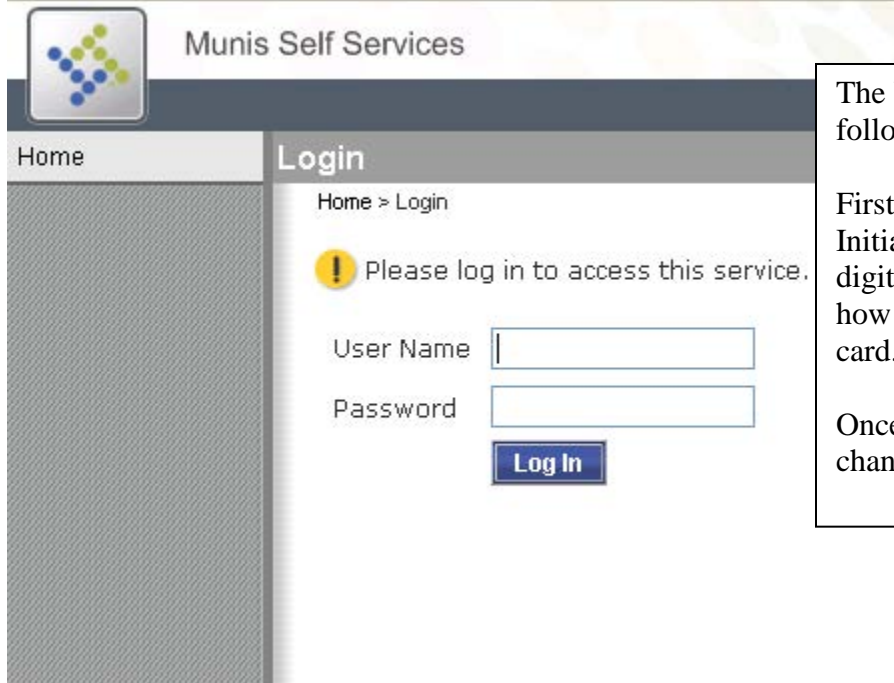


# Employee Self Serve

## Logging into the system

<https://selfserve.barrow.k12.ga.us/MSS/>



Munis Self Services

Home Login

Home > Login

! Please log in to access this service.

