



### 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.
- View your W-2 information.
- View and update your W-4 information.
- Use a paycheck simulator.
- Receive Salary Notifications.

##### Personal Information

- 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:

- <https://selfservices.yisd.net/mss/>
- Save the site as one of a browser's Favorites or Bookmarks
- 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.

The screenshot shows the top navigation bar of the Ysleta Independent School District ESS website. The bar is dark blue with the district logo on the left and a "Log In" link on the right. Below the navigation bar, the main content area is titled "MUNIS Self Service, Version 10.5". It features two columns of links: "Documents" and "Links". The "Documents" column includes links for "How to Login/Reset Password", "W-2 Electronic Delivery Authorization", "Instructions for Changing W-2 Delivery Method", and "EmpCenter Website". The "Links" column includes links for "Click Here to View Document" (three instances) and "Click Here to View Website". On the right side of the main content area, there is a vertical sidebar with a "Home" button and a "Vendor Self Service" button.



**Login**

User name

Password

[Forgot your password?](#)

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”

**MUNIS Self Service, Version 10.5**

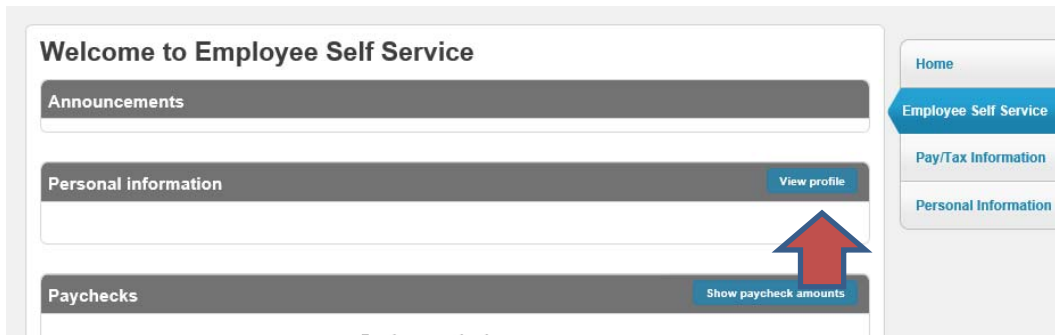
<b>Documents</b>	<b>Links</b>
How to Login/Reset Password	<a href="#">Click Here to View Document</a>
W-2 Electronic Delivery Authorization	<a href="#">Click Here to View Document</a>
Instructions for Changing W-2 Delivery Method	<a href="#">Click Here to View Document</a>
EmpCenter Website	<a href="#">Click Here to View Website</a>

Home

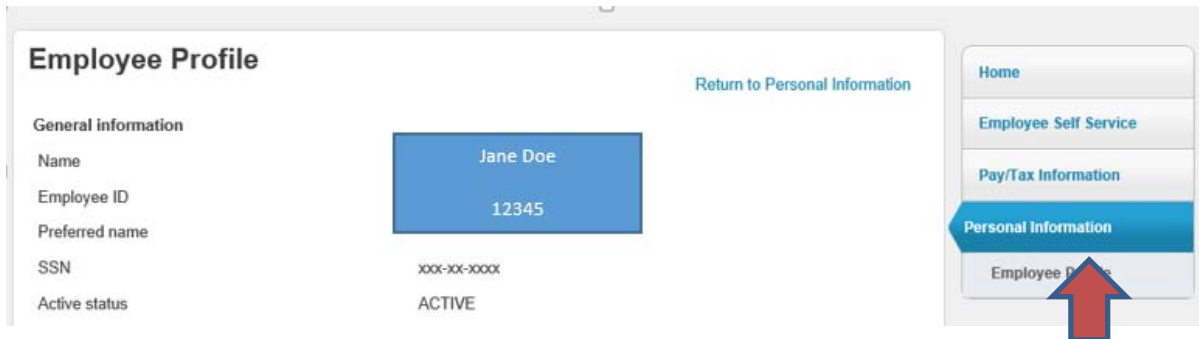
Employee Self Service



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



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.





# THE DISTRICT

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

The image shows two sequential screenshots of a web form titled "Edit Tax Form Delivery Options".

**Top Screenshot:** The form has the heading "Edit Tax Form Delivery Options" and a sub-heading "W-2 Delivery Method". There are two radio button options: "Mail" (which is selected) and "Self service only". Below the options are two buttons: "Update" and "Cancel". A red arrow points to the "Mail" radio button.

**Bottom Screenshot:** The form is identical to the top one, but the "Self service only" radio button is now selected. A red arrow points to this radio button.

Step 8. Click on the “Update” box.

The image shows a close-up of the "Edit Tax Form Delivery Options" form. The "Self service only" radio button is selected. A red arrow points directly to the "Update" button.

