

MUNIS SELF SERVICE: EMPLOYEE SELF SERVICE (ESS)

Effective with the May 1, 2009 pay check, Henderson County will no longer be printing direct deposit notices. You will be able to print a copy of your direct deposit notice from the internet utilizing ESS.

What is Munis Self Service: Employee Self Service (ESS)?


Web-based/internet access to your Henderson County personal and payroll information

What can I do in ESS?

- View and print your pay stubs
- View and print W-2s
- View and print tax information
- View and change your personal information (i.e., address, telephone number, contact information)
- View your vacation and sick leave balance
- Request time off

To access ESS, follow the steps below.

1. In internet explorer, in the address line, type <http://hendersoncountync.munisselfservice.com> then hit "enter"
2. Scroll to the right, and click "log In"
3. Enter your username and password, click "log in"



- a. Your username is your first initial and last name (i.e., Joe Smith = "jsmith") – unless otherwise advised by your Department Head/Supervisor
- b. Your initial password is the last four digits of your social security number. Upon initial login, you will be required to change your password. You should change your password to something that is easy for you to remember.

4. Click "Employee Self Service"
 - a. To view and/or change your address, e-mail, telephone number, dependents, and/or emergency contacts, click "Personal Information"
 - b. To view pay checks, W-2s, and/or withholding elections, click "Pay/Tax Information"
 - c. To view vacation and sick leave balances and/or to request time off, click "Time Off"
5. To view available forms and or links, scroll to the far right and click on the desired form.

A full user guide can be viewed on the Henderson County intranet - <http://intranet.hcgov.local>

If you have questions, need assistance and/or have trouble logging in, please contact Connie Duncan at cduncan@hendersoncountync.org / 694-5017 or Mary Alice Jackson at maryalice@hendersoncountync.org / 694-5034

