

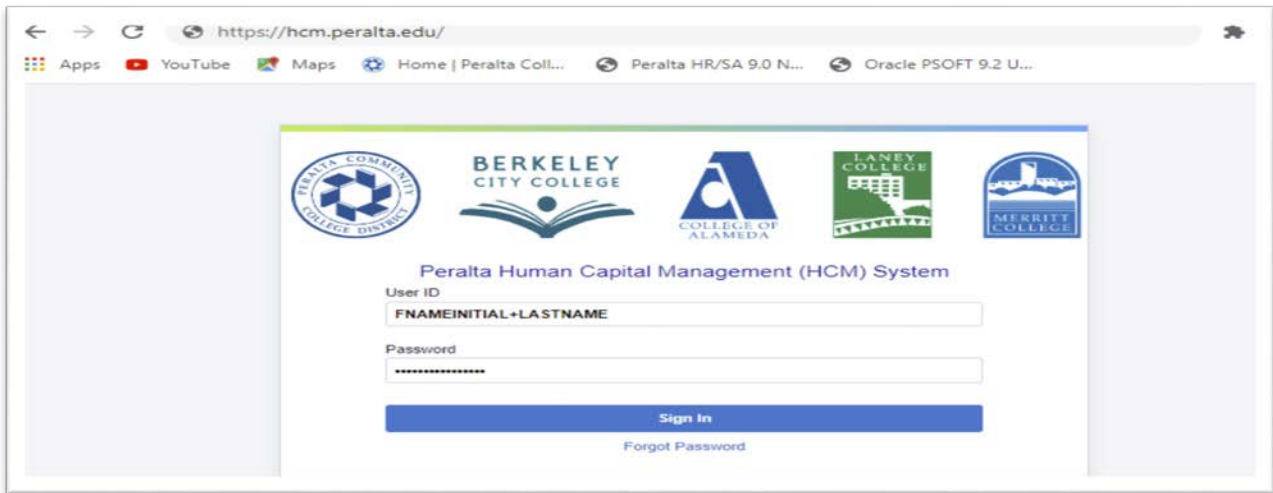



HCM EMPLOYEE HOME PAGE AND SELF SERVICE GUIDE

1. Go to the website for 9.2 Human Capital Management

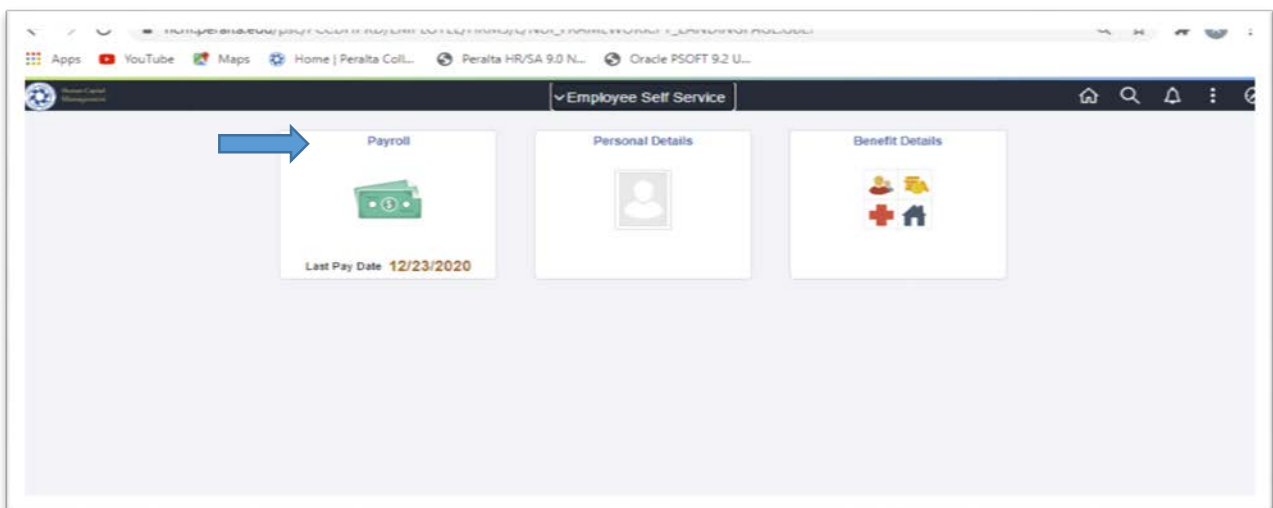
<https://hcm.peralta.edu>

2. Enter User ID and Password
(typically the same as network login ID, first initial of first name followed by full last name)



