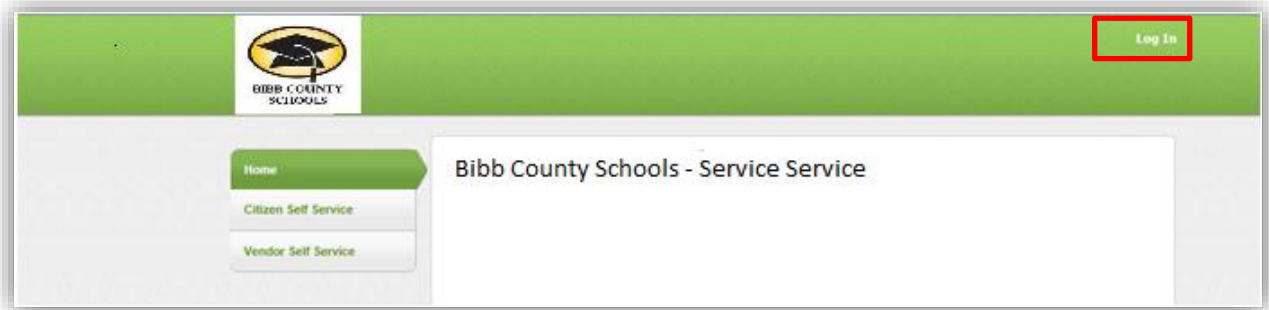


BCSD ESS: How to View Your Paycheck

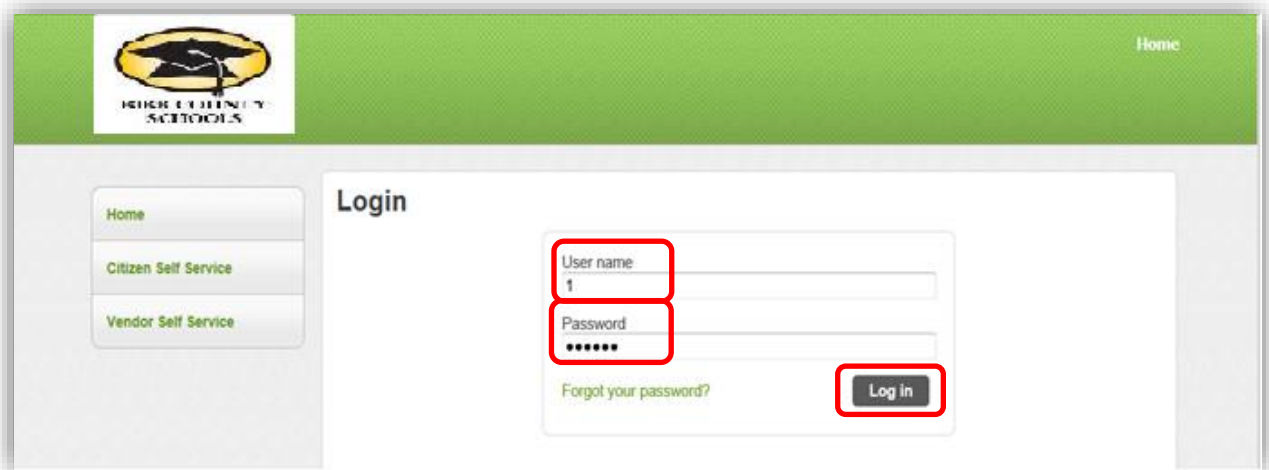
Log In:

URL Link: <https://bibbcountyschools.munisselfservice.com>

1. Select the Log In Icon on the Top Right in the green ribbon.



2. On the **Login Page**, enter your **Employee Number** in the **User Name** field.
3. Tab to the **Password Field** and enter your **four digit password**.



