



The District Office is excited to offer OUHSD employees the use of the system's Employee Portal. For the 2019/20 school year, we would like to explore the use of paperless check stubs through access to the Employee Portal for employees that have elected to have their pay direct deposited each month. In addition, employees **will be required** to make changes to W-4 tax exemptions, addresses, phone numbers and emergency contact information through the portal. Copies of W-2's, from calendar year 2018 forward, can also be obtained through the portal and will no longer be printed.

The Employee Portal is a self-service website that offers many benefits to employees:

- **It is a fast way to access personal information.** Upon entering the portal you have access to all of the following:
 - View and print current and prior period pay stubs.
 - See absence information through the most current Payroll update.
 - View and print your W-2's.
 - Change your withholding allowances or additional deductions and use the calculator to see the effect the changes will have on your net pay.
 - View your contact information.
- **It is secure.** Personal information is secure and only accessible by you with your email address and unique password.
- **It is easy to access.** Just go to <https://EscapeWeb.bcoe.org>. New registrants must go through a quick set-up process, but after the first time, all you will need to enter is your email address and password. Once in the portal, use "My Activities", which can be found in the upper left corner of the screen, to access the information you are looking for.
- **It is convenient.** You can access the Employee Portal 24 hours a day, 7 days a week to get pay and leave information or change W-4 allowances or withholdings.

For those of you that do not have a district email address or access to a computer, please see your supervisor for assistance. A computer is also available in the reception area of the District Office for employee use where DO staff are available to help with the process.

Not Registered? Just complete the following steps:

- Type or copy the following into your browser: <https://EscapeWeb.bcoe.org>
- Select "Register as a new user"
- Enter your work email address
- Enter your first and last names
- Enter your birthdate in the following format mm/dd/yyyy
- Enter the last 4 digits of your social security number
- Enter a password and type again to confirm
- Submit

The system will email a confirmation code to the email address you entered in the registration process. You will need this code to finish your portal setup. When you receive it, copy and paste it on the screen when asked. This should complete the set up.

If you are not successful, please contact Chello Metcalf (cmetcalf@ouhsd.net or 5308-2300 ex. 1117) for assistance.