URGENT! Employee Self Service (ESS)

Employee Self Service (ESS) is now available to employees of SCBOE. Effective immediately, you will have access to some of your payroll records, including electronic images of pay checks and direct deposit stubs! Soon we will begin to phase out paper copies of direct deposit slips.

To access this site, you will need to login using your work computer or a computer lab computer using the following address **exactly** as shown below:

https://sumnerschoolstn.munisselfservice.com/login.aspx

Once this website opens, you will be prompted to login.

Login

| Username | |
|-----------------------|--------------------------------|
| ••••• | PLEASE REFERENCE THE GREEN ESS |
| Forgot your username? | SHEET THAT WAS HANDED OUT WITH |
| Password | YOUR PAYCHECK OR DURING YOUR |
| ••••• | |
| Forgot your password? | NEW HIRE ORIENTATION. |
| Log in | |

Following a successful initial login, you will be prompted to reset your password.

| efore proceeding you | must change your password. |
|----------------------|----------------------------|
| Current password | ••••• |
| New password | ••••• |
| Password strength | Acceptable |
| Confirm new password | ••••• |
| New password hint | ••••• × |



PLEASE REFERENCE THE GREEN ESS SHEET THAT WAS HANDED OUT WITH YOUR PAYCHECK OR DURING YOUR NEW HIRE ORIENTATION. Once you have successfully changed your password you will see:

Login

Click on "Continue" and your ESS Homepage will open.

| Your password | has been | successfully | changed |
|---------------|----------|--------------|---------|
| | | ~ | _ |

Continue



On the right you will see "Employee Self Service", please click once on the words for your ESS Dashboard to appear. You are welcome to explore all areas of ESS. Additional areas are accessible on the right-hand side of the screen, some screens have sliding bars (as seen below) that you can use to scroll to additional information on the page, or blue hyperlink words.

| styler_ | | | skywalk | er, luke |
|---|-------------------------------------|------|-----------------------|----------|
| Welcome to Employee Self Service | | , | | |
| Announcements | | | Employee Self Service | |
| Welcome to Summer County Schools Employee Self Service! Blace companying to long your long longers that source at all times. Enlines to do so will be that you long to the | e zussestilale te ussuthearized use | | Pay/Tax Information | |
| reese remember to need your regin miterination secure at an ones. Penure to do so will me that your information will b Thank you! And enjoy your new employee access! | e susceptione to difiduritated use. | | Personal Information | |
| Personal information | | More | Time Off | |
| SKYWALKER, LUKE 123 SKYWALKER, LANE GALLATH, IN 3706 | | | | |
| Phone Email CELL PHONE: 000-867-5309 Email: §/eradmins@sumnerschools.org | | | | |
| Time off | | | | |
| Currently Available | Earned | | | |
| AL 19.00 | 19.00 | | | |
| PL 2.00 | 2.00 | | | |
| ■ SL 77.00 | 77.00 | | | |
| Show time off taken | | 1 | | |
| ■ J F M A M J J A S O N D ► | | | | |
| 2010 | | • | | |

Here's a close-up of one example of the blue hyperlink words.



Be sure to log out each time you use the system.

If you would like to change your password in the future, just login and click on the second icon.

If you need any assistance logging in, first try to login following all the directions exactly as stated. If you are still unsuccessful, please call the IT Help Desk at extension 77704 or (615) 451-6513.