GETTING STARTED WITH SOCO'S EMPLOYEE SELF-SERVICE

Summary of Steps

[Logging Into Employee Self-Service](#)

[Logging Out of Employee Self-Service](#)

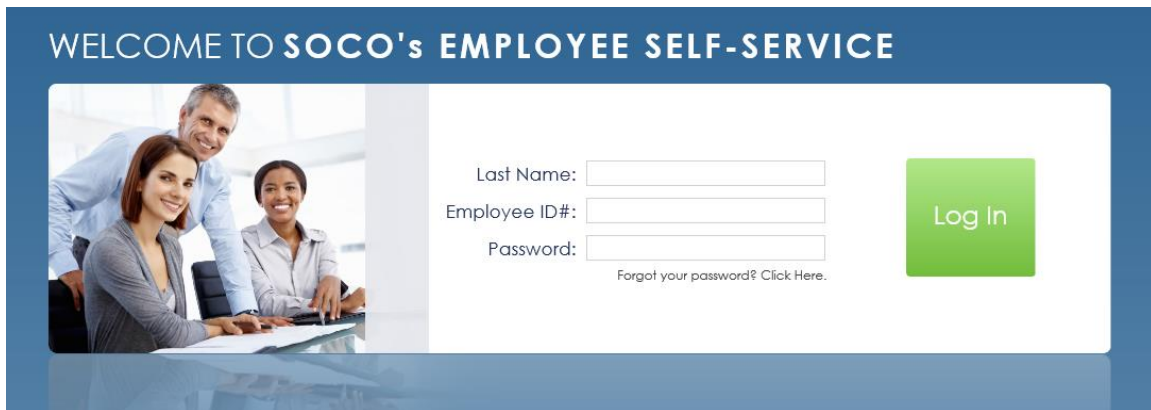[Understanding Employee Self-Service Navigation](#)

[Employee Self-Service Screen/Function Navigation](#)

LOGGING INTO EMPLOYEE SELF-SERVICE

1. Click on the link below to launch the application or enter the following URL into your web browser:

    https://ngssprod.sonomacounty.ca.gov:7012/selfServiceADF/faces/ssLogin

    The following Login screen will appear:

2. Enter Login information:

Last Name: Enter your last name. This is not case sensitive.

Employee ID: Enter your five-digit employee ID number.

Password: Enter your password. This **is** case sensitive.

If you forget your password, click "Forgot your password? Click Here." on the login screen:

You will be redirected to the following page:

Enter your legal first and last name as well as employee ID number. The system will generate a new password and email it to your work email address. If you do not receive an email with your new password or you have any other issues obtaining a password, contact the ISD Help Desk at 565-2030.

Note: If asked to create a new password please observe the following valid password format:

• Passwords must start with an alphabetic character.
• Passwords may NOT start with a number.
• Passwords cannot equal the user name.
• Passwords cannot be a common word like welcome, user, password, computer, etc.
• The minimum password length is 8.
• The password must contain a numeric digit.
• The password must contain at least one of these characters: ! # $ % & ( ) * + , - / : ; ? _
• Passwords cannot contain the following characters: " ' @

Upon Login, the Employee Self-Service dashboard will display:

Click Menu at upper left to reveal Menu:

Click drop down arrows to reveal a list of sub-menu items, OR click **Home** in Menu to open full screen menu with sub-menus:

LOGGING OUT OF EMPLOYEE SELF-SERVICE

1. For security reasons you should always log out of the application. You can log out of the application in the following ways:

    a. Click the <EXIT> button at the top right corner of the application.

    b. Click the <X> "Close" button on the browser window.

UNDERSTANDING EMPLOYEE SELF-SERVICE NAVIGATION

The Employee Self-Service application is contained within a web browser window. For this reason you must use the navigation buttons within the Self-Service page to navigate through the application. When a navigation button is available for use, it will light up green.
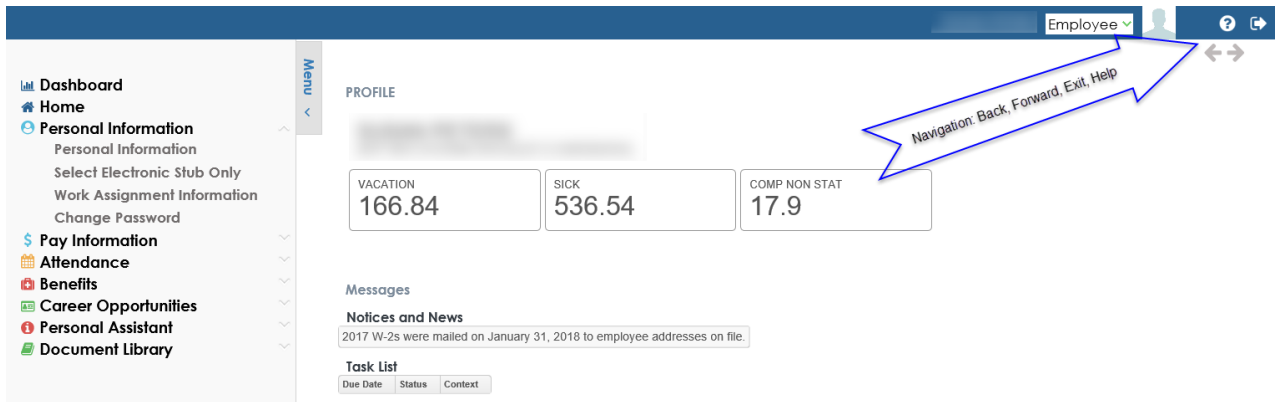
Back and Forward Arrows:

Click the Back and Forward arrows at the top right of each page to navigate back and forth.   **NOTE:** Clicking the "back" or "forward" button on your web browser will navigate you **out** of the application.

