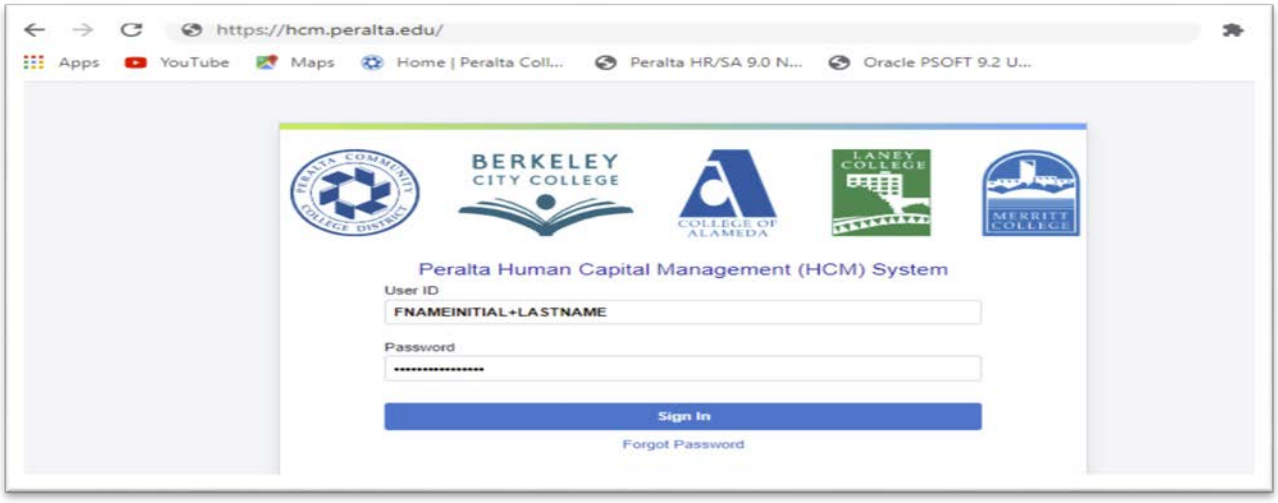
HCM EMPLOYEE HOME PAGE AND SELF SERVICE GUIDE

