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

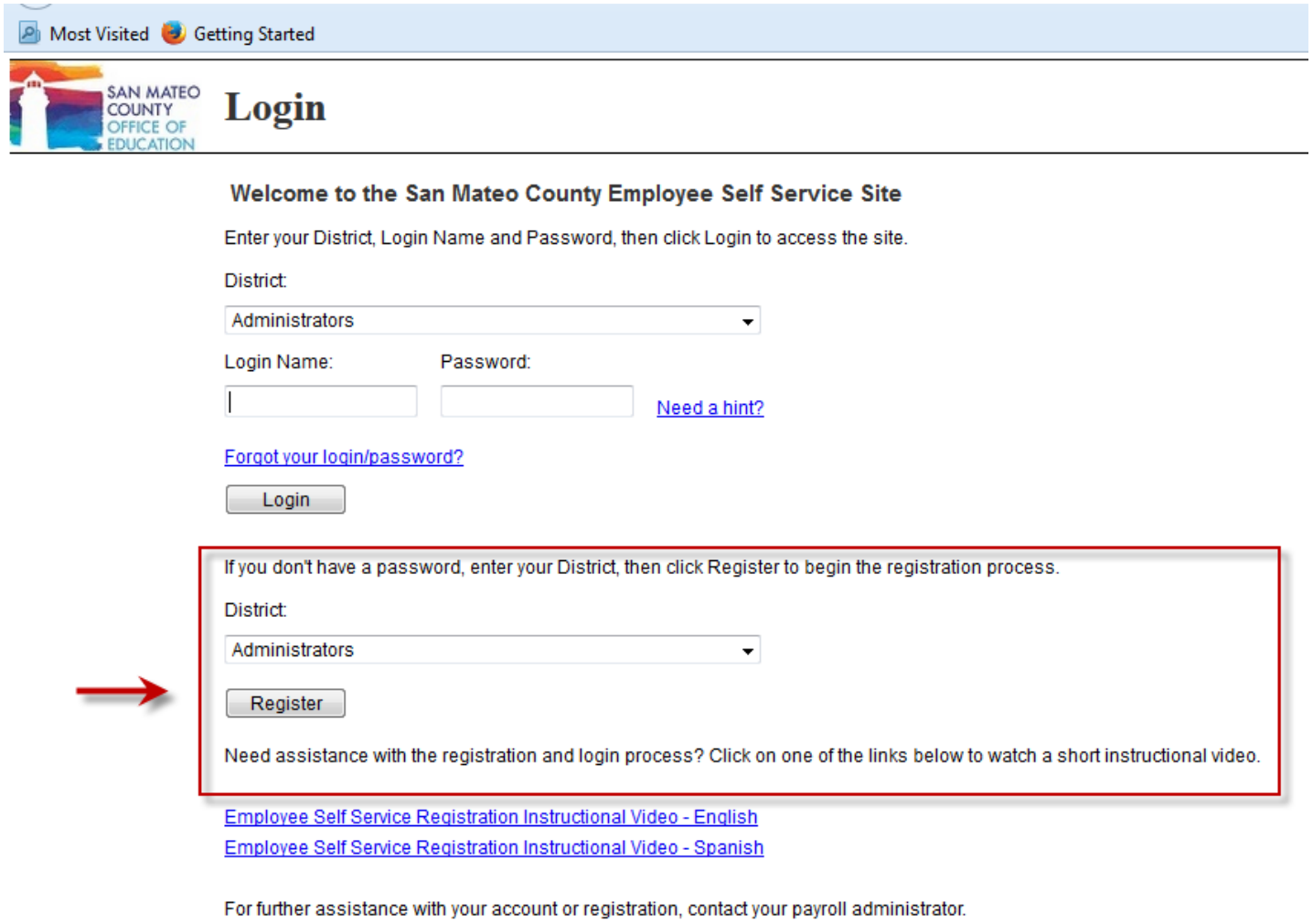
-CECC ESS User Guide

ESS URL

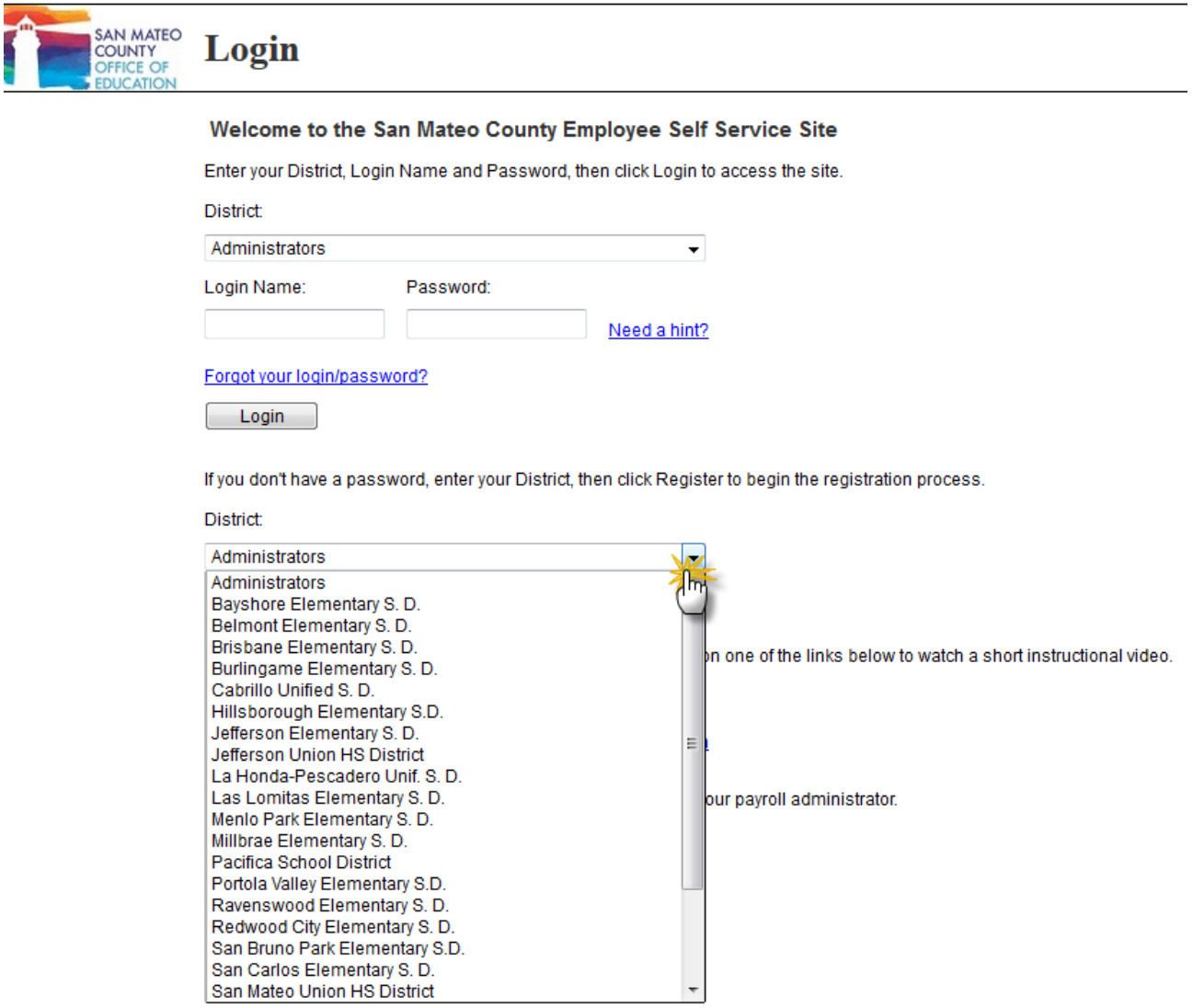
Registration
https://ess.smcoe.org

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

