

Employee Self Service Quick-Start

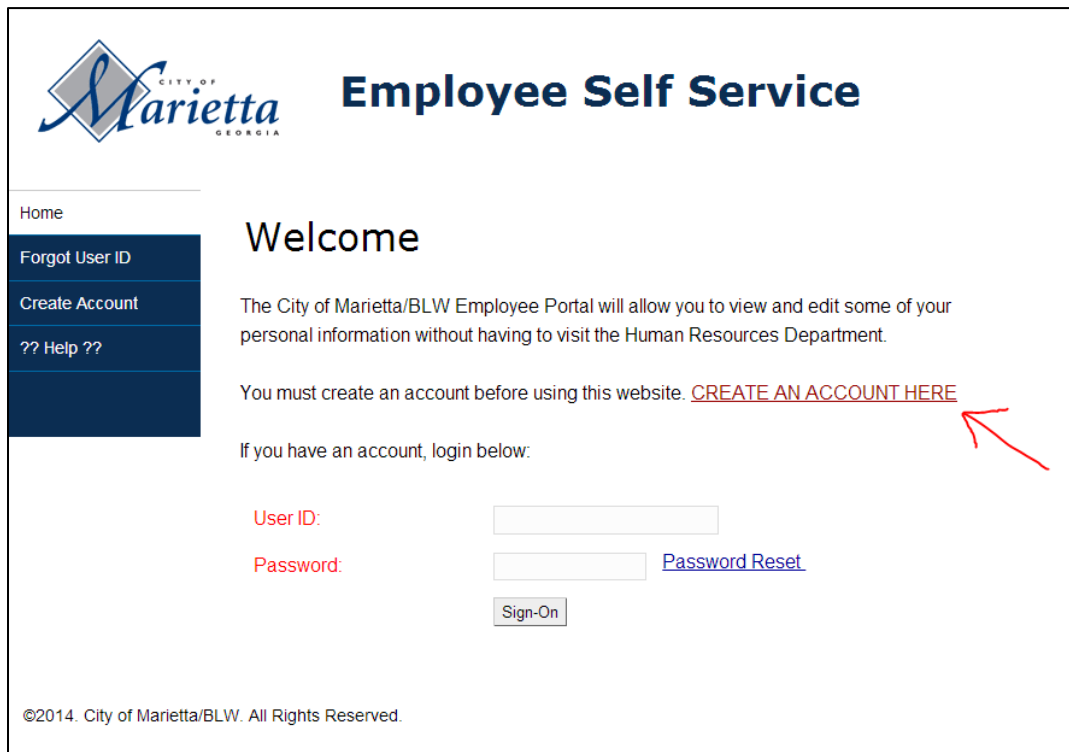
The City of Marietta would like to introduce the new Employee Self Service portal. This site will give employees and retirees access to view and update some of their HR/Payroll information. Use of this site is completely optional, but will provide you with the following features:


- View payroll check history
- View/update employee data: address, phone number
- View/update emergency contact information
- View/verify dependent information
- View benefit accruals
- Perform what-if calculations on your taxes
- View W-2 information

In order to utilize this portal, you will need to create an account. *Note: This account/password is different from other city accounts and passwords.*

Steps to successfully create and activate your account:

- Visit <https://www.mariettageorgia.us/Click2GovESS/> or use the link on gemNet



 **Employee Self Service**

Home
Forgot User ID
Create Account
?? Help ??

Welcome

The City of Marietta/BLW Employee Portal will allow you to view and edit some of your personal information without having to visit the Human Resources Department.

You must create an account before using this website. [CREATE AN ACCOUNT HERE](#)

If you have an account, login below:

User ID:

Password: [Password Reset](#)

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- Click on **CREATE ACCOUNT** link from the main page

Employee Self Service Quick-Start



 **Employee Self Service**

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Create Account

To create your account please complete the form below:

*User ID: [Redacted]
*Password: [Redacted]
*Verify Password: [Redacted]
*E-mail: [Redacted]

Enter a question and answer below that will be used to verify your identity in case you forget your password.

*Security Question: [Redacted]
*Security Answer: [Redacted]

Submit

* = Required

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- Enter a User ID and Password of your choosing (this is different than your City network account or AS400 account).
- Enter an email address. This can be a personal or City email address. *Note: It is recommended that you use a personal email address if you have one so that you can access the site if you retire or leave the City.*
- Enter a security question and answer so that you can reset your password in the future if you forget it.
- Click SUBMIT.
- Check your email and click on the link provided to activate the account.
- Login to your newly created account using the User ID and Password you entered previously.
- Enter your Social Security number and date of hire. This will link your account to your record in the Payroll/HR database.
*** See your department's timekeeper if you do not know your date of hire.*

Your account is now active and you can start using the portal! Use the menu on the left of the screen to navigate.

If you have questions or problems, please call the Payroll Division at (770) 794-5568 or (770) 794-5573.