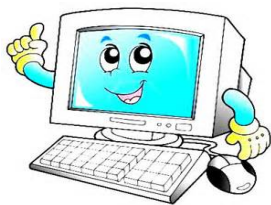# Employee Self Service (ESS)

Welcome to Employee Self Service! You have online access to your personal information, check stubs, W-2's, accrued leave and more.

Get Started

From the County's website (www.ircgov.com), click on *County Departments and Offices A-Z* to access the Human Resources Department. Then click on the *Employee Self Service (ESS)* link.

Log In

Your User name is your employee number (located on the top left corner of your check stub). Your Password is the last 4 digits of your SSN. Once logged in you will be asked to change your password.

Explore

Announcements — Human Resources will use this space to communicate important information to employees.

Personal Information — You will see your Name, Address, Phone Number and Email Address. Click on *View Profile*, which is a view only option and it shows additional personal information. If you click on *Return to Personal Information*, it will now bring up a screen that allows you to change your Home Address, Email, Telephone, and Emergency Contact information.

Time Off — This is a view only screen which shows available leave hours and total hours. The available balances only reflect time used through the end of the previous pay period. The total hours for your vacation and sick leave represent your balance as of October 1 plus hours accrued since then. You cannot request time off from this area.

Employee Self Service (ESS)

Paychecks

This area allows you to view paychecks and W-2 information. In addition, you can view and change your W-4 information.

You can also click on the links on the right-hand side of the page to access the information described above. One feature under the Pay/Tax tab is the paycheck simulator which allows you to make changes to your deductions and see how those changes impact your net pay.

Log Out

Click on your Name at the top right corner and select log out.