

# Employee Self-Service

<http://www.henrycountyva.gov/paycheck>

Select the proper employee website, Henry County or PSA.

The screenshot shows the top navigation bar of the Henry County Virginia website. The header includes the text "HENRY COUNTY VIRGINIA" and "OFFICIAL WEBSITE" with the county seal. Below the header is a menu with "DOING BUSINESS", "DEPARTMENTS", "GOVERNMENT", and "HOW DO I...?". A search bar is located on the right. The main content area is titled "EMPLOYEE SELF SERVICE" and contains a sub-header "Employee Self Service" with social media icons. The text instructs users to use specific links for "Henry County / Schools / Social Services ESS" and "Public Service Authority (PSA) ESS".

Login with your employee number.

Note: Do not add extra zeroes. For instance, employee# 007 would simply use 7.

The first time that you login, your password will be the last 4-digits of your SSN. You will be required to change your password with the first login.

If you are unable to login, please contact your payroll department. You will not be able to use the "Forgot your password" link until after you have updated your personal contact information.

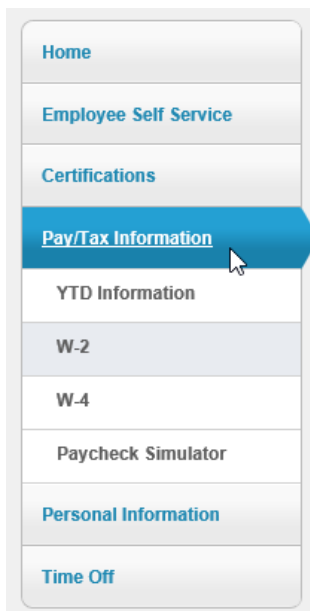
The screenshot shows the "Login" page of the Henry County Virginia website. The header is identical to the previous screenshot. The main content area is titled "Login" and features a form with two input fields: "User name" (containing "12345") and "Password" (containing "\*\*\*\*"). Below the password field is a link for "Forgot your password?". A "Log in" button is positioned to the right of the form. A "Home" link is visible in the top right corner of the page.

## Resources

The Resources option in the ESS banner displays links to available employee resources, which can be helpful websites (such as health-insurer home pages), company pay schedules, or individual documents that are applicable to your organization (such as employee handbooks). The County & PSA Personnel Manual has been added to our website.



## Pay / Tax Information



Pay / Salary, Tax Information, and the Paycheck Simulator are located under the “Pay/Tax” option the left menu.

Paycheck information, including gross & net pay, are displayed for the current year. Each line option has a “details” button that can be clicked to display all earnings & deductions for the specified period.

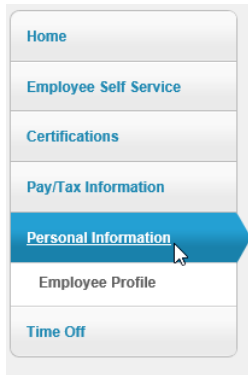
Year to date information is available under the YTD option and can be changed from current to past years of employment.

W-2 Information is available for several years.

W-4 Information can be viewed and changed.

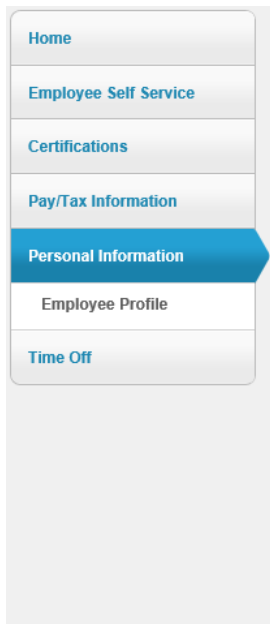
The Paycheck Simulator can be used to determine how salary will be affected by a change in marital status, dependents claimed, additional withholdings, and more.

# Personal Information



To view and update Personal Information, click the associated link on the left menu.

From this screen, you will be able to update your mailing address, email, telephone, and emergency contact information. All PSA & County Employees are requested to update their contact data. **Note:** You should still make it a point to contact your Human Resources Department if you are changing your address as additional forms for retirement and insurance may be required.



## Personal Information

[Address / E-mail](#) [change](#)

Home Address 1313 Mockingbird Lane  
COLLINSVILLE, VA 24078

E-mail

Alternate E-mail

Telephone [Add Telephone Number](#)

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE	276-226-████	No	<a href="#">Change</a>

[Dependents](#)

No Dependent information to display.

[Emergency Contacts](#) [Add Emergency Contact](#)

Name	Relationship	Phone	Comments	
██████████	SPOUSE	██████████		<a href="#">Change</a>   <a href="#">Delete</a>

## Time Off

Use the "Time Off" option to view current accruals for vacation & sick time. Note: Henry County & PSA payroll do not keep track of specific days/hours in which leave is taken. Therefore, the information provided for time-taken is very limited. For details, you will need to review your timecards or contact your payroll personnel.

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- Certifications
- Pay/Tax Information
- Personal Information
- Time Off**

### Time Off

	Maximum Allowed	Earned	Taken	To Be Taken	Currently Available
<b>VACATION (H)</b>	240.00	160.25	23.00	0.00	137.25
<b>SICK (H)</b>	720.00	446.50	0.00	0.00	446.50

H=Hours; D=Days.  
\*This is an estimate. Please note that your actual earnings may differ.

Time Off Approver:

## Log Out

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



**HENRY COUNTY VIRGINIA**

Lastname, First MI

- Home
- My Account
- Log Out