

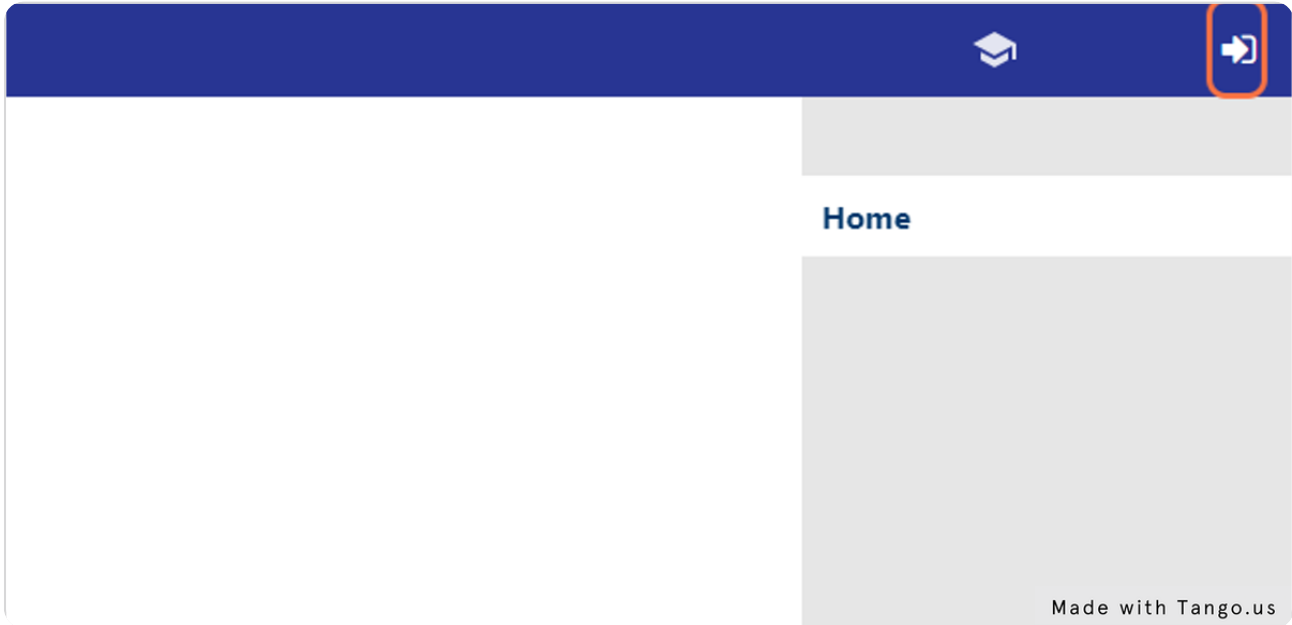
STEP 1

## Go to the Employee Self Service website

<https://mercercountyschoolsky.munisselfservice.com/>

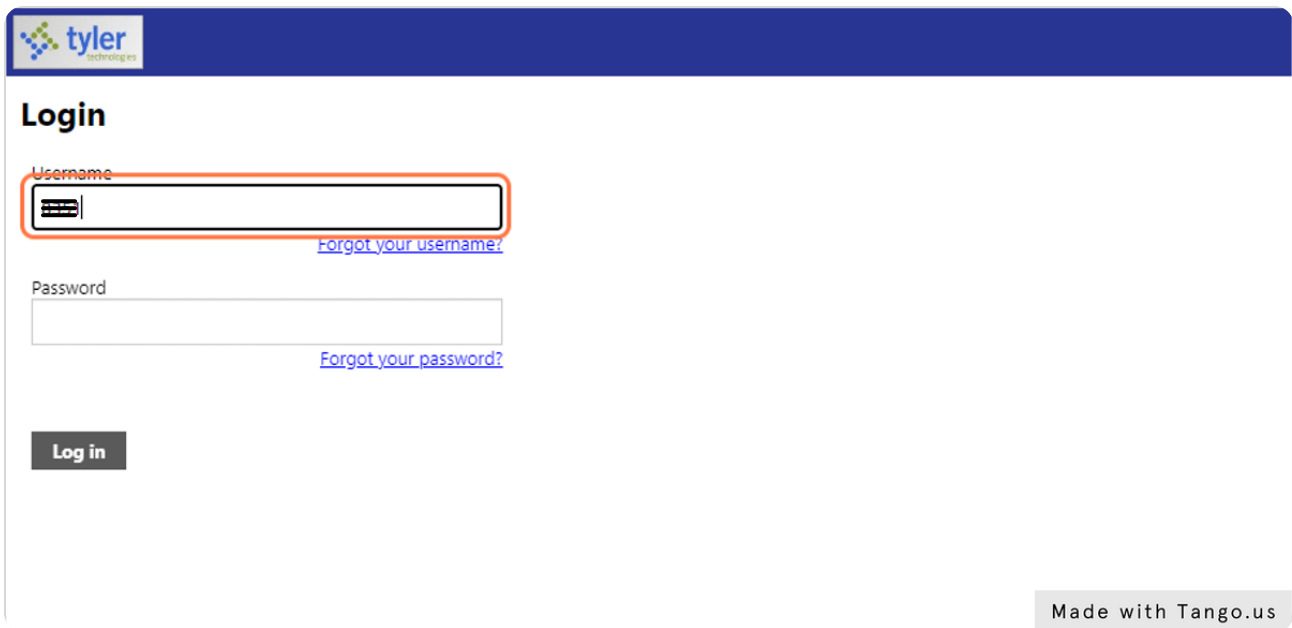
STEP 2

## Click on Log In



### STEP 3

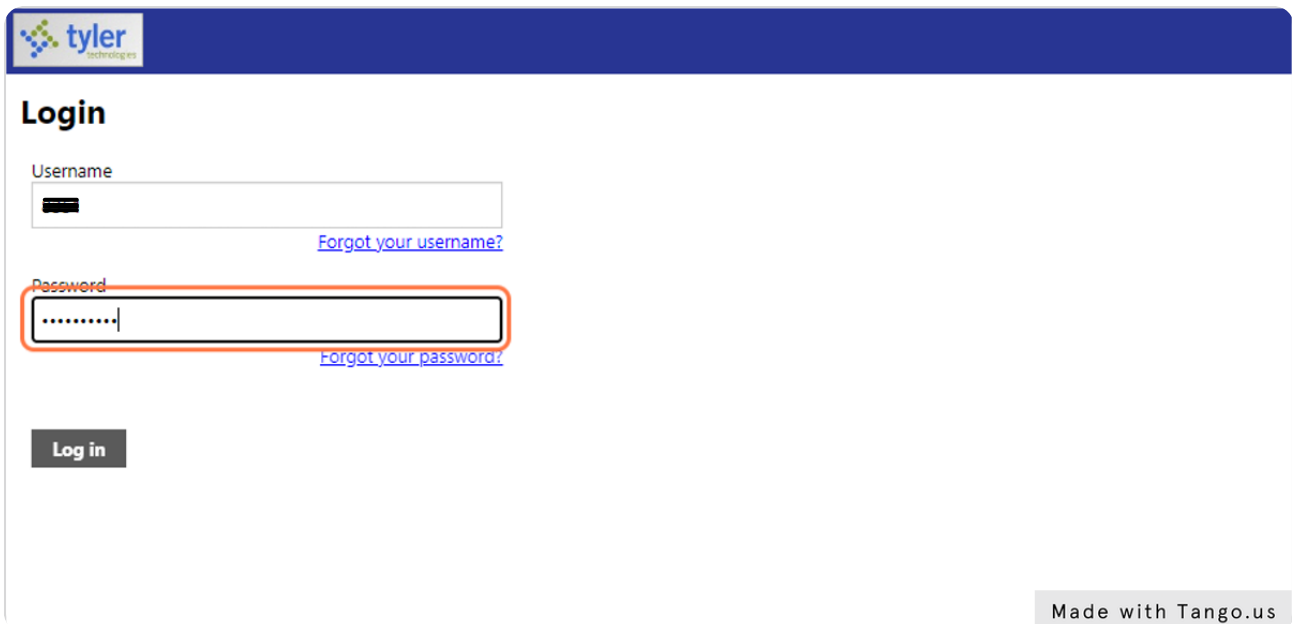
**Username is the first initial of your first name, your last name, and the last four digits of your social security number.**



The screenshot shows the Tyler Technologies login page. At the top left is the Tyler Technologies logo. Below it is the heading "Login". There are two input fields: "Username" and "Password". The "Username" field is highlighted with a red border and contains the text "T". Below the "Username" field is a blue link that says "Forgot your username?". Below the "Password" field is a blue link that says "Forgot your password?". At the bottom left is a dark grey button with the text "Log in". At the bottom right is a grey box with the text "Made with Tango.us".

