



**NEW MILFORD PUBLIC SCHOOLS
FISCAL SERVICES
25 SUNNY VALLEY ROAD, SUITE A
NEW MILFORD, CT 06776**

The District requires all staff to use direct deposit in order to process payroll. Your payroll information is available on the Employee Self Service (ESS) program which provides the following features:

- View and print paycheck information for the last 24 months.
- View and print year-to-date (current tax year) gross earnings and deductions.
- View and print W-2 information for previous tax years with most recent tax year available by end of January.
- View and update current Federal and State income tax W-4 withholding information.
- View and update Direct Deposit accounts and distribution amounts.
- Paycheck Simulator utility.

There are several options to access the Employee Self Service program:

- From the Internet, type <https://newmilford.munisselfservice.com>.
- This link is also available on the New Milford Public Schools' website in the Staff section under Employee Self Service.
- The "Munis ESS Mobile" App is available for smartphones. Refer to Appendix A of the guide for instructions.

YOU CANNOT SET UP ACCOUNT UNTIL FIRST PAYCHECK IS DEPOSITED.

Please note your employee number is required to login.

Your employee number is Provided by Human Resources.

Before You Get Started - General Guidelines for ESS

NOTE: Computer and Internet access is necessary in order to access Employee Self Service for the initial set up. This program is accessible on a smartphone but data access charges may apply.

User Name is your **Employee Number**

First time users will enter the last 4 digits of their SSN# as the password and then be required to change their password.

- Passwords guidelines are as follows:
 - minimum of 6 characters in length
 - alphanumeric (upper & lower case)
 - at least one numeric value
 - at least one special character such as @, #, \$, %, *, etc.
 - passwords cannot begin with a special character

First time users will be prompted to provide a password hint. This password hint will be emailed to you upon your request if you lose or forget your password in order to reset your password.

Module-Specific screens are listed at the left side of the Employee Self Service page which provides information to which you have access.

NOTE: Some modules are not available at this time.