HENRY COUNTY BOARD OF EDUCATION
NEW ONLINE PAYSTUB VIEWER

1) Gather the following items:
      a. Social security # (all numbers – no dashes)
      b. Employee # (different from the last 4 of your social - call Payroll Department for assistance)
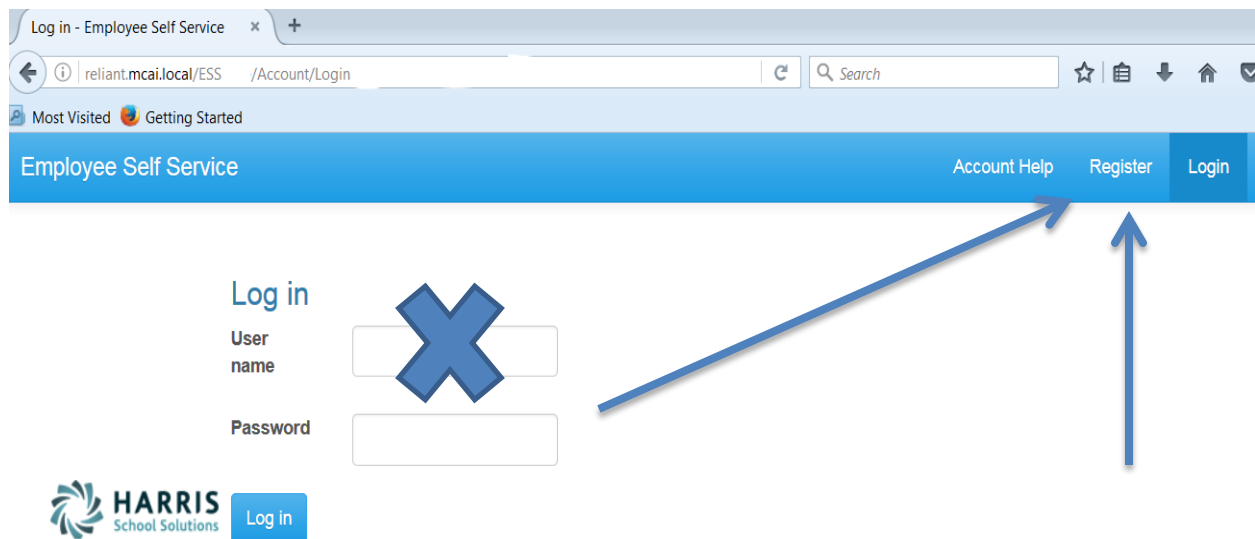   c. Personal email address that you want paystub reminder sent to

2) Go to HCBOE's website:
      a. [**www.henrycountyboe.org**](http://www.henrycountyboe.org)
      b. Departments – Human Resources/Payroll
      c. ESS Quick Link
      d. or see link below

