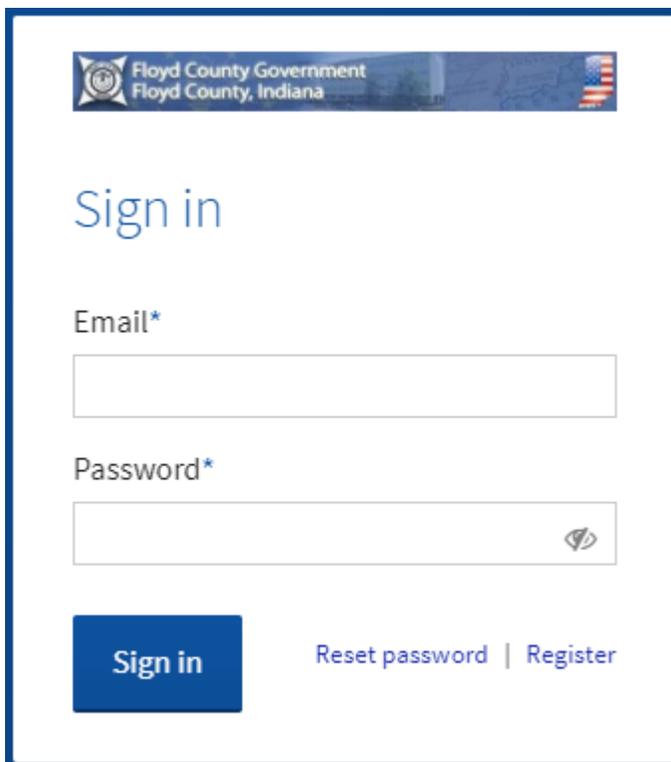## Step 1:

Using your most recent pay stub, locate your employee number to the right of the Fund and Dept number you are paid out of.

To Log into ESS, type the following into the address line of your Browser, or simply click on the link below:
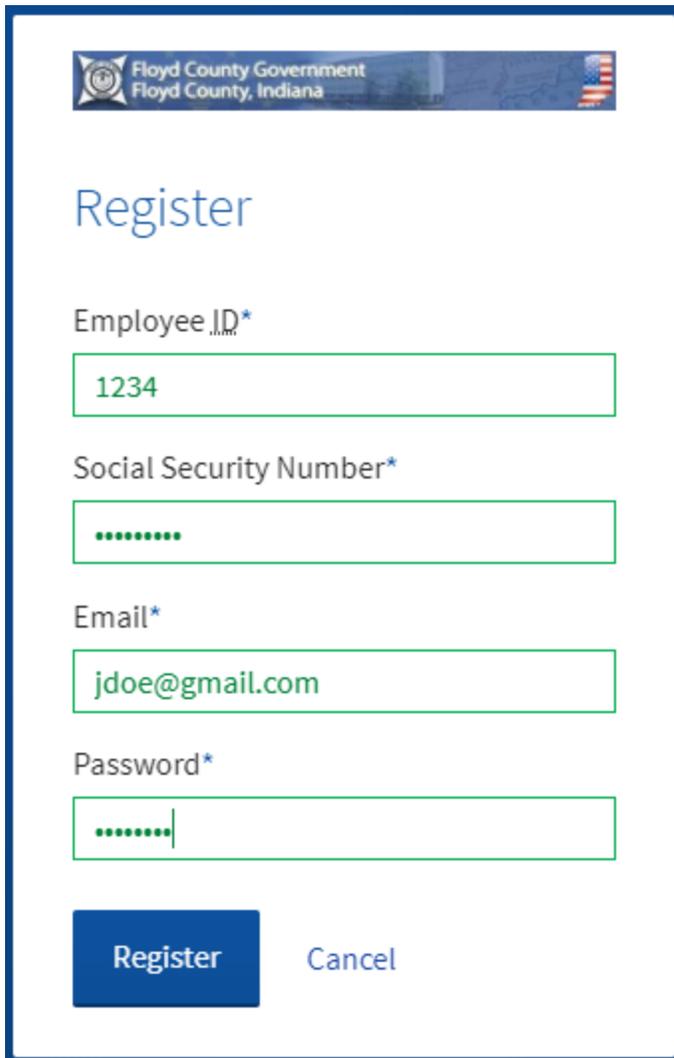
https://floydcountyin.selfservice.us/#/

When signing in for the first time, select the word 'Register' in the lower right-hand corner and go to Step 2.

Step 2:

Register with ESS

To Register with ESS, you will need the following information:

Employee Number/Employee ID

Social Security Number

A valid email address (***personal or work e-mail will work with this***)

Password – Must be 8-100 characters long and have at least 1 number and 1 letter.

*After filling in all information on this screen, select the 'Register' button.

A confirmation email will be sent to the email address used to Register that will look like below:

<div style="border: 2px solid red; padding: 10px;">

[Confirm Registration](#)

If the link above doesn't work, copy and paste this URL into your browser: https://floydcountyin.selfservice.us/#/?token=VDhYXi88ijJUD4ZDCLg9BK4oT4o%3D

You may get a pop-up that states your account is not yet activated and to contact the system administrator. This is due to the fact the registration once submitted by the user registering is then put in a que to approve by the HR Director or the Payroll Specialist in the Auditor's Office. Transactions to approve will be checked during the day to make sure they are handled in a timely manner.

</div>

Step 3

Registration Confirmation

You will need to confirm your registration by clicking on the link in the email sent to your email address.

Once you confirmed your Registration, you may log in using Step 1 above.

If you do not get an e-mail to confirm registration, please wait a few hours as there are instances in which they have to be manually moved into a user group. These will be checked regularly and acted on during the day.

You should bookmark the Floyd County Self Service site and it can be accessed from your home or phone.

Once you are registered you will see the tools above minus the Gears (that is an administration tool).

The first tool is the money going into the hand, that is where you can review your pay statement, direct deposit and Tax witholdings.

The second is of a person's outline, that is the area in which your employee details are listed such as contact data and address etc.

The third icon is a checkmark which in this area you can review actions or updates you have submitted and the approval status.

After this site has been running for a few years, data will be housed and up to 3-years of W-2s will be stored at any one time by 2021.

This site can be access by employees that depart for a period of time in order to pull off their W-2 data.