

# Employee Self Service (ESS)



# What is ESS

The **Employee Self Service** Site gives you direct access to your personal 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 will continue to reside in the self-service site for the current calendar year plus two historical years.
- W2 information will be available for five calendar years.

The Employee Self Service Site is a secure web site requiring authentication during the initial registration process as well as a login and password validation every time the site is accessed

-CECC ESS User Guide

# ESS URL

## Registration

<https://ess.smcoe.org>

- Once registration is done, the same URL can be used to access the site from anywhere

# Register – Select District

Most Visited Getting Started



## Login

### Welcome to the San Mateo County Employee Self Service Site

Enter your District, Login Name and Password, then click Login to access the site.

District:

Administrators

Login Name:

Password:

[Need a hint?](#)

[Forgot your login/password?](#)

Login

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

District:

Administrators

Register

Need assistance with the registration and login process? Click on one of the links below to watch a short instructional video.

[Employee Self Service Registration Instructional Video - English](#)

[Employee Self Service Registration Instructional Video - Spanish](#)

For further assistance with your account or registration, contact your payroll administrator.



# Register – Select District



## Login

### Welcome to the San Mateo County Employee Self Service Site

Enter your District, Login Name and Password, then click Login to access the site.

District:

Login Name:

Password:

[Need a hint?](#)

[Forgot your login/password?](#)

Login

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

District:

- Administrators
- Bayshore Elementary S. D.
- Belmont Elementary S. D.
- Brisbane Elementary S. D.
- Burlingame Elementary S. D.
- Cabrillo Unified S. D.
- Hillsborough Elementary S.D.
- Jefferson Elementary S. D.
- Jefferson Union HS District
- La Honda-Pescadero Unif. S. D.
- Las Lomitas Elementary S. D.
- Menlo Park Elementary S. D.
- Millbrae Elementary S. D.
- Pacifica School District
- Portola Valley Elementary S.D.
- Ravenswood Elementary S. D.
- Redwood City Elementary S. D.
- San Bruno Park Elementary S.D.
- San Carlos Elementary S. D.
- San Mateo Union HS District

Click on one of the links below to watch a short instructional video.

Click on our payroll administrator.



# Register – Click [Register]



## Login

### Welcome to the San Mateo County Employee Self Service Site

Enter your District, Login Name and Password, then click Login to access the site.

District:

Administrators

Login Name:

Password:

[Need a hint?](#)

[Forgot your login/password?](#)

Login

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

District:

Bayshore Elementary S. D.

Register

Need assistance with the registration and login process? Click on one of the links below to watch a short instructional video.

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# Step 1 – Verify Identity



## Register

### Register (Step 1 of 7)


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

First Name:	<input type="text" value="Nasiha"/>	(Must match what is currently displayed on Warrant or EFT stub)
Last Name:	<input type="text" value="Rahman"/>	(Must match what is currently displayed on Warrant or EFT stub)
Social Security Number:	<input type="text" value="11111111"/>	(Example: 123456789 (no hyphens))
Net Pay:	<input type="text" value="20.00"/>	(From your most recent earnings statement)

# Click [Continue]



# Step 2 – Terms of Use

 **Register**

**Register (Step 2 of 7)**

**Terms Of Use:**  
Please read the following Terms of Use carefully:

Please read the Terms of Use carefully before accessing or using this Site.

This Employee Self Service Site Agreement ("Agreement") is between You (either an individual or an entity), the End User, and the Office of the San Mateo County Superintendent of Schools ("County Office").

Read this Agreement carefully before using the Employee Self Service Site. By entering a valid email address and selecting the Continue button while using the Employee Self Service Site, You agree to the conditions of this Agreement. If You do not agree to all of the terms and conditions of this Agreement, You will not be able to continue with the registration process. YOUR USE OF THE EMPLOYEE SELF SERVICE SITE ACKNOWLEDGES THAT YOU HAVE READ THIS AGREEMENT, UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS.

**Signature:**

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

Enter your email address to indicate your consent:

