Employee Self Service

Employee Self Service (ESS) is available and immediately replaces the need to use *Document Services* as a means to view and/or print copies of paychecks or W2's.   Please read the list of features ESS has to offer. Below ESS Features you'll find a link to and directions for ESS to help you get started.

ESS Features

- Access ESS
    - Log in from work or your home computer.
    - Google Chrome (web browser of choice).
    - Other compatible web browsers.
        - Mozilla Firefox.
        - Internet Explorer Version 10 or 11 – earlier versions of IE are not compatible.
- Demographics
    - View name, address, phone number, and email information.
    - Request a change** of address, phone number, email information, etc.
        - A color copy of your new Social Security card must be provided before the change request will be approved.
        - You may use your school email, or your personal email account.
- Tax Withholdings
    - View Federal and State Tax Withholding Status.
    - Request a change** for Federal and/or State Tax Withholding Status.
        - If making a change type your name exactly as it appears on the form. This will serve as your electronic signature.
- Direct Deposit (DD)
    - Request a change** for Direct Deposit.
        - DD change form and 'void' check should be submitted for new DD deductions.
- Deductions
    - View current payroll deductions (no changes allowed at this time).
- Leave
    - View Leave balances (as shown on your paycheck).
    - View detailed report of leave taken.
- Paychecks
    - View / Print paychecks.
- Earnings & W2's
    - View annual earnings summary (by calendar year)
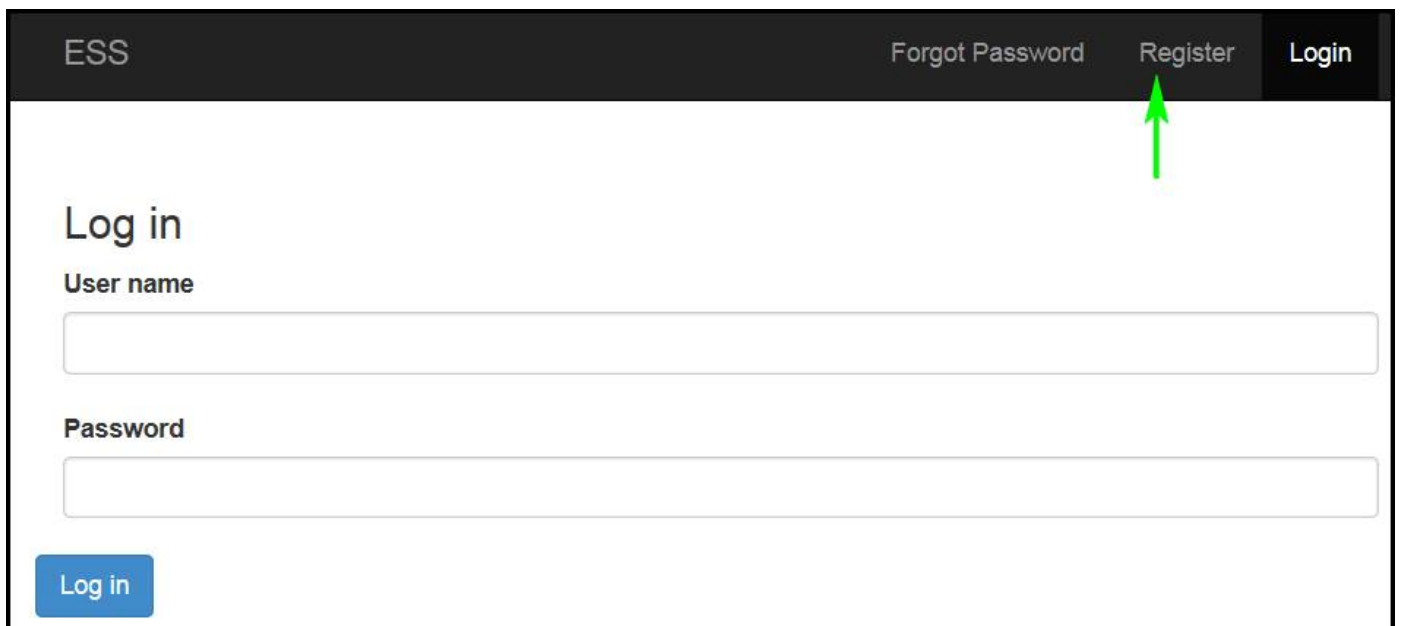   - View / Print W2's

**Change requests will be acknowledged by an automatic email from ESS to the email account listed with ESS when the change request is received and again when the change request is approved.

Employee Self Service

Create an ESS account -

Name_____Emp#_____

- Type or click on the link https://ess.mtnbrook.k12.al.us/EmployeeSelfService
  - The ESS page will look similar to the one shown below.
  - Add the page to your "favorites" for future use.
- Click "Register" to create your account (see green arrow in the picture below).
  - Write down your user id and password and keep it in a safe place.
- ESS is user friendly. However, if you encounter a problem trying to create an account please ask for help.
- A black message box appears at the top right of the screen after you click "submit".
- Momentarily you will receive an email. Click the "confirmation" link to finalize your account.
  - ***You MUST follow the confirmation link to complete registration of your account***.