



# WRIGHT ELEMENTARY SCHOOL DISTRICT

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Superintendent

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## NEW EMPLOYEE PORTAL

ESCAPE is the system that houses all of our Human Resources/Payroll & Finance information. You will now have access to look at your personal information in ESCAPE and verify that the information we have is correct.

The web address to access the Portal is: <https://portal.scoe.org>

1. **Click on the first time user**
2. **Enter your [wrightesd.org](http://wrightesd.org) email and fill out the requested information**
3. **Password must be a minimum of 12 characters (numbers & special characters are not needed but recommended)**
4. **Once completed, you will see a box that requires a code to be entered**
5. **You will receive an email stating the code to enter**

**Congratulations!! You should now have access to the Portal.**

Once you are officially in the system you can look at all of your information by clicking on the upper left hand corner box that reads **My Activities**.

- Click on this drop down box. Click on **My Info**. The top of the screen, Section 1-3 shows all of your personal information regarding your home address, phone number, date of hire, etc. The bottom section is your **Assignment Information, Credentials** and **Education** (if applicable).
- Back to **My Activities**. Click on **My Benefits**. Here you can see your **Leave Balances** and your **Health & Welfare** information. The Top section shows your current coverage, Employee share & District share. The Bottom section shows Dependents.
- Back to **My Activities**. Click on **My Payroll**. This screen shows your **Payroll History**. You can access your **Last Pay Stub, Recent Paychecks** (which you can print without having to search your emails), **W-2 Statements**, and **1095 Statements- ACA** (can also be printed). Under the **Payroll Calculator** tab you can play around with your net pay...Open **Federal or State Tax Withholdings** you can change your information to see how it will affect your net pay. Try changing your allowances by one number, scroll down and you can see what your check will look like with the changes you have made. Under the **Tax/Deduction Setup Change Request** you will find the necessary forms needed to process a change.
- Back to **My Activities**. The **Documents and Approvals** options are not active at this time.
- Back to **My Activities**. Under **Settings** you can change your password only not your email.

This will help alleviate a lot of the questions you may have about your employment with the Wright Elementary School District. You will be able to get information immediately instead of waiting for an email or a call back from HR/Payroll. We will direct you to the Employee Portal when any of these questions come up. Please log in as soon as possible.

If you notice anything that may need to be changed or updated (example: address, phone or contact info), please email:

- H/R personal information – Linda Landa - [llanda@wrightesd.org](mailto:llanda@wrightesd.org)
- Payroll/benefits information – Irma Fernandez-Ramos – [ifernandez-ramos@wrightesd.org](mailto:ifernandez-ramos@wrightesd.org)