<u>User instructions</u>

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.

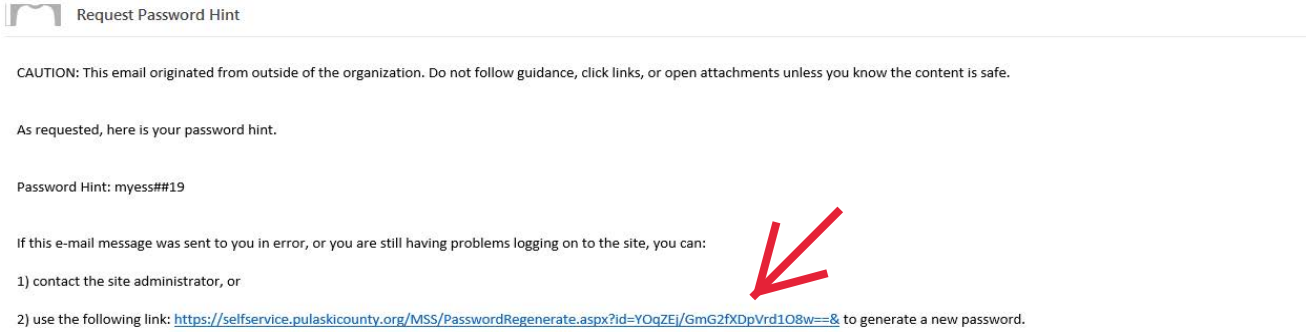4. Click on the box with arrow at top right of screen.

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.
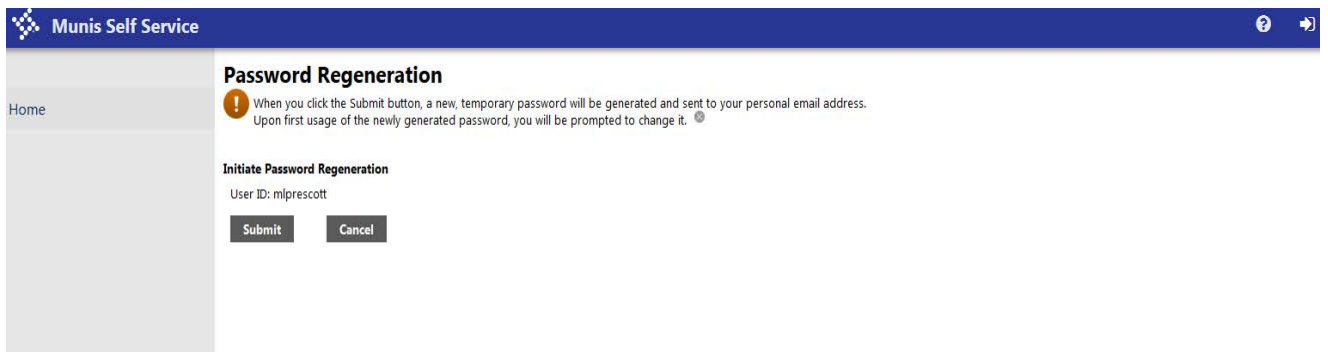7. Click on **'Forgot your password'**

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

You will receive an email that will guide you to create a new password. If you do not receive an email, please contact Information Technology at 994-2409 for assistance.
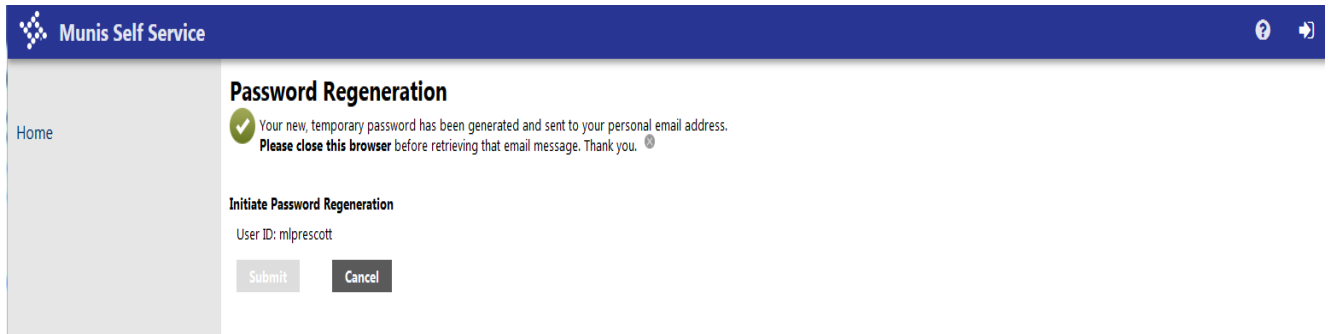
9. Open your email. Open the link at the bottom of email to generate a new password.
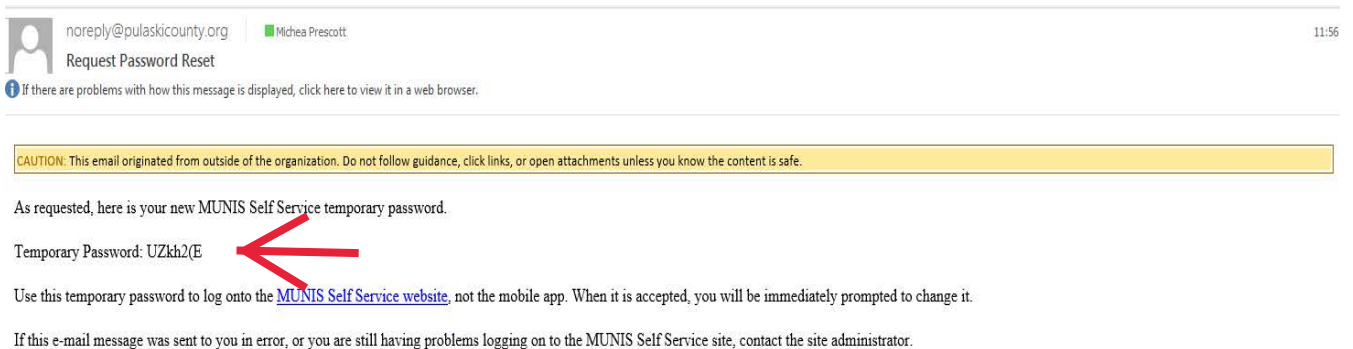
Request Password Hint

