

Viewing & Printing Pay Stubs in ESCAPE - the Employee Online Portal

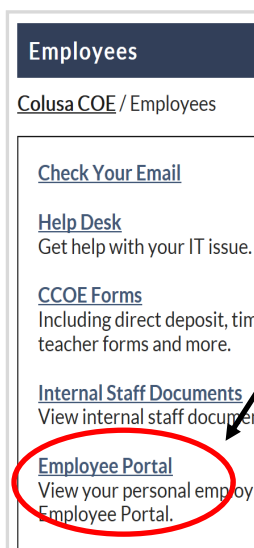
Trouble Logging In? Try these steps...

1. Clear your browser history and log in again.
2. Change your portal-related email to a personal address.
3. Reset password with the confirmation code going to a cell phone.

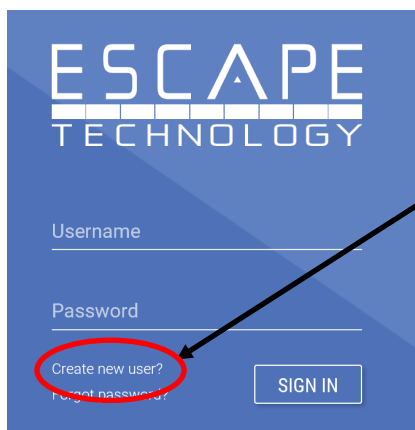
1. At the **CCOE.net** website, click on **Employees**.



2. At the *Employees* page, click on **Employee Portal**.



3. The first time you are at *Escape Technology*, click on **Create new user**.



4. Enter Your Personal Information and click on **Register**.

ESCAPE
TECHNOLOGY

In order to successfully register, the information you provide must match the information already on file with your employer.

Email

Last Name

Date of Birth

Last 4 SSN

Create Password

Confirm Password

CANCEL

REGISTER

Enter your personal information

Work Email

Last Name

Date of Birth ###/##/####

Last 4 of SSN

Create a password

- 8 Characters
- 1 Capital Letter
- 1 Lowercase Letter
- 1 Special Character (~!@#\$\$%^&*)
- 1 Number

Confirm password

5. You have 5 minutes to type in a Confirmation key that will be emailed to you.

ESCAPE
TECHNOLOGY

A confirmation code was sent to you.
This code will expire in:

4m 54s

Enter the confirmation code below.

Confirmation Code

SIGN OUT

CONFIRM

Didn't receive your code?

Employee Portal <escape@escapetech.com> ccherwin@

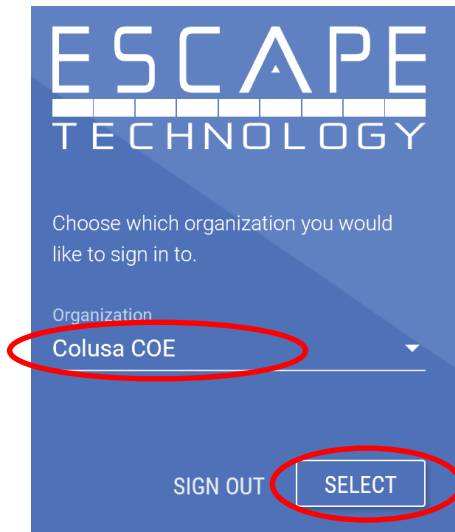
[Test] Employee Online Portal: New User Registration Confirmation

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Your Username is: jones@district.edu You must enter this confirmation key within the next 5 minutes. Confirmation key: 082778

****Write down and save your Username and Password in a safe and private location.****

6. Choose your *Organization* and click on **Select**.



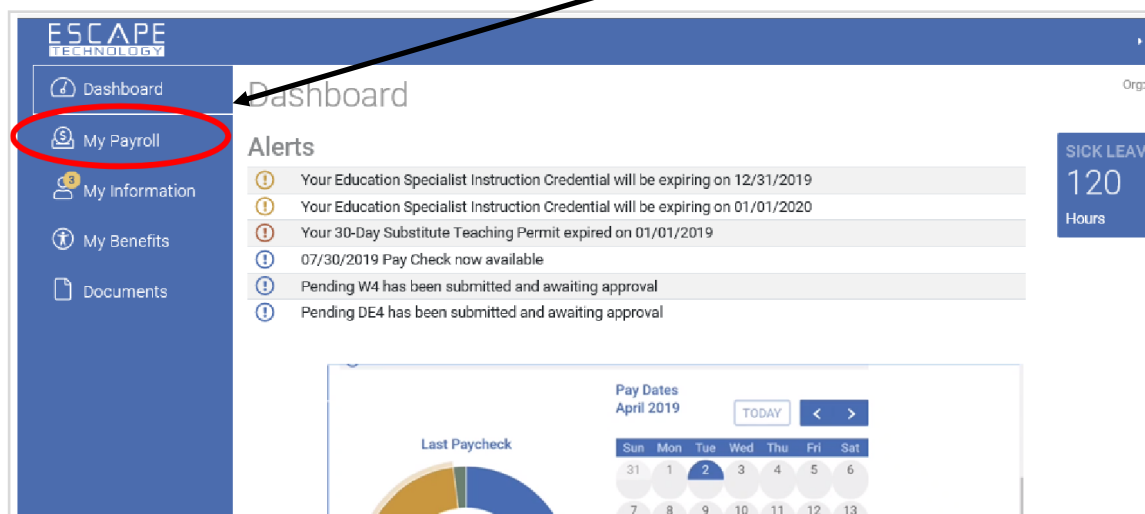
ESCAPE
TECHNOLOGY

Choose which organization you would like to sign in to.

