



Missoula County Public Schools

Forward Thinking, High Achieving

Welcome to Employee Self Service

- Press the right arrow key to begin
To navigate this tutorial use the left and right arrows on your keyboard.



Missoula County Public Schools

Forward Thinking, High Achieving

[Sign In](#) | [Register](#)

[TRANSLATE](#)

Once you have logged in to the network click Web Connect.

MCPS Field Trip Experience



Search...



CALENDAR



SCHOOLS



WEB
CONNECT



MCPS
STAFF DIRE



Missoula County Public Schools

Forward Thinking, High Achieving

Links to Online Learning Tools and Services

Next, click on Employee Self Service

STAFF

STUDENTS

PAREN

[Blackboard Connect 5](#)

[Employee Self Service](#)

[Frontline Substitute Requests
\(formerly Aesop\)](#)

[Google](#)

[Google Student Portal](#)

[Finder i](#)

[Montana Digital Academy
Student Portal](#)

[Moodle](#)

[Common](#)

[Free/Red](#)

[InfoFinde](#)

[Q Parent](#)



Home

Employment Opportunities

ESS

In this tutorial you will learn

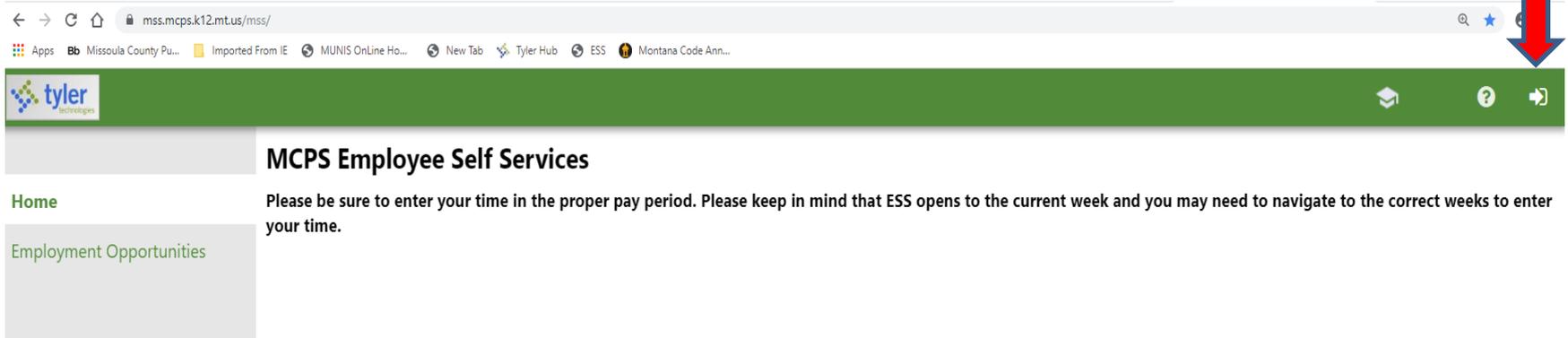
- How to log in
- Find and print copies of pay checks
- Update your personal information
- Check available leave time

Press the right arrow key to begin

To navigate this tutorial use the left and right arrows on your keyboard.

Logging In

You will begin by clicking on the arrow at the top right corner of the page.



The screenshot shows a web browser window with the URL mss.mcps.k12.mt.us/mss/. The browser's address bar and tabs are visible at the top. Below the browser, there is a green navigation bar with the Tyler Technologies logo on the left and a small icon on the right. A red arrow points to this icon. Below the navigation bar, the page title is "MCPS Employee Self Services". The main content area has a "Home" link and a message: "Please be sure to enter your time in the proper pay period. Please keep in mind that ESS opens to the current week and you may need to navigate to the correct weeks to enter your time." There is also an "Employment Opportunities" link.

If this is the first time you have logged in, please try the following default login first. Your user name will be the same as your network log-in. Your default password is the last four of your Social Security Number. You will be prompted to change this after logging in with a new 6 character, case sensitive, easily remembered password. If the default login was not successful please contact Krista at ext. 3046 to have your password reset.



Home

Employment Opportunities

Login

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

Log in

Once you have logged in, you will see the Home menu on the left and any important messages will be displayed in the center of the screen. Some of these messages may not pertain to you. Employee Self Service (ESS) is our focus but you may find MCPS job postings under the Employment Opportunities tab.

