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# BULLETIN

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**SUBJECT:** AUTOMATIC DEPOSIT PAYROLL STATEMENTS **2020-21 NO. BS-21**

**TO:** All Unrepresented Management/Supervisor & Confidential Employees

**DATE:** January 14, 2021

**PREPARED BY:** Tanisha Turner, Director II **DEPARTMENT:** Employee Compensation and Benefits

**REVIEWED BY:** Jesse Castillo, Director III, Accounting Services **APPROVED:** Rose Ramos  
Rose Ramos,  
Chief Business Officer

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Effective January 2021, the District will no longer mail automatic deposit payroll statements to Unrepresented Management/Supervisor and Confidential employees who receive electronically deposit warrants. All automatic deposit payroll statements will continue to be available in your MyPortal page.

We encourage all employees to visit the district's MyPortal page <https://www.scusd.edu/myportal> to set up a MyPortal account. Once your MyPortal account is set up, you will have access to view and download payroll snapshots, W2 forms, current leave balances, federal and state taxes, update personal contact information, view Health and Welfare benefits and payroll statements.

For your convenience, attached is MyPortal-Getting Started instructions to help you create an account.

Please contact the Payroll Department at (916) 643-9400 regarding payroll questions or Technology Services Support Desk at [support@scusd.edu](mailto:support@scusd.edu) with questions regarding MyPortal.

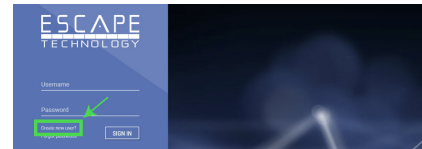


## Technology Services

### MyPortal – Getting Started

Get started by creating an account today:

1. Visit **myportal.scusd.edu** and click "Create New User?"



2. Enter the information requested. Note that your information must be entered *exactly* as it appears in District records. Contact Human Resources at 916-643-9050 with any questions about your employee record.

A screenshot of the ESCAPE TECHNOLOGY registration form. The form is on a blue background with the ESCAPE TECHNOLOGY logo at the top. Below the logo is a message: "In order to successfully register, the information you provide must match the information already on file with your employer." The form contains several input fields: "Email", "First Name", "Last Name", "Date of Birth" (with a calendar icon), "Last 4 SSN", "Create Password", and "Confirm Password". At the bottom, there are "CANCEL" and "REGISTER" buttons.

3. Look for a confirmation code in your email In Box and type it into the verification screen within the allotted time.

A screenshot of the ESCAPE TECHNOLOGY verification screen. The screen has a blue background with the ESCAPE TECHNOLOGY logo at the top. Below the logo is a message: "A confirmation code was sent to you. This code will expire in: 4m 57s". Below this is the instruction "Enter the confirmation code below." and a "Confirmation Code" input field. At the bottom, there are "SIGN OUT" and "CONFIRM" buttons.

4. After you have signed up, access **MyPortal** at **myportal.scusd.edu** 24 hours a day, 7 days a week to get HR, Benefits and Payroll information at your convenience.

Please contact the Technology Services Support Desk at [support@scusd.edu](mailto:support@scusd.edu) with any questions regarding **MyPortal**.