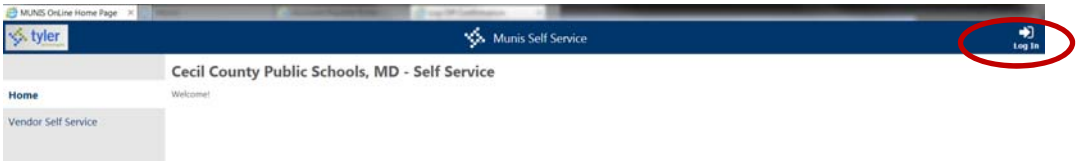
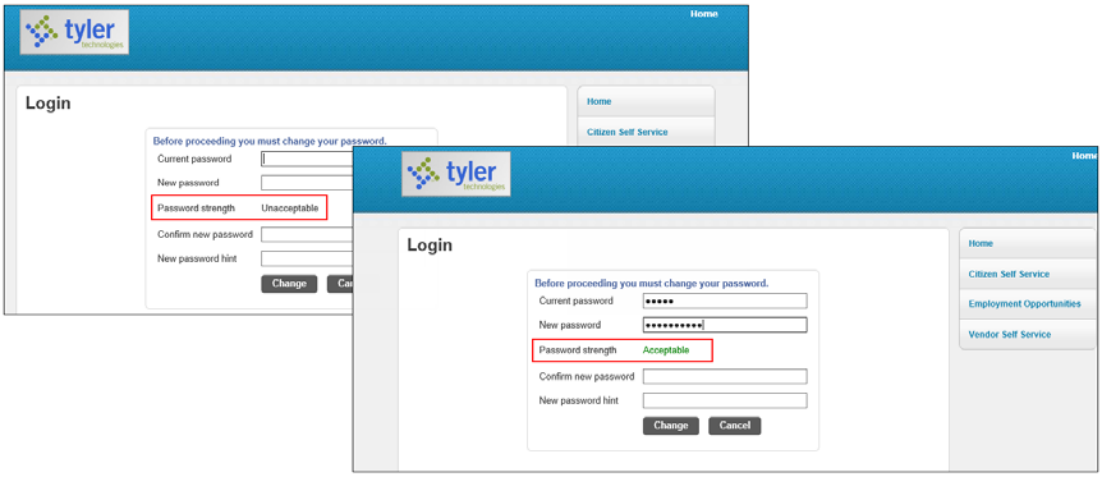
Employee Self Service Log In Instructions

The link for Employee Self Service is: https://ccps.munisselfservice.com



Click on Log In to get to the login screens. Your Username is your Employee ID number and your default password is the last four digits of your Social Security Number. You will be required to change your password with your first login.

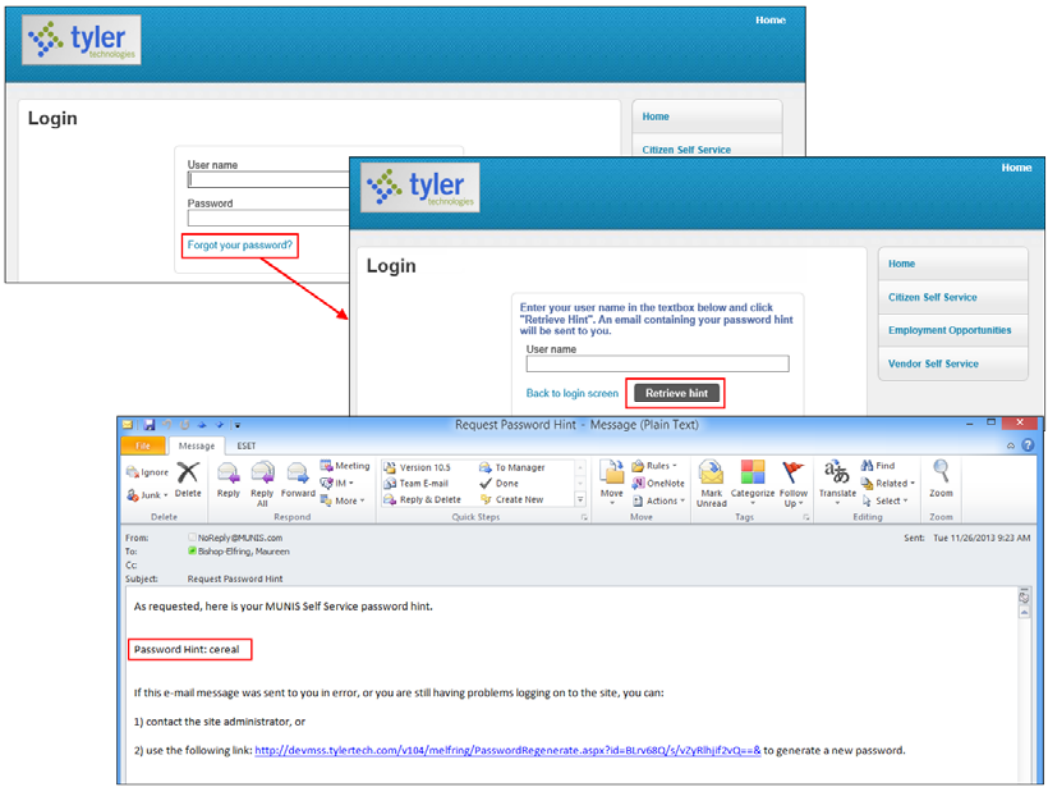
Employee Self Service passwords will need to be changed every 6 months, they must be a Minimum of 8 characters long, and contain at least one of EACH of the following: numeric, symbolic, upper case, lower case.



