

EMPLOYEE INFORMATION SYSTEM (EIS)

Logging on to the Employee Information System (EIS) for the first time

Website: <https://eis.ocde.us>

To log in, employees must enter their 10 character employee ID (i.e.9600009999). Your personal 10 digit ID number can be found on your pay stub located in the upper left corner. It begins with our district's number, "96", followed by zeros and your SOCCCD employee ID number.

The default password is the last four digits of your Employee ID number and the last four digits of your SSN (8 characters).

Example: SOCCCD ID is "1234" (4 or 5 digits); County Employee ID is "9600001234", SSN is "XXX-XX-7788".

User ID: 9600001234

Password: 12347788

When logging in, employees will go through the Initial Security Setup where they will specify a new password, a secret question/answer and an email address. EIS will send an email to the employee. The employee must log into their account and look for an email from EIS. The email will contain a link which the employee will have to copy and paste into the browser window to confirm that their email address is valid. Under the "Help" tab, you will find an updated User Manual for your reference.

Password Recovery and Account Maintenance

In case the employee has forgotten their password, they can request to have EIS email them their password.

If an email address wasn't entered or the employee has forgotten their secret question and answer, they will have to contact the Payroll Department to have their password reset.

Remember to always enter a valid email address and to confirm that email address.

Software Requirements

Adobe Reader is required to download the employee's pay stub (there is also a preview of the pay stub which doesn't require Adobe Reader).

OCDE Will Discontinue Printing Pay Stubs

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