3. Click on the dropdown arrow  from top of the PeopleSoft page and choose the “Employee Self Service” option to view “Employee Self Service” Home page with the **tiles** as shown below.

4. Then, click on “Payroll” tile to view Paycheck and W2 PDF files.





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4.1 Click on “Paycheck” tile to view list of paychecks.



4.2 List of paychecks will appear as shown below.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
12/23/2020	Peralta Community College Dist	12/01/2020 12/31/2020		346190 >
11/30/2020	Peralta Community College Dist	11/01/2020 11/30/2020		344314 >
11/30/2020	Peralta Community College Dist	11/01/2020 11/30/2020		344313 >
10/30/2020	Peralta Community College Dist	10/01/2020 10/31/2020		341990 >
09/30/2020	Peralta Community College Dist	09/01/2020 09/30/2020		339930 >



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4.3 Click on the far right arrow to view paycheck PDF of your choice.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
12/23/2020	Peralta Community College Dist	12/01/2020 12/31/2020	[REDACTED]	346190	>
11/30/2020	Peralta Community College Dist	11/01/2020 11/30/2020	[REDACTED]	344314	>
11/30/2020	Peralta Community College Dist	11/01/2020 11/30/2020	[REDACTED]	344313	>
10/30/2020	Peralta Community College Dist	10/01/2020 10/31/2020	[REDACTED]	341990	>
09/30/2020	Peralta Community College Dist	09/01/2020 09/30/2020	[REDACTED]	339930	>



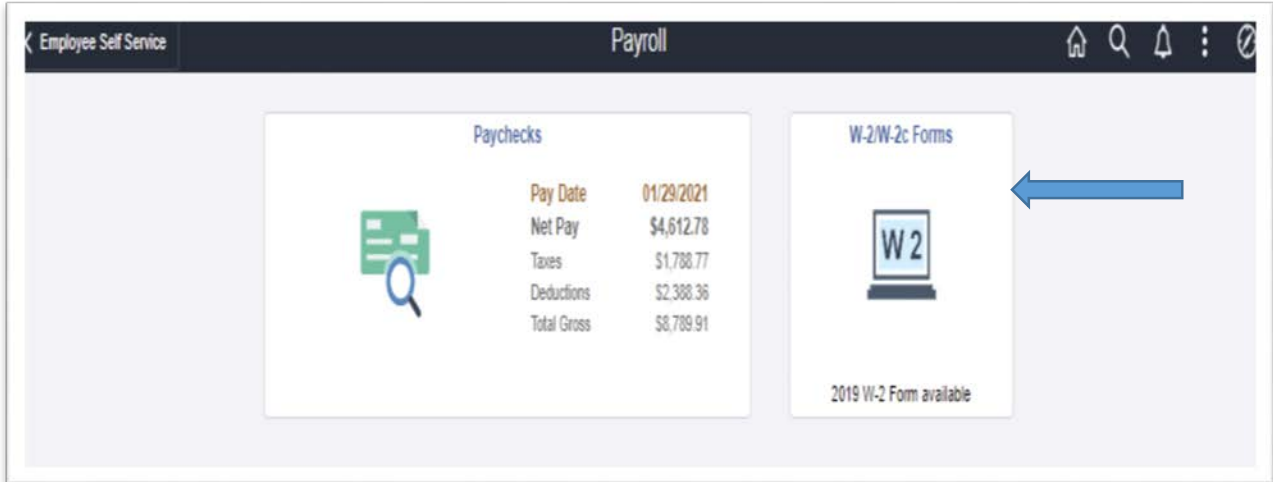
4.4 PDF copy of your paycheck will appear as shown below.

