

EMPLOYEE SELF SERVICE USER GUIDE



The California Educational Computer Consortium
CECC

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**The California Educational Computer Consortium
Employee Self Service User Guide**



EMPLOYEE SELF SERVICE USER GUIDE



OVERVIEW

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 and 1095-C tax forms at your convenience from work or at home. For districts currently utilizing the Employee Leave Tracking System, real-time Leave Activity is available.

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.



Login

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Welcome to the BEST NET 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?](#)

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

District:

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



REGISTRATION PROCESS

First time users must go through the Registration process. Start by selecting the "District" for which you work on the bottom section of the login page and click [Register].

Step 1: Complete the Registration form by entering the First Name, Last Name, SSN, and Net Pay and then click [Continue].



All fields must pass the authentication process to continue.

For users who have previously registered with a valid email address, completing Step 1 will take the user to Step 3, and automatically send an activation link email

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to the email address previously entered by the user. If the email is not received, it is possible that it was caught by a Spam filter or the email was incorrect or blocked. At this point, the user account should be checked for a valid email address or reset (by contacting the Payroll Administrator), enabling the user to enter a new email address during the registration process.

Step 2: Review the Terms of Use. At the bottom of the page, enter the email address, enter it again to confirm it and then click [Continue].



The email addresses must match in both fields, and the format must be correct to continue.



Register

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Register (Step 2 of 7)

Terms Of Use:
Please read the following Terms of Use carefully:
Last updated on 1/25/2010
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 Bernardino 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.
COMMENCEMENT & TERMINATION
This Agreement is effective from the first date You use the Employee Self Service Site. You may terminate this Agreement at any time by Opting Out of the System. Your valid email will be stored and You must contact your Payroll Department to reinstate your registration. Your End User rights automatically and immediately terminate without notice from the County Office if You fail to comply with any provision of the Agreement and/or if your employment with the County Office or one of its participating public school districts terminates; provided, however, financial data including without limitation W-2 and pay stubs will be kept on file and accessible for the current calendar year plus two subsequent calendar years.
WARRANTY
You acknowledge that the Employee Self Service Site is provided "AS IS" without warranty of any kind, express or implied, and to the maximum extent permitted by applicable law. The County Office does not make any representations or warranties, express or implied, including but not limited to the fitness for a particular purpose. While we have taken the utmost care to provide accurate results, there is always a possibility of programming errors, program limitations or of wrong use, thus we do not assume any responsibility for any financial, legal, or other problems, complications or losses that may arise from using this software. The County Office does not warrant the accuracy, adequacy, or completeness of the information and materials in the Employee Self Service Site and expressly disclaims liability for errors or omissions in the information and materials in the software.
LIMITATION OF LIABILITY
To the maximum extent permitted by applicable law, in no event shall the County Office be liable for any lost profits, revenue, data, personal injury, or in connection with any failure, error, omission, interruption, defect, delay in operation or transmission, system failure, or for any special, direct, indirect, incidental, economic, cover, punitive, special or consequential damages, however caused and whether arising under contract, tort, negligence, or inability to use the software, even if the County Office is advised of the possibility of such damages. Because some jurisdictions do not allow the exclusion or limitation of liability, but may allow liability to be limited, in such cases, the County Office shall be limited to U.S. \$50.

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:

Step 3: The user will receive the confirmation message below. The user must then proceed to the previously defined email account for the activation link email.

Click [Close] and continue the process by clicking the activation link in the email received.

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Register (Step 3 of 7)

Thank you.

For added security, an email has been sent to the email account previously provided. To complete the registration process, click on the link provided in the email. This will open a new browser window for you to continue the registration process or "Opt Out" of the system.

Close

From: BEST NET Employee Self Service Site [mailto:DoNotReply@BESTNETCONSORTIUM.net]
Sent: Tuesday, April 12, 2016 3:41 PM
To: John Doe
Subject: Account Activation Instructions

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.

This registration link will expire in 15 minutes.

<https://employeeelfservice.sbcss.k12.ca.us/activate.aspx?UserID=xxxx&MAC=CE9a5k1sf984alksdif9845>

After 15 minutes the link in the activation email will expire. If clicked after 15 minutes the user will receive the following error message and will need to click the [Register] button again and repeat steps 1-3.

Welcome to the BEST NET 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?](#)

You have accessed the system with a Registration Link that has expired. If you are attempting to Register, please select the appropriate district and click "Register" to begin the process again.

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

District:

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

Step 4: Once the link has been activated, the next step is to choose to Opt Out of using the Employee Self Service website, then click [Continue]. *Note - Districts

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that are 'paperless' or have 'gone green' will not have the option to Opt Out, therefore this registration step is skipped

If the Opt Out checkbox is NOT checked, the user will be taken to the "Create Login" page after clicking [Continue].

