

EMPLOYEE SELF-SERVICE INSTRUCTIONS

- 1) Webpage links for Employee Self-Service may be accessed from the following locations within our school system's website:

www.stephenscountyschools.org, then click on the DEPARTMENTS menu;

- Human Resources Department Page located under QUICKLINKS as “Employee Self-Service”

www.stephenscountyschools.org, then click on FACULTY AND STAFF menu, click Faculty and Staff Resources

- It will be listed as “Employee Self-Service”.
- Contact Susan Lambert at 706-886-9415 ext. 1611 or by email at Susan.Lambert@stephenscountyschools.org if you need to report an issue or need assistance.

- 2) Log-in using your username and password for Employee Self-Service (ESS) once you have completed the registration process. There will be 4 menu items available for employee access:

- **Task List**

- Click this menu item to view any pending tasks or changes you have requested.

- **Personal Actions**

- Click **Demographics** to view or print your demographic information. To make changes, simply update your information and click the blue Save Button at the top left of the screen. This would create a pending request. Click the blue Print Button to print a copy.
- Click **Leave Balance** to view and/or print your Leave Balance. Use the blue Print button.
- Click **Leave History** to view and/or print your Leave History. Use the blue Print button.

- **Payroll Actions**

- Click **G-4** to view or make changes to your G-4 Form. Update your information and click the blue Save Button to submit a change request.
- Click **W-4** to view or make changes to your W-4 Form. Update and click the blue Save Button to submit a change request.
- Click **Enter/Edit Direct Deposit** to view/print/enter/edit Direct Deposit Account Information. Use the white Add New Record Button and white Delete Button as needed. Click the blue Save Button to submit a change request.
- Click **Deductions Inquiry** to view or print a list of payroll deductions. Click the blue Print Button as needed.
- Click **Earnings Summary**. Select the desired Earnings year using the drop-down list. Click the blue Print Button.
- Click **Check Inquiry** to view your paycheck stub information. Check stub information will be sorted by your most recent paycheck. Click on the row of your most recent paycheck to display your check detail report. Click the small Printer Icon Button located next to the “X” close button in the upper-right corner of the Check Detail dialog box that opens with your report. You have the option to search, filter, or sort these reports if desired.

- **Document Management**

- Click **View W2**. View or print your W2 Form. (Will be available later).
- Click **View Company Documents**. View any available Stephens County School System documents. (Will be available later).
- Click **View/Sign Contracts**. View and/or sign your annual contract. (Will be available later).
- Click **Electronic Forms Agreement**. View and/or sign the Electronic Forms Agreement.
- Click **View Benefit Statements**. View Benefit Statements if applicable.