

HCM EMPLOYEE HOME PAGE AND SELF SERVICE GUIDE

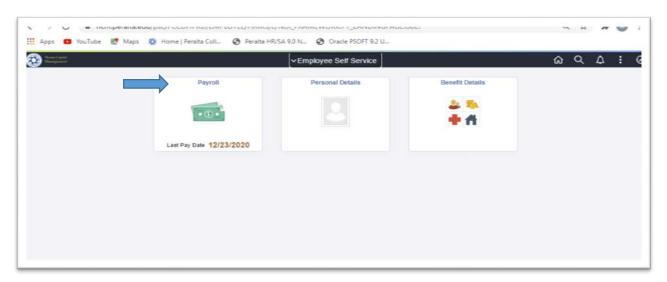
1. Go to the website for 9.2 Human Capital Management

## 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)

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	BERKELEY CITY COLLEGE	
	FNAMEINITIAL+LASTNAME	
	Password	
	Sign In	
	Forgot Password	

- 3. Click on the dropdown arrow rom 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.





4.1 Click on "Paycheck" tile to view list of paychecks.

C Employee Self Service	Payroll		ŵ	qβ	-	Ø
	Paychecks	W-2/W-2c Forms				
	Pay Date Net Pay Taxes Deductions Total Gross	W 2				
		2019 W-2 Form available				

4.2 List of paychecks will appear as shown below.

( Payrol		Pay		ଜ	Q :
Paychecks					
70					14
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	Peraita Community College Dist	09/01/2020		339930	>



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

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Paychecks					
₹ 0					1
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	Peraita Community College Dist	10/01/2020 10/31/2020		341990	>
09/30/2020	Peralta Community College Dist	09/01/2020 09/30/2020		339930	>

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

Peralta Community College Dist 333 East 8th Street Oukland, CA 94606		Pay Group: Pay Begin I Pay End Da	Date: 12/01/2020	er Classified		Business Unit: Advice #: Advice Date:	PCCD1 000000000346190 12/23/2020	
	Employ Departu Locatio Job Titl Pay Rat	nent: n: e:				TAX DATA: Marital Status: Allowances: Addl. Percent: Addl. Amount:	Federal Single 3	CA Stat S/M-2 in
	10	OURS AND E	ARNINGS				TAXES	
Description Regular Canh in lieu of benefits Doublettime Floating Holiday Overtime 1.5 Retroactive Pay Retro Pay Retro Pay Vacation	Rate	Current Hours	Earnings	Hours	Earnings	Description Fed Withholding Fed MED/EE Fed OASD/EE CA Withholding	Current	711
TOTAL:		184.00	8,789.91	2,231.50	116,822.76	TOTAL:	1,794.98	25,410.2
BEFORE-TAX DE Description Vision Service Plan Vision Service Plan 403 (b) Plan Flexible Spending - Healthcare PERS2	Current	L10		Carrent	VID	Description	EMPLOYER PAID BENEFITS Carroat	УШ



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

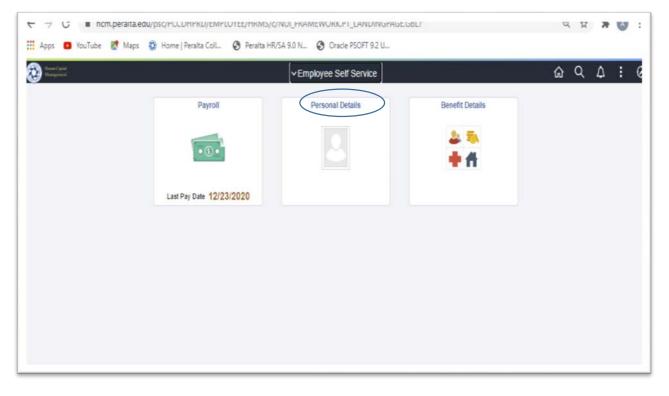
Employee Self Service	Payroll	& Q 4 : 0	
	Paychecks   Pay Date 01/29/2021   Net Pay \$4,612.78   Taxes \$1,788.77   Deductions \$2,388.36	W-2/W-2c Forms	
	Total Gross \$8,789.91	2019 W-2 Form available	

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

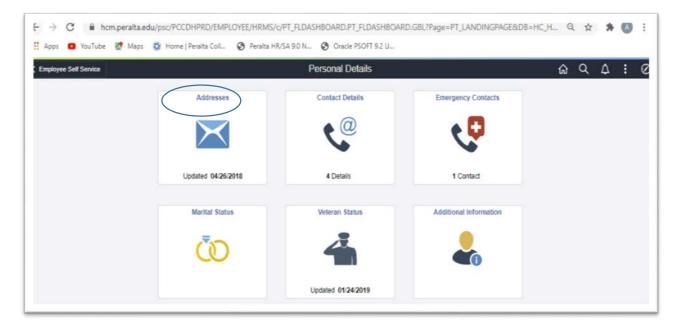
( Payrol		View W-2/W-2c Forms	5	ŵ	Q	4	:	Ø
/iew W-2/W-2c Fo	orms							
	Ta	v Year 2019 🗸						
<sup>3</sup> eralta Community C	ollege Dist							_
								1↓
Tax Form	Issue Date	Year End Form	Filing Instructions					
W-2	01/28/2020	View Form	0					



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.





6.1 Click on "Benefit Details" tile to view Benefit details.

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	Payroll	Personal Details	Benefit Details				
	• () •		2 3 + A				
	Last Pay Date 12/23/2020						

6.2 Click on "Benefit Details" tile to view Benefits Summary.

C Employee Self Service		Benefit Details	ଜ	Q	۵	:	Ø
	Benefits Summary						