

Request for Paystub(s) Copy

Please fill out the entire form to request a copy of your pay stub(s). Upon receipt of your request, please allow 7-10 business days for processing.

For immediate access to your pay stub(s), please register for Employee Self-Service. Attached with this form are the registration instructions.

Name: _____

Request Date: _____

Last four digits of SSN: _____

School or Work Site: _____

Please check the box to choose your preferred delivery option.

☐ *Pick up at the District Office* (Please contact Payroll staff first to make arrangements. Our contact information is at the bottom of the form. Bring an unexpired ID or current year work badge for pick-up)

☐ *Mail*
Mailing Address: _____

Employee Signature

Date

Please write the calendar year and the month(s) of your request. If you need more space, please fill out a new form.

Calendar Year	Month(s)		Calendar Year	Month(s)

Contact Information:

Linh Paiz at (650) 312- 7267 or lpaiz@smfcsd.net (Certificated and Management Employees A-K)
Lisa Truong at (650) 312-7272 or ltruong@smfcsd.net (Certificated and Management Employees L-Z)
Loretta Yee at (650) 312-7275 or lyee@smfcsd.net (Contracted Classified Employees)

For Payroll Use Only:

Date Stamp Received & Initial _____



SAN MATEO-FOSTER CITY SCHOOL DISTRICT

In an effort to provide direct access to your payroll data, San Mateo Foster City School District is pleased to announce a new on-line system, known as Employee Self Service (ESS) that will allow employees to access payroll information whenever and wherever they need it. The ESS provides direct access to personal payroll data via the Web at any time. Employees can review, print, or save their latest pay stub and annual W-2 tax form at their convenience from work or home.

The ESS is a secure website requiring authentication during the initial registration process as well as a login and password validation every time you access your account.

For the initial registration to use ESS, go to <https://essreg.smcoe.org> in your internet browser. Follow the directions in the attached brochure or view this link for step by step instructions https://www.cecc.org/video/ESS_English_Login5/index.html

Employees will need the following to register:

1. Legal Name
2. Social Security Number
3. Net pay from the most recent earning statement. You can obtain your most recent net pay by checking your most recent direct deposit from SMFCSD. If you did not sign up for direct deposit, please wait for your paycheck in the mail or check the most recent paycheck you received in the mail.

After the initial setup, ESS can be accessed by going to <https://ess.smcoe.org> and logging into your account.

If you have any questions or need assistance contact information is below:

For Classified Employees, please contact Loretta Yee at lyee@smfcsd.net

For Employees A-K, please contact Linh Paiz at lpaiz@smfcsd.net

For Employees L-Z, please contact Lisa Truong at ltruong@smfcsd.net

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



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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: <Name> and <Phone Number>.

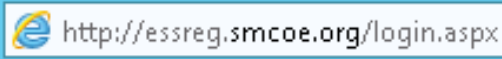
Internal: <https://essreg.smcoe.org>
External: <https://ess.smcoe.org>

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>



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 San Mateo County Employee Self Service Site

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

District:
SMCOE County Service

Login Name: Password:
 [Need a hint?](#)

[Forgot your login/password?](#)

Login

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.

Welcome to the San Mateo County Employee Self Service Site

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

District:
SMCOE County Service

Login Name: Password:
 [Need a hint?](#)

[Forgot your login/password?](#)

Login

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.

RATE	UNITS	DESCRIPTION	TYPE	AMOUNT	EMPLOYER CONTRIB
		FEDERAL TAX	TAX	255.81	
		STATE TAX	TAX	255.81	
		MEDICARE	TAX	12.691	12.691
		WORKERS COMP	TAX	18.240	
		SUI	TAX	4.87	
		DEFERRED NET PAY	DNP	1066.82	
		STRS NTK	*RET	922.04	
		STRS	RET	1133.63	
		CALIF TEACHERS AS	VOL	89.80	
		APF-DEP CARE	*VOL	250.00	
		AFB-INC PROTECTIO	HW	19430	
		S.M.C.S.I.G. (DEL	*HW	6690	
TOTAL EMPLOYER					1706.41

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

AflID	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
57200	DG075	05/05/2016	05/06/2016	05/06/2016	SCHOOL BUSINE.	SCHOOL BUSINE.	7.2500	10.7500	
57200	DG075	05/05/2016	05/06/2016	05/06/2016	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	

