



**THE DISTRICT**

Ysleta Independent School District

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.
- 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.

Ysleta Independent School District  
ESS

Log In

### MUNIS Self Service, Version 10.5

Documents	Links
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  
Vendor Self Service



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### Login

User name

jd12345

Password

\*\*\*\*\*

[Forgot your password?](#)

Log in

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

##### Documents

[How to Login/Reset Password](#)

[W-2 Electronic Delivery Authorization](#)

[Instructions for Changing W-2 Delivery Method](#)

[EmpCenter Website](#)

##### Links

[Click Here to View Document](#)

[Click Here to View Document](#)

[Click Here to View Document](#)

[Click Here to View Website](#)

Home

[Employee Self Service](#)





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

A screenshot of the "Welcome to Employee Self Service" dashboard. It features a sidebar on the right with navigation links: Home, Employee Self Service (highlighted), Pay/Tax Information, and Personal Information. The main content area has three sections: "Announcements", "Personal information" with a "View profile" button, and "Paychecks" with a "Show paycheck amounts" button. A red arrow points to the "View profile" button.

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

A screenshot of the "Employee Profile" page. The sidebar on the right shows navigation links: Home, Employee Self Service, Pay/Tax Information, Personal Information (highlighted), and Employee Profile. The main content area displays "General information" for Jane Doe, including Employee ID 12345, SSN xxx-xx-xxxx, and Active status ACTIVE. A "Return to Personal Information" link is visible. A red arrow points to the "Personal Information" link in the sidebar.

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

A screenshot of the "Personal Information" page. It shows fields for "Employee Preferred Name" (with a "change" link) and "Preferred Name" (N/A). Below, "Tax Form Delivery Options" has a "change" link, and "W-2 Delivery Method" is set to "Mail". A red arrow points to the "change" link next to "Tax Form Delivery Options". The sidebar on the right shows navigation links: Home, Employee Self Service, Pay/Tax Information, Personal Information (highlighted), and Employee Profile.



## THE DISTRICT

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

**Edit Tax Form Delivery Options**

W-2 Delivery Method

☐ Mail

☐ Self service only

**Update** **Cancel**

**Edit Tax Form Delivery Options**

W-2 Delivery Method

☐ Mail

☒ Self service only

**Update** **Cancel**

Step 8. Click on the “Update” box.

**Edit Tax Form Delivery Options**

W-2 Delivery Method

☐ Mail

☒ Self service only

**Update** **Cancel**



## THE DISTRICT

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.

**Personal Information**

✓ Your information has been successfully updated. ✕

[Tax Form Delivery Options](#) [change](#)

W-2 Delivery Method	
Self service only	



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.

Home

**Employee Self Service**

Pay/Tax Information

Personal Information

View profile



Home

Employee Self Service

**Pay/Tax Information**

YTD Information

**W-2**

W-4

Paycheck Simulator

[View W-2 image](#)

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Thank you for going paperless!