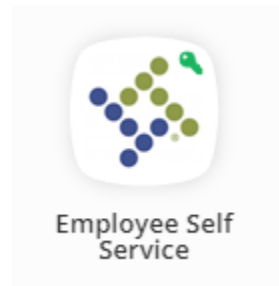


Employee Self Service Guide

Employee Self Service allows CMCSS employees to view their past paychecks, W2, W4, and 1099 forms. To access Employee Self Service, open a web browser and go to your Classlink dashboard at <https://launchpad.classlink.com/cmcss> . Once you are logged in, click on the icon labeled “**Employee Self Service**”:



You may be prompted to enter a user name and password. Your prompt may look slightly different than the one shown below, depending on the web browser you are using.

The image shows a login screen for "Munis Self Service". At the top, there is a dark blue header bar. On the left of the header is the "tyler" logo, and on the right is the "Munis Self Service" text with a small icon. Below the header, the word "Login" is displayed in a bold, dark font. There are two input fields: "Username" and "Password". Each field has a corresponding "Forgot your [username/password]?" link in blue text to its right. At the bottom center, there is a dark gray button with the text "Log in" in white.

Your user name is the first part of your CMCSS email address which comes before the “@” sign. For example, if your CMCSS email address is john.smith@cmcss.net, then your user name is john.smith. Your password is your email password. If your email password has expired, or you don’t know the password at all, you must go to <https://mylogin.cmcss.net> . That site allows you to resolve any password issues.

Once successfully logged in, you will see the “Welcome to Employee Self-Service” screen as shown below.

Welcome to Employee Self Service

Announcements

Personal information



Time off

- The “Pay/Tax Information” link allows you to view past pay stubs and W2, W4, and 1099-R federal tax forms.
- The “Personal Information” link allows you to view some of the information which Human Resources has recorded in your personnel file. You have limited ability to correct this information. A contact link for Human Resources is also available here.
- The “Time Off” link allows you view your paid time off (PTO) balances.
- Leave Balances (PTO) is current through the last processed pay period.