

# My Self Serve: Payroll and Compensation

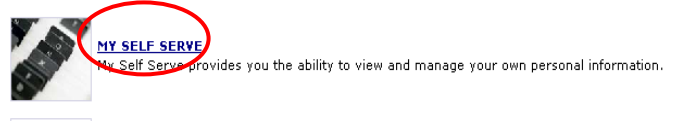
## Step 1 How to Logon on My Self Serve

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



## Step 2

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

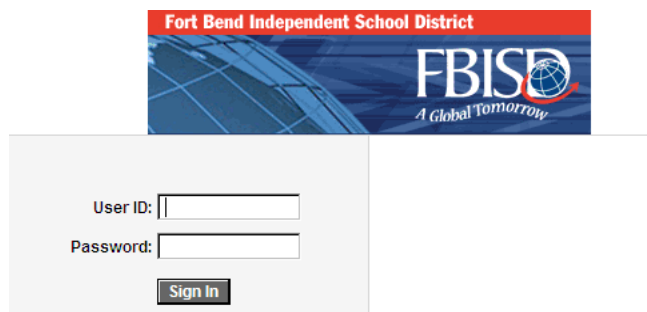


## Step 3

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

In the field for **Password**:  
Type your password (the one use for Benefits Enrollment, View your Paycheck or Declaring Race and Ethnicity. If you need assistance with your password, please contact 41300.).

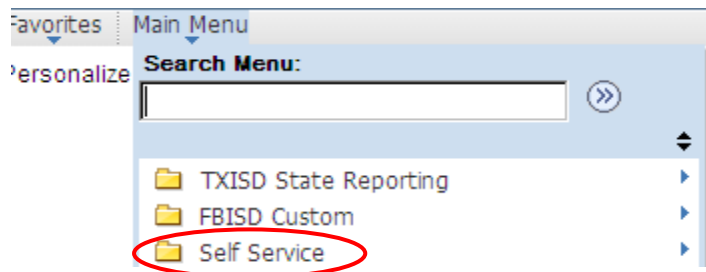
Click the **Sign In** button.



# My Self Serve: Payroll and Compensation

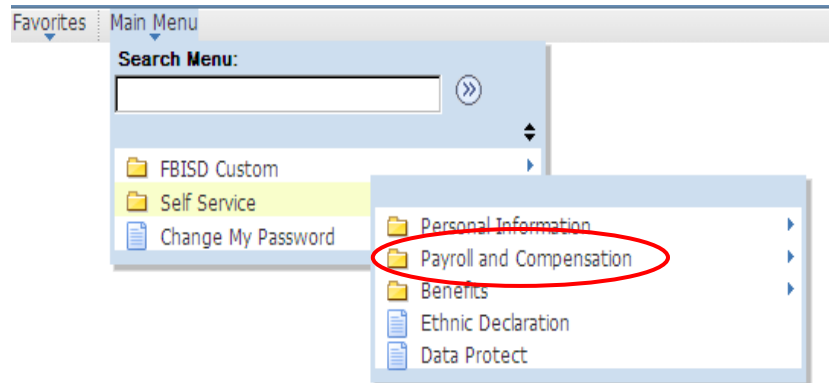
## Step 4

From the 'Main Menu', click on 'Self Service'.



## Step 5

Click 'Payroll and Compensation'.

