



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

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://employeeelfservice.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.