

Introducing NCOE Employee Self Service Site (ESS)

<https://ncoe-ess.ncoe.k12.ca.us>

Overview: The NCOE Employee Self Service (ESS) site gives you direct access to your personal payroll data via the Web. You can review, print, or save your latest pay stubs, annual W2 Tax form or leave balances at your convenience from work or at home. In addition, pay information will continue to reside in the self service site for the current calendar year, plus two (2) historical years. W2 information will be available for five (5) calendar years.

The ESS is a secure website requiring authentication during the initial registration process as well as a logon and password validation every time the site is accessed. Future enhancements will include integrating benefit information into the ESS site. Each paystub is listed by the issue date and the W2 information is listed by the year. Click on one of the records to open either a paystub or W2.



For assistance contact NCOE's Payroll Office
 Renee' Griffin-Frank
 (707) 253-6835
 rgriffin-frank@ncoe.k12.ca.us

START HERE: For initial registration you will need to use an internet connected computer that is inside NCOE's firewall. This includes any computer workstation at NCOE headquarters, in a Community School classroom or lab, and on the NCOE network at the Rohnert Park site, as well as computers using VPN software to connect with NCOE's network. A workstation is available in the NCOE admin building lobby for those who don't have access to a workstation at one of the locations above or you can visit Renee' Griffin-Frank in the Payroll Office at NCOE. Once a user is registered the system can be accessed from any internet connection.

To access the ESS site, enter the following URL into your Internet Browser:
<https://ncoe-ess.ncoe.k12.ca.us>

Step 1: Registration Process for 'First Time Users': To access the site you must go through the registration process. Start by selecting the 'District' for which you work and left click **Register**.

If you don't have a password, enter your District, then click Register to begin the registration process.

District:

For assistance with your account or registration, contact your Payroll Administrator.

Step 2: Complete the Registration form and left click **Continue**. **Note:** All fields must pass the authentication process to continue.

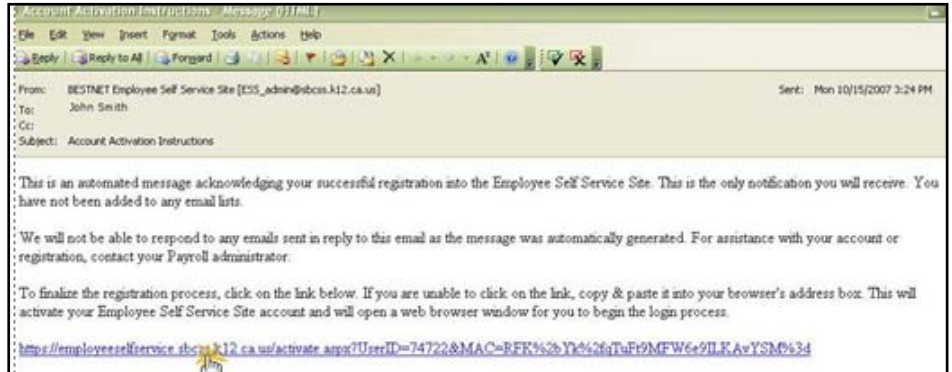
To verify your identity, please enter the following information about yourself, then click Continue.

First Name:
 Last Name:
 Social Security Number: (Example: 123456789 (no hyphens))
 Total Gross Pay: (From your most recent earnings statement)

Step 3: Read the Terms of Use and enter your email address where you would like the account activation email sent along with all other future emails from the ESS system. Once **Continue** is selected the window will close.

Signature:
 I have read, understand, and agree to abide by the Terms of Use.
 Enter your email address to indicate your consent:

Step 4: Go to the activation email sent by the ESS system and select the link:



Step 5: Proceed with the registration process by selecting a **Login Name** and **Password** and left click **Continue**.

Please choose a Login Name and Password, then click Continue.

Password Policy:

- Password must be at least 4 characters long
- Password cannot be the first, last or login name or the word 'password'
- Password must contain at least 1 letter
- Password will expire in 90 days
- Password must not have been used in the last 180 days

Login Name:
 Password:
 Retype Password:

Step 6: Mark this check box if you would like to “Go Green” and no longer receive paper paystubs and instead retrieve this information online.

Register (Step 6 of 6)

Please help us reduce our use of paper. By checking the box below, you will be indicating that you do not want to receive a paper earnings statement and that you will get it from the Employee Self Service Site.

Do not mail me a paper earnings statement.

Your Account is Now Activated! You may now logon from work or home.

Login Process: Select **District**, enter **Login Name** and **Password** and left click **Login**.

Login

Welcome to the Napa COE Employee Self Service Site

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

District:

Login Name: Password:

[Forgot your login/password?](#)