

Changing Your Password

Prior to logging into the PeopleSoft Portal, you must change your initial default password. If you have already changed your password, please disregard this section and log in.

1. Go to <https://dwa.sandi.net/passwd>
2. Follow the prompts on the screen to change your password.

Your User ID will be your six-digit Employee ID, as found on your paycheck (see below).

Your default password will be Sdcsnnnn (nnnn=the last four digits of your SSN).
Example: Your SSN is 546-66-3463. Your default password will be Sdcs3463.

3. Password characteristics:
 - Must be a minimum of 8 characters;
 - Must contain at least one CAPITAL letter and one lowercase letter;
 - Must contain at least one number (0-9);
 - Cannot** contain your first or last name or your DWA ID.

Open Enrollment Info

Open Enrollment through self-service will be available November 1-30, 2004.

Use these instructions to log on to PeopleSoft. Select **Benefits Home** and follow the directions on screen to complete your enrollment.

You can find additional self-help materials at: http://prod031.sandi.net/dwa/dwa_training_peoplesoft_hr_materials.htm

If you cannot change your password or if you do not remember your password, please call the Help Desk: 619-725-7500.

How can I find my Employee ID?

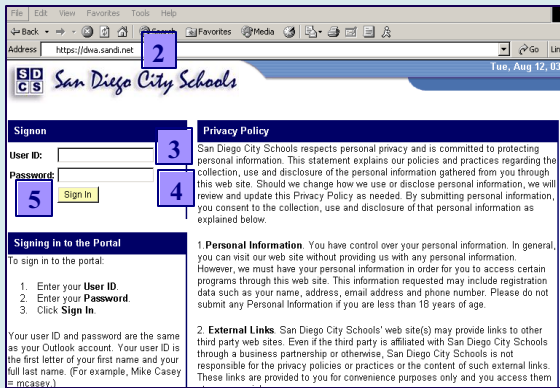
Your six-digit employee ID, or EMPL ID, can be found on your paycheck.

Employee ID:	123456				
Department:	0303-Challenger Middle School				
Location:	Challenger Middle School				
Job Title:	Regular Teacher				
Salary Plan:	0101	Grade:	014	Step:	19

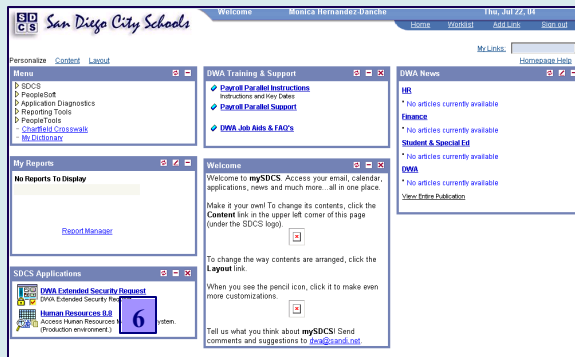
NON-NEGOTIABLE

Signing Into PeopleSoft

After changing your password, you are ready to log into the Portal. Follow these easy steps to sign in and navigate to PeopleSoft's Self Service applications.

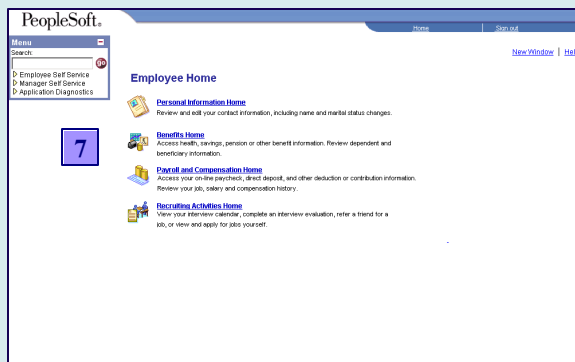


1. Open your Internet Explorer web browser.
2. Type in `https://dwa.sandi.net`
The PeopleSoft Portal signon page appears.
3. Enter your **User ID** which is your six-digit SDCS EmplID.
4. Enter your **Password**.
5. Click **Sign In**.



6. Click on the **Human Resources 8.8** icon to access the self-service applications.

A second window will open with your Employee Self Service home page.



7. Click on an icon or a menu item to access the self service area you need.

Using eBenefits to View Benefit Information

Viewing Your Healthcare Summary

Health Care Summary
Gabriella Simpson

To view your benefits as of another date, enter the date and click Go:

07/15/2004

Type of Benefit	Plan Description	Coverage or Participation
Medical	Aetna HMO Group 10	Family
Dental	SDCS Dental Active	Family

NOTE

Go To: [Employee Home](#)
[Benefits Home](#)
[Health Care Dependent Summary](#)

This process allows the employee to view health plan coverage.

Navigate to: *Employee Self Service > Benefits > Benefits Information > Health Care Summary.*

NOTE: To view detailed information about a particular health care plan, click on the **Type of Benefit** link.

Viewing Your Healthcare Dependent Summary

Health Care Dependent Summary
Gabriella Simpson

Click the link to view your dependents by their name or type of benefit.

