

In an effort to provide direct access to your payroll data, San Mateo Foster City School District is pleased to announce a new on-line system, known as Employee Self Service (ESS) that will allow employees to access payroll information whenever and wherever they need it. The ESS provides direct access to personal payroll data via the Web at any time. Employees can review, print, or save their latest pay stub and annual W-2 tax form at their convenience from work or home.

The ESS is a secure website requiring authentication during the initial registration process as well as a login and password validation every time you access your account.

For the initial registration to use ESS, go to <u>https://essreg.smcoe.org</u> in your internet browser. Follow the directions in the attached brochure or view this link for step by step instructions <u>https://www.cecc.org/video/ESS_English_Login5/index.html</u>

Employees will need the following to register:

- 1. Legal Name
- 2. Social Security Number
- 3. Net pay from the most recent earning statement. You can obtain your most recent net pay by checking your most recent direct deposit from SMFCSD. If you did not sign up for direct deposit, please wait for your paycheck in the mail or check the most recent paycheck you received in the mail.

After the initial setup, ESS can be accessed by going to <u>https://ess.smcoe.org</u> and logging into your account.

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EMPLOYEE SELF SERVICE



Guide



PROPRIETARY AND CONFIDENTIAL. Protected as an Unpublished Work. Copyright © CECC [or California Educational Computer Consortium Joint Powers Authority] 2015. All Rights Reserved. The Employee Self Service gives you direct access to your payroll data via the web. You can review, print, or save your latest pay stub or annual W-2 tax form at your convenience from work or at home. Pay information is available for the current calendar year plus two historical years. W2 information is available for five calendar years. For districts currently using the **Employee Leave Tracking System**, real-time Leave Activity is also available in detail or summary. For districts using the County process for the 1095-C submission, the 1095-C Tax form is also available.

The Employee Self Service is a secure web site which requires authentication during the initial registration process as well as a user name and password every time the site is accessed.

An enhancement has been made to provide the user with a method of resetting their password by clicking on the 'Forgot your password link' on the login page. The process will verify the user account and security questions, and then allow the user to save a new Password and password Hint (optional). The user can then use their new password to log into ESS. Security questions must be setup during registration or in the Preferences page prior to utilizing this feature.

SAN MATEO COUNTY OFFICE OF EDUCATION	Home	
ain Menu	News	
Home Farnings	More News	_
Benefits	Recent Earning Statements	
Faxes	• June 09, 2017	
Preferences	 May 31, 2017 	
Change Password	 April 28, 2017 	
Jser Guide	 March 31, 2017 	
_ogout	 February 28, 2017 	
	Recent Tax Documents	
	• 2016 W-2	-
	Instructional Videos	
	Employee Self Service Registration Instructional Video - English	-

Employee Self Service Registration Instructional Video - Spanish

Internal: https://essreg.smcoe.org External: https://ess.smcoe.org Each paystub is listed by the issue date; the W2 information is listed by the "year". Click one of the records to open either a paystub or W2.

For assistance with your account or registration, contact: <Name> and <Phone Number>.



ACCESSING THE EMPLOYEE SELF SERVICE

To access the Employee Self Service enter the following URL in the web address of the Internet Browser:

Internal: https://essreg.smcoe.org External: https://ess.smcoe.org

http://essreg.smcoe.org/login.aspx After initial registration (refer to the Registration Brochure), use this login process.

Select "District" and enter Login Name and Password then click on [Login].

Welcome to the San Mateo County Employee Self Service Site

ite

Enter your District,	Login Name and Passwo	rd, then click Login to access the s
District:		
SMCOE County S	ervice	\checkmark
Login Name:	Password:	
		Need a hint?

Forgot your login/password?

Login

The Home page displays shortcuts to News, recent Earnings, recent Tax documents and Leave Balances if your district is using the Employee Leave Tracking System. Note: "Benefits" is a future option.

Welcome to the	San Mateo County Employee Self Service Site
Enter your District, L	ogin Name and Password, then click Login to access the site.
District:	
SMCOE County Ser	vice
Login Name:	Password:
	Need a hint?
Forgot your login/pas	sword?
Login	

EARNINGS AND TAXES

Earnings and Taxes provide the option to view or print current or past statements. Use the Issue Date dropdown lists to select from available warrants or W-2 information. The most recent data is defaulted and displayed.



