

# HOW TO ACCESS YOUR EMPLOYEE SELF SERVICE ACCOUNT

Riverside  
County  
Regional  
Park and  
Open-Space  
District



# INFORMATION



User ID

Password

**SIGN IN**

[Forgot your Password?](#)

**HCM Production**

 **RCIT**

RCIT Helpdesk  
Telephone: (951) 955-9900 (Micro 59900)  
Email: [PeopleSoftHelpDesk@RivColt.com](mailto:PeopleSoftHelpDesk@RivColt.com)

 **COUNTY OF RIVERSIDE**  
MAY 9, 1993

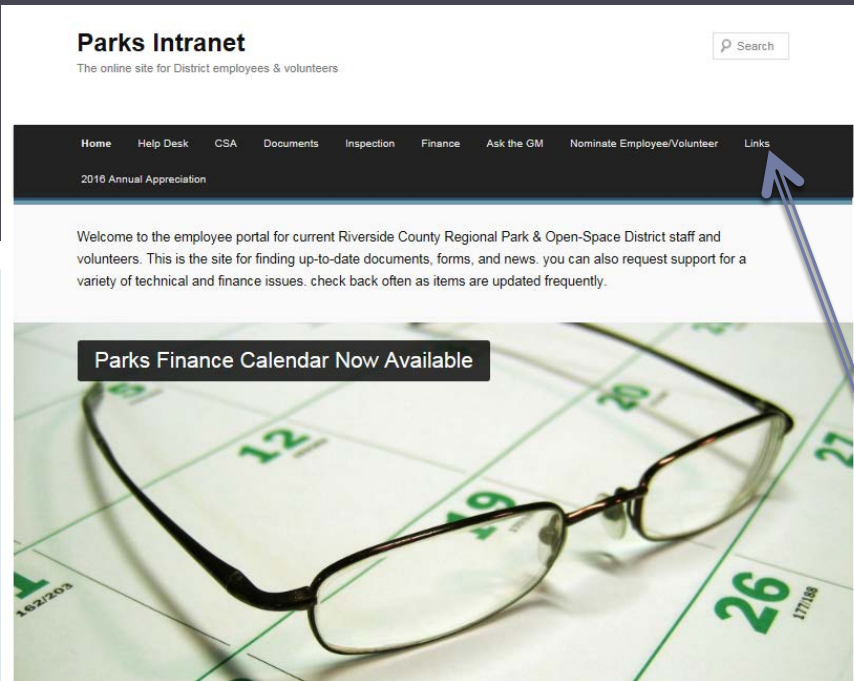
New employees receive their Employee ID# (EID#) two weeks after hire.

Contact Parks HR to get your ID Number:

Last names A-L: Deborah Newell (951) 955-2264

Last names M-Z: Lori Norris (951) 955-4332.

# WEBSITES



- Parks Intranet  
<http://intranet.rivco.parks.org>
- Click on “Links” word.

- Click on Employee Self Service -ESS (Pay-stubs & Annual Benefit Open Enrollment)  
<https://corhcm.co.riverside.ca.us/psp/h900prda/?cmd=login>.
- Save the site for future use.
- You may need to disable pop-up blockers.

# USER ID



User ID

Password

[SIGN IN](#)

[Forgot your Password?](#)

**HCM Production**

 RCIT Helpdesk  
Telephone: (951) 955-9900 (Micro 59900)  
Email: [PeopleSoftCustomerSupport@RivColT.org](mailto:PeopleSoftCustomerSupport@RivColT.org)

 COUNTY OF RIVERSIDE  
MAY 9, 1893

Memorize your 6-digit Employee ID# (EID#).

In the User ID box, type ESS (in capital letters), then your 6-digit EID#.

**Example:**

**User ID: ESS123456**

# FIRST TIME TEMPORARY PASSWORD INSTRUCTIONS

- This is only good for one login.
- 1. Type ESS (the ESS must be in capital letters).
- 2. Type your 6-digit Employee ID#.
- 3. Type the \$ symbol.
- 4. Type your 4-digits social security number.  
**EXAMPLE:** The employee's 6-digit EID# is 203657 and last 4 digits of social security number are 4332. The password would be typed: **ESS203657\$4332**.
- 5. Press enter or click on the sign in button.

# RESET YOUR PASSWORD

- You will receive a message that your password has expired. Click on it.
- Enter current password.
- Change your password to something you will remember.
- See next page for password requirements.

### Change Password

User ID:

Description:

\*Current Password:

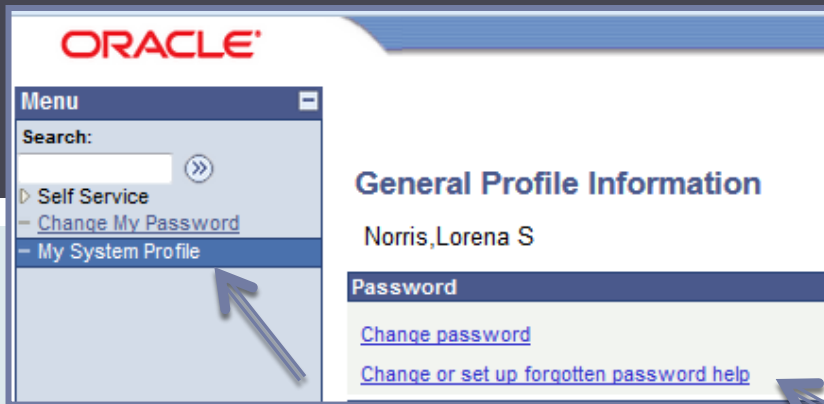
\*New Password:

\*Confirm Password:

# PASSWORD REQUIREMENTS

- Passwords must:
  - Be at least 8 characters long
  - Contain at least one symbol (!, @, #, \$, %, &)
  - Contain at least one letter (a, b, c...etc.)
  - Contain at least one number (1, 2, 3...etc.)
  - DO NOT use a SPACE in the password
- You can put them in any order. It needs to be something you will remember.
  - **Examples:** Parks\$75, or #parks43

# FIRST TIME LOG IN



- Select “My System Profile” from the far left menu.