### STEP 4

**Type password**



The screenshot shows the Tyler Technologies login page. At the top left is the Tyler Technologies logo. Below it is the heading "Login". There are two input fields: "Username" and "Password". The "Password" field is highlighted with a red border and contains the text "T". Below the "Username" field is a blue link that says "Forgot your username?". Below the "Password" field is a blue link that says "Forgot your password?". At the bottom left is a dark grey button with the text "Log in". At the bottom right is a grey box with the text "Made with Tango.us".

The password for your first time logging in will also be the first initial of your first name, your last name, and the last four digits of your social security number. You will be prompted to change it at the initial login.

STEP 5

Click on Log in

A screenshot of a login form. At the top right, there is a blue link that says "Forgot your username?". Below this is a text input field labeled "Password" containing several dots. To the right of the password field is another blue link that says "Forgot your password?". Below the password field is a dark grey button with the text "Log in" in white, which is highlighted with a red rounded rectangle. In the bottom right corner of the form, there is a small grey box with the text "Made with Tango.us".

STEP 6

Click on Pay/Tax Information

A screenshot of a navigation menu. On the left, there is a large empty white area with a horizontal line near the top and another near the bottom. A blue link labeled "More" is positioned to the right of the top line. On the right side, there is a vertical grey sidebar menu with several items: "Home", "Employee Self Service" (in bold), "Employee Notifications", "Pay/Tax Information" (highlighted with a red rounded rectangle), "Personal Information", and "Time Off". In the bottom right corner of the sidebar, there is a small grey box with the text "Made with Tango.us".

STEP 7

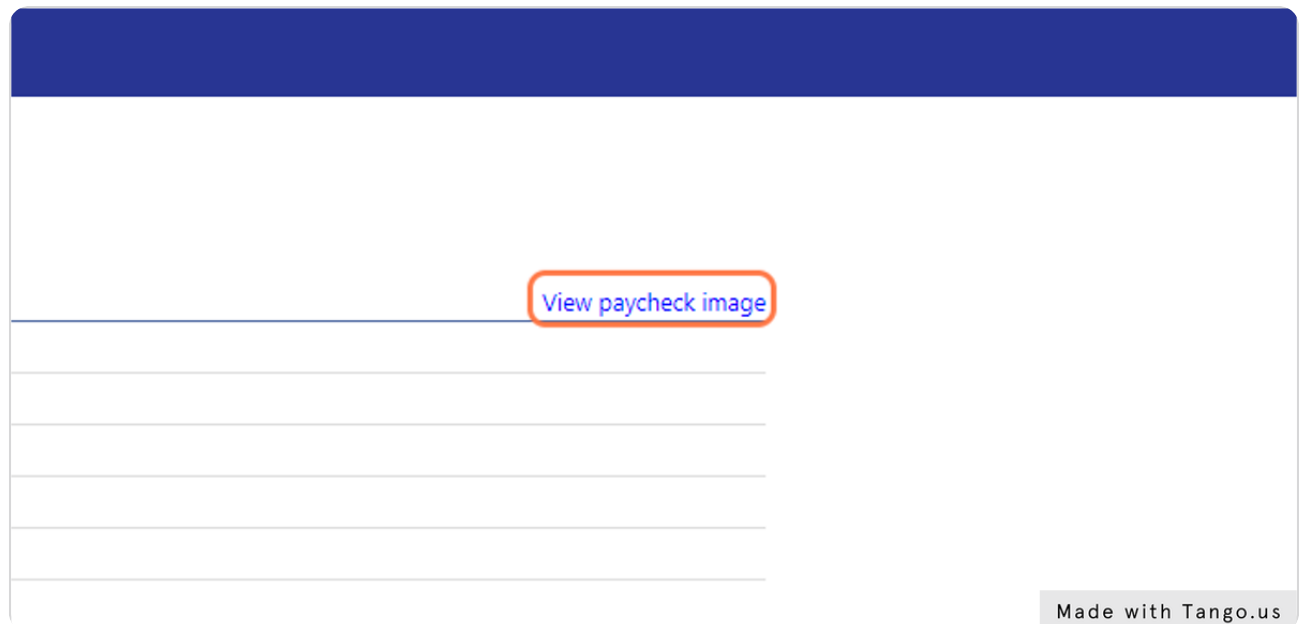
Click on Details to view the pay information for that particular payroll.