Register – Select District

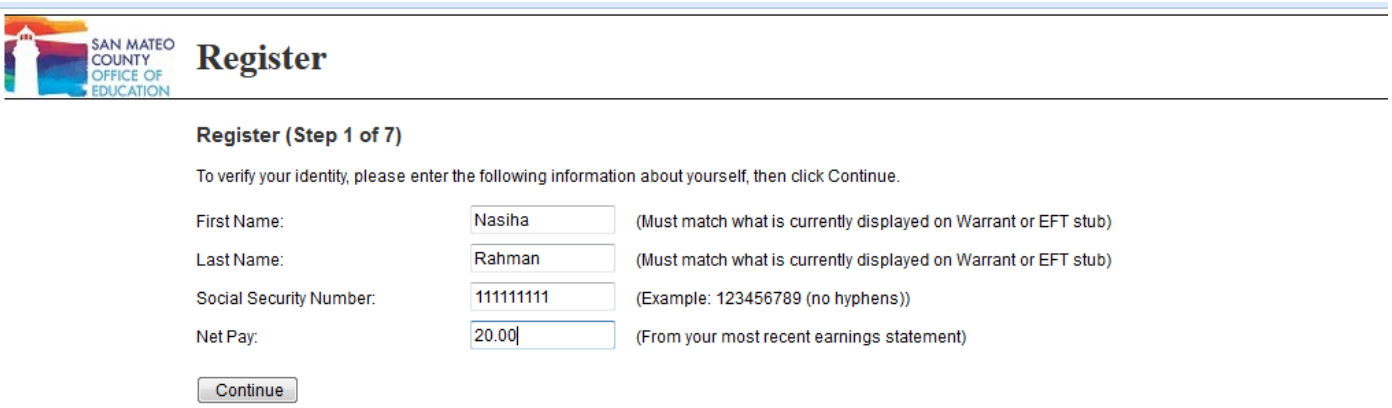


Register – Select District



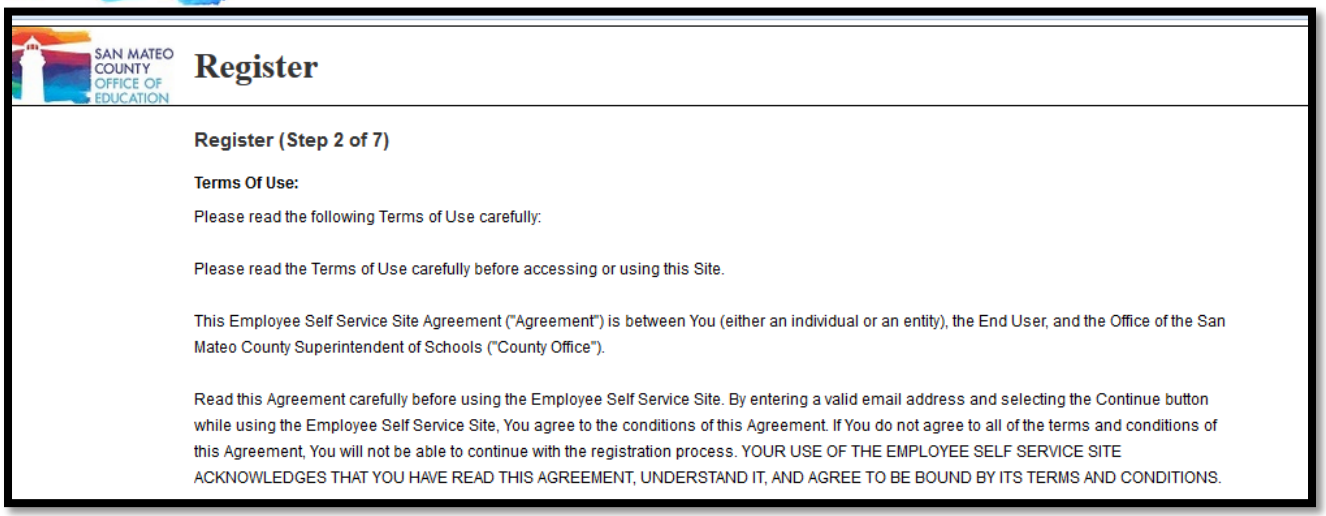
Register – Click [Register]

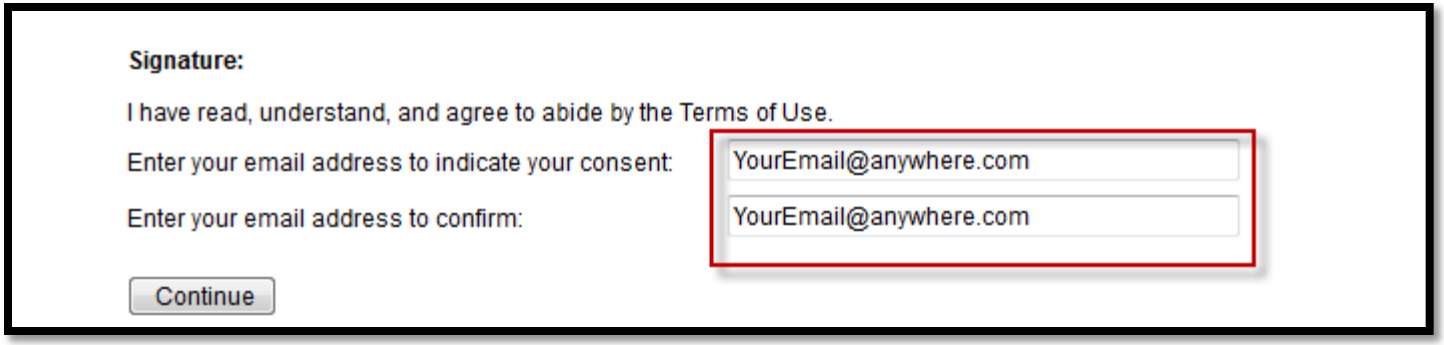
Step 1 – Verify Identity



Click [Continue]

