Quick Steps: How to access Employee Self-Service, Log into Employee Self-Service, View your Paystub, and Properly log off.
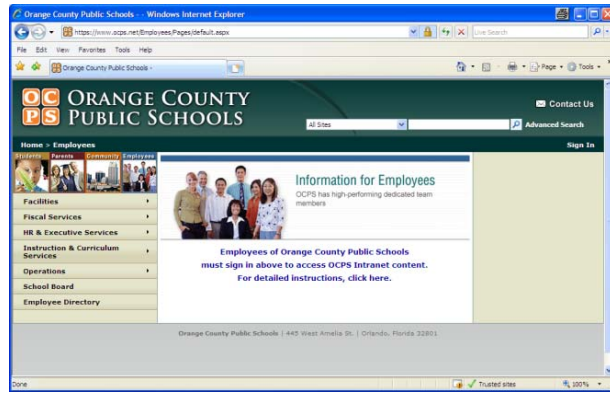
Accessing Employee Self-Service:
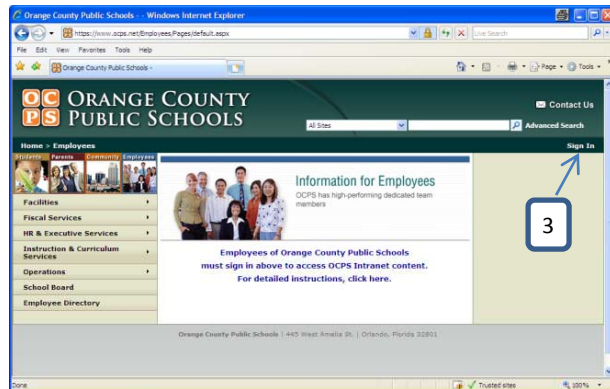
Step 1. Launch Internet Explorer.

Step 2. Access https://www.ocps.net/employees.

Step 3. Click the Sign In link.

***If you receive the login window "Connect to www.ocps.net" after selecting the Sign In link, enter the login information in the following format:
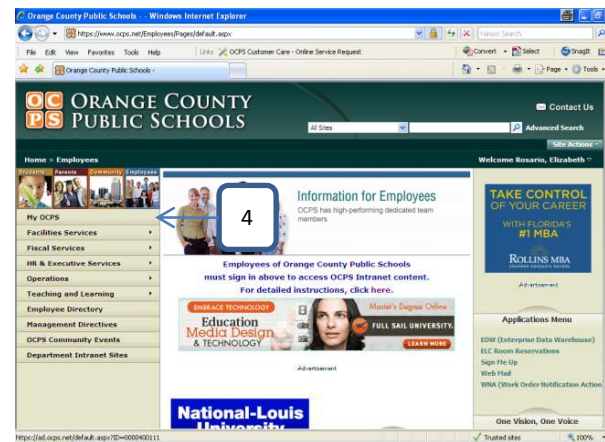User Name: OCPS\XXXXX
Password: ●●●●●●
Click OK
X's represent your personnel number
●Represents your Network Password
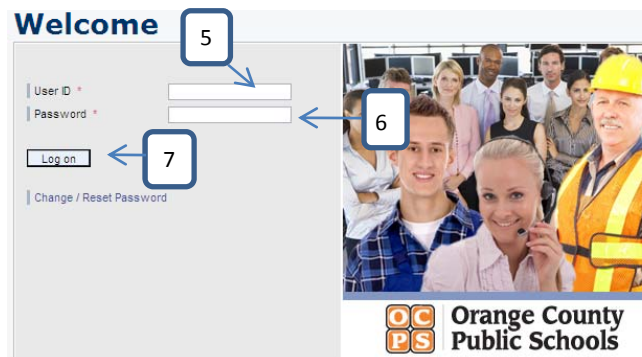
Step 4. Click the My OCPS link.

Need Help? Contact the Technology Coordinator at your location. Online help is also available at http://ess.ocps.net.

Logging into Employee Self-Service:

Step 5. Enter your Personnel Number in the User ID * field.

Step 6. Enter your Network Password in the Password * field.

Step 7. Click the Log on button.

Viewing your paystub:

Step 8. Click the My OCPS link.

Step 9. Click the Salary Statement link.

The most current paystub will be displayed. Use the scroll bar located to the right of your screen to review it.

Properly logging off:

Step 10. Click the Log Off link located in the top right hand side of the page.

Step 11. Click Yes when prompted with the question "Are you sure you want to log off?"

Step 12. Close both Internet sessions that you have logged onto by clicking the Close icon located in the top right hand corner of each internet session. This will ensure that your account has been logged out and prevent anyone else from viewing it.

Payroll Discrepancies? Employees must contact their payroll secretary located at their work location regarding payroll discrepancies.