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.
Once you have logged in to the network click Web Connect.
Links to Online Learning Tools and Services

Next, click on Employee Self Service
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

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Logging In

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

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.
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.
The ESS landing page provides an overview of commonly searched and needed information including paystubs and leave balances.
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.
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.
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.
• 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.
Please share your feedback on this tutorial with the MCPS Payroll Department.

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