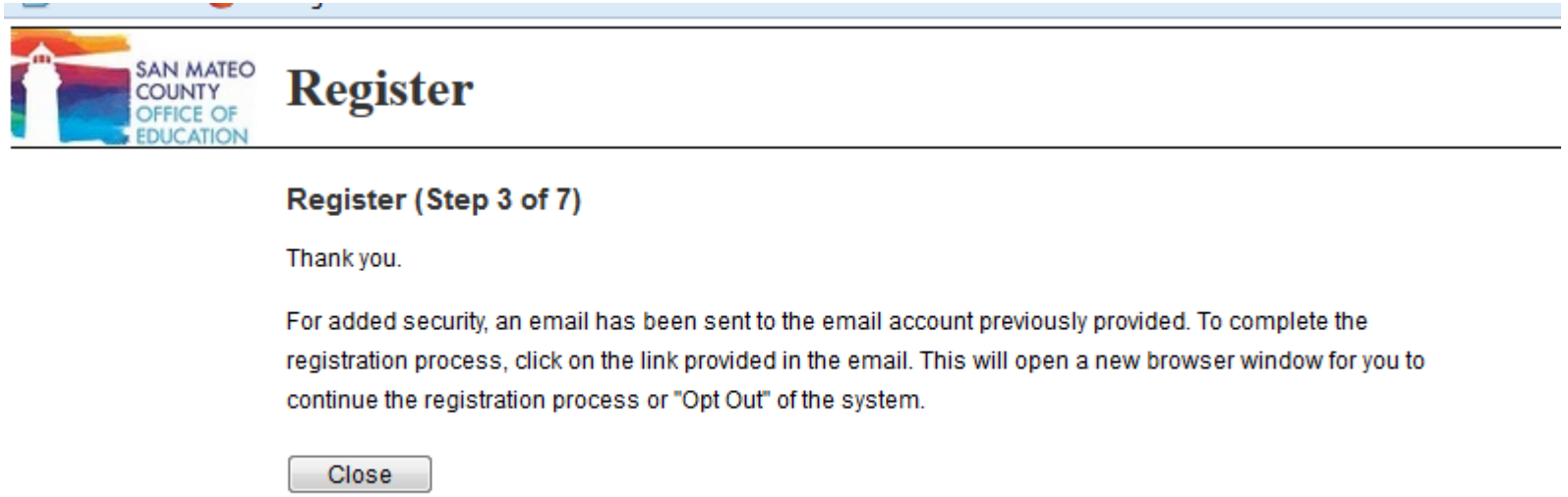
Step 2 – Terms of Use





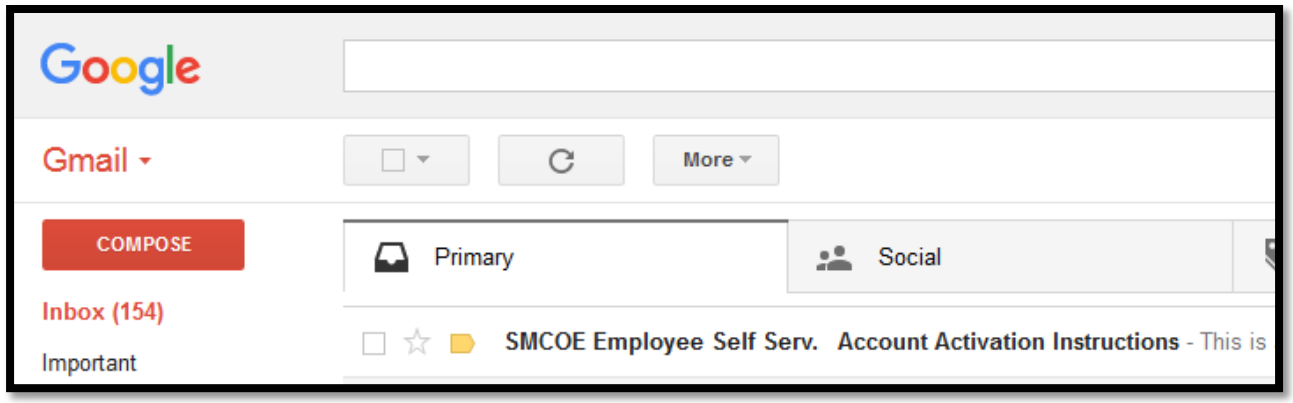
Click [Continue]

