Purpose

Use this procedure to display personal data such as social security number and date of birth.

Trigger

Perform this procedure to check social security number and date of birth.

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).
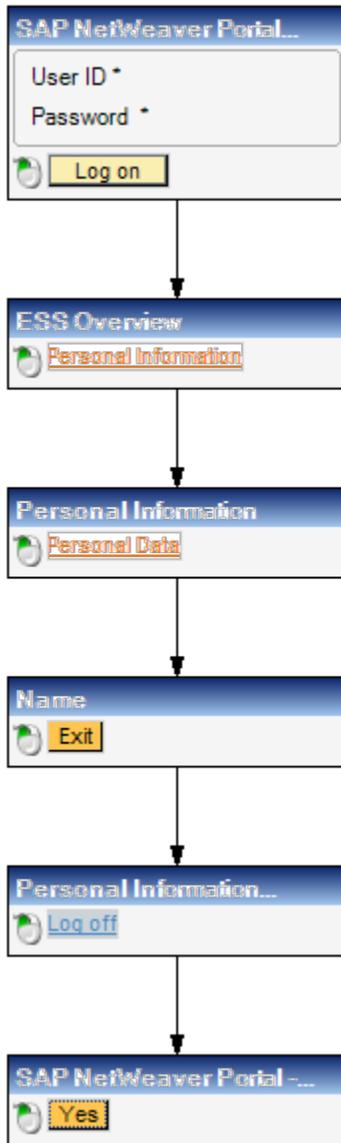
- Employee Self Service (ESS)

Transaction Code

ESS

Helpful Hints

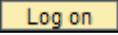## Screen Flow

Procedure

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

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

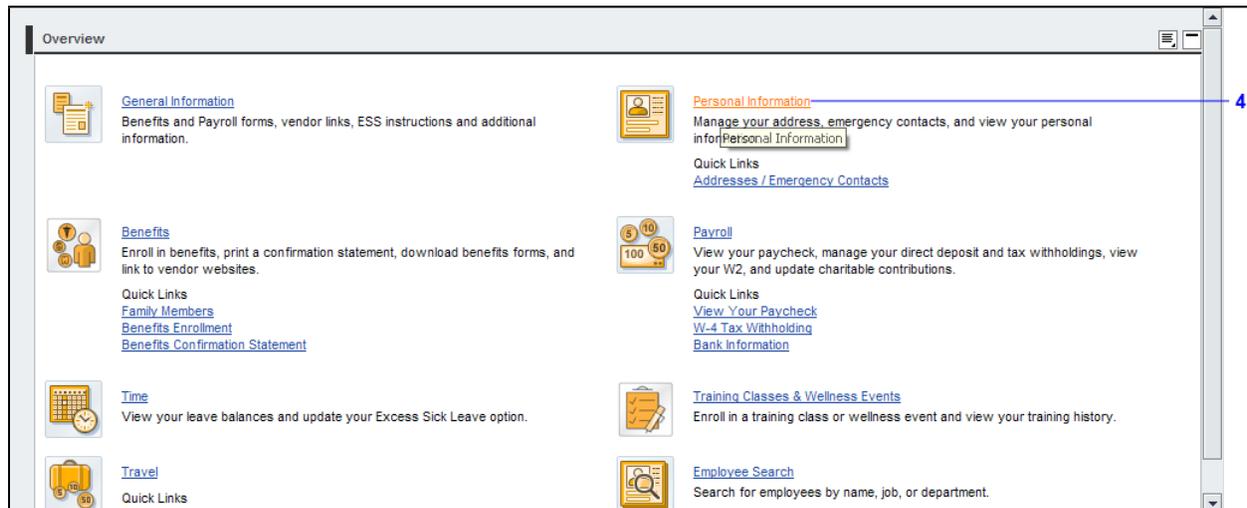**2.** As required, complete/review the following fields:

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

3. Click the [Log on] 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 Personal Information Personal Information label.

Personal Information

5.   Click the Personal Data Personal Data label.

Name

6.   Click the Exit Exit button.

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

7.   Click the Log off Log off link label.

SAP NetWeaver Portal -- Webpage Dialog

⚠ Are you sure you want to log off?

8 — [Yes] [No]
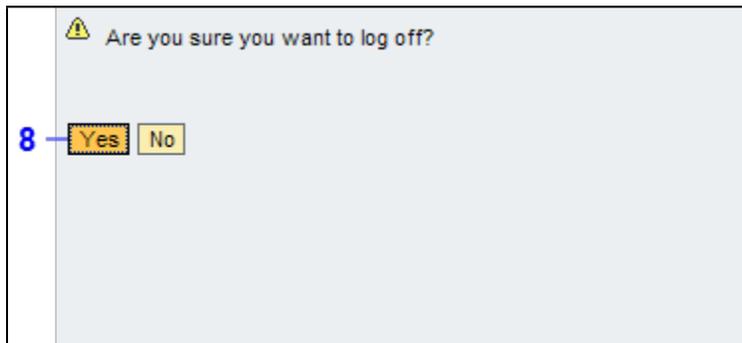
8. Click the [Yes] Yes button.

Result

You have displayed personal data.