1. Go to the website for 9.2 Human Capital Management

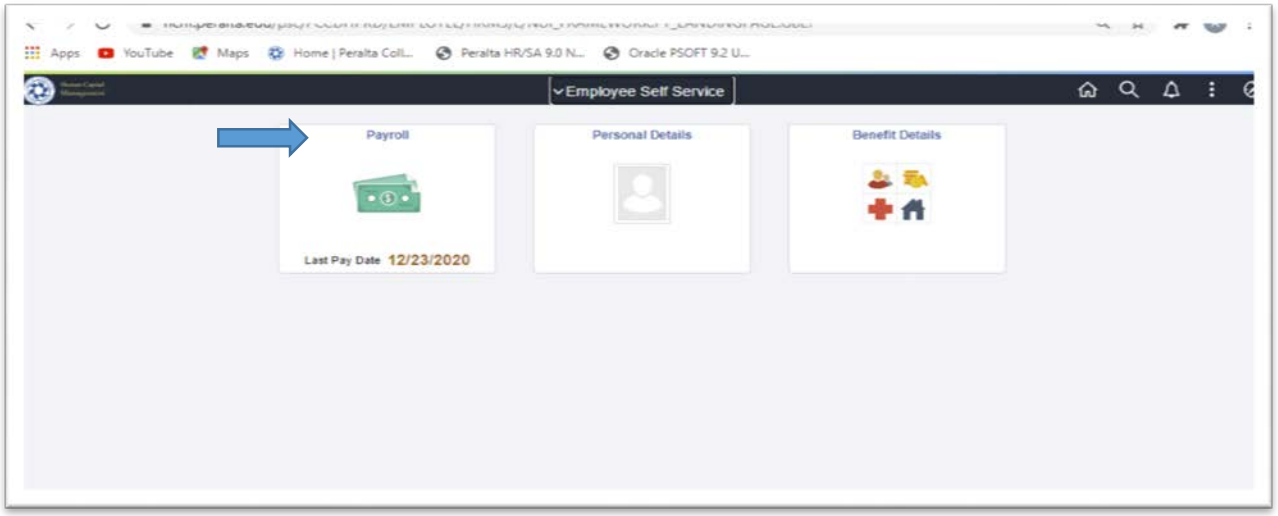
   https://hcm.peralta.edu

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



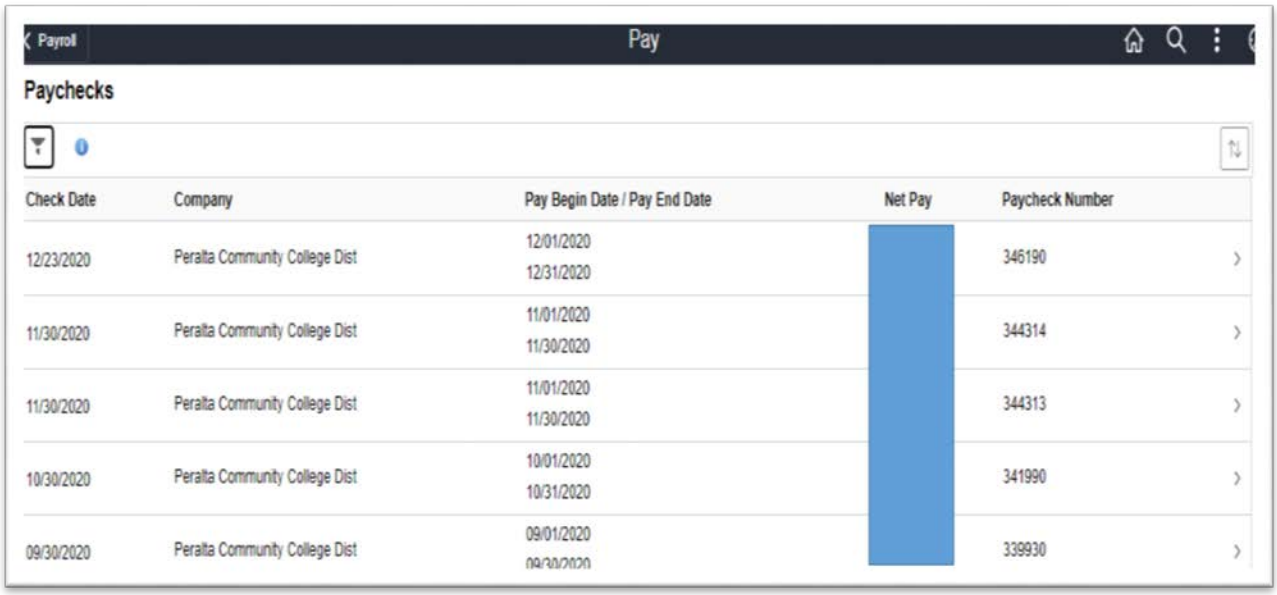
3. Click on the dropdown arrow from top of the PeopleSoft page and choose the “Employee Self Service” option to view “Employee Self Service” Home page with the **tiles** as shown below.

