



**Hall County School System Employee Benefits Website:** <https://benefits.hallco.org>

Before attempting to log on to the Hall County Schools Employee Benefits Website you will need: **Your 5 digit employee ID #; the last 4 digits of your SSN and a permanent login and password.**

Note: If you are receiving your first payroll check from Hall County Schools, you will not be able to login or access the Employee Benefits Website until payroll has processed and printed your first payroll check.

The first time you access this website you will click the registration button. You will enter your 5 digit employee ID # and the last 4 digits of your SSN. Then enter your login and password that you created; reenter and reconfirm your password; click the submit button.

Once in, click on the tabs at the top of the page (Benefits, Tax Withholding, Leave Balance, Payroll Checks, Address Information, and Year to date Information) for the information you wish to view and/or print.

If you have any questions regarding this information, please contact the payroll office by email; April Westmoreland at [april.westmoreland@hallco.org](mailto:april.westmoreland@hallco.org) or Amanda Swaim at [amanda.swaim@hallco.org](mailto:amanda.swaim@hallco.org); or phone 770-534-1080.