User Name

Password

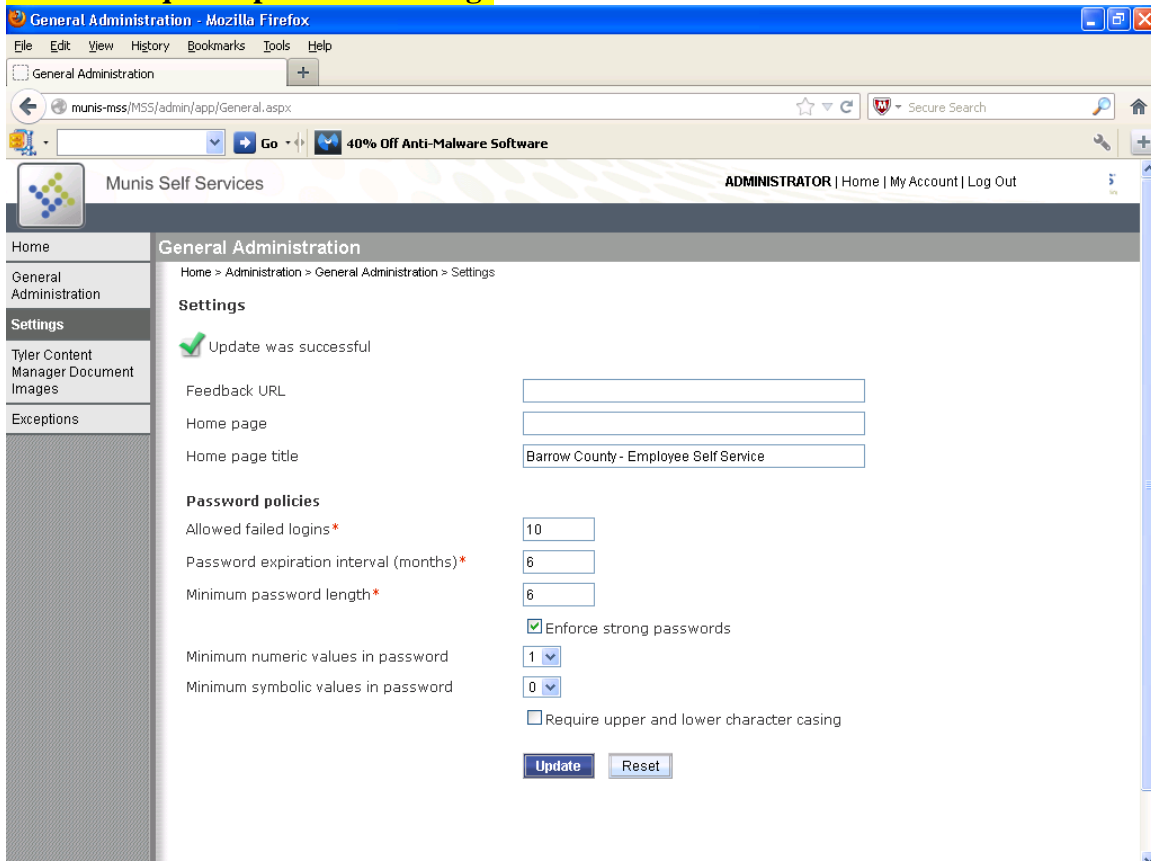
Log In

The User Name should be entered as follows:

Firstname.Lastname (caps not required)  
Initial passwords are set to the last 4 digits of your SSN. This is based on how your name is shown on your SS card.

Once you login, you will be forced to change your password.

## Current required password settings



General Administration - Mozilla Firefox

munis-mss/MSS/admin/app/General.aspx

Munis Self Services ADMINISTRATOR | Home | My Account | Log Out

Home General Administration Settings Tyler Content Manager Document Images Exceptions

General Administration

Home > Administration > General Administration > Settings

Settings

✓ Update was successful

Feedback URL

Home page

Home page title

Password policies

Allowed failed logins\*

Password expiration interval (months)\*

Minimum password length\*

Enforce strong passwords

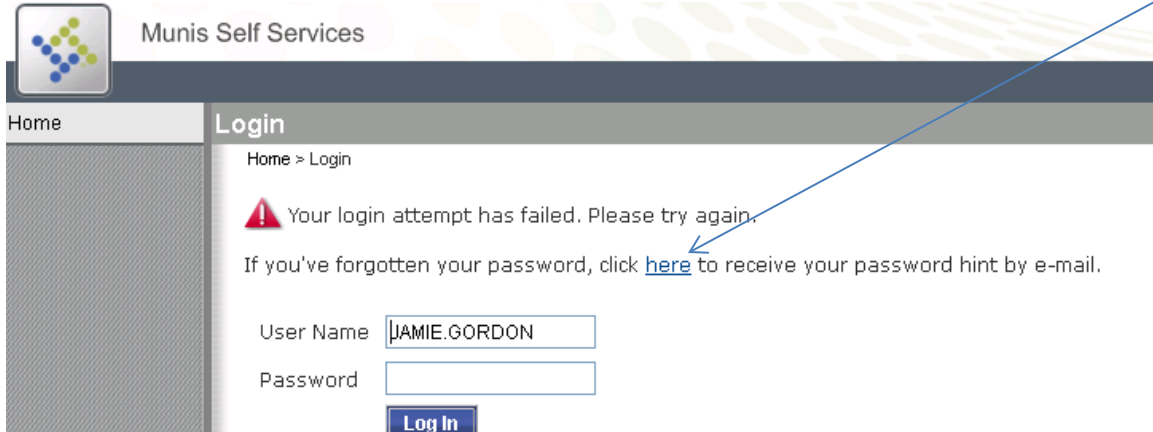
Minimum numeric values in password

Minimum symbolic values in password

Require upper and lower character casing

Update Reset


If you enter the incorrect password, you will see this notification:  
If you know you typed it incorrectly, try again (10 tries).  
If you have forgotten your password, click on the link to send the password hint by email.