LEAVE BALANCES

Employee Self Service provides direct access to your personal Employee Leave Balances if your district uses the Employee Leave Tracking System (ELTS). ELTS is integrated to provide the ability to review and/or print real-time Leave Activity at your convenience, from work or at home. Leave information will be displayed for both the current and prior school year activity.

Each Bank will include a summary line to display the Balances:

Bank – This is the name of the bank. Balance - The amount displayed in this field reflects the balance for all pending and finalized Leave Transactions.



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Leave Balances

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5	AffID	Pos	Event	Entered	Posted	Reason	ChargeTo	Hours	Running Bal	Transaction Note / Incident
			07/01/2016	05/25/2016	05/25/2016	BARGAINING UNI.	BARGAINING UNI	-2.0000	0.0000	FISCAL YEAR BANK RESET
	57200	DG075	05/24/2016	05/25/2016		PARENT CONFE	PARENT CONFE	2.0000	2.0000	2015/16 CHILD
Xo	THER		10.8750							
5	AffID	Pos	Event	Entered	Posted	Reason	ChargeTo	Hours	Running Bal	Transaction Note / Incident
	74765	DG075	12/05/2016	04/12/2017		JURY DUTY	JURY DUTY	3.6250	10.8750	
	71720	DG075	10/28/2016	10/31/2016		IN SERVICE LEAV.	IN SERVICE LEAV	7.2500	7.2500	
			07/01/2016	09/24/2015	09/24/2015	OTHER LEAVE B	OTHER LEAVE B	-10.7500	0.0000	FISCAL YEAR BANK RESET
	57200	DG075	05/05/2016	05/06/2016		SCHOOL BUSINE	SCHOOL BUSINE.	7.2500	10.7500	
	44675	DK165	09/23/2015	09/24/2015		SCHOOL BUSINE	SCHOOL BUSINE.	3.5000	3.5000	
Ka	СК		103.8750							
S	AffID	Pos	Event	Entered	Posted	Reason	ChargeTo	Hours	Running Bal	Transaction Note / Incident
	77676	DG075	03/08/2017	03/10/2017		SICK LEAVE	SICK LEAVE	-7.2500	103.8750	1
	76874	DG075	01/13/2017	01/14/2017		SICK LEAVE	SICK LEAVE	-7.2500	111.1250	
	74765	DG075	12/05/2016	12/06/2016		SICK LEAVE	SICK LEAVE	-3.6250	118.3750	
	73213	DG075	11/02/2016	11/03/2016		SICK LEAVE	SICK LEAVE	-7.2500	122.0000	

SERVICIO DE EMPLEADO



Guia De

Referencia Rapida



PROPRIETARY AND CONFIDENTIAL. Protected as an Unpublished Work. Copyright © CECC [or California Educational Computer Consortium Joint Powers Authority] 2017. All Rights Reserved. El Servicio De Empleado (The Employee Self-Service - ESS) provee acceso directo a información de datos de nóminas de saldos. Usuarios pueden revisar, imprimir y guardar los talones de pago y/o los formularios anuales de impuestos W2 más recientes desde la comodidad de su casa o trabajo. Información de los talones de pago se facilitan con respecto al año corriente y a los 2 años anteriores. Al igual, información del formulario W2 se facilita con respecto a los 5 años anteriores. Para los distritos que utilizan el sistema de Rastreo de Saldos de Tiempo Compensatorio (Employee Leave Tracking System – ELTS) pueden también revisar los totales y actividades de saldos en detalle o resumen en tiempo real en este sitio web. Para los distritos que usan el condado para enviar información 1095-C y crear el formulario 1095-C también está disponible.

El Servicio De Empleado es una página protegida que requiere autenticación durante el proceso de la registración inicial, al igual que un nombre de usuario y contraseña cada vez que acceda al sitio.

El enlace ¿Olvido su nombre de usuario/contraseña? [Forgot your login/password?] se agregó a este sitio como mejoría para que el usuario tenga la opción de reiniciar la contraseña. Este proceso verifica el nombre del usuario y requiere respuestas de preguntas de seguridad, y después permite al usuario cambiar la contraseña y/o una sugerencia de contraseña (Opcional). Una vez cambiada, el usuario puede entrar al sitio con la nueva contraseña. Las preguntas de seguridad deben ser elaboradas en el proceso de registración o en la página de Preferencias [Preferences] antes de utilizar esta opción.