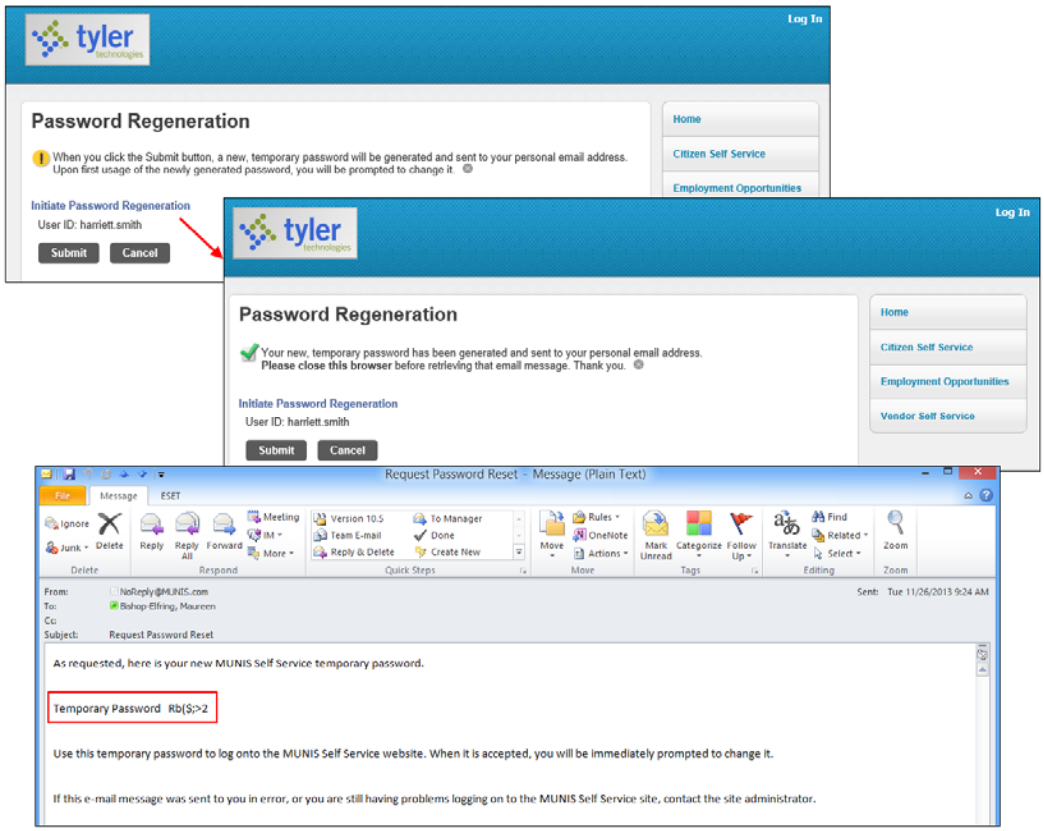
Password hint must be updated each time you change your password. This will be sent to you if later you cannot remember your password.

Forgot Password Instructions

Choose Forgot your password? and enter your user name (employee ID#). Choose Retrieve hint and then check your email for the password hint.



If you still don't remember your password, click on the link in the email to generate a new password.