Munis Self Services

Home Login

Home > Login

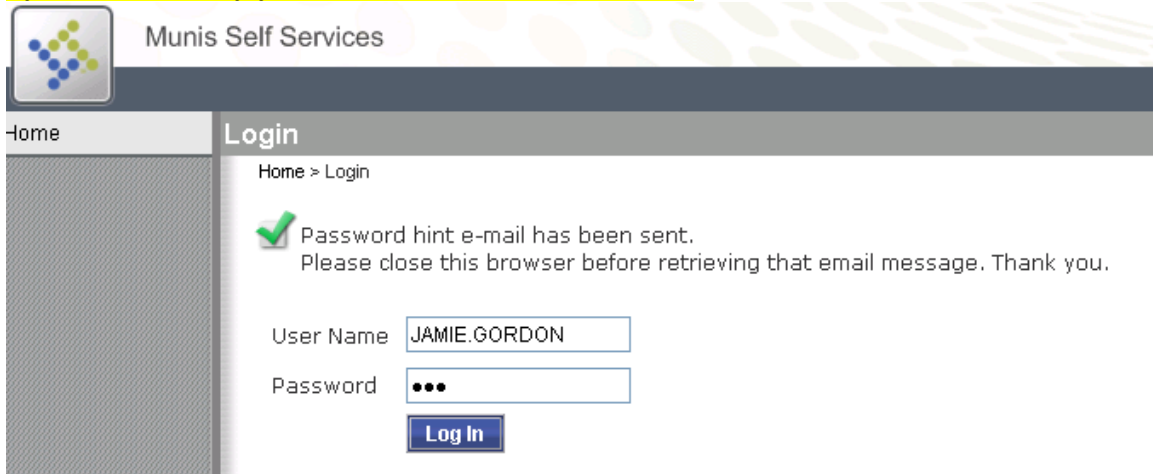
 Your login attempt has failed. Please try again.

If you've forgotten your password, click [here](#) to receive your password hint by e-mail.

User Name

Password


**System will notify you that the email has been sent**



Munis Self Services

Home Login

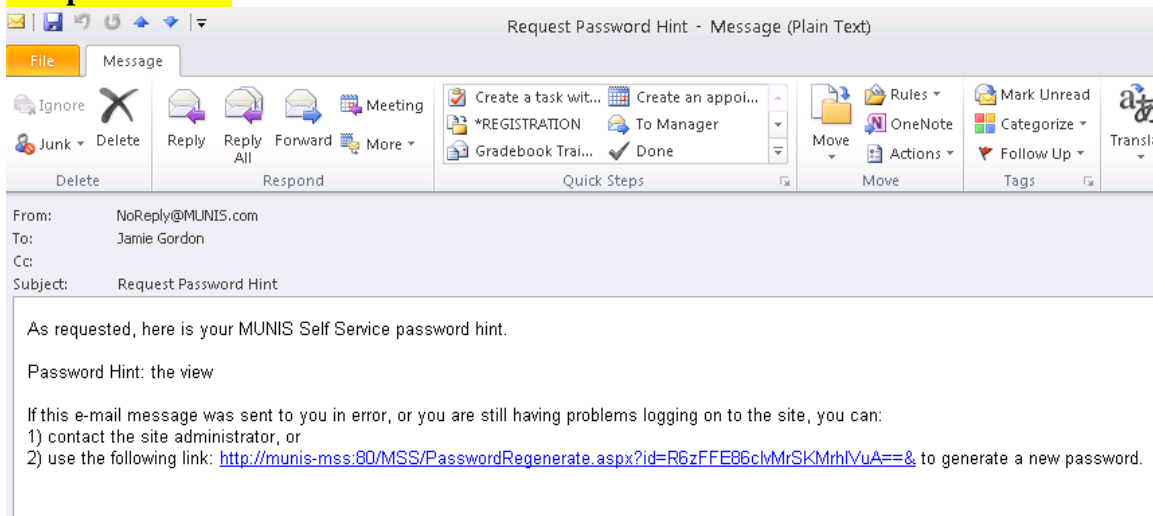
Home > Login

 Password hint e-mail has been sent.  
Please close this browser before retrieving that email message. Thank you.

