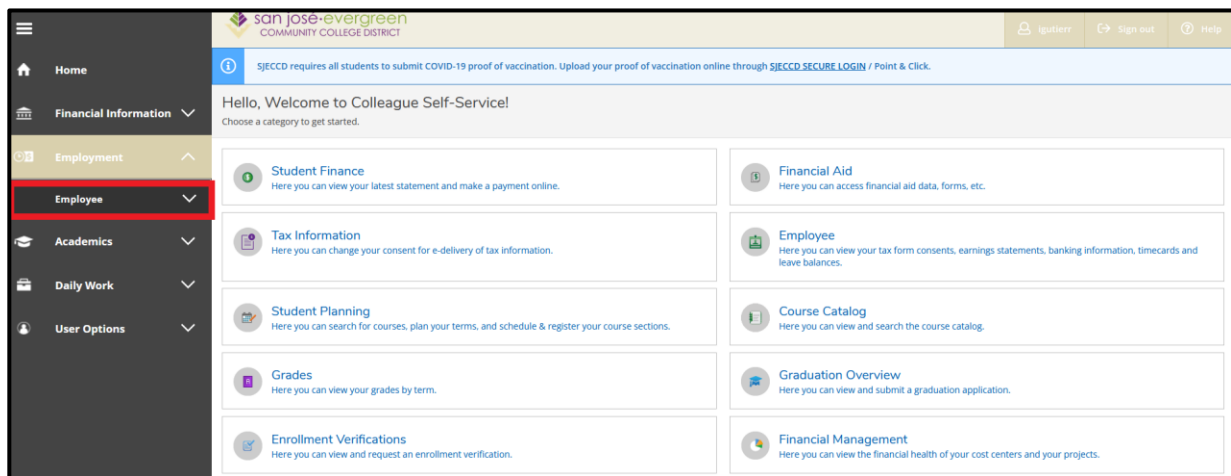


## Self-Service for Staff

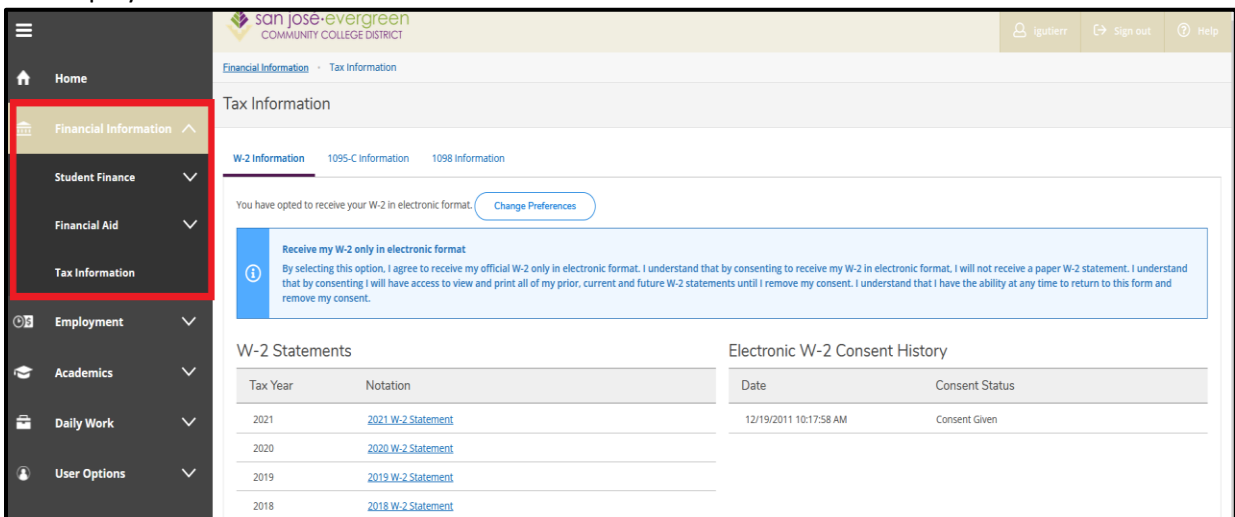
When you first log into Self Service, you will begin at the home screen, which will have options depending on your role at the college. Staff have access to employee functions, such as tax information and earning statements and other menus relevant to their position.

1. Open a browser and go to, <https://sso.sjeccd.edu>
2. In the Username field, enter your email address and password.
3. Click on “Self-Service” icon.
4. All of the options are also accessible by clicking on the three horizontal lines menu icon on the top left, to reveal a sliding menu. These items provide quick access for the deeper sub-menus of each category.



### Tax Information

Tax Information is where you can easily review your tax statements and opt-in or out of receiving your tax forms electronically. This includes W-2s, 1095-Cs, 1098, and 1099-MISC forms. You can access this either from the Home screen, from the slide menu under “Financial Information”, or in the Employees section.



## Earnings Statements

Earnings Statements contains your pay stubs organized by year, similar to WebAdvisor. The process to download a statement has changed slightly. When choosing a document to view, instead of opening in the browser, Self Service will now ask you if you want to download or save a PDF.

The screenshot shows the San José Evergreen Community College District Self-Service portal. The left sidebar is expanded to the 'Employee' section, which includes 'Employee Overview', 'Tax Information', 'Time Approval', and 'Earnings Statements'. The main content area is titled 'Earnings Statements' and includes a dropdown menu for the year '2022' and a button to download the statement as a PDF. The page also displays a copyright notice: '© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy'.

## User Profile

One new feature present in Self-Service is the ability to view your personal profile information and confirm that the details are correct. Here you can choose to confirm whether the information is correct at the current time. If the information is incorrect, you will need to contact Human Resources to update your profile.

The screenshot shows the San José Evergreen Community College District Self-Service portal. The left sidebar is expanded to the 'User Profile' section. The main content area is titled 'About You' and displays user information including a profile picture, name 'Corey Sarnia', and email 'sarniac@alpenacc.edu'. Below this, there are sections for 'Addresses' and 'Email Addresses', each with a table of user information and a 'Confirm' button.

Address	Type	Preferred
[Redacted] Alpena, MI 49707	Home/Permanent	✓

Email	Type	Preferred
sarniac@alpenacc.edu	College Email	✓
[Redacted]	Secondary	

## Emergency Information

Under “**Emergency Information**,” you have the ability to add or edit emergency contact information, as well as confirm that it is correct as of the current date.

You can designate someone as an emergency contact, a missing person contact, or both. To edit or delete a contact, use the corresponding buttons at the bottom of the record. You are also able to add in health conditions that staff may need to know about in case of emergency.

**san josé evergreen**  
COMMUNITY COLLEGE DISTRICT

[User Options](#) • [Emergency Information](#)

### Emergency Information

**Not Confirmed**  
I confirm that this information is accurate and current as of today.

#### Emergency Contacts

☐ I do not want to provide emergency and missing person contact details.

[+ Add New Contact](#)

#### Health Conditions in Case of Emergency

☐ Asthmatic ☐ Diabetic ☐ Epileptic

#### Other Emergency Information

Hospital Preference