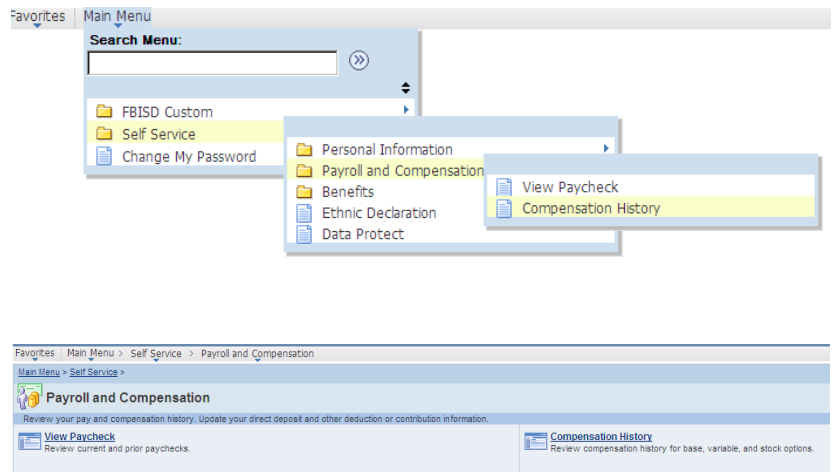


# My Self Serve: Payroll and Compensation

## 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.



The screenshot displays the application's navigation structure. At the top, there is a 'Favorites' bar with 'Main Menu'. Below it is a 'Search Menu' field. The main menu is expanded to show 'Self Service' selected, which has opened a sub-menu. This sub-menu includes 'Personal Information', 'Payroll and Compensation', 'Benefits', 'Ethnic Declaration', and 'Data Protect'. The 'Payroll and Compensation' item is further expanded to show 'View Paycheck' and 'Compensation History', with 'Compensation History' highlighted in yellow. Below the menu, the breadcrumb trail reads 'Main Menu > Self Service > Payroll and Compensation'. The main content area is titled 'Payroll and Compensation' and contains two links: 'View Paycheck' (with the description 'Review current and prior paychecks.') and 'Compensation History' (with the description 'Review compensation history for base, variable, and stock options.').

# My Self Serve: Payroll and Compensation

## Step 7

Click which paycheck you would like to view

Favorites | Main Menu > Self Service > Payroll and Compensation > View Paycheck

JANE DOE

Review your available paychecks below. Select the check date of the paycheck you would like to review.

**View Paycheck**

Select Paycheck Customize | Find | View All | First | 1-8 of 93 | Last

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	Period Absence Balance	PDF File
2011-02-10	Fort Bend ISD	01/16/2011	01/31/2011	\$1895.29	9999999	Period Absence Balance	<input checked="" type="checkbox"/>
2011-01-14	Fort Bend ISD	01/01/2011	01/15/2011	\$1891.24	8888888	Period Absence Balance	<input type="checkbox"/>
2010-12-31	Fort Bend ISD	12/16/2010	12/31/2010	\$1947.85	7777777	Period Absence Balance	<input type="checkbox"/>

## Step 8

**NOTE:** Beginning with 5/15/2011 pay period, your paycheck will be in the 'PDF' format. You will see a check in the 'PDF' file box. All paychecks prior to 5/15/2011 will be in the pre-existing format.

When viewing a Paycheck in 'PDF' format, you will not have a link to 'View a Different Paycheck'.

In order to view a different pay check, you will need to click on 'View Paycheck' on the menu bar.

Favorites | Main Menu > Self Service > Payroll and Compensation > View Paycheck

JANE DOE

Review your available paychecks below. Select the check date of the paycheck you would like to review.

**View Paycheck**

Select Paycheck Customize | Find | View All | First | 1-8 of 93 | Last

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	Period Absence Balance	PDF File
2011-02-10	Fort Bend ISD	01/16/2011	01/31/2011	\$1895.29	3333333	Period Absence Balance	<input checked="" type="checkbox"/>

