



from Business Services

Employee Information System (EIS) September 23, 2019

The Orange County Department of Education (OCDE) provides all school district employees with access to their pay stubs, W-2 forms, and sick time balance through an online system. The system is called the Employee Information System (EIS).

EIS has several enhancements, including self-service features that allow you to register yourself and reset your password. The security features provide you with an interface which is similar to the web-based financial institution applications you may already use. You are also now able to register an email address of their choice as their “username”. Before using the system, please make sure you have the following information available:

- **Employee ID (10 digits beginning with 64.....)**
- **Last 4 digits of your Social Security Number**
- **Date of Birth**
- **Valid Email Address**

You can join over 11,000 school district employees who have already registered to use the EIS system by visiting:

<https://employee.ocde.us/>.

A link to the EIS Quick Start Guide is available below.

[EIS Quick Start Guide](#)

If you need help locating your employee ID please contact the AUHSD Payroll Department at (714) 999-3594.

