



Accessing Your Pay stub Online

County employees are paid every two weeks by electronic transfer to the financial institution of their choice. Pay check stubs are retained by the County electronically on a secure server for a period of three years. For employees new to direct deposit, you will receive a paper copy for 2 pay periods at which point paper copies will no longer be distributed.

Employees may access and print out their pay stubs online through the Orange County Employee Pay Stub Portal. You can access the Portal through the County of Orange Intranet (which can be accessed from the Sheriff's Intranet) or at <https://empinfo.ocgov.com>.


It is very important when signing onto the Portal for the first time that you write down your employee ID number immediately before entering your new password!

Contact the Sheriff Help Desk at 714-834-4444 or Helpdesk @ocsd.org to have your email address updated or to reset your password.

Contact your timekeeper if you forget your employee ID number. For security reasons, your timekeeper will contact Payroll for the information. The Sheriff Help Desk does not have this information.

If you do not have access to a computer at work or home, please contact your timekeeper in writing to request a printout of your pay stub.



In our continuing effort to meet the needs of County Personnel, we are pleased to launch the new Orange County Employee Portal website. You will now be able to view your employee data online from a single website. Below we will outline how to view your Pay Checks Online and activate your account. Access the OC.EMPLOYEE.PORTAL by opening Internet Explorer  and entering <https://empinfo.ocgov.com/> in the Address bar.

Address

OC Employee Portal Login

1. First Time Users

If visiting the portal for the first time, you will need to activate your account in the system. To activate your account, click on the "First Time User" button at the bottom of the screen.

2. First Time User Form

Enter the following information:

Your **First Name** and **Last Name** (as it currently appears on your Pay Stub)

Last **Four Digits** of your Social Security Number

The **Year** you were born (e.g. 1975)

Your **Zip Code** (must match your zip code on file)

Click "**Submit**" after completing the "**First Time User Form**" to validate your data. If any of the information did not validate the system will return a message "**The supplied credentials could not be verified. Please contact your local HR.** Verify your information, fix any errors and click on the "Submit" button to revalidate your data.



3. INITIAL LOGIN PASSWORD CONFIRMATION

The Initial Login Password Confirmation page displays your name and your Employee ID. There are three required fields on this page, create a New Password, confirm your Password, set a Security Question and create a Security Answer. Please provide an email address, this email will be used for password maintenance.

- a. **Employee ID**
Your Employee ID is your Login ID. **Please make note of your Employee ID.**
- b. **Create a New Password**
Passwords must be between 7 and 25 characters and must have at least 3 of the following characteristics:
 - i) Upper Case Letters
 - ii) Lower Case Letters
 - iii) Numbers
 - iv) Special Characters (i.e. {[].,' & "?/|~!@#\$\$%^&*()_-=.})
- c. **Confirm New Password**
Enter your new password.
- d. **Email Address**
Provide an email address. This email address will be used for password maintenance.
- e. **Security Question**
The Security Question will be used to assist you when you forget your password. Use the pull-down menu to select a Security Question.
- f. **Security Answer**
Enter an Answer to the Security Question.

Your six (6) digit Employee ID will be your Login ID. This ID coupled with your new password will give you access to the Orange County Employee Portal. Click on the "Submit" button.



4. RESET YOUR EMAIL ADDRESS

You can now reset your email address from the OC.EMPLOYEE.PORTAL welcome page and send a test email to verify the correct email address entered.

The screenshot shows the OC.EMPLOYEE.PORTAL website interface. At the top, there is a navigation bar with links: Portal Home, Benefits, 457 Program, OC Jobs, Benefits Center, Email, Password, Logout, Process, and a dropdown menu labeled 'Click to Select'. The main content area features a banner for 'VIEW YOUR PAY CHECKS ONLINE' and a welcome message for 'Mary S Kay'. Below this is a section for 'ORANGE COUNTY'S INTERNAL AUDIT DEPARTMENT FRAUD HOTLINE' with contact information. The bottom section is titled 'EMAIL' and contains a form with the following fields:

