

## Employee Self Service (ESS) Instructions

Employees will log into the **ESS** using their employee number as their username and the last 4 digits of their SS# as their initial password. They will be prompted to change their password immediately.

**NOTE:** Please email the Madison County IT Department if you should need your password reset. You must email using your work email account, not, for example, a Yahoo or Gmail account. That email address is:

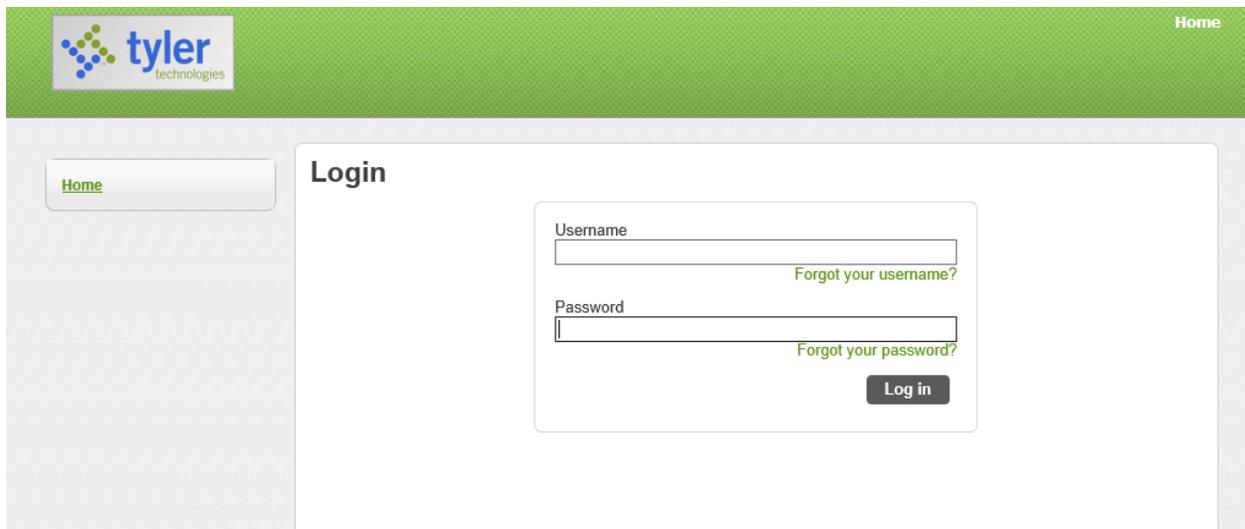
[helpdesk@madisoncountyttn.gov](mailto:helpdesk@madisoncountyttn.gov)

In this email, include your name, Employee #, and request that your ESS password be reset. Remember, Human Resources and Finance cannot reset your password.

The **ESS website** is:

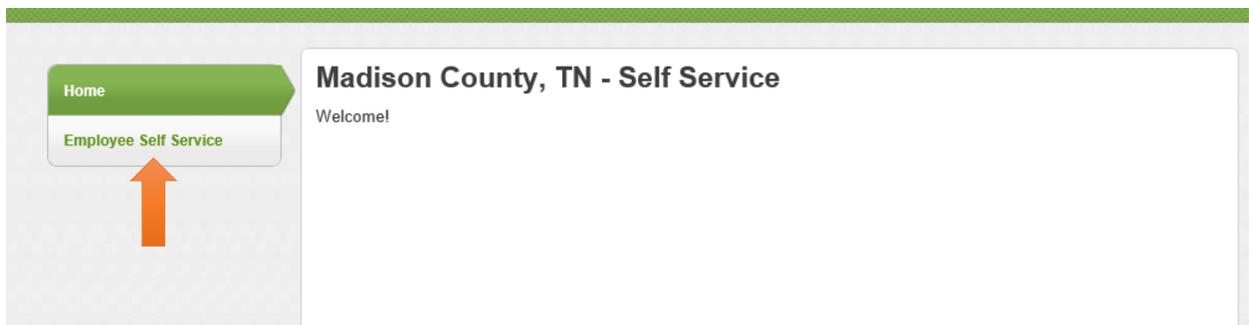
<https://madisontn.munisselfservice.com>

The Login screen looks like this:



The screenshot shows the login interface for Tyler Technologies. At the top left is the Tyler Technologies logo, and at the top right is a "Home" link. Below the logo is a "Home" button. The main area is titled "Login" and contains two input fields: "Username" and "Password". Below the "Username" field is a link that says "Forgot your username?". Below the "Password" field is a link that says "Forgot your password?". A "Log in" button is located at the bottom right of the login form.

