

## OVERVIEW

The BEST NET Employee Self Service Site gives you direct access to your personal 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. In addition, pay information will continue to reside in the self service site for the current calendar year plus two historical years. W2 information will be available for five calendar years. For districts currently utilizing the **Employee Leave Tracking System**, real-time Leave Activity is available.

The Employee Self Service Site is a secure web site 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.



**Home**

**Main Menu**

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**News**

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**Recent Earning Statements**

- July 31, 2009
- June 30, 2009
- May 29, 2009
- April 30, 2009
- March 31, 2009

**Recent Tax Documents**

- 2008 W-2

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 with your account or registration, contact your Payroll administrator.*

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

# BESTNET

Business-Personnel Educational Software Technology and Network Consortium

## ACCESSING THE SELF SERVICE SITE

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

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



## REGISTRATION PROCESS

For the 'first time' user, to access the site you must go through the registration process. Start by selecting the "District" for which you work and click on [Register].

Complete the Registration form and select [Continue].

*Note: All fields must pass the authentication process to continue.*



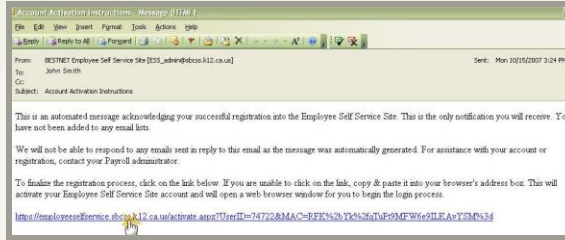
**Register (Step 1 of 6)**  
To verify your identity, please enter the following information about yourself, then click Continue.

First Name:	<input type="text" value="John"/>	(Must match what is currently displayed on Warrant or EFT Stub)
Last Name:	<input type="text" value="Smith"/>	(Must match what is displayed on Warrant or EFT Stub)
Social Security Number:	<input type="text" value="111223333"/>	(Example: 123456789 (no hyphens))
Net Pay:	<input type="text" value="3,500.00"/>	(From your most recent earnings statement)

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

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

Once the email has been entered, the user will receive the confirmation below. User must proceed to the previously defined email account for the activation link.



Once the link has been activated, the next step is to choose the Opt In/Opt Out Feature.

**Register (Step 4 of 6)**  
When you complete your registration, payroll information will be made available to you over the internet. The web site is secure and requires authentication. However, you may choose to "Opt Out" of this service and have your confidential data removed from the website.  
Once you "Opt Out" of the system, you must contact your Payroll Administrator to reactivate your registration.

Opt Out - I do not wish to use the Employee Self Service Site.

If the Opt Out Box is NOT checked, the user will be taken to the "Create Login" page.

**Register (Step 5 of 6)**  
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 180 days
- Password must not have been used in the last 400 days

Login Name:

Password:

Retype Password:

If the Opt Out Box IS checked, the user will be logged out of the system and they will not be able to access the application. Employee must contact Payroll if they wish to use the service at a future time.

The next step will require the employee to determine whether they wish to have their EFT Stub printed and delivered or mailed to them, or if they wish to NOT print the EFT Stub and access their Earnings information on ESS only.

**Register**

**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.

**Register (Finalizing)**  
Thank you. You have reached the end of the registration process.

## LOGIN PROCESS

Select "District" and enter Login name and Password and click on [Login].

**Welcome to the BEST NET 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?](#)

The Home Page displays the Menu items available for selection.

*Note: "Benefits" is currently unavailable at this time.*

<b>Main Menu</b>	<b>News</b>
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<a href="#">Earnings</a>	
<a href="#">Benefits</a>	<b>Recent Earning Statements</b>
<a href="#">Taxes</a>	<ul style="list-style-type: none"><li>• July 31, 2009</li><li>• June 30, 2009</li><li>• May 29, 2009</li><li>• April 30, 2009</li><li>• March 31, 2009</li></ul>
<a href="#">Leave Balances</a>	
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	<ul style="list-style-type: none"><li>• 2008 W-2</li></ul>