Favorites | Main Menu > Self Service > Payroll and Compensation > View Paycheck

# My Self Serve: Payroll and Compensation

Step 9																			
<p><b>General section</b></p> <p>Displays your Name, Employee ID, Home Address, and Employee Information, including your Pay Rate.</p>	<table border="1"> <tr> <td> <b>Fort Bend ISD</b>                      16431 LEXINGTON BLVD                      SUGAR LAND TX 77479                 </td> <td>                     Pay Group: ADM-Administrator NonTeach / Pro                      Pay Begin Date: 01/16/2011                      Pay End Date: 01/31/2011    <b>** On-line Check **</b> </td> </tr> <tr> <td>                     Jane Doe                      7722 Test Rd                      Sugar Land, Tx 77479                 </td> <td>                     Employee ID: 999999                      Department: 293-APPLICATION DEV &amp; MAINTENANCE                      Location: ADMINISTRATION BUILDING                      Job Title: Teacher                      Pay Rate: \$45,000.00 Contract                 </td> </tr> </table>	<b>Fort Bend ISD</b> 16431 LEXINGTON BLVD SUGAR LAND TX 77479	Pay Group: ADM-Administrator NonTeach / Pro Pay Begin Date: 01/16/2011 Pay End Date: 01/31/2011 <b>** On-line Check **</b>	Jane Doe 7722 Test Rd Sugar Land, Tx 77479	Employee ID: 999999 Department: 293-APPLICATION DEV & MAINTENANCE Location: ADMINISTRATION BUILDING Job Title: Teacher Pay Rate: \$45,000.00 Contract														
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Step 11																			
<p><b>Tax Data Section</b></p> <p>Shows withholding information. This should reflect your W-4 information on file with Human Resources.</p>	<table border="1"> <thead> <tr> <th><b>TAX DATA:</b></th> <th><b>Federal</b></th> <th><b>TX State</b></th> </tr> </thead> <tbody> <tr> <td>Marital Status:</td> <td>Married</td> <td>n/a</td> </tr> <tr> <td>Allowances:</td> <td>1</td> <td>0</td> </tr> <tr> <td>Addl. Percent:</td> <td></td> <td></td> </tr> <tr> <td>Addl. Amount:</td> <td></td> <td></td> </tr> </tbody> </table>	<b>TAX DATA:</b>	<b>Federal</b>	<b>TX State</b>	Marital Status:	Married	n/a	Allowances:	1	0	Addl. Percent:			Addl. Amount:					
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Allowances:	1	0																	
Addl. Percent:																			
Addl. Amount:																			
Step 12																			
<p><b>Paycheck Summary Section</b></p> <p>Provides current information about your earnings, taxes, deductions and net pay. Also includes Year-to-date (YTD) totals. The Year-to-date will only be on the checks in the 'PDF' format.</p>	<table border="1"> <thead> <tr> <th></th> <th>TOTAL GROSS</th> <th>FED TAXABLE GROSS</th> <th>TOTAL TAXES</th> <th>TOTAL DEDUCTIONS</th> <th>NET PAY</th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>2,829.28</td> <td>2,319.96</td> <td>276.74</td> <td>657.25</td> <td>1,895.29</td> </tr> <tr> <td>YTD</td> <td>10,745.05</td> <td>9,427.87</td> <td>1,744.93</td> <td>1,673.10</td> <td>7,327.02</td> </tr> </tbody> </table>		TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY	Current	2,829.28	2,319.96	276.74	657.25	1,895.29	YTD	10,745.05	9,427.87	1,744.93	1,673.10	7,327.02
	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY														
Current	2,829.28	2,319.96	276.74	657.25	1,895.29														
YTD	10,745.05	9,427.87	1,744.93	1,673.10	7,327.02														

# My Self Serve: Payroll and Compensation

## Step 13

### Hours and Earnings Section

Records all types of earnings you have received.

Description	HOURS AND EARNINGS			YTD	
	Rate	Current Hours	Current Earnings	Hours	Earnings
Regular			2,829.28		8,745.05
MST			0.00		2,000.00
<b>TOTAL:</b>		0.00	2,829.28	0.00	10,745.05

## Step 14

### Taxes Section

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

TAXES		
Description	Current	YTD
Fed Withholding	240.08	1,597.86
Fed MED/EE	36.66	147.07
<b>TOTAL:</b>	<b>276.74</b>	<b>1,744.93</b>

## 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	Current	YTD
Choice Plus B - Family	244.00	488.00
Dental Indemnity B - Family	57.25	114.50
TRS Retirement Contribution	181.07	687.68
AFLAC Cancer	27.00	27.00
<b>TOTAL:</b>	<b>509.32</b>	<b>1,317.18</b>

# My Self Serve: Payroll and Compensation

## Step 16

### After Tax Deductions

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

AFTER-TAX DEDUCTIONS		
<u>Description</u>	<u>Current</u>	<u>YTD</u>
Supp Life and AD&D- Employee	47.25	94.50
Supp Life and AD&D- Spouse	37.70	75.40
Supp Life and AD&D - Child	1.53	3.06
Disability 14/14	26.79	53.58
TRS Insurance Contribution	18.39	69.84
Houston Chronicle (24 Pay)	7.50	15.00
AFLAC Intensive Care	8.77	17.54
AFLAC Cancer	0.00	27.00
<b>TOTAL:</b>	<b>147.93</b>	<b>355.92</b>

## Step 17

### Employer Paid Benefits

Details any items that are paid by the FBISD.

