

Registering for Employee Self Service (ESS) at Oak Grove School District



Information you will need:

- ✓ The last four digits of your Social Security Number
- ✓ Your employee number, found in the upper corner of your pay stub
- ✓ Your birth date
- ✓ A unique login name and a password that you create

Be sure to change to "30"!



1. On an Internet browser, go to ess.sccoe.org
2. Check that our district number is in the menu bar in the upper right. The default is set at the SCCOE code of 90. **Change it to the OGSD code 30.**
3. Click on the word **REGISTER** in the menu bar or left pane and select **New Staff User**.
4. On the Staff Pre-Registration Form, type in your work email. You may use a personal e-mail address if you prefer.

Work email: * minnie_mouse@sccoe.org
This should be your main email address. If you do not have a district email a message will appear at the top of the of this box in green confirm complete the registration.
[Start registration](#) [Cancel](#)

5. Click the **Start Registration** button. You are now returned to the ESS home page with a message that directs you to check your email in order to complete the registration process.
6. Log into your email. Open the email from the Help Desk and click on the [hyperlinked](#) internet address. It will automatically take you to a new ESS registration page.
7. Complete the registration page. Here are a few TIPS:

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- "Work Email" must be the same email you entered on the pre-registration page
- Login Name & Password
- Each must be least 5 characters long and a maximum of 30 characters
- The Challenge Question will appear if you log in and need password assistance – to make sure it's really you. So make sure your question and answer are something you will remember.

District: * Santa Clara County Off Of Edu (90)
Last 4-digits of SSN: * 5555 Birth date: * May 2 1942
Employee number: * 123456 Work email: * minnie_mouse@sccoe.org
Choose a login name and password:
Login name: * MMouse (5 - 30 characters) hide -- The following special charac
Password: * ***** (5 - 40 characters) hide --
Confirm password: * *****
Challenge question: * Mother's maiden name?
Your answer: *
[Complete registration](#) [Cancel](#)

8. After submitting the registration, you can log in to ESS (ess.sccoe.org).
- If you forget your password, click the forget password link and answer your challenge question. A temporary password will be sent to the email on file.
 - Remember to always logout and keep your info secure by clicking **Logout** in the upper right corner.
 - For assistance, contact Carin Hmieleski in Payroll at 408-227-8300 x100218 or the SCCOE Help Desk at 408-453-4357 – Monday through Friday during normal business hours.

View Your Payroll Information via ESS (Employee Self Service)

1. Open an Internet browser and type in: **ess.sccoe.org**. The ESS screen will appear.

- *NOTE: to proceed, you must already be registered in ESS.*



2. Check the top menu bar to make sure the District number is correct. **OGSD = 30**

3. Click on **LOGIN** in the top menu bar or left panel

4. Enter your **ESS User Name** and **Password** and click **LOGIN** or hit the Enter key.

5. **TO VIEW PAYROLL INFORMATION:** Click on **MY INFO**, and select **PAYROLL** and **PAY HISTORY**.

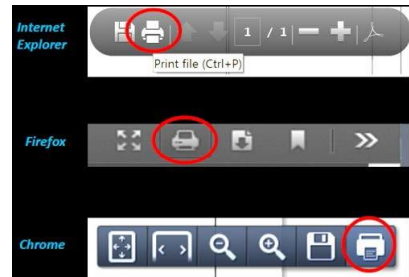
- Items that are highlighted in blue are hyperlinks and will show more information when selected.

6. Select an item under **Check/DD#** to see your payroll information.

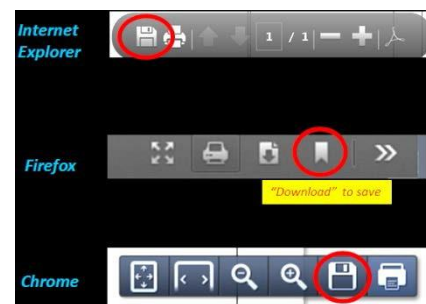
Check/DD#	Type	Date Paid	Net Pay	Image
9080xxx4	M	04/30/2014	1,594.81	Yes

7. Select a **YES** item under **Image** to view Pay Stub (if you have direct deposit)

- The pay stub will open as a PDF in a new screen. You can then **PRINT** it or **SAVE** it locally.
- To print, select the **printer** icon.



- To save the PDF copy of the pay stub, select the **SAVE** icon.
- Make sure you save it to a safe place – either your own computer or to your flash drive.



8. **TO VIEW W2 FORMS AND ABSENCES:** Follow the same steps to view and print your W2 forms and to view your absences which are on the Leave Tab.

9. When you are finished with all of the information, **LOGOUT** of the ESS system (top right corner).

