



**ORANGE COUNTY
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To: Directors, Business
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From: Gary Stine, MPA, Director, Support Services

Date: November 21, 2013

Subject: New Release of Employee Information System (EIS)

The Orange County Department of Education (OCDE) is pleased to announce the release of a new version of the Employee Information System (EIS). EIS provides all school district employees with access to their pay stubs and W-2 information through the web. The new version of EIS is now available and can be accessed by visiting:

<https://employee.ocde.us> **Please note the new website address!**

The new version of EIS was developed using input gathered from district staff since it was first released in 2005. EIS has several new features, improved functionality, a fresh new look, and simplified navigation. Security has changed in order to provide employees with an interface which is similar to the other web-based applications they use. Rather than using an Employee ID to access the system, employees are now able to use an email address of their choice as their "user name". EIS also incorporates password reminders and self-service features which will allow employees to reset their own passwords.

All employees will need to register before using the new EIS system at <https://employee.ocde.us> in order to take advantage of new features. The existing EIS system (<https://eis.ocde.us>) will remain live until December 31, 2013 in order to provide employees with enough time to register for the new system.

In an effort to help ease the transition, we have attached an **EIS Quick Start Guide** to be distributed to your employees and created an email helpdesk for employees should they need assistance. Please direct employees to email EShelp@ocde.us for help registering or using the new system.

Thank you in advance for your support as we transition to the new Employee Information System (EIS). We look forward to a successful implementation.

Enclosures

CC: Assistant Superintendents and Vice Chancellors, Business
Assistant Superintendents and Vice Chancellors, Human Resources