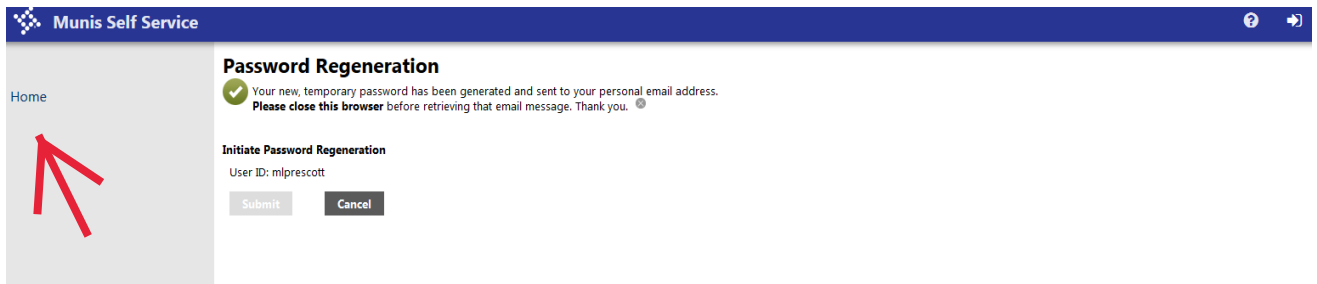CAUTION: This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you know the content is safe.

As requested, here is your password hint.

Password Hint: myess##19

If this e-mail message was sent to you in error, or you are still having problems logging on to the site, you can:

1) contact the site administrator, or

2) use the following link: https://selfservice.pulaskicounty.org/MSS/PasswordRegenerate.aspx?id=YOqZEj/GmG2fXDpVrd1O8w==& to generate a new password.

You will see the screen below.

Munis Self Service

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: mlprescott

[Submit] [Cancel]

Home

10. Click '**Submit**'.

Munis Self Service

Password Regeneration

Your 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: mlprescott

[Submit] [Cancel]

Home

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

noreply@pulaskicounty.org   Michea Prescott   11:56
Request Password Reset

If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside of the organization. Do not follow guidance, click links, or open attachments 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.

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

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'**

15. Click '**Continue**'.

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

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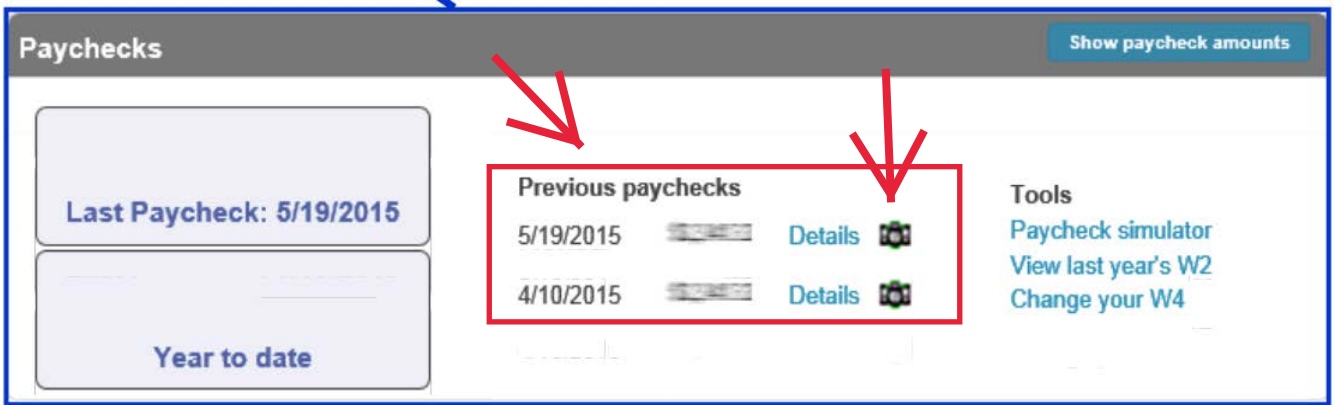
Previous Paychecks provides the most recent paycheck dates, amount and images of the paycheck or advice.

