

Purpose

Use this procedure to find forms such as tax forms and find quick links to benefit vendor websites.

Trigger

Perform this procedure when you need to find forms such as tax forms and find quick links to benefit vendor websites..

Prerequisites

- Internet access
- ESS user ID and password

Menu Path

Use the following menu path(s) to begin this transaction:

- gwinnettcounty.com
- gcworkplace

Retirees: You will log into **GC Retiree** webpage instead of gc workplace. Enter the following login credentials: User Name: gc\gcretiree Password: retiree1 (The User Name and Password are all in lower case).

- Employee Self Service (ESS)

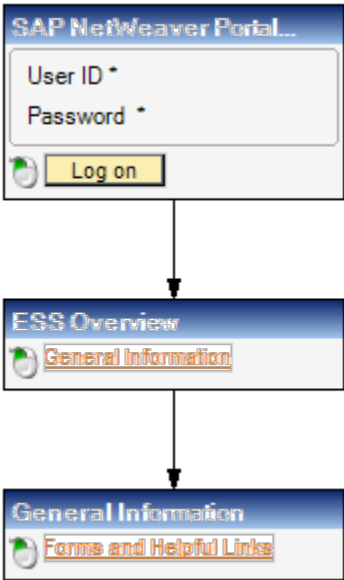
Transaction Code

ESS

Helpful Hints

- xxxx

Screen Flow



Procedure

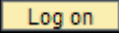
1. Start the transaction using the menu path or transaction code.

SAP NetWeaver Portal - Microsoft Internet Explorer provided by Gwinnett County Government



2. As required, complete/review the following fields:

Field	R/O/C	Description
User ID *	Required	Example: JQEMPLOYEE
Password *	Required	Example: *****

3. Click the  Log on button.



If you forget your password you can click on "Get Support" and a password reset will be emailed to you. Please note that "Get Support" will be changed to "Click Here" effective 9/12/11. If you do not have a Gwinnett County email address, you will have to call the Help Desk at 770-822-8915 and request your ESS password reset.

ESS Overview

4. Click the [General Information](#) General Information label.

General Information

5. Click the [Forms and Helpful Links](#) Forms and Helpful Links label.

Result

You have accessed the forms and vendor links.