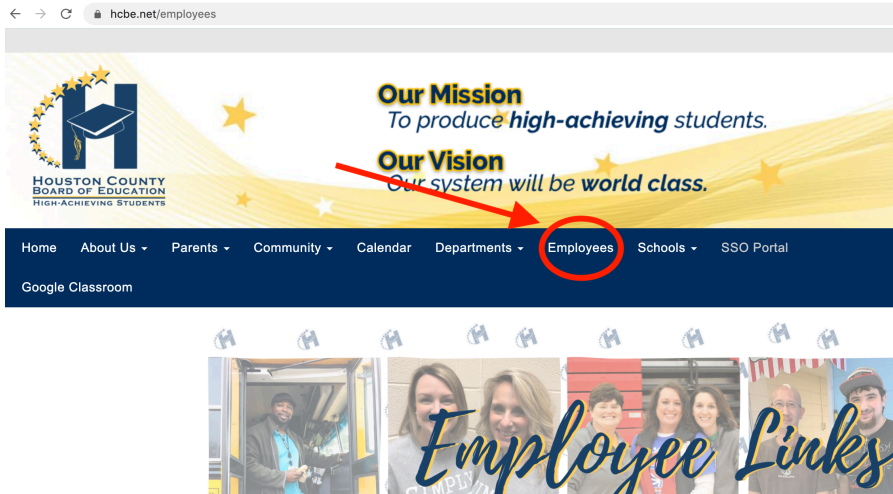## Accessing your Employee Self Service account

Your ESS account allows you to view your paystubs, W2's, change your address, and add emergency contacts.

Go to main website, and select the "Employees" tab

Choose Employee Self Service at the bottom-right

SSO Portal
HCBOE Single Sign-On Portal
Click here for directions to reset your SSO password.

Absence Management (AESOP) Login
AppliTrack Application Portal (To Hire)
Apply for Open Positions
Benefits
Central Office Map
Discount Offers
eBOARD/Simbli
Infinite Campus
Maintenance Work Order Request
Payroll Calendar, 2019-2020
School Messenger
Sharepoint Intranet Portal
Social Media Guidelines
Technology Work Order Request
PowerSchool Special Programs

Professional Learning
PD Express

Employee Rights
Use this link to learn more about paid sick leave and expanded family and medical leave under the Families First Coronavirus Response Act

Webmail
Click Above to check your hcbe.net email from anywhere on the internet securely.
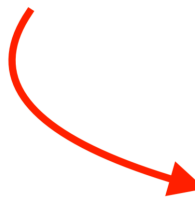
Mimecast
Use this link to block/approve any mail that may be blocked from @hcbe.net.
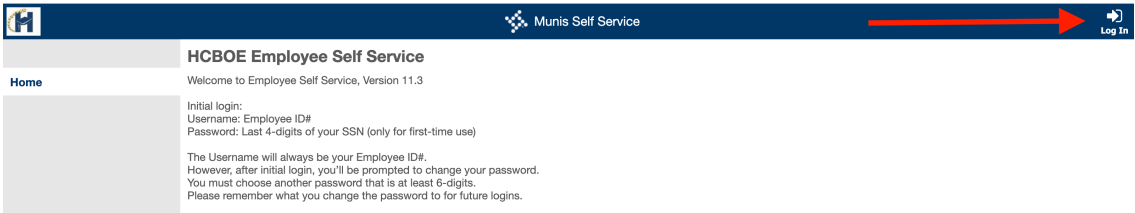
eForms
eForms Instructions
Access to employment contracts, prior payroll stubs, and tax documents. (Prior to October 2016)

Employee Self Service
Access to current payroll stubs and leave balances. (November 2016-present)
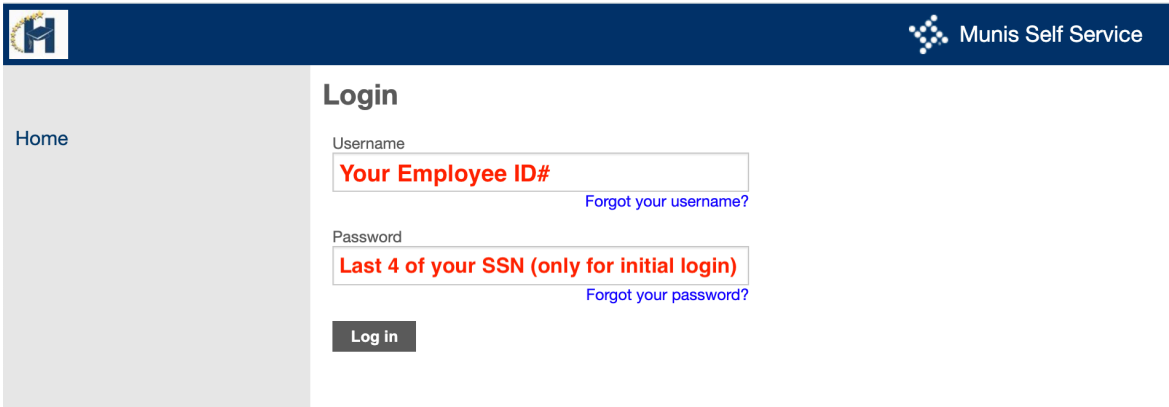
On the far right, select "Log In"

HCBOE Employee Self Service

Welcome to Employee Self Service, Version 11.3

Initial login:
Username: Employee ID#
Password: Last 4-digits of your SSN (only for first-time use)

The Username will always be your Employee ID#.
However, after initial login, you'll be prompted to change your password.
You must choose another password that is at least 6-digits.
Please remember what you change the password to for future logins.

Follow initial log-in instructions

Munis Self Service

Home

Login

Username
Your Employee ID#

Forgot your username?

Password
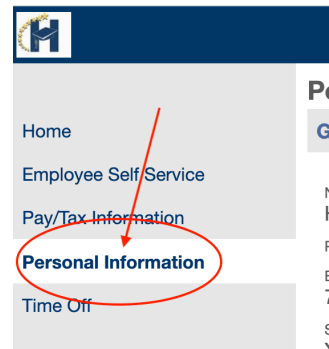**Last 4 of your SSN (only for initial login)**

Forgot your password?

Log in

After your initial login, you will be prompted to create a permanent password, which must contain at least 6 characters.

Please verify that the following information is correct:
- Address/Phone
- Gender
- Ethnicity
- Emergency Contacts (please list here, and keep this updated as necessary)

Home

Employee Self Service

Pay/Tax Information

Personal Information

Time Off