


**VICTOR VALLEY COLLEGE**  
18422 Bear Valley Road  
Victorville, CA 92395-5850  
(760) 245-4271  
www.vvc.edu

DATE: January 10, 2008  
TO: All Victor Valley College Employees  
FROM: Dr. Robert Silverman  
Superintendent/President   
SUBJECT: **PAY STUB AND W-2 SECURED SERVER ACCESS**

Something new and exciting is coming your way as a VVC employee. You now have the opportunity to access your pay stub and W-2 from a secured server on the Internet. This will give you immediate and secure access to your most recent and past payroll information. Employees are able to access this server two different ways, either from the new SBCSS employee web site at <http://enet.sbcss.k12.ca.us> (click "PAYROLL" on the left side), or at <https://employeeselfservice.sbcss.k12.ca.us>. I encourage all staff to take advantage of this new employee web site – the employee self-service payroll information being among the first of several sources of information.

I want employees to know that our organization is committed to protecting your personal information. The server that holds your personal information is protected behind the San Bernardino County Superintendent of Schools (SBCSS) firewall, and the SBCSS Information Technology staff has put all the appropriate safeguards and procedures in place so only *you* can gain access to *your* information.

Enclosed are instructions and a pamphlet that will walk you through the process of accessing your personal information from the secured employee self-service web site. You will have access to your pay stubs as far back as January 2007 through the present, as well as to your 2006 W-2, if applicable. Also, once the 2007 W-2s are available, it not only will be mailed to your most current address on file with Human Resources, it will be accessible from this server around mid-January.

I hope you find this service to be beneficial to you and easily accessible. If you have any questions about the employee self-service web site, please call the Payroll and Benefits department at (760) 245-4271, ext. 2252, 2527, or 2470.



Office of Payroll and Benefits  
18422 Bear Valley Road  
Victorville, California 92395

DATE: January 10, 2008  
TO: Victor Valley College Employees  
FROM: Sheri Nolan Foster, Director, Payroll and Benefits  
**SUBJECT: PAY STUB AND W-2 SECURED SERVER ACCESS**

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As mentioned in the memo from Dr. Silverman announcing the new employee self-service secured server through San Bernardino County Superintendent of Schools, please review the enclosed instructional pamphlet intended to walk you through the process of accessing your personal information from the secured web-site.

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

When you first access the site, you will need to register as a first-time user. Before you begin the process, you will need your total gross pay from your most recent earning statement as reported in the box labeled "TOTAL GROSS" (see attached sample pay stub), as well as your social security number. This information is necessary to authenticate and activate your individual, secured account. If you have discarded or lost your most recent pay stub, you can still register at a later date, after you receive your next pay stub.

During this first-time user registration process, you will create a login name and user password which you should keep so you can easily access your information from any computer with internet access. No one but you will have access to your logon and password information so if you forget, you will need to re-register using the same process.

Once you register for the first time, you will receive an email from the BEST NET Employee Self Service site acknowledging your successful registration. You must click on the web address link noted in the email message in order to activate your user name and password.

Your 2007 W-2 will be mailed out before the end of January but it should also post to this server sometime around January 18th. We hope you are as excited as we are about this great new feature and we look forward to providing you electronic access to additional payroll and benefit information in the future. If you have any questions, please call Payroll and Benefits at (760) 245-4271, ext. 2252, 2527, or 2470.

## 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 login 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.



## Home

### Main Menu

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- Benefits
- Taxes
- Change Password
- User Guide
- Logout

### News

- More News...

### Recent Earning Statements

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

### Recent Tax Documents

- 2006 W-2

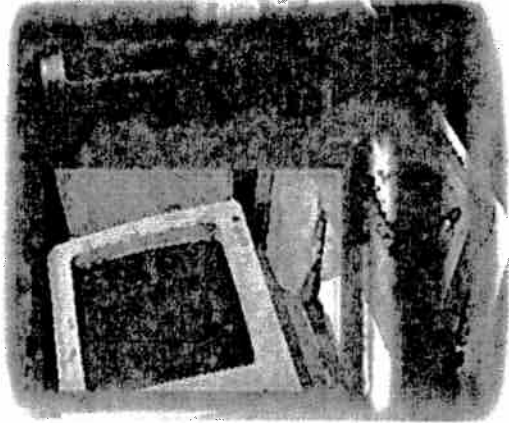
Each paystub is listed by the issue date and the W2 information is listed by the "year". Click on one of the records to open either a paystub or W2.