Form	Tax Year	Amount
BARGAINING UNIT	2016	0.0000

SERVICIO DE EMPLEADO



Guia De Referencia Rapida



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El Servicio De Empleado (The Employee Self-Service - ESS) provee acceso directo a información de datos de nóminas de saldos. Usuarios pueden revisar, imprimir y guardar los talones de pago y/o los formularios anuales de impuestos W2 más recientes desde la comodidad de su casa o trabajo. Información de los talones de pago se facilitan con respecto al año corriente y a los 2 años anteriores. Al igual, información del formulario W2 se facilita con respecto a los 5 años anteriores. Para los distritos que utilizan el sistema de Rastreo de Salos de Tiempo Compensatorio (Employee Leave Tracking System – ELTS) pueden también revisar los totales y actividades de saldos en detalle o resumen en tiempo real en este sitio web. Para los distritos que usan el condado para enviar información 1095-C y crear el formulario 1095-C también está disponible.

El Servicio De Empleado es una página protegida que requiere autenticación durante el proceso de la registración inicial, al igual que un nombre de usuario y contraseña cada vez que acceda al sitio.

El enlace ¿Olvido su nombre de usuario/contraseña? [Forgot your login/password?] se agregó a este sitio como mejoría para que el usuario tenga la opción de reiniciar la contraseña. Este proceso verifica el nombre del usuario y requiere respuestas de preguntas de seguridad, y después permite al usuario cambiar la contraseña y/o una sugerencia de contraseña (Opcional). Una vez cambiada, el usuario puede entrar al sitio con la nueva contraseña. Las preguntas de seguridad deben ser elaboradas en el proceso de registración o en la página de Preferencias [Preferences] antes de utilizar esta opción.



Cada talón de pago esta ordenado por fecha de emisión; el formulario de impuestos W2 esta ordenado por año. Oprima en uno de los documentos para abrir el talón de pago o el formulario W2.

Para asistencia con su cuenta o registración, favor de contactar: <Name> al <Phone Number>



Enlace interno: <https://essreg.smcoe.org>
Enlace externo: <https://ess.smcoe.org>

ACCEDIENDO EL SERVICIO DE EMPLEADO

Para entrar al sitio de Servicio Al Empleado ingrese la siguiente dirección en el navegador de internet:

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

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

Después de la registraci3n inicial (Véase el folleto de Registraci3n) siga estos pasos para ingresar:

Seleccione el Distrito que le corresponde, ingrese su nombre de usuario y contraseña y oprima en Iniciar Sesión [Login]

Welcome to the San Mateo County Employee Self Service Site

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

District:

SMCOE County Service

Login Name:

Password:

[Need a hint?](#)

[Forgot your login/password?](#)

Login

La página principal muestra atajos a las más recientes noticias, talones de pago, formulario de impuestos W2 y saldos de tiempo compensatorio si su distrito actualmente utiliza este programa. Nota: Beneficios [Benefits] es una opción futura.

Main Menu

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

News

- More News...

Recent Earning Statements

- March 29, 2013
- February 28, 2013
- January 31, 2013
- December 28, 2012
- November 30, 2012

Recent Tax Documents

- 2012 W-2

SUELDOS E IMPUESTOS

Los enlaces de ingresos [Earnings] e impuestos [Taxes] provee la opción de revisar e imprimir documentos actuales y pasados. Use el menú despegable de fecha de emisi3n [Issue Date] para seleccionar los ingresos y formularios de impuestos W2 disponibles. La configuraci3n predeterminada muestra los datos más recientes.

Earning Statement

Issue Date: March 29, 2013

OF SCHOOLS LEAVE AND EARNINGS STATEMENT

WARRANT NO. 621

SCHOOL DISTRICT / PAY LOCATION

EMPLOYEE NAME: SAN BERNARD

EMPLOYEE ID: XXXXX

DATE: February 28, 2013

1-ADMINISTRATION

RATE	UNITS	DESCRIPTION	TYPE	AMOUNT	EMPLOYER CONTRIB
		FEDERAL TAX	TAX	818.6	
		FICA	TAX	7074	7074
		MEDICARE	TAX	1454	1454
		SDI	TAX	98.3	
		PERS NTK	*RET	7987	
		PERS	RET		10757

