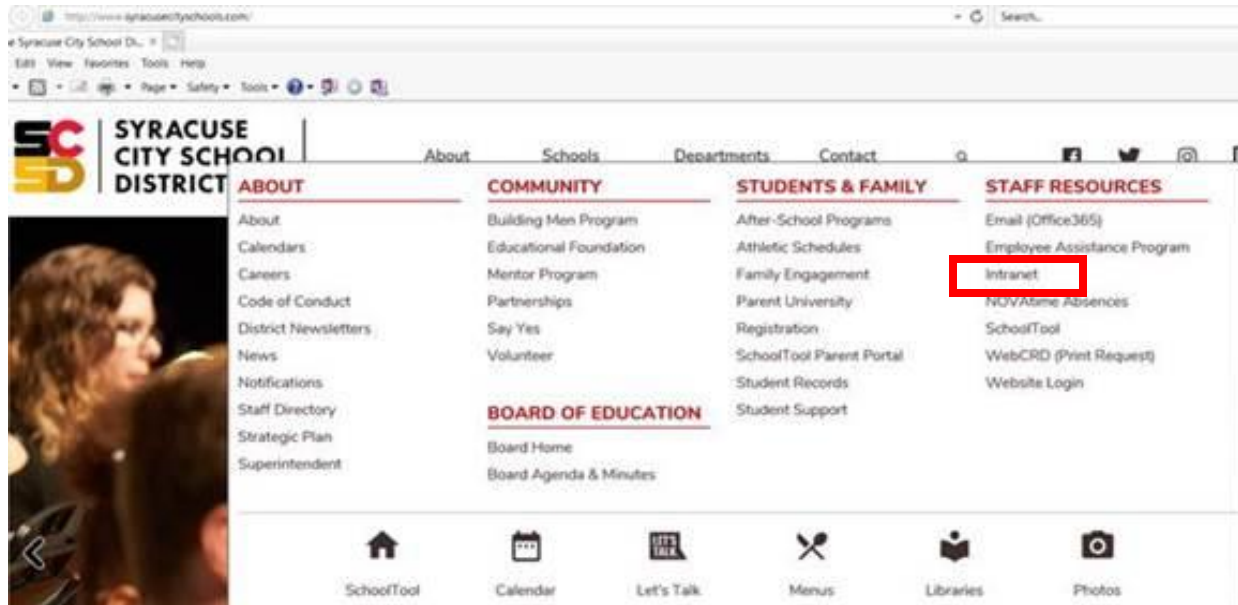


## Employee Self Service



Go to the SCSD Website: <http://www.syracusecityschools.com/> > Staff Resources> Intranet



### Sign in

Email, phone, or Skype

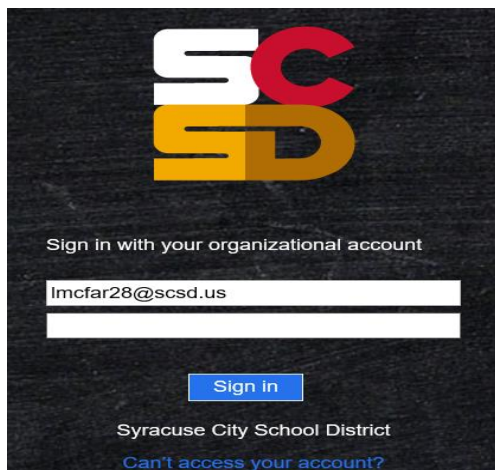
[Can't access your account?](#)

[Sign-in options](#)