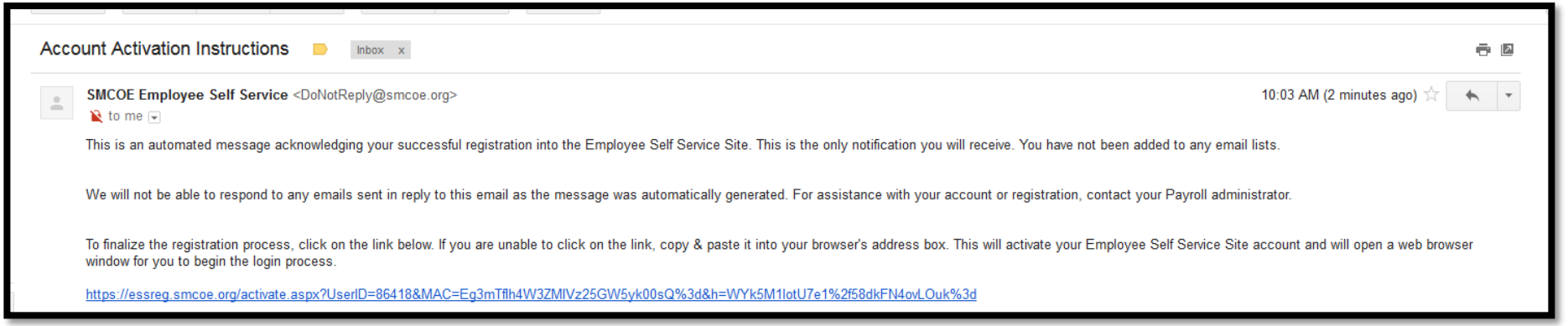
Step 3 – Check Email



Click [Close] and
check email for registration link

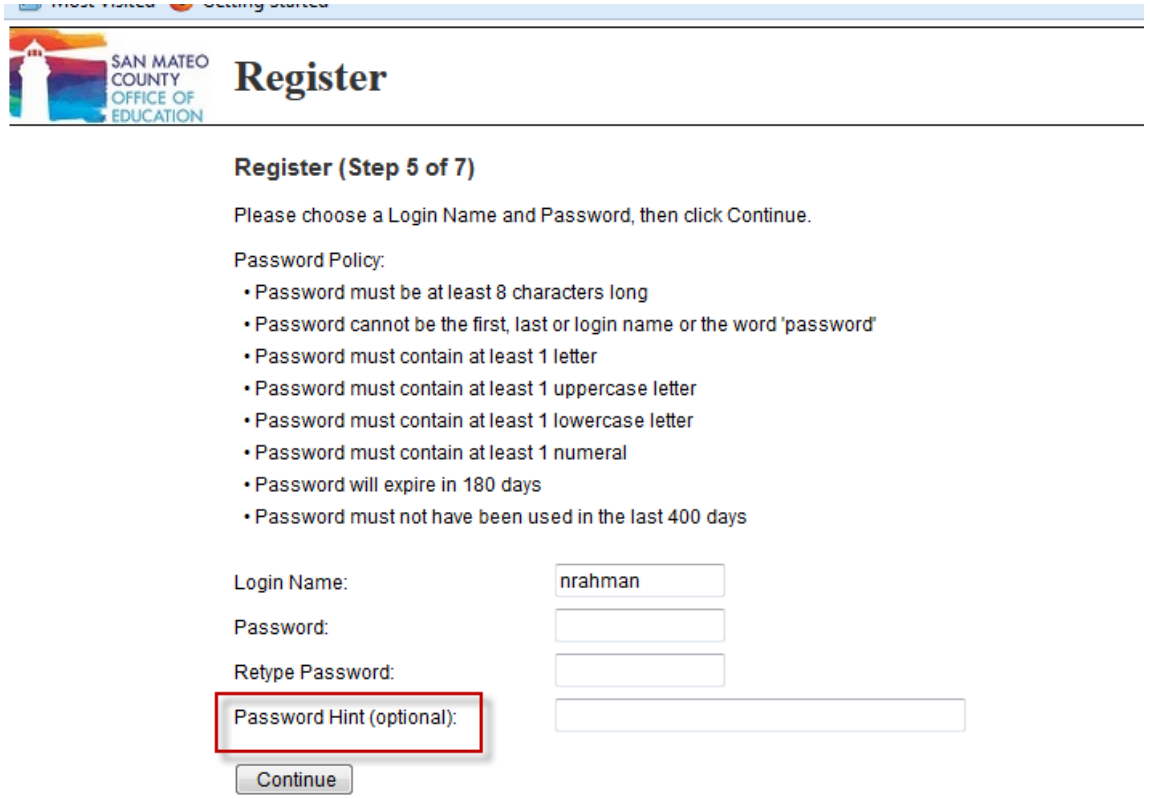
Account Activation Link





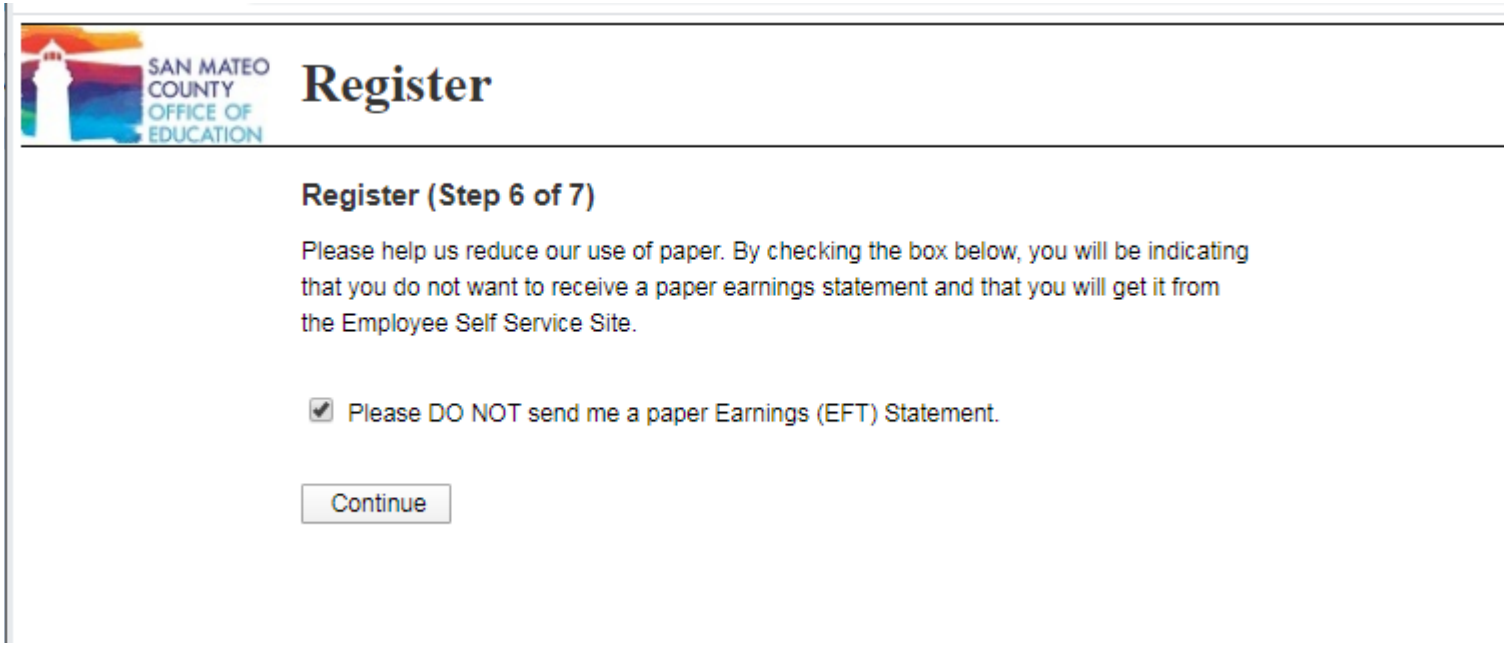
Click Link

Register – Login, Password, and Password Hint



Click [Continue]

Register – Step 6
(You may see this question)

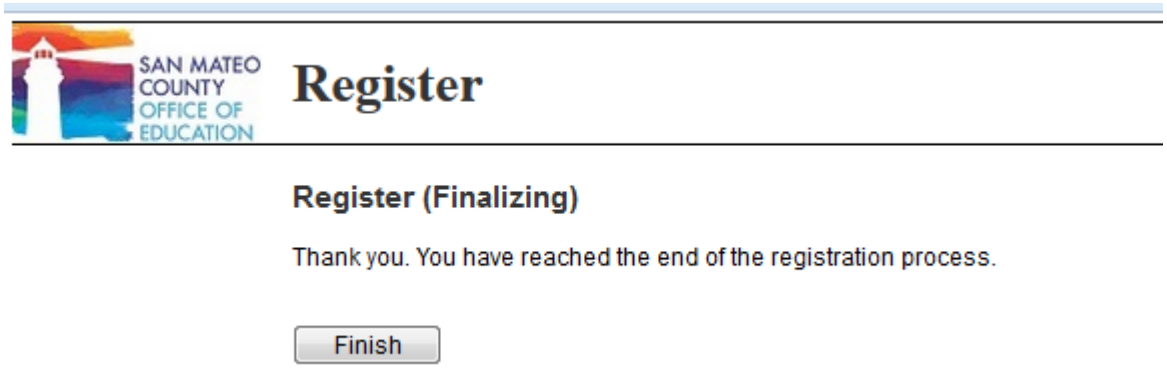


Click [Continue]

Security Questions

Click [Continue]