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

*Business-Personnel Educational Software  
Technology and Network Consortium*

## Introducing the

# BEST NET Employee Self Service Site



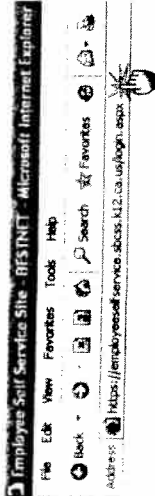
<https://employeeselfservice.sbcss.k12.ca.us>



601 North E Street  
San Bernardino, CA 92410-3093

# 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://employeeelfservice.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.



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	John
Last Name	Smith
Social Security Number	98712754 (Example: 123456789 (no hyphens))
Total Gross Pay	3,985.00 (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:

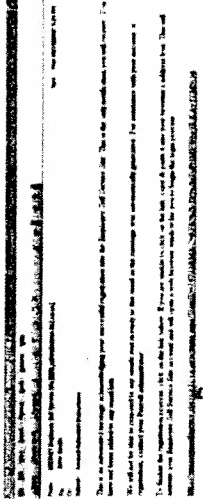
Once the registration is complete, the user will receive the confirmation below and an email will be sent with a link to activate the account. Proceed to the previously defined email account for the activation email.

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 Employer 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.

Earnings Screen displaying the most current payroll information. Note: Earnings screen will be available for all pay periods in the current fiscal year and will accumulate up to three fiscal years.



# Earnings

SAMPLE

- Main Menu**

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- Earnings

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- User Guide

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- Logout

## Earning Statement

Issue Date: July 31, 2007

### SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS LEAVE AND EARNINGS STATEMENT

WARRANT NO.

EMPLOYEE NAME / SOCIAL SECURITY NUMBER: John Smith  
 XXX-XX-7784

SCHOOL DISTRICT / PAY LOCATION: S.B. County Service

FED STATE: M M 2  
 ISSUE DATE: 073107  
 PERIOD END: 073107

0500339356

LEAVE			EARNINGS			EMPLOYEE DEDUCTIONS			EMPLOYER
SICK	VAC	TYPE	SALARY	RATE	UNITS	DESCRIPTION	TYPE	AMOUNT	CONTRIB
33400	14900	NML	377400			FEDERAL TAX	TAX	27352	
						STATE TAX	TAX	3313	
						MEDICARE	TAX	5472	5472
						SDI	TAX	2064	
						SURVIVOR BENEFITS	TAX	300	
						PERS NTX	*RET	26418	
						PERS	RET		35121
						KAISSER HEALTH PLA	HW		70141
						SCSEBA DENTAL #1	HW		3216
						SCSEBA LIFE #1	HW		584
						SCSEBA EYE#2	HW		1985
TOTAL EMPLOYER									123119

TOTAL GROSS	TAXABLE GROSS	DEDUCTIONS	NET PAY
377400	350132	32268	311891
* PRETAX DEDUCT	26418		

TAX EXEMPT TOTAL	CAFETERIA	RET B/D	ARS	SDI	DNP				
GROSS	TAX SHELTER	TAX GROSS	VOL DEDS	FED TAX	STATE TAX	RET S/B	FICA	MEDICARE	NET PAY
377400		377400		26418	3313	35121	123119	3930	311891

(Requires Adobe Reader)



The Taxes screen displaying the most current W-2 form starting with year 2006 and will accumulate up to 5 years.



# Taxes

SAMPLE

Copyright (C)

**Main Menu**

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**Form W-2**

Tax Year:

a Control number		OMB No. 1545-0048		Safe, accurate, FAST! Use		Visit the IRS website at www.irs.gov/efile.	
b Employer identification number (EIN) 95-6000931				1 Wages, tips, other compensation 38485.26	2 Federal income tax withheld 4814.43		
c Employer's name, address, and ZIP code S.B. County Service 1020 E. Cooley Drive Colton, CA 92324				3 Social security wages 0.00	4 Social security tax withheld 0.00		
				5 Medicare wages and tips 41382.00	6 Medicare tax withheld 600.06		
				7 Social security tips	8 Allocated tips		
				d Employee's social security number XXX-XX-7784			
e Employee's first name and initial JOHN M		Last name SMITH		11 Nonqualified plans		12a See instructions for box 12	
f Employee's address and ZIP code 9671 N. Alabama Redlands, CA 92399				13 Pension, annuity, IRA, or 401(k) plan	12b		
				14 Other	12c		
15 State Employer's state ID number 800-9672-0	16 State wages, tips, etc. 38485.26	17 State income tax 1247.10	18 Local wages, tips, etc. 0.00	19 Local income tax 0.00	20 Locality name		

Form **W-2** Wage and Tax Statement **2006** Department of the Treasury—Internal Revenue Service  
 Copy B—To Be Filed With Employee's FEDERAL Tax Return.  
 This information is being furnished to the Internal Revenue Service.

(Requires Adobe Reader)

