



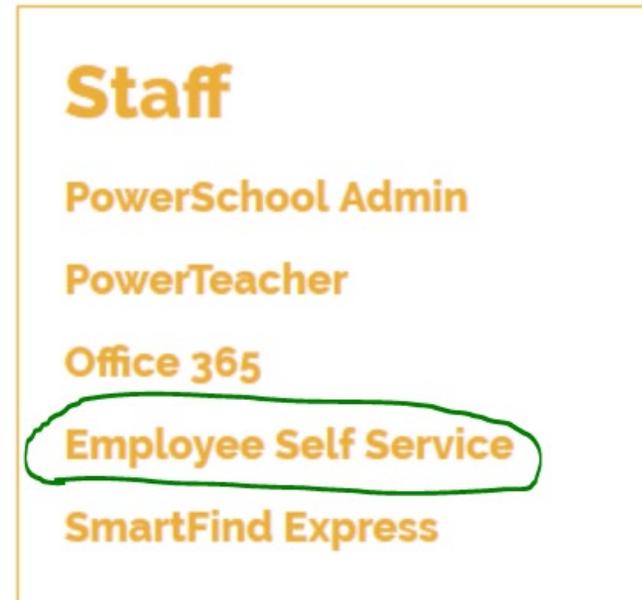
Making the Most of Employee Self Service

What is Employee Self Service?

- Website to allow employees access to their information
- Information can include:
 - Paycheck history
 - W-4 election details
 - Accruals
 - Informational Items

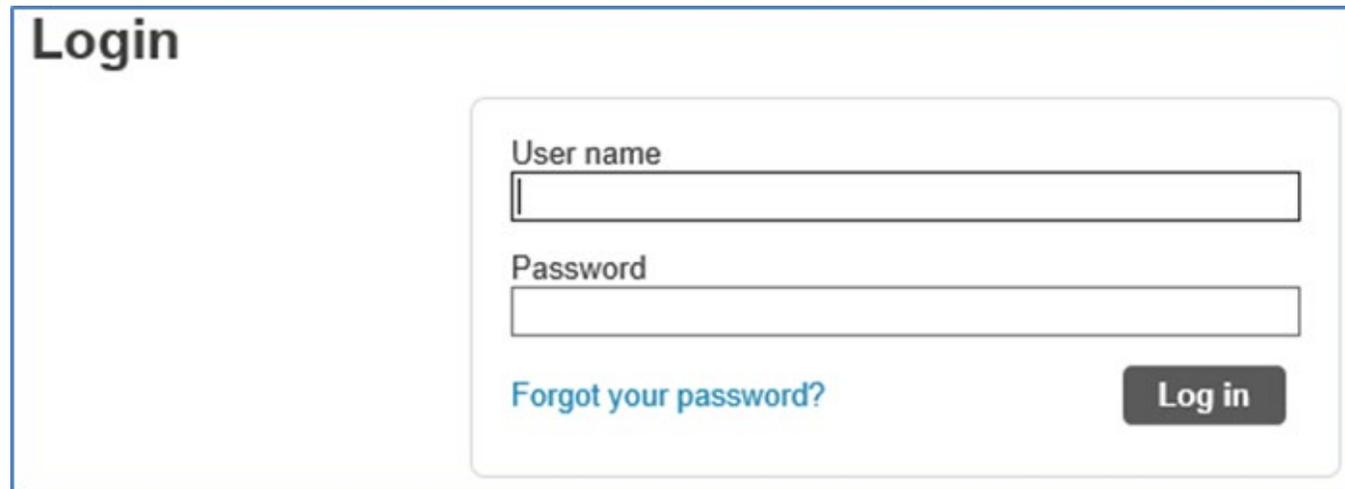
Employee Self Service

- You can find the access to Employee Self Service on the District Website.
- Scroll to the bottom of the page to “Find it Fast.”
- Find the “Staff” Section.
- Click on “Employee Self Service.”



Logging In

- The user ID is your employee number.
- The password is the last four digits of your social security number.
- You will be prompted to change your password when you log in for the first time.