- Set up the forgotten password help, so you can reset password if you forget.
- Set up only one email address in the program to reset your password.
- **IMPORTANT:** The system will lock you out after three tries, so click the Forgot Password? link after your second try.





# VIEW PAY STUB INSTRUCTIONS

The screenshot shows the 'Self Service' main menu. The left sidebar contains a search bar and a list of menu items: Self Service, Personal Information, Payroll and Compensation, Benefits, Recruiting Activities, Enrollment, Change My Password, and My System Profile. The 'Self Service' menu item is selected. The main content area is titled 'Self Service' and contains several sections: Personal Information, Payroll and Compensation, Recruiting Activities, Enrollment, and Benefits. The 'Payroll and Compensation' section is highlighted with an arrow, and the 'View Paycheck' link is also highlighted with an arrow.

- Select “Self Service” from the left menu.
- Select “View Paycheck” under “Payroll and Compensation”.
- Select “View Paycheck” next to the check date.

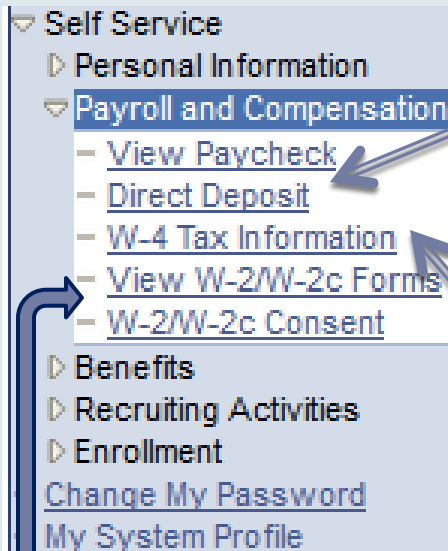
The screenshot shows a table titled 'Select Paycheck' with columns for Check Date, View Paycheck, Company, Pay Begin Date, and Pay End Date. The 'View Paycheck' link in the first row is highlighted with an arrow.

Check Date	View Paycheck	Company	Pay Begin Date	Pay End Date
11/25/2015	<a href="#">View Paycheck</a>	County of Riverside	10/29/2015	11/11/2015
11/10/2015	<a href="#">View Paycheck</a>	County of Riverside	10/15/2015	10/28/2015
10/28/2015	<a href="#">View Paycheck</a>	County of Riverside	10/01/2015	10/14/2015
10/14/2015	<a href="#">View Paycheck</a>	County of Riverside	09/17/2015	09/30/2015
09/30/2015	<a href="#">View Paycheck</a>	County of Riverside	09/03/2015	09/16/2015
09/16/2015	<a href="#">View Paycheck</a>	County of Riverside	08/20/2015	09/02/2015
09/02/2015	<a href="#">View Paycheck</a>	County of Riverside	08/06/2015	08/19/2015
08/19/2015	<a href="#">View Paycheck</a>	County of Riverside	07/23/2015	08/05/2015

# PRINTING YOUR PAYSTUB

- Follow the printing instructions for the browser you are using, or use the Adobe Toolbar print button.
  - To access the Adobe Toolbar, place your mouse cursor over the bottom middle portion of the pay stub.
- You may need to download a free Adobe Acrobat Reader if you do not have one.
- If the paystub won't open, try a different browser (Chrome, Internet Explorer, Firefox).

# OTHER SELF SERVICE PAYROLL OPTIONS



Self Service

- Personal Information
- Payroll and Compensation
  - View Paycheck
  - Direct Deposit
  - W-4 Tax Information
  - View W-2/W-2c Forms
  - W-2/W-2c Consent
- Benefits
- Recruiting Activities
- Enrollment
- Change My Password
- My System Profile

## **Direct Deposit Changes:**

- Only one account transaction can take place per day.
- Add the new account first.
- Next day delete the old account.
- It takes three pay periods to take effect.

**W-4 Tax deductions changes.**

To receive your W2 electronically, you must login to ESS and submit the consent request. W2 forms are available online towards the end of January.

W2 forms are mailed by February 1 to those who do not consent to electronic forms. A current address must be on file in PeopleSoft.

# PASSWORD RESETS & HELP

- **Contact Parks HR to have your password reset**
  - **Last names A-L:**  
**Deborah Newell (951) 955-2264**
  - **Last names M-Z:**  
**Lori Norris (951) 955-4332**
  - **If you reach voicemail, leave the following information:**
    - Your full name,
    - your 6-digit employee ID #, and
    - a number to call you back.
- **If HR Contacts are not available, contact the RCIT Help Desk (951) 955-9900.**