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

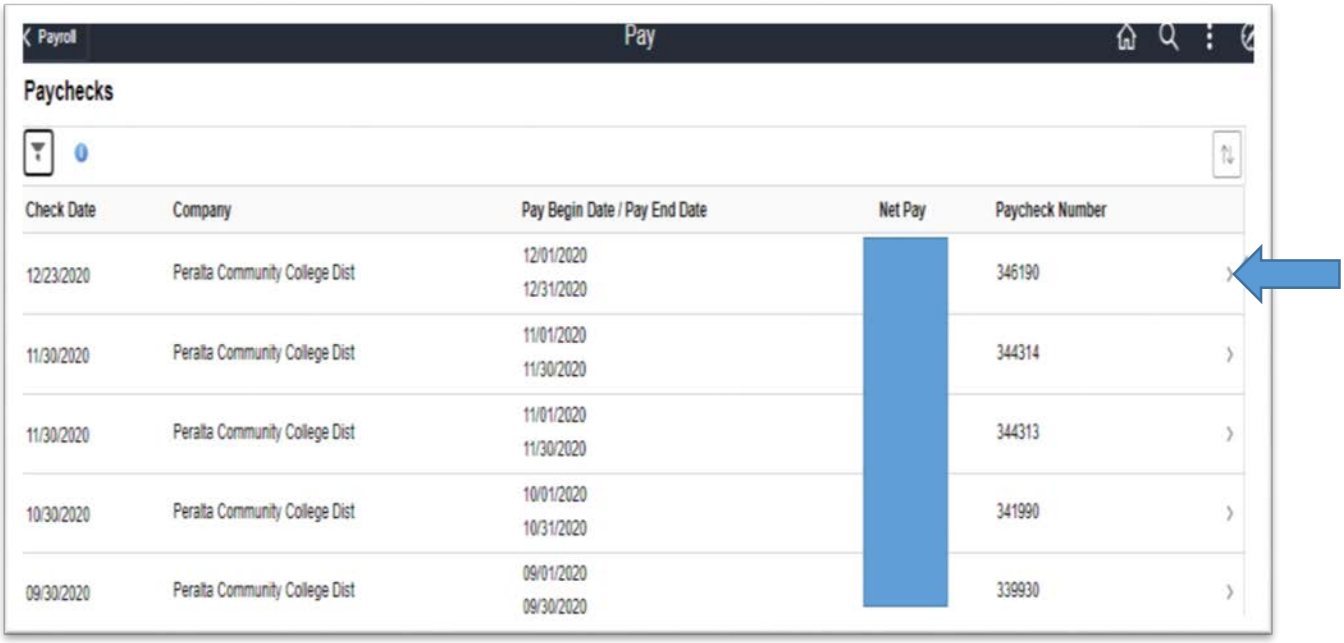


4.1 Click on “Paycheck” tile to view list of paychecks.

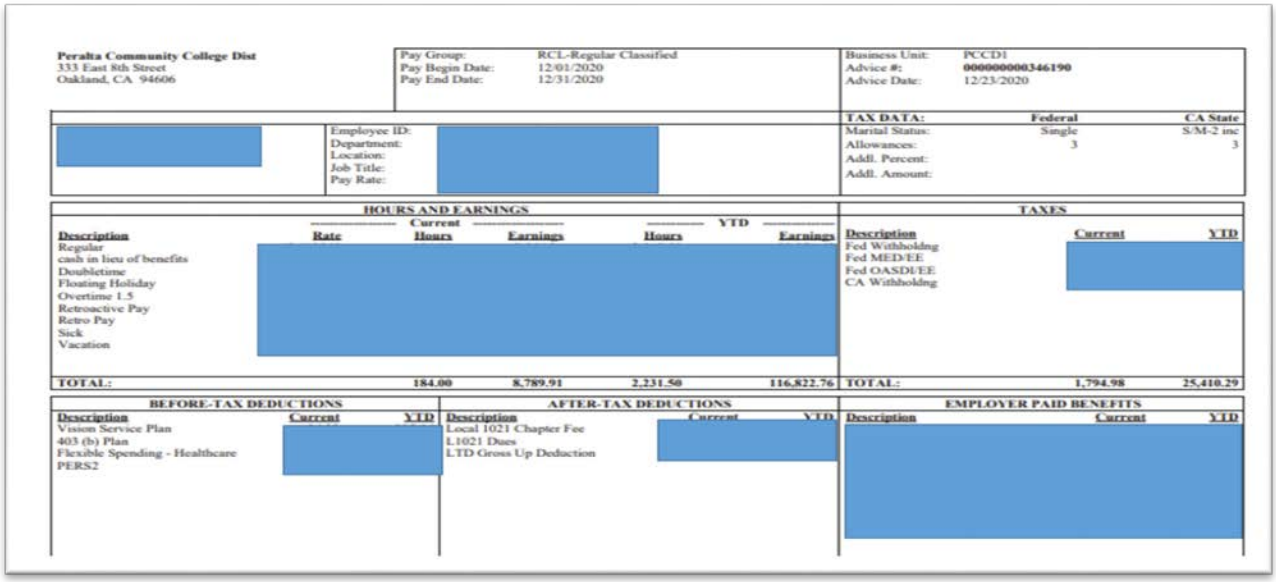
4.2 List of paychecks will appear as shown below.