User Name

Password

**Sample of Email**



Request Password Hint - Message (Plain Text)

File Message

Ignore X Reply Reply All Forward More

Delete Respond

Create a task with... Create an appoi...  
\*REGISTRATION To Manager  
Gradebook Trai... Done

Move Actions Follow Up Tags

From: NoReply@MUNIS.com  
To: Jamie Gordon  
Cc:  
Subject: Request Password Hint

As requested, here is your MUNIS Self Service password hint.

Password Hint: the view

If this e-mail message was sent to you in error, or you are still having problems logging on to the site, you can:  
1) contact the site administrator, or  
2) use the following link: <http://munis-mss:80/MSS/PasswordRegenerate.aspx?id=R6zFFE86clvMrSKMrhIVuA==&> to generate a new password.

If you experience other problems logging into the system, contact Jamie Gordon by email at [jgordon@barrow.k12.ga.us](mailto:jgordon@barrow.k12.ga.us).

## Your Personal Landing Page

When you are logged on, click on Employee Self Service (ESS) to see your information or if you ever get lost in the system.



On the top portion of your screen you will see the following:

To change your current ESS password, click on **MY ACCOUNT**

This screenshot shows the top navigation bar of the Munis Self Services interface. The user is identified as 'GORDON, JAMIE C'. The navigation bar includes links for 'Home', 'My Account', and 'Log Out'. A red box highlights the 'My Account' link, and a blue circle highlights the 'Log Out' link. A callout box with an arrow pointing to the 'Log Out' link contains the text 'Log Out of system'. Below the navigation bar, the main content area is titled 'Welcome to Employee Self Service' and includes a 'Resources' link. A callout box with an arrow pointing to the 'Resources' link contains the text 'Click on Resources to see links that have been created for you to access through ESS.' The main content area is divided into two sections: 'Personal information' and 'Announcements'. The 'Personal information' section shows the user's name 'GORDON, JAMIE C' and contact details. The 'Announcements' section contains a welcome message and a notice for PDC Employees.

This screenshot shows the 'Account Settings' page. The page title is 'Account Settings' and the breadcrumb is 'Home > My Account'. Under the 'Account Information' section, there is a table with the following data:

Now logged in as	JAMIE GORDON
Last successful login	2/15/2013
Last failed login	2/15/2013
Password last changed	1/22/2013
Password expires in	156 days   <a href="#">Change Password</a>

A red box highlights the 'Change Password' link in the 'Password expires in' row. Below the table is a link for 'Employee profile'.

This screenshot shows the 'Change Password' page. The page title is 'Change Password' and the breadcrumb is 'Home &gt; My Account &gt; Change Password'. The page contains the following text: 'The new password must meet the following strength criteria: \* must be at least 6 characters long, \* must contain at least 1 numeric character.' Below this text are four input fields: 'Current Password', 'New Password', 'Confirm New Password', and 'New Password Hint'. At the bottom of the page are two buttons: 'Update' and 'Cancel'. A red box highlights the 'Update' button.

**Announcements** can be district or school/department specific.

**Contact** will generate an email to [ess@barrow.k12.ga.us](mailto:ess@barrow.k12.ga.us) = Susan Walker and Jamie Gordon.

