



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

Alerts

- Your First Aid expired on 02/14/2020
- Your CPR expired on 02/14/2020
- 11/30/2023 Pay Check now available

Last Paycheck

Net Pay: 66.7% | Taxes: 21% | Pre-Tax Deductions: 12.4%

Pay Dates

November 2023

| | | | | | | |
|-----|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 29 | 30 | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Key Metrics:

- 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

My Payroll

Payroll History / Withholdings

Pay Period: 11/01/23 - 11/30/23
Pay Date: 11/30/2023
Federal Tax: M
State Tax: \$ (9) -\$1.00

Earnings Breakdown:

- Net Pay: 66.7%
- Taxes: 21%
- Pre-Tax Deductions: 12.4%
- Misc. Deductions: 1.4%

Recent Paychecks:

- 11/30/2023: Gross Pay, Net Pay, VIEW, DOWNLOAD
- 10/31/2023: Gross Pay, Net Pay, VIEW, DOWNLOAD

Reimbursements: VIEW MORE

W-2s/1095s:

- 2022: W-2, 1095, VIEW, DOWNLOAD
- 2021: W-2, 1095, VIEW, DOWNLOAD

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

My Information

Personal Info: Mickey Mouse, Preferred Name: Mike, Hire Date: 2/14/2009, 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

Emergency Contact: Spouse: Minnie Mouse, Phone: Donald Duck

Assignments Table:

| Status | Pos# | Type | Location | From | Through | FTE | Job Category | Job Class |
|---------|------|------|-----------------|------------|------------|-----|--------------|---------------|
| Current | 1287 | Paid | INFORMATION TEC | 07/01/2021 | 05/31/2024 | 1 | CLMGMT | BusSysSupAn |
| Future | 1287 | Paid | INFORMATION TEC | 06/01/2024 | 06/30/2024 | 1 | CLMGMT | BusSysSupAn |
| Past | 1287 | Paid | INFORMATION TEC | 06/01/2023 | 06/30/2023 | 1 | CLMGMT | BusSysSupAn |
| Past | 1349 | Paid | INFORMATION TEC | 07/01/2022 | 05/31/2023 | 1 | CLMGMT | InfSysSupSpec |
| Past | 1349 | Paid | INFORMATION TEC | 07/01/2021 | 06/30/2022 | 1 | CLMGMT | InfSysSupSpec |

- 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

My Benefits

Leave Balances Summary:

- Sick Leave Hours: Available: 641.23 (Part of sick: 56)
- Vacation Hours: Available: 205.6
- Floating Holiday Hours: Available: 16
- Comp Time Hours: Available: 0

Leave Summary Activity:

Leave Type Filter: Unfiltered

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