Click on the **Camera** icon to see image of your paycheck.
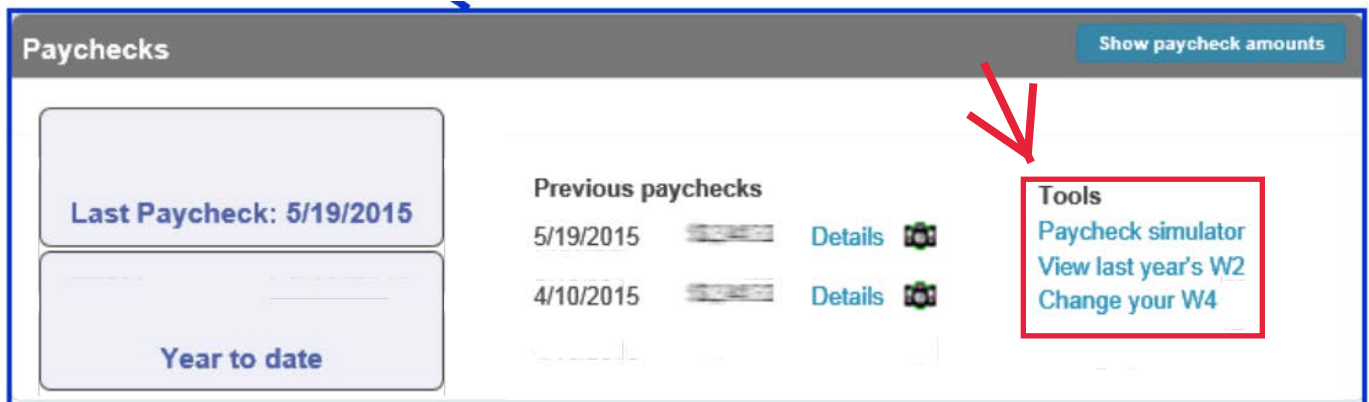
Under the **Tools** listings are links to the **Paycheck Simulator**, **View last year's W2** and **Change your W4**
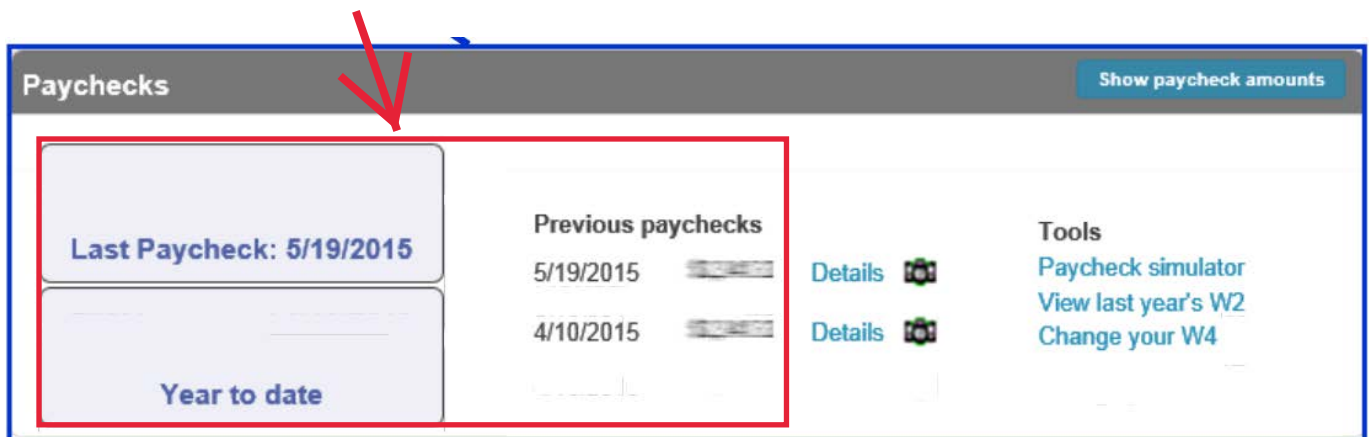
As a discretionary measure, paycheck amounts are initially blurred and hidden when a user logs into ESS.

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