

URGENT!

Employee Self Service (ESS)

Employee Self Service (ESS) is now available to employees of SCBC. Effective immediately, you will have access to some of begin to

To access this site, you will need to login using your work computer or a computer lab computer using the following address exactly as shown below:

Login

Username
.....
[Forgot your username?](#)

Password
.....
[Forgot your password?](#)

Log in

PLEASE REFER TO THE GREEN SHEET THAT WAS HANDED OUT WITH YOUR PAYCHECK OR DURING YOUR NEW HIRE ORIENTATION.

Following a successful initial login, you will be prompted to reset your password.

Login

Before proceeding you must change your password.

Current password.....
.....

.....
New password

Change

Mr. Skywalker successfully logged in and now resetting his password. You may also set a hint in the editable field.

Current password.....
.....

.....
New password

Change

PLEASE REFER TO THE GREEN SHEET THAT WAS HANDED OUT WITH YOUR PAYCHECK OR DURING YOUR NEW HIRE ORIENTATION.

Once you have successfully changed your password you will see

Click on "Continue" and your ESS Homepage will open.

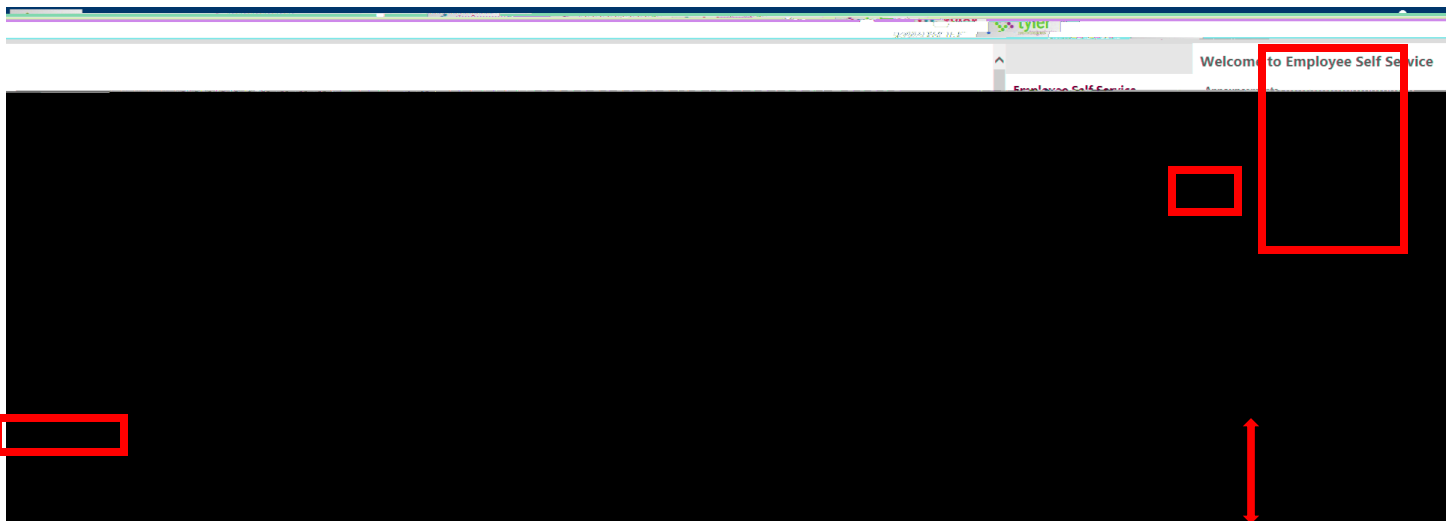
Login

Your password has been successfully changed.

Continue



On the right you will see "Employee Self Service", please click once on the words for your ESS Dashboard to appear. are welcome to explore all areas of ESS. Additional areas are accessible on the right side of the screen, some screens have sliding bars (as seen below) that you can use to scroll to additional information on the page, or blue hyperlink words.



Here's a close-up of one example of the blue hyperlink words.

Time off



Be sure to log out each time you use the system.

If you would like to change your password in the future, just login and click on the icon.

If you need any assistance logging in, first try to login following all the directions as stated. If you are still unsuccessful, please call the IT Help Desk at extension 770(615) 4516513.