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.

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.

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://employeeselfservice.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 dont have a password, enter your District, then click Register to begin the registration process.

Date: San Bernardino County Superintendent of Schools

[Register]

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

Register (Step 2 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: 062112764
Date of Birth: 07/11/1978

[Continue]

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.

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

Login Name: JSmith
Password: ********

Register (Step 2 of 3)

Please choose a Login Name and Password, then click Continue.

Password Policy:
- Password must be at least 8 characters long
- Password cannot be the first, last, or middle name or the word 'password'
- Password will expire in 90 days
- Password must not have been used in the last 180 days

[Continue]

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: John_Smith@sbcss.k12.ca.us

[Continue]

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.

[Continue]

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

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.

Welcome to the BESTNET Employee Self Service Site

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

District: San Bernardino County Superintendent of Schools

Login Name: JSmith
Password: ********

[Login]

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