Employee Self Service

Website:

http://www.henrycountyva.gov/paycheck

Login Information:
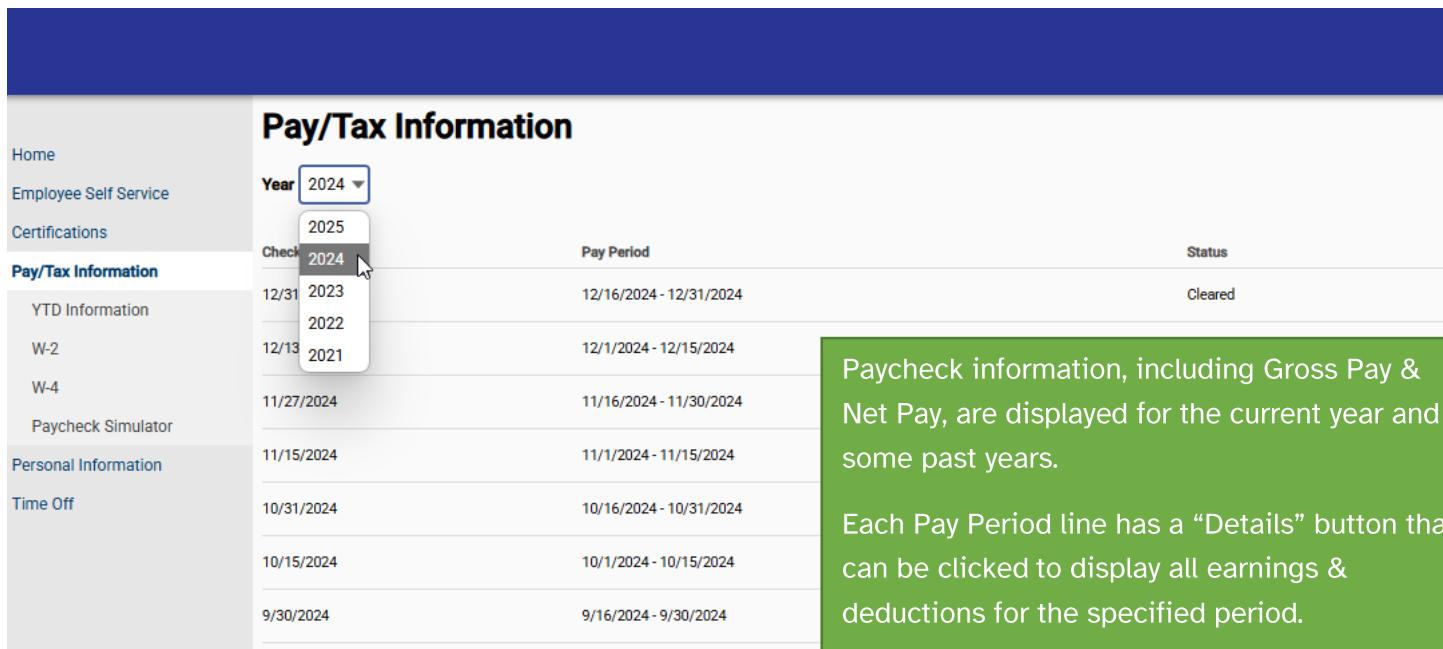

If you are unable to log in:

- Henry County or PSA Employees – contact Human Resources.
- Social Services and Henry County Public Schools employees should contact their respective Human Resources department for assistance.

Resources

The Resources option in the ESS banner displays links to available employee resources.

Pay/Tax Information

Paycheck information, including Gross Pay & Net Pay, are displayed for the current year and some past years.

Each Pay Period line has a "Details" button that can be clicked to display all earnings & deductions for the specified period.

You can view or print Pay Stubs by choosing the appropriate Pay Period's "Details" button, then choosing "View paycheck image"

Under Pay/Tax Information, you can also view year to date information under "YTD Information," then choosing the appropriate year.

Current and previous W-2s can be viewed, as available, by choosing "W-2" and the appropriate year.

Federal and State Tax Withholdings (W-4 and VA-4) can be viewed and changed by choosing "W-4," then "EDIT FEDERAL" or "EDIT VIRGINIA" as necessary.

