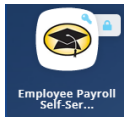




Your Employee Self Service account remains active even if you are no longer employed with Bibb County School District. This is how you will access your W-2 form and payroll information.

To access Employee Self Service (ESS)



- ClassLink or
- <https://bibbcountyschools.munisselfservice.com/login.aspx>
- In the upper right corner, click on  and/or 

#### Login


Username  
  
[Forgot your username?](#)

Password  
  
[Forgot your password?](#)

**Log in**

- **The forgot username & forgot password links do not work.**
- Username = 5-digit employee id number
- Password
  - 1<sup>st</sup> time using ESS = last four of social security number, may be prompted to change password
    - Write down new password
    - HR and Accounting do not have access to passwords
  - Last four of social security number or password you created after initial sign-in
- Contact Clare McBride at 478.765.8520 to reset your password.

#### Employee Self Service

- View W-2 Form (2017 forward)
  - Pay/Tax Information
  - W-2
  - Select Year
  - View W-2 Image (upper right side of page)
  - PDF copy of W-2 to print and/or save
- View paycheck information
  - Pay/Tax Information
  - Select Year (if different from current calendar year)
  - Details
  - View paycheck Image
- View leave balances
  - Time Off
- Resources 
  - Critical Days Calendar
  - Employee Contract Days
  - Employee Workday Calendars
  - Payroll Calendars
  - Tax Withholding Forms
  - Direct Deposit Form