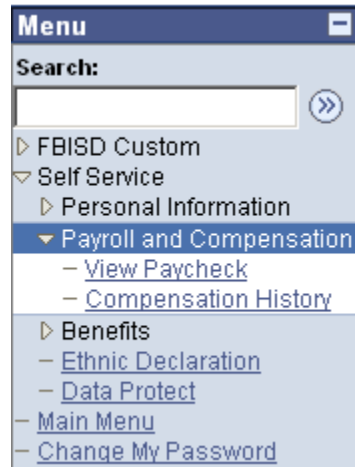


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Step 6

Information can be accessed from the drop-down or from the links on the right-hand screen.

For this training we will use the links from the drop-down screen.



My Self Serve: Payroll and Compensation

Step 7																																		
<p>Click View Paycheck</p> <p>The View Paycheck section will give your name, your Net Pay, the Pay Period, and the Date of the Check.</p> <p>It also gives the address of FBISD.</p> <p>There is a link called View A Different Paycheck.</p>	<p>View Paycheck DOE, JANE</p> <p>Company: Fort Bend ISD</p> <p>Address: 16431 LEXINGTON BLVD SUGAR LAND, TX 77479</p> <p>Net Pay: \$1,372.50</p> <p>Pay Begin Date: 07/01/2009</p> <p>Pay End Date: 07/15/2009</p> <p>Check Date: 07/15/2009</p> <p>View a Different Paycheck</p> <p>Review the details of your paycheck. To view other checks, select</p>																																	
Step 8																																		
<p>If you click View a Different Paycheck, a list of past check pay periods will be shown.</p>	<p>View Paycheck</p> <p>Review your available paychecks below. Select the check date of the paycheck you would like to review.</p> <table border="1"> <thead> <tr> <th colspan="3">Paycheck Selection</th> </tr> <tr> <th>Pay Period End Date</th> <th>Company</th> <th>Net Pay</th> </tr> </thead> <tbody> <tr><td>2009-10-15</td><td>Fort Bend ISD</td><td>\$1372.50</td></tr> <tr><td>2009-09-30</td><td>Fort Bend ISD</td><td>\$1372.50</td></tr> <tr><td>2009-09-15</td><td>Fort Bend ISD</td><td>\$1372.50</td></tr> <tr><td>2009-08-31</td><td>Fort Bend ISD</td><td>\$1372.50</td></tr> <tr><td>2009-08-15</td><td>Fort Bend ISD</td><td>\$1372.50</td></tr> <tr><td>2009-07-31</td><td>Fort Bend ISD</td><td>\$1372.50</td></tr> <tr><td>2009-07-15</td><td>Fort Bend ISD</td><td>\$1372.50</td></tr> <tr><td>2009-06-30</td><td>Fort Bend ISD</td><td>\$1372.50</td></tr> <tr><td>2009-06-15</td><td>Fort Bend ISD</td><td>\$1372.50</td></tr> </tbody> </table>	Paycheck Selection			Pay Period End Date	Company	Net Pay	2009-10-15	Fort Bend ISD	\$1372.50	2009-09-30	Fort Bend ISD	\$1372.50	2009-09-15	Fort Bend ISD	\$1372.50	2009-08-31	Fort Bend ISD	\$1372.50	2009-08-15	Fort Bend ISD	\$1372.50	2009-07-31	Fort Bend ISD	\$1372.50	2009-07-15	Fort Bend ISD	\$1372.50	2009-06-30	Fort Bend ISD	\$1372.50	2009-06-15	Fort Bend ISD	\$1372.50
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Step 10

General section

Displays your Name, Employee ID, Home Address, and Employee Information, including your Pay Rate.

General			
Name:	JANE DOE	Business Unit:	FBISD
Employee ID:	333333	Pay Group:	Administrator NonTeach / Pro
Address:	555 ANYSTREET ANYPLACE, TX 99999	Department:	272 - TECHNOLOGY & PLANNING
		Location:	ADMINISTRATION BUILDING ANNEX
		Job Title:	EXPERT
		Pay Rate:	\$33,600.00 Contract

Step 11

Tax Data Section

Shows withholding information. This should reflect your W-4 information on file with Human Resources.

Tax Data			
Fed Marital Status:	Married	TX Marital Status:	Not applicable
Fed Allowances:	0	TX Allowances:	0
Fed Addl Percent:	0.000	TX Addl Percent:	0.000
Fed Addl Amount:	\$0.00	TX Addl Amount:	\$0.00

Step 12

Paycheck Summary Section

Provides current and year-to-date information about your earnings, taxes, deductions and net pay.

Paycheck Summary					
	Gross Earnings	Fed Taxable Gross	Total Taxes	Total Deductions	Net Pay
Current	1,720.00	1,640.00	150.00	197.50	1,372.50
YTD	22,360.00	21,320.00	1,950.00	2,567.50	17,842.50

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Step 13

Earnings Section

Records all types of earnings you have received.

Earnings				
Description	Hours	Rate	Amount	YTD Amount
Regular			1,720.00	22,360.00
TRSFDD				159.00
Total:			1,720.00	22,519.00

Step 14

Taxes Section

Details your tax information, showing your current and year-to-date Federal Tax withholding and Medicare.