## Landing Page – View Profile

Munis Self Services

GORDON, JAMIE C | Home | My Account | Log Out

Welcome to Employee Self Service

Home > Employee Self Service

**Personal information** [View profile](#) **Announcements** [Contact](#)

**GORDON, JAMIE C**  
AUBURN, GA 30011

**Phone** HOME PH: [REDACTED] WORK CELL: 678-227-4363  
**Email** Email: jgordon@barrow.k12.ga.us Alt email: [REDACTED]

Welcome to Barrow County School Districts - Employee Self Services!  
PDC Employees! You are the first to receive training on our new Employee Self Service System - (ESS)

View profile will show specific information about your employment. Changes are not required on this page, but if you identify items that need to be corrected, please make the change and press the UPDATE button. Once update or cancel are selected, you will be shown more information.

Please make updates to your address and phone number information. Phone numbers for staff contact through our automated phone dialer will come from the information you provide for us here.

Home > Employee Self Service > Personal Information

**Address / E-mail** [change](#)

Home Address: AUBURN, GA 30011  
E-mail: jgordon@barrow.k12.ga.us  
Alternate E-mail: jamiejgordon@

**Telephone** [Add Telephone Number](#)

Description	Number	Unlisted	
HOME PHONE	770-857-****	No	<a href="#">Change</a>
WORK CELL	678-227-****	No	<a href="#">Change</a>   <a href="#">Delete</a>

**Dependents** [Add Dependent](#)

Name	Relationship	Date Of Birth	Gender	Student	
PATRICK GORDON	CHILD	****	MALE	Yes	<a href="#">Details</a>   <a href="#">Change</a>   <a href="#">Delete</a>

**Emergency Contacts** [Add Emergency Contact](#)

Name	Relationship	Telephone	Comments	
JIM GORDON	SPOUSE	678-227-****	CELL PHONE	<a href="#">Change</a>   <a href="#">Delete</a>

**All changes generate an email to Human Resources.**

If you make an address change and you are on State Health, you will be contacted by HR to complete a form showing change of address which has to be submitted to State Health for their demographic record keeping.

Once you have completed the updated to your personal information, click the Employee Self Service button on the left side of your screen to return back to you landing page.

