



Los Rios Community College District Employee Self Service Information

Vision Statement

“We, the Los Rios community colleges, provide outstanding programs and services so that all students meet and exceed their personal, educational, career, and social goals. We meet the social and economic needs of the community.”

Welcome to the Los Rios Community College District. As a new employee, we ask that you take a few minutes and follow the steps below to become accustomed to the Los Rios Community College District Self Service internet pages. Please note that these pages are available from any computer with internet access (at home or work) at any time.

- Step 1. Once you are on a computer that has internet access, in the “address” field type www.losrios.edu. This will take you to the Los Rios Community College District main web page.
- Step 2. Click on “Employees”. This will take you to an employees only webpage.
- Step 3. Click on “Employee Self Service (ESS)”. This will take you to a login page.
- Step 4. Log in with your Employee ID number and type in your password. Please note: Your Employee ID number is a seven digit number. If you do not know your ID number, click on “Lookup My ID” and follow the instructions; if there are no results, you will need to try again on another day. An Employee ID number will automatically be assigned *after* your paperwork has been processed (please note your paperwork may not be processed until after you start). If you are a new user, you will need to click on the “Initial Password Security Setup” in order to create a secure password.
- Step 5. Once logged in, you may be automatically prompted to complete several important pages such as:

Demographic Survey – In efforts to comply with State and Federal reporting guidelines, we request completion of this data.

“ALERT” Employee Emergency Notification Information – In the event we need to contact you by email or cell phone regarding an emergency situation at *your work location* (i.e., the campus is closed due to weather conditions), we request current and correct contact information. If you do not have access to a computer, you can request a form to be mailed by calling Human Resources at (916) 568-3112.

Emergency Contact – In the event of an emergency situation which requires Los Rios to contact your emergency contact(s) in regard to *your status* (i.e., you are having a health issue which requires emergency care), we require you to complete your emergency contacts’ information.

Once completed, you are encouraged to update your “ALERT” and Emergency Contact Information as needed.

- Step 6. Explore your personal information available through the Employee Self Services including viewing:
 - Recent and/or past paychecks and W-2 Forms
 - Federal & State Tax Information
 - Human Resources Data (i.e., review your current name, address and phone number)

The security and confidentiality of your personal information is of the highest importance to the District. All employee data is stored in a secured database; which is protected from unauthorized internet access by the network firewall, intrusion prevention servers, and database security.

We appreciate your time in completing and reviewing the Employee Self Service internet pages.