



Welcome To ... ESCAPE EMPLOYEE ONLINE PORTAL

A self-service browser-based portal, Employee Online Portal saves money, time and paper. It is convenient, allowing access anytime, anywhere from a computer, tablet or smartphone. Employees can:

- Review their pay stubs & W2s
- Try out tax scenarios
- Check their leave balances



DASHBOARD

The dashboard provides a quick overview of key information:

- Alerts:** Your First Aid expired on 02/14/2020, Your CPR expired on 02/14/2020, 11/30/2023 Pay Check now available.
- Pay Dates:** November 2023. Calendar shows today's date (30) and pay days (1, 5, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 1, 5, 8, 9).
- Last Paycheck:** 205.6 Hours. Includes a donut chart for Earnings (66.7%), Taxes (21%), and Pre-Tax Deductions (12.4%).
- Leave Balances:** Sick Leave: 841.23 Hours, Vacation: 205.6 Hours, Floating Holiday: 16 Hours, Comp Time: 0 Hours.

View
Alerts, Last Paycheck, Pay Dates, and Leave Balances at a glance



MY PAYROLL

The My Payroll page includes:

- Payroll History / Withholdings:** Last Pay Period: 11/01/23 - 11/30/23. Pay Date: 11/30/2023. Federal Tax: M, State Tax: \$ (9) -\$1.00.
- Paycheck Calculator:** A donut chart showing Earnings (66.7%), Taxes (21%), and Pre-Tax Deductions (12.4%).
- Recent Paychecks:** 11/30/2023 and 10/31/2023. Each entry shows Gross Pay, Net Pay, and options to View or Download.
- Reimbursements:** Section for viewing and downloading documents.
- W-2s/1095s:** 2022 and 2021 forms available for viewing and downloading.

PAY HISTORY TAB View or Download Recent & Past

- Paychecks
- W2s
- 1095s (ACA Forms)

WITHHOLDINGS TAB Tax Change Requests

- Submit a change request for federal and state withholdings
- Receive an email notification after approval process

Pay Calculator Button

- Try various tax scenario changes in the payroll calculator, like allowances, marital status, etc.



MY INFORMATION

The My Information page displays:

- Personal Info:** Mickey Mouse, Preferred Name: Mike, Hire Date: 2/14/2000, Employee Number: 1234.
- Phone Numbers:** Home: (707) 555-5555, Mobile: (707) 444-4444.
- Emails:** Work: mmouse@school.org, Personal: mmouse@disneyland.com.
- Home Address:** 1234 Happiest Place Earth.
- Mailing Address:** Same as Home.
- Spouse:** Minnie Mouse.
- Emergency Contact:** Pluto, Doctor: Donald Duck.
- Assignments Table:**

Status	Pos#	Type	Location	From	Through	FTE	Job Category	Job Class	MY CA
Current	1287	Paid	INFORMATION TEC	07/01/2021	05/31/2024	1	CLMGMT	BusSysSupAn	MY CA
Future	1287	Paid	INFORMATION TEC	06/01/2024	06/30/2024	1	CLMGMT	BusSysSupAn	MY CA
Past	1287	Paid	INFORMATION TEC	06/01/2023	06/30/2023	1	CLMGMT	BusSysSupAn	MY CA
Past	1349	Paid	INFORMATION TEC	07/01/2022	05/31/2023	1	CLMGMT	InfSysSupSpec	MY CA
Past	1349	Paid	INFORMATION TEC	07/01/2021	06/30/2022	1	CLMGMT	InfSysSupSpec	MY CA
Total Records: 13									1 2 3

- Update demographics, including address and emergency contacts
- View current & past assignments, including FTE, job category, etc.
- View credentials, issue & expiration dates, education & degrees



MY BENEFITS

The My Benefits page displays:

- Leave Balances Summary:**
 - Sick Leave Hours:** Available: 641.23 (Part of sick: 56). Beg Balance: 773.23, Adjust: 0, Accrued: 96, Dock/Paid: 0, Pending: 0, Used: 25, End Balance: 841.23.
 - Vacation Hours:** Available: 205.6. Beg Balance: 199.6, Adjust: 0, Accrued: 70, Dock/Paid: 0, Pending: 0, Used: -64, End Balance: 205.6.
 - Floating Holiday Hours:** Available: 16. Beg Balance: 0, Adjust: 0, Accrued: 16, Dock/Paid: 0, Pending: 0, Used: 0, End Balance: 16.
 - Comp Time Hours:** Available: 0. Beg Balance: 0, Adjust: 0, Accrued: 0, Dock/Paid: 0, Pending: 0, Used: 0, End Balance: 0.
- Leave Summary Activity:** Leave Type Filter: Unfiltered. Note: There is no data available for the current filter.

View

- Leave Balance and Activity
- Health & Welfare

Create your account TODAY

Go to: portal.scoe.org

- Select the *Create new user?* link

Frontline ERP for California
(Employee Portal)

Sign In

Username

Password

Sign In

Create new user? Forgot password?

All information must match the employee information already on file

- Legal Name
- DOB
- Last 4 SSN
- Home/Mobile Phone Number
- Password must contain at least 12 characters (numbers & special characters are not needed, but recommended)
- Select **REGISTER**

Frontline ERP for California
(Employee Portal)

In order to successfully register, the information you provide must match the information already on file with your employer.

Email

First Name

Last Name

Date of Birth

Last 4 SSN

Home/Mobile Phone

Create Password

Confirm Password

Register

Cancel

- Enter Confirmation Code to confirm

Login to your Portal

Go to: portal.scoe.org

- Log in with your email and password

Frontline ERP for California
(Employee Portal)

Sign In

Username
mmouse@school.org

Password

Sign In

Create new user? Forgot password?

- Choose where you would like us to send your two factor confirmation code

Frontline ERP for California
(Employee Portal)

Where would you like us to send your two factor confirmation code?

a*****j@gmail.com (Email)

a*****j@wusd.org (Email)

a*****j@scoe.org (Email)

*****1234 (Text)

Send Code

Sign Out

Don't recognize your information?

If you need any assistance with your Employee Portal please contact your district's HR department



Your HR Department is Now Open

24/7



WEB-BASED

SECURE

SCALABLE

EMPLOYEE ONLINE PORTAL

Software for the Business of Education



Sonoma County
Office of Education