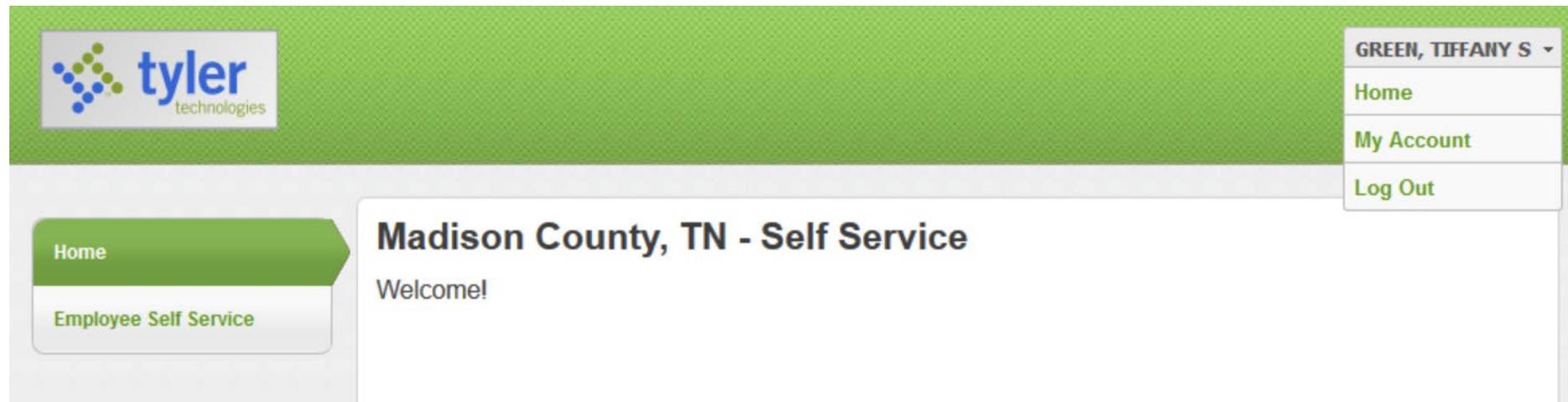


The image shows a login form with the following elements:

- Login**: The title of the form.
- User name**: A text input field for the user's name.
- Password**: A text input field for the user's password.
- Forgot your password?**: A link for users who have forgotten their password.
- Log in**: A button to submit the login information.

Welcome Screen

- Click on the drop down by your name.
- Click Home to go back to the Home Screen.
- Click My Account to view your account.
- After you are finished in ESS, click Log Out to exit.

