# Payroll & Benefits: SID and PIN Numbers

**What are SID and PIN numbers?**

A **S**ystem **I**dentification **N**umber **(SID)** is a 9 digit number randomly created by the Payroll system. A **P**ersonal **I**dentification **N**umber **(PIN)** is a 6-digit security code number randomly created by the system.

When New Hire paperwork reaches the District Employee Services Center the information is "initialized" (entered for the first time) into the Personnel and Payroll Management System (PPMS). When you are initialized the PPMS program automatically creates your individual SID and PIN numbers for you. There is no way to create temporary SID and PIN numbers or to force the system to create them artificially.

**How do I get these numbers?**

After the numbers are created the system generates a notification letter for each number. The letters are mailed to your home the following morning.

**Can I change my PIN numbers?**

You can only change your *PIN* number. You make the change on the Earnings History screen. The new number must be 6 digits and **CANNOT** begin with a zero.

**Why are employees issued these numbers?**

SID and PIN numbers are issued for the purpose of accessing your private information in certain systems instead of using your social security number to protect your privacy.

**What if I lose one or both of my numbers?**

[Click here to request them from Payroll](#)

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You can also find a link to request an SID/PIN number on your campus web page. On your campus home page click on "Services". From the drop down menu selection "Faculty/Staff Services".

On your services page scroll down to the "District Resources" section to find a list of services offered on the College's Intranet. From this list select the "Forgot SID or PIN?" option and the Request From window will open.



On the request form you will simply fill in the blanks and click on the "Send Request" button. The request goes to a Payroll mail box that is monitored throughout the day. Your numbers will be sent to the e-mail address you entered on the request form.