

# Welcome to Employee Self Service

Welcome to the Employee Self Service (ESS) portal for New Hanover County Schools employees. Use this link to go to ESS <https://nhcsk12nc.munisselfservice.com/>.

Click "Log In" in the upper right corner to begin.

## **If you have not logged in before:**

- Your ESS Username is your 5-digit Employee ID number. Your Employee ID is \_\_\_\_\_. If you do not know your Employee ID number, please contact your school Payroll Operator.
- Your password is the last 4 digits of your Social Security Number. You will be prompted to choose a new password after you log in for the first time.

Once you are logged in, you have the ability to view and change personal data, tax forms, direct deposit information and add claims for expense reimbursements. You can also view pay, payroll calendars and leave balances.

**Be sure to log out when you are done, especially if you are using a computer that is accessible to other people.**

If you need further technical assistance in the Employee Self Service portal, please contact [MunisSystemSupport@nhcs.net](mailto:MunisSystemSupport@nhcs.net) for support.