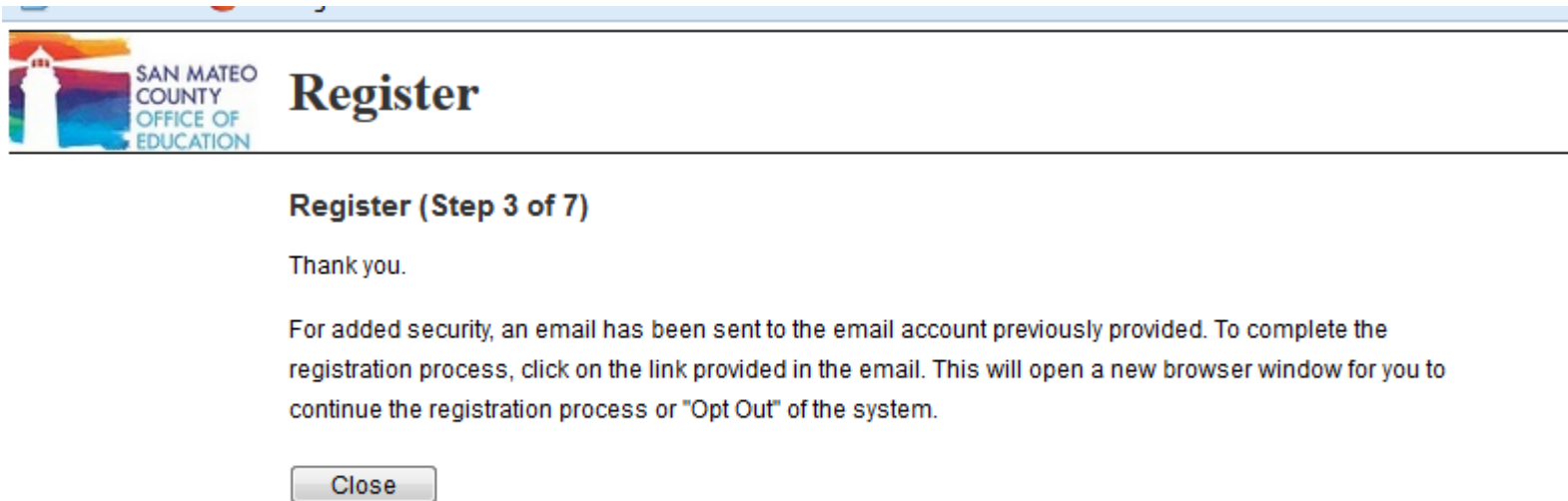
Enter your email address to confirm:

# Click [Continue]





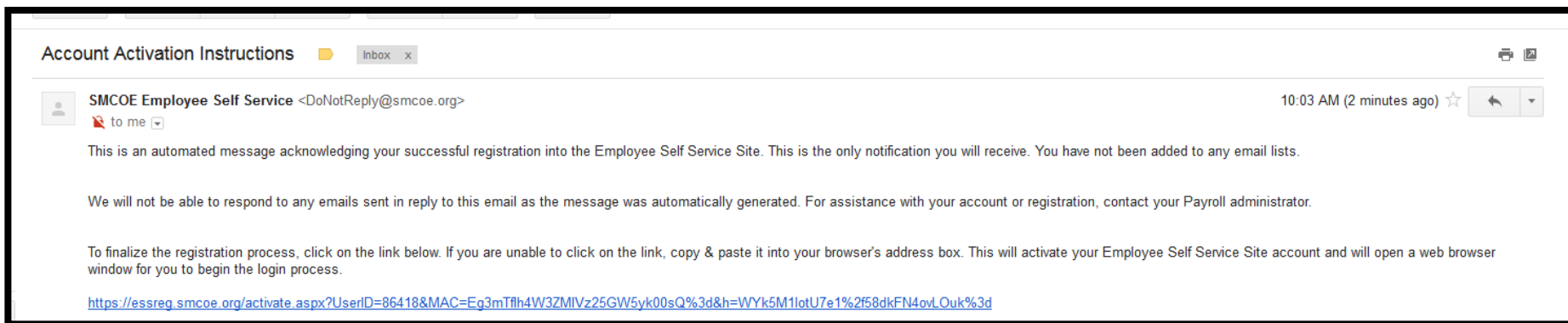
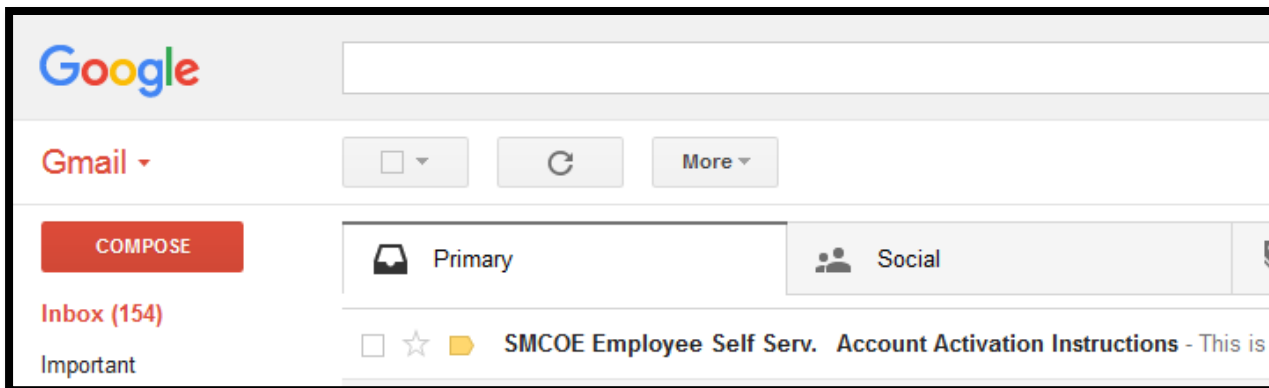
# Step 3 – Check Email



