

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

Welcome to Employee Self Service

Announcements

This is the Henry County Employee Self-Service website.

Resources

[County / PSA Personnel Manual](#)

[Social Services Handbook](#)

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

Pay/Tax Information

Home

Employee Self Service

Certifications

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

Personal Information

Time Off

Pay/Tax Information

Year 2024

2025

2024

2023

2022

2021

Check	Pay Period	Status
12/31	12/16/2024 - 12/31/2024	Cleared
12/13	12/1/2024 - 12/15/2024	
11/27/2024	11/16/2024 - 11/30/2024	
11/15/2024	11/1/2024 - 11/15/2024	
10/31/2024	10/16/2024 - 10/31/2024	
10/15/2024	10/1/2024 - 10/15/2024	
9/30/2024	9/16/2024 - 9/30/2024	

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.

Check Detail

EMPLOYEE. COUNTY

Overview

Check Date

Pay Period

Check Number

Check Status

Gross Pay

Net Pay

12/31/2024

12/16/2024 - 12/31/2024

391746

Cleared

[View paycheck image](#)

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

The screenshot shows the 'Personal Information' page. On the left is a sidebar with links: Home, Employee Self Service, Certifications, Pay/Tax Information, **Personal Information**, and Time Off. The main content area has a 'GENERAL' tab selected and a 'CONTACT' tab highlighted with a red circle and a mouse cursor. A green callout box on the right contains the text: '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

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](#)

CONTACT

The screenshot shows the 'Personal Information' page with the 'CONTACT' tab selected. A red circle highlights the '+ ADD NEW' button. A green callout box on the right contains the text: 'Here, you can edit your Home Address, Emergency Contacts and Telephone Number(s). To change your Home Address, choose “EDIT” underneath the current address.'

Personal Information

CONTACT

Addresses

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](#)

[+ ADD NEW](#)

Time Off

The screenshot shows the 'Time Off' page. A green callout box on the right contains the text: 'Use the “Time Off” option to view current accruals for vacation and sick time.'

Time Off

Employee:

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

H=Hours; D=Days.

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.”