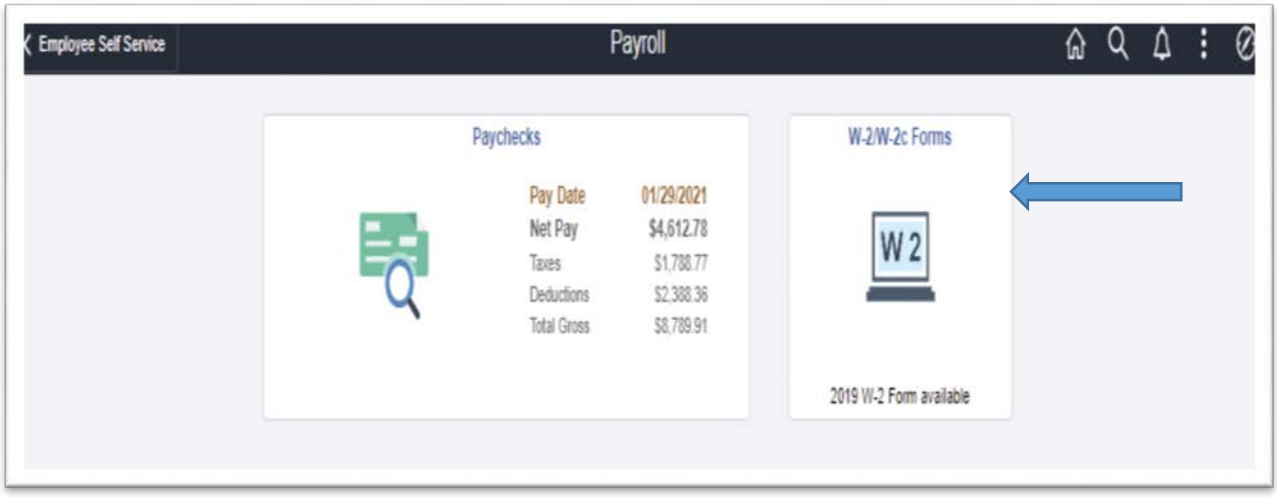
4.3 Click on the far right arrow to view paycheck PDF of your choice.