https://ess-henryco.asc.edu/employeeselfservice
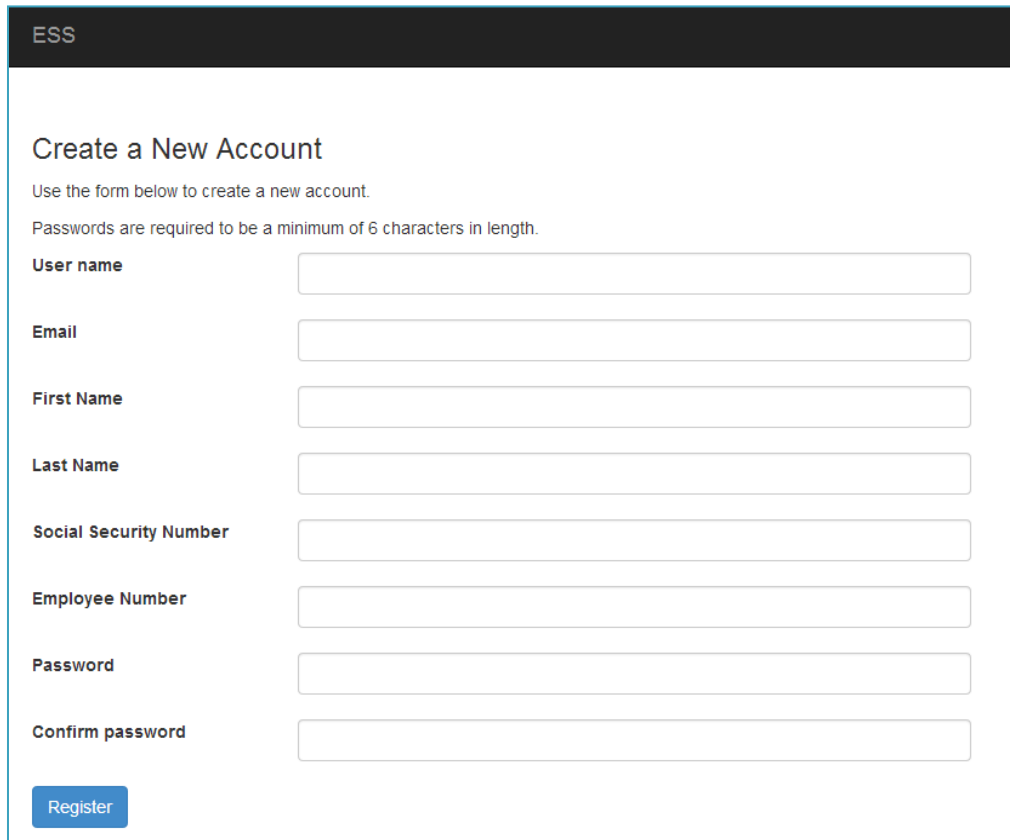
3) Register
a. Click "Register"

4) Enter all fields:
   a. All passwords are required to be a minimum of 6 characters in length
   b. Enter all information
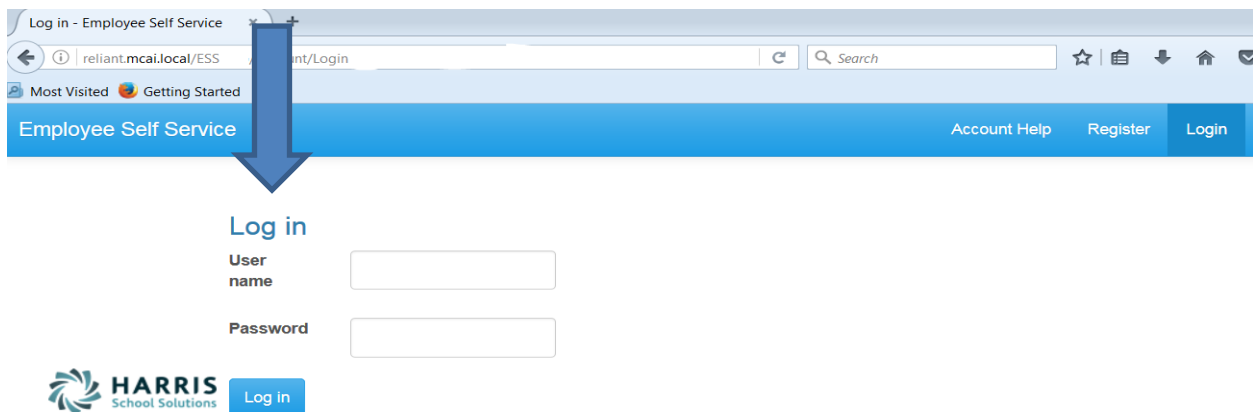   c. Click "Register"

5) Go to the email address listed in Step 1.c.
   a. Confirm registration – a confirmation link will be sent to your email address, you must click this link in order for your account to be activated
   b. Choose "Log In" to return to website

6) Log in

7) View paystub:
  a. Home-Employee
  b. Personal
  c. Payroll Inquiry
  d. View paychecks

8) Click on paystub

9) Print paystub

10) "X" out of paystub

11) Log Off

Please Note:
➢ **Can view check stub history**
➢ **Can print W2s for past years**
➢ **Can view elected withholding, earning summary, check history, leave balance, and leave history.**
➢ **Can request changes to demographics, direct deposits, federal and state tax withholding forms.**
➢ **Can upload documents for demographic and direct deposit requests.**

If you have any questions or concerns, please call the Payroll Department at (334) 585-2206, ext. 1228.