If the Opt Out checkbox IS checked, the user will be logged out of the system after clicking [Continue] and they will not be able to access the application. Employee must contact Payroll if they wish to use the service at a future time.



Register

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Register (Step 4 of 7)

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.

Step 5: Complete the Login and Password form by entering a Login Name and Password. Retype the Password again to confirm it. Enter an optional Password Hint if desired and then click [Continue]. (The Password Hint can be displayed on the Login screen by entering the Login name and clicking on the Hint icon.) The Password Hint cannot contain the user's Password.



Register

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:

Password:

Retype Password:

Password Hint:

Step 6: The next step will require the employee to determine whether they wish to have their EFT Stub printed and delivered or mailed to them, or if they wish to NOT print the EFT Stub and access their Earnings information on ESS only.

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Districts that are 'paperless' or have 'gone green' will not have this option.

Click [Continue].



Register

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.

Do not mail me a paper earnings statement.

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Step 7: The last step is to select three security questions and provide an answer for each of them. The questions selected must all be different. This will be used in case of a forgotten password to verify the user's identity. Click [Continue].



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:

Once the Registration Process is complete, click [Finish] to login.



Register

Register (Finalizing)

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

LOGIN PROCESS

Select the "District" from the drop-down list on the top of the login page and enter Login Name and Password, and then click [Login].

**Register**

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Welcome to the BEST NET 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?](#)

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

District:

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

Forgot Password

If the user has forgotten their password, there are a few options to help the user get logged in.

If the Password Hint was entered and saved during registration or authentication, enter the Login Name and click on the 'Need a hint?' link to display the Password Hint. If nothing is displayed, the hint was not setup or saved.

**Login**

Welcome to the BEST NET 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?](#)

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BEST NET Login

Welcome to the BEST NET Employee Self Service Site

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

District:
San Bernardino County Superintendent of Schools

Login Name: User1 Password: Hint: This is a password hint

[Forgot your login/password?](#)

Login

If the initial security questions exist for the user account, then the next option is to utilize the Forgot your password feature by clicking on the 'Forgot your login/ password' link.

BEST NET Login

Welcome to the BEST NET Employee Self Service Site

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

District:
San Bernardino County Superintendent of Schools

Login Name: Password: Hint: This is a password hint

[Forgot your login/password?](#)

Login

After clicking on the Forgot Password link, the system must verify the identity of the user. Enter either the Login Name OR the First Name, Last Name, and SSN and click [Continue]. If any of the information entered is incorrect or if the Security Questions do not exist for the user account, the user will not be verified and the user must complete the registration process.

BEST NET Forgot Login/Password

Welcome to the BEST NET Employee Self Service Site

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

District:
San Bernardino County Superintendent of Schools

Login Name: First Name: Last Name: SSN:

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

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

(Example: 123456789 (no hyphens))

Search Cancel

Once verified, the next step is to again verify the user by entering the SSN, and entering the correct answer for the security question displayed. If the question cannot be entered correctly, clicking [Change Security Question] will display the

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next question and then enter the correct answer. If any of the information cannot be verified, the user must complete the registration process. Click [Continue].



Forgot Login/Password

Security Questions

SSN: (Example: 123456789 (no hyphens))

Please provide an answer to the security question (case sensitive):
What is the name of your favorite book?

Answer:

Once all of the information entered is verified, enter a new password and then click [Save]. The Login page is then displayed and the user can login.



Forgot Login/Password

Change Password (* = Required field)

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

New Password: *

Retype Password: *

Password Hint (optional):

After resetting a user password using the Forgot Password feature, the system generates and sends an email to the registered user alerting them that their password has been changed.

From: BEST NET Employee Self Service Site [mailto:DoNotReply@BESTNETCONSORTIUM.net]
Sent: Tuesday, July 01, 2014 4:18 PM
To: John Doe
Cc: John Doe
Subject: Employee Self Service - Password Reset

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.



HOME

Upon a successful login, the Home page displays shortcuts to News, recent Earnings, and recent Tax documents. The Main Menu is displayed on the left. If the user has not setup their security questions, they will be directed to the Preferences page to complete the security questions form. (See Preferences)



Home

Main Menu	News
Home	• More News...
Earnings	
Benefits	Recent Earning Statements
Taxes	• February 27, 2015
Leave Balances	• January 30, 2015
Preferences	• December 30, 2014
Change Password	• November 26, 2014
User Guide	• October 31, 2014
Logout	
	Recent Tax Documents
	• 2014 W-2
	• 2015 1095-C

News: View Site or District News

Recent Earning Statements: Each paystub is listed by the issue date. Click on one of the records to open a paystub.

