



New Academic Employee FAQ

Email and Access

Employee ID Number

HR will email you your employee ID number within two (2) business days after your HR appointment.

Email Access

Please contact helpdesk@peralta.edu after you receive your employee ID number and include your name, campus location, and employee ID number for help with your email and online access.

ID Badge

The dean of your department will need to submit an online request for your employee ID badge by following the instructions [here](#). Once the request is approved, contact the [Sheriff's Office](#) to schedule an appointment and obtain your ID badge.

Payroll

Update W4

Please visit the [Peralta Payroll Department](#) website for the W-4 form, complete it, and email it to your appropriate HR/payroll representative.

Sign up for Direct Deposit

Please visit the [Peralta Payroll Department](#) website for the direct deposit form, attach a voided check, and email it to your appropriate HR/payroll representative.

Pick up paycheck (non-direct deposit option)

Employees who chose to not enroll into direct deposit must pick up their check at the Cashier's office of their home campus.

Paycheck Questions

Contact the [Payroll](#) department for any payroll/paycheck related questions.

HR information

Contact HR

Please visit the [HR directory](#) to find the appropriate contact that support your particular campus.

Update Personal Information

Log in to PROMT and go to the [Employee Self Service](#) section to update your personal information OR visit this [link](#) to complete the form.

Benefit Options

Contact the [Benefits](#) office by phone at (510) 466-7229 or by email at



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benefits@peralta.edu within 30 days after your hire date for more information about benefits options.

Retirement Options – CalSTRS

Contact CalSTRS by phone at (800) 228-5453 or use their [contact form](#) if you have questions related to the CalSTRS retirement options. You can also view the CalSTRS [Member Publications](#) section for guides on the retirement plans.

Salary Scale Information

You can visit the [Salary Information](#) page in the [Human Resources](#) site to find the most updated salary scales.

Salary Placement for New Faculty

Click [here](#) for a list of acceptable documents that count towards salary placement. Salary placement details will be discussed during the HR appointment.

Campus/Department

Contact your department dean or chair for information on the items listed below:

- Parking permit
- Directory for campus contacts (who to contact at the campus and for what)
- Contact person for assignment information/schedule
- Keys
- Access to class roster
- Copy machine code
- Ordering materials for classes
- Submitting grade roster
- Access to Canvas
- Campus mailbox
- Any assignment/campus questions you might have