

Mobile County Public School System – Part Time Employee

Human Resources Process	Description
Form HR315 (Employee Action Form)	Form HR315 contains your personal demographics and salary information. A copy of this form will be mailed to you at your work location. Upon receipt, proof carefully and inform Human Resources should a discrepancy be found.
Employee Self Service (ESS) (Mandatory)	ESS is the only means to view your Check Stub but it also has many other advantages: <ul style="list-style-type: none"> • You can print copies of your Check Stubs and Earnings Summary(W2) • You can request changes to your Direct Deposit • You can request changes to tax exemptions • You can update personal demographics When requesting a NAME change, a social security card reflecting your new name must be provided to Human Resources. ESS is compatible with all web browsers and is accessible on cell phones, tables as well as computers.
How to register for ESS (Mandatory)	Please read each step of the instructions before beginning. All users must REGISTER first. You cannot use any of your current MCPSS credentials to login. Click here for registration and setup instructions for ESS.
Email & Computer Rights (as applies)	A work order has been submitted to our IT department. Once completed, IT will notify the Technology Resource Teacher assigned to your school. He/She will provide you with your temporary passwords, training and assistance with your technology needs.
Contacts/Human Resources	Main Line: 221-4500 Employee Relations: 221-4542 (A-L) 221-4528 (M-Z)