

# Mohave County Employee Self Service

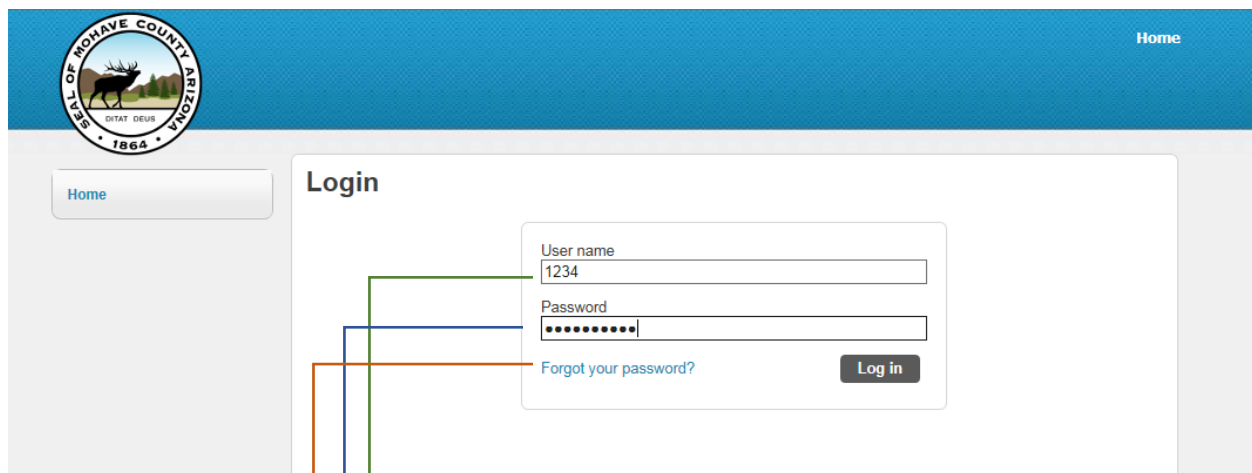
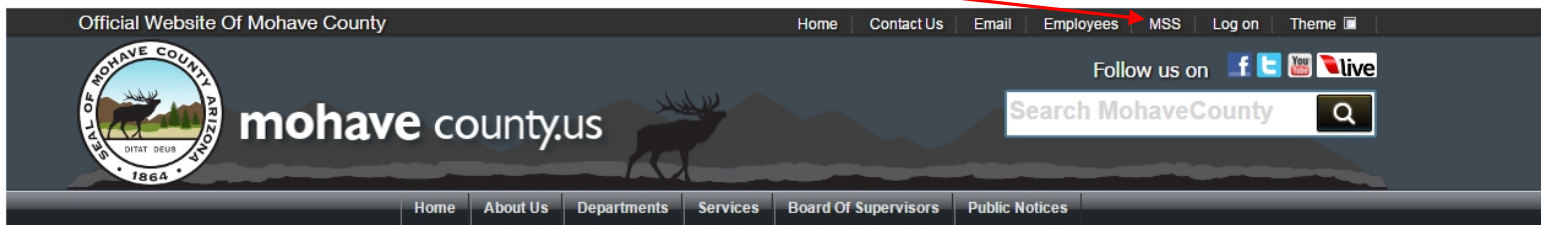
## Quick Reference Guide

The Mohave County Employee Self Service (ESS) is an online portal that allows County employees to access their personal information from anywhere. ESS allows you to view your demographic information, payroll information such as paycheck and W-4 history, and your PTO information. In the future you will also be able view your benefit information, update your demographic information, request time-off, complete your time-sheet and elect your benefits during our open enrollment period.

The Mohave County Employee Self Service portal is available from any PC with an internet connection.

### Logging In

To access ESS, use the following link <https://munisweb.mohavecounty.us/MSS/> or you can go to the County's website ([www.mohavecounty.us](http://www.mohavecounty.us)) and click on the link to MSS.



