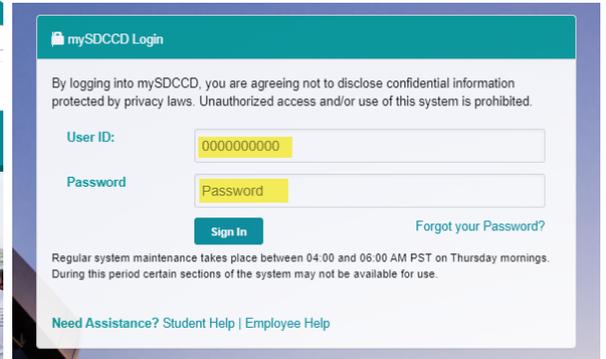
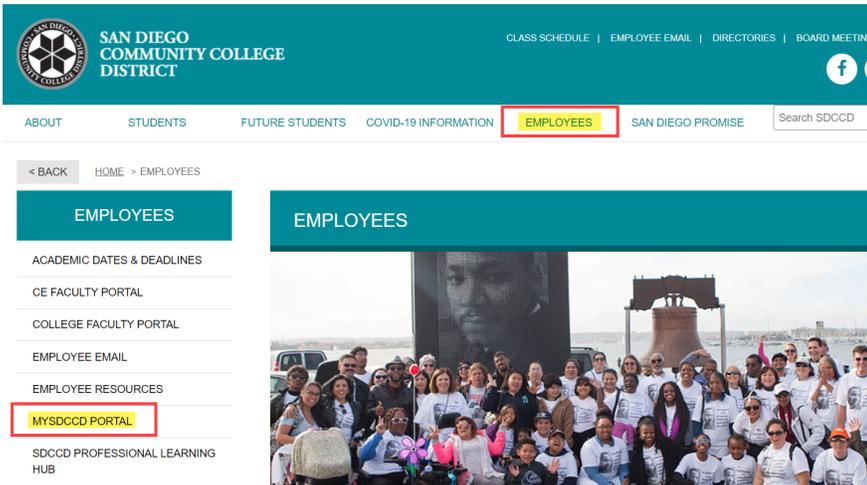


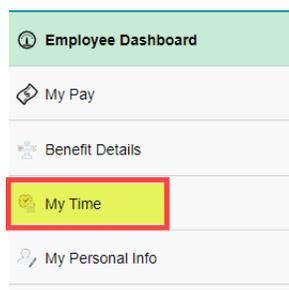
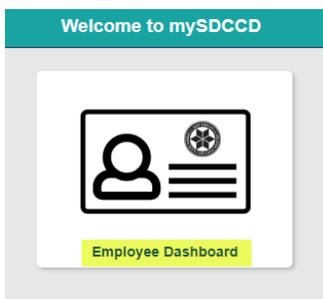
# HOW TO VIEW ASSIGNMENT/EMPL RECORD NUMBER

Employee Assignment(s) and Employee Record(s) are updated and available for view in MyPortal. Please use the steps below to sign in and view your current information. If you have any questions about your information please contact Human Resources Department.

Log in to the PeopleSoft Portal via the district Website. Click on the EMPLOYEES link in the top menu bar. In the EMPLOYEES menu on the left click on MYSGCCD PORTAL. Log in using your User ID and Password.



Click on **Employee Dashboard** to access the Self Service tiles. Select **My Time** from the Employee Dashboard. Click the **Enter Time** tile for Assignment and Employee Record details located in the top left corner under **Job Information**. See sample view below.



## Sample View



**Multiple Job Titles:** For employees with multiple job titles a drop down menu will appear under **Job Information**. If multiple jobs have the same title use the Business Unit and Department ID to identify the correct job.