

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 (User ID is the same as your network login ID)
- 3. Enter Password (Password is the same as your Peralta email password)

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		BERKELEY CITY COLLEGE	COLLECE OF		MERRITT	
	Pe User ID I Passwo	eralta Human Capita	I Management ((HCM) System		
			Sign In			

- 4. Click on the dropdown arrow remployee 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.
- 5. 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	ଇ୧୦:୦	
	Paychecks	W-2/W-2c Forms	
\longrightarrow	Pay Date Net Pay Taxes Deductions Total Gross	W 2	
		2019 W-2 Form available	

4.2 List of paychecks will appear as shown below.

(Payroll Paychecks		Pay		۵	Q : (
T					$\uparrow \downarrow$
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
12/23/2020	Peralta Community College Dist	12/01/2020 12/31/2020		346190	>
11/30/2020	Peralta Community College Dist	11/01/2020 11/30/2020		344314	>
11/30/2020	Peralta Community College Dist	11/01/2020 11/30/2020		344313	>
10/30/2020	Peralta Community College Dist	10/01/2020 10/31/2020		341990	>
09/30/2020	Peralta Community College Dist	09/01/2020 09/30/2020		339930	>



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

Payroll Paychecks		Pay		<u>م</u> (2:0
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Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
12/23/2020	Peralta Community College Dist	12/01/2020 12/31/2020		346190	2
11/30/2020	Peralta Community College Dist	11/01/2020 11/30/2020		344314	>
11/30/2020	Peralta Community College Dist	11/01/2020 11/30/2020		344313	>
10/30/2020	Peralta Community College Dist	10/01/2020 10/31/2020		341990	>
09/30/2020	Peralta Community College Dist	09/01/2020 09/30/2020		339930	>

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

Peralta Community College Dist 333 East 8th Street Oukland, CA 94606		Pay Group: Pay Begin Di Pay End Date	RCL-Regul: 12/01/2020 12/31/2020	ar Classified		Business Unit: Advice #: Advice Date:	PCCD1 00000000346190 12/23/2020	
	Employe Departm Location Job Title Pay Rate	ent: : : :				TAX DATA: Marital Status: Allowances: Addl. Percent: Addl. Amount:	Federal Single 3	CA Str S/M-2 i
	HO	DURS AND EAL	RNINGS				TAXES	
Description Regular cash in lice of benefits Doubletime Floating Holiday Overtime 1.5 Retroactive Pay Retro Pay Sick Vacation	Rate	Hours	Earnings	Hours YTD	Earnings	Description Fed Withholdng Fed MED/EE Fed OASDI/EE CA Withholdng	Current	X
TOTAL:		184.00	8,789.91	2,231.50	116,822.76	TOTAL:	1,794.98	25,410
BEFORE-TAX DE	DUCTIONS		AFTER-1	TAX DEDUCTIONS		1	MPLOYER PAID BENEFITS	
Description Vision Service Plan 403 (b) Plan Fexible Spending - Healthcare PERS2	Carrent	XID Desc Loca LIO2 LTD	ciption 1021 Chapter Fee 1 Dues Gross Up Deduction	Current	YTB	Description	Current	x



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

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

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

(Payroll		View W-2/W-2c Forms		ŵ	Q	۵	:	Ø
/iew W-2/W-2c Form	ns							
		Tax Year 2019 🗸						
Peralta Community Colle	ege Dist							
								$\uparrow \!\!\!\downarrow$
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.

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Rama Cepial Management		VEmployee Self Service		ଇରଦ : ୧			
	Payroll	Personal Details	Benefit Details				
	• (5) •						
			• •				
	Last Pay Date 12/23/2020						

6.2 Click on "Benefit Details" tile to view Benefits Summary.

CEMPIOYEE Self Service		Benefit Details	ŵ	Q	\$:	Ø
	Benefits Summary					