



IHSS Electronic Services Portal: Sick Leave and Direct Deposit

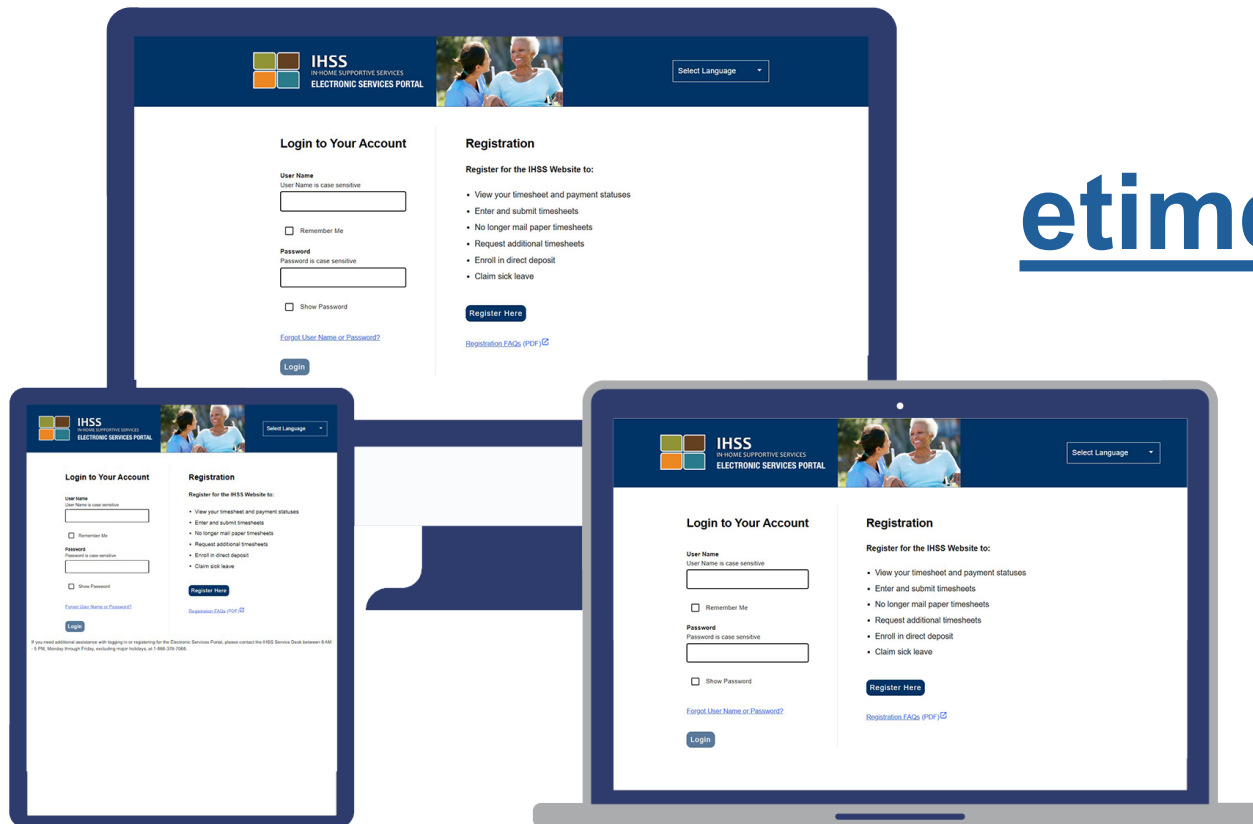


Public Authority Provider Services Department

Claiming Sick Leave and Direct Deposit

Go to the Electronic Services Portal (ESP)

etimesheets.ihss.ca.gov



Provider Sick Leave Overview



Active providers are entitled to **40 hours of Paid Sick Leave** per fiscal year (July 1st to June 30th)



Unused sick leave hours will expire on June 30th and will not carry over



Sick leave hours can be claimed via **paper form SOC 2302** (IHSS Program Provider Sick Leave Request Form) or **online on the Electronic Services Portal**

Direct Deposit



Direct deposit is mandatory for IHSS caregivers.

Benefits of using direct deposit include:

- ✓ Your IHSS paycheck is deposited directly into your
- ✓ checking or savings account
- ✓ You will avoid U.S. Post Office mailing time
- ✓ You don't have to worry about your paycheck being lost or stolen

Direct Deposit



There are three different ways to enroll in direct deposit:

1. Log into the Electronic Services Portal etimesheets.ihss.ca.gov and select the **Direct Deposit** option from the menu
2. Visit cdss.ca.gov, fill out **SOC 829**, and mail the form
3. Call **(866) 376-7066**, option #2, to request form **SOC 829**

For questions or assistance



Provider Services Department at Public Authority
(866) 351-7722 – Option 1



Visit us at our National City office:
401 Mile of Cars Way, Suite 200, National City, CA 91950