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. Please set up three security questions by following these instructions: NavBar > Navigator > My System Profile > Change or Set Up Forgotten Password Help.

If this is *not* your first time visiting the website, your password will be one you have previously created.
Please remember your <u>CASE SENSITIVE</u> 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 "forgot 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 send an email to TCSG Password Helpdesk: Teamworks@tcsg.edu . Please include your employee id number when requesting password reset.

- **To view and print your paycheck stub**, go to "Home", then "Employee Self-Service", next "Payroll," and, lastly, "Paycheck."

  - **Turn your "pop-up blockers" off to view paycheck**

- **To view and change your tax information**, go to "Employee Self Service", then "Payroll", and, lastly, Additional Payroll Settings (in the left column choose the tax information you want to change).

This form is also available in a typeable format for you to fill out and save on your computer at:
https://www.athenstech.edu/careers/

EMPLOYEE SELF SERVICE LOG-IN INFORMATION

User ID/Employee ID # (CASE SENSISTIVE):	
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:	

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