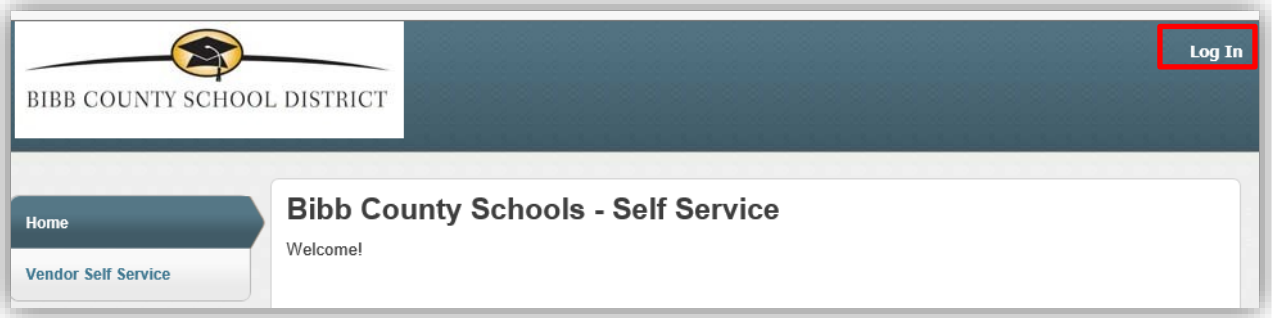


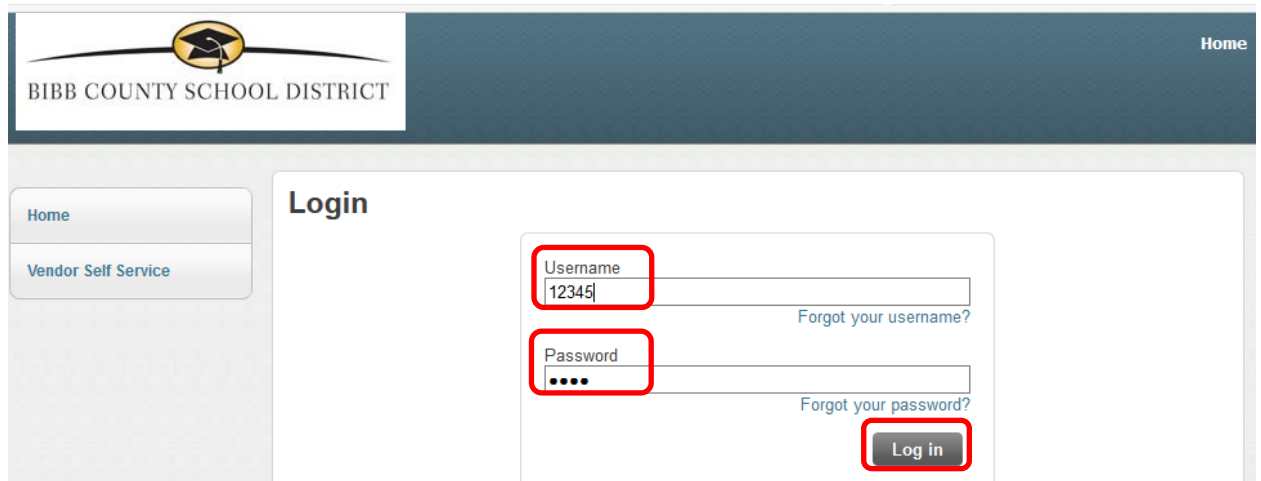
BCSD ESS: How to View Your Salary Notification

