



*The Office of Human Resources  
& Employee Relations*

## **GARRETT COUNTY PUBLIC SCHOOLS**

40 South Second Street  
Oakland, Maryland 21550

301-334-8904  
fax: 301-334-8066  
[www.garrettcountryschools.org](http://www.garrettcountryschools.org)

### **EMPLOYEE PORTAL INSTRUCTIONS**

The Human Resource and Finance Departments have implemented an Online Employee Portal through our payroll system so each employee can access personal and pertinent information as it relates to their employment.

To begin using the new ESS system please follow the link below:

<https://selfservice.garrettcountryschools.org>

Your USER ID will be your employee number

Your initial password will be the last four numbers of your social security

If there are any questions, Human Resources at (301) 334-8929 or (301) 334-8904.