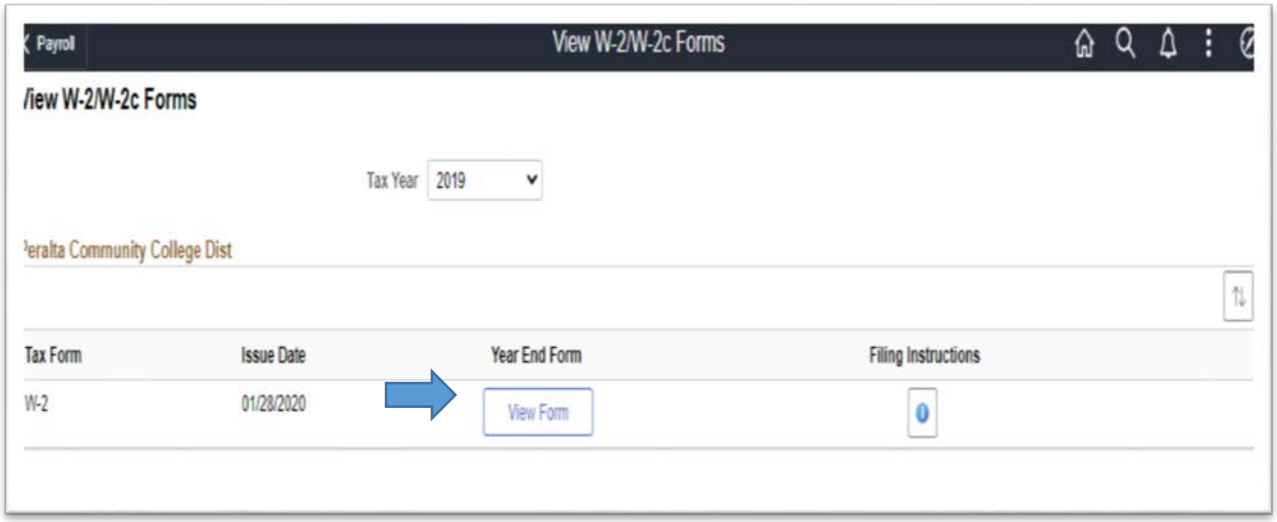
4.4 PDF copy of your paycheck will appear as shown below.



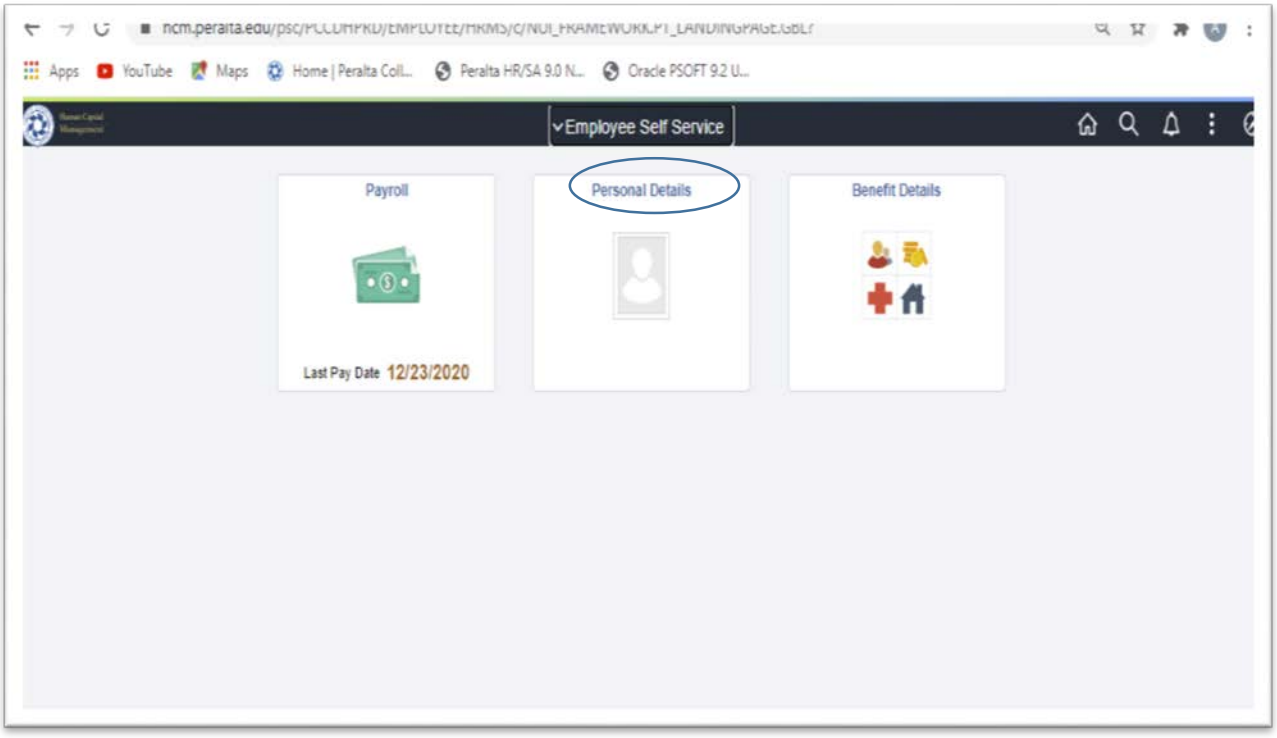
4.5 To view Self Service W-2 PDF, click W-2/W-2C Forms tile as shown below.



