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## Employees

This page is designed to help employees throughout the district find information of general interest. Currently, the following links are provided for your convenience. If you have suggestions for other information you would like to see links to on this page, please [e-mail your suggestions](#).



### [Employee Self Service \(ESS\)](#)

Your one stop for reading e-mail, updating your password, getting your paystub or W-2 - all online!

#### Links:

- [District Telephone Directory](#)
- [HOTLINE](#)
- [Los Rios Information Technology](#)
- [Unified Authentication FAQs](#)
- [Lookup My ID](#)

[All other links are only available from a Los Rios Computer - click here to enter.](#)

*Please Note: Popup blockers must be turned off in order to view the pay stubs and W-2 forms. The following website has additional guidance on turning off popup blockers: [http://www.losrios.edu/lrc/emp\\_faq\\_detail.html#popup](http://www.losrios.edu/lrc/emp_faq_detail.html#popup). You may click on the previous link, or copy it and paste it into your browser.*

## Employee Self Service

[Get Help for ESS](#)  
[eLearning \(D2L\)](#)  
[Online Grading System \(rosters\)](#)  
[OWA \(Employee E-mail\)](#)  
[Lookup My ID](#)

[Change My Password](#)  
[Password and Security Maintenance](#)  
[Password Maintenance FAQs](#)

WEB2:80

Login to Employee Self Service (ESS)

Login ID:

(Login ID = W + Employee ID)

Password:

[Forgot your password?](#)

**New users:** If you have never logged into a Los Rios system before, you will need to use the [Initial Password Security Setup](#) page to set up your unified password and password security questions.

**Having trouble logging in?** Use the [Password Maintenance](#) page to get help with your password.

**Note: Employees will use their unified Login ID and Password to login to the Employee Self Service portal.**

**Employee Self Service**

**Employee Self Service**

-  [View Paychecks](#) ←
- [Pay Statement Print Option](#)
- [View W-2 Forms](#)
- [Federal & State Tax Info](#)
- [View Human Resources Data](#)
- [Maintain Emergency Contacts](#)

  

-  [Change Password](#)
- [Change/Setup Password Security Questions](#)

**Note: Links to the D2L Faculty Request Interface functionality will appear on the right side of the page for employees with access to these links.**

**Direct Deposit**

**Pay Statement Print Option**

Carrie Bray

Select the appropriate button to indicate your preference for receiving a printed copy of your direct deposit pay statement.

- Print a paper copy of direct deposit pay statement**
- Do not print paper copy of direct deposit pay statement**

Save

**To opt out of receiving a hard copy of your pay stub, select “Pay Statement Print Options” shown on the previous page of this guide. You will be directed to the page above.**

- Easily access important Payroll and HR information through the following links:
  - **View Paychecks** – view copies of your paychecks/advices (09/30/08 forward)
  - **View W-2 Forms** – view copies of your W-2 forms (2007 forward)
  - **Federal/State Tax Info** – download W-4 and DE-4 tax withholding forms to modify your tax withholdings. (Note: Submit completed tax withholding forms to Payroll via interoffice mail.)

**Payroll Data Questions?** Contact the Payroll Department at (916) 568-3025

- **View Human Resources Data** – view name, address, and phone number on file with Human Resources; maintain emergency contacts; download Name/Address Change Form (Note: Submit completed Name/Address Change Forms to HR via interoffice mail.)
- **Maintain Emergency Contacts** - add or change your emergency contact information.

**HR Data Questions?** Contact your Human Resources Specialist:

- **F/T Faculty and Management staff** call (916) 568-3109
- **Classified, Student Help or Federal Work Study staff** call (916) 568-3107
- **Employee Service Agreement (ESA) staff** call (916) 568-3179
- **Adjunct Faculty staff** (Last names starting with the letter) call:
  - A - G (916) 568-3119
  - H - Pa (916) 568-3148
  - Pb - Z (916) 568-3172

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