



Employee Self Service

Employee Self Service (ESS) provides access to personal information and pay and tax information.

Logging In

Employees log into ESS through the website <http://mss.matsuk12.us>. The first time you sign in (using your Employee ID number *without the letters or leading zero* as your User Name, and the last four digits of your SSN as your Password), you are prompted to change their password.

For each page that you display within Employee Self Service, the breadcrumb at the top of the page identifies the path back to the previous pages.

Pay/Tax Information

Home > Employee Self Service > Pay/Tax Information

At any time, clicking "Employee Self Service" in the left-hand navigation bar takes you to the ESS homepage.

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Time Off

Personal Information

The Personal Information panel, in the top left corner of the main screen, provides your information as stored in your employee record.

Click "View Profile" to view your personal profile.

Your profile is also available by clicking "Employee Profile" in the left-hand navigation bar, under "Personal Information". The Employee Profile page displays general information, demographic information, and DOE Race details.

Updating Your Information

You cannot update your Employee Profile yourself. Click "Human Re-

sources" at the bottom of the page to send a change notice to your Human Resources department.

Click "Return to Personal Information" in the top right corner to navigate to the Personal Information page or click on "Personal Information" in the left-hand navigation bar. Here you can change your addresses, phone numbers, and emergency contacts. If you are not able to "Change," try deleting that record and re-adding it. Please note: The address listed as Home Address is your primary mailing address. Mailing Address 1 is your Physical or Alternative Mailing Address. *Do not change these addresses unless you have had a change in residence or your mailing address has changed.*

Paychecks

The Paychecks panel displays information for the most recent pay periods where you received pay. You can view the Paycheck Simulator, Year-to-Date Information, or W-4 Information. This information is also available by clicking "Pay/Tax Information" in the left-hand navigation bar.

Pay/Tax Information

Pay/Tax Information provides current payroll and payroll history details. The payroll history is stored in the Munis Employee Pay History program. You cannot modify pay or tax information; it is display only. For payroll history prior to July 1, 2012, you must access Employee Online through the Mat-Su Borough School District website.

Pay/Tax Information displays a list of payment history records for the year. The default year is the current year, but you can also view past years. Click *View Details* to view more information for a specific pay period.

YTD Information

The Year-to-Date Information page contains a cumulative view of payroll

figures for a specific year.

View Last Year's W2

W-2 Information provides wage and deduction details for a selected year. This information is also available by clicking "W-2" in the left-hand navigation bar under *Pay/Tax Information*.

From the main page, select the year to view from the Year list; the program displays the details. **This feature will not work until January 2013.**

W-4

W-4 displays your current W-4 details.

To change your W-4 information:

1. Click *Edit W-4 Value*.
2. Enter the revised data.
3. Verify that the information is correct by selecting the acknowledgement check box.
4. Click *Submit*.

Paycheck Simulator

The Pay Check Simulator allows you to simulate adjustments to your pay, tax, or deductions in order to see how the changes would affect your total pay. The program does not permanently alter your pay records. This simulator is also available by clicking "Paycheck Simulator" in the left-hand navigation bar under *Pay/Tax Information*.

To use the simulator:

1. Select the pay cycle for which you are simulating a change.
2. Enter the pay, tax, or deduction changes.

Questions

If you have any technical questions regarding Employee Self Service please contact the IT Help desk via email at HELPDESK@matsuk12.us or by phone at 907-761-4042.