How to Access your Pay Stub and W2 in PeopleSoft

1st time Checking Peopesoft

- Go to https://eportal.slco.org/dana-na/auth/url_10/welcome.cgi and sign in
- **Username**: typically the first initial of your first name and then your last name.
    o Ex. John Smith: jsmith
- **Password**: your EIN
- Both your username and EIN are on your staff card

*If you have questions contact your supervisor

- Once you have signed in you will be prompted to reset your password. The new password will be your password for signing into peoplesoft to access your paystubs. DON'T FORGET IT!
    o If you forget your password contact the help desk 385-468-0700
- You will be directed to the peoplesoft website once you sign in, now sign in with the same information
    o Now that you are signed into peoplesoft click on the main menu tab at the top left of the screen.
    o Select self-service in the drop down box
    o Select Payroll and Compensation
    o From there you can select a variety of options a few that will be useful for you are;
        ▪ View Paycheck
        ▪ Direct Deposit
        ▪ Compensation History
        ▪ View W2

I have already reset my password

- Visit and sign in to check peoplesoft
    o https://eportal.slco.org/dana-na/auth/url_10/welcome.cgi
- You can also access the website through slco.org
    o Scroll down and click on Employee Connect, bottom left of the screen
    o Click on PeopleSoft Login, top left blue button