Employee Self Service Registration Instructional Video - English

Employee Self Service Registration Instructional Video - Spanish

Enlace interno: https://essreg.smcoe.org Enlace externo: https://ess.smcoe.org Cada talón de pago esta ordenado por fecha de emisión; el formulario de impuestos W2 esta ordenado por año. Oprima en uno de los documentos para abrir el talón de pago o el formulario W2.

Para asistencia con su cuenta o registración, favor de contactar: <Name> al <Phone Number>



ACCEDIENDO EL SERVICIO DE EMPLEADO

Para entrar al sitio de Servicio Al Empleado ingrese la siguiente dirección en el navegador de internet:

Internal: https://essreg.smcoe.org External: https://ess.smcoe.org

http://essreg.smcoe.org/login.aspx

Después de la registración inicial (Véase el folleto de Registración) siga estos pasos para ingresar:

Seleccione el Distrito que le corresponde, ingrese su nombre de usuario y contraseña y oprima en Iniciar Sesión [Login]

Welcome to the San Mateo County Employee Self Service Site Enter your District, Login Name and Password, then click Login to access the site. District:

SMCOE County S	ervice	\checkmark
Login Name:	Password:	
		Need a hint?
Forgot your login/pa	assword?	
Login		

La página principal muestra atajos a las más recientes noticias, talones de pago, formulario de impuestos W2 y saldos de tiempo compensatorio si su distrito actualmente utiliza este programa. Nota: Beneficios [Benefits] es una opción futura.

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SUELDOS E IMPUESTOS

Los enlaces de ingresos [Earnings] e impuestos [Taxes] provee la opción de revisar e imprimir documentos actuales y pasados. Use el menú despegable de fecha de emisión [Issue Date] para seleccionar los ingresos y formularios de impuestos W2 disponibles. La configuración predeterminada muestra los datos más recientes.



RASTREO DE SALDOS DE TIEMPO COMPESATORIO (EMPLOYEE LEAVE TRACKING SYSTEM – ELTS)

Servicio De Empleado también provee acceso a información personal del usuario del programa que rastrea el saldo del tiempo compensatorio (vacaciones, enfermedad etc.) si su distrito utiliza este programa. Este programa está incluido en este sitio para proveer la habilidad de revisar e/o imprimir actividad de los saldos en tiempo real desde la comodidad de su trabajo o casa. Este sitio facilita información de saldos del año corriente y del año anterior.

Cada banco incluye un renglón que resume y muestra los saldos:

Banco [Bank] – Es el nombre del banco **Balance** – La suma mostrada refleja el balance de toda actividad pendiente y/o finalizada.



Leave Balances

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			07/01/2016	05/25/2016	05/25/2016	BARGAINING UNI.	BARGAINING UNI	-2.0000	0.0000	FISCAL YEAR BANK RESET	
	57200	DG075	05/24/2016	05/25/2016		PARENT CONFE.	PARENT CONFE.	2.0000	2.0000	2015/16 CHILD	
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63	AffID	Pos	Event	Entered	Posted	Reason	ChargeTo	Hours	Running Bal	Transaction Note / Incident	
	74765	DG075	12/05/2016	04/12/2017		JURY DUTY	JURY DUTY	3.6250	10.8750		
	71720	DG075	10/28/2016	10/31/2016		IN SERVICE LEAV.	IN SERVICE LEAV.	7.2500	7.2500		
			07/01/2016	09/24/2015	09/24/2015	OTHER LEAVE B	OTHER LEAVE B	-10.7500	0.0000	FISCAL YEAR BANK RESET	
	57200	DG075	05/05/2016	05/06/2016		SCHOOL BUSINE	SCHOOL BUSINE.	7.2500	10.7500		
	44675	DK165	09/23/2015	09/24/2015		SCHOOL BUSINE	SCHOOL BUSINE	3.5000	3.5000		
1 1	СК		103.8750								
40	AffID	Pos	Event	Entered	Posted	Reason	ChargeTo	Hours	Running Bal	Transaction Note / Incident	
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	74765	DG075	12/05/2016	12/06/2016		SICK LEAVE	SICK LEAVE	-3.6250	118.3750		
	73213	DG075	11/02/2016	11/03/2016		SICK LEAVE	SICK LEAVE	-7.2500	122.0000		