

Employee Online Portal Overview & FAQs

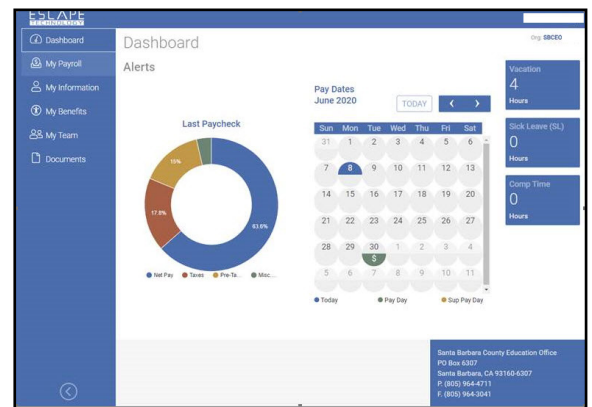
The Employee Online Portal is a convenient, self-service, secure browser-based portal that is integrated with the Escape Online Financial System that allows employees to access important personnel and payroll information.

Any place, any time, any device, at your desk or on the go, employees may login into the portal to get their personnel, payroll, and leave balance information they need.

The portal is available at <https://eportal.escape.sbceo.org>
See attached FAQs for information regarding initial registration.

Dashboard: After logging in, the first section you see provides an “at-a-glance” view of details of your last paycheck, calendar with current pay dates and quick view of your leave balances. (Note: verify that the most recent leave is reflected by viewing My Benefits page.)

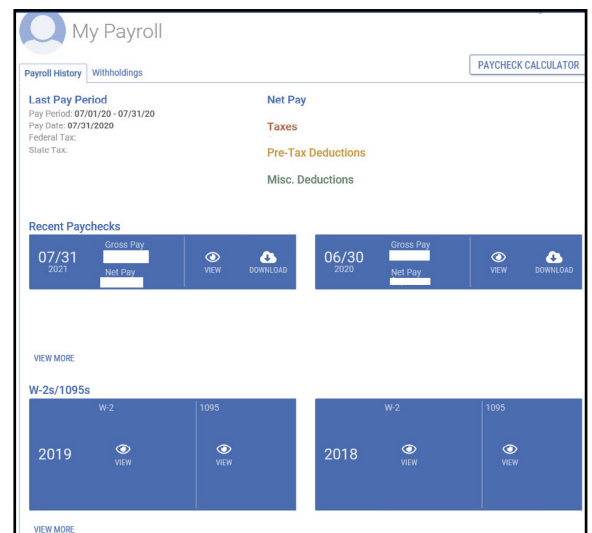
From the Dashboard, access My Payroll, My Information, My Benefits, and My Team. See below for more information about these items.



My Payroll: View and print pay stubs, W2s, 1095s; Paycheck Calculator for ‘what-if’ tax and deduction changes.

- **Last Pay Period:** Summary information such as your last pay stub date, earnings, tax withholding, miscellaneous deductions withheld, federal and state withholding information.
- **Recent Paychecks:** Detailed history of pay date, including gross and net pay, with one-click download of PDF for copies of most current and prior paychecks.
- **W-2 & 1095 Statements:** One-click download of your most current and prior statements.
- **Paycheck Calculator:** The Paycheck Calculator will allow you to see the effects on net pay for pay changes, tax withholding changes, and deduction changes.**

***This will provide general guidance and estimates. Although this information will be close, it should not be relied upon to calculate EXACT tax and net pay.*



My Information: View your demographics and current and past assignment information.

- **Employee:** Current address, phone number(s), email, hire date, and Escape employee ID number.
- **Assignments:** Detailed list of all current and past assignments, along with location, from/through dates, FTE, job category and job classification.
- **Credentials, Education, and Requirements:** This information is not available at this time.

Status	Pos#	Type	Location	From	Through	FTE	Job Category	Job Class
Current	567	Paid		07/01/2020	06/30/2021	1		
Past	567	Paid		07/01/2019	06/30/2020	1		
Past	567	Paid		11/01/2018	06/30/2019	1		
Past	606	Paid		07/01/2018	10/31/2018	1		
Past	606	Paid		07/01/2017	06/30/2018	1		

My Benefits: View benefits and leave information.

