

My Fees (Employee Self Service)

Last Modified on 10/22/2022 9:47 am CDT

[Pay a Fee](#)

Classic View: Employee Self Service > My Fees


This functionality is only available to districts who have purchased [Campus Payments](#).


The My Fees tool provides a list of all fees assigned to you. Fees that are still owed and fees that were paid appear in this list, followed by the ongoing balance for all fees.

My Food Service
My Fees

0
Items in Cart

\$0.00

 My Cart

 My Accounts

Total Due: \$150.00

School Year

2018 - 2019
▼

Type

Unpaid
▼

DESCRIPTION	DUE DATE	FEE BALANCE	
Staff Parking Permit	07/26/2019	150.00	Add to Cart
Subtotal		150.00	

How do I pay a fee?

1. Select **Add to Cart** next to the Fee you want to pay.
2. Select **My Cart**.
3. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).

For help adding Payment Methods, see the [Payment Methods \(Employee Self Service\)](#) article.

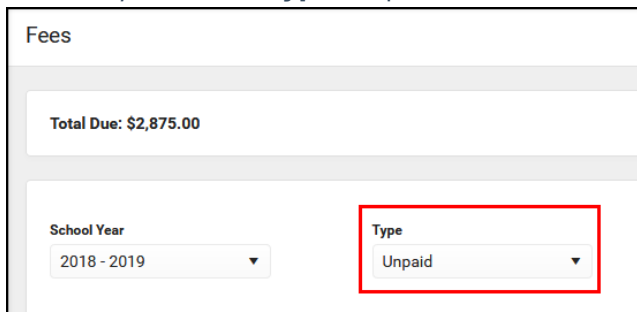
4. Select **Submit Payment**.

Need more information?

See the following [Pay a Fee](#) section for more detailed information.

How do I find unpaid fees?

Select *Unpaid* in the **Type** dropdown list.



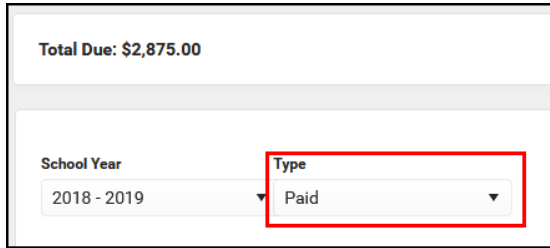
The screenshot shows a web interface for viewing fees. At the top, it says "Fees". Below that, a box displays "Total Due: \$2,875.00". At the bottom, there are two dropdown menus: "School Year" with "2018 - 2019" selected, and "Type" with "Unpaid" selected. The "Type" dropdown is highlighted with a red border.

How do I pay Optional Fees?

Optional fees are fees that are not assigned to you directly. This could be things like parking stickers, donations to the school, school supplies, etc. Optional Fees are paid using the Optional Payments tool. See the [Optional Payments](#) article for more information.

How do I find fees I already paid?

Select *Paid* in the **Type** dropdown list.

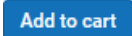


The screenshot shows a summary card with 'Total Due: \$2,875.00'. Below it, there are two dropdown menus: 'School Year' set to '2018 - 2019' and 'Type' set to 'Paid'. The 'Type' dropdown is highlighted with a red box.






Fees that are partially paid do not display when **Paid** is selected. Instead, select **Unpaid** and click the arrow next to the partially paid Fee to see the paid amount.

The [Payment History](#) tool is a good place to review all payments you have made including payments for Fees.

Pay a Fee

Step	Action
1	<p>Select Add to cart next to the Fee you want to pay.</p> <p>Result Campus puts the Fee in your cart and updates the total items and cost.</p> <p>You can add additional Fees before checking out. You can also add Food Service payments and Optional Fees before checking out.</p>
2	<p>Select  My Cart .</p> <p>Result The Checkout screen displays. All items added to your cart display. You can click the Remove button if you do not want to pay for an item at this time. Tip: Partial Payments</p> <p>If your district allows you to partially pay a fee, you can change how much you want to pay in the Amount field.</p>

Step	Action
3	<p>Select the Payment Method you want to use and enter an Email Address for Receipt (<i>optional</i>).</p> <div data-bbox="279 378 1422 544" style="background-color: #e1f5fe; padding: 10px; border: 1px solid #ccc;"> <p>Click the Add Payment Method button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen.</p> </div> <div data-bbox="284 575 655 936" style="border: 2px solid black; padding: 10px; margin-top: 10px;"> <p>Payment Method</p> <p><input type="radio"/> DISCOVER DISC</p> <p><input checked="" type="radio"/> echeck CHECK</p> <p style="text-align: center;"><input type="button" value="Add Payment Method"/></p> <p>Email Address for Receipt</p> <p><input type="text" value="user@infinitecampus.com"/></p> </div>

Step	Action									
4	<p>Select  .</p> <p>Result A confirmation message displays. Click OK. The Receipt screen displays.</p> <p>Click the Print button to print a copy of the receipt.</p> <div data-bbox="284 562 978 1379" style="border: 1px solid black; padding: 10px;"> <p>Receipt</p> <div style="display: flex; justify-content: space-between; align-items: center;"> 0 Items in Cart \$0.00  My Cart  My Accounts </div> <p style="text-align: center; margin-top: 10px;">Thank you for your online payment</p> <p style="font-size: small;">Date: 05/15/2019 11:55 am Reference #: 313358831673624448</p> <p style="font-size: x-small;">Thank you for using our online payment system.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">FEE</th> <th style="width: 50%;">NAME</th> <th style="width: 30%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Staff Workshop</td> <td>Smith, Justin</td> <td>\$25.00</td> </tr> <tr> <td>Staff Parking</td> <td>Smith, Justin</td> <td>\$100.00</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <p>Service Fee: \$2.00</p> <p>Total: \$127.00</p> <p>Payment Method  : CHECK</p> <p>Email Address for Receipt:</p> </div> <div style="text-align: center; margin-top: 10px;">  </div> </div>	FEE	NAME	AMOUNT	Staff Workshop	Smith, Justin	\$25.00	Staff Parking	Smith, Justin	\$100.00
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