

EMPLOYEE SELF SERVICE

REGISTRATION

7 Simple Steps

The Employee Self Service (ESS) application allows employees to access and view their payroll, tax, and employee information. The Vaccination page provides employees the ability to certify their vaccination status and upload proof of vaccination records when warranted.

STEP 1 – Enter the following URL in a web browser:

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

STEP 2 – In the lower registration section of the screen, select your district from the dropdown and click [Register]

STEP 3 – Enter your first and last name, SSN and net pay from most recent earnings statement

Please note, if you have not registered for SBCSS's Employee Self Service portal, you will need to know you net pay from your last SBCSS paycheck. Please check your direct deposit record with your bank, or your last pay warrant record if you're not using direct deposit, for the last net pay amount.

STEP 4 – Enter an email address (note: this email address will receive all communication from ESS) and then click [Continue]

STEP 5 – A confirmation email will be sent to the address entered during the registration process; check the email spam folder if it does not display as expected. Follow the steps in the confirmation email to continue with the registration process

STEP 6 – Choose a login name and password and then click [Continue] then [Finish]

STEP 7 – Using the same URL in Step 1, above, select your district in the upper portion of the screen, enter login name and password and click [Login]

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