

To: All Employees
From: Arthur O'Hare, Finance Director

Please share this information with any employee who does not have email as well as any employee who may be off work at this time.

This is the ninth email in a series of emails to help employees prepare for the change from monthly paydays to biweekly paydays beginning in October 2017, as approved by the Board of Commissioners.

Are You Ready?

Are you ready for biweekly payroll? Your first biweekly check will be dated Tuesday, October 24 and will be for hours worked October 1 through October 14. Please be sure to review your check stub (available on Employee Self Service) and let us know if anything seems inaccurate. We have run several test payrolls this past week and have verified the hours, benefits, and withholding amounts. However, it is still possible for something to be unique to you and your situation, so please take an extra moment to review your pay stub and get back to us if there is anything out of place. Thanks.

Employee Self Service (ESS) on-line

You can view your pay stubs, view your W2, notify HR of changes in address, make W4 changes, update your Direct Deposit, and use the W4 forecasting tool. From a County computer where you're logged in: <http://jocoinfo/> Mouse over Finance, and click on Springbrook Employee Self Service. From any computer, including your smart phone (you can add this to your phone's home screen) <http://josephine.accessgovernment.net/EmployeeSelfService>.

Create an Account – Click on the “Create An Account” link. You may register either your personal or County email accounts. You will need to provide your Employee Number, Date of Birth, and Last 4 Digits of your SSN. This will allow the system to link to your specific payroll data.

Login – Some things to keep in mind regarding your login - when you enter your email account, avoid capitalization. The system will lock you out after 3 failed attempts and it will still allow you to request password resets but they will not do anything. Locked accounts will automatically unlock after 24 hours. During work hours you can request a reset of your locked account from either **Sarah in payroll or Cecelia in Human Resources**. We do not have visibility to your password but we can also request a password reset from the system from the administrative side. Be careful when copying your new system-generated password, so you do not capture spaces or punctuation and after you log in successfully, click on Change Password in the upper right corner of the main ESS screen.

Recap of Biweekly Payroll Emails

Copies of all emails are available on the county website under Finance Office. See <http://www.co.josephine.or.us/Page.asp?NavID=2046>.

Payroll Calendar Link – click link for the proposed pay dates.

Biweekly Question and Answer Link – click link for all of the basic information you need to prepare for a biweekly payroll change.

If you have any questions which need immediate assistance, please contact me via email. This will allow me to compile a list of additional information that may be helpful to others. I will send out another email to everyone if needed. Thanks.

Arthur O'Hare, Finance Director
Josephine County, Oregon
541-474-5222 Office