Log into PeopleSoft at <u>myportal.sdccd.edu</u> using your 10 digit Employee ID number as your User ID & password that you set up. NOTE: This is not the same as your computer login information. Click on Finance Dashboard



Navigate to the Travel Authorization screen from the home page by selecting: Finance Dashboard/Travel & Expense/Travel Authorization

	Finance Dashboard
Finance Dashboard	
Procurement ~	New HCM and Finance Portal!
Travel & Expense	2 People Soft Human Capital Management (HCM) has replaced the Colleague Human Resources system and
Travel Authorization	includes our new myPortal page. Please click on Read More for more information and help. FINANCE menu options are now in the Finance Service Center - click on the MENU tab above the District logo and click the Einance Service Center into a service in the Service Center - click on the MENU tab above the District logo and click the
Expense Report	
Cash Advance	3
Request a Payment	
Travel and Expense Center	
Manager Self Service V	
📕 Reports 🗸 🗸	
Employee Dashboard	
m Finance Dashboard	
Einance Dashboard	

Enter your 10-digit Employee ID and click add.

		Finance Dashboard
Finance Dashboard	^	Cash Advance
Procurement	~	Find an Evisting Value Add a New Value
Travel & Expense	^	
Travel Authorization		Empl ID 3330001188
Expense Report		Add 5
Cash Advance		1
Request a Payment		Find an Existing Value Add a New Value
Travel and Expense Center		

Choose a Business Purpose from the Dropdown menu to align with the Travel Authorization's Business Purpose. Enter an advance description (starting with the TA#) for the Cash Advance. Then click Save for Later.

Caroline De Moll					
*Business Purpose	Professional Development	Reference			Q
*Advance Description	TA1234 Meals and Parking	User	Defaults rt ATM Advances		
ash Advance 👔 🛛 🖨 🗸	/iew Printable Version	⊘ Notes		🔏 Attachr	nents
Source	Description	*Amount	Currency	Apply Tax	
~		0.00	USD		+ -
▼ Totals Advan	ce Amount 0.00 USD				

Enter Source (Employee Travel Advance), Description, and an Amount (Minimum \$200.00). Click Save for later again.

Create Cash Advance		Save for Later
Caroline De Moll		
*Business Purpose Professional Development	Reference	Q
*Advance Description TA1234 Meals and Parking	User Defaults Import ATM Advances	
Cash Advance 🕐 🗧 View Printable Version	♥ Notes	🔏 Attachments
*Source Description	*Amount Currency	Apply Tax
Employee Travel Advance V For Meals and Parking Expenses	200.00 USD	+ -
▼ Totals		
Advance Amount 200.00 USD	mply with expense policy.	
Submit Cash Advance		
Check box certifying advance is accurate. Click Submit Cash Advance		