



Password Reset Instructions

Student Employment Services- PeopleAdmin Student Profile Account

When you apply to a student job, you will need to create a student profile account. To have your password reset, please do the following:

- Email Student Employment Services at studemp@chapman.edu
- Type in subject line: PeopleAdmin- Student Profile Account Password Reset
- In the body of message, please list the following:
 - Student ID number (7 digits)
 - Last, First Name
- An email from a Student Employment Services will be send to you with your temporary password. During peak periods of recruitment, please anticipate a response up to 2 business days.

Financial Services- Payroll Self Service Portal

As an employee you will now have access to your payroll information in the Self Service Portal. Active employees will be able to view and print:

- Current Pay Advice (Pay document, pay stub); Including Vacation/Sick balances
- Historical Pay Advices (April 2011-current. Pay advices preceding the April 2011 implementation are not available)
- Pay Advice Information – Understanding your pay advice
- Annual Statement Consent Form; Enroll for electronic W2, must enroll each calendar year
- Annual Statements – 2010 W2 now available online
- Direct Deposit Information; Current bank information displayed

Temporary Password for First Log-In Attempt

You will need your Student ID number (7 digits) and a password for the Self Service Portal. To view your direct deposit and payroll information, please obtain your temporary password by completing the following steps:

- Send an email to the Human Resources Office; hroffice@chapman.edu
- Type in subject line: Self Service- Temporary Password
- A temporary password will be emailed to you