View Paycheck
Step by Step Instruction
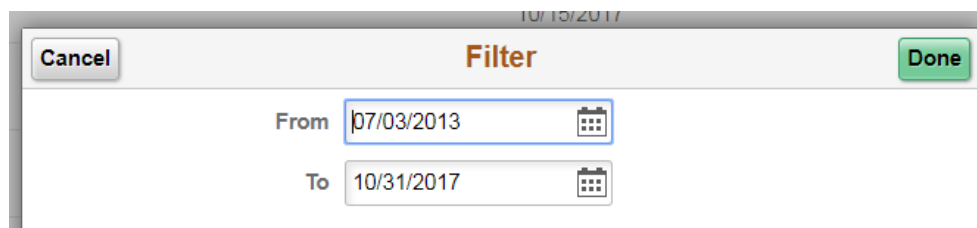
1. Log into your District computer

2. Log into PeopleSoft (https://peoplesoft.leeschools.net)

   a. Enter your username and password
3. Click on the "Payroll and Compensation" tile.

4. The latest paychecks will automatically appear.

5. Click on the desired Check Date to view your paystub.

6. To modify the date range of checks appearing, click on the funnel button.
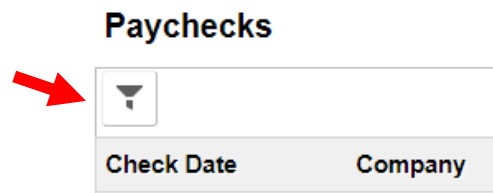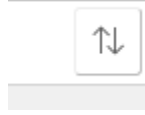

7. Enter the "From" and "To" date. Click "Done" to view the desired date ranges or "Cancel" to disregard.

8. To sort checks in a different order, click the up and down arrow sort Button.

9. Click on the desired sort option or click the "X" button to disregard.