Employee Self Service Instructions:

School employees can view their payroll data, including paystubs and W4's, online using the MUNIS Self Service portal.

The system can be accessed by clicking on this link: Employee Self Service Login Page:

https://swampscottma.munisselfservice.com/login.aspx

- Your initial ***login*** will be sent to you via an email from the Human Resources Manager. **PLEASE SAVE THIS EMAIL FOR FUTURE REFERENCE.**
- The username should be your **first initial plus your last name all in UPPER CASE LETTERS (ex. John Smith would be JSMITH)** For employees whose first initial and last name matches another employee, the system may have set up a replacement username and this information will be in your initial email from Human Resources.
- **Your initial *password* is the last 4 digits of your SSN**, but you will be forced to change your password once you login for the first time.
- If you cannot remember your logininformation or get locked out, **please contact the Human Resources Manager for assistance.**