

Employee Self-Service

Employee Self Service (ESS) is a private system operated by the Sacramento County Office of Education. Valid authorization from SCOE management is required to access this system. Unauthorized access is strictly prohibited.

Employee Self Service is a secure, web-based application, available through the Sacramento County Office of Education, Information Services. With Employee Self Service, you can review your specific personal and work-related information, such as pay history, leave balances and W2 information.

Employee Self Service includes:

- Personal Information
- Credential Information
- W2 Information
- Paycheck (Earnings and Deductions Statement)
- Total Compensation Statement
- Salary Information
- Leave Balances and History

To register for ESS, visit <https://selfservice.scoe.net>:

1. Select: Home District = Natomas Unified School District (86)
2. Select: Register
3. Select your district employer from the drop down menu.
4. Enter the last four digits of your Social Security Number.
5. Enter your employee number. It can be found at the top of your payroll warrant.
6. Select your birth date from the drop down menus.
7. Enter a login name that you will remember. We recommend the following format: `firstname_lastname` (ex. `james_kirk`)
8. Enter a password. Password must be at least eight (8) characters and must contain at least one uppercase letter and one number. Confirm password.
9. Click the "Register" button when you are done.

If you have any questions regarding your information, please contact:

Julie Jensen, Payroll/Benefits Technician (Last names A-Or)
(916) 567-5487

Shelly Ram, Payroll/Benefits Technician (Last names Os-Z)
(916) 561-5204

Ivanna Yong, Payroll/Benefits Technician (Substitute Employees & Absence Tracking)
(916) 567-5483