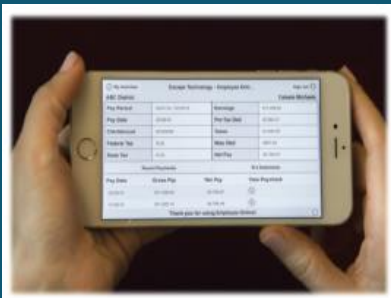


SCOE is excited to announce the launch of the Employee Online Portal.

Employees will now have access to look at their personal information on the go or at their desk.

Employees can login and get the information they need!

They will have access to view and print copies of previous paychecks, W 2 Forms and much more!



Any place, Any time, Any device!

August 10, 2018
Sonoma County Office of Education

Employee Online Portal

Your HR/
Payroll
department
is now
open 24/7!



5340 Skylane Boulevard
Santa Rosa, CA 95403-8246
(707) 524-2600 ■ www.scoe.org



Employee Online Portal

Save money, time and paper!

Convenience: anytime, anywhere.

Employees can access important HR and Payroll information immediately.

On any device: computer, device, smartphone.

Secure with strong password and two-factor authentication.

Reduce calls and visits to your HR and Payroll Departments. Login to the Employee Portal today!

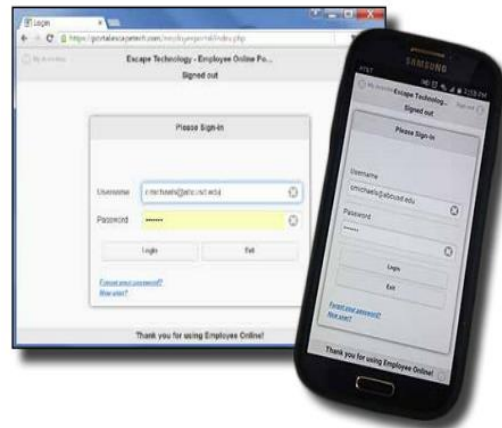
My Payroll			
Payroll History	Payroll Calculator	Tax/Deduction Setup Cha...	
Payroll History			
Last Pay Stub - shows detail about your last payroll. You can retrieve the full detail for this payroll on the "Recent Paychecks" tab.			
Last Pay Stub		Recent Paychecks	
1 - Last Pay Stub Info		2 - Payroll Amounts	
Pay Period	09/01/16 - 09/30/16	Earnings	\$11,075.00
Pay Date	09/30/16	Pre-Tax Ded	\$2,669.82
Chk/Advice#	ACH-00141175	Taxes	\$1,009.86
Federal Tax	M (9)	Misc Ded	\$136.56
State Tax	M (9)	Net Pay	\$7,258.76

"The portal is user friendly, and my information was instantly available."

M. White, BSSA

How to Login to the Portal

1. Create a user account at: <https://portal.scoe.org>
2. Click on first time user
3. Enter your @scoe.org email address and fill out the rest.
4. Password must be a minimum of 12 characters (numbers & special characters are not needed, but recommended)
5. You will receive a text or email stating the code to enter. Enter the code and login.



Available in the Portal:

- **My Info**
 - Employee Demographics
 - Assignments
 - Credentials
 - Education
- **My Benefits**
 - Leave Balances
 - Leave Activity
 - Health & Welfare
- **My Payroll**
 - Payroll History
 - Last pay stub summary
 - Recent paycheck downloads
 - W-2 Statement downloads
 - 1095-C Statement downloads
 - Payroll Calculator
 - Estimate changes for earnings, withholdings and deductions
 - Tax Setup Change Request
 - Electronically submit W-4 and DE-4 changes