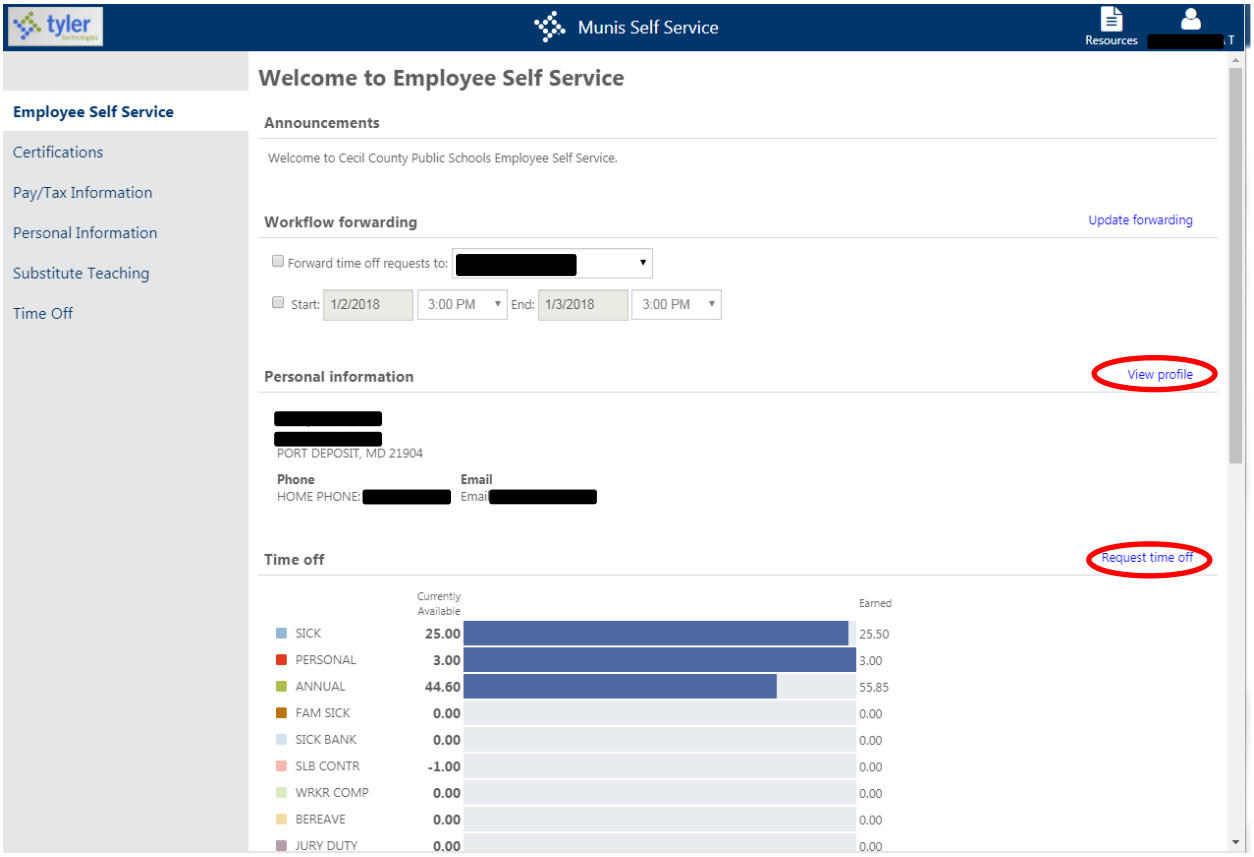


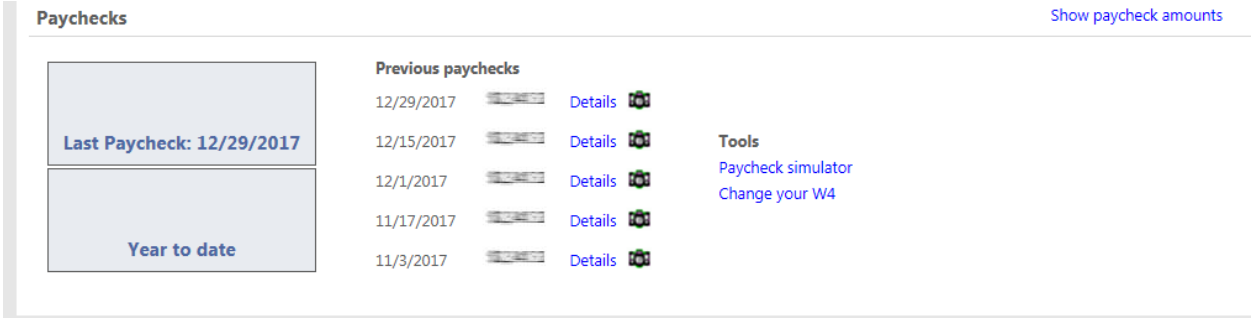
Employee Self Service

Once logged in you will choose Employee Self Service on the left hand side of your screen.