After successfully logging in, click the Employee Self Service (ESS) link:



The screenshot shows the dashboard for Madison County, TN - Self Service. At the top left is a "Home" link. Below it is a button labeled "Employee Self Service" with an orange arrow pointing up to it. The main area is titled "Madison County, TN - Self Service" and contains a "Welcome!" message.

Next, you will see Welcome screen. This will show you a summary of your Annual and Sick Leave and Paycheck Stubs, as well as your address/phone/email address. Please verify this is correct.

**Welcome to Employee Self Service**

**Announcements** [Contact](#)

\*\*\*IMPORTANT\*\*\*PLEASE READ\*\*\* Effective March 31, 2017, past pay stubs (December 31, 2016 and prior) will not be available to view or download. If you need those pay stubs for any reason, you can currently view/download/print them at: <https://madisonn-gov.ess.openrda.net/user/login> , but after March 31st they will no longer be available. Keep in mind this does not affect the current active Employee Self Service (ESS) site located at: <https://madisonn.munisselfservice.com> , which has pay stubs beginning with January 13, 2017.

**Personal information** [View profile](#)

Phone HOME PHONE:  Email:

**Time off**

Legend: ■ ANNUAL, ■ SICK

Currently Available:  Earned:

Show time off taken

◀ J F M A M J J A S O N D ▶  
2017

**Paychecks** [Show paycheck amounts](#)

You can get more detailed Paycheck information by clicking the Pay/Tax Information link:

**Pay/Tax Information**

Year 2017 ▼

| Check Date | Pay Period            | Status | Gross Pay | Net Pay |                         |
|------------|-----------------------|--------|-----------|---------|-------------------------|
| 9/8/2017   | 8/20/2017 - 9/2/2017  |        |           |         | <a href="#">Details</a> |
| 8/25/2017  | 8/6/2017 - 8/19/2017  |        |           |         | <a href="#">Details</a> |
| 8/11/2017  | 7/23/2017 - 8/5/2017  |        |           |         | <a href="#">Details</a> |
| 7/28/2017  | 7/9/2017 - 7/22/2017  |        |           |         | <a href="#">Details</a> |
| 7/14/2017  | 6/25/2017 - 7/8/2017  |        |           |         | <a href="#">Details</a> |
| 6/30/2017  | 6/11/2017 - 6/24/2017 |        |           |         | <a href="#">Details</a> |
| 6/16/2017  | 5/28/2017 - 6/10/2017 |        |           |         | <a href="#">Details</a> |
| 6/2/2017   | 5/14/2017 - 5/27/2017 |        |           |         | <a href="#">Details</a> |
| 5/19/2017  | 4/30/2017 - 5/13/2017 |        |           |         | <a href="#">Details</a> |
| 5/5/2017   | 4/16/2017 - 4/29/2017 |        |           |         | <a href="#">Details</a> |
| 4/21/2017  | 4/2/2017 - 4/15/2017  |        |           |         | <a href="#">Details</a> |
| 4/7/2017   | 3/19/2017 - 4/1/2017  |        |           |         | <a href="#">Details</a> |
| 3/24/2017  | 3/5/2017 - 3/18/2017  |        |           |         | <a href="#">Details</a> |

Also, you can change/edit your Personal Information by clicking the link:

**Personal Information**

[Employee Preferred Name](#) [change](#)

Preferred Name

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[Address / Email](#) [change](#)

Home Address

Email

Alternate Email

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[Tax Form Delivery Options](#) [change](#)

W-2 Delivery Method Self service only

1095 Delivery Method Self service only

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**Telephone** [Add Telephone Number](#)

| Type    | Description | Number | Unlisted |                        |
|---------|-------------|--------|----------|------------------------|
| PRIMARY | HOME PHONE  |        |          | <a href="#">Change</a> |

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[Emergency Contacts](#) [Add Emergency Contact](#)

| Name | Relationship | Phone | Comments |   |
|------|--------------|-------|----------|---|
|      |              |       |          | <a href="#">Change</a>   <a href="#">Delete</a> |

While on the Personal Information link, we request that you do the following:

Under the Tax Form Delivery Options, click **CHANGE**.

[Tax Form Delivery Options](#) **change**

W-2 Delivery Method

1095 Delivery Method



This will take you to **Edit Tax Form Delivery Options**. Please take a moment to select the **Self Service Only** method of delivery for both the W-2 and 1095 form, then click **Update**.

This will allow your W-2 and 1095 Forms to be available to you in the ESS. By doing this, you will receive your W-2 immediately when it becomes available, instead of waiting for it to be mailed January 31<sup>st</sup>. You will be able to view and print these forms here, just as you would a Check Stub.

**Edit Tax Form Delivery Options**

W-2 Delivery Method

- Mail
- Email
- Mail and email
- Self service only

1095 Delivery Method

- Mail
- Email
- Mail and email
- Self service only

**Update** **Cancel**