

ESS – Payroll Notification, Pay Stub & W2

It's recommended to log into the ESS program using Google Chrome.

You will log in by going to the following website:

<https://crittendenky.munisselfservice.com/login.aspx>

Your user name will be **FirstnameLastname** (no space between first and last name). Your first name is your legal first name.

Your initial password will be the **last four of your social security number**. You will be prompted to change the password. Your new password will have to be 8 characters long and consists of letters and at least 1 number. No special characters are required.

You will keep the same password for 12 months. At the end of the 12 months you'll be prompted to change the password to a new one, which will be good for 12 more months.

You will be able to reset your own password by clicking forgot password.



<https://crittendenky.munisselfservice.com/login.aspx>

The above website is where employees log in



Login

Username

[Forgot your username?](#)



Password

[Forgot your password?](#)



Log in

User Name is: **FirstNameLastName**

Initial Password is **Last 4 of SS#**. You will be prompted to change this.

Once logged in, your screen will look like this:

The screenshot shows the 'Employee Self Service' dashboard. At the top, there is a navigation bar with the 'tyler' logo, 'Munis Self Service', and a user profile icon labeled 'yOUR NAME HERE'. The main content area is titled 'Welcome to Employee Self Service' and includes sections for 'Announcements', 'Personal information', and 'Time off'. The 'Personal information' section displays fields for Employee Name, Address, City, State, Zip, Phone, and Email. The 'Time off' section features a 'JOB TITLE' table with columns for 'Currently Available' and 'Earned'. A red arrow points to the 'Pay/Tax Information' link in the right-hand navigation menu.

	Currently Available	Earned
SICK	100.00	100.00
PERSONAL	3.00	3.00

Click Pay/Tax Information to view your payroll details. You will see that there are past payrolls already loaded for you.

Once a payroll is processed, you will receive an email advising you that your payroll is ready to view. Log into the ESS program and go to Pay/Tax Information to view your most current payroll processed.

You may print a copy of the payroll details by clicking the printer icon at the top of the screen OR by right clicking on your mouse and selecting print. If you are in Google Chrome, you won't see a printer icon at the top of the screen. You'll need to right click your mouse and select print from there.

*NOTE: You may choose to receive the email notifications at a personal email address. If you choose to do so, just contact Kelley Crase and she will update your email address.

Thank you!