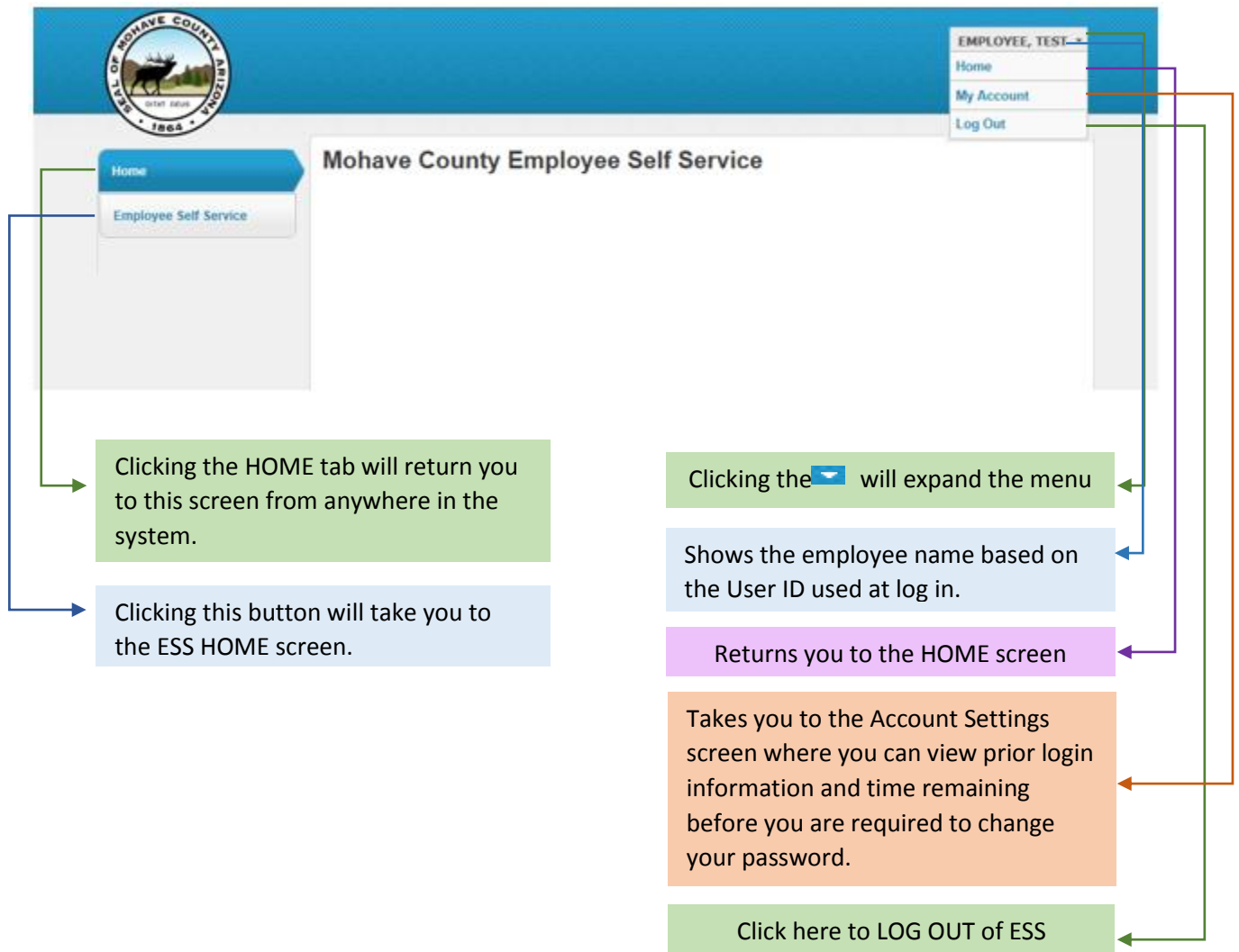
Your User Name is your Employee ID Number.

Your initial password is the last 4 digits of your social security number.

You will be prompted to change it. Your new password must be at least 10 characters long and you will be required to reset it every 30 days.

If you forget your password, when you click here you will enter your user ID and an email containing your password hint will be sent.

# The Welcome Screen



# The Home Screen

EMPLOYEE, TEST

Home

Employee Self Service

Pay/Tax Information

Personal Information

### Welcome to Employee Self Service

#### Announcements

Mohave County Employee Self Service

#### Personal Information [View profile](#)

EMPLOYEE, TEST C  
PO BOX 123  
KINGMAN, AZ 86402

Phone: HOME PHONE: 928-555-1212  
Email: test.employee@mohavecounty.us  
Alt email: test.employee@email.com

#### Time off [Request time off](#)

DEPARTMENT NAME

Available time

Requested	Taken
PTO	735.12 / 934.12

2015

#### Paychecks [Show paycheck amounts](#)

Last Paycheck: 2/13/2015

Year to date

#### Previous paychecks

Date	Details	Camera
2/13/2015	Details	Camera
1/30/2015	Details	Camera
1/16/2015	Details	Camera
1/2/2015	Details	Camera
12/19/2014	Details	Camera

#### Tools

- Paycheck simulator
- View last year's W2
- View your W4

From anywhere in the system, clicking here takes you to the HOME screen

From anywhere in the system, clicking here takes you to the ESS overview screen

From anywhere in the system, clicking here takes you to the detailed pay/tax information where you can view detailed pay and tax information

From anywhere in the system, clicking here takes you to the personal information screen where you can view and even update some personal information

This section will include important announcements for all employees.

Summary of your personal information. Clicking the VIEW PROFILE button will show more details.

Summary of your PTO available.

Summary of your pay information.

- **Show paycheck amounts** – shows your net and year-to-date pay information
- **Details** – shows more details for your most recent paycheck
- **Camera icon** – allows you to view an image of your pay stub or direct deposit advice
- **Paycheck simulator** – allows you to see how your pay will be affected if you change your deduction options, like benefits or your W-4 information
- **View last year's W2** – shows your detailed W2 information as well as a copy of your actual W2
- **View your W4** – shows your current W4 information

# Update Personal Information

## Personal Information

[Employee Preferred Name](#) [change](#)

Preferred Name N/A

[Address / E-mail](#) [change](#)

Home Address PO Box 123  
Kingman, AZ 86402

E-mail test.employee@mohavecounty.us

Alternate E-mail

[Telephone](#)

Type	Description	Number	
PRIMARY	HOME PHONE	928-555-1212	<a href="#">Details</a>

[Dependents](#)

No Dependent information to display.

[Emergency Contacts](#)

Name	Relationship	Phone	Comments
Mr. Test Employee	SPOUSE	928-555-3434	SPOUSE

**Edit Preferred Name**

**Edit Address / E-Mail**

Employee Preferred Name

Update

Cancel

If you preferred to be called by a name other than your given name, enter that name here and click UPDATE.

For example, your given name is William but you are known as Bill, you can make that change here.

E-Mail

E-Mail Address test.employee@mohavecounty.us

Alternate E-Mail Address

Update

Cancel

Change your existing email address or add an alternative email address by entering that information and clicking UPDATE