TOTAL EMPLOYER 13485

TOTAL GROSS 114596

TAXABLE GROSS 106382

DEDUCTIONS 17767

NET PAY 98352

PRETAX DEDUCT 7287

YEAR-TO-DATE TOTALS

CA FETERIA	RET BO	ARS	SDI	7287	DNP
GROSS	TAX SHELTER	TAX GROSS	VOL DEDS	FED TAX	STATE TAX
98730	91920	65482	69319	61419	14317

Open (Requires Adobe Reader)

Form W-2

Tax Year: 2008

Employee's social security number XXX-XX-1234

OMB No. 1545-0008

Safe, accurate, FAST! Use e-file

Visit the IRS website at www.irs.gov/efile

b Employer identification number (EIN) 99-9999999

c Employer's name, address, and ZIP code Alta Loma School District 9390 Base Line Road Alta Loma, CA 91701

d Control number

e Employer's first name and initial Last name John Smith Terrel 9999 Warren Lane ALTA LOMA, CA 91701

f Employer's address and ZIP code

1a Wages, tips, other compensation 9182.72

2 Federal income tax withheld 654.02

3 Social security wages 9873.88

4 Social security tax withheld 612.18

5 Medicare wages and tips 9873.88

6 Medicare tax withheld 143.17

7 Social security tips 0.00

8 Allocated tips 0.00

9 Advance EIC payment 0.00

10 Dependent care benefits 0.00

11 Nonqualified plans 0.00

12a See instructions for box 12

13a Statutory employee 0

13b Retiree 0

13c Other 78.97

14 Other SDI 78.97

15 State wages, tips, etc. CA 1 800-9610-1

16 State income tax 9182.72

17 State income tax 0.00

18 Local wages, tips, etc. 0.00

19 Local income tax 0.00

20 Locality name

W-2 Wage and Tax Statement 2008

Form 945 To be Filed With Employee's FEDERAL Tax Return. This information is being furnished to the Internal Revenue Service.

Open (Requires Adobe Reader)

RASTREO DE SALDOS DE TIEMPO COMPESATORIO (EMPLOYEE LEAVE TRACKING SYSTEM – ELTS)

Servicio De Empleado también provee acceso a informaci3n personal del usuario del programa que rastrea el saldo del tiempo compensatorio (vacaciones, enfermedad etc.) si su distrito utiliza este programa. Este programa est3 incluido en este sitio para proveer la habilidad de revisar e/o imprimir actividad de los saldos en tiempo real desde la comodidad de su trabajo o casa. Este sitio facilita informaci3n de saldos del año corriente y del año anterior.

Cada banco incluye un rengl3n que resume y muestra los saldos:

Banco [Bank] – Es el nombre del banco
Balance – La suma mostrada refleja el balance de toda actividad pendiente y/o finalizada.

Leave Balances

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Home

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Leave Balances

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User Guide

Logout

Bank	Balance
BARGAINING UNIT	0.0000
OTHER	10.8750
SICK	103.8750

Leave Balances

Bank		Balance								
BARGAINING UNIT		0.0000								
AVID	Pos	Event	Entered	Posted	Reason	ChargeTo	Hours	Running Bal	Transaction Note / Incident	
57200	DG075	07/01/2016	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		PARENT CONF.	PARENT CONF.	2.0000	2.0000	2015/16 CHILD	
OTHER		10.8750								
AVID	Pos	Event	Entered	Posted	Reason	ChargeTo	Hours	Running Bal	Transaction Note / Incident	
74765	DG075	12/05/2016	04/12/2017		JURY DUTY	JURY DUTY	3.6250	10.8750		
71720	DG075	10/28/2016	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		SCHOOL BUSINE.	SCHOOL BUSINE.	7.2500	10.7500		
44675	DK165	09/23/2015	09/24/2015		SCHOOL BUSINE.	SCHOOL BUSINE.	3.5000	3.5000		
SICK		103.8750								
AVID	Pos	Event	Entered	Posted	Reason	ChargeTo	Hours	Running Bal	Transaction Note / Incident	
77676	DG075	03/08/2017	03/10/2017		SICK LEAVE	SICK LEAVE	-7.2500	103.8750		
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74765	DG075	12/05/2016	12/06/2016		SICK LEAVE	SICK LEAVE	-3.6250	118.3750		
73213	DG075	11/02/2016	11/03/2016		SICK LEAVE	SICK LEAVE	-7.2500	122.0000		