Peralta Community College Dist 333 East 8th Street Oakland, CA 94606		Pay Group: RCL-Regular Classified Pay Begin Date: 12/01/2020 Pay End Date: 12/31/2020	Business Unit: PCDD1 Advice #: 00000000346190 Advice Date: 12/23/2020		
Employee ID: [REDACTED] Department: [REDACTED] Location: [REDACTED] Job Title: [REDACTED] Pay Rate: [REDACTED]		TAX DATA: Federal: Single CA State: S-M-2 inc Allowances: 3 Addl. Percent: 3 Addl. Amount:			
HOURS AND EARNINGS					
Description Regular cash in lieu of benefits Doubletime Floating Holiday Overtime 1.5 Retroactive Pay Retro Pay Sick Vacation	Current Rate Hours Earnings		YTD Hours Earnings		
	[REDACTED]		[REDACTED]		
TOTAL:		184.00	8,789.91	2,231.50	116,822.76
BEFORE-TAX DEDUCTIONS		AFTER-TAX DEDUCTIONS		EMPLOYER PAID BENEFITS	
Description Vision Service Plan 403 (b) Plan Flexible Spending - Healthcare PERS2	Current [REDACTED]		YTD [REDACTED]		Description Local 1021 Chapter Fee L1021 Dues LTD Gross Up Deduction
	[REDACTED]		[REDACTED]		
TOTAL:		[REDACTED]		[REDACTED]	

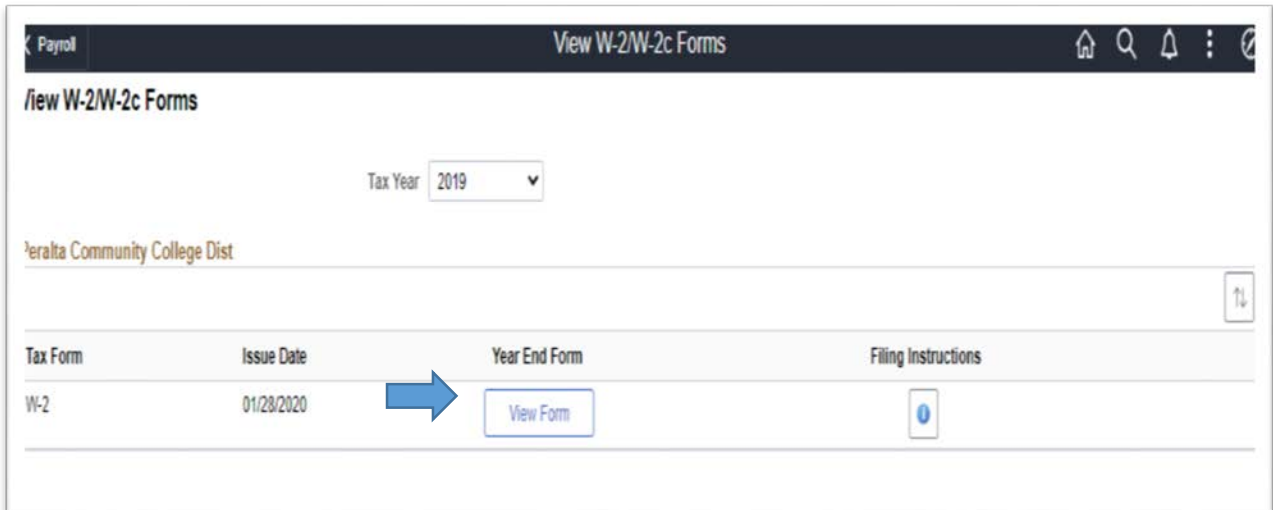


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4.5 To view Self Service W-2 PDF, click W-2/W-2C Forms tile as shown below.