Gross Pay	Net Pay	
932.66	[REDACTED]	<a href="#">Details</a>
745.72	[REDACTED]	<a href="#">Details</a>
745.72	[REDACTED]	<a href="#">Details</a>
745.72	[REDACTED]	<a href="#">Details</a>
745.72	[REDACTED]	<a href="#">Details</a>

Home  
Employee S  
Employee N  
Pay/Tax Inf  
YTD Info  
W-2  
Made with Tango.us

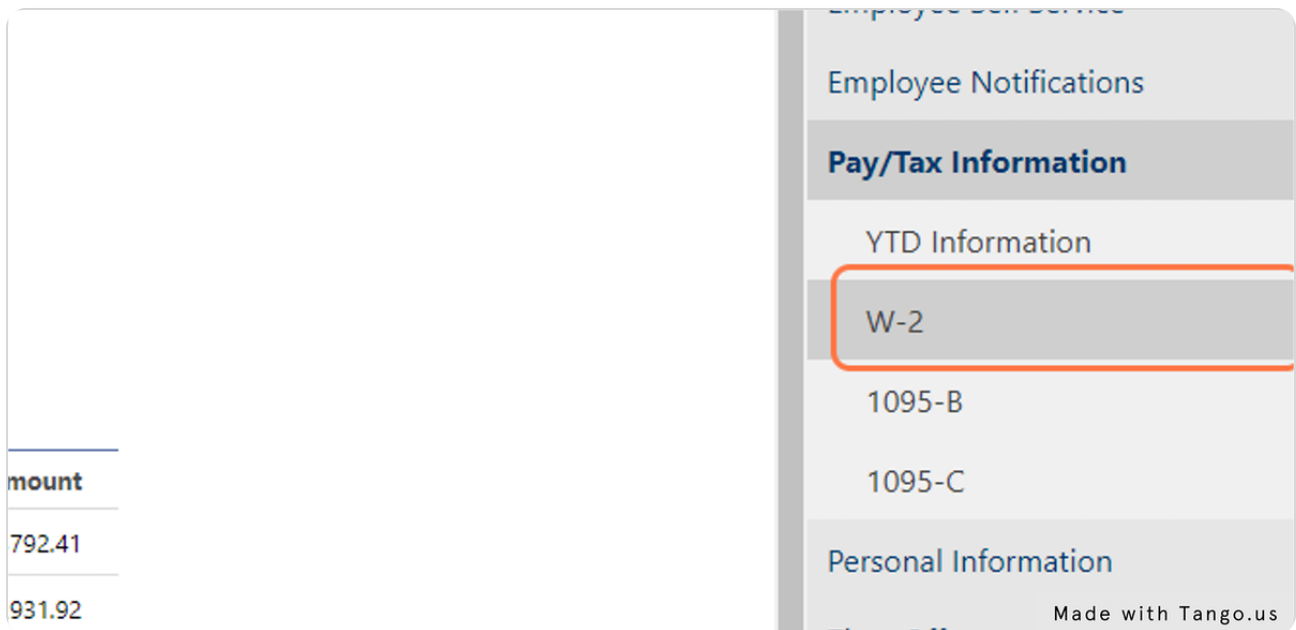
STEP 8

Click on View paycheck image to view a pdf of your paystub.



STEP 9

To view your W-2, click on W-2.



STEP 10

Click on View W-2 image

