



City of Salem
Employee Self Service (ESS)
Available 24 Hours a Day, 7 Days a Week from Home

Instructional Guide

To access the City of Salem ESS site visit:
<https://salemma.munisselfservice.com>

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Employee Self Service Overview

Employee Self Service (ESS) is a web based application that allows staff to privately access selected personal and payroll information.

The following are some features and information available through ESS:

PERSONAL INFORMATION

- View and update contact information (Address and Telephone Numbers).
- View and update email contact information.
- View and update emergency contact information.
- View employee profile information (General employment and demographic information).

PAY AND TAX INFORMATION

- View and print pay check information.
- View and print year-to-date gross earnings.
- View and print W-2 information. Available beginning January.
- View and print current W-4 withholding information.
- Paycheck Simulator utility.

RESOURCE LINKS

- View and print additional documents or links that have been provided for your reference, including training, forms, and other materials.

Before You Get Started, General Guidelines

Internet access is necessary in order to access Employee Self Service.

User Name is your First Initial + Last Name + the last 4 digits of your social security number (i.e., John Doe 1234 = jdoe1234).

First time users will enter the last 4 digits of their social security number as the password and will be required to change their password.

- Passwords guidelines are as follows:
 - minimum of 8 characters in length, including at least one -
 - ✓ upper and lower case letter
 - ✓ number
 - ✓ non-alphanumeric character such as !, @, #, \$, %, *, etc.

First time users will be prompted to provide a password hint. Provide a hint that will allow you to easily remember your password. This password hint will be emailed to you upon your request, along with a link to reset the password if needed.

Module-Specific screens are listed at the left side of the Employee Self Service page which provides information to which you have access.

Please make sure you log off when finished.

Accessing Employee Self Service

1. From the Internet, access - <https://salemma.munisselfservice.com/>
2. The Self Service page will appear.



Logging In to Self Service

1. Click the **Log In** link located at the top right-hand side of the screen.



2. Enter your First Initial, Last Name and last 4 digits of your social security number with no spaces as your User Name.

3. First time users will enter the **last 4 digits of your Social Security Number** as the default password.
4. Click **Log In**. First time users will be prompted to change their password. Returning users will log into Self Service and can proceed to the next section.
5. First time users, the Current Password is the last 4 digits of your social security number.
6. When prompted, enter your new password. Your new password must contain a minimum of 8 characters, including at least one –

upper and lower case letter,

number,

non-alphanumeric character (!, @, #, etc..)

7. If your password is acceptable the Password Strength will change to Acceptable and the font will turn green. Click Change to complete the password change.

Change Password

Before proceeding you must change your password.

New password must be at least 8 characters long, contain at least 1 numeric character, contain at least 1 non-alphanumeric character and contain at least one uppercase character and one lowercase character.

The last 4 of your SSN#

Your new password.
Remember 8 characters,
upper and lower case letters,
one number and one non-
alphanumeric character

Provide a password hint that will allow you to easily remember your password. This password hint will be emailed to you upon request.

Verify your password.

MUNIS Self Service Main Page

1. Once you log in, the Self Service Home Page appears displaying your name in the upper right-hand and the navigation bar on the left.

Identifying parts of the Employee Self Service Main Page:

1. **Announcements** – Messages for all ESS users to view which are set by the ESS Administrator.
2. **Personal Information** – Address, Tel. number, and email are displayed.
3. **Time Off** – summary of time used and accrued.
4. **Paychecks** – links to recent information, and tools.

View and Update Personal Information

1. Click Personal Information from the Module-Specific list on the left.
2. Personal Information includes home address, e-mail, telephone, dependent and emergency contact information.
3. You may update most Personal Information by clicking the “Change” link by each section.
NOTE: Enter your personal e-mail address. This is for the delivery of your electronic paystub and to reset your password if needed. The primary e-mail address will be used for your electronic paystub delivery.
4. If you choose “Change”, you will be taken to a new page to edit your information.

Note: Should you find inaccurate information and do not have the ability to change it, please print the page, write the appropriate changes and submit it to the Human Resources department. Include your name and employee number on the page

5. Click Update once you have made you edits, or Cancel to ignore.

Employee Profile Subsection

1. Under Personal Information, click the Employee Profile to view general employment and demographic information. Some of this information may also be updated.

The Pay/Tax Information Module

The Pay/Tax Information Module allows you to view and print pay check information, view and print year-to-date gross earnings, view and print W-2 information, view and print current W-4 withholding information and offers a Paycheck Simulator utility.

View and Print Pay/Tax Information

1. Click **Pay/Tax Information** from the navigation bar on the left.
2. Click **Details** to view pay check stub details from prior pay periods.

NOTE: This information cannot be modified. Please contact the Payroll Department for questions or issues regarding your pay check information.

YTD Information Subsection

1. Click the YTD Information link.
2. Cumulative payroll information for the selected year is displayed.

W-2 Information Subsection

1. Click the W-2 Information link.
2. Federal and State withholding for the selected year is displayed.

W-4 Information Subsection

1. Click the W-4 Information link.
2. Current tax withholding status is displayed.

Paycheck Simulator Subsection

1. Click the Paycheck Simulator link.
2. Make adjustments to see what your paycheck might look like if you change tax withholding.
3. Click **Submit** to see the results of your enter values.

Resources

The Resources link is located below your name once logged in, at the upper right. Here you will find links to online resources, electronic documents and other materials available for your use.

Who do I call if I have questions about my information?

Payroll related questions:

Please direct questions to your building or departmental payroll coordinator.

Human resources related questions:

Please contact the school or municipal HR office, as appropriate.

ESS technical support questions:

Please email help@salem.com.