The Paycheck Simulator can be used to determine how salary will be affected by a change in marital status, dependents claimed, additional withholdings, and more.

Personal Information
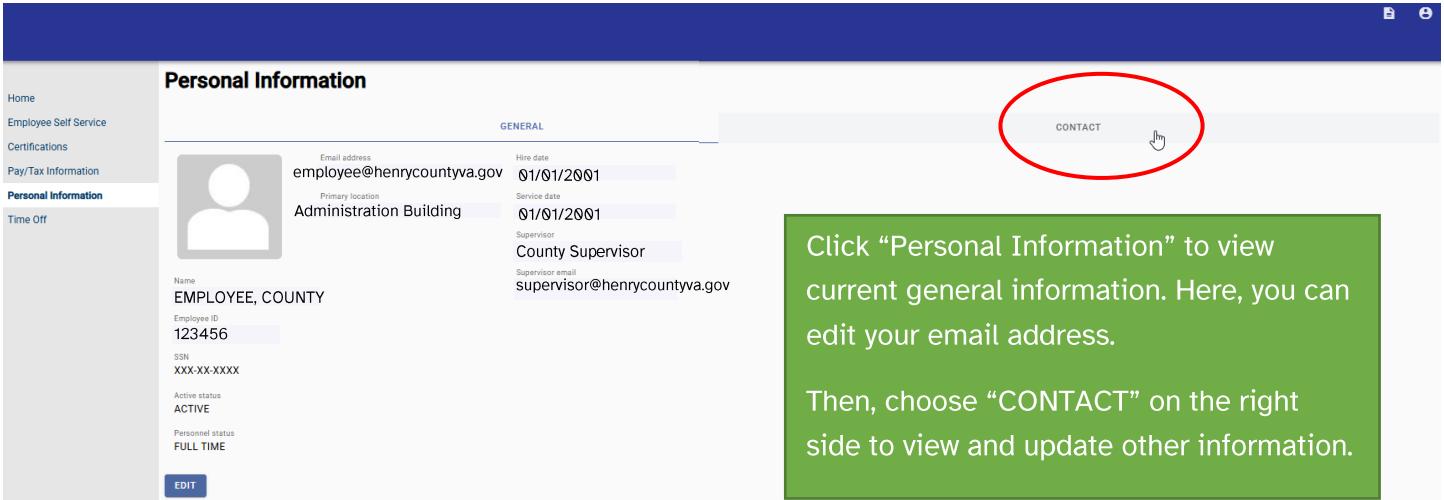
Personal Information

GENERAL

CONTACT

Email address
employee@henrycountyva.gov

Hire date
01/01/2001

Primary location
Administration Building

Service date
01/01/2001

Supervisor
County Supervisor

Supervisor email
supervisor@henrycountyva.gov

Name
EMPLOYEE, COUNTY

Employee ID
123456

SSN
XXX-XX-XXXX

Active status
ACTIVE

Personnel status
FULL TIME

EDIT

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Personal Information
Time Off

