

ePay Desk Reference

What is ePay?

ePay is a component of PeopleSoft that allows employees to review their current Pay and Compensation history. Employees will also be able update their Direct Deposit and other Deduction or contribution information. ePay includes the following:

- Payroll and Compensation
- View Paycheck
- Direct Deposit
- W-4 Tax Information

Who has access to ePay?

- District employees with a PeopleSoft User ID.
(Note: To obtain a PeopleSoft User ID, visit <http://eprofile.asmp.in.dc.gov/>).

Do Employees have to use ePay?

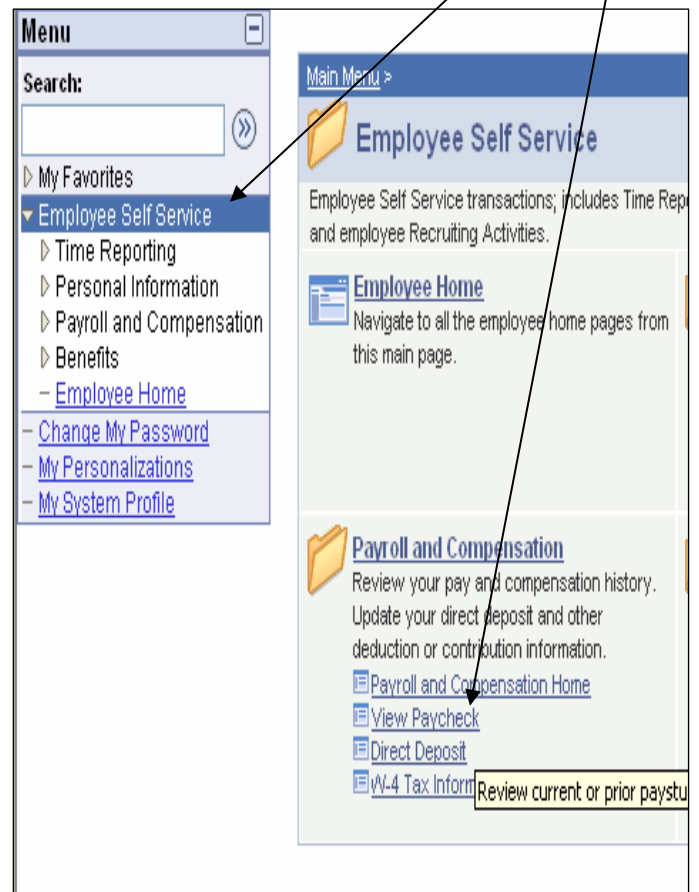
- Using ePay is not mandatory, but advisable. ePay will improve Employee efficiency by allowing the user to review and make changes to their personal Payroll and Compensation information immediately.

What else do I have access to do in ePay?

- You can **view/change** the following information:
 - Print your Paycheck
 - Change your W-4 information
 - Change your Direct Deposit information
 - Elect to have a paper copy of your Paycheck mailed to your home.

How do I navigate to ePay to view my Pay information and make Changes?

- Step 1 - Log into Peoplesoft
- Step 2 - Click link for Employee Self Service
- Step 3 - Click link for Payroll and Compensation
- Step 4 - Click link for Payroll activity (i.e., View Paycheck, Direct Deposit and W-4 Tax Information)



Who do I Call for Help?

- ASMP Help Desk at (202) 727-8700 between the hours of 8:00 am and 6:00 pm if you have questions about using ePay.