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 302-395-5622. 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

Office of Human Resources
87 Reads Way, New Castle, DE 19720 (302) 395-5180