Recent Tax Documents: W-2 and 1095-C information is listed by the "year". Click on one of the records to open a W-2 or 1095-C statement.



EARNINGS

The Earnings page provides a view or print of current or past earning statements for employees.

Earnings

Issue Date: January 31, 2013

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS LEAVE AND EARNINGS STATEMENT

EMPLOYEE NAME / SOCIAL SECURITY NUMBER: XXXXXX SCHOOL DISTRICT / PAY LOCATION: 01-ADMINISTRATION WARRANT NO.: 821

LEAVE				EARNINGS			EMPLOYEE DEDUCTIONS				EMPLOYER CONTRIB
SICK	VAC	TYPE	SALARY	RATE	UNITS	DESCRIPTION	TYPE	AMOUNT			
		NML	114096			FEDERAL TAX	TAX	818.6			
						FICA	TAX	7074			7074
						MEDICARE	TAX	1654			1654
						SDI	TAX	98.3			
						PERS NTX	*RET	7987			
						PERS	RET				10757
TOTAL EMPLOYER											19485
TOTAL GROSS		TAXABLE GROSS		DEDUCTIONS		NET PAY					
114096		106109		17757		88352					
PRETAX DEDUCT.		7987									

YEAR-TO-DATE TOTALS: CAFETERIA, RET B/G, ARS, SSI, DNP, GROSS, TAX SHELTER, TAX GROSS, VOL DEBS, FED TAX, STATE TAX, RET 08, FICA, MEDICARE, NET PAY

9873806 | 9182722 | 65482 | 69116 | 61118 | 14317 | 769468

Open (Requires Adobe Reader)

Issue Date: Drop-down list. The Issue Date drop-down list populated with available warrants and the most recent is displayed.

There is 1 possible function button located at the bottom of the displayed warrant.

- [Open] - Opens the displayed warrant in Adobe.



TAXES

The Taxes page is where an employee can view or print their current or previous W-2 and 1095-C information. The most recent Tax year is defaulted and displayed.

BEST Taxes

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Main Menu | **Tax Forms**

Home | Tax Form: **W-2** | Tax Year: 2014

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

Employee's social security number XXX-XX-1234		State, accurate PASST tax	Use the IRS website www.irs.gov/efile
1 Employee identification number (EIN) 55-1254105	2 Gross wages, tips, and other compensation 114677.55	3 Social security wages 117000.00	4 Social security tax withheld 7234.00
5 Employee's name, address, and ZIP code John 12797 Third Street Yucaipa, CA 92399	6 Medicare wages and tips 146393.82	7 Social security tax 0.00	8 Medicare tax withheld 2122.97
9 Control number	10 Advance EIC payment 0.00	11 Nonqualified plan 0.00	12 Dependent care benefits 0.00
13 Employee's first name and initial John Smith	14 Other MISC 1710.18	15 Tax DD	16 Social Security number CA 800-5277-2
17 State wages, tips, etc. 114677.55	18 Total wages, tips, etc. 1161.76	19 Total fringe benefits 0.00	20 Local wages, tips, etc. 0.00

W-2 Wage and Tax Statement 2014 Department of the Treasury - Internal Revenue Service

Form 990 - To be Filed With Employer's FEDERAL Tax Return.
This information is being furnished to the Internal Revenue Service.

(Requires Adobe Reader)

Tax Form: Drop-down list. The Tax Form drop-down list is populated with W-2 or 1095-C.

Tax Year: Drop-down list. The Tax Year drop-down list is populated with available W-2 or 1095-C forms and the most recent is displayed.

There is 1 possible function button located at the bottom of the displayed W-2 Form.

- **[Open]** - Opens the displayed W-2 statement in Adobe so that it can be printed.

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Taxes

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

Tax Forms

Tax Form: **1095-C**
 Tax Year: **2015**

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1095-C **Employer-Provided Health Insurance Offer and Coverage** VOID OMB No. 1545-0047
Department of the Treasury Internal Revenue Service 2015
Information about Form 1095-C and its separate instructions is at www.irs.gov/form1095c. CORRECTED

Part I Employee **Applicable Large Employer Member (Employer)**

1 Name of employee BOB SMITH	2 Social security number (SSN) 555-55-5555	7 Name of employer ETWANDA SCHOOL DISTRICT
3 Street address (including apartment no.) 12345 First Street	4 City or town San Bernardino CA	5 State or province CA
6 County and ZIP or foreign postal code 92345	8 Employer identification number (EIN) 956001103	9 Street address (including room or suite no.) 8001 EAST AVENUE
10 Contact telephone number (800) 800-3089	11 City or town ETWANDA CA	12 State or province CA
13 Country and ZIP or foreign postal code 91739	14 Plan Start Month (Enter 2-digit number): 07	

