

Self-service accounts provide secure access for employee payroll, leave data

The payroll department may only be open Monday through Friday 8 AM to 4 PM, but employees can securely access their payroll and leave data 24/7 online.

Employees may create accounts through the San Bernardino County Superintendent of Schools Employee Self Service Site at <https://employeeselfservice.sbcss.k12.ca.us>.

In order to create your account, you will need:

- c First name as it appears on your stub
- c Last name as it appears on your stub
- c Social Security Number
- c Net pay from your most recent earnings

Employees' leave data is available through Campus Central and updated monthly, typically by mid-month.

To access your leave data, simply log in to your Campus Central account and select My Leave under the Employee Menu.

Questions on your information? Call Payroll at ext. 4063

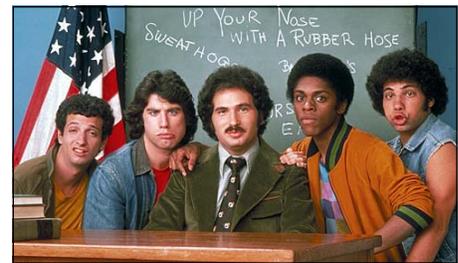
Independent audit firm scheduled on site between August 29 and September 9

The district's independent audit firm, Christy White Accountancy Corporation, will be on site at the district offices and colleges between August 29 and September 9 to complete the year-end portion of their testing and begin drafting the district's 2010-2011 financial statements.

While most work related to both state and federal compliance has been completed, there may be a few additional open items that require departments and individuals to meet with or provide information to the auditors.

As the district liaison to the independent auditors, Director of Internal Audits, Tanya Rogers, will contact individual departments as needed and with as much advance notice as possible for any information the independent auditors may request.

Questions about the audit? Call Tanya at ext. 4081



Welcome Back Kotter, 9/9/1975 ABC Photo Archives/Getty Images

Quote of the Month:

“Genius is initiative on fire.”

- **Holbrook Jackson**
Writer & editor, 1874-1948

Contracts Corner

*Proactive:
More than a Face Wash*

Business Services offers many benefits to departments—one of them being a contract analysis prior to submission of the contract for approval.

Because there are many things to consider when putting together the scope of work and terms of a contract, Business Services will review the draft of a contract and recommend appropriate improvements to the contract's terms.

Recommendations include best contract practices, pitfalls to avoid, possible hidden costs, and questionable items to consider removing.

For questions or to request an analysis of a contract, please contact Virginia at ext. 4085 or email at vdiggle@sbccd.cc.ca.us