To view your benefits as of another date, enter the date and click Go:

07/15/2004

[Dependent's Summary by Name](#)

Type of Benefit	Description	Name	Relationship
Medical	Aetna HMO Group 10	Garth Simpson III	Spouse
Dental	SDCS Dental Active	Garth Simpson III	Spouse

Go to: [Employee Home](#)
[Benefits Home](#)

NOTE

This process allows the employee to review dependents covered under health plans.

Navigate to: *Employee Self Service > Benefits > Dependents and Beneficiaries > Health Care Dependent Summary.*

NOTE: To view detailed information about a particular dependent, click on a **Name** link.

Viewing Your Benefits Summary

Benefits Summary
Gabriella Simpson

To view your benefits as of another date, enter the date and click Go:

07/15/2004

Type of Benefit	Plan Description	Coverage or Participation
Medical	Aetna HMO Group 10	Family
Dental	SDCS Dental Active	Family
Life	Hartford Basic Life FMLA	\$0
403(b)	TSA 403(b) Regular	\$25 Before Tax
Flex Spending/Dependent Care	Flexible Spending Account-Dep	\$2,000 Pledge

NOTE

Go To: [Employee Home](#)
[Benefits Home](#)

This process allows the employee to view details on specific benefits including: Medical, Life, Savings Plans, and Flexible Spending Accounts.

Navigate to: *Employee Self Service > Benefits > Benefits Summary.*

NOTE: To view detailed information about a particular type of benefit, click on the **Type of Benefit** link.

Viewing Your Dependent/Beneficiary Coverage

Dependent and Beneficiary Coverage Summary
Gabriella Simpson

To view your benefits as of another date, enter the date and click Go:

07/15/2004

Dependent/Beneficiary Name	Relationship	Type of Benefit	Description
Garth Simpson III	Spouse	Medical	Aetna HMO Group 10
		Dental	SDCS Dental Active

NOTE

Go to: [Employee Home](#)
[Benefits Home](#)
[Dependent/Beneficiary Summary](#)

This process allows the employee to view dependent beneficiary benefits coverage summary information.

Navigate to: *Employee Self Service > Benefits > Dependents and Beneficiaries > Dependent/Beneficiary Coverage.*

NOTE: To view detailed information about a particular dependent, click on the **Dependent/Beneficiary Name** link.

Using eBenefits to View Benefit Information

Viewing Your Insurance Summary

Insurance Summary
Gabriella Simpson

To view your benefits as of another date, enter the date and click Go:
07/15/2004

Type of Benefit	Plan Description	Coverage or Participation
Life	Hartford Basic Life FMLA	\$0

NOTE

Go To: [Employee Home](#)
[Benefits Home](#)
[Insurance Beneficiary Summary](#)

This process allows the employee to view summary information about all insurance plan types for which he/she is enrolled. Includes links to plan-type detail pages.

Navigate to: *Employee Self Service > Benefits > Insurance Summary.*

NOTE: To view detailed information about a particular type of benefit, click on the **Type of Benefit** link.

Viewing Your Flexible Spending Summary

Flexible Spending Accounts
Gabriella Simpson

Your Flexible Spending Account(s) in 2004
Claims are processed by our Third-party Administrator. To access Triad's web-site for claims forms and processing, click the Triad link to the right.

Select Plan Year

To review past benefits information, enter the year and click the Go button.
Year: 2004 (YYYY)

Select Account

For this Plan Year you are enrolled in the Flexible Spending Account(s) listed below. Please click on the one you wish to review.

Spending Account	Annual Pledge	Contributions YTD	Employee Contribution Amount
Flexible Spending Account	2,000.00	0.00	0.00

Go to: [Employee Home](#)
[Benefits Home](#)
[Benefits Summary](#)

This process allows the employee to view Flexible Spending Accounts activities.

Navigate to: *Employee Self Service > Benefits > Benefits Information > Flexible Spending Accounts.*

NOTE: Click the **Triad** link to access Triad's web-site for claims forms and processing.

Viewing Your Savings Summary

Savings Summary
Gabriella Simpson

To view your benefits as of another date, enter the date and click Go:
07/22/2004

Type of Benefit	Plan Description	Coverage or Participation
403(b)	TSA 403(b) Regular	\$25 Before Tax

NOTE

Go To: [Employee Home](#)
[Benefits Home](#)
[Savings Beneficiary Summary](#)
[Savings Contribution Summary](#)
Pension Estimates

This process allows the employee to review summary information about savings plans.

Navigate to: *Employee Self Service > Benefits > Benefits Information > Savings Summary.*

NOTE: To view detailed information about a particular type of benefit, click on the **Type of Benefit** link.

Viewing Your Savings Contribution Summary

Savings Contributions for All Plans
Gabriella Simpson

To view your benefits as of another date, enter the date and click Go:
07/15/2004

Type of Benefit	Percent of Gross	Flat Deduction Amount	Percent of Gross After Tax	Flat Deduction Amt After Tax
TSA 403(b) Regular		25.00		

Go to: [Employee Home](#)
[Benefits Home](#)

This process allows the employee to view savings contributions for all plans.

Navigate to: *Employee Self Service > Benefits > Benefits Information > Savings Contribution Summary.*