

How to print your pay stub from Peoplesoft.

Step one.

Log on to Peoplesoft using <https://peoplesoft.leeschools.net/PAPRD/signon.html>



The screenshot shows the 'PeopleSoft Enterprise Portal Sign-In' page. At the top, there is a blue header with the text 'PeopleSoft Enterprise Portal Sign-In'. Below this is a blue box containing the text 'Sign In to PeopleSoft:'. Underneath, there are two input fields: 'User Id:' and 'Password:'. A blue 'SIGN IN' button is positioned below the password field. A red warning message states: 'Please note that your PeopleSoft User ID and Password are the same as your Network / SDLC Web Mail User Name and Password.' Below the warning, there is a paragraph of text: 'All questions related to PeopleSoft functionality should be directed to the specific department responsible for that particular area i.e. Personnel questions - call Personnel, Budget questions – call Budget, etc.' A link is provided: 'If you are having issues signing onto PeopleSoft and have reviewed the [Troubleshooting PeopleSoft Sign-on Errors](#) document, please [CLICK HERE](#) to E-Mail *IS Security Support for assistance.' At the bottom, the copyright notice reads: 'Copyright © 2012, School District of Lee County, Ft Myers, FL 33966'.

Sign in using your username and password. Enter it just as you would from your computer at work.

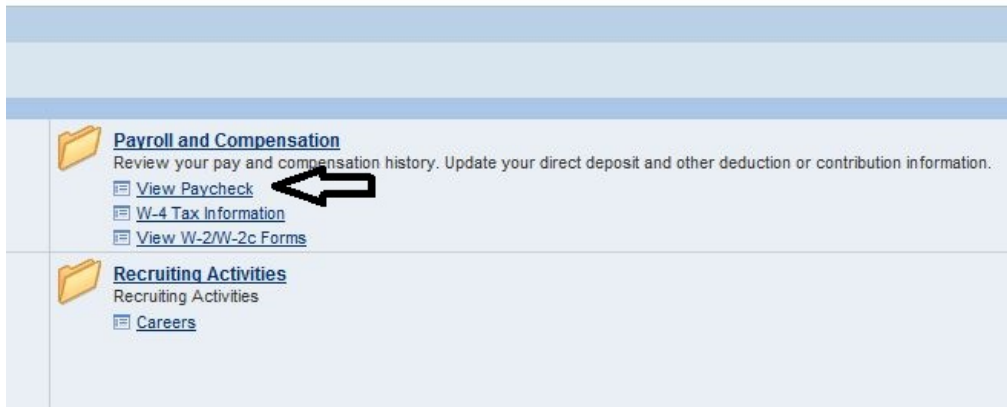
Step two

Choose Self Service.



Step three

Choose View Paycheck.



Step four

Choose the pay stub you want to view by clicking the date.

View Paycheck

Paul Shelkofsky

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

Check Date	Company	Pay Begin Date	Pay End Date	Net Pay	Paycheck Number	PDF File
2013-05-31	School District of Lee County	05/16/2013	05/31/2013		906365	<input checked="" type="checkbox"/>
2013-05-15	School District of Lee County	05/01/2013	05/15/2013		895074	<input checked="" type="checkbox"/>
2013-04-30	School District of Lee County	04/16/2013	04/30/2013		883894	<input checked="" type="checkbox"/>
2013-04-15	School District of Lee County	04/01/2013	04/15/2013		872516	<input checked="" type="checkbox"/>
2013-03-22	School District of Lee County	03/16/2013	03/31/2013		861542	<input checked="" type="checkbox"/>
2013-03-14	School District of Lee County	03/01/2013	03/15/2013		860051	<input checked="" type="checkbox"/>
2013-02-28	School District of Lee County	02/16/2013	02/28/2013		839354	<input checked="" type="checkbox"/>
2013-02-15	School District of Lee County	02/01/2013	02/15/2013		828254	<input checked="" type="checkbox"/>

Press ctrl + p to print.

you should be able to access peoplesoft from your home computer by typing <https://peoplesoft.leeschools.net> . Note: it may ask for your information more than once other than that it will follow the same steps above.