ACCESSING PAYCHECKS
and
EMPLOYEE INFORMATION

Employee Self Service (ESS) is the new means of accessing your payroll and other employee information. Employees will now access previous and current pay information using ESS.

BEGINNING JANUARY 14 - ELECTRONIC DIRECT DEPOSIT NOTIFICATION All employees on direct deposit will receive an **Electronic Direct Deposit Notification** sent directly to the email address (personal or district) on file in ESS. This electronic direct deposit notification is password protected by the last four digits of your social security number. *The direct deposit notification password cannot be changed*.

To access ESS click the link below and follow the instructions. You may also access ESS through the district website under the **"Employees" tab and click "Employee Self Service".**

ESS Login Information
- Click **https://ess.pearlandisd.org/mss** or on the Pearland ISD website go to Employees and click on Employee Self Service
- Click **"Log In"** located in top right corner
- Type in your assigned User Name and Password listed below
    o **User Name:** *Employee ID # (no leading zeros required)*
    o **Password:** *Last four (4) of SS#* This password will expire after initial use.
      Please Note: Your ESS password can be changed unlike your direct deposit notification password which cannot be changed.
- Click the Blue "Log In" button
    o You will immediately be prompted change your password. The new password must be at least six (6) characters and contain two (2) numbers. Your new password is case sensitive.
- Click "Employee Self Service" in the left column
- *For assistance logging in contact* munis_admin@pearlandisd.org *.*

  Personal Information
  - Click "Personal Information" to review and *please make necessary changes* to address, phone number, email, and emergency contact information. If not listed, add an alternate phone number or emergency contact information. You may update personal information at any time through ESS. Please understand the information you submit becomes effective immediately.

  Pay/Tax Information (Paycheck)
  - Click "Pay/Tax Information"
  - Your paycheck will be listed by date. Click the "View Details" link to see detailed pay information.
  - Also under this menu is W-2 and W-4 information and a Paycheck Simulator.

  Time Off (Leave Information)
  - Click "Time Off" to view leave time taken.

  Certifications
  - Click "Certifications" to view SBEC certifications and designated state licensures (teachers, aides, nurses, speech pathologists, etc.).