

PeopleSoft HCM Frequently Asked Questions

General Questions & Topics

1. What is PeopleSoft HCM?

- HCM stands for PeopleSoft Human Capital Management, the District's human resources and payroll system.

2. Who has access to PeopleSoft HCM?

- All District employees have access to PeopleSoft HCM so they can access employee self-service functions such as making address changes, changes to Federal/State tax withholdings, and changes to direct deposit options, etc. All employees also have access to, and are required, to either log their time worked (positive time) or request and report their leaves (exception time), and their direct supervisor will approve it. All approved time and leaves is processed via the HCM system.

3. What if I don't have a current SDCCD email address?

- All District employees have been issued a District e-mail address, including student workers. If an employee has not received their email address, they should contact their immediate supervisor or send an e-mail to IT Help Desk ithelp@sdccd.edu.

4. Is a separate sign-on required to access PeopleSoft HCM and Finance?

- No, if you already have access to PeopleSoft Finance, you may use the same sign-on for HCM. To log in to the portal use your Employee 10-digit number and password.

5. Who should I contact if I can't access the Portal?

- You may contact the District Help Desk at x7000, or 619-388-7000, or contact them via e-mail: IT Help Desk ithelp@sdccd.edu

6. What information can I review/update?

- The HCM Portal is available to all employees as of January 4, 2016. You can log in to Employee Self-Service and review the following information under My Personal Info:
 - Name (view only)
 - Home/Mailing Address (update)
 - Phone Numbers (update)
 - Emergency Contact (update)
 - E-mail Addresses (update personal)
 - Marital Status (view only)
 - Ethnic Groups (update)
 - Disability Status (update)
 - Employee Information (view only)
 - Date of Birth
 - SSN
 - Original Start Date (walk on date with District)
 - Last Start Date (start date of most current primary assignment)

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- You should also review your position or job information. Correct any data that you are able to correct within Employee Self-Service. If you are unable to make the corrections, send an e-mail to IT Help Desk ithelp@sdccd.edu. You will be contacted if more information is required to make your requested change/correction. Please make sure not to email confidential information such as your Social Security number. If additional information is required, you will be contacted.