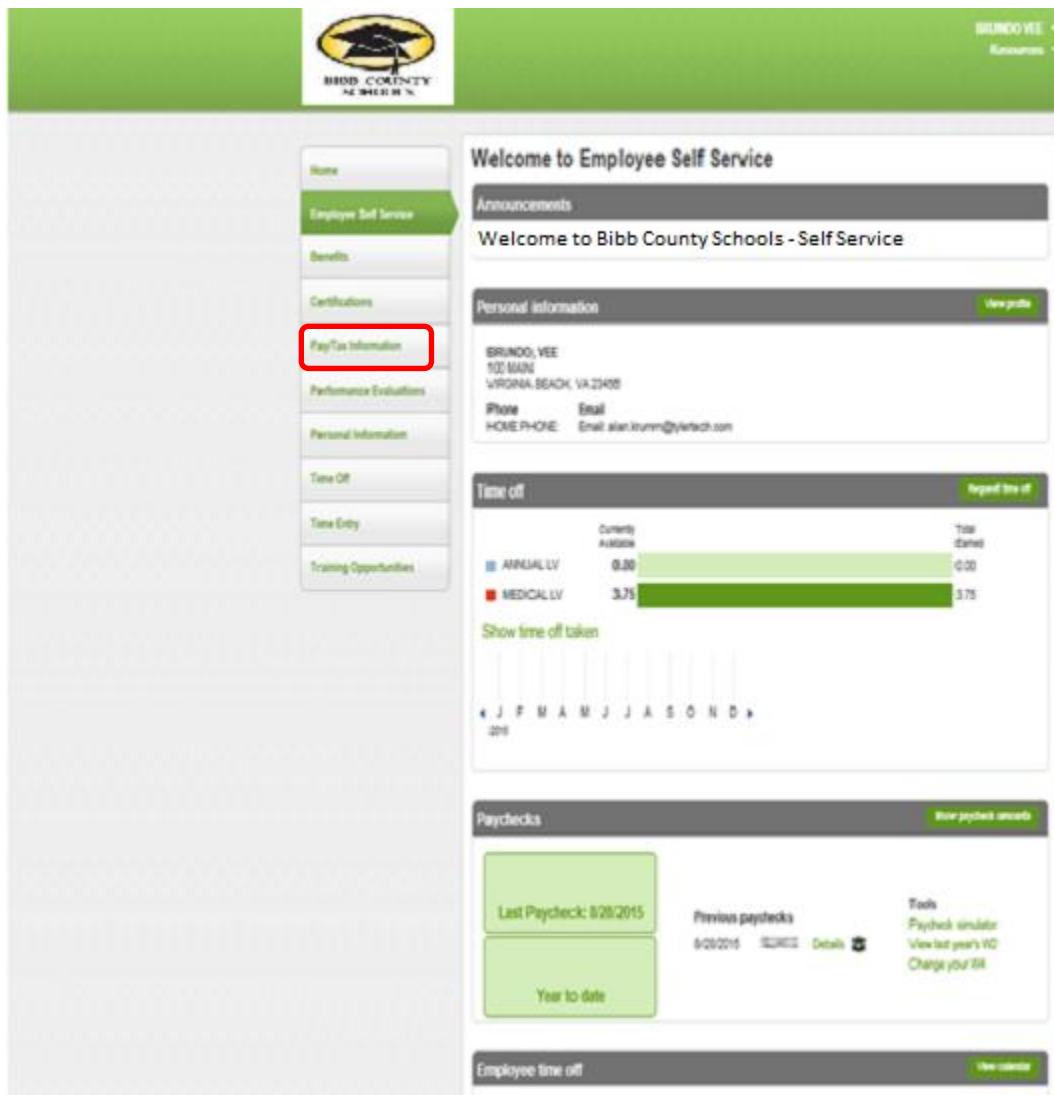
4. Hit the **Log In** button.

BCSD ESS: How to View Your Paycheck

5. The Home Page of ESS will be displayed with your name in the top right corner. Select **Employee Self Service** on the left hand side under the **Home Menu**.



6. To view Paychecks, there are **TWO options**. The first option is to click on the **Pay/Tax Information** on the left hand side under the **Home Menu**.



BCSD ESS: How to View Your Paycheck

- The **Pay/Tax Information** page will display. All checks for the year will be listed on this page. Select the **Details** button (in green) on the far right hand side for the Check Date that you wish to review.

