

Employee Self Service Directions

Hartselle City Schools utilizes the Employee Self-Service (ESS) for employees to view pay stubs, W2, and deductions.

You may view any of the options listed on the top of the screen. To make changes to demographics, W2, or direct deposit form, please call Human Resources to make an appointment.

Some of the new features are listed below:

- ★ Look at your Deductions
- ★ Check your Leave Balances
 - (please note that Leave Balances are one month behind)
- ★ View your statement by clicking on Check Inquiry. You may even look at past check dates and print as needed.
- ★ W-2 Forms will also be on this website and will not be mailed to you.

If you should need assistance in setting up your new Employee Self Service account, please call Human Resources.

Hartselle City Schools Human Resources Contact Information:

Jordan LyBrand

Human Resources Coordinator

Hartselle City Schools

256-773-5419

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Robin McCutcheon

Human Resources Clerk

Hartselle City Schools

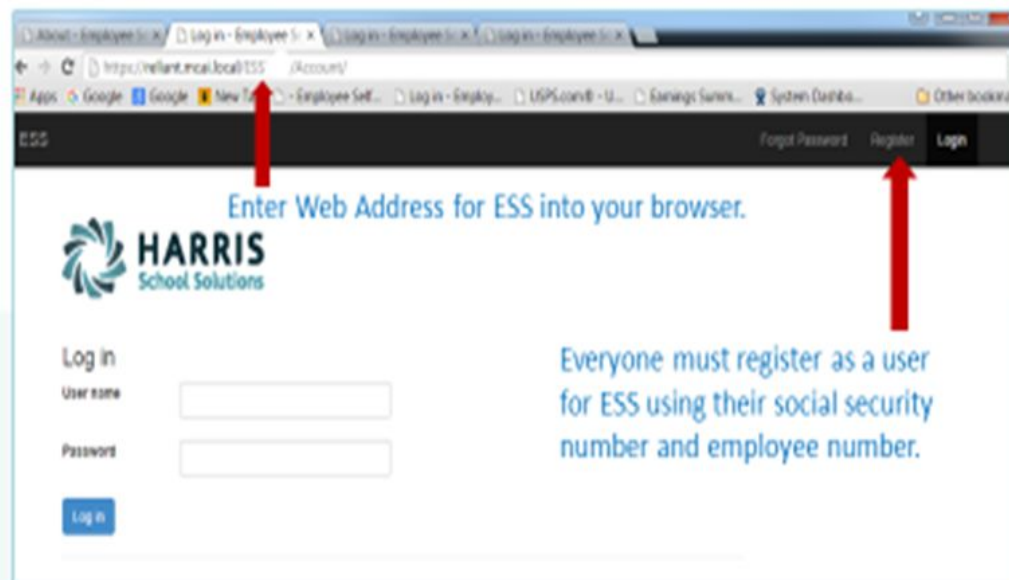
256-773-5419

robin.mccutcheon@hartselletigers.org

Hartselle City Schools Employee Self Service Website:
<https://ess.hcs.k12.al.us/EmployeeSelfService/Account/Login?ReturnUrl=%2fEmployeeSelfService>

Employee Self Service

Registration and Forgot Password on Log In screen



NOTE: Internet Explorer version 9 and below are not supported in ESS.
The Internet Explorer browser must be version 10 or above.

Click REGISTER at the top right of this page to begin.

Note:

- **Your employee number is in the top line of your previous pay stub.**
- **New Employees can find their employee number on their first paycheck.**
- **Please call Human Resources if you need assistance with your Employee Number.**

Employee Self Service

All employees must create an account in ESS.

ESS

Create a New Account

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

User name

Email

First Name

Last Name

Social Security Number

Employee Number

Password

Confirm password

Employee chooses their own User Name and Password.

Social Security Number and Employee Number combination is validated in the payroll system.

Email address will be used to send all notifications from ESS. This does NOT have to be a school district assigned email address. It maybe an employee's personal email address.

Your Employee Self Service account confirmation

From: rme@rme.com

Date: Fri 1/24/2014 9:50 AM

To: Angela Palmer

Thank you for signing up with us! Please confirm your registration by clicking the following link:

[Confirmation Link](#)

In case you need it, here's the confirmation code: #Bkgb-xx2x0CLQkwv_BQ2

An email, with a confirmation link, will be sent to the email address the user provided when creating their account. User must use the confirmation link in the email to be confirmed as an authorized user for ESS.

Registering is a two-step process.

- 1. Create a new account on ESS**
- 2. Confirm your account via email.**

Please use a PERSONAL email address to register. This will help should you need to reset your password and do not have access to your HCS email account.

Employee Self Service

Registration and Forgot Password on Log In screen

ESS [Forgot Password](#) [Register](#) [Login](#)

Log in

User name

Password

[Log in](#)

If a registered employee forgets their password, they can use the *Forgot Password* to receive an email with a link that allows them to enter a new password.

Once the employee has been confirmed as a user, they can login in with their user name and password.

ESS

Forgot Password

user name

id

Employee number

[Forgot Password](#)