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To all Santa Cruz City Schools employees:

We are happy to announce that after many months of planning and testing we are finally ready to launch our new **Employee Self Service Portal (ESS)** website.

After a simple registration process, you will be able to access your payroll and tax information electronically at anytime, anywhere! Additionally for those of you already taking advantage of Automatic Payroll Deposit, you now have the option to **go green** and stop getting a paper stub every month. Your stub will be stored instead on our secure website.

We will also have your W-2 information available as well! **NOTE** that you **WILL** still receive your official W-2 in the mail at tax time regardless of whether you sign up to go paperless or not. ESS gives you the convenience of being able to access the same document online for multiple years. No more worries when you have misplaced your W-2 form. You can still access/print it from your online ESS account.

Attached to this memo you will find our ESS registration instructions which give you a walkthrough of how to setup your ESS account so that you can logon and access your information. **NOTE** that you must register for the first time from the districts network. After the initial registration, you will be able to access your information securely from anywhere.

I've also attached the form to sign up for automatic deposit for those still getting paper checks that want to **go even greener**.

If you have any questions or feedback, please contact Jerene Lacey at [jlacey@sccs.net](mailto:jlacey@sccs.net).

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