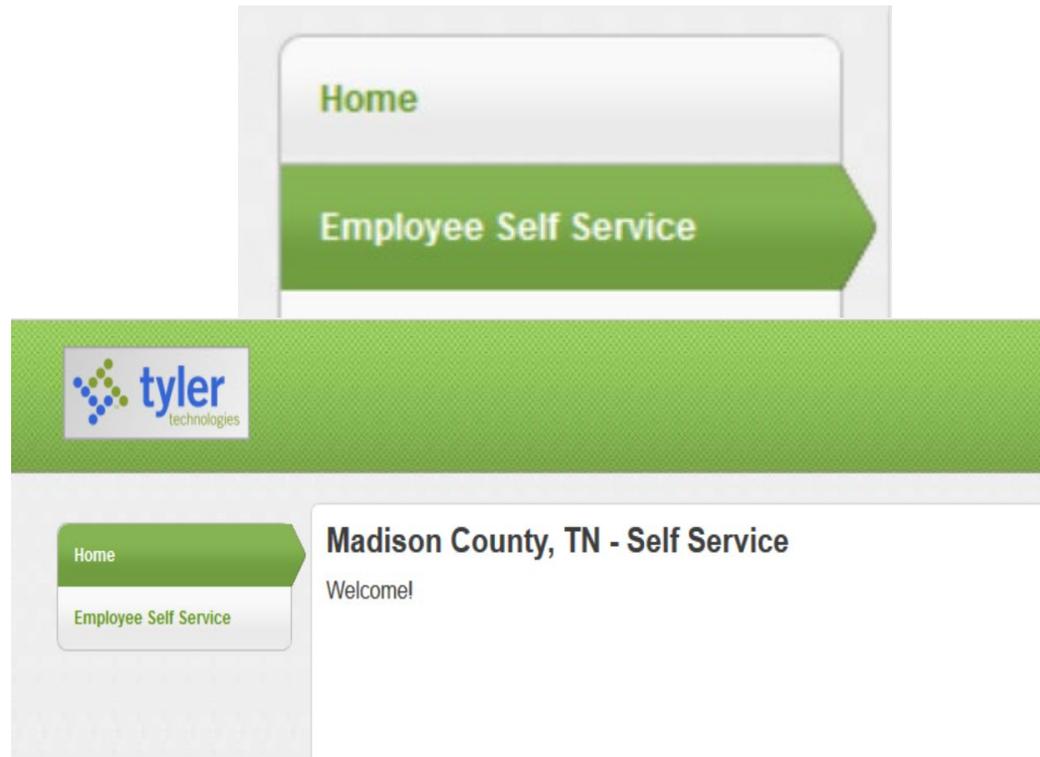


My Account

- The Account Settings Tab allows you to see your account information, including:
 - User Name (Your Employee ID Number)
 - Last Successful login
 - Last failed login
 - Last password change
 - Link to change password
 - Link to Employee profile

Account Settings	
Account Information	
Now logged in as	KHEDDEN
Last successful login	2/22/2016
Last failed login	2/22/2016
Password last changed	2/22/2016
Password expires in	3042 days Change Password
	Employee profile

Employee Self Service Tab



The Employee Self Service Tab allows you to:

- View any announcements
- View and edit your personal information by clicking on View Profile
- View your Leave Accruals under the Time Off section
- View and print your pay check stubs
- View your last W2
- Change your W4
- Access the ESS Mobile App

Employee Self Service Tab

Welcome to Employee Self Service

Announcements [Contact](#)

IMPORTANTPLEASE 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](#)

Paychecks [Show paycheck amounts](#)

Last Paycheck: 6/15/2018

Year to date

Previous paychecks

6/15/2018		Details	
6/1/2018		Details	
5/18/2018		Details	
5/4/2018		Details	
4/20/2018		Details	

Tools

- [View last year's W2](#)
- [Change your W4](#)

Time off

	Currently Available	Earned
ANNUAL		
SICK		
PERSONAL		
LOCAL		
EMERGENCY	0.00	0.00
BONUS	0.00	0.00

ESS Mobile Service URL



<https://madisonn.munisselfservice.com> [Copy to clipboard](#)

Pay/Tax Information Tab

The Pay/Tax Information Tab allows you to view the following:

- YTD Pay/Tax information
- W2
- 1099-R
- 1095-B
- 1095-C
- W-4 (You can edit your withholdings here.)
- Total Compensation
- Direct Deposit (You can edit your bank account information here.)



W-4 Information

W-4 Information

Employee: ▼

HEDDEN, KAYLA J

FEDERAL

Marital Status	MARRIED
Exemptions	0
Additional Amount	\$0.0000000000

MASSACHUSETTS

Marital Status	MARRIED
Exemptions	0

[Edit W-4 Values](#)

Edit W-4

FEDERAL

Marital Status
 ▼

If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions

Additional Amount (\$)

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

MASSACHUSETTS

Marital Status
 ▼

If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

Edit Direct Deposit Information

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Primary account

Bank	Account type	Account number	Prenote	Active	Percentage	
BANK OF AMERICA	Checking	123456	Yes	No	100%	Change Delete

Percentage-based accounts

[Add a percentage-based account](#)

You have no percentage-based accounts for direct deposit.

Amount-based accounts

[Add an amount-based account](#)

You have no amount-based accounts for direct deposit.

I approve the changes to my direct deposit distributions as outlined above.

