



# Easy access to Peoplesoft

## Access PeopleSoft Self-Service to:

View your

- Paycheck and Tax Information
- Benefits and Dependent Information

View and modify

- E-mail and Mailing Address
- Phone Number

**Website to access:** <https://psa.nccde.org/>

**User ID:** County Employee ID number (5-Digit Number)

**Password:** **123456** (If you've never used the system before; you will be prompted to change your password upon initial log on.)

**Or... Social Security Number without spaces or dashes** (If you've never used the system before; you will be prompted to change your password upon initial log on.)

**Active Employees:** *To change your W-4 information or direct deposit please contact the Payroll Department at 302-395-5681 or 302-395-5682. To update your beneficiaries, personal information, or benefit elections; you can contact Human Resources Department at 302-395-5180.*

**Pensioners:** *To change your W-4 information, direct deposit, beneficiaries, personal information, or benefit elections; please contact the Human Resources Department at 302-395-5180.*

**NOTE: Existing users your password from active employment remains the same for the retiree log-in.** (You will be prompted to change your password upon initial log on.)

**If you have difficulty signing in, please contact the Helpdesk at (302) 395-5222.**

**\*\*REQUESTS FOR COPIES OF DEPOSIT ADVICES FROM THE PENSION OFFICE WILL HAVE A 3-DAY TURNAROUND TIME\*\***