Click [Close] and  
check email for registration link



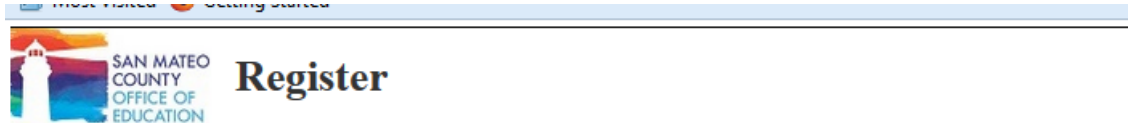
# Account Activation Link



# Click Link



# Register – Login, Password, and Password Hint



## Register (Step 5 of 7)

Please choose a Login Name and Password, then click Continue.

Password Policy:

- Password must be at least 8 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 uppercase letter
- Password must contain at least 1 lowercase letter
- Password must contain at least 1 numeral
- Password will expire in 180 days
- Password must not have been used in the last 400 days

Login Name:

Password:

Retype Password:

Password Hint (optional):


Continue

# Click [Continue]



# Register – Step 6

*(You may see this question)*



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COUNTY  
OFFICE OF  
EDUCATION

## Register

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### Register (Step 6 of 7)

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.

Please DO NOT send me a paper Earnings (EFT) Statement.

Click [Continue]



# Security Questions



## Register

### 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:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

# Click [Continue]



# Register - Finalizing



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EDUCATION

## Register

### Register (Finalizing)

Thank you. You have reached the end of the registration process.

Finish

# Click [Finish]



# Login – Select your District



## Login

### Welcome to the San Mateo County Employee Self Service Site

Enter your District, Login Name and Password, then click Login to access the site.

District:

Bayshore Elementary S. D.

Login Name:

Password:

[Need a hint?](#)

[Forgot your login/password?](#)

Login

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

District:

Bayshore Elementary S. D.

Register

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[Employee Self Service Registration Instructional Video - Spanish](#)

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# Home



## Home

### Main Menu

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

### News

- More News...

### Recent Earning Statements

- June 30, 2017
- May 31, 2017
- April 28, 2017
- March 31, 2017
- February 28, 2017

### Recent Tax Documents

- 2016 W-2

### Instructional Videos


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

Instructional videos on Home page






# Earnings



## Earnings

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**Main Menu**

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**Earning Statement**

Issue Date: January 09, 2015

**SAN MATEO COUNTY OFFICE OF EDUCATION**

EMPLOYEE NAME: John Smith

**LEAVE AND EARNINGS STATEMENT**

SCHOOL/DISTRICT / PAY LOCATION: 40-SAN MATEO COUNTY SUPT. SCHOOLS  
01-ADMINISTRATION

**WARRANT NO.** 0000510751

FED STATE: 5 15 1    ISSUE DATE: 01/09/15    PERIOD END: 12/31/14

LEAVE			EARNINGS			EMPLOYEE DEDUCTIONS			EMPLOYER CONTRB
SICK	VAC	TYPE	SALARY	RATE	UNITS	DESCRIPTION	TYPE	AMOUNT	
		STU1	1800	900	200	FEDERAL TAX	TAX		
						WORKERS COMP	TAX		66
<b>TOTAL EMPLOYER</b>									66


  

TOTAL GROSS	TAXABLE GROSS	DEDUCTIONS	NET PAY
1800	1800		1800
* PRETAX DEDUCT.			

YEAR-TO-DATE TOTALS		CAFETERIA	RET B/D	ARKS	SDI	ENP	
GROSS	TAX SHELTER	TAX GROSS	VOL DEDS	FED TAX	STATE TAX	RET S/B	NET PAY
1800		1800					1800

Open (Requires Adobe Reader)





