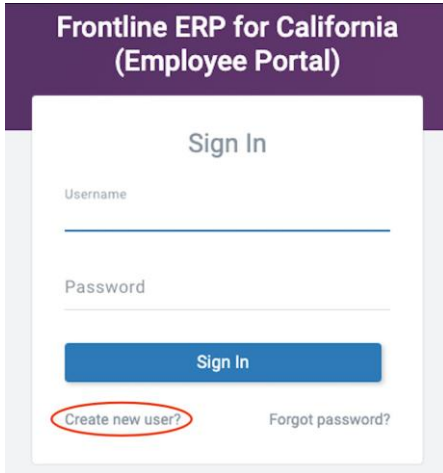


Create your account TODAY

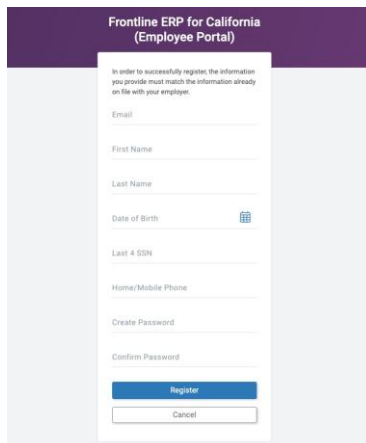
Go to: portal.scoe.org

- Select the *Create new user?* link



All information must match the employee information already on file

- Legal Name
- DOB
- Last 4 SSN
- Home/Mobile Phone Number
- Password must contain at least 12 characters (numbers & special characters are not needed, but recommended)
- Select **REGISTER**

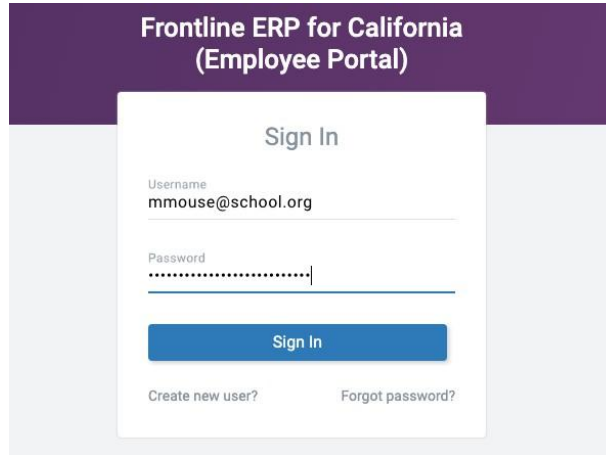


- Enter Confirmation Code to confirm

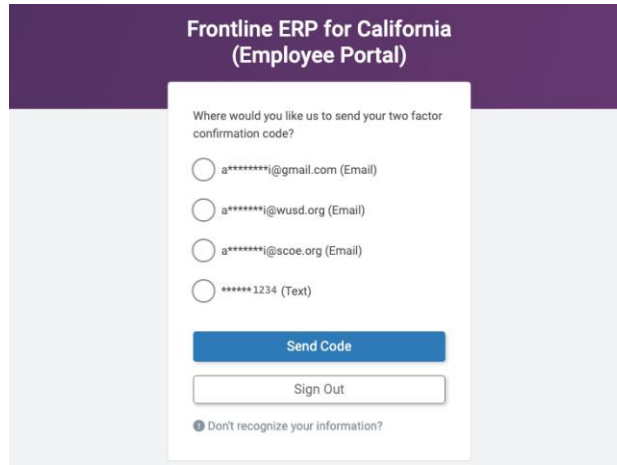
Login to your Portal

Go to: portal.scoe.org

- Log in with your email and password



- Choose where you would like us to send your two factor confirmation code



If you need any assistance with your Employee Portal please contact your district's HR department



Your HR Department is Now Open **24/7**



EMPLOYEE ONLINE PORTAL
Software for the Business of Education



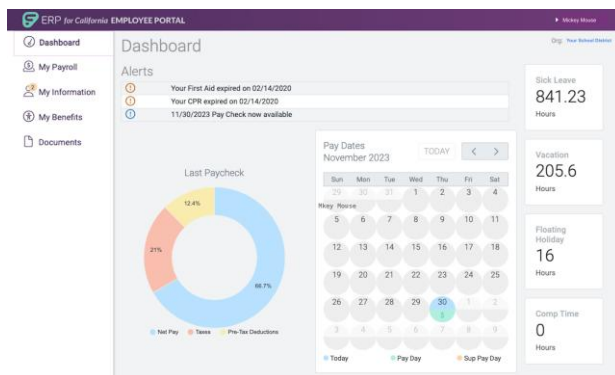
Welcome To... FRONTLINE EMPLOYEE ONLINE PORTAL

