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.

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.

Future enhancements will include integrating benefit information.

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.
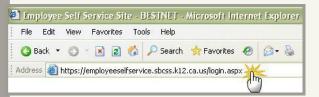
BEST NET Employee Self Service

Registration

https://employeeselfservice.sbcss.k12.ca.us

BESTNET

Business-Personnel Educational Software Technology and Network Consortium

ACCESSING THE EMPLOYEE SELF SERVICE

To access the **Employee Self Service**, enter the following URL in the web address of the Internet Browser:

https://employeeselfservice.sbcss.k12.ca.us

REGISTRATION PROCESS

"First time" users must go through the registration process.   Start by selecting the "District" you work in and click on [Register].

Complete the Registration form and select [Continue].

Note: All fields must pass the authentication process to continue. "Net Pay" was selected as the optimum security question for your protection against identity theft.
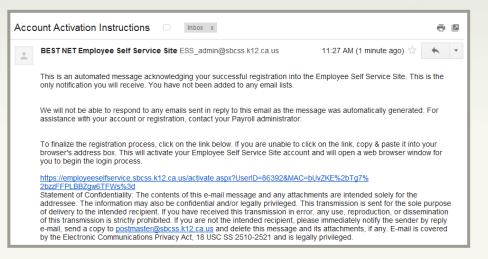

Proceed with the registration process by entering an email address as your signature on the "Terms of Use " page.

Once the email address has been entered you will receive a confirmation email. You must proceed to the previously defined email account for the activation link.

When you click on the activation link, you will be taken to the "Register" page where you will create your Login Name and Password.
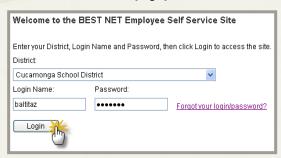

LOGIN PROCESS

Once you have registered, you will access the site using the same URL and select "District" and enter Login Name and Password and click on [Login].

The Home Page displays the Menu items available for selection. ***Note: "Benefits" is a future option.***