

Congratulations, you are a Substitute Teacher!

Please be on the lookout for an email from noreply@rapididentity.com. We are in the process of helping substitute teachers obtain a district email through a Single Sign On account. To make things even easier, subs will be able to log into that SSO portal to retrieve their documents from Employee Self Service and log in to TalentED. Please follow the prompts when you receive this email. There will be a number to call, if you run into problems.

ESS and W-2 Instructions for Subs

Once logged in to the SSO portal, click on the app labeled Employee Self Service.



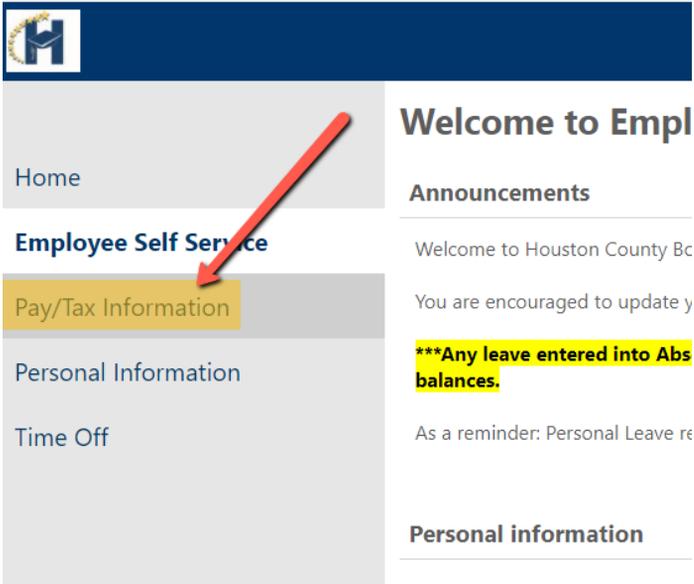
On the far right, select “Log In”



Log in with the same credentials used to set up your SSO Portal

A screenshot of the login form. The page has a light gray background. On the left, there is a 'Home' link. The main content area is titled 'Login' and contains two input fields: 'Username' and 'Password'. Below each input field is a blue link: 'Forgot your username?' and 'Forgot your password?'. At the bottom of the form is a blue button labeled 'LOG IN'.

Select the Pay/Tax Option, and then choose the Tax Year:



Home

Employee Self Service

Pay/Tax Information

Personal Information

Time Off

Welcome to Empl

Announcements

Welcome to Houston County Bc

You are encouraged to update y

*****Any leave entered into Abs balances.**

As a reminder: Personal Leave re

Personal information



W-2 Information

Year: 2020 - 0

- 2020 - 0
- 2019 - 0
- 2018 - 0
- 2017 - 0
- 2016 - 0

YEAR

Select "View W-2 image" in order to print your W-2



W-2 Information

Year: 2020 - 0

YEAR: 2020

RETIREMENT

3RD PARTY SICK

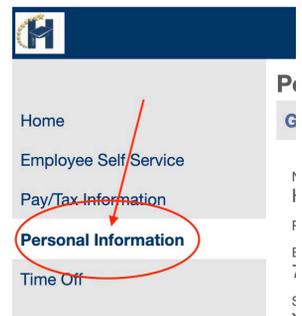
STATUTORY EMPLOYEE

[View W-2 image](#)

Verify Information

Please verify that the following information is correct:

- Address/Phone
- Gender
- Ethnicity
- Emergency Contacts



Home

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