

Employee Self Service (ESS) is an outside website that is linked to Huntsville City School's payroll system. You will always have access to this website if you remember your username and password that you created. ESS works best when accessed through a Chrome browser. Some options are not available on the mobile version.

In ESS You Can:

- Change direct deposit account
- Change your address (under Personal > Demographics) *Name changes are through HR office only.
- View and change tax withholdings
- View paystubs and check history
- View and print W2s for past years
- View leave balances and leave history

> Registration instructions:

The web address for ESS is: <https://hcs-stubs.hsv-k12.org/EmployeeSelfService>

1. Go to **"Register"** in the top right corner
2. Create a unique username and password that you will always remember. Usernames can not contain spaces or special characters.
3. Use a personal email so that you always have access to the system.
4. Once you click register, a confirmation link will be sent to the email address you provided on the registration form. Close your browser window and navigate to your email.
5. In your email you will find an account confirmation link from DONOTREPLY. You must click on the confirmation link, or your registration is not complete. A new browser window will open, and you can log in with your newly created credentials.

>To add/change direct deposit:

1. Click on "Personal"
2. Click on "Enter/Edit Direct deposit"
3. Click on "add new record"
4. Enter information working left to right. Be sure to click the empty box so that the Primary is true and leave amount as \$0.00.
5. Once you enter your information, a 4 digit PIN will be emailed to the email address used when registering. You have to enter that 4 digit PIN or your Direct Deposit will not be saved.

DUE DATE!

Your changes must be entered before the 20th of the month!

December is a short month- changes must be entered by the 5th!

>To change tax withholdings:

1. Click on "Personal"
2. A4 is for Alabama taxes and W4 is for Federal taxes
3. To complete these forms you must type your name and date exactly as it appears in the signature boxes on the form and click save.

Payroll cannot advise you on what you should be claiming. Please consult with a tax professional or use the tax withholding estimator found here: <https://www.irs.gov/individuals/tax-withholding-estimator>

>To view your paystub:

1. Click on "Personal"
2. Click "View Paychecks"
3. Change the date range to include the date of the check
4. Click on the check to view and print the paystub

>To view your W2:

1. Click on "Personal"
2. Click on "Earning Summary"
3. Change to appropriate tax year
4. Click "View W2"

Any change requests will appear in your task list. You will receive an email when your change has been approved!

> Forgot username?

1. Click on "Account Help" in the top right corner
2. Enter your employee number and the email you provided when you registered
3. Click "recover" - An email with your username will be emailed to the email address you provided when registering.

> Forgot password?

1. Click on "Account Help" in the top right corner
2. Enter your username **OR** employee number
3. Click "recover" - An email with a reset password will be emailed to the email address you provided when registering
4. Once you log in to ESS, click "Hello, (your username)" in the top right corner and set a new password

> Deductions Inquiry

Use the deductions inquiry under the personal menu to see what you have coming out of your check. If you need to add or remove a payroll deduction, fill out the authorization/deletion form. You can find this form under "Documents" then "Company Documents" then "Deduction Form."

> Leave History

1. Click on "Leave"
2. Click on "Leave History"
3. Change the date range to the date you need.

> Pay Dates

1. Click on "Documents"
2. Click on "View Company Documents"
3. Click on "Pay Dates and Calendar" then "Pay Periods & Check Dates"

Questions? Email payroll@hsv-k12.org