Taxes		
Description	Amount	YTD Amount
Fed Withholding	100.00	1,300.00
Fed MED/EE	10.00	130.00
Total:		110.00 1,430.00

Step 15

Before-Tax Deductions Section

Displays any deductions that are taken from your gross pay before taxes. This includes health, dental, and vision insurance. This will also include TRS amounts.

Before-Tax Deductions		
Description	Amount	YTD Amount
CHOCB1	50.00	650.00
DINDBA	15.00	195.00
VSPBB	5.00	65.00
TRSRET	110.50	1,436.50
Total:		180.50 2,346.50

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Step 16

After Tax Deductions

Lists any deductions that are taken from your pay after taxes have been withheld.

After Tax Deductions		
Description	Amount	YTD Amount
TRSINS	17.00	221.00
Total:	17.00	221.00

Step 17

Employer Paid Benefits

Details any items that are paid by the FBISD.

Employer Paid Benefits		
Description	Amount	YTD Amount
CHOCB1		1700.00
MEDLIF	1.00	13.00
MEDADD	.99	12.87
TRSINS	17.00	221.00
* Taxable		
Total:	70.00	1,946.87

Step 18

Net Pay Distribution

If you have your check directly deposited into your bank account, this section will show a Payment Type of 'Direct Deposit' and an Account Type of 'Checking'. It will also show your bank account number.

If you do not make use of direct deposit for your check this section will show a Payment Type of 'Check' and an Account Type of 'Issue Check'.

Net Pay Distribution				
Payment Type	Paycheck Number	Account Type	Account Number	Amount
Direct Deposit	2224444	Checking	0011111111	1,372.50

Net Pay Distribution				
Payment Type	Paycheck Number	Account Type	Account Number	Amount
Check	2224444	Issue Check		1,372.50

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Step 19

Absence Balances Section

Provides absence information, including number of days taken and ending balance.

Absence Balances									
Year From	Year To	Description	Beginning Balance	YTD Take	YTD Allotment	Ending Balance	Begin Date	End Date	
1 2009	2010	Local Sick Entitlement	3.000000	0.000000	5.000000	8.000000	06/08/2009	06/21/2009	
2 2009	2010	Non-Duty Entitlement	4.500000	0.000000	11.000000	15.500000	06/08/2009	06/21/2009	
3 2009	2010	State Personal Entitlement	3.000000	0.000000	5.000000	8.000000	06/08/2009	06/21/2009	
4			0.000000	0.000000	0.000000	0.000000			

Step 20

From the menu, click the option, **Compensation History**.



Step 21

Compensation History

This will show the date range for the history information being displayed on the screen.

A different date range can be accessed by clicking **View Another Date Range**.

Compensation History

DOE, JANE

From: 01/01/1900 To: 10/29/2009

[View Another Date Range](#)

Step 22

Select Date Range

This screen will allow you to change the date range of the compensation history you would like to see.

Click **Continue** to see your information.

Select Date Range

DOE, JANE

EXPERT


Select From and To dates for your Compensation History Inquire, leave blank to default to all history.

From Date: 08/01/2008 (example: 12/31/2000)

To Date: 10/29/2009 (example: 12/31/2000)

[Continue](#)

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Step 23																	
<p>Employee Job Information Section</p> <p>Displays your employee information.</p>	<p>Employee Job Information</p> <p>EmpID: 333333 Department: GREAT DEPARTMENT Job Title: EXPERT Payroll Status: Active</p>																
Step 24																	
<p>Salary History Section</p> <p>Lists the annual salary information based on the date range that has been selected.</p>	<p>Salary History</p> <table border="1"> <thead> <tr> <th>Date of Change</th> <th>Action</th> <th>Reason</th> <th>Annual Salary</th> <th>Compensation per Frequency</th> </tr> </thead> <tbody> <tr> <td>07/01/2009</td> <td>Data Chg</td> <td>Contract-Renewal</td> <td>34,000.00 USD</td> <td>34,000.000000 USD Contract</td> </tr> <tr> <td>07/01/2008</td> <td>Data Chg</td> <td>Contract-Renewal</td> <td>33,000.00 USD</td> <td>33,000.000000 USD Contract</td> </tr> </tbody> </table>	Date of Change	Action	Reason	Annual Salary	Compensation per Frequency	07/01/2009	Data Chg	Contract-Renewal	34,000.00 USD	34,000.000000 USD Contract	07/01/2008	Data Chg	Contract-Renewal	33,000.00 USD	33,000.000000 USD Contract	
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07/01/2008	Data Chg	Contract-Renewal	33,000.00 USD	33,000.000000 USD Contract													
Step 25																	
<p>Additional sections will appear that will detail any cash and non-cash compensation, along with stock options. These sections may not be populated at this time.</p>	<p>Variable Cash Compensation</p> <table border="1"> <thead> <tr> <th>Award Date</th> <th>Type</th> <th>Award Value</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Variable Non-Cash Compensation</p> <table border="1"> <thead> <tr> <th>Type</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table> <p>Stock Option Details</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Ticker Symbol</th> <th>Number of Shares</th> <th>Grant Price (Per Share)'</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td>0.000000</td> <td>0.000000</td> </tr> </tbody> </table>	Award Date	Type	Award Value				Type		Type	Ticker Symbol	Number of Shares	Grant Price (Per Share)'			0.000000	0.000000
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Step 26																	
<p>Be sure to click Sign out at the top right corner of your screen, when you have completed your PeopleSoft session.</p>																	
End of Procedure																	