

JCCC COMPUTER ACCESS/IDENTIFICATION NUMBERS & OTHER REOURCES FOR NEW EMPLOYEES

Congratulations on having completed your JCCC New Employee Paperwork! Your employee record will be created based on the information you supplied and the position for which you have been hired. Three days after this visit to HR, your employee technology accounts will be ready for you to set up. This is a **must** for access to all JCCC systems including payroll, email, intranet, and for hourly employee work hour submission.

- ❖ Follow the 5 easy steps at [Steps to Setup Your New Employee Account:](http://www.jccc.edu/help-desk/new-employee-account.html) <http://www.jccc.edu/help-desk/new-employee-account.html> to set up your account for the first time. If you should have any difficulty, contact the Help Desk at X4357 and they will be glad to assist.
- ❖ To receive your EMPLOYEE ID number, Time Sheet PIN number and USER NAME, please contact Human Resources at 913-469-3877 within two to three days after completing your new employee paperwork.

DEFINITION OF TERMS:

- ✓ Direct Deposit Receipt Code/Password – To retrieve your payroll earnings information use the first four letters of your last name, in lower case PLUS last four digits of your social security number. If your last name is less than four letters, use your full name, in lower case PLUS last four digits of your social security number.
 - ✓ Employee Identification Number – An eight digit number used in place of your social security number that connects you to your employee record. This is found in the “Detail Course Schedule” section of your MyJCCC home page.
 - ✓ MyJCCC – Intranet site for employees. Check out the EASI tab (personal information, register for classes, submit work hours), My Courses (displays sessions you’ve taken), MyFinancial Aid (student billing, payment), My Applications (to create an IDP, make OARs request, PeopleAdmin access, etc).
 - ✓ Time Sheet PIN# – Used for Web Time Entry for hourly employees. The six digit month, date, and year (mmddyy) of your birth date is initially set up as your PIN. If the PIN is your birth date it should be changed to a more personalized, confidential PIN. If you wish to change it, log into MyJCCC and access the EASI tab, then Employee tab, and be sure to keep it confidential.
 - ✓ User Name – Used for the purpose of logging into all JCCC computers and providing access to systems, applications, email, etc.
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- Finally, visit the JCCC Police Department to secure your JCCC ID card. The JCCC Police Department is located on the first floor of the Carlsen Center in Room 115 and is open between 8 a.m. and 5 p.m. Monday – Friday. If other arrangements need to be made outside of these hours, please contact them at ext. 4112.
 - Your department/supervisor will complete a request for an access/key card for your work area and campus parking permit. These items can be picked up in the Police Department as well once the request has been completed.