



Employee Self Service Instructions for Processing Benefits into the PeopleSoft System

Once “new employment” information is processed by Human Resources into PeopleSoft, the new employee will be able to register in PeopleSoft, obtain an approved PeopleSoft password, and make their benefits selections.

Follow the instructions below to register for a PeopleSoft password and enroll in your benefits through the PeopleSoft System. New employees must make their benefits selections in PeopleSoft within 31 days of their hire date, or else wait to enroll in benefits during the next annual open enrollment period.

How to Register for a PeopleSoft Password

From any computer that has access to the internet:

- Go to the UDC website at www.udc.edu/hr
- Click the **Employee Self Service** link
- Under Employee Login Options click on **Create an Account in Employee Self Service**
- Fill in the required information and click **Submit**. You will receive your password by e-mail. When you receive your password, you are ready to process your benefits in PeopleSoft.

Steps for Processing your Benefits into PeopleSoft

- Go to PeopleSoft at <https://pshcm.dc.gov>
- Type in your **User Id** and **Password**, and click on **Sign In**
- Go to Self Service and Select Benefits
- Go to Benefits Enrollment
- Click on the yellow **Select** box to open up the enrollment summary
- Click on the yellow **Edit** box beside each plan to open the plan and make your selection
- If your choice includes one or more dependents, scroll to the bottom of the page and follow the directions under **Enroll Your Dependents to Add/Review Dependents**. Then click **Continue** to store your choice and return to the enrollment summary. Repeat until you are finished.
- Click the yellow **Submit** box at the bottom of the page to send your final choices to DCHR Benefits