PeopleSoft HCM Frequently Asked Questions

General Questions & Topics

1. **What is PeopleSoft HCM?**
   - HCM stands for PeopleSoft Human Capital Management, the District's new human resources and payroll system.

2. **Who will have access to PeopleSoft HCM?**
   - All District employees will have access to PeopleSoft HCM so they can access employee self-service functions such as making address changes, changes to Federal tax withholdings, and changes to direct deposit options, etc. All employees will also have access to, and are required, to either log their time worked (positive time) or request and report their leaves (exception time). Any employee who previously reported time via a paper time card will record their time into HCM, and their direct supervisor will approve it. Any employee who previously requested leaves or reported absences using the paper Leave Request form will use HCM to request all leaves and report absences. Their direct supervisor will approve it. All approved time and leaves is processed via the HCM system, eliminating the need for time cards, time sheets and leave forms.

3. **What if I don't have a current SDCCD email address?**
   - All District employees have been issued a District e-mail address, including student workers. If an employee has not received their email address, they should contact their immediate supervisor or Help Desk (ext. 7000).

4. **Is a separate sign-on required to access PeopleSoft HCM and Finance?**
   - No, if you already have access to PeopleSoft Finance, you may use the same sign-on for HCM. To log in to the portal use your network user ID and password.

5. **What is my User ID?**
   - Your user ID is the same as your District LAN/computer access. For most employees it is your first initial and seven digits of your last name (or your full last name).

6. **Who should I contact if I can't access the Portal?**
   - You may contact the District Help Desk at x7000, or 619-388-7000, or contact them via e-mail: IT Help Desk ithelp@sdccd.edu

7. **What data was converted?**
   - All employee demographic information was converted to HCM as of December 18, 2015. This includes employee addresses, hire dates, payroll deductions, etc. There are no immediate plans to convert history, although the District is assessing other a data warehouse or platforms to store and access prior position, wage information and other historical HR related data legally required to be maintained.

8. **Will I be able to see positions I've had prior to 12/18/15 in PeopleSoft?**
   - No, you will not be able to view in PeopleSoft position, wage or pay history prior to 12/18/15. As payrolls and other changes are made to your records, history will begin to accumulate over time in the new HCM system.

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9. **What information can I review/update?**
   - ➢ The HCM Portal is available to all employees as of January 4, 2016. You can log in to Employee Self-Service and review the following information under My Personal Info:
     - Name (view only)
     - Home/Mailing Address (update)
     - Phone Numbers (update)

     - Emergency Contact (update)
     - E-mail Addresses (update personal)
     - Instant Message IDs – **not active at this time**
     - Marital Status (view only)
     - Ethnic Groups (update)
     - Employee Information (view only)
       - o Date of Birth
       - o SSN
       - o Original Start Date (walk on date with District)
       - o Last Start Date (start date of most current primary assignment)
   - ➢ You should also review your position or job information. Correct any data that you are able to correct within Employee Self-Service. 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. Please make sure not to email confidential information such as your Social Security number. If additional information is required, you will be contacted.

10. **How long will WebAdvisor be available?**
    - ➢ WebAdvisor (employee self-service in the current HR/Payroll system) will remain available for access through June 30, 2016 in view only mode. No additional changes will be allowed. HCM Employee Self-Service will replace WebAdvisor. Employees will have access to personal, demographic, job (position) and salary data.
    - ➢ Employees will have access to WebAdvisor to view their past paychecks and pay advices if they currently have WebAdvisor access. After the first payrolls are processed in January 2016, employees will begin to access their pay records in HCM.
    - ➢ Employees who have opted in through WebAdvisor to view their W-2 (for 2015 prior years back to 2011) will be able to view their past W-2 forms and their 2015 W-2 until June 30, 2016. It is recommended that employees print to PDF their past W-2 records if they want to retain them for future use. In the fall of 2016, Payroll will send reminders to employees to opt in for a PDF version of their 2016 W-2.
    - ➢ For questions about accessing WebAdvisor, call 619-388-6582