Command Buttons:

When commands are available they appear Green on your screens at upper left and right.

Upper Left: Upper Right:

Undo Unsaved Changes

Clicking the <UNDO> or <Reset> button will undo any changes made since the last save.

Apply Changes

Clicking the <SAVE> button will apply any new changes made to the page you are on.

Print View

Clicking the <PRINT> button 🖶 will open a printable copy of the screen you are looking at. Press the Control-P keys in order to print the screen.
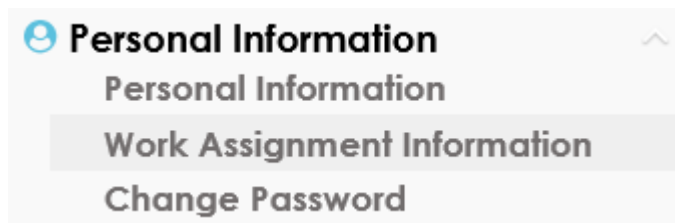
EMPLOYEE SELF-SERVICE SCREEN/FUNCTION NAVIGATION

The Employee Self-Service main menu contains several sub-menus. Within each sub-menu are links to screens/functions where information can be viewed or changed.

Personal Information

Personal Information: Use this screen to make changes to your personal information including address, phone number, and email.
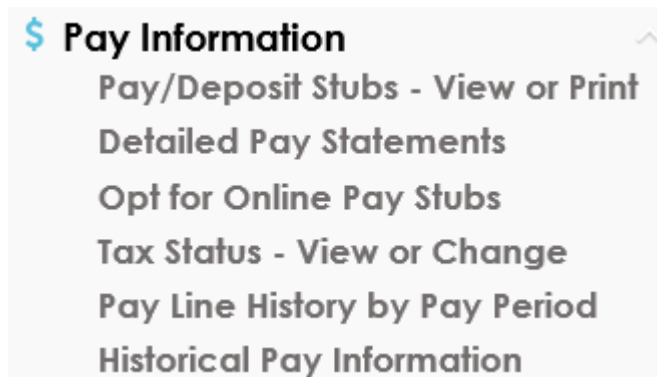
Work Assignment Information: This is a view only screen where you can review details about your assignment.

Change Password: Use this screen to change your password to the self-service application.

Pay Information

Pay/Deposit Stubs – View or Print: Used to view or print an exact copy of your one-page deposit stub.

Detailed Pay Statements: This screen provides a complete breakdown of pay items; Earnings, Deductions, Benefits, as well as other useful information like Accruals and Payment Information. You may view or print.

Opt for Online Pay Stubs: Click a button to Go Green, Go Paperless, Go WEBSTUB. Screen also links you to **Pay/Deposit Stub – View or Print**.

Tax Status – View or Change: Use this screen to view or change your tax filing status.
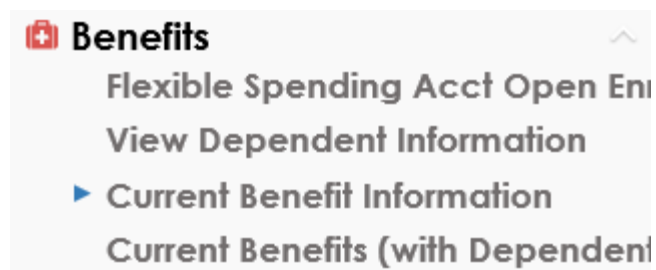
Pay Line History by Pay Period: Provides a breakdown of hours by types of pay, by pay period.

Historical Pay Information by Pay Period: Provides a list of earnings, deductions, and benefits by pay period.

Benefits

Flexible Spending Acct Open Enrollment: FSA open enrollments-Review, Select Plan, and Submit Elections.

View Dependent Information: View dependents currently listed in the system.
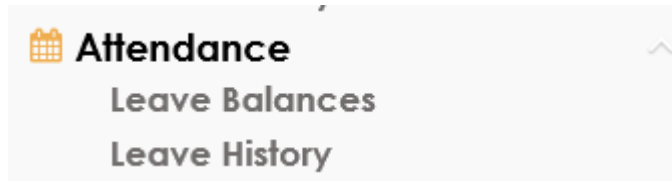
Current Benefits Information: See your current benefits enrollments.

Current Benefits (with Dependents): See your current benefits with dependents.

Attendance Information

Leave Balances: See all leave types with current Balances, and year-to-date taken, etc…

Leave History: See all leave types and dates of use.

Career Opportunities

Job postings: Links you to the County of Sonoma Career Center Job Openings page.

Document Library

Document Library: Contains links to useful websites or forms. Each link will launch in a new web browser.