[Home](#)[Employee Self Service](#)[Pay/Tax Information](#)[Personal Information](#)[Time Off](#)[Time Entry](#)

Welcome to Employee Self Service

Announcements

This is the Business Building

Personal information

[View profile](#)

EMPLOYEE, TEST
123 SOME STREET
SOMEWHERE, MT 59888

Phone
HOME PHONE: 4069999999

Email
Email: myemail123@gmail.com

Time off

[Request time off](#)

	Currently Available	Earned
■ VACATION	25.41	25.41
■ SICK - BW	20.35	20.35

Show time off taken



Paychecks

[Show paycheck amounts](#)

Year to date

Previous paychecks

Tools

[Paycheck simulator](#)
[View last year's W2](#)
[View your W4](#)

The ESS landing page provides an overview of commonly searched and needed information including paystubs and leave balances.

Time off

Request time off

Currently Available

Earned

VACATION

76.10

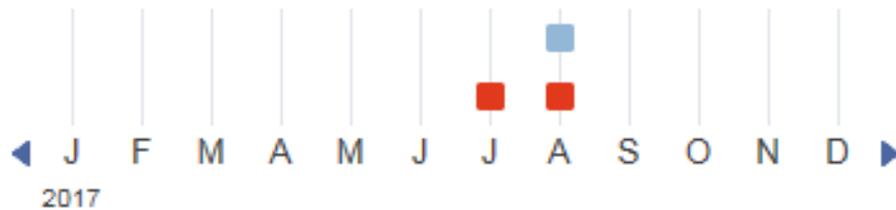
83.60

SICK - BW

17.44

42.44

Show time off taken



The “Time off” window shows you leave balances, including earned versus currently available. Remember....your leave is processed in the month following the day it was used. For example, a Personal Leave day taken October 5th will be reflected on your November paycheck.

Paychecks

Show paycheck amounts

Last Paycheck: 7/28/2017

Year to date

Previous paychecks

7/28/2017



Details



7/14/2017



Details



Tools

Paycheck simulator

View your W4



The “Paychecks” window shows past paystubs which you can print from anywhere if needed. Clicking on “details” will show a breakdown of earnings and deductions for that pay date.

Clicking on the little camera will open up a copy of your paycheck/stub for that pay date.



You can also use the simulator to see how changes to deductions will effect your net pay.

Home

Employee Self Service

Life Events

Employee Notifications

Pay/Tax Information

Personal Information

Time Off

Time Entry

Employment Opportunities

Personal Information

ROULLIER, THERESA M ▾

General Contact



Name
ROULLIER, THERESA M

Preferred name

Employee ID

SSN
XXX-XX-XXXX

Active status
ACTIVE

Personnel status
FULL TIME WITH FULL BENEFITS

[Edit](#)

Email address
tmroullier@mcps.k12.mt.us

Alternate email address

Primary location
BUSINESS BUILDING

Check location
BUSINESS BUILDING

Hire date
7/29/2002

Service date
7/29/2002

Original hire date
7/29/2002

Supervisor
PATRICK J MCHUGH

Supervisor email
pmchugh@mcps.k12.mt.us

The “Personal Information” tab allows you to update your phone number and emergency contacts. Simply click “Edit” to update any information. Changes are not immediate and may take up to 10 days.

tyler technologies

Welcome to Employee Self Service

You have [time off requests](#) that need attention.

Announcements

CLASSIFIED EMPLOYEES PLEASE NOTE:

Time entry for the following pay periods must be submitted by the date indicated:

Home

My Account

Log Out

ROULLIER, THERESA M

- Always make sure you select “Log Out” when you are done using ESS. This will protect your information from others who may share your computer.
- If asked by your web browser to store your username and password on a district computer, the answer is NO!
- If you have trouble logging in or forget your password, please contact IT at extension 3046.
- For additional assistance contact Theresa Roullier at extension 3034.

[Home](#)[Employment Opportunities](#)

You have successfully logged off

! Thank you for using Self Service! ✕

As a security measure, be sure to close any browser windows opened during your session.

Please share your feedback on this tutorial
with the MCPS Payroll Department.

payroll@mcps.k12.mt.us