ESS URL Link: <https://bibbcountyschools.munisselfservice.com>

1. Click the **Log In** Icon.

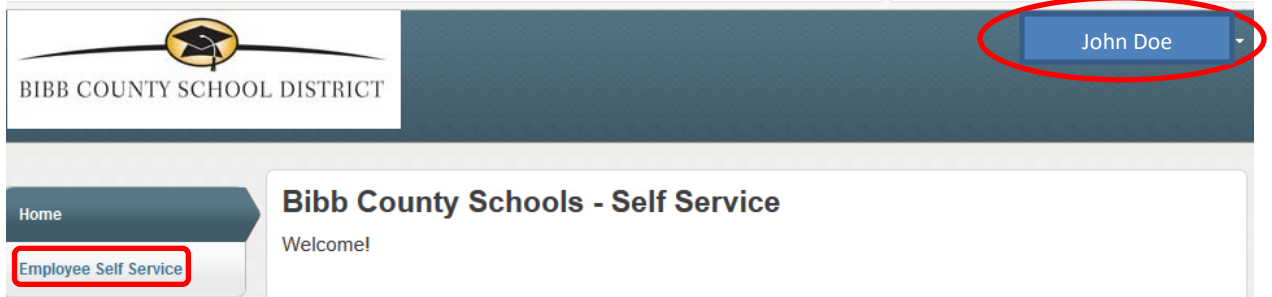


2. On the Login Page, enter your Username (**BCSD Employee ID Number**) and the Password. Click **Log in**.

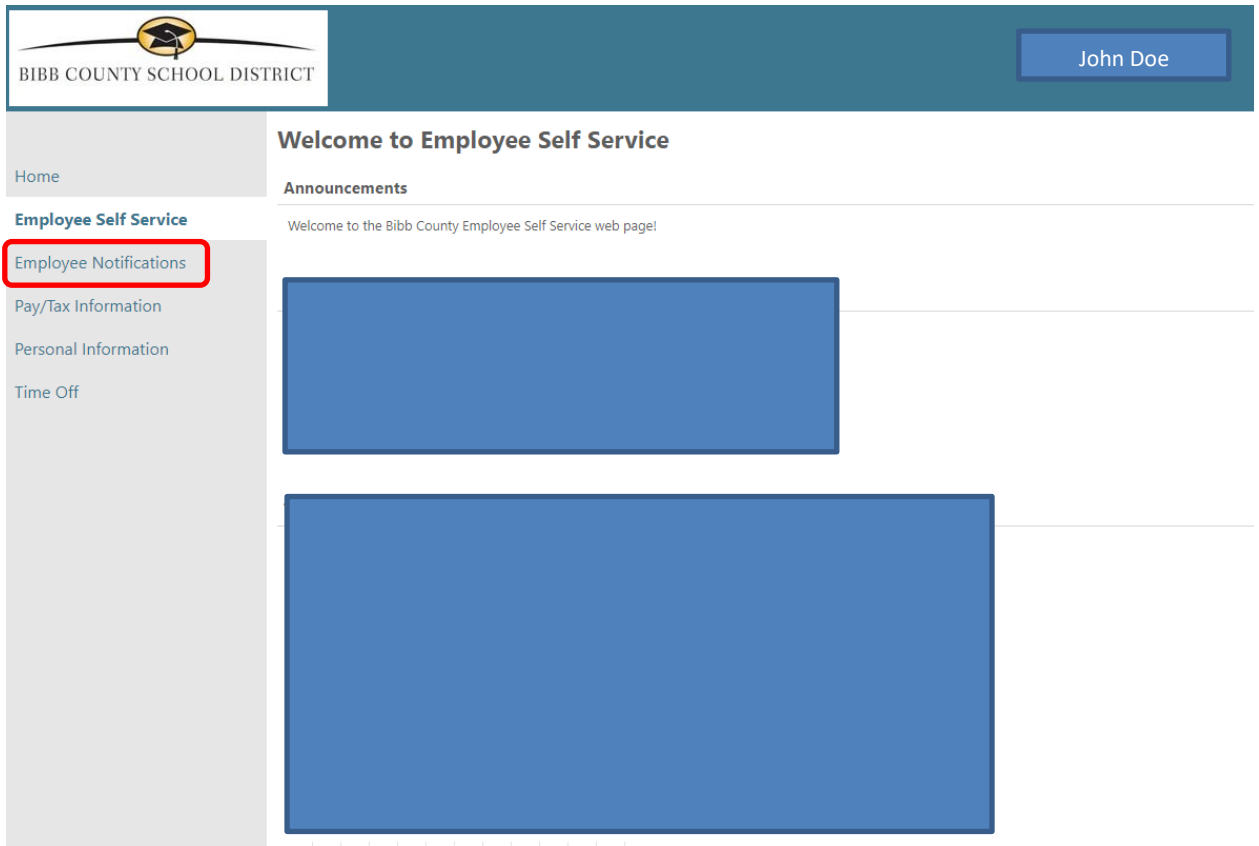


BCSD ESS: How to View Your Salary Notification

3. The Home Page of ESS will be displayed with your name on the top right corner. Select **Employee Self Service** on the left side panel.



4. To view Salary Notification, click the **Employee Notifications** on the left side panel.



BCSD ESS: How to View Your Salary Notification

5. Click **View** by the current year's Employee Salary Notification.

The screenshot shows the BCSD ESS interface. At the top left is the Bibb County School District logo. At the top right, the user's name 'John Doe' is displayed. The main content area is titled 'Employee Notifications'. On the left, there is a navigation menu with options: Home, Employee Self Service, Employee Notifications (selected), Pay/Tax Information, Personal Information, and Time Off. The main table has the following structure:

| Date Created | Description | Verified | Date Verified |
|--------------|-----------------------------------|----------|---------------|
| 11/2/2020 | EMPLOYEE SALARY NOTIFICATION FY21 | No | |

A red box highlights the 'View' link in the 'Verified' column of the first row. Below the table, there is a large blue rectangular area, likely a placeholder for a detailed view of the notification.

6. Under Response, select **Acknowledgement of Receipt** and click **Submit** if your salary information is correct. If you have questions, select **Need Further Review** and click **Submit**; the Salary Specialist will then contact you to review your salary information with you.