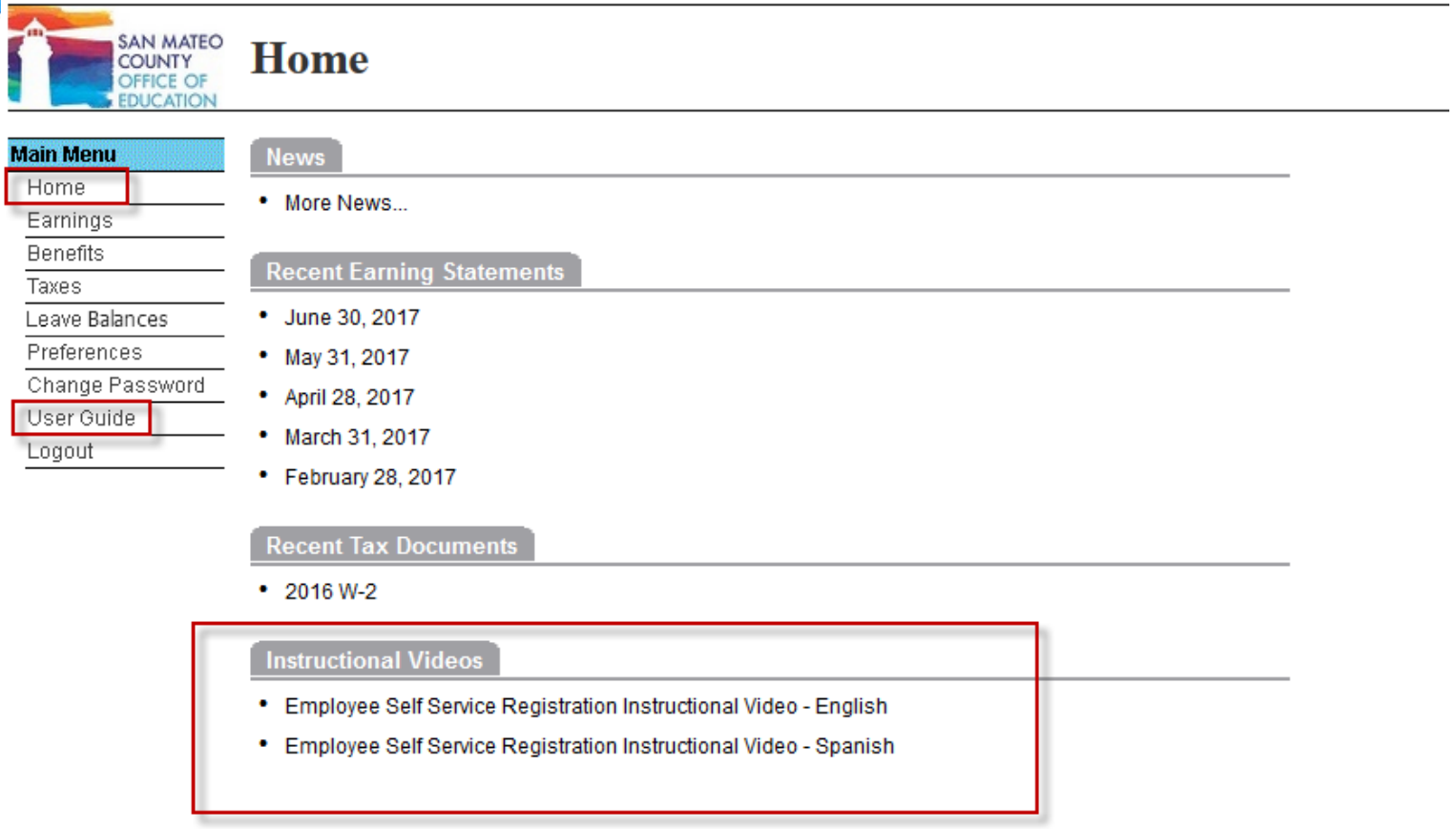
Register - Finalizing



Click [Finish]