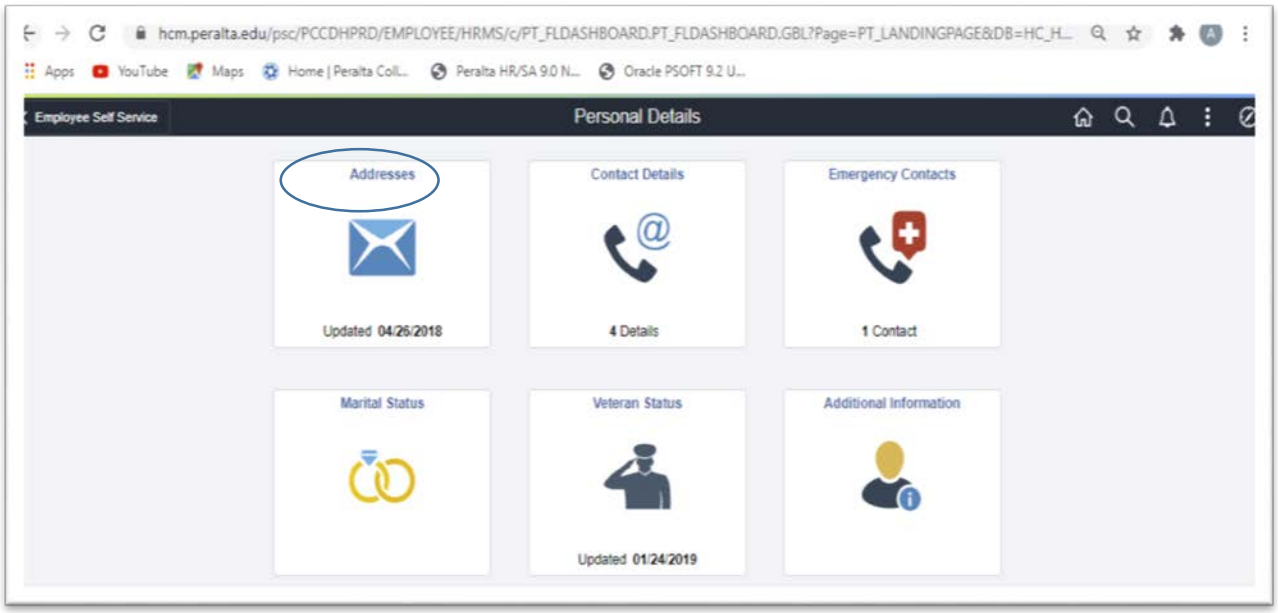
4.6 Click “View Form” link as shown below to view W-2 PDF.