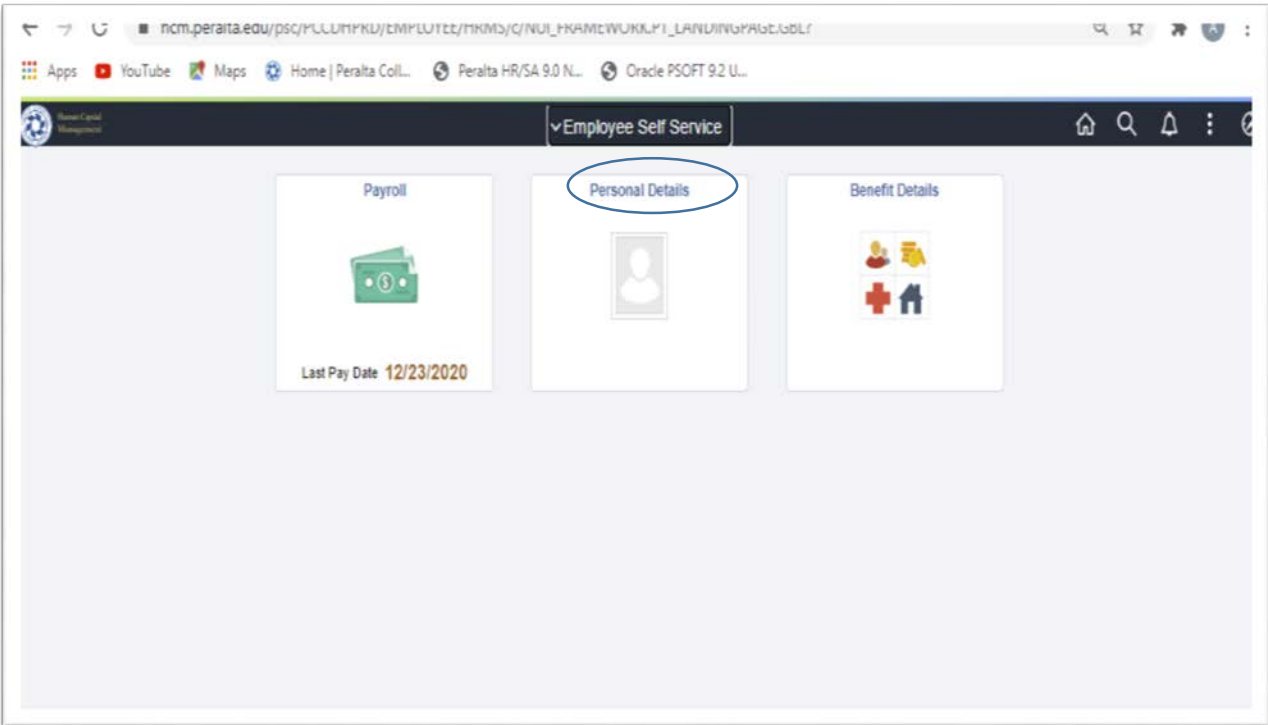
4.6 Click “View Form” link as shown below to view W-2 PDF.



