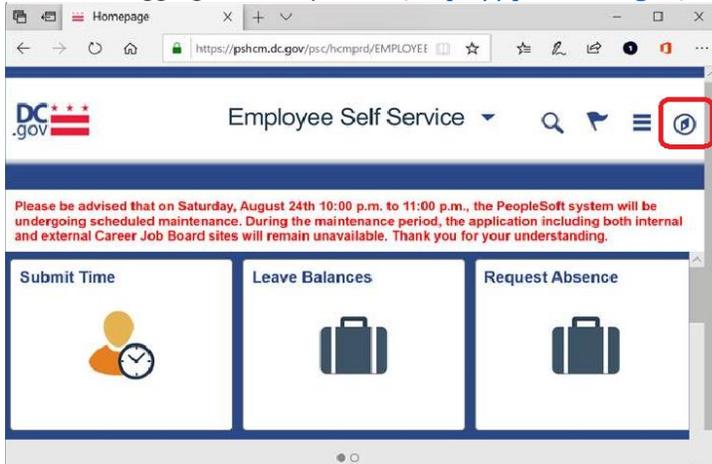
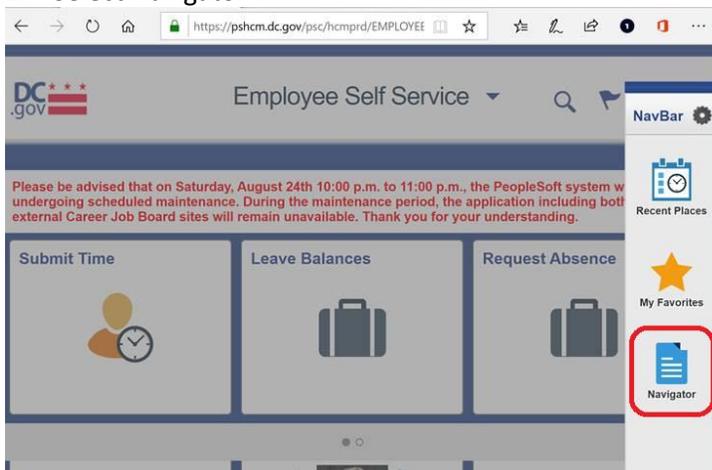


How to input driver's license info into PeopleSoft

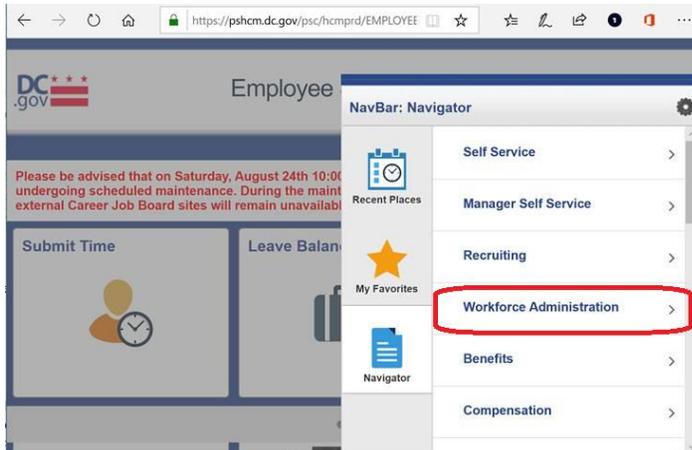
1. After logging into PeopleSoft (<https://pshcm.dc.gov>), select the NavBar icon (looks like a compass).



