EMPLOYEE SELF SERVICE

EMPLOYEE SELF SERVICE

Registration

California
Educational
Computer
Consortium
Joint Powers Authority
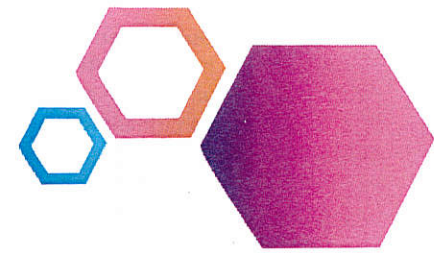
The Employee Self Service gives you direct access to your payroll data via the web. You can review, print, or save your latest pay stub or annual W-2 tax form at your convenience from work or at home. Pay information is available for the current calendar year plus two historical years. W2 information 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.

Home

SAN MATEO COUNTY OFFICE OF EDUCATION

Main Menu
- Home
- Earnings
- Benefits
- Taxes
- Leave Balances
- Preferences
- Change Password
- User Guide
- Logout

News
- More News...

- June 09, 2017
- May 31, 2017
- April 28, 2017
- March 31, 2017
- February 28, 2017

- 2016 W-2

- Employee Self Service Registration Instructional Video - English
- Employee Self Service Registration Instructional Video - Spanish

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 your Payroll administrator.

Internal: https://essreg.smcoe.org
External: https://ess.smcoe.org
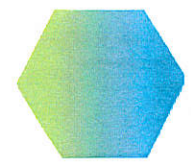
ACCESSING THE EMPLOYEE SELF SERVICE

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

REGISTRATION PROCESS

"First time" users must go through the registration process. Start by selecting the "District" you work in and click on [Register].

Complete the Registration form and select [Continue].

Note: All fields must pass the authentication process to continue. "Net Pay" was selected as the optimum security question for your protection against identity theft.

If you don't have a password, enter your District, then click Register to begin the registration process.

District:
Inyo County Schools

Register

Register (Step 1 of 6)
To verify your identity, please enter the following information about yourself, then click Continue.

First Name:	John	(Must match what is currently displayed on Warrant or EFT Stub)
Last Name:	Smith	(Must match what is displayed on Warrant or EFT Stub)
Social Security Number:	111223333	(Example: 123456789 (no hyphens))
Net Pay:	3,500.00	(From your most recent earnings statement)

Continue

Proceed with the registration process by entering an email address as your signature on the "Terms of Use" page.

Signature:
I have read, understand, and agree to abide by the Terms of Use.
Enter your email address to indicate your consent:
Enter your email address to confirm:

Continue

Once the email address has been entered you will receive a confirmation email. You must proceed to the previously defined email account for the activation link.

When you click on the activation link, you will be taken to the "Register" page where you will create your login name, password, password hint, and set up security questions.

Thu 6/6/2017 6:03 AM

SE   SMCOE Employee Self Service <DoNotReply@smcoe.org>
Account Activation Instructions

To   John Doe

This is an automated message acknowledging your successful registration into the Employee Self Service Site. This is the only notification you will receive. You have not been added to any email lists.

We will not be able to respond to any emails sent in reply to this email as the message was automatically generated. For assistance with your account or registration, contact your Payroll administrator.

To finalize the registration process, click on the link below. If you are unable to click on the link, copy & paste it into your browser's address box. This will activate your Employee Self Service Site account and will open a web browser window for you to begin the login process.

https://essreg.smcoe.org/activate.aspx?UserID=74964&MAC=Z6tnHX5rjvG%2b5jbZrGfsXoA3YBo%3d&h=5IeGDsS5BQamxPPZ7Z%2f5DP213KK%3d

Register (Step 5 of 7)
Please choose a Login Name and Password, then click Continue.

Password Policy:
• Password must be at least 4 characters long
• Password cannot be the first, last or login name or the word 'password'
• Password must contain at least 1 letter
• Password will expire in 180 days
• Password must not have been used in the last 400 days

Login Name:	jdoe
Password:	
Retype Password:	
Password Hint:	

Continue

Register (Step 7 of 7)

Security Questions:
Please select security questions and provide answers for them. These questions will be used to verify your identity in case of a forgotten password.

Question 1:	Select a Question
Answer 1:	
Question 2:	Select a Question
Answer 2:	
Question 3:	Select a Question
Answer 3:	

Continue

Register (Finalizing)
Thank you. You have reached the end of the registration process.

Finish

LOGIN PROCESS

Once you have registered, you will access the site using the same URL and select "District" and enter Login Name and Password and click on [Login].

If you don't have a password, enter your District, then click Register to begin the registration process.

District:
Burlingame Elementary S. D.

Register

The Home Page displays the Menu items available for selection. Note: "Benefits" is a future option.

Main Menu	News
Home	• More News...
Earnings	
Benefits	
Taxes	• March 29, 2013
Leave Balances	• February 28, 2013
Preferences	• January 31, 2013
Change Password	• December 28, 2012
User Guide	• November 30, 2012
Logout	
	• 2012 W-2