



Employee Self-Service Portal

The Self-Service Portal gives employees direct access to their personal payroll data via the internet. Employees can review, print, and/or save their latest pay stub or annual W2 tax form at their convenience from work or home. Pay information, dating back to January 2009, and W2 information, dating back to 2008, will reside in the portal.

You must register in order to use the Portal. The instructions below will walk you through the process.

To register, you must be on the internal COE/District local area network.

It will be helpful to have your most recent pay stub available.

Go to: <https://register.ess.santacruz.k12.ca.us>

This is a secure website.



1 Select your "District" from the pull down menu.

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

District:

COUNTY OFFICE OF EDUCATION

Register

For assistance with your account or registration, contact your Payroll Administrator.

Click the "Register" button.

2 Fill in the required information.
The system will validate your information against your latest (regular or supplemental) paycheck.

To verify your identity, please enter the following information about yourself, then click Continue.

First Name: Clark (Must match what is currently displayed on Warrant or EFT stub)

Last Name: Kent (Must match what is currently displayed on Warrant or EFT stub)

Social Security Number: 111223333 (Example: 123456789 (no hyphens))

Net Pay: 1,200.00 (From your most recent earnings statement)

Continue

Click "Continue".

3 Enter your email address in the signature field on the "Terms and Conditions" screen.

Signature:

I have read, understand, and agree to abide by the Terms of Use.

Enter your email address to indicate your consent: Clark-Kent@gmail.com

Continue

Note:
You must use an email address that you can access on your district's network such as Gmail, Yahoo or your @santacruz.k12.ca.us account.

Click "Continue".

4 You will receive an automated confirmation email message at the address you provided.

Account Activation Instructions

ESS-Notify
Sent: Mon 10/1/2012 9:43 AM
To: Adam Morales

This is an automated message acknowledging your confirmation and acceptance of the terms of the Employee Self Service Site. This is the only notification you will receive. You have no other email lists.

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

To complete the registration process, click on the link below. If you are unable to click on the link, please copy and paste it into your browser's address box. This will open a web browser window for you to continue the registration process or "Opt Out" of the system.

<https://register.ess.santacruz.k12.ca.us/activate.aspx?UserID=40071&MAC=gOpF17O2xk0tHUI1IKYTGtTQcY9>

To continue the registration process, click on the link at the bottom of that message.

5 The link will take you to the registration page.

Leave the Opt Out box UNCHECKED.

When you complete your registration, payroll information will be made available to you over the internet. The web site is secure and requires authentication. However, you may choose to "Opt Out" of this service and have your confidential data removed from the website.

Once you "Opt Out" of the system, you must contact your Payroll Administrator to reactivate your registration.

Opt Out - I do not wish to use the Employee Self Service Site.

Continue

Click "Continue".

6

Create your username and password

Register (Step 5 of 6)

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 must contain at least 1 numeral
- Password will expire in 183 days
- Password must not have been used in the last 366 days

Login Name:

Password:

Retype Password:

Click "Continue".

7

You're almost finished. In this step, you will choose whether you want your paystub printed and delivered/mailed to you or you prefer the GREEN option, saving paper, while accessing your information on this new Employee Self-Service Portal.

(You can change this option under preferences once you are registered and logged into the portal.)

Please help us reduce our use of paper. By checking the box below, you will be indicating that you do not want to receive a paper earnings statement and that you will get it from the Employee Self Service Site.

Do not mail me a paper earnings statement.

Click "Continue".

8

The final step in the registration process is to click "Finish". This will redirect you to the login page.

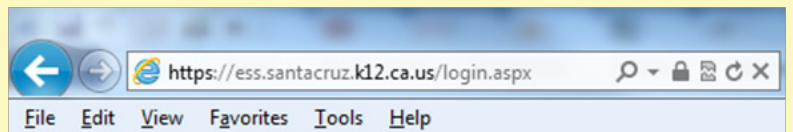
If you are employed by more than one district, you will need to go through the registration process and login to each district separately.

To access your information on the Employee Self-Service Portal, from home or work:

1

Go to: <https://ess.santacruz.k12.ca.us>

We recommend that you add this site to your browser favorites for easy access.



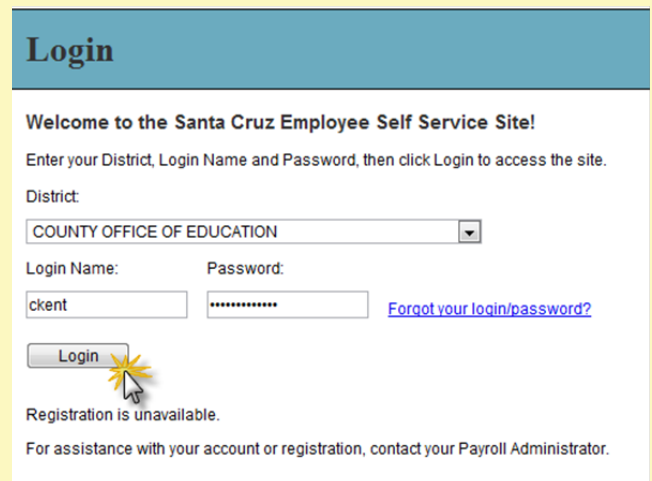
2

Login with the username and password you created.

Once you have logged in, the Home Page displays the Menu items available.

Each paystub is listed by the issue date and the W2 information is listed by the year. They can be printed and/or saved as a pdf.

Unfortunately, the "Benefits" option is unavailable at this time.



For assistance with your account or registration, contact your Payroll Administrator.