> Click "Personal Information" to view current general information. Here, you can edit your email address.
>
> Then, choose "CONTACT" on the right side to view and update other information.
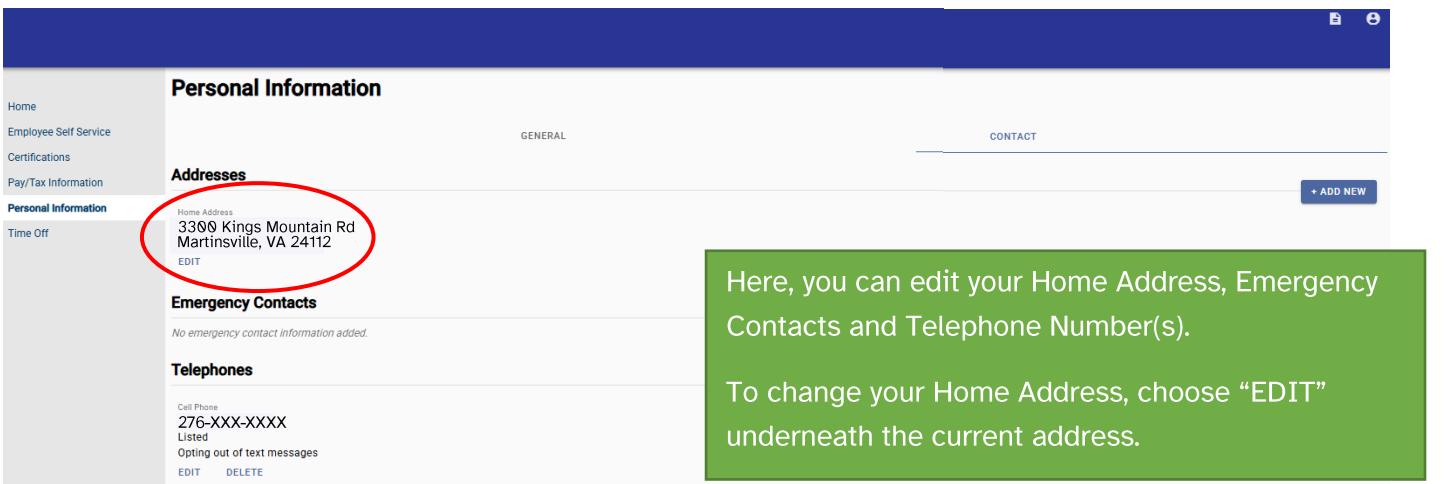
Personal Information

GENERAL

CONTACT

Addresses

+ ADD NEW

Home Address
3300 Kings Mountain Rd
Martinsville, VA 24112
EDIT

Emergency Contacts

No emergency contact information added.

Telephones

Cell Phone
276-XXX-XXXX
Listed
Opting out of text messages
EDIT   DELETE

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> Here, you can edit your Home Address, Emergency Contacts and Telephone Number(s).
>
> To change your Home Address, choose "EDIT" underneath the current address.

Time Off
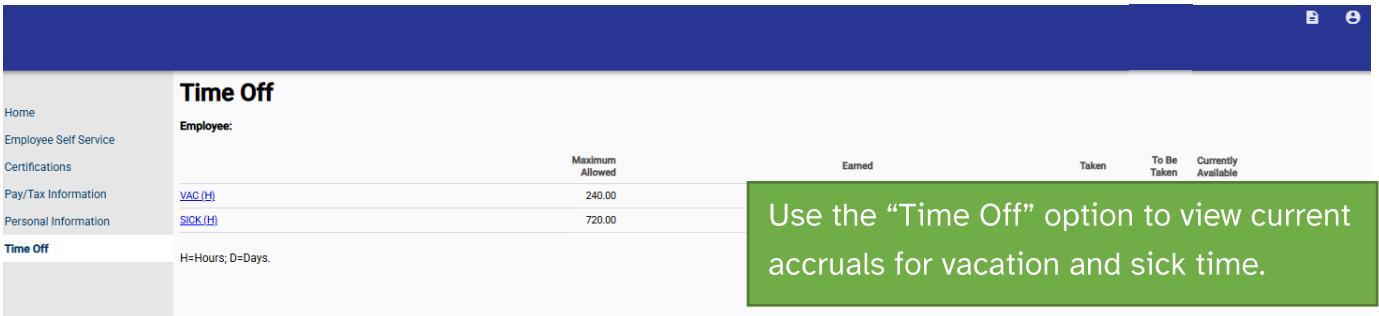
Time Off

Employee:

	Maximum Allowed	Earned	Taken	To Be Taken	Currently Available
VAC (H)	240.00				
SICK (H)	720.00				

H=Hours; D=Days.

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> Use the "Time Off" option to view current accruals for vacation and sick time.

Note: Henry County/PSA Payroll do not keep track of specific days/hours in which leave is taken. Therefore, information provided for time taken is very limited. For details, review your timecards or contact Payroll directly.

Log Out

Once you have finished using ESS, you should either close your web browser or log out. To log out, click your name in the upper-right corner of the screen and then select "Log Out."

EMPLOYEE, COUNTY

Home

My Account

Log Out