



GHR Employee Space Frequently Asked Questions (FAQs)

Q. Is there training for Employee Space?

A. Yes. You can click the [MyPLC](#) link and participate in on-line or in person training. There are also short instructional videos posted at www.atlantapublicschools.us/hrtechnology.

Q. Where can I find my User Name and Password?

A. Your User Name is your network ID. Your password is your network password (*the same ID and password you use to log in to your APS computer/laptop and email*).

Please note: Once you click on any of the “To-Do” links, like pay or benefits, you will be redirected to Lawson self-service where you may be prompted to login with your Employee ID number and password.

Q. Can I access Employee Space at home?

A. Yes. You can access Employee Space anywhere you have an internet connection through [MyAPS](#).

Q. Can I access Employee Space on my mobile phone or device?

A. Yes. You can access Employee Space on a mobile device, however, you will only be able to view and edit your employee profile.

Q. What Internet Browser can I use to access Employee Space?

A. The recommended Internet Browser is Internet Explorer, version 9.0 or higher.

Q. What if I use a Mac, can I still access Employee Space?

A. You can access Employee Space using Safari, however the recommended Internet Browser is Internet Explorer, version 9.0 or higher.

Q. What Browser is required for me to view my pay stub?

A. The recommended browser to view your pay stub is Internet Explorer, version 9.0 or higher.

Q. If I have a problem logging into Employee Space, what should I do?

A. Contact Client support at 404.802.1000 or clientsupport@atlanta.k12.ga.us.

Q. Can I print my paycheck stub from Employee Space?

A. Yes. You will be able to view and print paycheck stubs from Employee Space.

Please note: Once you click on the pay link, you will be redirected to Lawson self-service where you may be prompted to login with your Employee ID number and password.

Q. Can I save a copy of my paycheck stub from Employee Space?

A. Yes. You will be able to save a PDF version of your paycheck stub.

Q. Will I be able to view my position number in Employee Space?

A. Yes. You will be able to view the position number for each position you hold.

Q. Can I view my W2 or update my tax exemptions in Employee Space?

A. Yes. You can view and print your W2 as well as update your tax exemptions.

Please note: Once you click on the pay link, you will be redirected to Lawson self-service where you may be prompted to login with your Employee ID number and password.

Q. Can I view my timecard or punches in Employee Space?

A. No. Timecards and punches may be reviewed on your Kronos Clock.

Q. Can I request leave from Employee Space?

A. No. Leave requests should be submitted through the Advanced Leave Form in [MyAPS](#).

Q. Is my training history available in Employee Space?

A. No. Training history and Transcripts can be viewed and printed through [MyPLC](#).

Q. Will I receive notifications or reminders in Employee Space, for example a reminder about ethics training?

A. No. Not at this time.

Q. Can I view my evaluation in Employee Space?

A. No. Currently evaluations can be viewed only through [EPAT](#).

Q. Can I submit a grievance to the Office of Employee Relations through Employee Space?

A. No. Not at this time.

Q. Can I view my travel/mileage reimbursements in Employee Space?

A. No. Not at this time.

Q. Will I be able to view my travel reimbursement vendor number?

A. No. Please contact Shaquita Barnes at sdbarnes@atlanta.k12.ga.us or 404.802.2442 or Joycelyn Smith at josmith@atlanta.k12.ga.us or 404.802.2479 in accounts payable for this information.

Q. If I add an employment license or credential to my Talent Profile, how is it verified and who sees it?

A. Human Resources verifies your information and this information is viewable by your manager.

Q. If I notice errors in my information that I cannot edit, how do I correct them?

A. If you notice an error in Employee Space and are unable to correct it in your profile, please contact Human Resources Visit www.atlantapublicschools.us/contacthr for contact information for specific HR staff.