

Welcome to New Castle County!

On behalf of the Office of Finance, Office of Human Resources and Information Systems, we would like to take this opportunity to introduce you to Employee Self-Service.

To access the PeopleSoft Employee Self-Service product via New Castle County's portal, simply open Internet Explorer on your desktop and type the word portal in the address line or enter the following web address:
<http://nccportal>

You may also access this site from home using the following secure link:
<https://psa.nccde.org>.

Why should you be interested in finding more about Employee Self-Service?

Employee Self-Service is a convenient way to look at your payroll and personnel information online... and it's just a few clicks away! This is also the mechanism used to report your time.

- Click on the PeopleSoft 9.1 link
- Enter your User ID (your 5 digit employee ID number)
- Enter your Password (your social security number without dashes or spaces)

Instructions for Employee Self Service are available on the portal under the Payroll Forms section. One important step to the success of this product is to ensure that your email address was properly entered in PeopleSoft. This is a great opportunity to check your personal data and update our system with correct phone numbers and emergency contact information.

If you should need additional assistance, please contact the Payroll Unit at 395-5681.



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