



# QSS Employee Self Service (ESS)

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Employee Self Service (ESS) is a secure, web-based portal available through the Sacramento County Office of Education, Information Services Department. With ESS, employees can review their specific personal and work-related information such as personnel & salary info, payroll history including copies of paychecks & W2's, and leave balances.

Valid authorization from management is required to access this private system operated by SCOE. Unauthorized access is strictly prohibited.

Web Address for GCC - <https://selfservice.scoe.net/24>

## **First-Time User:**

1. Click "Register", Choose "New Staff User"
2. Select District (Employer): Gateway Community Charters (24)
3. Enter the last four digits of Social Security Number
4. Enter Employee ID Number (found at the top of payroll warrant/stub)
5. Select Birth Date from the drop down menus
6. Choose a Login Name (we recommend the following format: firstname.lastname)
7. Enter & Confirm a Password (must be at least eight (8) characters and contain at least one uppercase letter and one number)
8. Click the "Register" button when done

## **Registered User:**

1. Click "Login", Choose "Staff" (Business Services & HR Use "QCC")
2. Enter User Name & Password
3. Click on the "My Info" tab to access specific information

If you have any questions, please contact:

**Payroll & Benefits** via email at [Payroll@GCCCharters.org](mailto:Payroll@GCCCharters.org)

Bertha Fernandez 286-5199 ext. 2317

Natalya Dovbush 286-5199 ext. 2301

**Human Resources** via email at [HumanResources@gcccharters.org](mailto:HumanResources@gcccharters.org)

Laura Barragan 916.286.5199 ext. 2089 (Certificated)

Annie DeLand 916.286.5199 ext. 2065 (Classified)

Nicki Clatte 916.286.5160 (Part-Time & Substitutes)