



# Portland Public Schools – New Hire

## Payroll Information and Employee Self Service Checklist

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**Pay Periods:** 16<sup>th</sup> of One Month – 15<sup>th</sup> of the Following Month

**Check Dates:** Last Business Day of the Month

**Log into Employee Self Service Website:** <https://selfservice.pps.net>

Using your PPS Network User ID and Password

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### Required things to do on **Employee Self Service:**

- Confirm or update your address
- Enter or update W-4 Tax Information (go to Payroll Department website for worksheets to help you figure out what to claim)
- For contract paid employees only: Contract frequency automatically set to 12 months. To change to 10 months, update online before September 15<sup>th</sup>.

### Recommended things to do on **Employee Self Service:**

- Set up or update Direct Deposit (*Note: Funds Posted Second pay day after account set up. Paper Check on first pay date*)
  - GO GREEN:** Stop the printing and mailing of paper Direct Deposit Stub – under Direct Deposit link click on “Pay statement print option link” (*Pay information available online to view or print*)
  - GO GREEN:** Stop the printing and mailing of W2 Form (*available Oct 1<sup>st</sup> to Dec 31<sup>st</sup>*)
  - For contract paid employees only: View your Contract Details
  - View or Print PDF copies of your Pay Stubs
  - View or Print PDF copies of W-2's (*after the end of the Calendar year once posted*)
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For Payroll related questions please contact the Payroll Services Department

Phone: 503-916-3302

Email: [Payroll@pps.net](mailto:Payroll@pps.net) (*Payroll only responds to PPS email accounts*)

**\*\*\*More detailed instructions with panel print screens available on the Payroll Department website under Employee Resources > Employee Self Service > Payroll ESS Guide\*\*\***

**\*\*\*For access to Self Service at Home must set up Two Step Authentication in Self Service while on the PPS Network (instructions on Self Service)\*\*\***