

Overview:

The BESTNET 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.



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 and leave information into the Employee Self Service Site.



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Main Menu

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Recent Earning Statements

- September 28, 2007
- August 31, 2007
- July 31, 2007
- June 29, 2007
- May 31, 2007

Recent Tax Documents

- 2006 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.



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*Business-Personnel Educational Software
Technology and Network Consortium*

Introducing the

BEST NET Employee Self Service Site



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

User Guide:

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://employeeeselfservice.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 the [Register] button.

1. Complete the Registration form and select the [Continue] button. Note: All fields must pass the authentication process to continue.

If you don't have a password, enter your District, then click Register to begin the registration process.

District:

For assistance with your account or registration, contact your payroll administrator.

Register (Step 1 of 3)

To verify your identity, please enter the following information about yourself, then click Continue.

First Name:
 Last Name:
 Social Security Number: (Example: 123456789 (no hyphens))
 Total Gross Pay: (From your most recent earnings statement)



2. Proceed with the registration process by selecting a Login Name and Password and click on the [Continue] button.

Register (Step 2 of 3)

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 90 days
- Password must not have been used in the last 180 days

Login Name:
 Password:
 Retype Password:



3. The Final step in the registration process is for the user to read and agree to the "Terms of Use" by entering an email address as their signature.

Signature:

I have read, understand, and agree to abide by the Terms of Use.

Enter your email address to indicate your consent:



Once the registration is complete, the user will receive the confirmation below and an email will be sent with a link to activate the account. Proceed to the previously defined email account for the activation email.

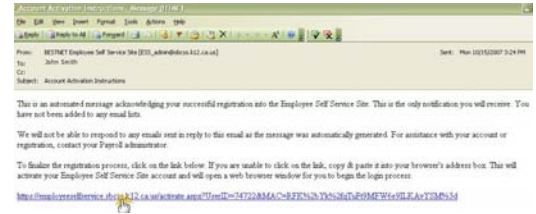
Register (Finalizing)

Thank you. You have reached the end of the registration process.

For added security, an email has been sent to the email account previously provided. To finalize the registration process, click on the link provided in the email. This will activate your Employee Self Service Site account and will open a new browser window for you to begin the login process.

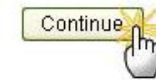


4. Select link to activate account.



A new Internet Explorer window will display with the confirmation that the account has been successfully activated. Click on [Continue] to open the Login Page.

Register (Account Activated)



Login Process: Select "District" and enter Login name and Password and click on the [Login] button.

Welcome to the BESTNET Employee Self Service Site

Enter your District, Login Name and Password, then click Login to access the site.

District:

Login Name: Password:

The Home Page displays the Menu items available for selection. **Note:** "Benefits" is currently unavailable at this time.