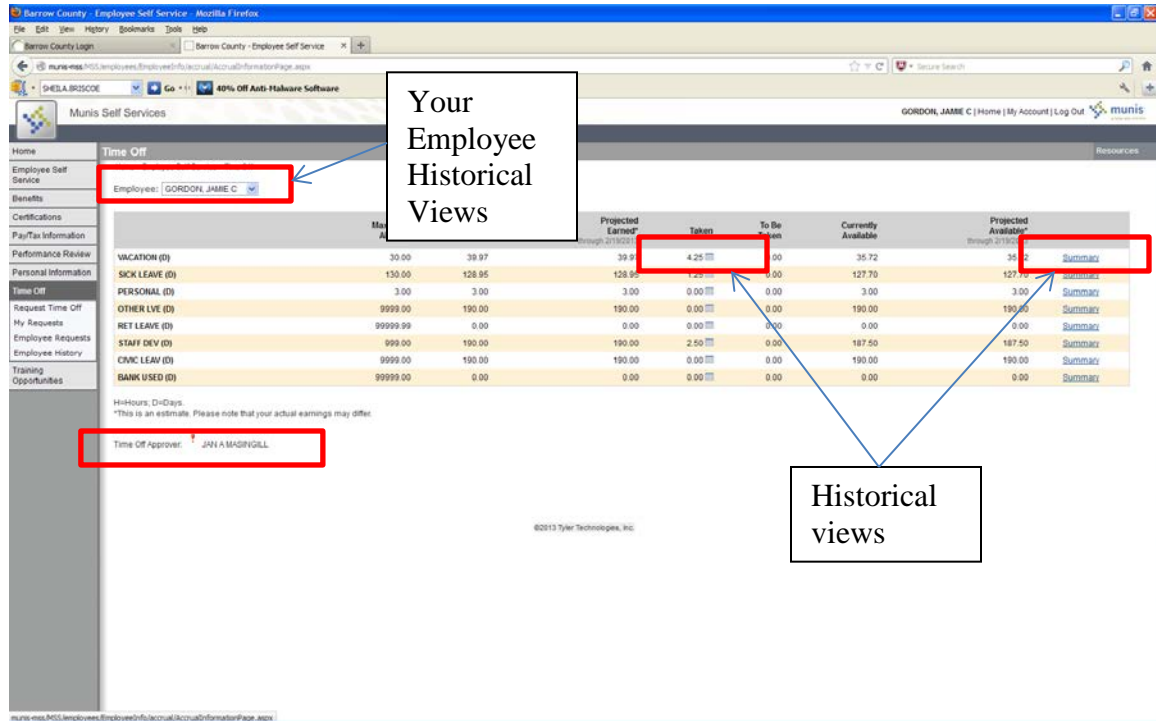


## Landing Page – Time Off

From your landing page, see the last 12 months of leave information.



See history of your time off by clicking on the Time Off button on the left side of the menu.



## Landing Page – Employee Time Off

**Privacy Warning:**  
**YOUR PERSONAL PAY INFORMATION WILL BE DISPLAYED**

**Landing Page – Paychecks**

Toggle button to show or hide your check amounts

Paycheck simulator allows you to do what if scenarios with your exceptions or pre-tax deductions.

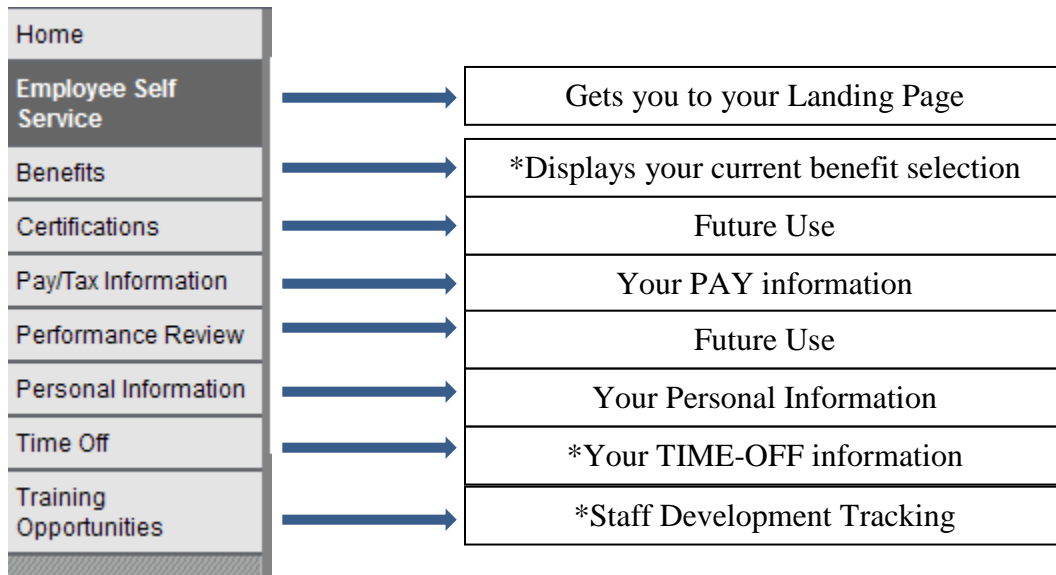
View last years W2

Change your W4 – we are not allowing changes via ESS for this item at this time.

View check details - see your last 5 check stubs from the landing page.

To see more historical information, select Pay/Tax Information from the left side of the menu bar.

**Additional Items on the Menu Bar**



\* Deduction imports are done twice monthly. If you are missing this information, you could be viewing at a time when the deductions are being mass deleted and reimported into the system. We are working to get this displayed to you.

\* All PLU hours earned are recorded into the Munis system which is used to generate your staff development transcript.

\*Please do not begin using the Time-Off Request Feature of the system at this time. It will be phased in at a later date.