

The logo for ESCAPE TECHNOLOGY is centered on a blue rectangular background. The word "ESCAPE" is written in a large, white, sans-serif font. Below it is a horizontal line composed of eight white rectangular segments. Underneath this line, the word "TECHNOLOGY" is written in a smaller, white, sans-serif font. A thin white diagonal line runs from the top-left corner of the blue rectangle towards the center.

ESCAPE TECHNOLOGY

In order to successfully register, the information you provide must match the information already on file with your employer.

Email

First Name

Last Name

Date of Birth

Last 4 SSN

Create Password

Confirm Password

CANCEL REGISTER

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

ESCAPE TECHNOLOGY

Choose which organization you would like to sign in to.

Organization

SIGN OUT SELECT

*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.

ESCAPE TECHNOLOGY

In order to successfully reset password, the information you provide must match the information already on file with your employer.

Email

First Name

Last Name

Date of Birth



Last 4 SSN

Create Password

Confirm Password

CANCEL

RESET

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.

Payroll History | Withholdings | PAYCHECK CALCULATOR

Last Pay Period
 Pay Period: 01/01/22 - 01/31/22
 Pay Date: 01/31/2022
 Federal Tax: S
 State Tax: S (0)

Earnings
\$3,981.12

Net Pay
\$2,883.53
Taxes
\$754.97
Pre-Tax Deductions
\$286.88
Misc. Deductions
\$55.74

Recent Paychecks

Pay Date	Gross Pay	Net Pay	View	Download
01/31 2022	\$3,981.12	\$2,883.53	VIEW	DOWNLOAD
12/28 2021	\$3,981.12	\$2,934.47	VIEW	DOWNLOAD

VIEW MORE

Reimbursements
VIEW MORE

W-2s/1095s

Year	W-2 View	W-2 Download	1095 View	1095 Download
2021	VIEW	DOWNLOAD	VIEW	DOWNLOAD
2020	VIEW	DOWNLOAD	VIEW	DOWNLOAD

VIEW MORE

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

Edit My Information ✕

Name Name SCCS Test	Mailing Address Address 1
First Name Preferred	Address 2
Last Name Previous	City
Employee Number 4741	State <input type="text"/> Zip Code
Email Work Email hr@sccs.net	Emergency Contact Contact Betty Sample
Home Email coeitbusiness@gmail.com	Relationship Sister
Phone Number Home Phone (831) 429-3410	Phone (831) 998-1111 Ext
Cell Phone	Doctor Example
Employee Directory DirCode <input type="text"/>	Doctor Phone (831) 889-7766 Ext
Home Address Address 1 400 Encinal St * Required	Spouse Info Name
Address 2	Phone
City Santa Cruz	Ext
* Required State <input type="text"/> Zip Code CA <input type="text"/> 95060	
* Required	* Required

CANCEL 

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

My Payroll

Payroll History Withholdings

Submit Tax Withholdings

Federal Form Incomplete
State Form Incomplete

Effective Date: 02/01/2022

CLEAR SUBMIT

Important: Payroll setup changes will go into effect on the next possible payroll unless you change the effective date in the request below to be for a future pay date.

Federal Tax Withholding

View complete W4 instructions

Step 1: Enter Personal Information

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Filing Status *Required

Single or Married filing separately

Married filing jointly (or Qualifying widower)

Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

State Tax Withholding

View complete W4 instructions

Filing Status Withholding Allowances *Required

Single (or Married with 2 or more incomes)

Married (one income)

Head of household

Number of Regular Withholding Allowances (Worksheet A)

Number of allowances from the Estimated Deductions (Worksheet B, if applicable)

Total Number of Allowances (your claiming)

Additional amount, if any, you want withheld each pay period (if employer agrees) (Worksheet C)

Claim exemption from withholding for 2022, and I certify I meet both of the conditions for exemption.

Exempt

I certify under penalty of perjury that I am not subject to California withholding. I meet the conditions set forth under the Service Members Civil Relief Act, as amended by the Military Service Residency Relief Act and the Veterans Benefits and Transition Act of 2018.

Exempt

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number for which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

PAYCHECK CALCULATOR

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
3. 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
 - b. 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”
 - i. 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 Payroll

Payroll History Withholdings

PAYCHECK CALCULATOR

Paycheck Calculator

Estimated Net Pay	New	Current	Difference
	\$2,883.53	\$2,883.53	\$0.00

CANCEL RESET UPDATE WITHHOLDING FORMS

My Benefits

Leave Balances and Activity Health and Welfare

Leave Balances Summary

Sick Leave Hours	Available: 75.8824	Sick Leave Hours	Available: 0
School Year to Date		School Year to Date	
Beg Balance: 45	Adjust: 0	Beg Balance: 0	Adjust: 0
Accrued: 30.8824	Dock/Paid: 0	Accrued: 0	Dock/Paid: 0
Pending: 30.8824	End Balance: 75.8824	Pending: 0	End Balance: 0
Used: 0		Used: 0	

Supplemental Paid Sick Leave Hours	Available: 0
School Year to Date	
Beg Balance: 0	Adjust: 0
Accrued: 0	Dock/Paid: 0
Pending: 0	End Balance: 0
Used: 0	

Leave Summary Activity

Leave Type Filter: Sick Leave School Year Filter: 2021/2022

Leave	From	Day	Through	Day	Amount	Unit	Type	Dock/Paid
Sick Leave	02/01/2022	Tuesday	06/30/2022	Thursday	30.8824	Hours	Grant	No
Sick Leave	08/01/2021	Sunday	06/30/2022	Thursday	75.0000	Hours	Grant	No
Sick Leave	08/01/2021	Sunday	06/30/2022	Thursday	-75.0000	Hours	Grant	No

1. You will be able to see your leave balance summary- **Leave Balances are updated throughout the 15th of the prior month**

- Sick leave hours
- Vacation Hours
- Comp Time Hours

2. Below your leave balance you will be able to find your leave summary activity

- This will display all of your usage activity
- You can filter;
 - The type of leave
 - School year

3. On the other side of Leave Balance and Activity you can locate



Leave Balances and Activity Health and Welfare

Current Health and Welfare Benefits

HMOBSH From: 11/01/2020 Through: Current Level: SINGLE My Share: \$8.20 District Share: \$1,001.80	DENTAL-U From: 11/01/2020 Through: Current Level: CL Composite My Share: \$0.00 District Share: \$125.00	VISION From: 11/01/2020 Through: Current Level: CL Composite My Share: \$0.00 District Share: \$17.50
Disability From: 11/01/2020 Through: Current Level: Classified My Share: \$0.00 District Share: \$14.27	LIFE From: 11/01/2020 Through: Current Level: CL Composite My Share: \$0.00 District Share: \$4.46	

Health and Welfare

- 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 hr@sccs.net or (831)429-3410