

ESS Instructions for W-2's

HCBOE Employee Self Service

Welcome to Employee Self Service, Version 11.3

Initial login:

For current employees with an email account:
Username: FirstName.LastName (do not include the @hcbe.net part)
Password: Always use your current email password.

For all other employees:

Username: Employee ID#
Password: Last 4-digits of your SSN (only for first-time use)
After initial login, you'll be prompted to change your password.
You must choose another password that is at least 6-digits.
Please remember what you change the password to for future logins.

Substitutes will follow
the instructions:
"For all other employees"

If you have forgotten your Employee ID# or password, contact
Lisa Hunt 478-988-6138 or HR 478-988-6244

Select the Pay/Tax option, and then choose the Tax Year:

Home

Employee Self Service

Pay/Tax Information

Personal Information

Time Off

Welcome to Empl

Announcements

Welcome to Houston County Bc

You are encouraged to update y

*****Any leave entered into Abs balances.**

As a reminder: Personal Leave re

Personal information

W-2 Information

Year: 2020 - 0

2020 - 0

2019 - 0

2018 - 0

2017 - 0

2016 - 0

YEAR

Select "View W-2 image" in order to print your W-2

W-2 Information

Year: 2020 - 0

YEAR: 2020

RETIREMENT

3RD PARTY SICK

STATUTORY EMPLOYEE

[View W-2 image](#)