

# **EMPLOYEE INFORMATION SYSTEM (EIS)**

Register with (EIS) <https://employee.ocde.us> to obtain your paycheck stubs, W-2, and your sick time balance. Before beginning, make sure you have received your first check then follow the information below:

- Wait until you receive your first check
- Employee ID (920 + student ID number)
- Last 4 digits of your Social Security Number
- Date of Birth
- Valid Email Address

Make sure you check your email with the subject “EIS Email Confirmation.” Open the email and follow the directions. Use your Email Address and Password to log into the system.

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