



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff (Code 2A) Date: December 21, 2020
From: Debora Boutté, Personnel Services Officer
Subject: PLEASE COMPLETE BY 12/31: Contact Information in PeopleSoft (Employee Self-Service)

The Department of Information Technology (DoIT) in partnership with Risk Management will be implementing a new Emergency Alert System (EAS) for all active Contra Costa County employees (including employees on paid or unpaid leave of absence) by January 1, 2021. The EAS will be in place to notify employees of COVID-19 impacted buildings, active shooters, shelter in place orders, local fire notifications, and other emergency events within the county.

In order to meet the implementation date, employees will need to confirm contact information to support this service. Please confirm the following information in the PeopleSoft system (Employee Self-Self Service) by **Thursday, December 31, 2020:**

Please see attached instructions.

1. Name
2. Work Email
3. Contra Costa County Supplied Desk Phone Number
4. Contra Costa County Supplied Mobile Phone Numbers

Please take this time to review and update your Emergency Contacts in PeopleSoft.

If you have questions or problems accessing PeopleSoft, please email your question to the DoIT helpdesk at doit-ess@doit.cccounty.us (preferred method) or contact (925) 313-1250 during regular business hours (M-F, 8am-5pm). For mail and voice messages, please provide your name, employee ID, and contact information.

Thank you for your timely response to this request.

ACCESS TO PEOPLESOFT

For Departmental and Core users (managers/supervisors) accessing from your worksite, use the following link to access PeopleSoft version 9.2:

- On a web browser, enter <https://cchp92.hosted.cherryroad.com/psp/cchp92/EMPLOYEE/HRMS/?cmd=login> in the address bar.
- Enter your User ID
 - This is your 5-digit employee ID number, numeric only.
 - Do not enter your old Peoplesoft User ID.
- Enter your Password
 - Use your password from the old PeopleSoft.
Example: User ID = 12345 (numeric only - 5-digits)
Password = 19651234 (no spaces)
- If you forgot your password, use the “Forgot your Password?” feature. A temporary password will be sent to your email address.

For the Employee Self Service Only Feature accessing from your worksite or home, use the following link to access PeopleSoft version 9.2:

- On a web browser, enter <https://selfservice2.cccounty.us> in the address bar.
 - Enter your User ID - This is your 5-digit employee ID number. Do not enter a prefix of “CCC” or “CCCR” for rehired retirees.
 - Enter your Password - Use your password from the old ESS system if you have one. If not, your new password is made up of your 4 digit birth year + the last 4 digits of your Social Security number.
Example: User ID = 12345 (numeric only - 5-digits)
Password = 19651234 (no spaces)
- If you forgot your password, use the “Forgot your Password?” feature. A temporary password will be emailed to you.

The training materials for Manager Self Service/Guided Self Service can be viewed at the following address: <http://ps92mgrtraining.contra-costa.org:94/>

Questions:

For questions or problems accessing PeopleSoft, please email your question to DoIT’s helpdesk at doit-ess@doit.cccounty.us (preferred method) or contact (925) 313-1250 during regular business hours (M-F, 8am-5pm). For email and voice messages, please provide your name, employee ID, and contact information.



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Edit a Phone Number

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Contact Details** link in the **Actions** panel on the **Personal Details** page.
3. Click the phone number you want to edit in the **Phone** grid on the **Information** panel.
4. Edit your phone number information in the **Number** and **Extension** (optional) fields.
5. Click the **Save** button.

Note

You can store up to four phone numbers in the system: Business, Home, Mobile (cell), and Pager 1.

Your business phone should be marked as your preferred phone. You can have only one preferred phone number.

The screenshots show the following steps:

- Step 1:** The Oracle Employee Self Service home page with the **Personal Details** tile highlighted.
- Step 2:** The **Personal Details** page for David Smith, with the **Contact Details** link in the **Actions** panel highlighted.
- Step 3:** The **Contact Details** page showing a table of phone numbers. The row for the home phone (925/558-5523) is highlighted.
- Step 4:** The **Phone Number** edit form with the **Number** field (555/555-1212) and **Extension** field highlighted.
- Step 5:** The **Save** button highlighted.

Number	Extension	Type	Preferred
[Redacted]		Business	<input checked="" type="checkbox"/>
925/558-5523		Home	<input type="checkbox"/>

Type	Preferred
Business	<input checked="" type="checkbox"/>
Home	<input type="checkbox"/>



Contra Costa County PeopleSoft Training

Employee Self Service

Quick Reference Guide

Edit an eMail Address

1. Click the **Personal Details** tile on the **Employee Self Service** home page.
2. Click the **Contact Details** link in the **Actions** panel on the **Personal Details** page.
3. Click the home eMail address in the **Email** grid on the **Information** panel.
4. Edit the eMail address in the **Email Address** field.
5. Click the **Save** button.

The screenshots show the following steps:

- Step 1:** The Oracle Employee Self Service home page with the **Personal Details** tile highlighted.
- Step 2:** The **Personal Details** page with the **Contact Details** link in the **Actions** panel highlighted.
- Step 3:** The **Contact Details** page with the **Email** grid highlighted, showing two email addresses: **david.smith@hrd.cccounty.us** (Business) and **dsmyth@yahoo.com** (Home). The home address is highlighted.
- Step 4:** The **Email Address** edit form with the **Email Address** field containing **dsmyth@yahoo.com** highlighted.
- Step 5:** The **Email Address** form with the **Save** button highlighted.

Note

You can store two eMail addresses in the system: a business eMail and a home eMail.

All employees are assigned a business eMail address. You cannot edit or delete this address. It must be your preferred eMail address.