GETTING STARTED WITH SOCO’S EMPLOYEE SELF-SERVICE

FOR MANAGERS

1. **MANAGER SELF-SERVICE**
   Managers can now access their employees’ information quickly and easily using the same Self-Service Portal. Please follow the instruction below to gain Manager Profile access and view the available data for your employees.

CLICK ON THE LINK BELOW TO LAUNCH THE APPLICATION OR ENTER THE FOLLOWING URL INTO YOUR WEB BROWSER

LOGGING INTO EMPLOYEE SELF-SERVICE

2. 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:

   ![Login Screen](image)

   3. 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:

**WELCOME TO SOCO’s EMPLOYEE SELF-SERVICE**

**CHANGING TO “”MANAGER” SELF-SERVICE**

4. Change the view to the “Manager” screen.

5. Click on “My Employees’ to select an employee
6. Select an employee from the list or “Search” for a specific employee and after selected click “Menu”

7. Clicking “Home” or clicking the arrow adjacent to “Employees” displays the same options
AVAILABLE SCREENS:

“View Employee Information”

“Emergency Contacts”
“PAs in Progress”

“Personnel Action History”
“View Leave Balances”

“View Leave History”