Employee Self-Service: One-stop Access to Essential Benefit, Pay, and Retirement Online Resources

The **Employee Self Service (ESS) web page** provides Montgomery County Public Schools employees with easy access to online benefit, pay, and retirement forms and other resources. Be sure to get acquainted with this web page's essential offerings.

By visiting ESS, you can select—

- **My profile** to view your name, employee ID, address, and sick bank membership information;
- **My leave balances** to check your earned and available leave balances;
- **My employment verification** for help providing proof of your MCPS employment and income;
- **My address change** to change your address on file with the Employee and Retiree Service Center;
- **My current benefits** to review your yearly benefit plan;
- **Benefits enrollment for new employees** to enroll in MCPS benefits for the first time;
- **Benefits enrollment/changes due to qualifying life event** to enroll in or change your benefits if you experience a life event such as birth of a child, marriage, divorce, etc.;
- **Salary increases** to learn about the most recent salary increases for MCPS employees;
- **My salary information** to review your current salary;
- **My salary history** to review your salary history by date;
- **My ePaystub** to view and print your current and most recent ePaystubs;
- **My direct deposit** to visit the Direct Deposit web page to see instructions for enrolling in or making a change to your direct deposit account(s);
- **My W-2s** to view and print your W-2 tax forms from 2011 and later;
- **My 1095-Cs** to view and print your 1095-C tax form;
- **My W-4** to view your current W-4 and change your tax withholding;
- **PenPoint** to access your yearly retirement Benefit Statement and estimate your MCPS core and supplemental retirement benefit amounts;
- **Retirement planning** to visit the web page containing information and links to help you prepare for retirement; and
- **Retirement savings plans** to visit the MCPS Fidelity Investments website;
- **mySRPS login** for easy access to the Maryland State Retirement and Pension System (SRPS) log-in screen.

Be sure to visit ESS whenever you need to access these resources!