# Taxes



## Taxes

### Main Menu

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### Tax Forms

Tax Form **W2**

Tax Year: **2015**

<b>a</b> Employee's social security number <b>XXX-XX-9408</b>		OMB No. 1545-0008 <b>Safe, accurate, FAST! Use e-file</b>		Visit the IRS website at <a href="http://www.irs.gov/efile">www.irs.gov/efile</a> .	
<b>b</b> Employer identification number (EIN) <b>94-6002468</b>		<b>1</b> Wages, tips, other compensation <b>18.00</b>	<b>2</b> Federal income tax withheld <b>0.00</b>		
<b>c</b> Employer's name, address, and ZIP code <b>SAN MATEO COUNTY SUPT. SCHOOLS</b> <b>101 TWIN DOLPHIN DRIVE</b> <b>REDWOOD CITY, CA 94065-1064</b>		<b>3</b> Social security wages <b>0.00</b>	<b>4</b> Social security tax withheld <b>0.00</b>		
		<b>5</b> Medicare wages and tips <b>0.00</b>	<b>6</b> Medicare tax withheld <b>0.00</b>		
		<b>7</b> Social security tips <b>0.00</b>	<b>8</b> Allocated tips <b>0.00</b>		
<b>d</b> Control number		<b>9</b> Advance EIC payment <b>0.00</b>	<b>10</b> Dependent care benefits <b>0.00</b>		
<b>e</b> Employee's first name and initial [REDACTED]	Last name [REDACTED]	Suffix [REDACTED]	<b>11</b> Nonqualified plans <b>0.00</b>	<b>12a</b> See instructions for box 12	
<b>f</b> Employee's address and ZIP code		<b>13</b> Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	<b>12b</b>		
		<b>14</b> Other	<b>12c</b>		
		<b>12d</b>			
<b>15</b> State <b>CA</b>	<b>16</b> State wages, tips, etc. <b>18.00</b>	<b>17</b> State income tax <b>0.00</b>	<b>18</b> Local wages, tips, etc. <b>0.00</b>	<b>19</b> Local income tax <b>0.00</b>	<b>20</b> Locality name

Form **W-2** Wage and Tax Statement

**2015**

Department of the Treasury—Internal Revenue Service

Copy B—To Be Filed With Employee's FEDERAL Tax Return. This information is being furnished to the Internal Revenue Service.

**Open** (Requires Adobe Reader)





# Preferences



## Preferences

### Main Menu

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[Earnings](#)

[Benefits](#)

[Taxes](#)

[Leave Balances](#)

[Preferences](#)

[Change Password](#)

[User Guide](#)

[Logout](#)

### Preferences

Email Address:

Confirm Email Address:

### Security Questions:

Please select security questions from the list and provide answers that only you would know. These questions will be used to verify your identity.

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:



# Change Password

Most visited Getting started



## Change Password

### Main Menu

Home

Earnings

Benefits

Taxes

Leave Balances

Preferences

Change Password

User Guide

Logout

### Change Password

(\* = Required field)

#### Password Policy:

- Password must be at least 8 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 uppercase letter
- Password must contain at least 1 lowercase letter
- Password must contain at least 1 numeral
- Password will expire in 180 days
- Password must not have been used in the last 400 days

Old Password:  \*

New Password:  \*

Retype Password:  \*

Password Hint (optional):

Change





# Logout



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# Forgot Login/Password



## Login

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Bayshore Elementary S. D.

Login Name:

Password:

[Need a hint?](#)

[Forgot your login/password?](#)

Login

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

District:

Bayshore Elementary S. D.

Register

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# Forgot Login/Password

 **Forgot Login/Password**

**1** **Identity Verification**


Login Name:

**Or**

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

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

SSN:  (Example: 123456789 (no hyphens))

 **Forgot Login/Password**

**2** **Security Questions**

SSN:  (Example: 123456789 (no hyphens))

Please provide an answer to the security question (case sensitive):  
What country or city would you like to travel to?

Answer:



# Forgot Login/Password



## Forgot Login/Password

### Change Password

(\* = Required field)

#### Password Policy:

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- Password must contain at least 1 letter
- Password must contain at least 1 uppercase letter
- Password must contain at least 1 lowercase letter
- Password must contain at least 1 numeral
- Password will expire in 180 days
- Password must not have been used in the last 400 days

New Password:  \*

Retype Password:  \*

Password Hint (optional):



Fri 6/9/2017 11:11 AM

SMCOE Employee Self Service <DoNotReply@smcoe.org>

Employee Self Service - Password Reset

To John Smith

This is an automated message notifying you that your Employee Self Service account password has been changed. If you reset your password, you may ignore this message. If you did not reset your password, contact your Payroll administrator immediately.

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





# Email Notifications

Tue 6/6/2017 5:33 PM

**SE** SMCOE Employee Self Service <DoNotReply@smcoe.org>  
Your Earnings Statement has been added

To John Smith

Your Earning Statement from Burlingame Elementary S.D. for the period ending 06/30/2017 has been added. Please review the changes at <https://ess.smcoe.org>.

Tue 6/6/2017 5:33 PM

**SE** SMCOE Employee Self Service <DoNotReply@smcoe.org>  
Your Form W2 has been added

To John Smith

Your 2015 W2 Form processed by San Mateo County Office of Education has been added to the Employee Self Service site and is ready to view at <https://ess.smcoe.org>.

Your Employee Self Service password will expire in approximately 14 days. Please login to the Employee Self Service website to change your password as soon as possible by clicking on the link below. You can change your password at any time by clicking on the Change Password link located on the Main Menu.

<https://essreg.smcoe.org/>



# Questions?