

Viewing Your Healthcare Summary

This process allows the employee to view health plan coverage.

Navigate to: *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.

Health Care Summary
Chris Doe

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

11/03/2008

Type of Benefit	Plan Description	Coverage or Participation
Medical	Pacificare HMO Active	Family
Dental	Delta Dental PMI Actives	Family
Vision	Vision Services Plan Actives	Family

NOTE

Go to: [Health Care Dependent Summary](#)

Viewing Your Healthcare Dependent Summary

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

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

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

Health Care Dependent Summary
Chris Doe

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:

11/03/2008

[Dependent's Summary by Name](#)

Type of Benefit	Description	Name	Relationship
Dental	Delta Dental PMI Actives	Chris Doe	Daughter

NOTE

Viewing Your Benefits Summary

This process allows the employee to view details on specific benefits including: Medical, Life, Savings Plans, and Insurance Plan Types.

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

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

Benefits Summary
Chris Doe

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

11/03/2008

Type of Benefit	Plan Description	Coverage or Participation
Medical	Pacificare HMO Active	Family
Dental	Delta Dental PMI Actives	Family
Vision	Vision Services Plan Actives	Family
Life	Hartford Basic Life-Unions 1-5	1 X Salary
Supplemental Life	Hartford Employee Supp Life	
AC and D	ADID-EE+Dependents-\$100,000	\$100,000
Dependent Life	Dependent Life \$5000	\$5,000
NOTE	Sick Leave 12 Month OTBS	-----
	Vacation 12 Mo Full Time BU 3	-----
	Industrial Accident	-----
	Classified Sick Leave Incentiv	-----
	Floating Holiday	-----
	Half Pay Sick Leave	-----
	Catastrophic Leave	-----
	PERS	CallPERS Full Time 7% of Earnings

Viewing Your Dependent/Beneficiary Coverage

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

Navigate to: *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.

Dependent and Beneficiary Coverage Summary
Chris Doe

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

11/03/2008

Dependent/Beneficiary Name	Relationship	Type of Benefit	Description
Chris Doe	Daughter	Medical	Pacificare HMO Active
		Dental	Delta Dental PMI Actives
		Vision	Vision Services Plan Actives
		Dependent Life	Dependent Life \$5000

NOTE

Go to: [Dependents/Beneficiaries Summary](#)

Viewing Your Flexible Spending Summary

Flexible Spending Accounts

Your Flexible Spending Account(s) in 2008

Select Plan Year

You may review your Flexible Spending Account status and activity for any plan year. Reminder: Claims are reported in the Plan Year for which the services were rendered, regardless of when the expense was paid or when the claim was processed.

To review past benefits information, enter the year and click the Go button.

Year:

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	Claims Submitted	FSA Claims Approved	Claims Paid YTD
Flex Spending Health Odd	500.00	400.00	0.00	0.00	0.00

NOTE

Go to: [Benefits Summary](#)

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

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

NOTE: Click the *Spending Account* link for information on your Flexible Spending Accounts.

Viewing Your Savings Summary

Savings Summary

Gabriella Simpson

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

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: *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:

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: *Self Service > Benefits > Benefits Information > Savings Contribution Summary*

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 is your SDUSD Employee ID, as found on your paycheck (see below).

Your default password will be Sdcsmnnn (nnnn=the last four digits of your SSN).

Example: Your SSN is 546-66-3463. Your default password will be Sdc3463.

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

Use these instructions to log on to PeopleSoft.

You can find additional self-help materials at: <http://www.sandi.net/peoplesoft/readandlearn/jobaid/index.asp>

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

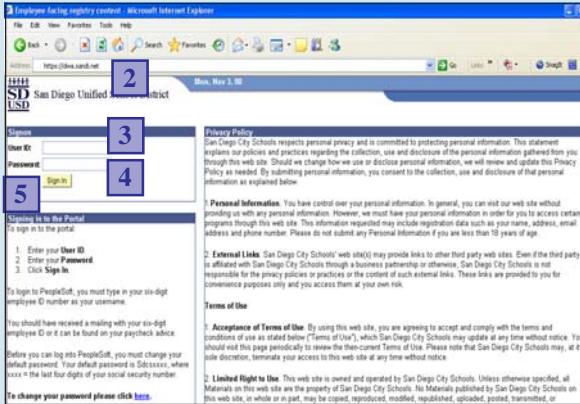
How can I find my Employee ID?

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

The image shows a sample paycheck slip with a yellow box highlighting the Employee ID: 123456. Other details include Department: 0303-Challenger Middle School, Location: Challenger Middle School, Job Title: Regular Teacher, Salary Plan: 0101, Grade: 014, and Step: 19. The slip also contains various alphanumeric codes and the text "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.

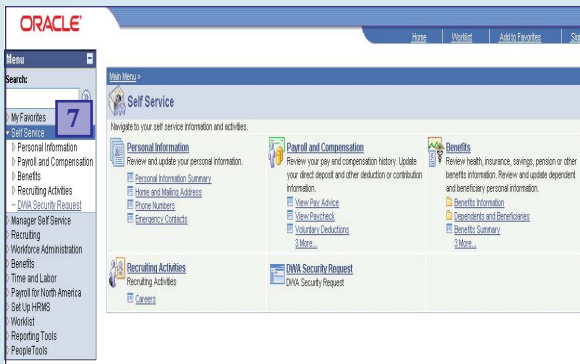


1. Open your Internet Explorer web browser.
2. Type in <https://dwa.sandi.net>
The PeopleSoft Portal signon page appears.
3. Enter your **User ID** which is your SDUSD EmplID.
4. Enter your **Password**.
5. Click **Sign In**.



6. Click the **Human Resources 8.9** link.

A second window will open with your Human Resources home page.



7. Click a menu item to access the self service area you need.

Navigate to: *Self Service*