CCC Employee Directory FAQs

Can all employees update their profiles?
Yes. Both full and part-time employees can update their profiles.

Where do I go to update my profile?
Logon to PeopleSoft HR Self-Service

- Click on Public Employee Data to update your room number, biography, nickname, or department.
- Click on Phone Numbers to update your work, home, or mobile number.

How do I update my title?
Contact the human resources administrator at your location.

How do I update my location? E.g. College
Contact the human resources administrator at your location.

How do I update my first or last name?
Complete the Personnel Change Form

How do I update my email address?
Contact the cohelpdesk@ccc.edu

Can people search for me by my nickname?
Yes. The First Name field on the employee directory searches both the official first name and the nickname fields.

I updated my profile but the changes don't show up
All updates made by 8 p.m. will display on the website the following day. If your updates do not appear for more than 24 hours, please contact the cohelpdesk.

Updated 4/03/2017

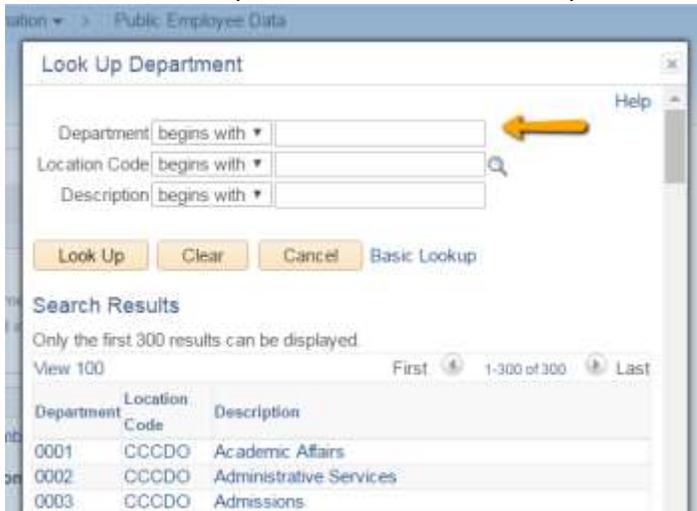**How can I update my department?**

1. Click the Add Department link on **the public employee data** self-service page
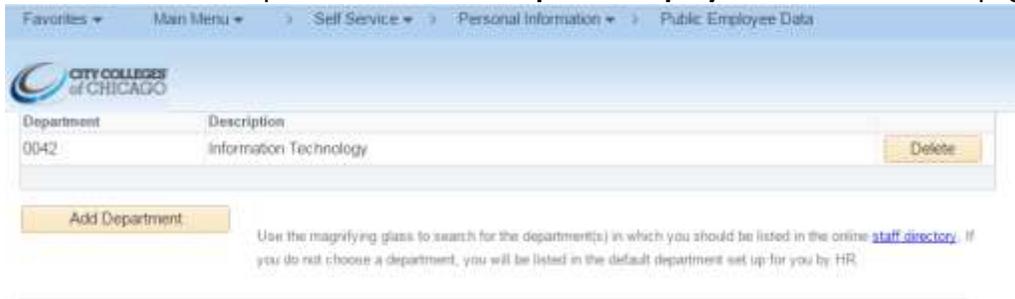
2. Click the magnifying glass to search for your department

3. Use the *Description* field to enter the department name, I.e Math

I searched for my department but it does not appear in the list.
Contact the cohelpdesk@ccc.edu to have your department added.

Can I add myself to more than one department?
Yes.

I pasted text from a Word doc into my Biography field and the system gave me an error.
Only plain text is supported in the biography field. Please save the Word document as plain text, paste the text into a program like *Notepad* to remove the formatting, or retype the text into the biography field.

I'm not showing up in the employee directory.
Contact the cohelpdesk@ccc.edu

Where do I view the employee directory?
http://www.ccc.edu/directory

If you have any other questions, please contact the cohelpdesk@ccc.edu