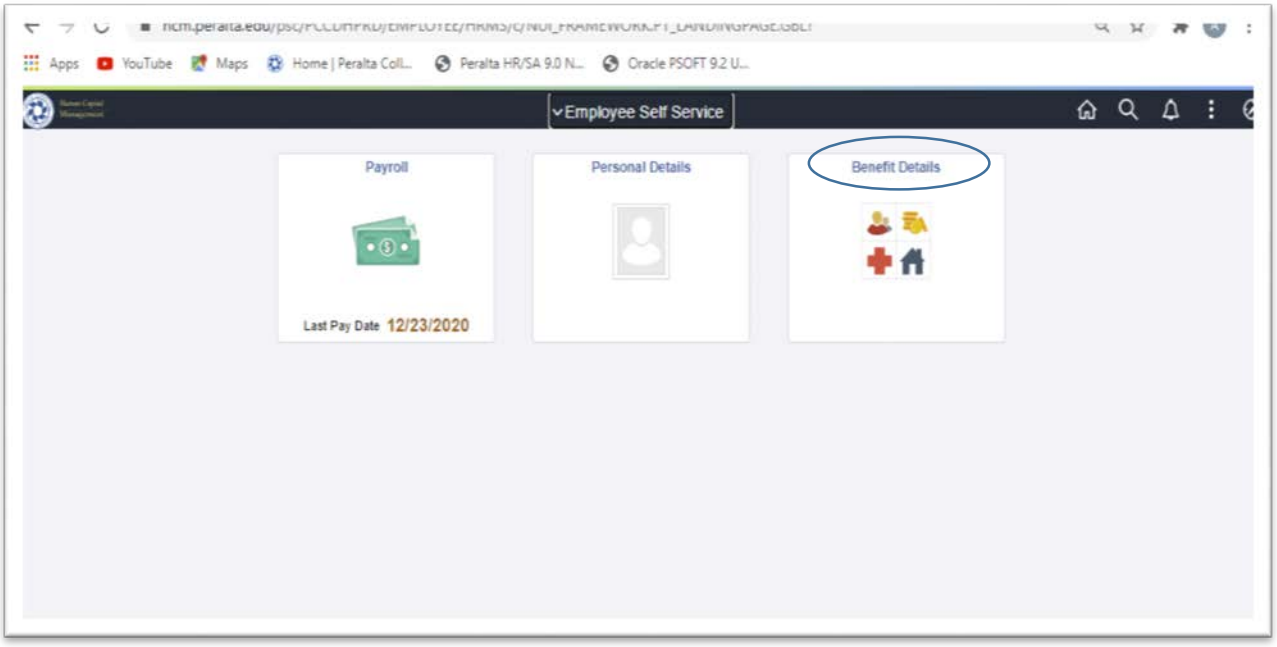
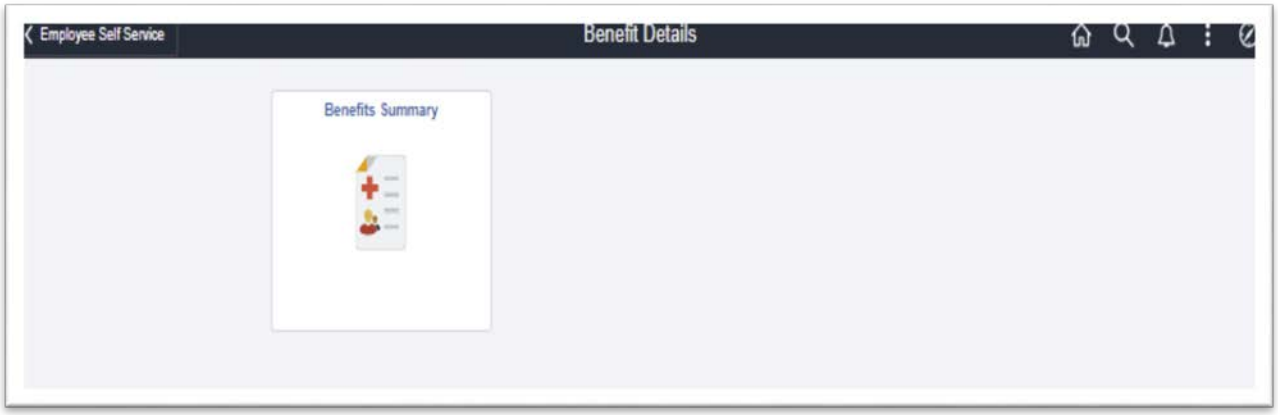
5.1 Click on “Personal Details” tile to view Personal details like Addresses and Contact details.



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.



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