



Troup County School System

Your Future Starts Today

# Employee Self Service

## Accessing Payroll Information

The Employee Self Service, or ESS, can be accessed on the Troup County School System's website under the Employee information page. The ESS website allows employees to access their paycheck history, view their benefit deductions and update tax withholdings.

### Logging In

After clicking on the ESS link, you will have to enter your Username and Password.

**Q: What is my username?**

A: Your username is the first letter of your first name and your last name.  
John Smith = jsmith

**Q: What is my password?**

A: Your initial password is the last four digits of your social security number.

### Exploring ESS

Once logged in, you can view your payroll information. The main screen will display your personal information and paycheck history. Other employee related items are listed along the left hand side of the site. If any of the information listed needs to be corrected or updated, please contact the Human Resources or Payroll Office.

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**Byron K. Jones, Chief Financial Officer**

*jonesbk@troup.org*

100 North Davis Rd, Building C / LaGrange, Georgia 30241

Office: 706.812.7900 / Fax: 706.883.1534

