



educational service center  
*of Central Ohio*

**eFinancePlus™**  
**Employee Access Center**

# Frequently Asked Questions



## USER PROFILE

### What personal information is stored in the system?

The EAC allows you access to your personal information as an employee of the district or agency, including:

- Demographic information
- Payroll voucher and W-2 information
- Salary and benefit/deduction information
- Online enrollment for benefits
- Attendance information with detailed records

### What if my information is inaccurate?

You have the ability to update most of your own personal information. After logging into the system, click the *Update* button found under the blue information bar. This will open some fields for you to edit. Click save when your edits are complete.

For name changes, contact [humanresources@essco.org](mailto:humanresources@essco.org). For other issues, please contact [escpayroll@escco.org](mailto:escpayroll@escco.org) or [cogpayroll@escco.org](mailto:cogpayroll@escco.org).

### How is my information protected?

The EAC is a securely encrypted portal, protected with your unique username and password. Never share or send any personal log in information with others.

## FEATURES

### Where can I see my paystub(s)?

Your paystubs can be viewed and accessed by clicking *Payroll Checks* from the left-hand sidebar. Paystubs will be posted on the date the payment is made.

### What are the other sidebar items?

Use the sidebar navigation to view other information pertinent to you as an employee.

- **Employee Information** contains your personal info, as described in User Profile section.
- **Certifications and Degrees** lists the credentials you have on file with the agency.
- **Salary and Benefits** shows your total calculated salary and stipends, as well as a summary of your benefits and pay deductions.
- **Leave Information** is a record of your absences to-date.
- **Tax Information** breaks down all federal, state and local tax withholdings. Updates can be made by clicking the "Update" button at the bottom of the page.
- **Deductions and Benefits** shows your total deductions from each paycheck.
- **"What If" Paycheck Calculator** is a tool that allows you to see how changes in your tax filings or salary will affect your paycheck balance.

# ACCESSIBILITY

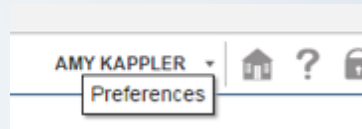
## How do I access the EAC?

Navigate to the [Employee Access Center](#), accessible from the *For Staff* web page on [www.essco.org](http://www.essco.org), and select the appropriate ESC or COG link to log in. Your username is your ESC email address (first.last@essco.org), and your default password\* is the last four digits of your social security number. The first screen you will see (the Home Screen) contains your Employee Information.

*\*For security purposes, it is highly recommended that you reset your password right away.*

## How do I reset my password?

Log in using your default credentials. Once logged in, find your name in the upper right corner of the window. Hover over your name with your mouse pointer until the *Preferences* box appears, then click on it.



The page will display boxes to type in your current password as well as your new password. For higher security, your password should contain a minimum of 6 characters and at least one uppercase letter, one number and one symbol.

Click *Change Password* button when complete. A notice on the screen will confirm that your password has been successfully changed.

*This password is exclusive only to the EAC system and therefore will not effect any other employee or network login credentials.*

## What if I forget my password?

If you forget your password, or if your password is not working, click the *Forgot Your Password?* link on the log in screen. Enter your ESC email address (first.last@essco.org) and social security number (without hyphens) where prompted, then click *Submit*.

A temporary password will be sent to your ESC email address. Navigate back to the EAC page and use this temporary password to log in. You will be directed immediately to reset your password.

Use the temporary password to fill in the *Old Password* field, and create and confirm a new secure password. Click *Change Password*.

*This document is meant to assist you with navigating the system by answering common questions. For additional support, please contact Human Resources at [humanresources@essco.org](mailto:humanresources@essco.org).*