



## ***Employee Self-Service***

<https://paystub-choctawco.asc.edu/EmployeeSelfService/>

**Employee Self-Service (ESS)**, is a web based resource where employees can view their payroll, benefits, and leave information. In ESS, employees have the ability to update or change personal information such as direct deposit, W-4, A-4, etc.

### **ESS Features**

**Access** – Employees can access from work or their home computer. Mozilla Firefox is my web browser of choice. Other compatible web browsers are Google Chrome and Internet Explorer version 10 or higher. Earlier versions of IE are not compatible.

**Tasks** – An archived record of all completed requests (approved or denied) are stored in the system.

**Demographics** – Employees can view/change all demographic information in the system. Name change requests will not receive automatic approval. These requests will only be approved after the employee provides a copy of their Social Security Card to the HR Approver.

**Direct Deposit** -- Employees must submit a Direct Deposit Authorization Form, along with a voided check, to the HR Approver for changes to become effective. Multiple accounts can be managed, with one account being designated as primary.

**Deductions** – Employees can view current payroll deductions.

**Federal Taxes (W-4)** – Employees can view/change their federal tax withholdings.

**State Taxes (A-4)** – Employees can view/change their state tax withholdings.

### ***Employee Leave***

- **Leave Balance** – Employees can view their actual leave balances, after each monthly payroll is complete.
- **Leave History** – Employees can view a detailed report of all leave taken (2007 to the present).

**Earnings Summary** – Employees can view year-to-date or annual earnings by calendar year. Employees can also view/print prior year W-2 statements (2010 to the present).

**Check Inquiry** – Employees can print check/direct deposit statements.

**Note:** *All change requests will be acknowledged by an automatic email from ESS to the email account listed in the system, when a change request is received and again when the change request is approved or denied.*



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### **ACCOUNT CREATION**

1. Go to <https://paystub-choctawco.asc.edu/EmployeeSelfService>
2. Click Register at the top of the page.
  - a) Enter username – This is any username that you choose.
  - b) Enter a valid email address (personal or school).
  - c) Enter First Name
  - d) Enter Last Name
  - e) Enter Social Security Number
  - f) Enter Employee Number – This number is listed on your check/direct deposit statement.
  - g) Enter Password – This is any password that you choose.
  - h) Confirm Password – Must match what was previously entered.
  - i) Click Register at the bottom of the page.
3. Check you email. You will receive an email from [noreply@choctawk12.org](mailto:noreply@choctawk12.org).
4. Click on the confirmation link in the email.
5. Click on Go To Login.
6. Log into ESS using the username and password that you created.

#### **Special Notes:**

1. ESS is very user friendly. If you receive a Proxy Error message at any time, please refresh your screen and it should clear. If you encounter any other problems or have additional questions, please feel free to contact your Human Resource Director at (205) 459-3031, ext. 2002 or email at [klhoward@choctawal.org](mailto:klhoward@choctawal.org).
2. Be sure to write your username and password down and keep them in a secure place. If you forget your username, then you must re-register. If you forget your password, you can click on Forgot Password and a temporary password will be emailed.
3. If you want to change your password, after you are logged in, just click on your username in the top right corner of the screen and complete the requested information.
4. Be sure to properly log out of the system, when you complete your session. If you “x” out, some browsers will store your information and it will still be active for the next session.