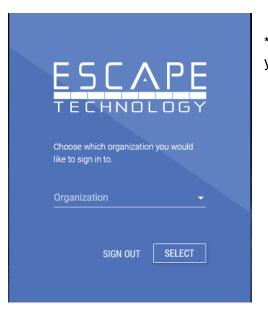


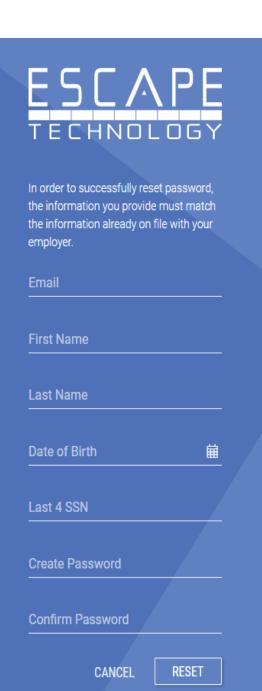


Create New Account

- 1. Click on Create New User
- 2. You will need to enter:
 - a. SCCS email address (Temp Employee: Use Personal Email)
 - b. First Name (Legal name)
 - c. Last Name
 - d. Date of birth
 - e. Last four digit of Social Security
 - f. Create password- Re Enter Password
- 3. The System will send you a confirmation code to the email address you entered.
- 4. Once inputted you can then proceed to login into your portal



*If you are currently associated with another district you will login as normal and then be prompted to choose your Organization you wish to access.

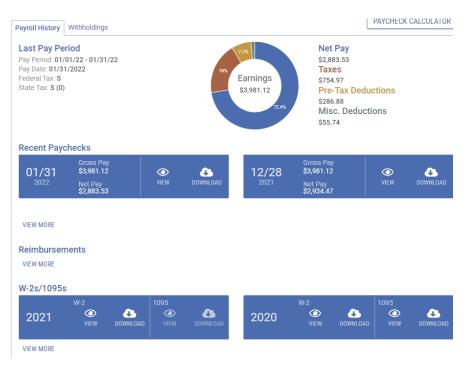


Forgot Password

- 1. Click on Forgot Password
- 2. You will enter:
 - a. SCCS email address (Temp Employee: Use Personal Email)
 - b. First Name (Legal name)
 - c. Last Name
 - d. Date of birth
 - e. Last four digit of Social Security
 - f. Create password- Re Enter Password
- 3. Once submitted you will have an option on sending the confirmation code to
 - a. Your personal email
 - b. Sccs email
 - c. phone number
- 4. If you send it through an email, it will come from Noreply_escape, with the subject

line employee online portal.

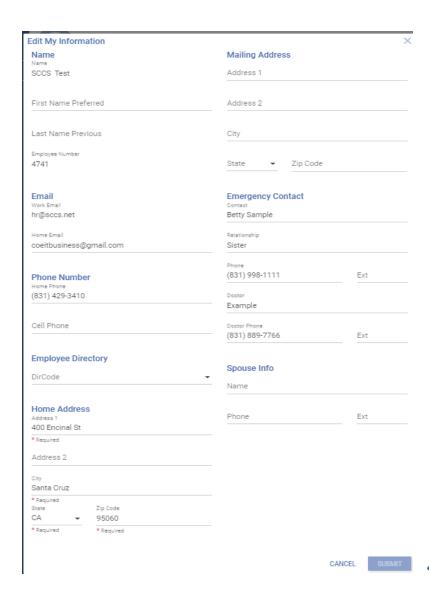
5. Insert the password to escape to reset your password.



Accessing W-2 & Paystubs

You can either view or download your documents.

- 1. Once you are logged in you will be clicking on my Payroll. It is located on the left hand side of the website.
- 2. Under this tab you will be able to view your current pay stubs and past as well
- 3. You will be able to locate your current 2021 W-2 and your past W-2 as well.

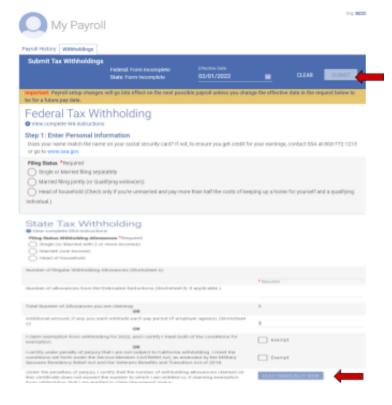


Changing Personal Information

1. Click on "My Information"- Located on the left side of the screen



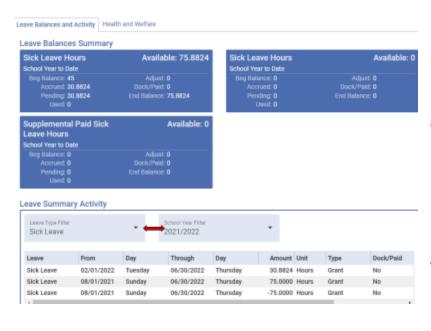
- 2. Once, on there you can click on edit
- 3. This prompts you to have a pop up window with your information that you can edit
- 4. You can edit the following information:
 - a. Home email address
 - b. Home Phone
 - c. Cell Phone
 - d. Home Address
 - e. Mailing Address
 - f. Emergency Contact
 - g. Doctor Information
 - h. Spouse information
- 5. Once all information have been updated you can click on submit on the bottom right corner





Tax Form Changes

- 1. Click on the "My Payroll" tab on the left hand side.
- 2. On there you will be able to locate your withholdings section
 - a. Next to your payroll history
- When you click on the withholding section you will be prompted to new withholdings forms.
 - a. This is only if you want to change your withholdings for state and Federal
- 4. Paycheck Calculator:
 - a. On here you will be able to see your current withholdings
 - this will allow you to see what your new Net Pay can be if you change your withholdings
 - c. You can play around and see the difference of pay on the top section
 - d. If you want this change click on "update withholding forms"
 - This will automatically update your records
 - e. If you don't want to do these changes then please click on Reset.
 - i. Your forms will not be changed



My Benefits

- 1. You will be able to see your leave balance summary- Leave Balances are updated throughout the 15th of the prior month
 - a. Sick leave hours
 - b. Vacation Hours
 - c. Comp Time Hours
- 2. Below your leave balance you will be able to find your leave summary activity
 - a. This will display all of your usage activity
 - b. You can filter;
 - i.The type of leave
 - ii. School year
 - 3. On the other side of Leave Balance and Activity you can locate



Health and Welfare

a. On this page you will be able to locate your current Health and Welfare Benefits

If you need any assistance please contact our Human Resource Department at html