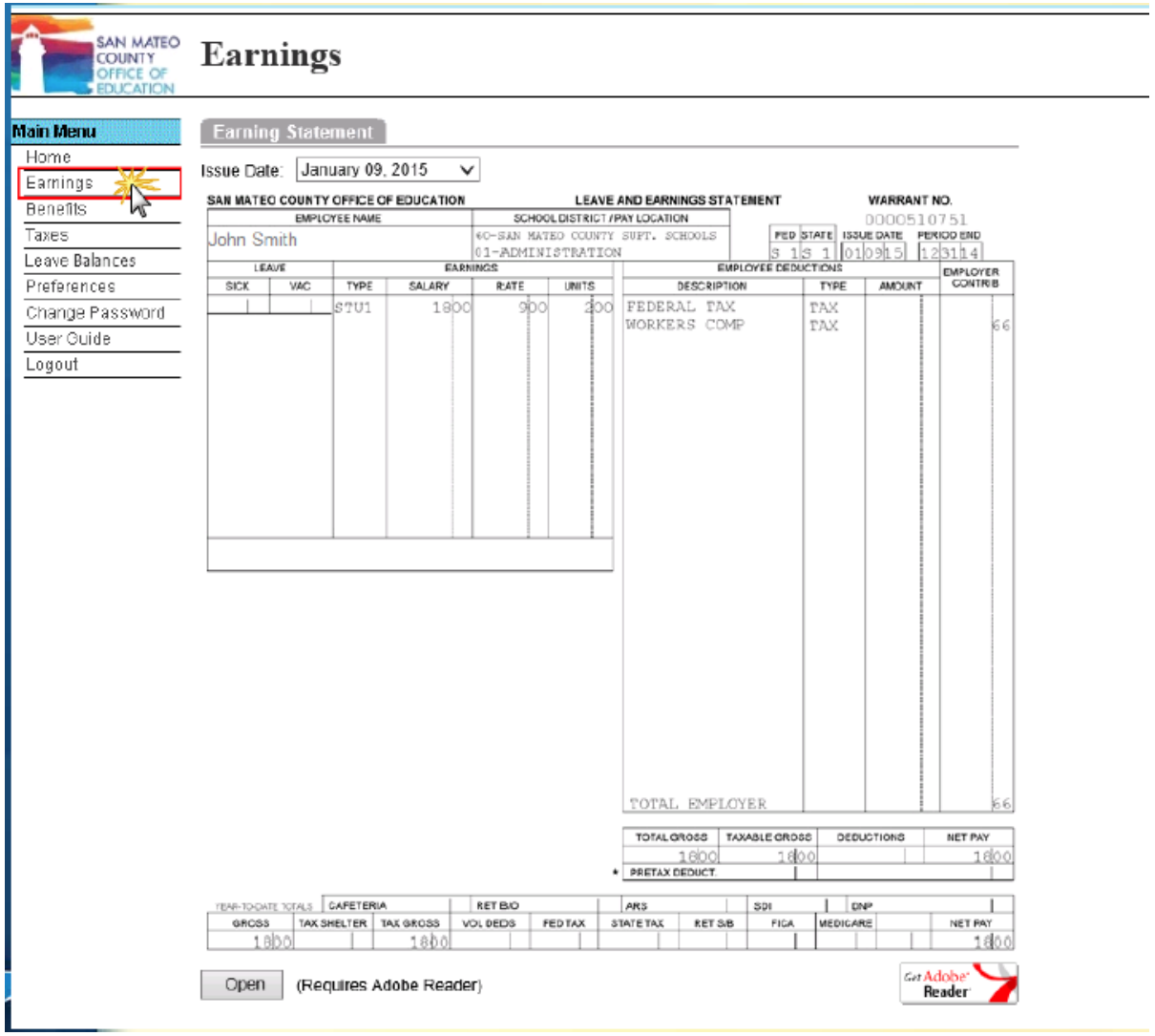
Login – Select your District

Home

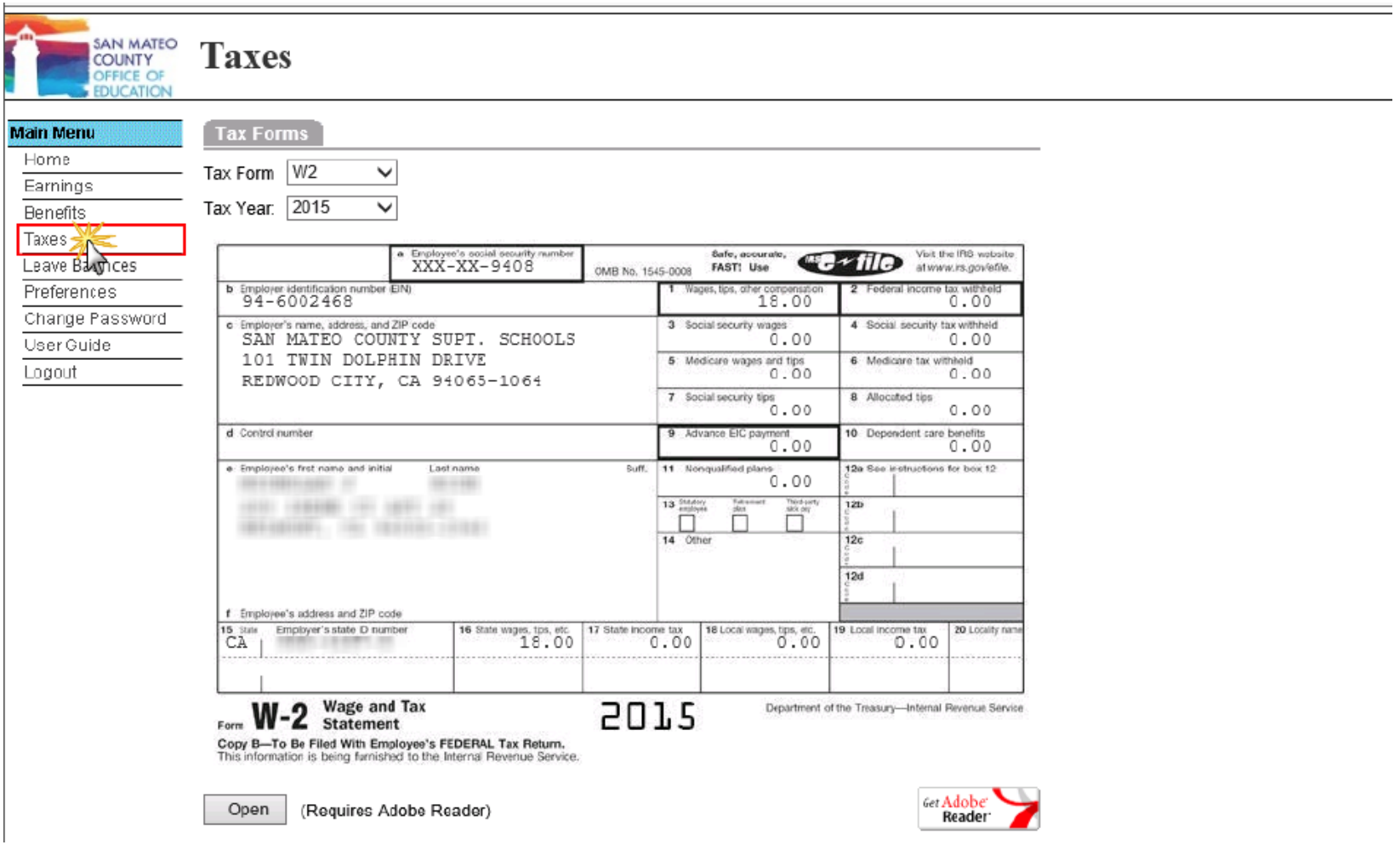


Instructional videos on Home page

Earnings


SAN MATEO COUNTY OFFICE OF EDUCATION
Earnings
Main Menu
Home
Earnings
Benefits
Taxes
Leave Balances
Preferences
Change Password
User Guide
Logout
Earning Statement
Issue Date: January 09, 2015
SAN MATEO COUNTY OFFICE OF EDUCATION
LEAVE AND EARNINGS STATEMENT
WARRANT NO.
0000510751
EMPLOYEE NAME
John Smith
SCHOOL DISTRICT / PAY LOCATION
40-SAN MATEO COUNTY SUPT. SCHOOLS
01-ADMINISTRATION
FED STATE ISSUE DATE PERIOD END
S 1S 1 01/09/15 12/31/14
LEAVE
SICK VAC
EARNINGS
TYPE SALARY RATE UNITS
STU1 1800 900 200
EMPLOYEE DEDUCTIONS
DESCRIPTION TYPE AMOUNT
EMPLOYER CONTRIB
FEDERAL TAX TAX
WORKERS COMP TAX 66
TOTAL EMPLOYER 66
TOTAL GROSS TAXABLE GROSS DEDUCTIONS NET PAY
1800 1800 1800
PRETAX DEDUCT.
YEAR-TO-DATE TOTALS
CAFETERIA RET B/O ARS SDI DNP
GROSS TAX SHELTER TAX GROSS VOL DEDS FED TAX STATE TAX RET S/B FICA MEDICARE NET PAY
1800 1800 1800
Open
(Requires Adobe Reader)
Get Adobe Reader

