**IMPORTANT NOTICE TO ALL EMPLOYEES, CONTRACTED WORKERS, AND SUBSTITUTES**

August 31, 2016

We are pleased to announce that Homewood City Schools will begin using an online Employee Self Service (ESS) system. This system will allow employees to view monthly pay stubs, annual earnings, and past year's W-2 Forms.  Beginning with the September 2016 payroll, the district will no longer print direct deposit statements. The statement that you are receiving August 31, 2016 is intended to be your final printed statement.

In order to use ESS, everyone who is in the payroll system must register as a user of the system. This includes all certified and noncertified employees, as well as non-employees who hold work contracts. To register an account, you will need the following:

- Your employee number (included in the upper left of this notice and on your pay stub)
- An email address that will be associated with this account long-term (personal address advised)

To complete registration, follow the steps below:

1. Access the secure website from your web browser (Internet Explorer, Chrome, Safari, etc.) using the link below.  It is recommended that you bookmark this site for future access.  It will also be on the Human Resources Department page of the district's website.
   https://ess.homewood.k12.al.us/employeeselfservice

2. Click **REGISTER** in the upper right of the screen.

3. Enter the following information when prompted:
   a. Username (enter any unique username you desire; no one else in this district can have this username; cannot contain special characters; record the username for future reference)
   b. Email address (a personal email address is recommended)
   c. First Name
   d. Last Name
   e. Social Security Number (may be entered with or without dashes)
   f. Employee Number (in upper left of this notice)
   g. Password (any password that you choose having a minimum of 6 characters; record and secure your password for future reference)
   h. Confirm Password (Re-enter the same password)

4. Click **REGISTER**.

5. Go to the inbox of the email account you provided above. Within seconds, you should receive an email from nextgeness@gmail.com with the subject line "Your Employee Self Service Account Confirmation".  Open the email, and click on the **Confirmation Link.**  (You do not need the confirmation code that will be included in the email.) Clicking the confirmation link makes you a registered user of the Employee Self Service System; so you are done.

A document containing more detailed instructions regarding registering for and using the  Employee Self Service system is located on the Human Resources Department page of the district's website.