Employee Self Service - Federal & SC W4 Forms

1) Go to https://ess.acpsd.net. Once you see the ESS home screen, click Login.

*User name and Password are not district login credentials. User name and email were choosen when registering at orientation.

2) Click Payroll Actions

3) Click "W-4" to complete the Federal W4 Form and "SC-4" to complete the SC W4 Form.

5) Electronically sign the document. **Type your name exactly as shown** (no period if there isn't one after your middle initial).

6) Enter date and go to top of page to submit.

To see the status of your request, click on "Task List" at the top of the Home Screen.

If you need assistance creating your account or completing the forms, please contact:

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