

9600 Sims Drive • El Paso, Texas 79925 • 915-434-0000

## **Employee Self Service**

Did you know as an employee of The District you have access to Employee Self Service?

### What can you do with YISD Self Service?

#### Pay and Tax Information

- View your paycheck along with your year to date information.
- o View your W-2 information.
- o View and update your W-4 information.
- o Use a paycheck simulator.
- o Receive Salary Notifications.

### **Personal Information**

- o View and update address, telephone, e-mail and emergency contact information.
- View your employee profile.

### **Accessing the Site**

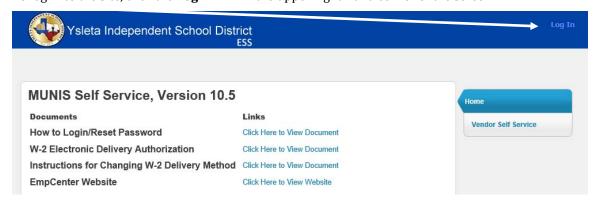
There are several ways to access the YISD Self Service website:

- o <a href="https://selfservices.yisd.net/mss/">https://selfservices.yisd.net/mss/</a>
- Save the site as one of a browser's Favorites or Bookmarks
- o Accessing a link from the YISD homepage

Any of these actions will bring up the MSS main page.

### **Logging In**

To log in to the site, click the **Log In** link in the upper right-hand corner of the screen.





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Your user name is your first initial, last initial and Munis id number.

Your initial password will be the last four digits of your social security number. Once you have logged in for the first time, you will be prompted to change your password.



Click the **Employee Self Service** link in the right margin to begin.

## Instructions for changing W-2 delivery method.

Step 1. Click on the "W-2 Electronic Delivery Authorization" to obtain information on the procedures, timelines, and other required Internal Revenue Service disclosures for electronic W-2's.

Step 2. Log into Employee Self Service. See the "How to Login/Reset Password" document for step by step instructions if you need assistance.

Step 3. Once logged in, click on the box "Employee Self Service"





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Step 4. Find the Personal information section and click on the box "View profile".

Welcome to Employee Self Service	Home	
Announcements	Employee Sel	f Servic
D	Pay/Tax Info	ormatio
Personal information	Personal Int	ormatic
Paychecks	Show paycheck amounts	

Step 5. Click on the "Personal Information" bar on the right side of the screen.

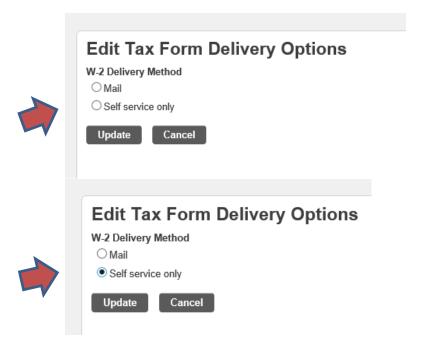


Step 6. Click on the word "change" next to the Tax Form Delivery Options.

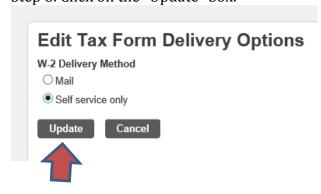


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Step 7. Select "Self service only" by clicking in the circle to the left.



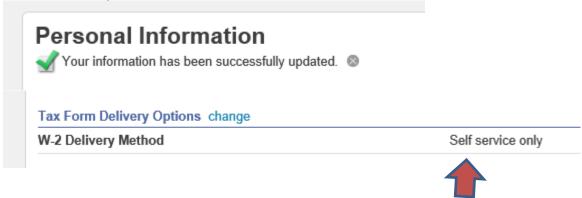
Step 8. Click on the "Update" box.





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Step 9. The screen will return to your Personal Information with a message that your change was accepted. You should see in the Tax Form Delivery Options section the choice that you made.



With this selection, you will be able to retrieve your W-2 from this site as soon as Payroll completes it each year. The Form will remain visible for 5 years OR 2 years after your termination from Ysleta, whichever comes first.





Thank you for going paperless!