Part II Employee Offer and Coverage Plan Start Month (Enter 2-digit number): **07**

15 Offer of Coverage (enter "1E")	16 Months of Coverage
	Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec
1E	<input type="checkbox"/>

17 Applicable Health Insurance (enter "1E" for self-only, "2" for family, "3" for other): **1E**

18 Applicable Health Insurance (enter "1E" for self-only, "2" for family, "3" for other): **1E**

19 Applicable Health Insurance (enter "1E" for self-only, "2" for family, "3" for other): **1E**

20 Applicable Health Insurance (enter "1E" for self-only, "2" for family, "3" for other): **1E**

21 Applicable Health Insurance (enter "1E" for self-only, "2" for family, "3" for other): **1E**

22 Applicable Health Insurance (enter "1E" for self-only, "2" for family, "3" for other): **1E**

Part III Covered Individuals If Employer provided self-insured coverage, check the box and enter the information for each covered individual:

(a) Name of covered individual	(b) SSN	(c) Date of birth (or not available)	(d) Covered	(e) Months of Coverage											
			1/15	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
17 JOHN SMITH		08/10/2008	<input type="checkbox"/>												
18 JANE SMITH		11/20/1973	<input type="checkbox"/>												
19 BILL SMITH		05/24/2003	<input type="checkbox"/>												
20			<input type="checkbox"/>												
21			<input type="checkbox"/>												
22			<input type="checkbox"/>												

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 60701M Form 1095-C (2015)

To print the 1095-C, click the [Print] button in the PDF reader controls.

PREFERENCES





Preferences

Main Menu

- Home
- Earnings
- Benefits
- Taxes
- Leave Balances
- Setup
- 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:

Email Address: User's email address used for notifications.

Confirm Email Address: User must confirm email address.

Earning Statements: Option to not receive paper Earning Statements. *Note: This will not display if the District has 'gone green' and does not print statements.

Security Questions: Questions 1 - 3, and Answers 1 - 3 are required to verify identity in the Forgot Password process.

There is 1 possible function button located at the bottom of the Preferences page.

- [Save] - Click [Save] to save changes to Preferences.



CHANGE PASSWORD



Change Password

Main Menu

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

Change Password (* = Required field)

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

Old Password: *

New Password: *

Retype Password: *

Password Hint (optional):

Old Password: To change the current password, it is required that the old password be entered first.

New Password: New password to be used.

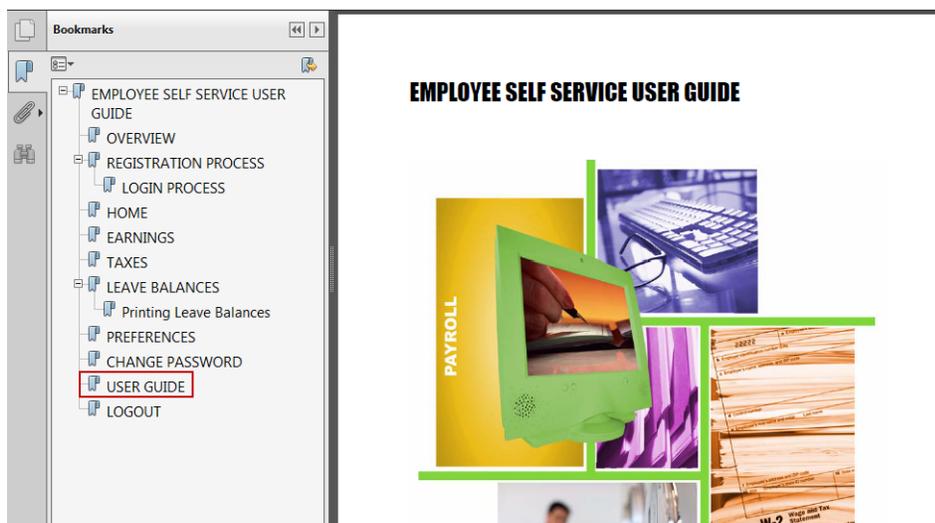
Retype Password: Retype the new password.

Password Hint: Optional Password Hint available on the Login screen.

There is 1 possible function button located at the bottom of the Change Password page.

- [Change] - Click [Change] to save the new Password entered.

USER GUIDE



Clicking on the User Guide menu option will display the User Guide as a .pdf. It can be saved or printed if desired.



LOGOUT

Clicking on the Logout link will log the user out of the system and returns them to the login homepage.