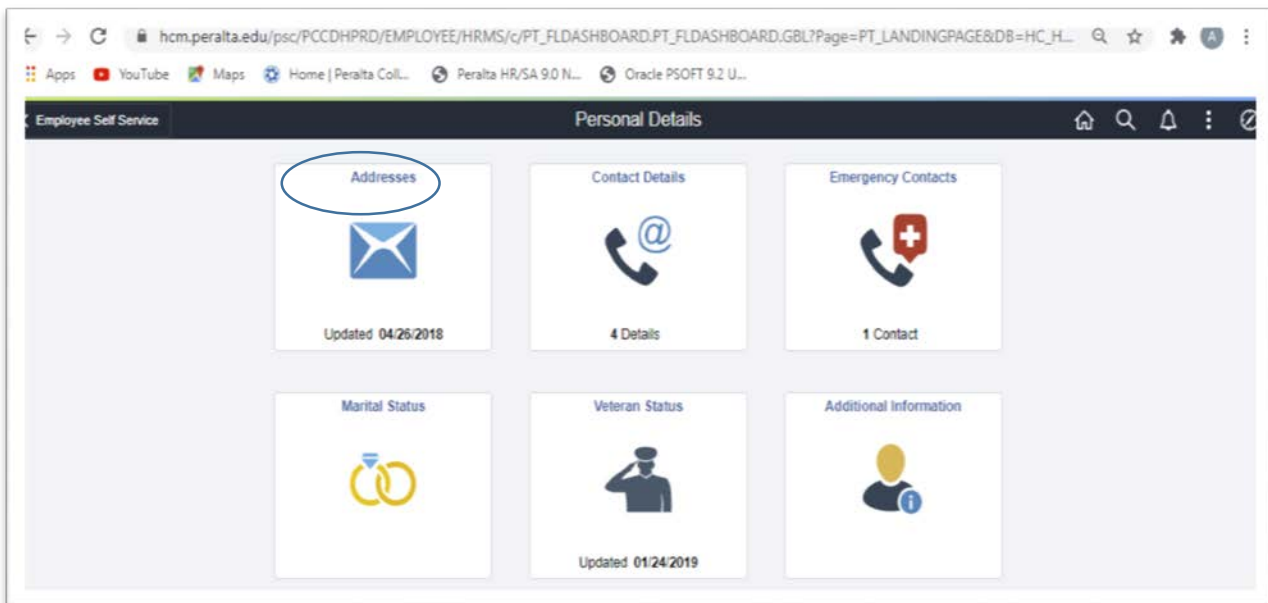


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5.1 Click on “Personal Details” tile to view Personal details like Addresses and Contact details.



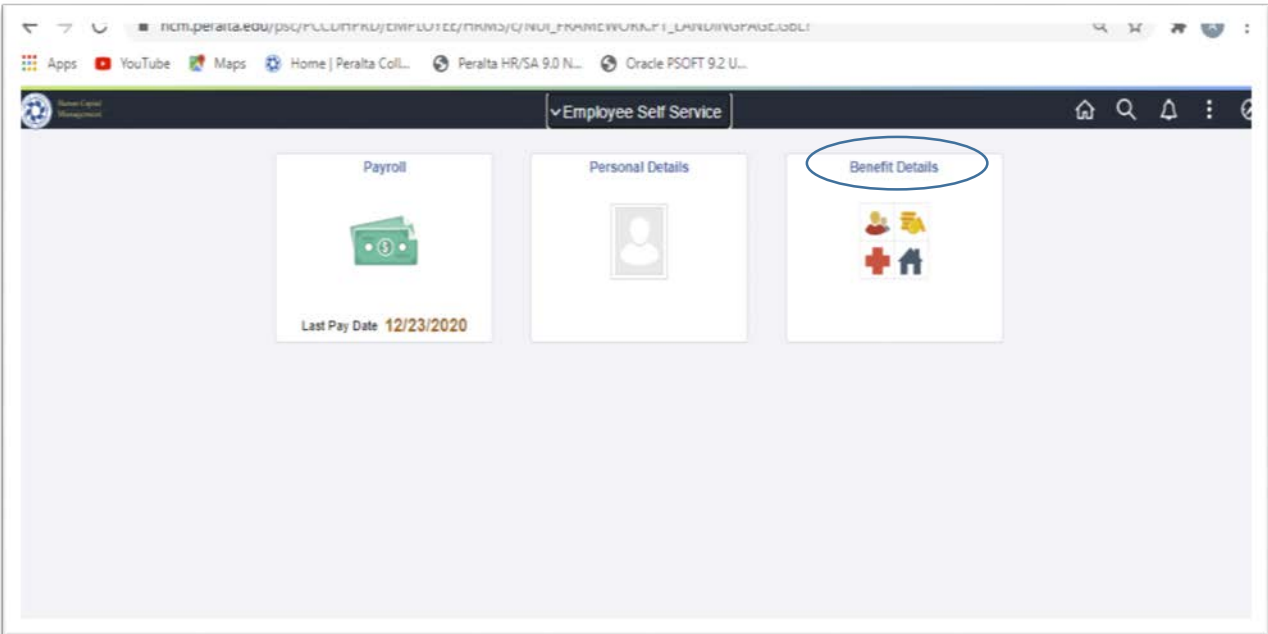
5.2 Click on “Personal Details” tile to view Personal details like Addresses and Contact details.





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6.1 Click on “Benefit Details” tile to view Benefit details.



6.2 Click on “Benefit Details” tile to view Benefits Summary.

