How to input driver's license info into PeopleSoft

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

🖶 🖅 🗮 Homepage	× + ~	- 🗆 X
\leftrightarrow \rightarrow \circlearrowright \Leftrightarrow	https://pshcm.dc.gov/psc/hcmprd/EMIPLOYEE	
gov to the second secon	Employee Self Servi	ice 🔹 🔍 🏲 🗐 🕖
Please be advised that undergoing scheduled and external Career Jo Submit Time	on Saturday, August 24th 10:00 p.m. to 11:00 maintenance. During the maintenance period, b Board sites will remain unavailable. Thank y Leave Balances	p.m., the PeopleSoft system will be the application including both internal you for your understanding.
~	(1)	Û

2. Select Navigator



3. Select Workforce Administration



4. Select Personal Information

\leftarrow \rightarrow \circlearrowright \textcircled{a} https://ps	hcm.dc.gov/psc/hcm	nprd/EMPLOYEE		g
.gov E	Employee	NavBar: Nav	vigator	0
Please be advised that on Saturday, A undergoing scheduled maintenance.	August 24th 10:00 During the maint	Recent Places	Workforce Administration	*
external Career Job Board sites will n Submit Time	Leave Balan	*	Job Information	>
	- IÍ	My Favorites	Labor Administration	>
	U		Collective Processes	>
		Navigator	Workforce Reports	>

5. Select Biographical

\leftrightarrow \rightarrow \bigcirc \bigtriangleup	Littps://pshcm.dc.gov/psc/hcm	nprd/EMPLOYEE	* * & & • •	i
.gov	Employee	NavBar: Navi	gator	0
Please be advised tha undergoing scheduled external Career Job B	t on Saturday, August 24th 10:00 maintenance: During the maint oard sites will remain unavailab	Recent Places	Personal Information	*
Submit Time	Leave Balan	+	Organizational Relationships	>
	l ni	My Favorites	Personal Relationships	>
			Citizenship	>
		Navigator	Disability	>
			Modify a Person	

6. Select Driver's License Data



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

Find an Existing Value	
Search Criteria	
Empl ID begins with	
Name begins with ~	
Last Name begins with ~	
Second Last Name begins with ~	
Organizational Relationship = V	~
Department begins with ~	9
Location Code begins with V	

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 4	🖉 1 of 1 🖤 Last
*Driver's License Nbr Country	USA Q	United States	License Suspended		+ -
State	Q	1	Iccuing Authorit		
Valid from			Valid Te	0	31
Number of Violations Comment	0		Number of Point	5	0
License Type	<u>رم</u> ا		Find View All	First 🚯	1 of 1 🛞 Last
License Type	Q				+-

- Return to Search Notify
- 9. Press Save.