EMPLOYEE SELF SERVICE (ESS)

Employee Self Service *ESS/Teamworks* is designed for employees to update their personal information, view payroll compensation, enter or update direct deposit information, and view leave balances.

How to Use Employee Self Service:

- You can access Employee Self Service from the "Team Georgia Connection" website at http://team.georgia.gov/portal/site/TGC or https://team.state.ga.us/psp/saopa/EMPLOYEE

- Enter your Employee ID in the User ID field and your social security number in the password field (without spaces). If you do not know your employee ID, it is located on your check stub or on your GDC Employee ID card.

- The first time you log on, you will be required to change your password. You must enter your social security number (without spaces) as the current password and enter a new password twice (password field is case sensitive). New passwords must contain at least 8 characters, including one special character (!, @, #, $) and one number (*ex. mypass2#*).

- Select and answer three different security questions. Click the down arrows to pick a question, and then enter your answer in the response area (these fields are not case sensitive).

- Enter your email address (if available), and click **"OK"** at the bottom of the screen to submit changes. The next time you log on, you will again use your employee ID as the User ID, but this time you will use your newly created password.

- If you forget your password, click the **"forgot password"** link, type in your User ID, answer your security questions, enter your new password twice, click **"OK"**, the system will automatically return you to the ESS homepage to log in with your new password. You will be prompted to change your password every 180 days.

- Once you gain access, a menu will appear on the left side of your screen. Click on Employee Self Service, then use ▽ or ▷ arrows until the desired menu item displays.

For Team Georgia Connection assistance, call:

Monday – Friday (8:00am – 6:00pm)
Atlanta metro: (678) Georgia (436-7442)
Statewide (Toll Free): (800) Georgia (436-7442)
Email: help@georgia.gov