Taxes


SAN MATEO COUNTY OFFICE OF EDUCATION
Taxes
Main Menu
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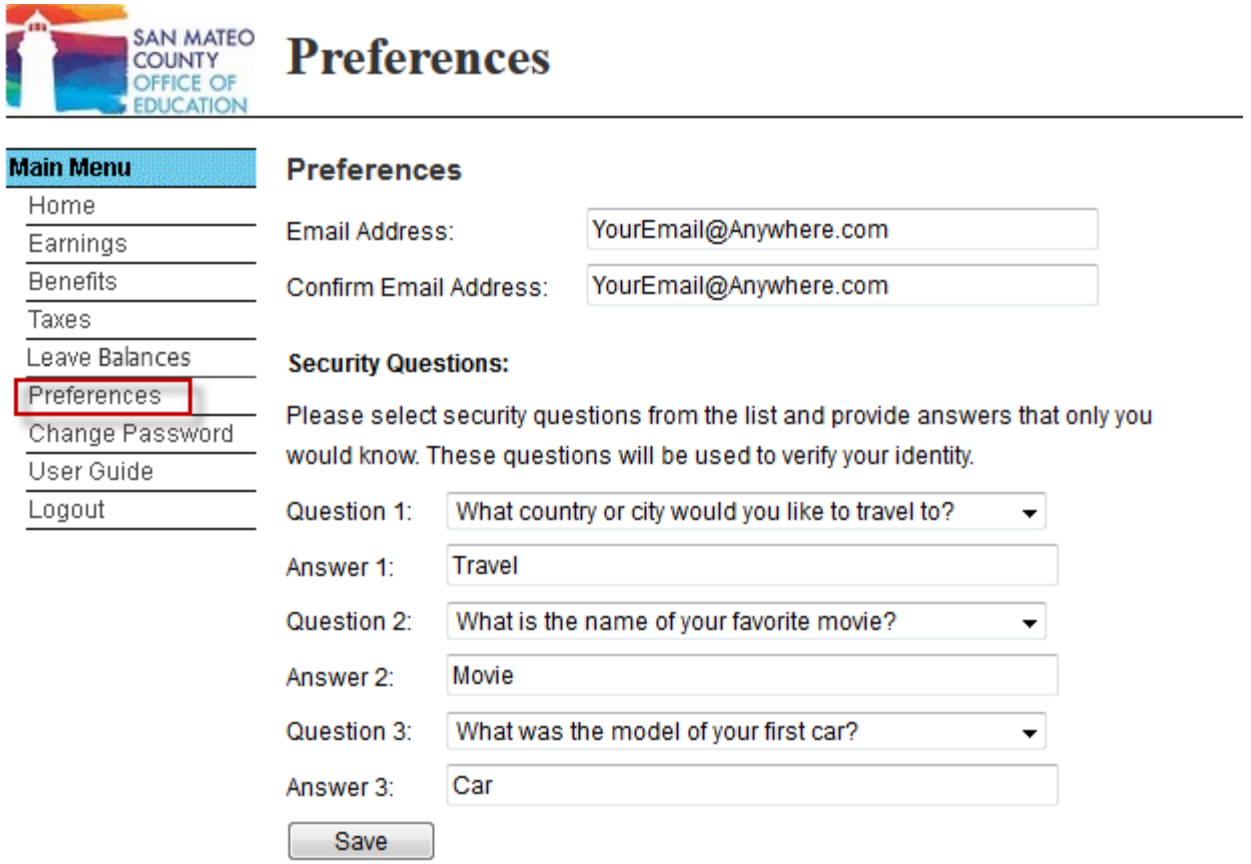
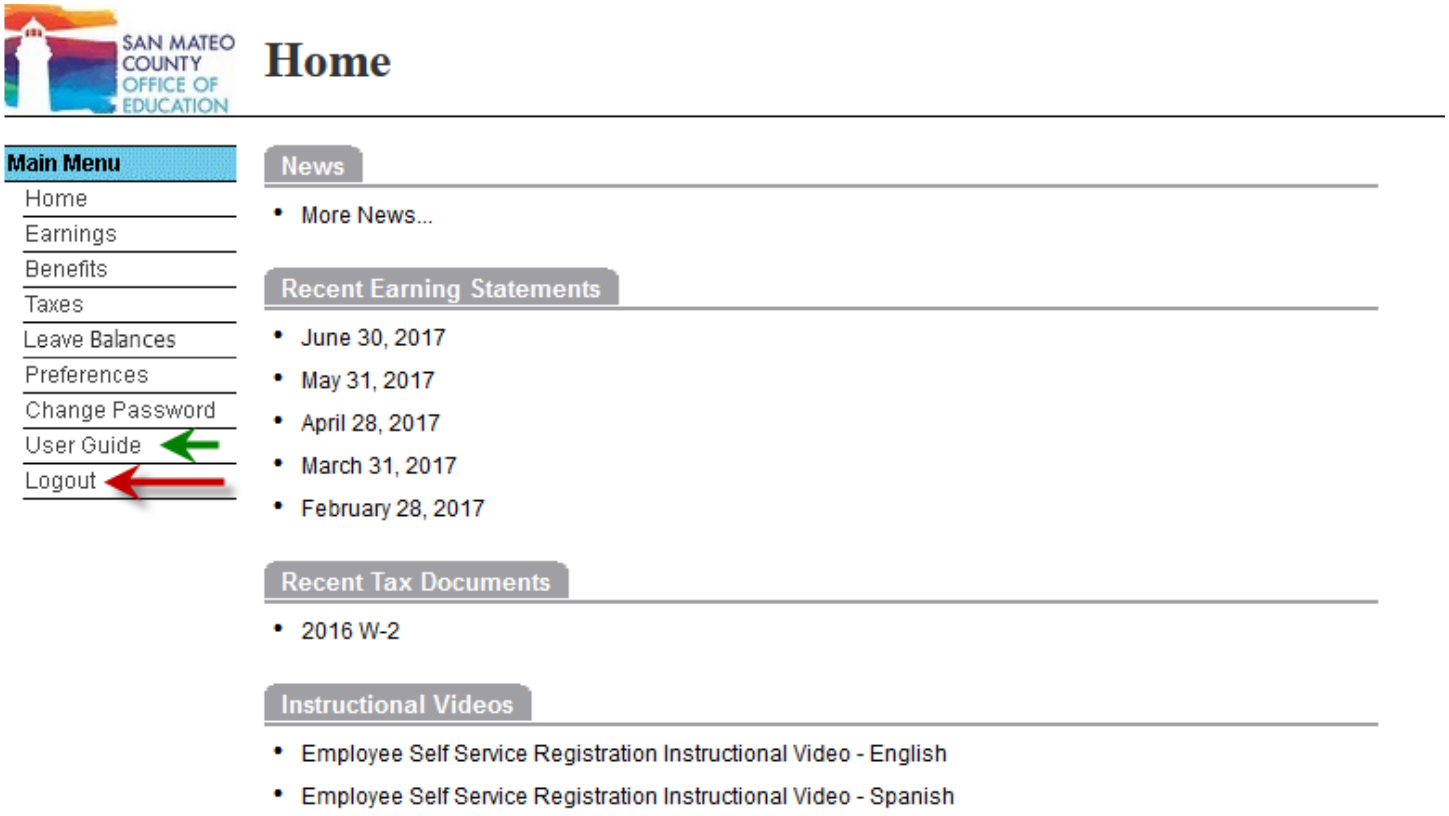
Tax Forms
Tax Form W2
Tax Year: 2015
a Employee's social security number XXX-XX-9408
OMB No. 1545-0008
Safe, accurate, FAST! Use e-file
Visit the IRS website at www.irs.gov/efile.
b Employer identification number (EIN) 94-6002468
1 Wages, tips, other compensation 18.00
2 Federal income tax withheld 0.00
c Employer's name, address, and ZIP code
SAN MATEO COUNTY SUPT. SCHOOLS
101 TWIN DOLPHIN DRIVE
REDWOOD CITY, CA 94065-1064
3 Social security wages 0.00
4 Social security tax withheld 0.00
5 Medicare wages and tips 0.00
6 Medicare tax withheld 0.00
7 Social security tips 0.00
8 Allocated tips 0.00
d Control number
9 Advance EIC payment 0.00
10 Dependent care benefits 0.00
e Employee's first name and initial Last name Suff.
11 Nonqualified plans 0.00
12a See instructions for box 12
13 Statutory employee Retirement plan Third-party sick pay
12b
14 Other
12c
12d
f Employee's address and ZIP code
15 State Employer's state ID number CA
16 State wages, tips, etc. 18.00
17 State income tax 0.00
18 Local wages, tips, etc. 0.00
19 Local income tax 0.00
20 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)
Get Adobe Reader

