

EMPLOYEE INFORMATION SYSTEM

(PAY STUB ACCESS)

Register with EIS to access your paycheck stubs, sick leave balance, and w-2. Follow these steps to get started:



**You Must Receive Your 1st Paycheck
Before You Can Register**



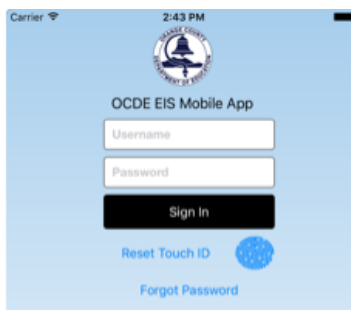
For EIS Registration Website: (<https://employee.ocde.us/eislg.aspx>):

- Employee ID (920+ student ID)
- Last 4 digits of Social Security Number.
- Date of Birth.

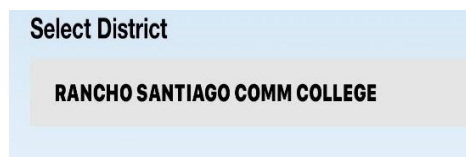


EIS App for Apple Users only: (<https://apps.apple.com/us/app/ocde-eis/id1132340265>):

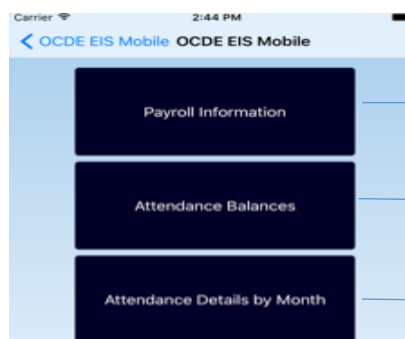
1. After installation, provide your username (email) and password accordingly and sign in on your account.



2. Select the “**Rancho Santiago Community College**” district.



3. Access your Paystub and Sick balance through the Application.



Click “**Payroll Information**” for Pay stubs.

Click “**Attendance Balances**” to check Sick Leave Balance.

Click “**Attendance Details by Month**” for Accrual Details.

Students will be sent an email confirmation. Follow the directions in the Email. Use your Email and Password to Log in to the System.