



EMPLOYEE SELF SERVICE INSTRUCTIONS

In order for you to access your paycheck stub, view and change tax information, and access leave balances, please follow the instructions below:

1. Go to this website: <https://hcm.teamworks.georgia.gov>
2. Enter your User ID which will be your Employee ID # (one(1) or two (2) zeros followed by five (5) or six (6) additional numbers).
3. ***If this is your first time visiting the website, your password will be your social security number.**
4. Once you enter, the system will prompt you to change your password. (Your password should consist of at least 8 characters including 1 special character and 1 number.)
5. Answer the security questions

If this is *not* your first time visiting the website, your password will be one you have previously created.

Please remember your CASE SENSITIVE password and User ID/Employee ID # because you will need this information every time you log on to this website to access your information.

****In the event you forget your password, click the “forget password” link, answer your security questions correctly and the system will prompt you to change your password.**

If these troubleshooting methods do not work, please call the **State Accounting Office** at **888-896-7771** and choose **option “1”** when you are prompted to dial an option number.

- **To view and print your paycheck stub**, go to “Self Service” (on left), then “Payroll and Compensation” and, lastly, “View Paycheck.”
 - **Turn your “pop-up blockers” off to view paycheck**
- **To view and change your tax information**, go to “Self Service” (on left), then “Payroll and Compensation”, and, lastly, choose the link corresponding with the tax information you wish to view or change.



EMPLOYEE SELF SERVICE LOG-IN INFORMATION

User ID/Employee ID # (CASE SENSITIVE):	
Password:	
Security Question 1:	
Answer 1:	
Security Question 2:	
Answer 2:	
Security Question 3:	
Answer 3:	
Security Question 4:	
Answer 4:	
Security Question 5:	
Answer 5:	