Lane change 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 Lane Change eForm through the tiles on the Home Page. **Forms > Employee Forms > Lane Change Form.**
1. Your information will automatically default on the form.
2. Complete the degree information for the degree you are submitting for lane change.
3. Transcripts are required for lane changes. Please click “upload” to provide your transcripts electronically. It must be saved as a PDF or word document to be uploaded.
4. Click the checkbox acknowledging you have provided the appropriate information and documentation
5. Click “Submit”