

## REGISTER YOUR BEST NET ACCOUNT

San Bernardino City Unified School District employees use the County's Best Net Employee Self Service site for Pay Stub viewing and/or printing. Best Net gives you direct access to your personal payroll data via the Web. You can review, print, or save your latest pay stub or annual W-2 and 1095-C tax forms at your convenience from work or at home.

**Note:** *If you do not have a computer available to you, you can visit the Payroll Department at the BOE. They maintain two computers for this purpose. Also, each site maintains a guest computer for such activities.*

1. Point your browser to the following website: <https://employeeselfservice.sbcusd.k12.ca.us/login.aspx> OR use sbcusd.com, hover your mouse over Staff Resources and then click on Best Net Employee Self Earnings Info
2. Ignore the upper login area and go to area below to register for an account
3. Use the drop-down menu and choose San Bernardino City Unified
4. Click on the Register button
5. Enter your first name, last name, Social Security #, and your most recent paycheck's net pay amount

If you don't have a password, enter your District, then click Register to begin the registration process.

District:

San Bernardino City Unified ▼

**Note:** *The net pay is your most recent paycheck amount deposited in your account, or the amount shown on your most recent printed paycheck. If it is late in the pay period, you may have to wait for your next paycheck for this to work (e.g., paid on the 15th, it is the 14th).*

6. Click the Continue button
7. Read the Terms of Use and enter your email address to indicate your agreement with the terms
8. The email address can be a personal or district email address
9. Click the Continue button
10. An email will be sent to the email account that you input during the prior registration step. The email sent to you will expire 15 minutes after it has been sent.
11. Click the Close button

Thank you.

For added security, an email has been sent to the email account previously provided. To complete the registration process, click on the link provided in the email. This will open a new browser window for you to continue the registration process or "Opt Out" of the system.

## CONFIRMING YOUR ACCOUNT

1. Login to your District Gmail account
2. Open the email from the BEST NET Employee Self Service Site
3. Click on the activation link within the email

To finalize the registration process, click on the link below. If you are unable to click on the link, copy & paste it into your browser's address box. This will activate your Employee Self Service Site account and will open a web browser window for you to begin the login process.

<https://employeeselfservice.sbcss.k12.ca.us/activate.aspx?UserID=86292&MAC=HAUu59fWfvfVk5dgi2E8OGaIEQs%3d>

4. Click the Continue button (do not checkmark Opt Out)

When you complete your registration, payroll information will be made available to you over the internet. The web site is secure and requires authentication. However, you may choose to "Opt Out" of this service and have your confidential data removed from the website.

Once you "Opt Out" of the system, you must contact your Payroll Administrator to reactivate your registration.

Opt Out - I do not wish to use the Employee Self Service Site.

Continue

5. Choose a login name (up to 20 characters) and password
6. Click the Continue button
7. You will be asked to fill in three security questions
8. Checkmark Please DO NOT send me a paper Earnings (EFT) Statement, and then click the Continue button
9. Click the Finish button

**DOWNLOADING AN SBCUSD PAYSTUB WITH THE BEST NET ONLINE SYSTEM**

1. Point your browser the following website: <https://employeeselfservice.sbcss.k12.ca.us/login.aspx>
2. Use the drop-down menu and choose San Bernardino City Unified
3. Enter your login name and password and click the Login button. District:  

San Bernardino City Unified
4. You will be asked to enter your Social Security Number. Your ID will not work.

**Recent Earning Statements**

- March 15, 2014
- February 28, 2014
- February 15, 2014
- January 31, 2014
- January 15, 2014

**Recent Tax Documents**

- 2013 W-2

**PRINTING YOUR STATEMENT**

1. Click on the earning statement or tax document that you would like to download  
  
 The statement will display.
2. Click on the Print button to print your statement.

**Main Menu**

- Home
- Employee Info
- Earnings
- Benefits
- Taxes
- Leave Balances
- Attendance
- Preferences
- Change Password

**Earning Statement**

Issue Date: June 15, 2021

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SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS		LEAVE AND EARNINGS STATEMENT		WARRANT NO.	
EMPLOYEE NAME / SOCIAL SECURITY NUMBER	SCHOOL DISTRICT / PAY LOCATION	FED STATE	ISSUE DATE	PERIOD END	
HR1 XX:	76-San Bernardino City Unified 13 - INFORMATION TECHNOLOGY	S 1 S 1	061521	061521	

**FURTHER ASSISTANCE**

- For further assistance with your Best Net account or accessing your pay check statements or earnings history, contact: The Payroll Department at (909) 381-1139.