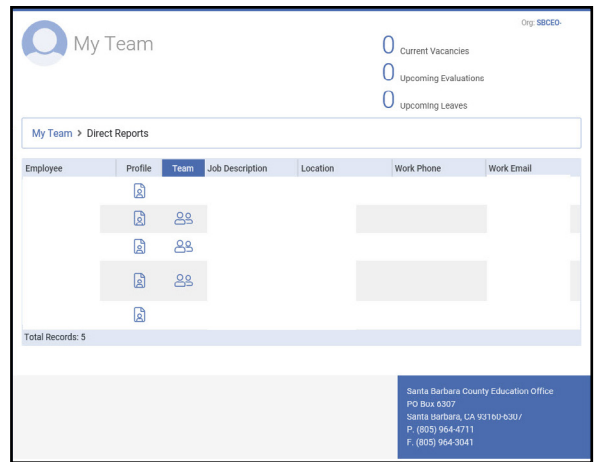
- **Leave Balances Summary:** Current fiscal year leave balance with details on usage and adjustment for sick and vacation leave types.
- **Leave Activity:** Detailed history of leave activity, including leave type, duration, units and/or hours, transaction type (grant, adjustment, or usage), and if the usage resulted in docked pay.
- **Health & Welfare:** Current and past benefits. This section shows your current medical and dental benefits, along with dependent names. Voluntary insurances will appear on your pay stub but are not displayed on this page.

Leave Type	From	Day	Through	Day	Amount	Unit	Type	Dock/Paid
Off-Contract Hours	08/07/2020	Friday	08/14/2020	Friday	-48.0000	Hours	Usage	No
Pers Compelling	07/17/2020	Friday	07/17/2020	Friday	-3.0000	Hours	Usage	No
Pers Necessity	07/17/2020	Friday	07/17/2020	Friday	-3.0000	Hours	Usage	No
Sick Leave (SL)	07/17/2020	Friday	07/17/2020	Friday	-3.0000	Hours	Usage	No
Sick Leave (SL)	07/13/2020	Monday	07/13/2020	Monday	-1.0000	Hours	Usage	No

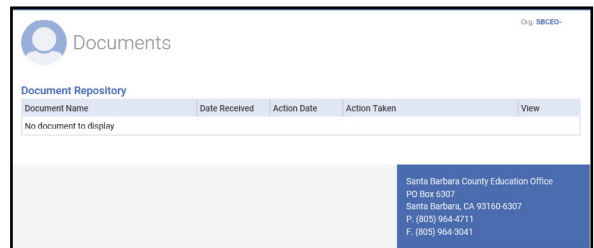
From	Through	Plan	Level
10/01/2015	09/30/2016	Delta Incentive	
10/01/2015	09/30/2016	Delta Incentive	
07/01/2014	09/30/2015	Delta Incentive	
07/01/2014	09/30/2015	BC 100%/80% C&R	

My Team: Supervisors have access to view their team's information, including employee name, contact information, email, assignments, job location, upcoming leave and leave balances. If a team member also supervises employees, click on the Employee's Team icon to view their staff information, including leave balances.

Note: The evaluation features are not currently activated in Escape.



Documentation: Please note, this feature is not currently available.



FAQs

How do I login to the Employee Online Portal?

Please visit <https://eportal.escape.sbceo.org>

How do I register as a new user?

Login using <https://eportal.escape.sbceo.org> and click Create New User, complete form and click the Register button.

What information do I need to register as a new user?

You will be required to provide your SBCEO email address, first and last name, date of birth, phone number currently listed in Escape, and the last 4 digits of your social security number.

What is my SBCEO email address?

Individuals assigned a SBCEO email address typically use the "first initial" and "last name" (example: flast@sbceo.org).

What if I forgot my Employee Online Portal password?

Please use the "Forgot your password?" link located on the "Please Sign-in" login screen.

What happens if I attempt to login too many times and get locked out?

If you receive a "Locked Out" message, check your email for the account registered with the Portal (usually work email). You should receive an email from noreplyescape@sbceo.org that will indicate when you can try accessing the employee portal again. We recommend you reset your password at that time.

I get the following error when I try to register "Information given does not match any records on file." What should I do?

Your employee information must match the Human Resources records. To verify your employee record on file, please contact Human Resources or Payroll.

What if I submitted my registration, but never received a confirmation code?

Please check your junk and clutter folders for an email from NoReply Escape <noreply@sbceo.org>. If you are still unable to locate the authorization code email, please contact Information Technology Services at (805) 964-4711 ext. 5250.

Is my information secure?

Yes. The SBCEO Information Technology Services department, in partnership with Escape Technology, has implemented multiple layers of security to ensure that your data is safe and secure.

Can I access the employee portal from my home computer or cell phone?

Yes. The employee portal can be accessed from anywhere you have an internet connection.

Is there a mobile app available?

No. There is no app available at this time, however, the portal is mobile-friendly and can be viewed from your smartphone or tablet.

My demographic information is incorrect or out of date. How do I update it?

Your employee information must match SBCEO's records. Update your demographic information by completing the "Employee Change of Address/Telephone/Name Form" that is available via Informed K12. Otherwise, please contact Human Resources or Payroll.