

HCM EMPLOYEE HOME PAGE AND SELF SERVICE GUIDE

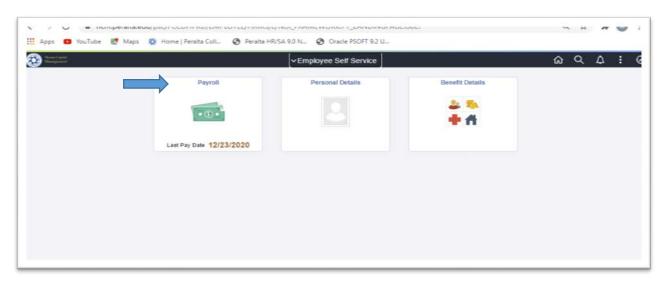
1. Go to the website for 9.2 Human Capital Management

## 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)

| Apps 🖸 YouTube 🛃 Ma | ps 😵 Home   Peralta Coll 📀 Peralta HR/SA 9.0 N 🚱 Oracle PSOFT 9.2 U   |  |
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|                     | 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<br>Net Pay<br>Taxes<br>Deductions<br>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<br>12/31/2020      |         | 346190          | >   |
| 11/30/2020 | Peralta Community College Dist | 11/01/2020<br>11/30/2020      |         | 344314          | >   |
| 11/30/2020 | Peralta Community College Dist | 11/01/2020<br>11/30/2020      |         | 344313          | >   |
| 10/30/2020 | Peralta Community College Dist | 10/01/2020<br>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.

| < Payroll  |                                | Pay                           |         | ል               | ५ : ७ |
|------------|--------------------------------|-------------------------------|---------|-----------------|-------|
| 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<br>12/31/2020      |         | 346190          | ×     |
| 11/30/2020 | Peralta Community College Dist | 11/01/2020<br>11/30/2020      |         | 344314          | >     |
| 11/30/2020 | Peralta Community College Dist | 11/01/2020<br>11/30/2020      |         | 344313          | >     |
| 10/30/2020 | Peraita Community College Dist | 10/01/2020<br>10/31/2020      |         | 341990          | >     |
| 09/30/2020 | Peralta Community College Dist | 09/01/2020<br>09/30/2020      |         | 339930          | >     |

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

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



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

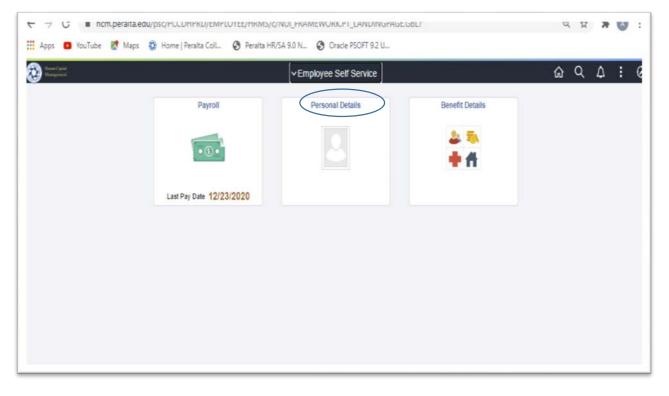
| Employee Self Service | Payroll   | & Q 4 : 0               |  |
|-----------------------|---|-------------------------|--|
|                       | Paychecks   Pay Date 01/29/2021   Net Pay \$4,612.78   Taxes \$1,788.77   Deductions \$2,388.36 | W-2/W-2c Forms          |  |
|                    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

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

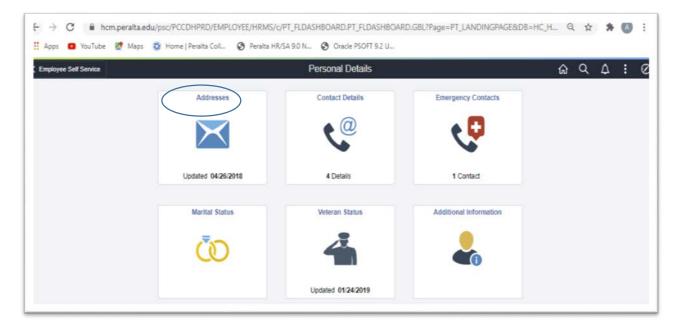
| ( Payrol                        |             | View W-2/W-2c Forms | 5                   | ŵ | Q | 4 | : | Ø  |
|---------------------------------|-------------|---------------------|---------------------|---|---|---|---|----|
| /iew W-2/W-2c Fo                | orms        |                     |                     |   |   |   |   |    |
|                                 | 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.

|                   | pscholouleko/eiwelotec/likiws/c/w      |                  | JODL!           | ч | ਮ   | <b>#</b> 😡 | : |
|-------------------|--|------------------|-----------------|---|-----|------------|---|
| Apps Voulube Maps | 🕲 Home   Peralta ColL. 👩 Peralta HR/SA |                  |                 | ŵ | Q ( | : 1        | Q |
|                   | Payroll                                | Personal Details | Benefit Details |   |     |            |   |
|                   | • () •                                 |                  | 2 3<br>+ 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 |                 |   |   |   |   |   |