

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:

- gwinnettcountry.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).

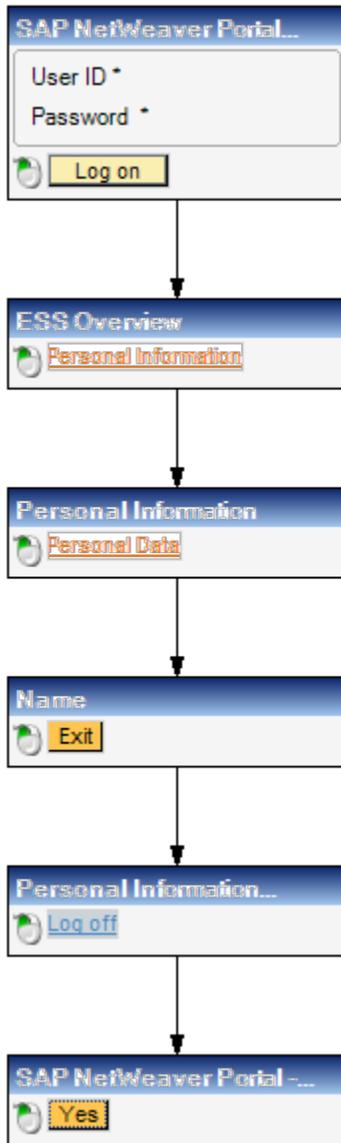
- Employee Self Service (ESS)

Transaction Code

ESS

Helpful Hints

Screen Flow



Procedure

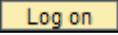
1. Start the transaction using the menu path or transaction code.

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

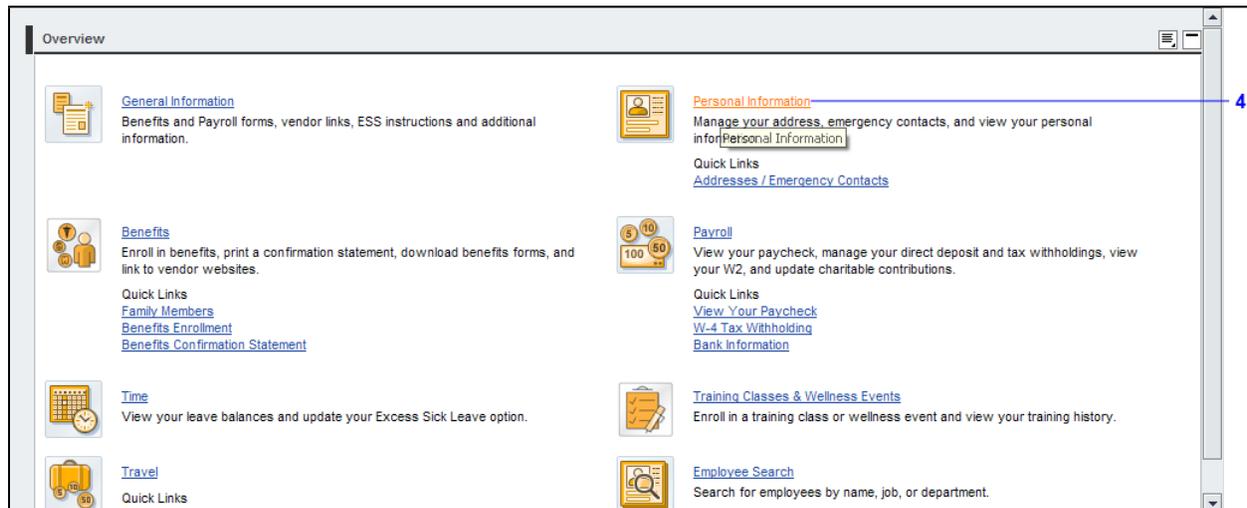
Field	R/O/C	Description
User ID *	Required	Example: JQEMPLOYEE
Password *	Required	Example: *****

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



Overview

General Information
Benefits and Payroll forms, vendor links, ESS instructions and additional information.

Benefits
Enroll in benefits, print a confirmation statement, download benefits forms, and link to vendor websites.
Quick Links
[Family Members](#)
[Benefits Enrollment](#)
[Benefits Confirmation Statement](#)

Time
View your leave balances and update your Excess Sick Leave option.

