

# 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**



#### **View**

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





#### **PAY HISTORY TAB**

#### **View or Download Recent & Past**

- Paychecks
- W2s
- 1095s (ACA Forms)

#### WITHHOLDINGS TAB

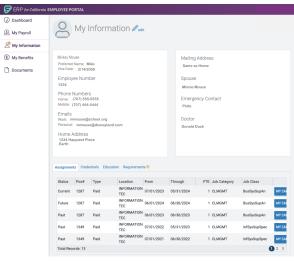
### **Tax Change Requests**

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

# **Pay Calculator Button**

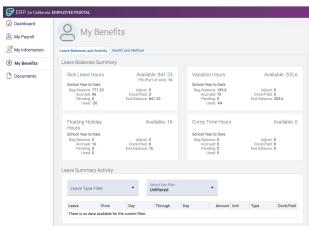
 Try various tax scenario changes in the payroll calculator, like allowances, marital status, etc.





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





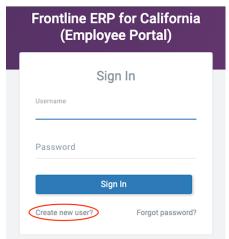
## **View**

- Leave Balance and Activity
- Health & Welfare

# Create your account TODAY

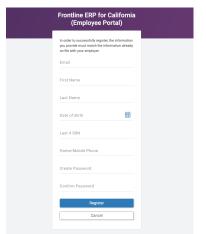
Go to: portal.scoe.org

Select the Create new user? link



All information must match the employee information already on file

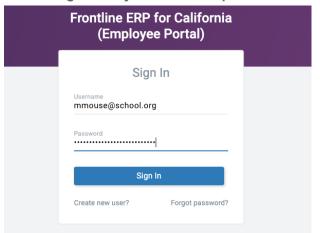
- Legal Name
- DOB
- Last 4 SSN
- Home/Mobile Phone Number
- Password must contain at least 12 characters (numbers & special characters are not needed, but recommended)
- Select REGISTER



**Login to your Portal** 

Go to: portal.scoe.org

• Log in with your email and password



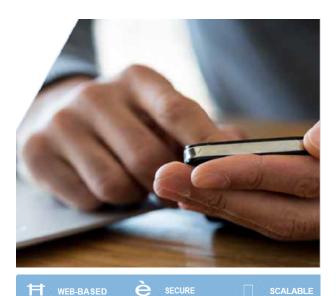
 Choose where you would like us to send your two factor confirmation code

Frontline ERP for California (Employee Portal)
Where would you like us to send your two factor confirmation code?  a*******i@gmail.com (Email)  a******i@wusd.org (Email)  a******i@scoe.org (Email)
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







Enter Confirmation Code to confirm