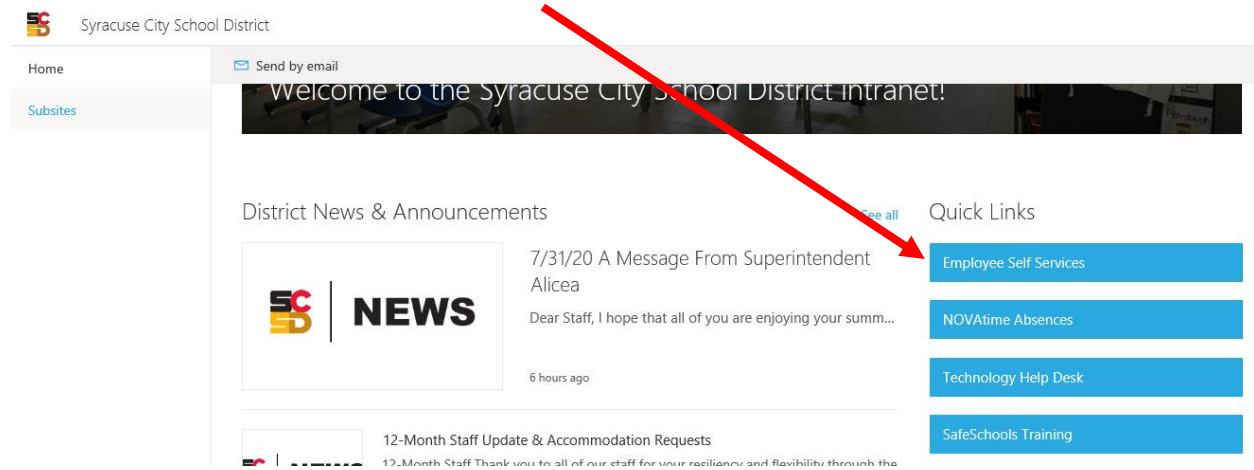
Back

Next

Enter District Login ID and Password



## Click on Employee Self Services – under QuickLinks



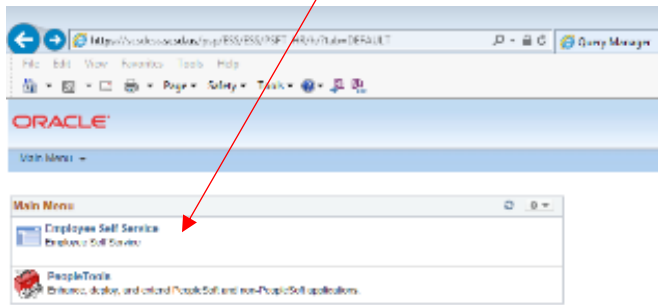
Login ID and password.

The screenshot shows the Oracle PeopleSoft login interface. It features a blue background with the Oracle PeopleSoft logo at the top. Below the logo are three input fields: 'User ID', 'Password', and 'Select a Language' (with 'English' selected). A green 'Sign In' button is positioned below the language dropdown. At the bottom, there is a small checkbox labeled 'Enable Accessibility Mode'.

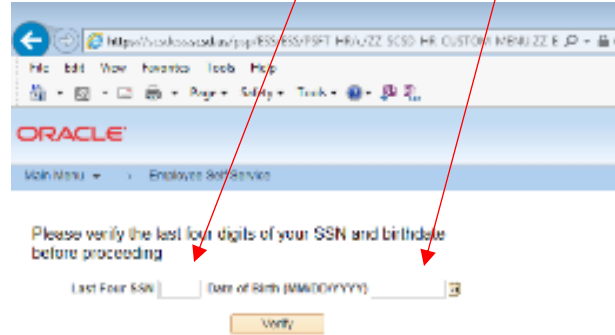
Once you have logged on to employee self-service, you will notice the Employee Self Service links on the left hand side of the main page. You can view your personal data such as Name, Address, Phone Number, Emergency Contact, etc. under the **Personal Information** section. You can view your paycheck and update your tax forms under the **Payroll and Compensation** section. You can view your enrollments under the **Benefits** section if you are currently benefits eligible and are enrolled in one of the following: Medical, Dental, Tax Sheltered Annuities and Vision. Refer to each individual section for detailed instructions.

To change your bank information for **direct deposits** please contact the Payroll department

Click Employee Self Service



Enter your last 4 of Social Security and date of birth



Main Menu > Employee Self Service

**Message**

Timecards for the period ending 7/31/2020 are due in the Payroll Department by 8/3/2020 to be paid on the 8/15/2020 payroll. Timecards can be dropped off at the Security Desk at Central Office. Please stay safe and have a happy summer!

Important notes will be noted under **Messages**

**Personal Information**

- Ethnic Groups
- Job Assurance
- New Conflict of Interest
- Personnel Memorandums
- Personal Information Summary
- Job Data Profile

**Payroll and Compensation**

- View Paycheck
- W-4 Tax Information
- NY State Tax Information
- View W-2/W-2c Forms
- Leave Balances

**Benefits**

- Dependent Coverage
- Benefits Summary
- Dependent Information