EMPLOYER PAID BENEFITS		
<u>Description</u>	<u>Current</u>	<u>YTD</u>
Choice Plus B - Family	168.81	337.62
Basic Life - Medical Plan	0.63	1.26
Basic AD&D - Medical Plan	0.17	0.34
TRS Insurance Contribution	15.56	59.10
<b>*TAXABLE</b>		

# My Self Serve: Payroll and Compensation

## 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				1,891.24

## Step 19

### View Absence Balances

When the page comes up to view paycheck, you will see a blue link to the right of each paycheck. You can click the blue link for the paycheck for which you want to view absence balances.

Favorites | Main Menu > Self Service > Payroll and Compensation > View Paycheck

JANE.DOE

Review your available paychecks below. Select the check date of the paycheck you would like to review.

### View Paycheck

Select Paycheck Customize | Find | View All | First | 1-3 of 93 | Last

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	Period Absence Balance	PDF File
<a href="#">2011-02-10</a>	Fort Bend ISD	01/16/2011	01/31/2011	\$1895.29	9999999	<a href="#">Period Absence Balance</a>	
<a href="#">2011-01-14</a>	Fort Bend ISD	01/01/2011	01/15/2011	\$1891.24	8888888	<a href="#">Period Absence Balance</a>	
<a href="#">2010-12-31</a>	Fort Bend ISD	12/16/2010	12/31/2010	\$1947.85	7777777	<a href="#">Period Absence Balance</a>	

# My Self Serve: Payroll and Compensation

## Step 20

### Absence Balances

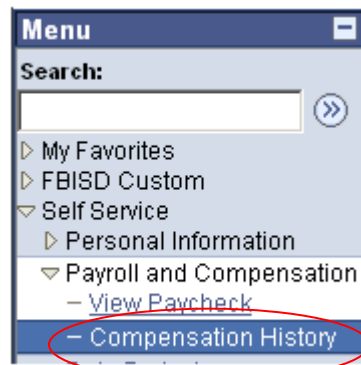
After clicking the blue link, you will be taken to the absence balance page. This will show your beginning balance, the takes, and the ending balance for the different absence types.

Fort Bend ISD Absence Balance Page

Absence Balances								
Year From	Year To	Description	Beginning Balance	YTD Take	YTD Allotment	Ending Balance	Begin Date	End Date
1/2010	2011	State Personal Entitlement	15.250000	1.000000	5.000000	19.250000	11/08/2010	11/21/2010
2/2010	2011	Local Sick Entitlement	18.750000		5.000000	23.750000	11/08/2010	11/21/2010
3/2010	2011	Non-Duty Entitlement		6.000000	11.000000	5.000000	11/08/2010	11/21/2010

## Step 21

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



## Step 22

### 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

# My Self Serve: Payroll and Compensation

Step 23																	
<p><b>Select Date Range</b></p> <p>This screen will allow you to change the date range of the compensation history you would like to see.</p> <p>Click <b>Continue</b> to see your information.</p>	<p><b>Select Date Range</b></p> <p><b>DOE, JANE</b> EXPERT</p> <p>Select From and To dates for your Compensation History Inquire, leave blank to default to all history.</p> <p><b>From Date:</b> <input type="text" value="08/01/2008"/> (example: 12/31/2000)</p> <p><b>To Date:</b> <input type="text" value="10/29/2009"/> (example: 12/31/2000)</p> <p><input type="button" value="Continue"/></p>																
Step 24																	
<p><b>Employee Job Information Section</b></p> <p>Displays your employee information.</p>	<p><b>Employee Job Information</b></p> <p><b>EmpID:</b> 333333 <b>Department:</b> GREAT DEPARTMENT <b>Job Title:</b> EXPERT <b>Payroll Status:</b> Active</p>																
Step 25																	
<p><b>Salary History Section</b></p> <p>Lists the annual salary information based on the date range that has been selected.</p>	<p><b>Salary History</b></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	
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													
Step 26																	
<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><b>Variable Cash Compensation</b></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><b>Variable Non-Cash Compensation</b></p> <table border="1"> <thead> <tr> <th>Type</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table> <p><b>Stock Option Details</b></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
Award Date	Type	Award Value															
Type																	
Type	Ticker Symbol	Number of Shares	Grant Price (Per Share)*														
		0.000000	0.000000														

# My Self Serve: Payroll and Compensation

## Step 27

Be sure to click **Sign out** at the top right corner of your screen, when you have completed your PeopleSoft session.



## End of Procedure