PeopleSoft HCM Frequently Asked Questions

Employee Self-Service Topics

1. **How will I access my information?**
   - HCM provides District employees with much more access to their own personal information, such as, information about position and pay, as well as current leave balances.
   - To access your information via the Employee Service Center, log in to PeopleSoft MyPortal. You can find quick access information on navigating to MyPortal at the following link, http://hr.sdccd.edu/docs/erp/Accessing%20Portal.pdf.

2. **Who should I contact if any of my information is not correct?**
   - 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. Never send confidential information such as your Social Security number.

3. **Why do I need to update my beneficiary information?**
   - The information currently on file may be outdated (e.g. ex-spouses, deceased family members), without a proper designation monies to be claimed may be lost.
   - The information was not previously stored in the Colleague HR/Payroll system; therefore, there was no information to be converted into HCM. However, contract employees who are enrolled in District-paid life insurance may edit or add beneficiary designation via My Benefits, Benefits Summary and click on the "Life" link.
   - The last pay check beneficiary designation form should be submitted to the Payroll department.
   - Retirement (PERS/STRS/3121 Plan) beneficiary designation forms should be submitted via the agency.

4. **Do I need to request to have the "Non-Smoker" information updated?**
   - No. This information defaults as "No". The District does not track or need to know this information at this time.

5. **What is the deadline to make direct deposit changes to take affect for the current payroll period?**
   - Direct deposit changes can be entered up to the deadline for payroll processing, however the District must process a "pre-note" on the account and bank routing number. Provided this "pre-note" process is completed in time for the payroll process, the direct deposit will be effective in the current period. However if the pre-note is not able to be completed in time, your changes will be reflected on the next payroll run.

6. **Why is there only a Federal Withholdings form in HCM?**
   - The current software version has the Federal W-4 form only. Any changes to your state withholding will need to be submitted to Payroll on the CA DE-4 form, which can be accessed here.

7. **Will my W-2 consent from WebAdvisor carry forward to HCM?**
   - No. The IRS requires an electronic signature to confirm your desire to opt in to have your IRS W-2 available electronically instead of being mailed to your address of record. This electronic signature in the Colleague system was not converted, so you will need to provide a new opt in consent in order for your 2016 W-2 form to be available in the

electronic version.

8. **Why do my beneficiaries not show in the Beneficiaries Summary?**
   - Refer to question #3 above.

9. **When will the benefit changes from 2016 Open Enrollment be in PeopleSoft?**
   - The changes from the November 2015 Benefit Open Enrollment have already been updated in HCM. You will see these changes effective January 1, 2016. Contact the Benefits Department at 619-388-6587 if you have any questions.

10. **How will my shift differential be paid in PeopleSoft?**
    - Refer to your CBA/Handbook regarding shift pay.
    - You will be able to see the shift pay as a separate line item on your paycheck.

11. **How far in advance will any W-4 changes need to be submitted?**
    - Per IRS guidelines, changes to an employee's W-4 need to be made the first payroll period ending on or after the 30th day from the date the W-4 change is submitted. However, we make every effort to implement W-4 changes immediately. Submissions need to be made through Employee Self Service at least 5 days prior to payday for the change to go into effect for that payroll run.

12. **If I do not designate an Emergency Alert phone number will I still get an alert to my mobile phone?**
    - No. If you do not provide an Emergency Alert phone number in HCM you will not receive an alert to your mobile phone. If you are registered as a student, and provided your mobile phone number, you will most likely receive an alert from Student Services. It is recommended that all employees provide an Emergency Alert phone number in HCM to ensure receipt of updates in the event of an emergency.

13. **Who has access to my Emergency Contact information? The District office only? My Supervisor? Campus Police?**
    - Direct supervisors/managers, timekeepers/secretaries, VPAs Office and District HR/Payroll have access. This information will only be utilized in the event of an emergency while you are at work.

14. **How will the travel request form/process change?**
    - The Travel Request form and process are supported by the District's Fiscal Services Office. When travel requests are processed with expenses, there is no need to also report this time as exception time, for Exempt employees. However, if there are no expenses related to "Off Site" activities, you will need to record the off-site hours, as exception time, by entering the hours on your timesheet and selecting the Off-Site Activity Time Reporting Code. This will not affect your pay.
      - Contract Employees use the "Off-Site Activity Salary" Time Reporting Code
      - Adjunct/OL Faculty use the "Off-Site Activity Unit Pay" Time Reporting Code
    - If you are a non-classroom or non-unit pay Adjunct/OL faculty who is paid based on hours submitted, hours for conference/travel and "Off Site" activities will need to be submitted via your timesheet in order to be paid. Depending on the type of activity, you would use one of the following:
      - District Travel Hourly
      - Off-Site Activity Hourly