

## Los Rios Community College District Employee Self Service Information

Welcome to the Los Rios Community College District (LRCCD). We ask that you take a few minutes and follow the steps below to become accustomed to the LRCCD Self Service internet pages and update your personal information.

Please note that these pages, with exceptions noted below, are available from any computer with internet access (at home or work) at any time. Once you are on a computer that has internet access, in the “address” field type [www.losrios.edu](http://www.losrios.edu) to access our main page.

Step 1. Click on “Employees”. This will take you to an employee only webpage.

Step 2. Click on “Employee Login”, then select “Employee Self Service”. This will take you to a login page.

Step 3. Login with your Employee ID number (use “W” then your seven-digit ID#) and type in your password. If you do not know your ID number, click on “Lookup your Employee ID” and follow the instructions; if there are no results, you will need to try again on another day. An employee ID number will automatically be assigned after your paperwork has been processed (please note your paperwork may not be processed until after you start). If you are a new user, you will need to click on the “New User: Create your Password” link in order to create a secure password.

Step 4. Once logged in, at the top of the page, click on the drop down and choose “Los Rios Employee Self Service”. Click on the “Contact Information” and **make sure to complete:**

- **Paycheck and Tax Information:** Below two are required for initial set-up and/or changes.  
**Direct Deposit** - <https://employees.losrios.edu/forms-and-services/forms/payroll-forms/direct-deposit-instructions>  
**Tax Withholdings** (W-4 - Federal Tax Withholding and DE-4 - State Tax Withholding) – This is required for changes as both will default to “Single” and no additional withholdings – it is up to the employee to make changes. <https://employees.losrios.edu/forms-and-services/forms/payroll-forms/tax-withholding-information-and-instructions>
- **Employee Information: Emergency Alert Information** – In the event we need to contact you by e-mail, voice and text messages to your cellular phone regarding an emergency situation at **your work location** (i.e., the campus is closed due to weather conditions, criminal activity on campus, etc.), we request current and correct contact information. If you do not have access to a computer, you can request a form to be mailed by calling Human Resources at (916) 568-3112.
- **Maintain Emergency Contact** – In the event of an emergency, which requires Los Rios to contact your emergency contact(s) in regard to **your status** (i.e., you are having a health issue which requires emergency care), we require you to complete your emergency contacts’ information.

Once completed, you are encouraged to update your Emergency Alert and Emergency Contact Information as needed. Please note under “View Human Resources Data”, you may also update your name to a “preferred” name (further information on where your preferred name is reflected is noted in the Self Service pages). If you would like to change your legal name, you will need to provide a Name/Address Change Form to Human Resources with the appropriate documentation.

Step 5. Explore your personal information through the Los Rios Employee Self Service pages including viewing:

- Recent and/or past paychecks and W-2 Forms
- Human Resources Data (i.e., review your current legal name; update your preferred name; review your address and phone number)

The security and confidentiality of your personal information is of the highest importance to the District. All employee data is stored in a secured database; which is protected from unauthorized internet access by the network firewall, intrusion prevention servers, and database security.

We appreciate your time in completing and reviewing the Employee Self Service internet pages.