
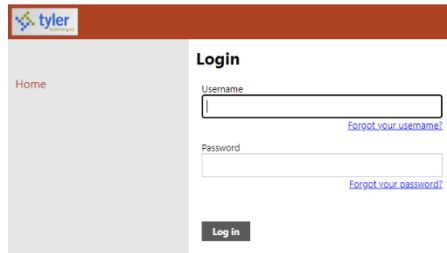


PENDLETON COUNTY SCHOOLS EMPLOYEE SELF SERVICE – PAY DATA ACCESS

STEP 1: LINK TO ACCESS ESS: <https://pendletonkyschools.munisselfservice.com/default.aspx>.

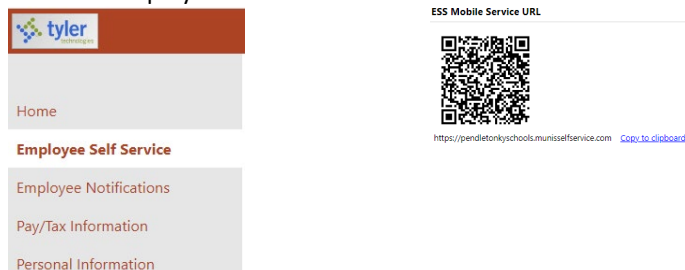
STEP 2: Once you arrive at the site, click on the  in the top right corner of the MUNIS Self Services screen.

STEP 3: USERNAME: **YOUR EMPLOYEE ID#**
PASSWORD: **LAST 4 DIGITS OF YOUR SSN** (*you will be prompted to create your own password*)



The screenshot shows the Tyler login interface. At the top left is the Tyler logo. Below it is a 'Home' link. The main section is titled 'Login' and contains two input fields: 'Username' and 'Password'. 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 of the login section is a dark grey 'Log in' button.

STEP 4: Click on **the EMPLOYEE SELF SERVICE** tab on the left side of the screen. From here, you should see a “Welcome to Employee Self Service” banner at the top along with some announcements, personal information and paycheck data. At the very bottom of this screen, you should see an ESS Mobile Service URL. This app may be downloaded to your cell phone and you will have access to Employee Self Service on the go (see Step 5 below).



The screenshot shows the Employee Self Service dashboard. On the left is a vertical navigation menu with the following items: 'Home', 'Employee Self Service' (highlighted in red), 'Employee Notifications', 'Pay/Tax Information', and 'Personal Information'. On the right side of the dashboard, there is a section titled 'ESS Mobile Service URL' which contains a QR code and the URL <https://pendletonkyschools.munisselfservice.com> with a 'Copy to clipboard' link.

STEP 5: The Munis ESS Mobile app may be downloaded to your phone or tablet. You can search for the Munis ESS Mobile app from the Apple, Google, or Windows App Store. Once you first log in to the Employee Self Service program from your desktop, the QR code that is displayed inside of the Employee Self Service tab (see Step 3 above) holds the root web services URL for the ESS mobile app and can be used to set up the Munis ESS Mobile app. *NOTE: there is a current app download issue for some Android phones, but the vendor is working on a resolution for that.*