Organization
Colusa COE

SIGN OUT SELECT

7. When you are logged into Escape, click on **My Payroll**.



ESCAPE
TECHNOLOGY

Dashboard

My Payroll

My Information

My Benefits

Documents

Alerts

- Your Education Specialist Instruction Credential will be expiring on 12/31/2019
- Your Education Specialist Instruction Credential will be expiring on 01/01/2020
- Your 30-Day Substitute Teaching Permit expired on 01/01/2019
- 07/30/2019 Pay Check now available
- Pending W4 has been submitted and awaiting approval
- Pending DE4 has been submitted and awaiting approval

SICK LEAVE
120
Hours

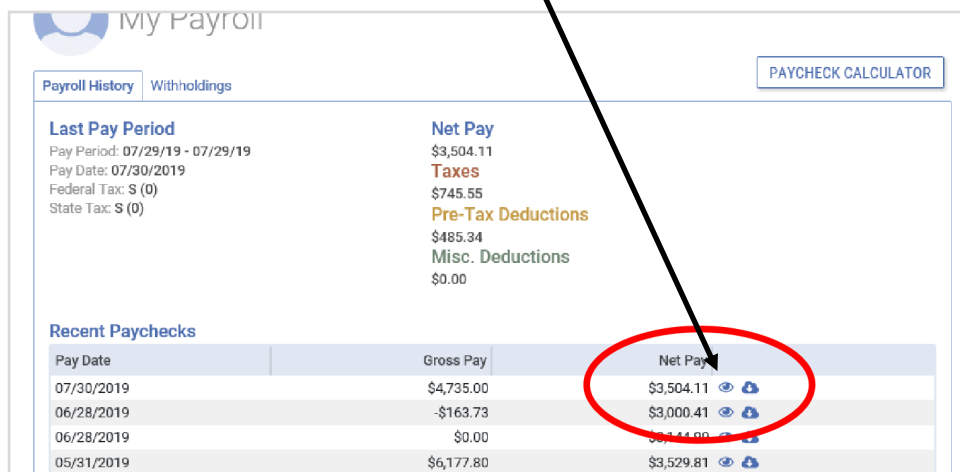
Pay Dates
April 2019

Today

Last Paycheck

31 1 2 3 4 5 6
7 8 9 10 11 12 13

8. At *My Payroll*, click on the small **View Paycheck** button.



My Payroll

PAYCHECK CALCULATOR

Payroll History Withholdings

Last Pay Period

Pay Period: 07/29/19 - 07/29/19
Pay Date: 07/30/2019
Federal Tax: \$ (0)
State Tax: \$ (0)

Net Pay
\$3,504.11
Taxes
\$745.55
Pre-Tax Deductions
\$485.34
Misc. Deductions
\$0.00

Recent Paychecks

Pay Date	Gross Pay	Net Pay
07/30/2019	\$4,735.00	\$3,504.11
06/28/2019	-\$163.73	\$3,000.41
06/28/2019	\$0.00	\$0.00
05/31/2019	\$6,177.80	\$3,529.81

9. Click on the **Print** button.

Download **Print**

First < 1 of 1 > Last

Statement of Employee Earnings and Deductions

District: Colusa County Office of Education - 001
 Employee: Joe Friendly
 Employee ID: 002443 Location: 001 - Colusa County Office of Ed
 Check Number: 006753319
 Issue Date: 07/30/2015
 Pay Period End Date: 07/25/2015

Pay Detail	Units	Rate	Earnings	Employee Deductions	Current	YTD
ADDITIONAL/EXTRA	100.000	47.66	4,766.00	Federal Withholding	520.10	5,100.07
				Medicare	68.88	458.98
				State Withholding	148.78	338.00
				++ Summer Savings		
				Summer Sav Refund	455.54	3,455.99
				* STD / AD		159.10
				* CVT VISION PRE TAX		601.10
				* Dental		4,879.00
				* Medical Pre Tax		679.00
				* Overpaid Premiums		
				TOTAL DEDUCTIONS	1,300.88	10,145.00
Current Wages			Gross Wage Summary	Employer Contributions	Current	YTD
GROSS PAY: 4,766.00			Current	Medicare	88.88	438.88
DEDUCTIONS: 1,300.88	Earnings:	4,766.00	Year-to-Date	STRS / SS	309.00	5,311.78
NET PAY: 3,594.11	FIT	4,248.88	26,804.67	VOL	2.57	16.12
Tax Information	BIT	4,248.88	26,804.67	WORKERS' COMP	118.25	916.54
FEDERAL: (0.00)	CA101	0.00	0.00			
STATE: (0.00)						
	Leave Balances					
	Important Messages					
	Your credential will expire on 01/01/2016.					

Questions?

Contact Elizabeth Segura

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esegura@ccoe.net