Employee Self-Service

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### What is Employee Self Service?

The UGA Employee Self-Service website (employee.uga.edu) is where UGA employees can view their paychecks, W-2 information, leave balances and other information related to their employment at the University of Georgia.

### How Do I Access the Employee Self Service Website?

There are two different ways to access Employee Self Service:

1. Log in to the MyUGA Portal at: [http://my.uga.edu](http://my.uga.edu) and click on the “Employee Self Service” button.
2. Log directly in to the Employee Self Service Website at: [http://employee.uga.edu](http://employee.uga.edu)

### Issues Accessing Employee Self-Service Site

Note: The above websites require MyID credentials. If you have trouble logging in, please contact the EITS Help Desk at 706-542-3106.

### Trouble Viewing Paychecks?

Access to employee paychecks requires setting up your Secret Questions/Answers for your MyID account.

If you have already set these questions up, and the answers are not working, please call the EITS Help Desk at 706-542-3106 to have the questions reset.