Travel
Quick Links

Personal Information
Manage your address, emergency contacts, and view your personal information.
Quick Links
[Addresses / Emergency Contacts](#)

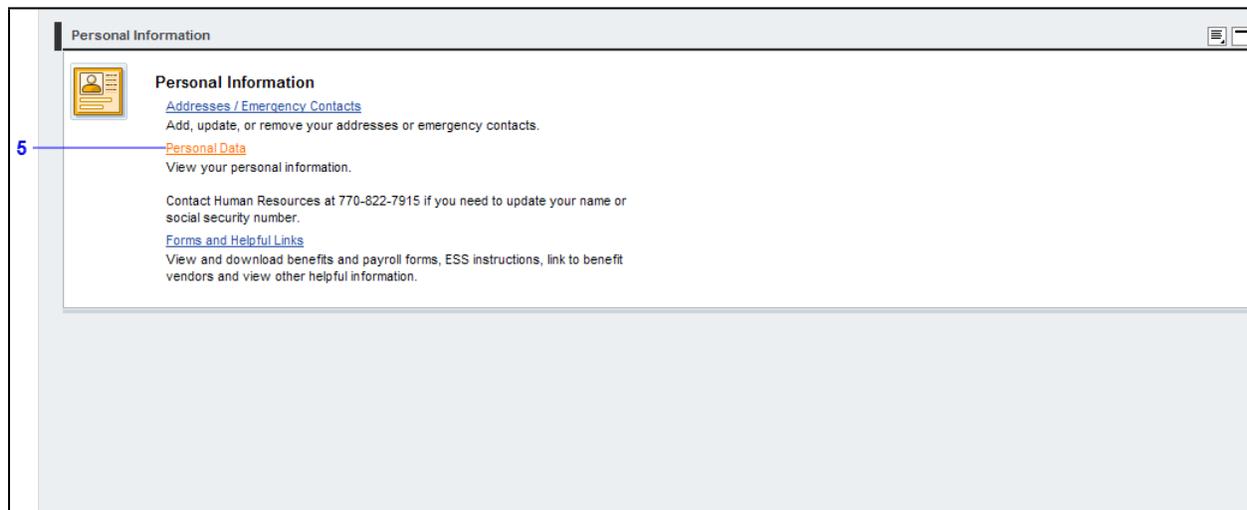
Payroll
View your paycheck, manage your direct deposit and tax withholdings, view your W2, and update charitable contributions.
Quick Links
[View Your Paycheck](#)
[W-4 Tax Withholding](#)
[Bank Information](#)

Training Classes & Wellness Events
Enroll in a training class or wellness event and view your training history.

Employee Search
Search for employees by name, job, or department.

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

Personal Information



Personal Information

Personal Information
[Addresses / Emergency Contacts](#)
Add, update, or remove your addresses or emergency contacts.

Personal Data
View your personal information.

Contact Human Resources at 770-822-7915 if you need to update your name or social security number.

[Forms and Helpful Links](#)
View and download benefits and payroll forms, ESS instructions, link to benefit vendors and view other helpful information.

5. Click the [Personal Data](#) Personal Data label.

Name

Display Personal Data : Detail

Full Name
Personnel Number 00000471

Name

Start 09/09/1964 Valid to 12/31/9999
Last Name EMPLOYEE
First Name JANE Known As
Middle Name Initials Q
Suffix

HR Data

SSN 253531116
Date of Birth 09/09/1960 Gender Male Female
Marital Status Marr.

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6. Click the Exit button.

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

Welcome Jane Employee [Personalize](#) | [Log off](#) 7

ESS [End the current portal session and log off](#)

[Overview](#) | [General Information](#) | [Personal Information](#) | [Benefits](#) | [Payroll](#) | [Time](#) | [Training](#) | [Travel](#) | [Employee Search](#)

[Overview](#) > [Personal Information](#) > [Personal Data](#) > [Personal Information](#) | [History](#)

Personal Information

[Addresses / Emergency Contacts](#)
Add, update, or remove your addresses or emergency contacts.

[Personal Data](#)
View your personal information.

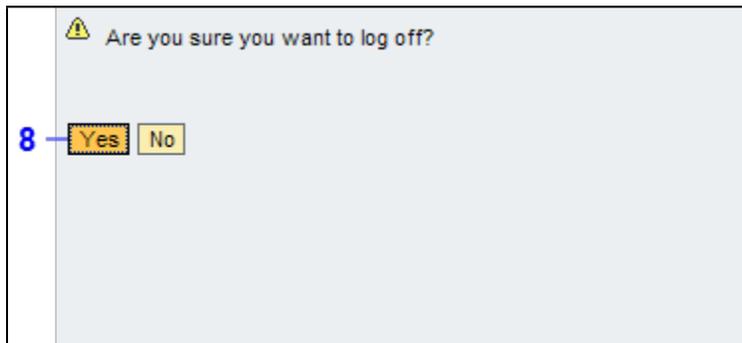
Contact Human Resources at 770-822-7915 if you need to update your name or social security number.

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7 [Log off](#)

7. Click the [Log off](#) Log off link label.

SAP NetWeaver Portal -- Webpage Dialog



8. Click the  Yes button.

Result

You have displayed personal data.