

Employee Self Service (ESS)

From a browser, navigate to Salem.com>Online Services>For Staff
<https://salemma.munisservice.com/login.aspx>

- ❖ **Employee Self Service (ESS) Overview**
- ❖ **Getting Started ESS – First Time Users**
- ❖ **Accessing ESS – All Users**
- ❖ **ESS Main Menu**
- ❖ **ESS Account Assistance**

Employee Self Service (ESS) Overview

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Employee Self Service (ESS) is a web-based application that securely provides employees access to payroll information, including W2 and direct deposit.

Features available through ESS are:

View and/or Print Pay/Tax Information:

- Paycheck information
- W-2 for tax preparation
- W-4 withholding information
- Paycheck Simulator
- Total Compensation Report

View and/or Update Personal Information:

- General
- Demographics
- Contact
- Dependent
- Tax form delivery

Time Off:

- Summary of your Sick, Vacation, Personal time, if applicable

Resources:

- View/Print additional documents or links provided for your reference, including:
 - ✓ Conflict of Interest Training
 - ✓ Municipal Job Postings
 - ✓ School Job Postings
 - ✓ Tax and other employment forms

Getting Started in ESS – First Time Users

From a browser, navigate to Salem.com>Online Services>For Staff
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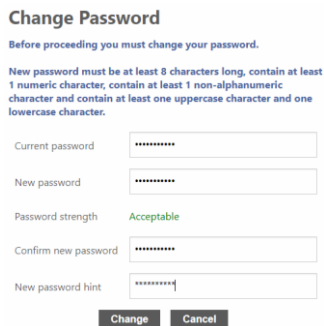
Your username is your first initial + last name + last four of your social. First time users will enter the last four of their social as the initial password and will be prompted to create a more secure password.



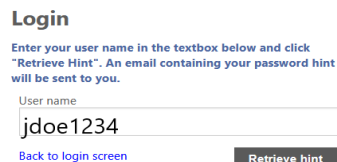
New Password Guidelines

- Minimum of 8 characters, including at least one from the categories listed:
 - ✓ letter – upper and lower case
 - ✓ number
 - ✓ non-alphanumeric such as ! , \$ % *

Complete the fields indicated below, select “Change”. ESS will not allow you to use your password as a hint.



If you need to use the “Retrieve Hint” feature, enter your Username in the field provided and select “Retrieve hint”.



The hint will be sent to the email address provided to Human Resources during your on-boarding. A link to reset your password will be included, should you need to reset your password.

For more details about ESS, please visit: [Employee Self Service \(ESS\)](#)

Accessing ESS – All Users

From a browser, navigate to Salem.com>Online Services>For Staff
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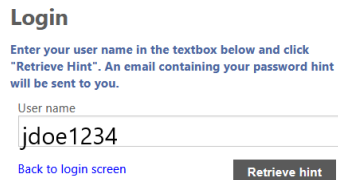
Login with your credentials. Your username is your first initial + last name + last four of your social.



The screenshot shows the Tyler login interface. At the top left is the Tyler logo. A navigation menu on the left includes 'Home' and 'Vendor Self Service'. The main content area is titled 'Login' and contains two input fields: 'Username' with the value 'jdoe1234' and a 'Forgot your username?' link, and 'Password' with masked characters '*****' and a 'Forgot your password?' link. A 'Log In' button is positioned below the password field.

Your Username is unique to you and does not require an email address. Please note, after your initial login to ESS, your Password is no longer the last four of your social, it is something you created. If you cannot remember your password, choose “Forgot your password?”

To use the “Retrieve Hint” feature, enter your Username in the field provided and select “Retrieve hint”.



This screenshot shows the 'Retrieve Hint' section of the login page. It is titled 'Login' and includes instructions: 'Enter your user name in the textbox below and click “Retrieve Hint”. An email containing your password hint will be sent to you.' Below the instructions is a 'User name' input field containing 'jdoe1234'. At the bottom, there are two buttons: 'Back to login screen' and 'Retrieve hint'.

The hint will be sent to the email address on file. A link to reset your password will be included, should you need to reset your password.

ESS Main Menu

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Pay/Tax Information

- View/print paycheck information for the last six months
 - This information cannot be modified. Please contact the Payroll Department for questions regarding paycheck information.
- YTD Information
 - View your Gross YTD Earnings. Cumulative payroll information for the selected year is displayed.
- W-2
 - Federal and State withholding for the selected year is displayed.
 - Print for tax filing.
- W-4
 - View current withholding information.
 - Edit to update your withholdings.
- Paycheck Simulator
 - Make adjustments to see what your paycheck might look like if you modified your tax withholding.
- View Total Compensation Report

Personal Information

Your ESS Personal Information page has five tabs. Certain fields in most tabs can be modified by the user when “Edit” is selected. If you find incorrect information that you are unable to edit, please contact Human Resources. The Personal Information tabs are:

- General
- Demographics
- Contact
- Dependents
- Tax form delivery

If you do edit your information, be sure to Save.

Time Off

- Summary of your Sick, Vacation, Personal time, if applicable

Resources

- View/Print additional documents or links provided for your reference, including:
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 - ✓ School Job Postings
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ESS Account Assistance

From a browser, navigate to Salem.com>Online Services>For Staff
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For *Payroll* inquiries:

City of Salem Employees
External 978-619-5637
Internal 42100

School Department Employees
External 978-740-1224
Internal 60515

For *Human Resources* inquiries:

City of Salem Employees
External 978-619-5630
Internal 42000

School Department Employees
External 978-740-1115
Internal 60532

For *Technical Support*, please submit a help ticket by logging into your account at help.salem.com or contact the Information Technology Help Desk.

External 978-825-3608
Internal 44357 (4-Help)