

# 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. For districts currently using the **Employee Leave Tracking System**, real-time Leave Activity is also available in detail or summary. For districts using the County process for the 1095-C submission, the 1095-C Tax form is also available.

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.

## Quick Reference Guide



760 East Brier Drive, San Bernardino, CA 92408  
Phone: 909-386-9600 Fax: 909-386-9666  
Email: [ms\\_helpdesk@sbcss.k12.ca.us](mailto:ms_helpdesk@sbcss.k12.ca.us)

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<https://employeeselfservice.sbcss.k12.ca.us>

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:

<https://employeeselfservice.sbcss.k12.ca.us>



After initial registration (refer to the Registration Brochure), use this login process.

Select "District" and enter Login Name and Password then click on [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?](#)

The Home page displays shortcuts to News, recent Earnings, recent Tax documents and Leave Balances if your district is using the Employee Leave Tracking System. **Note:** "Benefits" is a future option.

Main Menu		News
Home		• More News...
Earnings		
Benefits		
Taxes		
Leave Balances		
Preferences		
Change Password		
User Guide		
Logout		
Recent Earning Statements		
		• March 29, 2013
		• February 28, 2013
		• January 31, 2013
		• December 28, 2012
		• November 30, 2012
Recent Tax Documents		
		• 2012 W-2

## EARNINGS AND TAXES

Earnings and Taxes provide the option to view or print current or past statements. Use the Issue Date dropdown lists to select from available warrants or W-2 information. The most recent data is defaulted and displayed.

DATE	RATE	UNITS	DESCRIPTION	TYPE	AMOUNT	EMPLOYER CONTRIB
February 28, 2013			FEDERAL TAX	TAX	818.6	
February 28, 2013			FICA	TAX	707.4	707.4
February 28, 2013			MEDICARE	TAX	1,654	1,654
February 28, 2013			SDI	TAX	98.3	
February 28, 2013			PERS NTC	*RET	798.7	
February 28, 2013			PERS	RET		1075.7
<b>TOTAL EMPLOYER</b>					<b>1349.5</b>	

**Form W-2 Wage and Tax Statement 2008**

Employee's name (last, first, and middle initial): John Smith Terrel  
 Address: 9999 Warren Lane, ALTA LOMA, CA 91701

Wages, tips, and other compensation: 9182.72  
 Federal income tax withheld: 654.82  
 Social security wages: 9873.88  
 Social security tax withheld: 612.18  
 Medicare wages and tips: 9873.88  
 Medicare tax withheld: 143.17  
 Social security tips: 0.00  
 Allocated tips: 0.00  
 Advance EIC payment: 0.00  
 Dependent care benefits: 0.00  
 Nonqualified plan: 0.00  
 State income tax: 0.00  
 Local income tax: 0.00  
 Local wages, tips, etc.: 0.00  
 Local income tax: 0.00

## LEAVE BALANCES

Employee Self Service provides direct access to your personal Employee Leave Balances if your district uses the **Employee Leave Tracking System (ELTS)**. ELTS is integrated to provide the ability to review and/or print real-time Leave Activity at your convenience, from work or at home. Leave information will be displayed for both the current and prior school year activity.

Each Bank will include a summary line to display the Balances:

**Bank** – This is the name of the bank.  
**Balance** – The amount displayed in this field reflects the balance for all pending and finalized Leave Transactions.

Bank	Balance
BARGAINING UNIT	0.0000
OTHER	10.8750
SICK	103.8750

**Leave Balances**

Bank	Balance
BARGAINING UNIT	0.0000
OTHER	10.8750
SICK	103.8750

  

AFID	Pos	Event	Entered	Posted	Reason	Charge To	Hours	Running Bal	Transaction Note / Incident
57200	DG075	05/24/2016	05/25/2016	05/25/2016	BARGAINING UNL.	BARGAINING UNL.	-2.0000	0.0000	FISCAL YEAR BANK RESET
57200	DG075	05/24/2016	05/25/2016	05/25/2016	PARENT CONF.	PARENT CONF.	2.0000	2.0000	2015/16 CHILD
74765	DG075	12/05/2016	04/12/2017	04/12/2017	JURY DUTY	JURY DUTY	3.6250	10.8750	
71720	DG075	10/28/2016	10/31/2016	10/31/2016	IN SERVICE LEAV.	IN SERVICE LEAV.	7.2500	7.2500	
57200	DG075	07/01/2016	09/24/2015	09/24/2015	OTHER LEAVE B.	OTHER LEAVE B.	-10.7500	0.0000	FISCAL YEAR BANK RESET
57200	DG075	05/05/2016	05/06/2016	05/06/2016	SCHOOL BUSINE.	SCHOOL BUSINE.	7.2500	10.7500	
44675	DK165	09/23/2015	09/24/2015	09/24/2015	SCHOOL BUSINE.	SCHOOL BUSINE.	3.5000	3.5000	
77676	DG075	03/08/2017	03/10/2017	03/10/2017	SICK LEAVE	SICK LEAVE	-7.2500	103.8750	
76874	DG075	01/13/2017	01/14/2017	01/14/2017	SICK LEAVE	SICK LEAVE	-7.2500	111.1250	
74765	DG075	12/05/2016	12/06/2016	12/06/2016	SICK LEAVE	SICK LEAVE	-3.6250	118.3750	
73213	DG075	11/02/2016	11/03/2016	11/03/2016	SICK LEAVE	SICK LEAVE	-7.2500	122.0000	