A self-service browser-based portal, Employee Online Portal saves money, time and paper. It is convenient, allowing access anytime, anywhere from a computer, tablet or smartphone. Employees can:

- Review their pay stubs & W2s
- Try out tax scenarios
- Check their leave balances



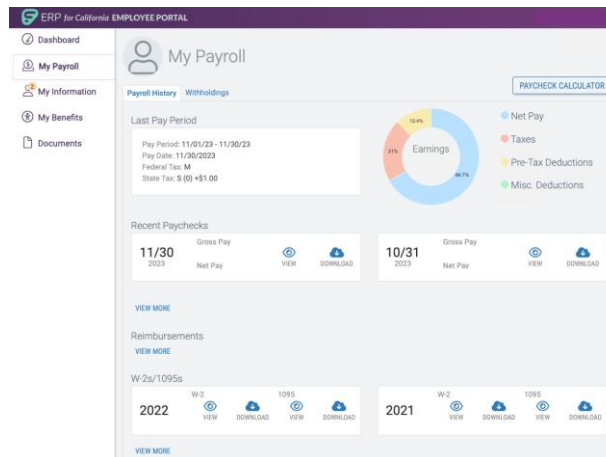
DASHBOARD



View
Alerts, Last Paycheck, Pay Dates, and Leave Balances at a glance



MY PAYROLL



PAY HISTORY TAB

View or Download Recent & Past

- Paychecks
- W2s
- 1095s (ACA Forms)

WITHHOLDINGS TAB

Tax Change Requests

- Submit a change request for federal and state withholdings
- Receive an email notification after approval process

Pay Calculator Button

- Try various tax scenario changes in the payroll calculator, like allowances, marital status, etc.



MY INFORMATION

ERP for California EMPLOYEE PORTAL

My Information

Personal Information

Mickey Mouse
Preferred Name: Mike
Hire Date: 2/14/2000
Employee Number: 1234
Phone Numbers: Home: (707) 555-5555, Mobile: (707) 444-4444
Emails: Work: mmouse@school.org, Personal: mmouse@disneyland.com
Home Address: 1234 Happiest Place Earth

Mailing Address
Same as Home

Spouse
Minnie Mouse

Emergency Contact
Photo

Doctor
Donald Duck

Assignments

Status	Post	Type	Location	From	Through	FTE	Job Category	Job Class
Current	1287	Paid	INFORMATION TEC	07/01/2023	09/30/2024	1	CLMGMT	BusSysSupAn
Future	1287	Paid	INFORMATION TEC	06/01/2024	06/30/2024	1	CLMGMT	BusSysSupAn
Past	1287	Paid	INFORMATION TEC	06/01/2023	06/30/2023	1	CLMGMT	BusSysSupAn
Past	1349	Paid	INFORMATION TEC	07/01/2022	05/31/2023	1	CLMGMT	InfSysSupSpec
Past	1349	Paid	INFORMATION TEC	07/01/2021	06/30/2022	1	CLMGMT	InfSysSupSpec

Total Records: 13

- Update demographics, including address and emergency contacts
- View current & past assignments, including FTE, job category, etc.
- View credentials, issue & expiration dates, education & degrees



MY BENEFITS

ERP for California EMPLOYEE PORTAL

My Benefits

Leave Balances and Activity

Leave Balances Summary

Sick Leave Hours

School Year to Date: Beg Balance: 771.23, Adjust: 0, Dock/Paid: 0, Pending: 0, End Balance: 841.23

Vacation Hours

School Year to Date: Beg Balance: 199.6, Adjust: 0, Dock/Paid: 0, Pending: 0, End Balance: 205.6

Floating Holiday Hours

School Year to Date: Beg Balance: 0, Adjust: 16, Dock/Paid: 0, Pending: 0, End Balance: 16

Comp Time Hours

School Year to Date: Beg Balance: 0, Adjust: 0, Dock/Paid: 0, Pending: 0, End Balance: 0

Leave Summary Activity

Leave Type Filter: Unfiltered

There is no data available for the current filter.

View

- Leave Balance and Activity
- Health & Welfare