Preferences



Change Password

Logout


SAN MATEO COUNTY OFFICE OF EDUCATION
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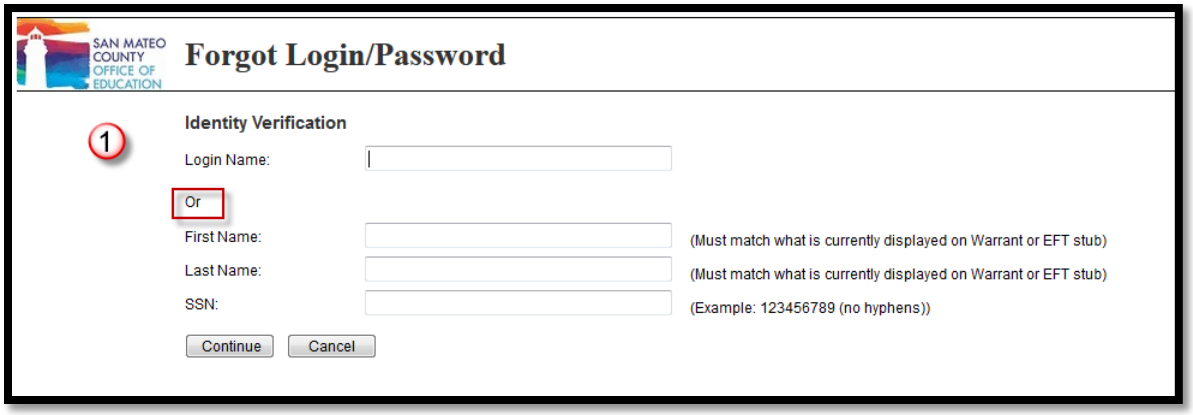
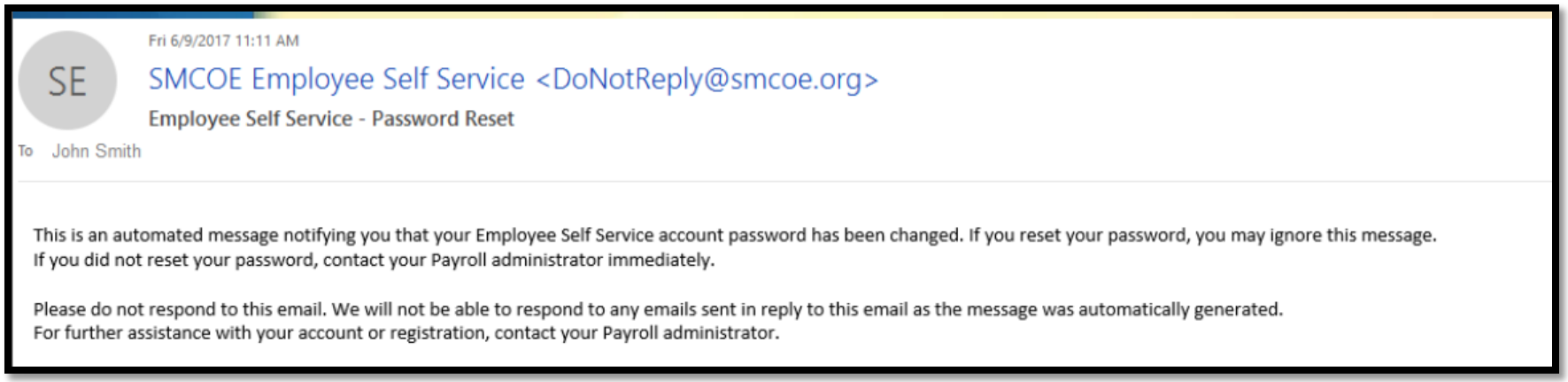
News
More News...
Recent Earning Statements
June 30, 2017
May 31, 2017
April 28, 2017
March 31, 2017
February 28, 2017
Recent Tax Documents
2016 W-2
Instructional Videos
Employee Self Service Registration Instructional Video - English
Employee Self Service Registration Instructional Video - Spanish

Forgot Login/Password

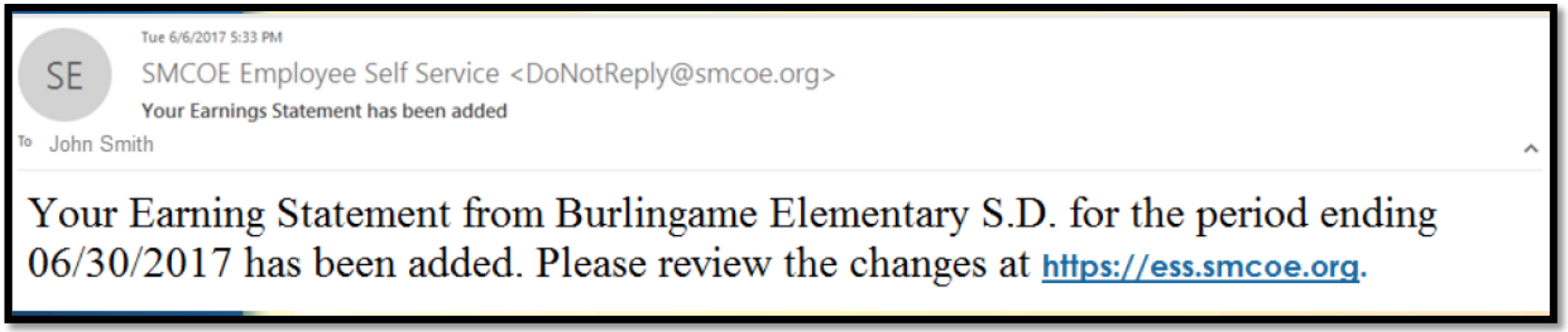
Forgot Login/Password



Forgot Login/Password



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.

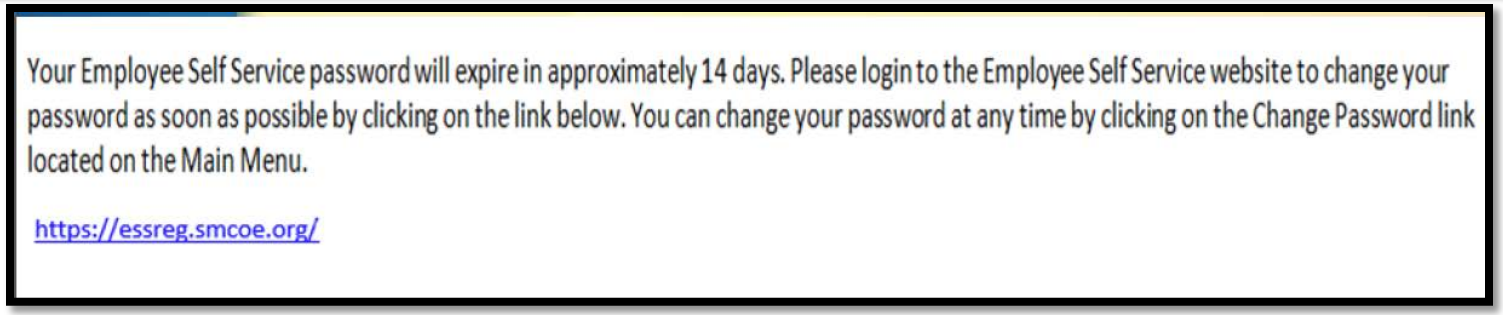
Tue 6/6/2017 5:33 PM

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?