Employee Self-Service (ESS)

The **ESS** site offers employees convenient options for viewing and updating their personal contact information like <u>address, phone number, name, federal and state withholdings</u>, and easily retrieving <u>Earning Statements and Tax Forms</u>.

Do you have a new address or phone number?
If changes are required, click on the **Personal Information** menu on the left side and edit your information as needed.

When updating your cell phone number, make sure the <u>phone type is selected as CELL</u> to ensure you receive text messages that are sent out from CTLS Parent.

Has your name changed?
A new/updated Social Security card must be obtained from your local Social Security Office prior to submitting a name change request. A copy of the new/updated card is required to process the request. If you already have a copy of your Social Security Card with the new name printed on it, log into **ESS** and click on > **Resources** (top left of the screen) > **Name Change Instructions** for next steps on initiating your name change request.

Have you updated your Tax Form Delivery to electronic?
Update your Tax Form Delivery to Self Service to conveniently obtain your annual tax forms. Current and Former Employees can view & print their W-2's anytime desired.
Log into **ESS** and click on > **Resources** (top left of the screen) > **Online W2 and 1095C Delivery** for next steps.

Would you like to view or change your federal or state tax withholding tax?
If changes are needed, click **Pay/Tax Information**, then select **W-4** to make changes to your Federal and Georgia withholding tax.

*It is highly recommended that employees first go to the **IRS.gov website** to review the W-4 Federal Withholding form and then use the form as a <u>guide</u> when completing these changes online through the ESS.*

Have you looked at your Earning Statement lately?
You can view, print or download your earning statement anytime by clicking **Pay/Tax Information** > identify the paycheck you are looking for then click **Details** > **View paycheck Image**.

Where can I see how much Sick or Personal Leave I have?
Click **Time Off**, then you will see the different types of leave. Click the Leave type to view what you have earned, used, and the running balance.

Note, the balance could be different depending on when you are viewing your Leave totals and potential timing of any current payrolls still in process.

To learn more about **Employee Leave**, please refer to the **cobbk12.org** website under **Board**> **Policies and Rules**.

How do I know when I am getting paid?
The Monthly and Biweekly Payroll Schedules can be obtained from the **One Team Financial Services site** at https://cobbk12org.sharepoint.com/sites/FinancialServices.

Where can I obtain my Grade/Rank, Step and 6-digit Employee ID #?
Employees can obtain their Grade, Step and 6-digit Employee ID from their CCSD Portal Landing Page under the **User Profile** Widget.   Employee 6-digit ID #'s can also be obtained from the Earning Statements.
Employee ID #'s are not the same as Badge ID's.