

Payroll & Benefits: SID and PIN Numbers

What are SID and PIN numbers?

A System Identification Number (SID) is a 9 digit number randomly created by the Payroll system. A Personal Identification Number (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](#)

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".

The screenshot shows the North Seattle Community College website. The header includes the college logo and name, a search bar, and navigation links for Classes, Maps, People, Calendars, and Login. The main navigation bar lists Admission, Financial, Programs, Services, Campus Life, Library, and About NSCC. The 'Services' dropdown menu is open, displaying a list of services. Two blue arrows point to 'Faculty/Staff Services' and 'Employer Services' in the menu. Below the menu, there are several promotional tiles for International Programs, eLearning, Class Schedule, and Continuing Education.

Service Category	Services
Advising	Employer Services
Bookstore	Faculty/Staff Services
Career Services	Graduation
Child Care	IT Resources
Counseling Services	Media Services
Credentials Evaluation	Online Services
Disability Services	Opportunity Center for Employment & Education
eLearning Student Support	Parking & Transportation
Emergency Notifier	Safety & Security
	Testing
	Transcripts
	Tutoring
	Veterans Affairs
	Women's Center
	Workforce Education

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.

Services for Faculty and Staff | IT Services | NSCC

ITS
Information
Technology
Services

Help Request
Computer Accounts
For Students
For Faculty and Staff
Your NetID
Email and Calendar
People Pages
Remote Access
WWW Folders
Webshares
Wireless Network Access
Campus Alerts Service
How-To's
Projects
Do's and Don'ts

Services for Faculty and Staff

Online Resources

- [NetID](#)
- [Email and Calendar](#)
- [E-mail Changes](#) | [Phone Changes](#)
- [Webmail](#) - Outlook Web App
- [NetID Apps Email](#) (@northseattle.edu) | [Engooglelate](#)
- [Remote Access](#)
- [Create Your People Profile](#)
- [www Folders](#) - free web space
- [WebShares](#) - shared free web space
- [Assessment Loop Form](#)
- [eLearning Resources](#)
- [Teaching and Learning Center](#)
- [Classified Development Advisory Committee \(CDAC\)](#)

District Resources

- [Instructor Briefcase](#)
- [Address Change](#)
- [Forgot SID or PIN?](#)
- [SCCD Intranet](#)
- [SCCD eTime](#)
- [Time and Leave Reporting \(TLR\)](#)
- [View Earnings History](#)
- [Employment Opportunities](#)

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.

Forgotten SID / PIN Request

SEATTLE COMMUNITY COLLEGES
FORGOTTEN SID / PIN REQUEST FORM

Please complete the following information:
Response will be sent to email address provided.

Email Address:

Full Name:

Last 4 digits of SSN:

Request is for : SID PIN

SEND REQUEST