From this menu option, you can view your profile information, see your leave balances and request time off. All employees other than teachers and paraprofessionals needing substitutes should request time off here. You can view previous paychecks (back to 11/3/17 for now) at the bottom of the page.

If you are a supervisor, you can also see the leave accruals and requests of your employees under Re quest time off > Employee Requests or Employee History. If you have an active employee who also has a termination date (because they left CCPS and then returned), you will not be able to see them here.





Other options include:

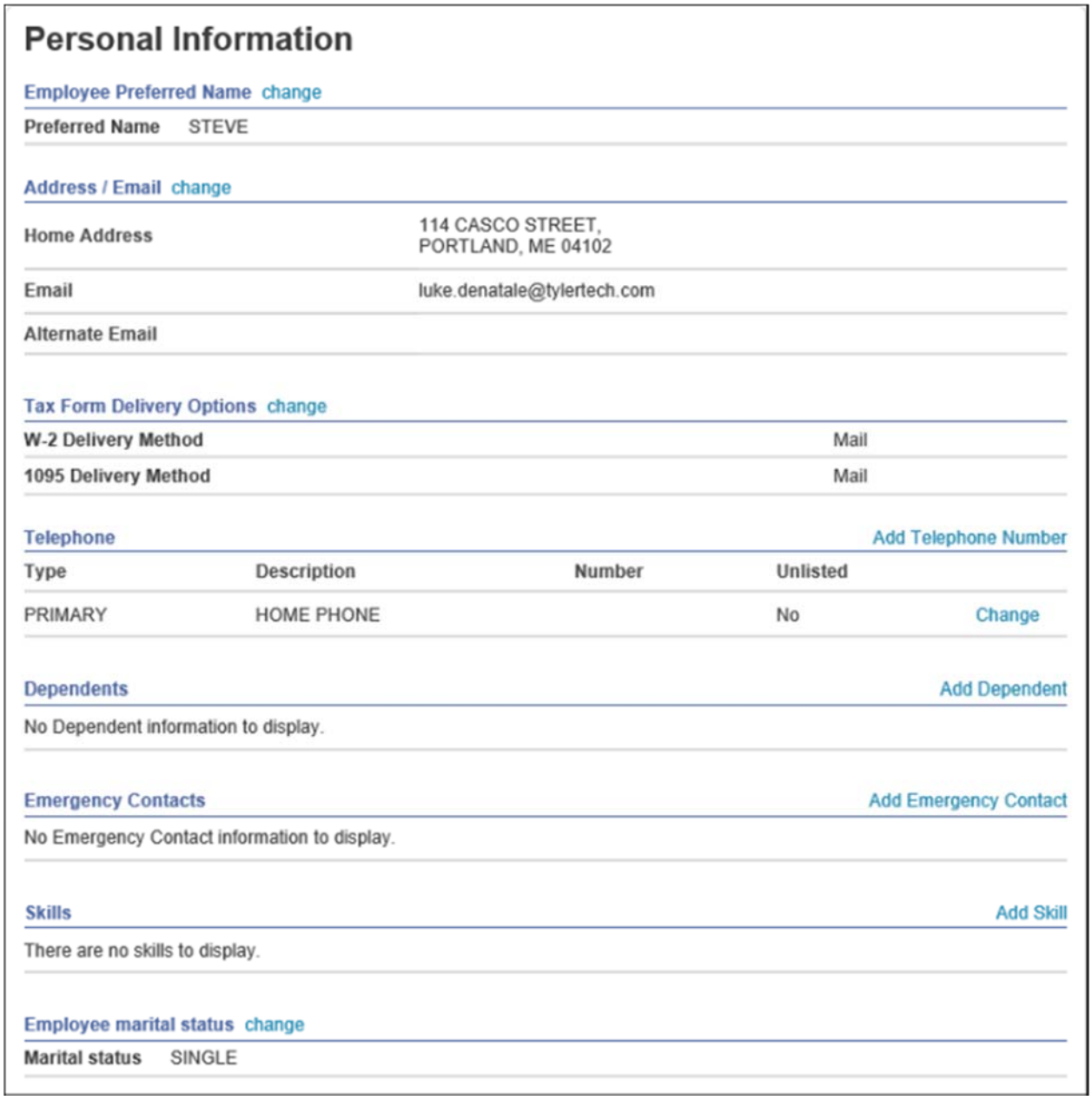
Certifications: This will show standard Professional Certifications for appropriate employees.

