

## Employee Self Service (ESS)

The Employee Self Service is a secure website that gives you direct access to your payroll data via the web. You can review, print, or save your latest pay stub or annual W-2 tax form at your convenience from work or at home. Pay information is available for the current calendar year plus two prior years. W-2 information is available for five calendar years.

Registration: <https://ess.smcoe.org> and select Hillsborough Elementary S.D. from the drop-down list. After you register, you must use this link to view and print your paystubs <https://ess.smcoe.org/login.aspx>.

- To register, you will need to know your Social Security Number, exact name as printed on your paycheck, and net pay from the most recent paycheck. ESS verifies your net pay with our payroll system. If you are unsure of your most recent net pay, contact Kim Hover at [khover@hcsdk8.org](mailto:khover@hcsdk8.org).
- You will need to provide your email address—it could be either your HCSD work email or personal email address. The registration process will send a message to that email address and you will need to access that email account to finish the registration process. After you have completed your registration, each month you will get an email letting you know when your payroll has posted to your bank account.

Each paystub is listed by the issue date; the W2 information is listed by the “year”. Click one of the records to open either a paystub or W-2.

For assistance with your account or registration, contact Kim Hover at (650) 548-4201 alternatively, [khover@hcsdk8.org](mailto:khover@hcsdk8.org).

BOARD OF EDUCATION  
An Huang Chen, Gregory J. Dannis, Don Geddis, Kim Oliff, Gilbert Wai

SUPERINTENDENT  
Louann Carlomagno, Ed.D.