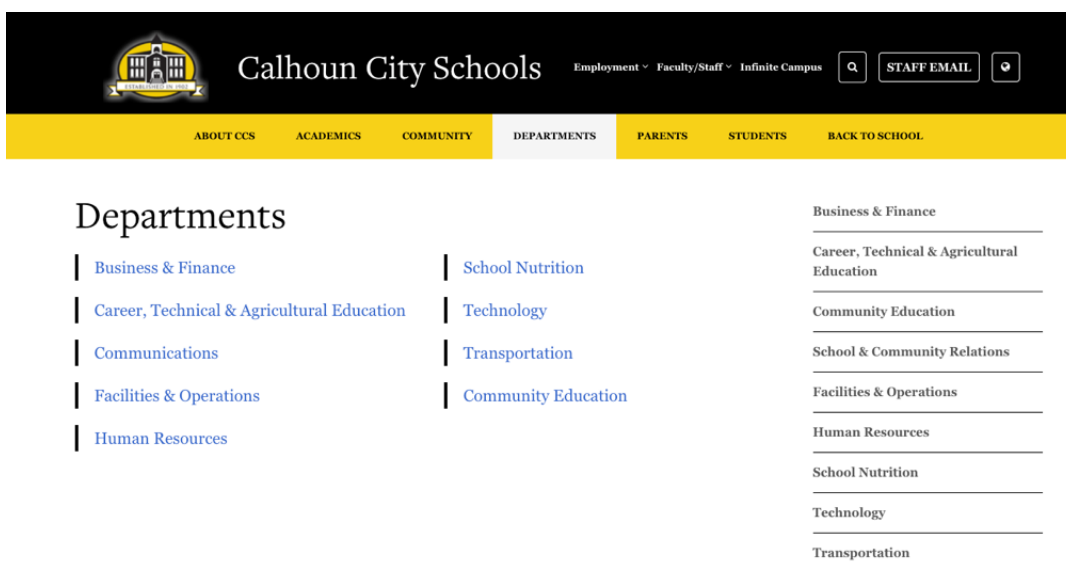


Substitutes/Part-Time Workers for Calhoun City Schools How to View Your Payroll Check Stub

1. Go to www.calhounschools.org
2. Click on Departments
3. Click on Human Resources



4. Click on Substitutes
5. Click on Employee Self Service (under Resources for Substitute Teachers) or on the following link to register for Employee Self Service.
<https://ccs-ess.calhounschools.org/employeeselfservice>
6. Follow the instructions on that page to create your account.

See Step 4 of the Employee Self Service page for more information on navigating Employee Self Service and updating your information.

If you need assistance or have questions, please email Myra Ingle at inglem@calhounschools.org.