

PLACER COUNTY OFFICE OF EDUCATION
ESCAPE ONLINE EMPLOYEE PORTAL

ESCAPE is the Placer County Office of Education's Accounting and Payroll software. The ESCAPE Employee Portal will allow you to view, and in some cases, update your important Human Resources and Payroll information. Below is an overview of each of the currently available sections.

See the **New User Registration sheet** available in the Employee Resources section under Business Services Department on the LUSD website for information on registering your account.



My Activities:

1. My Info – This screen displays the following demographic data

Name, Address, Phone, Personal Contact Information

Emergency Contacts

Job Assignment(s) – Current and Past

Credentials*

Education*

Please review for accuracy. Any changes or corrections to your data will require a written request detailing the changes sent via email to staffdata@loomis-usd.k12.ca.us.

Please note that name changes will require legal documentation before the change can be processed.

****Credentials and Education information are in the process of being updated.***

2. My Payroll – This screen has three tabs that will provide the following options

Payroll History

Last pay stub – displays an abbreviated summary of your last pay stub

Recent Paychecks – view the full detail of your paychecks

W-2 Statements – view your W-2 statements

1095 Statements – viewing of the 1095C Form (Affordable Care Act)

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Payroll Calculator

The payroll calculator will allow you to see the effect on net pay for pay changes, tax withholding changes, and deduction changes**

***This will provide general guidance and estimates. Although this information will be close it should **not** be relied up to calculate the **EXACT** tax and net pay.*

Tax/Deduction Setup Change Requests: Request changes to Federal and/or State Tax Withholding. *Note: The date presented in each of the request forms is the earliest possible date for a submitted and approved request to go into effect. It is possible depending on the timing of current payroll processing that you request will miss the deadline and become effective on the next payroll.*

Federal Tax Withholding Change – W4 Form***

State Tax Withholding Change – DE4 Form***

With each of these you have the ability to change the following:

Marital Status

Number of allowances

Identify an Additional amount you would like withheld

Claim Exempt status

****In the bottom left section of each page there is a link directly to the Federal W4 Form and the State DE4 form that will include additional instructions for completing these forms if needed.*

3. My Benefits – This screen has two tabs that will display the following information

Leave Balances & Activity (School Year to Date)

PN (Personal Necessity) – Time allowed for personal necessity – this is part of the Sick Leave Total

Sick – This is the TOTAL of your sick leave (**includes** PN and PERS)

Vac (Vacation)

PERS (Personal Leave) – Time allowed for personal leave – this is part of the Sick Leave Total

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Beginning Balance – Sick Leave and Vacation rolled forward from prior year

Accrued – Annual leave accrued per contract

Pending –Leave time is added for the year on July 1. This column shows the leave time accrued but not yet earned for the school year. If you leave the district during the year you may not have earned all of the accrued leave. This column will track accrued leave not yet earned.

Health & Welfare

Plan – Lists your selected Health, Dental and Vision plans. Plan abbreviations are listed on the Cap Breakdown sheets on the Employee Resources page on the LUSD website and on the Glossary at the end of this document.

Level – lists your coverage (Employee Only, Employee + Spouse, Employee + Child, Employee + Family)

My Share – Employee's portion of benefit premiums

District Share – Employer's portion of benefit premiums

4. **Documents** – May contain copies of transcripts, TB tests, etc
5. **Approvals** – Lists the status of Tax/Deduction change requests
6. **Settings** – Change your Password or Email

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GLOSSARY OF TERMS

Health Plans:

K-CL	Kaiser \$10 copay Classified
K-CE	Kaiser \$10 copay Certificated
K-MC	Kaiser \$20 copay Management/Confidential
K-HDHS	Kaiser High Deductible HSA
HSA	Health Savings Account
HMO	Health Maintenance Organization
PPO	Preferred Provider Organization
EPO	Exclusive Provider Organization
SHHMO	Sutter Health Plus HMO
SHMID	Sutter Health Plus HMO High Deductible Mid
SHHDP	Sutter Health Plus HMO High Deductible
WHHMO	Western Health Advantage HMO
WHHMID	Western Health Advantage High Deductible Mid
WHHDP	Western Health Advantage High Deductible
UHHMOOOA	United Healthcare HMO Out of Area
UHHDPOA	United Healthcare High Deductible EPO Mid Out of Area
UHH5-OA	United Healthcare High Deductible Out of Area
DDSCE	Delta Dental Certificated
DDSCL	Delta Dental Classified
DDSMC	Delta Dental Management/Confidential
VSP	Vision Service Plan
VSPCL	Vision Service Plan Classified
VSPMC	Vision Service Plan Management/Confidential

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Other terms:

- W-4 IRS Form: Employee's Federal Withholding Allowance Certificate
- DE-4 California Form: Employee's Withholding Allowance Certificate
- 1095 IRS Form: Employer Provided Health Insurance Offer and Coverage