- Employee ID: 000002
- Employee Name: Mary S Kay
- Email: *
- Confirm Email: *

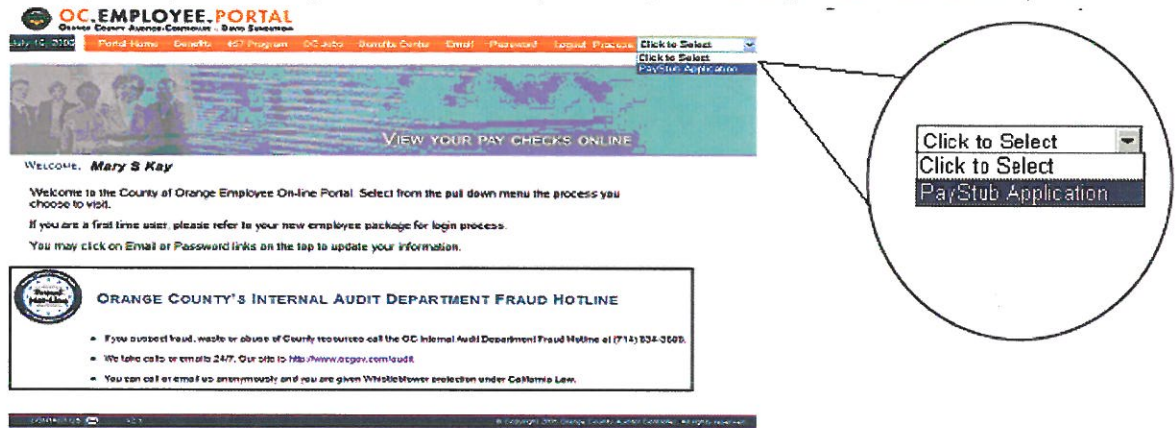
Below the form are 'Submit' and 'Clear' buttons. A note at the bottom of the form reads: "To send a test message to your email address, please click on 'Test Email' button. Please check your email after some time. If you do not receive email from PayStubPortal, please log back to confirm that your email address is correct."

- a. **Email Address**
Provide an email address in the yellow field. This email address will be used for password maintenance.
- b. **Confirm Email**
Enter your Email address to confirm address.
- c. **Test Email**
Click on the Test Email button to send a test email.



5. **OC.EMPLOYEE.PORTAL Home Page**

Once you have successfully accessed your account you will be brought to the portal's home page. From this home page you will be able to view your recent pay history through the PayStub Application as well as gain access to valuable information regarding Employee Benefits and other County programs. Lastly, you may administer your User Account by choosing The "Change Password" menu option.



6. **PayStub Application** To access the PayStub Application, from the Home Page, select "PayStub Application" from the drop-down list on the top right hand corner.

a. The **PayStub Application** page can be divided into four parts

- ❶ **Header Information-** The Header section contains your Employee ID and Employee Name as well as current Withholding Status and Leave Balances
- ❷ **PayStub History-** This section contains your latest Pay stub history and is displayed in a Summarized format. The Check date link allows you to view the Pay Check Stub in detail for each date selected.
- ❸ **County Wide Announcements –** "Handouts" which were distributed to all County employees with their physical Pay Stub are now viewable in the County Announcement Section.
- ❹ **Agency Specific Announcements –** "Handouts" which were distributed to Agency employees with their physical Pay Stub are now viewable in the Agency Announcements Section.



OC.EMPLOYEE.PORTAL
ORANGE COUNTY AUDITOR-CONTROLLER . DAVID SUNDBROM

November 10, 2005 Portal Home Benefits OC Jobs 457 Program Logout

WELCOME, **JANE** Employee ID: 09999 **PAY.STUB.APPLICATION**

Employee Name: **JANE A DOE** Federal Tax Withholding Status: 00 M
 Leave Balances: 59.00 COMP TIME State Tax Withholding Status: 00 M

Chk Date	Chk Adv#	Type	Disposition	Gross Pay	Deductions	Net Pay Amt	YTD Total Gross	YTD Taxable Gross
09/23/2005	0000082344910	REGULAR	Issued	\$2,513.28	\$1,365.82	\$1,147.46	\$51,536.52	\$38,618.06
09/09/2005	0000082343599	REGULAR	Issued	\$2,284.80	\$1,294.99	\$989.81	\$49,023.24	\$36,899.14
08/26/2005	0000082342300	REGULAR	Issued	\$2,284.80	\$1,284.99	\$999.81	\$46,736.44	\$35,408.70
07/29/2005	0000082339494	REGULAR	Issued	\$3,427.20	\$1,647.34	\$1,779.86	\$42,166.84	\$32,427.82
07/15/2005	0000082338107	REGULAR	Issued	\$2,513.28	\$1,365.82	\$1,147.46	\$35,999.88	\$27,053.22

Click on the date link to access a detail view of each pay stub

COURT ANNOUNCEMENTS
 All County Employees.

AGENCY ANNOUNCEMENTS
 Resources and Development Department (RDM)

- b. **Pay Stub Detail**
Click on a Check Date link from the Pay Stub History to view the Pay Stub Detail.
- c. **To Go Back to the Pay Stub Application**
Click on the "Back" button to select another Check Date link.