Pay/Tax Information

BRUNDO, VEE Year 2015

Check Date	Pay Period	Status	Gross Pay	Net Pay	
8/28/2015	8/9/2015 - 8/22/2015	Cleared	\$1,760.00	\$1,446.46	Details

- The **Check Detail** page will display. This screen will provide three sections of information: **Overview**, **Pay Breakdown**, and **Deductions**.

Check Detail

BRUNDO, VEE

[Return to payroll information](#)

Overview [View paycheck image](#)

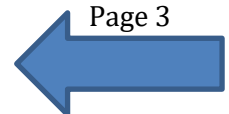
Check Date	8/28/2015
Pay Period	8/9/2015 - 8/22/2015
Check Number	30
Check Status	Cleared
Gross Pay	\$1,760.00
Net Pay	\$1,446.46

Pay Breakdown

Pay Type	Hours	Rate	Amount
REG HRS	80.00	\$22.00	\$1,760.00
Total			\$1,760.00

Deductions

Deduction Type	Amount
FICA	\$109.12
MEDICARE	\$25.52
FEDERAL	\$178.90
DD-NET	\$1,446.46
Total	\$319.54



BCSD ESS: How to View Your Paycheck

9. Select the **Return to pay/tax information** button in the top right of this page to return to the **Pay/Tax Information** page.

The screenshot shows the 'Pay/Tax Information' page. On the left is a navigation menu with options: Home, Employee Self Service, Benefits, Certifications, and Pay/Tax Information (highlighted in green). The main content area is titled 'Pay/Tax Information' and shows the user 'BRUNDO, VEE' for the year '2015'. Below this is a table with the following data:

Check Date	Pay Period	Status	Gross Pay	Net Pay	
8/28/2015	8/9/2015 - 8/22/2015	Cleared	\$1,760.00	\$1,446.46	Details

10. The **Second Option** to view your Paycheck is from the Main Page under the header **Paychecks**. This section will list the Last Paycheck Date and Year to Date. Previous Paychecks will be listed in the center of this tab. Click on the **Details** button which is highlighted in green beside the camera icon.

The screenshot shows the 'Employee Self Service' main page. A navigation menu on the left includes: Home, Employee Self Service (highlighted), Benefits, Certifications, Pay/Tax Information, Performance Evaluations, Personal Information, Time Off, Time Entry, and Training Opportunities. The main content area is titled 'Welcome to Employee Self Service' and contains several sections: 'Announcements', 'Personal Information' (with a 'View profile' link), 'Time off' (with a 'Request time off' link and a bar chart for ANNUAL LV and MEDICAL LV), and 'Paychecks' (with a 'View paycheck amounts' link). The 'Paychecks' section is highlighted with a red box and contains a 'Last Paycheck: 8/28/2015' box (also highlighted with a blue box), a 'Year to date' box, and a 'Details' button (highlighted with a red box) next to a camera icon. A blue arrow points from the 'Paychecks' section towards the 'Details' button.

BCSD ESS: How to View Your Paycheck

11. After selecting the green **Details** button, the **Check Detail** page for that check date will populate the screen. This option is a shortcut as it **bypasses the Pay/Tax Information** screen and goes **directly to the Check Detail** for the check selected from the ESS main page.

BRUNDO, VEE BRUNDO VEE
Resources

Check Detail Return to pay/tax information

Overview [View paycheck image](#)

Check Date	8/28/2015
Pay Period	8/9/2015 - 8/22/2015
Check Number	30
Check Status	Cleared
Gross Pay	\$1,760.00
Net Pay	\$1,446.46

