

# MCCS Employee Self Service



*Visit One of Our Kiosks to Update Your Information in PeopleSoft*

- ❖ CAMP JOHNSON FITNESS CENTER, BLDG. M-168
- ❖ COURTHOUSE BAY FITNESS CENTER, BLDG. BB2
- ❖ HADNOT POINT ANNEX, BLDG. 88
- ❖ HUMAN RESOURCES, BLDG. 1401
- ❖ MAIN STORE, BLDG. 1231
- ❖ PAYROLL OFFICE, BLDG. 895
- ❖ RUSSELL MARINE & FAMILY SERVICES CENTER, BLDG. 40
- ❖ TARAWA TERRACE CHILD DEVELOPMENT CENTER, BLDG. TT86

*Or visit any .org computer or the above locations to view or update your employee information.*

➤ To log in for first time: enter employee ID number, (your employee ID number) enter MCCS in ALL CAPS, then the last six digits of your social security number . *For example:* MCCS123456

➤ For password resets, please contact the MCCS helpdesk at: E-mail [lejhelpdesk@usmc-mccs.org](mailto:lejhelpdesk@usmc-mccs.org) or voice mail 451-3757.

# Self Service

## Features for Employees

CLICK  
HERE

<https://hrms.usmc-mccs.org/psp/hprd/EMPLOYEE/HRMS/?cmd=logout>



User ID:

Password:

Sign In

### eProfile

View and update your personal information including: address, e-mail, phone number and emergency contacts.

### eTraining

View your training transcripts and training history.

### ePay

View and print paychecks & W2s. Review and update direct deposit and tax data. View voluntary deductions and compensation history.

### eTime

View and report your weekly timesheet. View your leave balances.



### eBenefits

Review, enroll or update benefit plans, dependent and beneficiary coverage.

*...and much more!*

Contact your local HR Office for more details.

