

EMPLOYEE SELF SERVICE

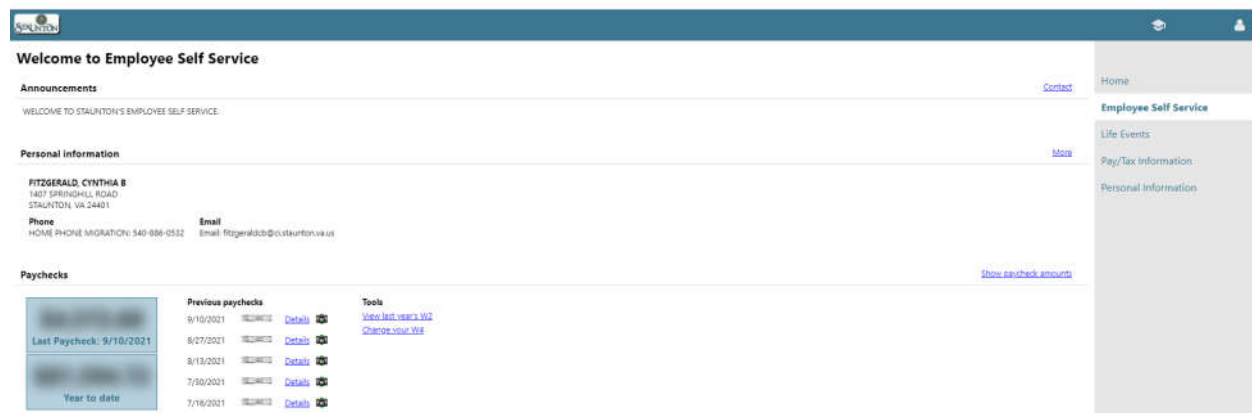
The Employee self-service website is intended to be a resource for employees to obtain information about direct deposits and W-2 forms. Before requesting a copy of a previous pay period direct deposit form or a prior year W-2 form, please try this site.

To access the employee self-service website, go to the following URL:

<https://services.ci.staunton.va.us/ess/login.aspx>

The screenshot shows the login page of the Employee Self Service website. At the top left is the Staunton City logo. Below it is a 'Login' section with a 'Username' field, a 'Password' field, and a 'Log in' button. There are links for 'Forgot your username?' and 'Forgot your password?'. On the right side, there is a 'Home' link and a user profile icon.

- Your user name is your **Munis Employee number**. Your initial password is the last 4 digits of your social security number. The first time you log in you will be required to change the password. If you forget your password you can use the “forgot password” link and a new password will be emailed to your City or School email account.
- Once you get logged in, your name will appear at the top right.
- On the right-hand side menu, Click on “Employee Self Service” tab.

The screenshot shows the home page of the Employee Self Service website. At the top left is the Staunton City logo. Below it is a 'Welcome to Employee Self Service' message. There are links for 'Contact' and 'More'. The 'Personal Information' section displays the user's name, address, phone number, and email. The 'Paychecks' section shows a table of previous paychecks with columns for date, amount, and details. There are links for 'View last year's W-2' and 'Change your W-4'. On the right side, there is a 'Home' link and a user profile icon.

- From this home page, you can view pay checks, view W-2 forms, and view your payroll tax information.
- The tools menu on the middle of the screen allows you to do the following:
 - Clicking on the camera icon in the previous pay checks section will produce a pdf copy of your direct deposit or pay check stub. This screen displays the 5 previous stubs. To obtain older information, click on the Pay/Tax information button on the right-hand side menu. Click on details, then view pay check image to get the pdf of those older payrolls.
 - “View last year’s W-2” allows you to view previous year W-2 forms. Click on the link to see the W-2 data. Click on “view W-2 image” to download a pdf of your W-2.
 - “Change your W-4” allows you to view your current tax withholding information and make changes.

- Clicking on the camera icon in the previous pay checks section will produce a pdf copy of your direct deposit or pay check stub. This screen displays the 5 previous stubs. To obtain older information, click on the Pay/Tax information button on the right-hand side menu. Click on details, then view pay check image to get the pdf of those older payrolls.
- The personal information button on the right-hand side menu allows you to view your current address and telephone information and to view your current employee profile, which lists your hire date and other demographic data.
- The life events button on the right-hand side menu is used during open enrollment, if applicable.