User instructions

- 1. Open your web browser.
- 2. Go to County web site http://pulaskicounty.org
- 3. Under the 'Employee Resources' tab, click the 'eStub Payroll Login' tab or go directly to link: https://selfservice.pulaskicounty.org

You will see the following Pulaski County Self Service Home Page.

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4. Click on the box with arrow at top right of screen.

| 🐝 Munis Self Service | | 0 | 4 |
|----------------------|-----------------------|---|---|
| | Login | | |
| Home | Username | | |
| | Forgot your username? | | |
| | Password | | |
| | Forget your password? | | |
| | Login | | |
| | | | |

- 5. Enter your username This will be your first initial, middle initial, last name (ex. jxsmith) If you do not have a legal middle name, use your first initial and last name.
- 6. Leave password blank.
- 7. Click on 'Forgot your password'

| 🔆 Munis Self Service | | 0 | * |
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| Home | Login Enter your user name in the textbox below and click "Retrieve Hint". An email containing your password hint will be sent to you. User name | | |
| | Back to login screan Retrieve hint | | |

8. Enter your same username and click 'Retrieve hint'.

You will receive an email that will guide you to create a new password.

9. Open your email. Open the link at the bottom of email to generate a new password.



You will see the screen below.

| Munis Self Service | | 8 | •) |
|--------------------|--|---|----|
| Home | Password Regeneration When you click the Submit button, a new, temporary password will be generated and sent to your personal email address. Upon first usage of the newly generated password, you will be prompted to change it. | | |
| | Initiate Password Regeneration User ID: miprescott Submit Cancel | | |

10. Click 'Submit'.

| 🐝 Munis Self Service | | 0 | •) |
|----------------------|---|---|----|
| Home | Password Regeneration Vour new, temporary password has been generated and sent to your personal email address. Please close this browser before retrieving that email message. Thank you. | | |
| | Initiate Password Regeneration | | |
| | Submit Cancel | | |

11. You will receive an email with your temporary password like the one below.

| noreply@pulaskicounty.org Request Password Reset | 11:56 |
|---|-------|
| f) If there are problems with how this message is displayed, click here to view it in a web browser. | |
| CAUTION: This small originated from outside of the organization. Do not follow muldance, click links, or open attachments unless you know the content is cafe | |
| Coorton: this email originated from outside of the organization, bornor tomow galdance, click links, or open academients unless you know the content is safe. | |
| As requested, here is your new MUNIS Self Service temporary password. | |
| Temporary Password: UZkh2(E | |
| Use this temporary password to log onto the MUNIS Self Service website, not the mobile app. When it is accepted, you will be immediately prompted to change it. | |

If this e-mail message was sent to you in error, or you are still having problems logging on to the MUNIS Self Service site, contact the site administrator.

12. After you receive an email with your **Temporary Password**, go back to your Pulaski County Self Service Home screen by selecting the 'Home' tab in the left column.

| Home Password Regeneration Vour new, temporary password has been generated and sent to your personal email address. Please close this browser before retrieving that email message. Thank you. Image: This provide the temporary password Regeneration User D: Imprescot Cubente Cancel | 🐝 Munis Self Servi | ce | 8 | |
|---|--------------------|---|---|--|
| | Home | Password Regeneration Vour new, temporary password has been generated and sent to your personal email address. Please close this browser before retrieving that email message. Thank you. Initiate Password Regeneration User ID: miprescott Submit | | |

| 🔆 Munis Self Service | | \$ 0 | Ð |
|----------------------|------------------------------|---------|---|
| Home | Pulaski County Self Services | 1 | |

13. Click on the box with arrow at top right of screen.

| \$ | Munis Self Service | | 0 | * |
|------|--------------------|---|---|---|
| | | Login | | |
| Home | | Before proceeding you must change your password. | | |
| | | New password must be at least 7 characters long and contain at least 1 numeric character. | | |
| | | Current password | | |
| | | New password | | |
| | | Password strength Unacceptable | | |
| | | Confirm new password | | |
| | | New password hint | | |
| | | Change Cancel | | |

- 14. Now, you must create your new password to proceed.
 - a. Enter **Current password** temporary password you received in email
 - b. Create a **New password**
 - c. Confirm new password
 - d. Give a **New password hint** and select 'Change'

| Wunis Self Service | | 0 | 6 |
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| | Login | | |
| Home | Your password has been successfully changed. | | |
| | Continue | | |
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| | | | |

15. Click 'Continue'.

You have completed steps to change your password and you can sign on using the screen below.

| W Munis Self Service | | 0 🛔 |
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| | Pulaski County Self Services | |
| Employee Self Service | | |
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16. Select the 'Employee Self Service' tab in the left column.

Overview of information you will see when you log into Employee Self Service(ESS)

After you select the 'Employee Self Service' tab, you will see a summary of your personal information.

Personal Information provides your name, address and contact information. Click **More** to display your full profile, including your contact and hire information on the **General** tab, with the **Demographics**, **Contacts**, **Dependents**, and **Tax form delivery** tabs providing additional details.

In the future, we may allow updates to personal information through ESS.

| Paychecks | \ . | | | | Show paycheck amounts |
|--------------------------|---------------------------------------|---------|--------------------|------------------|--|
| Last Paycheck: 5/19/2015 | Previous pa 5/19/2015 4/10/2015 | ychecks | Details Details | 2 2 2 3 | Tools Paycheck simulator View last year's W2 Change your W4 |
| Year to date | · | - | | | |

Previous Paychecks provides the most recent paycheck dates, amount and images of the paycheck or advice.

Click on the **Camera** icon to see image of your paycheck.

| Paychecks | | | | | Show paycheck amounts |
|--------------------------|--------------------|------------|---------|-----|---------------------------------------|
| | | | | | |
| Last Paycheck: 5/19/2015 | Previous paychecks | | | | Tools |
| | 5/19/2015 | 100000 | Details | 181 | Paycheck simulator |
| | 4/10/2015 | জুনাপ্রনের | Details | 181 | View last year's W2 Change your W4 |
| Year to date | | | | | |

Under the Tools listings are links to the Paycheck Simulator, View last year's W2 and Change your W4



As a discretionary measure, paycheck amounts are initially blurred and hidden when a user logs into ESS.

| Paychecks | | | | | Show paycheck amounts |
|--|---------------------------------------|----------|--------------------|---|--|
| Last Paycheck: 5/19/2015 Year to date | Previous pa 5/19/2015 4/10/2015 | aychecks | Details Details | 8 | Tools Paycheck simulator View last year's W2 Change your W4 |

Previous Paychecks provides the most recent paycheck dates, amount and images of the paycheck or advice.

Click on the Camera icon to see image of your paycheck.



Toggle between Show Paycheck Amounts and Hide Paycheck Amounts as necessary