[Submit changes](#)

Edit DIRECT DEPOSIT NET

Bank routing number or bank name

Bank account type

Bank account number

Percentage

[OK](#) [Cancel](#)

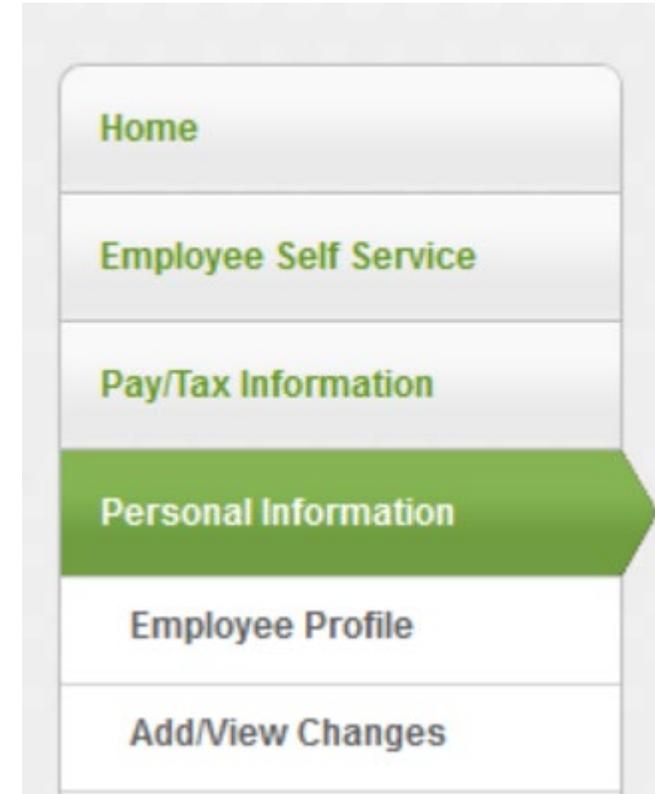
Direct Deposit Accounts

 Your new direct deposit information has been successfully submitted for approval. 

Personal Information Tab

The Personal Information Tab allows you to view the following and make changes to the following:

- Your preferred name
- Address
- Alternate email address
- Tax forms delivery options
- Phone number
- Emergency contacts



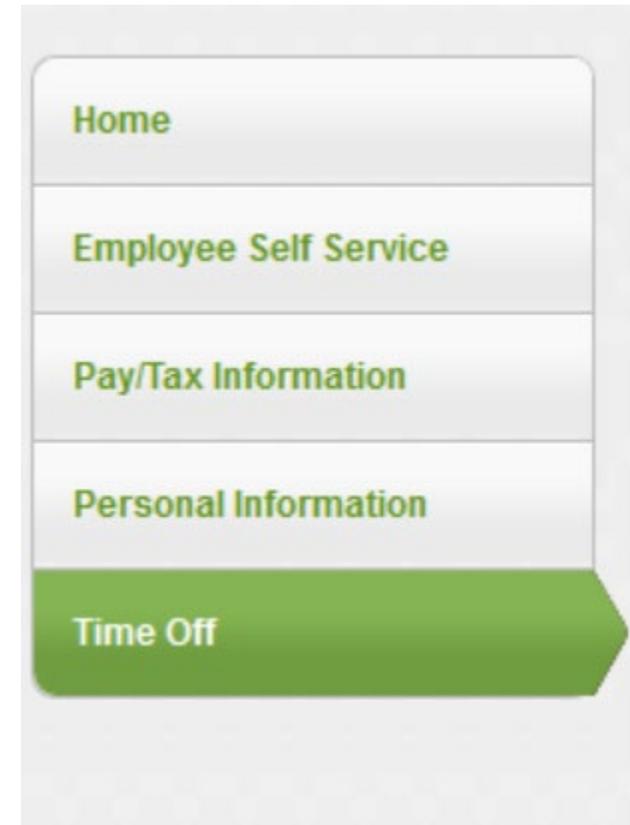
Time Off Tab

The Time Off Tab allows you to view your leave time accruals.

*Please note that this is an estimate. Your actual current earnings may differ. You should keep up with the time you have taken off in your personal records in order to know your accrual earnings in real time.

If you are an exempt from overtime employee, your accruals will be listed in days. (D)

If you are a non-exempt from overtime employee, your accruals will be listed in hours. (H)



The more you visit ESS, the more accustomed you will become with the system.

If you should get locked out of ESS, please email:

helpdesk@madisoncountyttn.gov

The email request to unlock your ESS account MUST come from your jmcss.org email address, or your request will not be honored.