OC.EMPLOYEE.PORTAL
ORANGE COUNTY AUDITOR-CONTROLLER . DAVID SUNDBROM

October 31, 2006
Portal Home
PayStub Home
Benefits
OC Jobs
457 Program
Logout

Employee Name: MARY S KAY	Employee SSN: XXX-XX-9511	<p>COUNTY OF ORANGE PAYROLL CERTIFICATE DAVID SUNDBROM AUDITOR-CONTROLLER</p>
Employee ID: 000002	State Tax Status: 02 S	
Fed. Tax Status: 02 S	Org.: 440	
Agency: 031	Pay Loc.: 031009	

Payment Advice/Check#: 23050000002313	Type: REGULAR
Issue Date: 11/18/2005	
Pay Period(#): 23	
PP Begin - Ending Date: 10/28/2005-11/10/2005	

[Print Page >>](#)
[<< BACK](#)

Current Pay Period		Year-to-Date	
Total Gross Pay(Pay Elements):	\$1,671.14	YTD Gross:	\$32,493.31
Total Deductions:	\$520.45	YTD Taxable Gross:	\$27,303.60
Net Pay:	\$1,150.69		

Pay Elements:	Rate	Hours(Hrs:Min)	Amount
>> OVERTIME PAY	\$15.8800	22:39	\$359.68
>> BILINGUAL PAY	\$0.4000	102:39	\$41.06
>> REGULAR	\$15.8800	79:00	\$1,254.52
>> OT EARNED	\$15.8800	27:37	\$0.00
>> AL UNPLANNED	\$15.8800	1:00	\$15.88

Deductions:	Amount	Year to Date
>> 457 DC PLAN	\$20.00	\$460.00
>> FEDERAL TAX	\$181.47	\$2,730.34
>> HLTH-BEFTAX	\$86.11	\$1,980.53
>> HLTH1%-BFTAX	\$12.70	\$292.10
>> MEDICARE-EE	\$22.80	\$438.20
>> OCEA	\$10.34	\$237.82
>> CREDIT UNION	\$0.00	\$1,050.00
>> RET-CL PCKUP	\$32.26	\$321.10
>> RET-2-GEN-EE	\$110.29	\$2,135.98
>> STTAX WHELD	\$39.48	\$566.87
>> UNITED WAY	\$5.00	\$115.00

Reimbursable Expenses:

Leave Category	Current Balance(Hrs:Min)
>> ANNUAL LEAVE	355:01
>> COMP TIME	3:00
>> FLBA COMP	77:00

Disclaimer

This website is intended to provide limited information concerning your payroll transactions in the County of Orange and is not intended to constitute legal, accounting, tax, investment, consulting, or other professional advice or services. Payroll information posted on this website is the best representation of the records of Orange County at the time of the update of this website and is not a guarantee or assurance that funds are actually on deposit and available in your personal account(s). You should consult with your banking institution to verify the availability of funds in your account(s). You should also not use the information on this website as a basis for income tax reporting as such information may be subject to adjustments from time to time. This website and the information contained herein are provided "as is" and there are no express or implied representations or warranties regarding this document or the information. The County of Orange, its employees, and its subcontractors have used their best efforts in preparing the information on this website however the County does not warrant that the website or information will be error free or will meet any particular criteria of performance or quality. Your use of this website and information is at your own risk. The County will not be liable for any special, indirect, incidental, consequential or punitive damages or any other damages whatsoever relating to the use of this website or information.

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CONTACT US
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d. Print Stub Detail

Before you print your Pay Check Stub you will need to access the Pay Check Stub Print view. Click on the "Print Page" button located on the top right corner under the orange menu bar. You will now see the print view format of the Pay Check Stub. To print go to File Menu and select Print. Click on the "Back" button to go back to the Pay Stub detail.

COUNTY OF ORANGE PAYROLL CERTIFICATE DAVID SUNDBROM AUDITOR-CONTROLLER		Employee Name: MARY S KAY Employee ID: 000002 Fed Tax Status: 02 S State Tax Status: 02 S Agency: 031 Org: 440 Pay Loc: 031009																	
		Payment Advice/Check #: 23050000002313 Type: REGULAR Issue Date: 11/18/2005 Pay Period(#): 23 Begin - Ending Date: 10/28/2005-11/10/2005																	
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7. Log Out

For security, always logout before you "X" out of the OC Employee Portal website. To Logout, click on the "Logout" link from the orange menu bar. This link will take you back to the OC Employee Portal Login. You have now logged out and can now "X" out of the OC Employee Portal website.