Pay Breakdown

Pay Type	Hours	Rate	Amount
REG HRS	80.00	\$22.00	\$1,760.00
Total			\$1,760.00

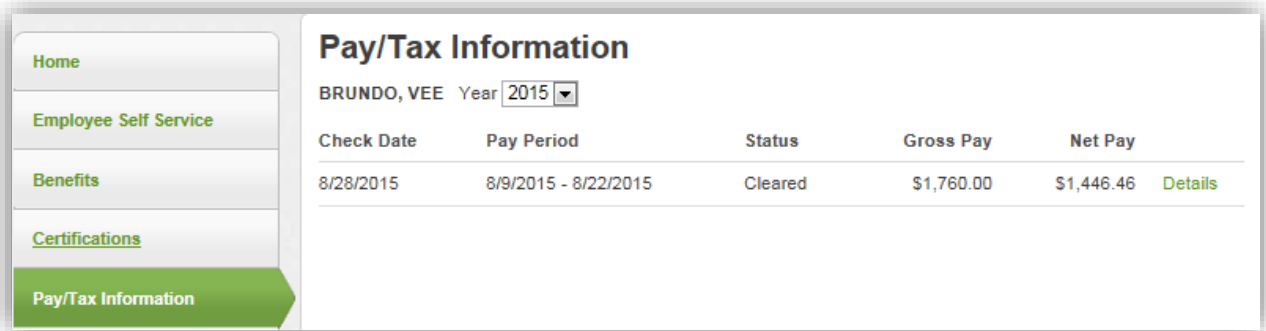
Deductions

Deduction Type	Amount
FICA	\$109.12
MEDICARE	\$25.52
FEDERAL	\$178.90
DD NET	\$1,446.46
Total	\$313.54

Navigation Menu: Home, Employee Self Service, Benefits, Certifications, **Pay/Tax Information** (YTD Information, W-2, 1099-R, W-4, Paycheck Simulator, Salary Notification, Total Compensation, Direct Deposit, Performance Evaluations, Personal Information, Time Off, Time Entry, Training Opportunities)

BCSD ESS: How to View Your Paycheck

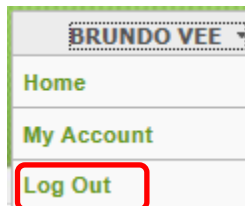
12. Select the **Return to pay/tax information** button in the top right of this screen to return to the **Pay/Tax Information** page.



The screenshot shows the 'Pay/Tax Information' page. On the left is a navigation menu with options: Home, Employee Self Service, Benefits, Certifications, and Pay/Tax Information (highlighted). The main content area is titled 'Pay/Tax Information' and shows the user 'BRUNDO, VEE' for the year '2015'. Below this is a table with the following data:

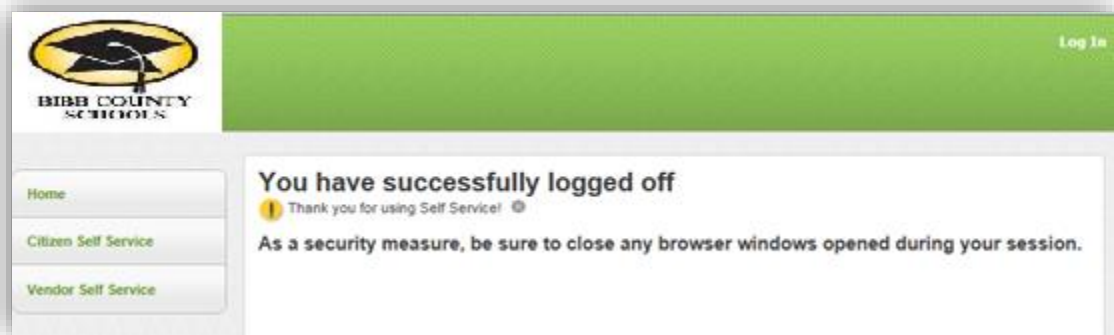
Check Date	Pay Period	Status	Gross Pay	Net Pay	
8/28/2015	8/9/2015 - 8/22/2015	Cleared	\$1,760.00	\$1,446.46	Details

13. To log off, click the **drop down arrow** under your name in the top right corner.
14. Select **Log Out**.



The screenshot shows a dropdown menu for the user 'BRUNDO VEE'. The menu items are: Home, My Account, and Log Out (highlighted with a red box).

15. You will received the following message:



The screenshot shows a message box with the Bibb County Schools logo on the left. The message text reads: 'You have successfully logged off' followed by a thank you note and a security instruction: 'As a security measure, be sure to close any browser windows opened during your session.' The message is displayed on a green background with a 'Log In' link in the top right corner.

- Close any browser windows as instructed in the message.