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.

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:

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: [Enter Name]
Password: [Enter Password]
Need a hint?
Forget 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.

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.

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.