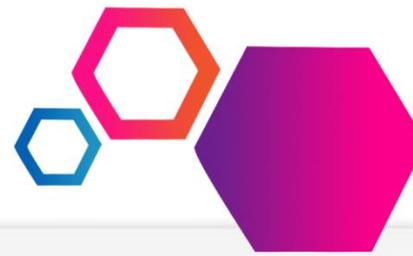


EMPLOYEE SELF SERVICE



The Employee Self Service gives you direct access to your 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 is available for the current calendar year plus two historical years. W2 information is available for five calendar years.

The Employee Self Service is a secure web site which requires authentication during the initial registration process as well as a user name and password every time the site is accessed.

An enhancement has been made to provide the user with a method of resetting their password by clicking on the 'Forgot your password link' on the login page. The process will verify the user account and security questions, and then allow the user to save a new Password and password Hint (optional). The user can then use their new password to log into ESS. Security questions must be setup during registration or in the Preferences page prior to utilizing this feature.



Registration



Home

Main Menu

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

News

- More News...

Recent Earning Statements

- June 09, 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

Each paystub is listed by the issue date; the W2 information is listed by the "year". Click one of the records to open either a paystub or W2.

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



ACCESSING THE EMPLOYEE SELF SERVICE

To access the **Employee Self Service**, enter the following URL in the web address of the Internet Browser:

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

External: <https://ess.smcoe.org>

 <http://essreg.smcoe.org/login.aspx>

REGISTRATION PROCESS

“First time” users must go through the registration process. Start by selecting the “District” you work in and click on [Register].

Complete the Registration form and select [Continue].

Note: All fields must pass the authentication process to continue. “Net Pay” was selected as the optimum security question for your protection against identity theft.

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

District:

Register (Step 1 of 6)
To verify your identity, please enter the following information about yourself, then click Continue.

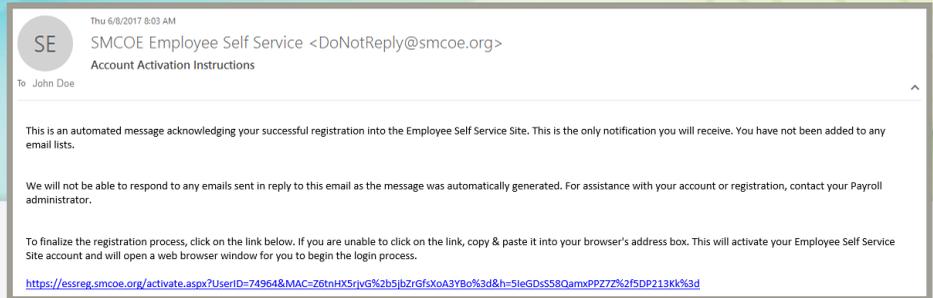
First Name: (Must match what is currently displayed on Warrant or EFT Stub)
Last Name: (Must match what is displayed on Warrant or EFT Stub)
Social Security Number: (Example: 123456789 (no hyphens))
Net Pay: (From your most recent earnings statement)

Proceed with the registration process by entering an email address as your signature on the “Terms of Use” page.

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:

Once the email address has been entered you will receive a confirmation email. You must proceed to the previously defined email account for the activation link.

When you click on the activation link, you will be taken to the “Register” page where you will create your login name, password, password hint, and set up security questions.



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:

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:

Register (Finalizing)
Thank you. You have reached the end of the registration process.

LOGIN PROCESS

Once you have registered, you will access the site using the same URL and select “District” and enter Login Name and Password and click on [Login].

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

District:

The Home Page displays the Menu items available for selection. **Note:** “Benefits” is a future option.