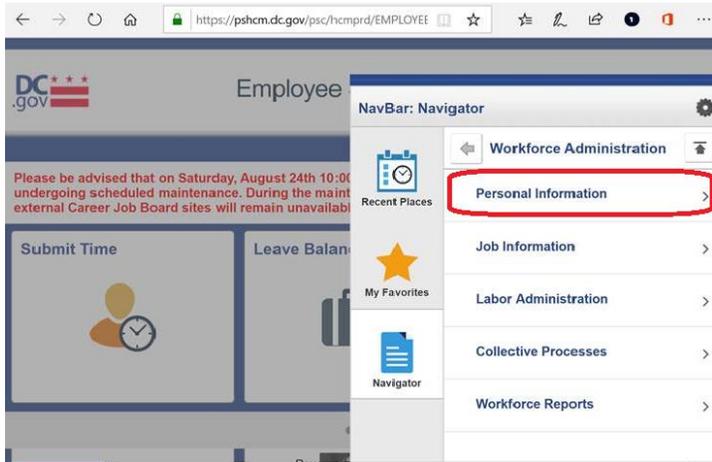
2. Select Navigator



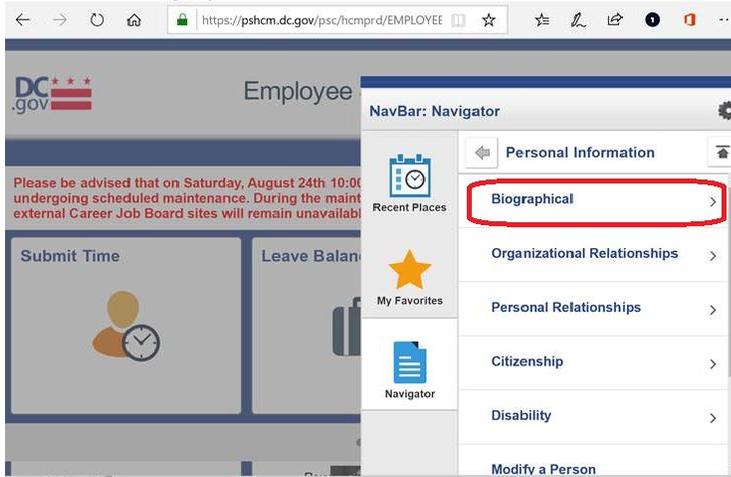
3. Select Workforce Administration



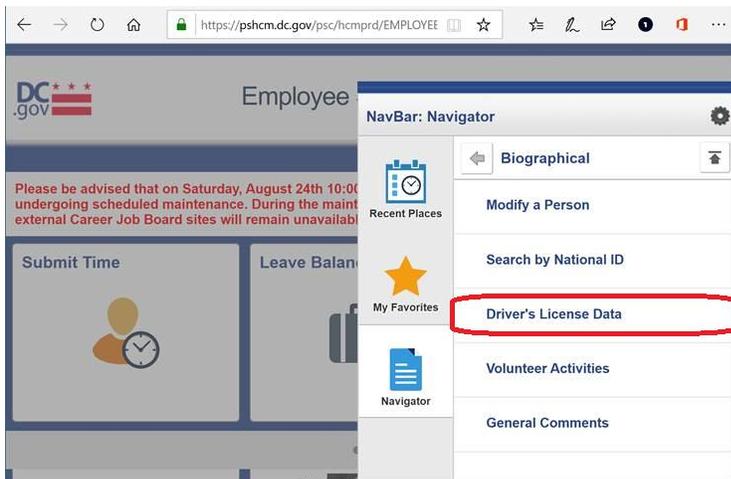
4. Select Personal Information



5. Select Biographical



6. Select Driver's License Data



- 7. Search for the employee by name or employee ID and select the appropriate employee from the results.

.gov

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Name begins with

Last Name begins with

Second Last Name begins with

Organizational Relationship =

Department begins with

Location Code begins with

Search Clear Basic Search Save Search Criteria

- 8. Enter as much information as possible from the physical driver's license into Driver's License Information window.

Driver's License Information Find | View All First 1 of 1 Last

*Driver's License Nbr License Suspended

Country USA United States

State

Issue Location Issuing Authority

Valid from Valid To

Number of Violations 0 Number of Points 0

Comment

License Type Find | View All First 1 of 1 Last

License Type

Save Return to Search Notify

- 9. Press Save.