



Greenup County Schools

The best choice for your education, the best choice for our future.

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MUNIS Employee Self Service Instructions

Employees now have more access to view their personal and payroll information through this new service. Please take the time to view the website and get familiar with the information.

Internet web address: <https://greenup.munisselfservice.com/LogOffConfirmation.aspx>

On the top right of the screen – Click **Log In**

User name – Enter your Employee Number (As you did with eStub), this number can also be found on the top left corner of your paystub.

Password – Enter the last 4 digits of your SSN.

Click **LOGIN**

The next screen will then prompt you for a **NEW password**, this must be at least 4 characters or numbers. System will notify you if new password is “Acceptable”.

If you forget your password, it can be reset by the Business Office. Be sure to fill out the “Hint” section.

Click **Continue**. It will then tell you that the password has been changed successfully.

You can now click on **Employee Self Service** on the left side of the menu to access Personal Information, Pay and Tax Information, W-2, W-4, Employee Profile and Time Off.

On the **Personal Information** page, you can add or change your telephone number, add dependents, and add Emergency Contacts. Please review these areas and make changes as needed. Please make sure to click **UPDATE** after changing your information.

Click on the **Pay and Tax Information** which will provide a list of all your checks for the calendar year selected in the drop down year box at top left.

Under the **Pay and Tax Information** menu, you can access the **Paycheck Simulator** module and review/edit your tax withholdings to see how changes would affect your paycheck prior to actually making the changes through the **W-4** module.

If you wish to make changes to your tax withholdings, click on the **W-4** module under the **Pay and Tax Information** menu. Click on the “**Edit W-4 Values**” on the top right side. Make your changes to federal or state by choosing either “Single” or “Married” with the number of exemptions you wish. Other codes listed are unavailable at this time.

When finished, please make sure to **Log Out**, on top right, and thank you for using Employee Self Service.