



Schertz-Cibolo-Universal City Independent School District
Payroll Department

***** NOTICE *****

***** TO ALL SCUC ISD EMPLOYEES *****

A link has been added to SCUC ISD's web site called Employee Access. Employee Access provides all SCUC ISD employees and substitutes the ability to view and/or print the following information:

- Detailed pay check information for the past year
- Leave balances as of previous pay period (depending on end of week dates)
- Detailed leave activity
- W-2 forms for the past 10 years

TO SET UP EMPLOYEE ACCESS:

1. Obtain your "Employee Number". If you are an employee that is using the Kronos Clock, it will be four zeros plus your Kronos number (0000xxxxx). If you are a professional or substitute, you will need to ask your Sam's/Kronos person on your campus or call the Payroll Office for that number. A substitute will use 0001xxxxx. In any case, with the leading zeros it will be a nine (9)-digit number.
2. Go to the district's website at www.scuc.txed.net
3. Click on "Employee Access" on the left-hand side under Employees.
4. On the next screen, scroll down the page – if you are at a district computer, click on "Employee Access (In-District)" – if you are at a computer outside the district or your home computer, click on "Employee Access (Outside District)".
5. Click "Yes" to the Security Alert "Do you want to proceed?"
6. On the next screen, click on "New User" on the left-hand side.
7. On the next Screen, you will enter the nine-digit number in the "Employee Number", Enter your birth date (xx-xx-19xx), and your home zip code. Click on Find.
8. On the next Screen:
 - Enter your own "User ID" (it must be at least 6 characters, letters or/and numbers)
 - Enter your own "Password" (again 6 characters, but not the same as your User ID)
 - Enter the same password again on the next line
 - Enter your home email and/or your work email **VERY CAREFULLY** – The system will accept wrong and blank email addresses; however, a correct email address is strongly advised for two reasons: (1) if you forget your user id or password, the system can email it to you, and (2) the email address information that is entered on this screen will update your demographic information in the district's Human Resources system.
 - Choose a hint question (must be one in the drop down box—don't use favorite color or pet's name) and type in an answer. The hint question will be used if your password is forgotten.
 - Click on Save Profile.
9. Once you are logged in, the first screen will contain paycheck information from the most recent pay date. The drop down menu at the top of the screen allows you to choose previous pay dates. The Leave button on the left side of the screen will show your leave balances (if you have changed payrolls be sure to check the drop down box for monthly, bi-weekly, or semi-monthly). Detailed leave information can be viewed by entering a date range at the bottom of the screen and clicking on Retrieve. Your leave balance will only include those leave days that have been processed. The W-2 Information button on the left side of the screen will show the most current year's W-2 information. The drop down menu at the top of the screen allows you to choose previous years' information. Detailed information about each screen can be found by clicking on the Help button.

If you have any questions or concerns, please contact Virginia Stevens, Payroll Supervisor, at vstevens@scuc.txed.net or 945-6246.

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