Pay/Tax Information: Includes YTD information, W-4 information, a paycheck stimulator, total compensation, and direct deposit information. This is where you can see your paychecks (processed in Munis since January 2018) and print them when needed.

The paycheck simulator will come up with your base pay and current deductions and let you test changes to your taxes and discretionary deductions. PLEASE NOTE: Changes cannot be made to your employee pension deduction. Changes to Supplemental Life, Flexible Spending, Vision, Dental, and Medical can only be made during open enrollment and effective July 1.

Direct deposit will allow you to update the bank account where you want your net pay deposited. Bank information must be changed one week prior to pay day to be effective.

Personal Information: This includes your preferred name, home address, email addresses, tax form options, telephone numbers, and dependent and emergency contact information. You may change your preferred name, tax form delivery options, telephone and emergency contact.



Personal Information

Employee Preferred Name change

Preferred Name	STEVE

Address / Email change

Home Address	114 CASCO STREET, PORTLAND, ME 04102
Email	luke.denatale@tylertech.com
Alternate Email	

Tax Form Delivery Options change

W-2 Delivery Method	Mail
1095 Delivery Method	Mail

Telephone Add Telephone Number

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE		No	Change

Dependents Add Dependent

No Dependent information to display.

Emergency Contacts Add Emergency Contact

No Emergency Contact information to display.

Skills Add Skill

There are no skills to display.

Employee marital status change

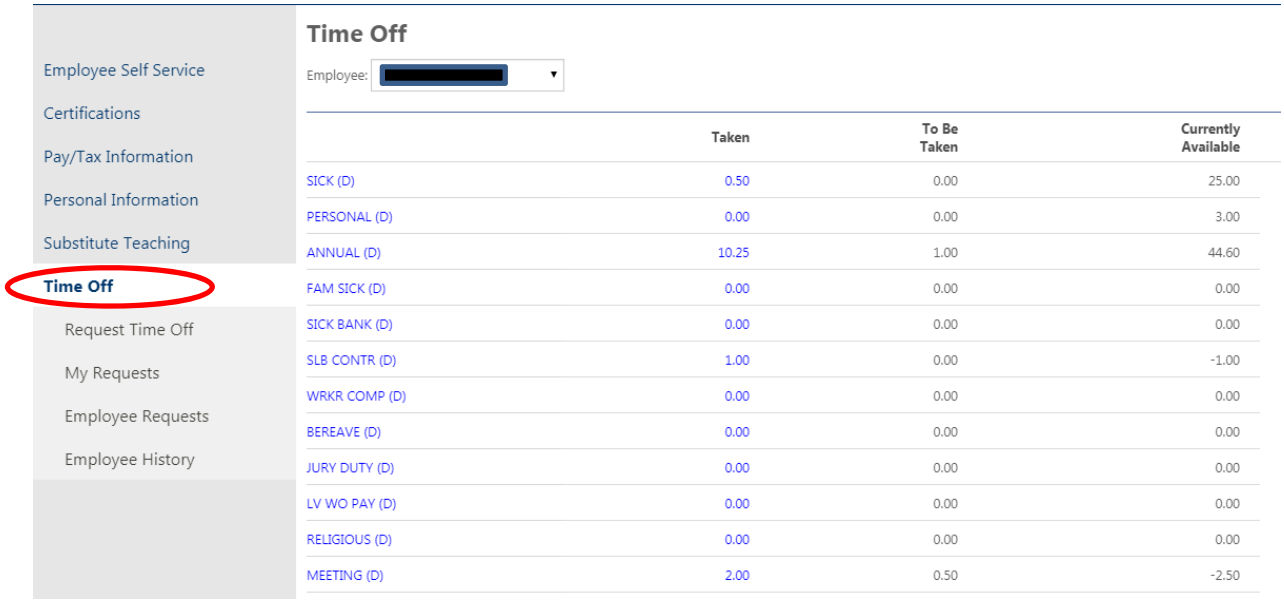
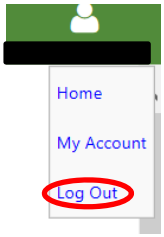
Marital status	SINGLE

Also under Personal Information, you can see your **Employee Profile**, **Add/View Changes**, and **Job Information**. Your options and information may be different depending on user settings. Not all the options will be available to be changed online.

Substitute Teaching: Will show who your substitute was for past absences.

Time Off: From this screen, you can see your leave accruals, request time off, and see a history of your time off.

Supervisors can also see employee requests and a history of employee's time off.



When you are ready to logout use the drop down under your name in the upper right corner of the screen.