

## LOGGING ON TO TEAM GEORGIA

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### GETTING STARTED

- Open your internet browser
- Log on to [www.team.georgia.gov](http://www.team.georgia.gov)
- Type in User ID and Password, if you already have them

### No User ID No Password

- Contact Human Resources for User ID, if necessary
- Use your Social Security # for initial Password, then create new Password
- Create new Password and Security Questions if you have not done so already
- If you already have a User ID and Password, log directly on to website

### LOGGING ON WEBSITE

- Log on to site using User ID and new Password
- Click on Employee Self Service located on the left

### USEFUL INFORMATION

- Review and update your personal information (i.e., change your address)
- Review your pay and compensation history
- Review your leave balances
- Update your direct deposit and other deduction or contribution information
- View and print out your paycheck stub
- NOTE - If you change your direct deposit routing or account number, you will go through another pre-note month. This means your check will be mailed for that month and direct deposited the following month.