Policy Acknowledgement eForm
How to submit the Policy Acknowledgement eForm

Policy Acknowledgement forms are now located in Employee Self Service.

You can access Employee Self Service from Payroll Home Page on the district website. [http://www.spps.org/payroll](http://www.spps.org/payroll)

Click the link on the left menu to get to the Employee Self Service home page.

This will bring you to the home page under the Payroll website that provides the link to the Self Service portal. The home page also provides internet browser compatibility information as well as notifications when the site may be down for routine maintenance.

Click on the “PeopleSoft Self Service Portal” link

Type in your User ID and Password. Your User ID is your Employee ID without the “e” in front of it.

Click the HR button.

If you have forgotten your password, you can use the “forgot password link” if you have previously set up a security question. If you have not set up a security question, or if it is your first time accessing PeopleSoft Self Service, contact payroll for further assistance with getting your new password.
Once you have logged into the PeopleSoft Self Service Portal, you will can access the Policy Acknowledgement eForm through the tiles on the Home Page. **Forms >Employee Forms > Policy Acknowledgement Form.**
1. Please click on the video link to watch the Policy Acknowledgment Video. This should be done prior to reviewing any of the policies.
2. Your information will automatically default on the form.
3. Please click on the blue links to access the policy.
4. Once you have read the policy please use the slide bar to verify you have read the policy.
5. Once you have read all policies use the slide bar at the bottom to acknowledge you have reviewed all policies.
6. Click submit.

**Important Information**

In addition to acknowledging receipt of the COVID-19 Staff Workplace Manual, all staff must watch the training videos in [Schoology](#) that are provided by the World Health Organization (WHO) and Centers for Disease Control and Prevention (CDC). If you have not watched the videos already, please log into your Schoology account and use the following access code to watch the required videos - D4MK-H46C-CVPCG. If you have any questions, please contact your supervisor.