

Springfield Public Schools

Employee Self Service (MUNIS)

Employee Self Service (ESS) gives you the ability to monitor and maintain your individual information such as:

- Personal Information
- Pay/Tax Information
- Time Off (absences)
- Training Opportunities

You can access the website from any PC that has internet access by using the following website:
<https://selfservice.sps.org/mss/>

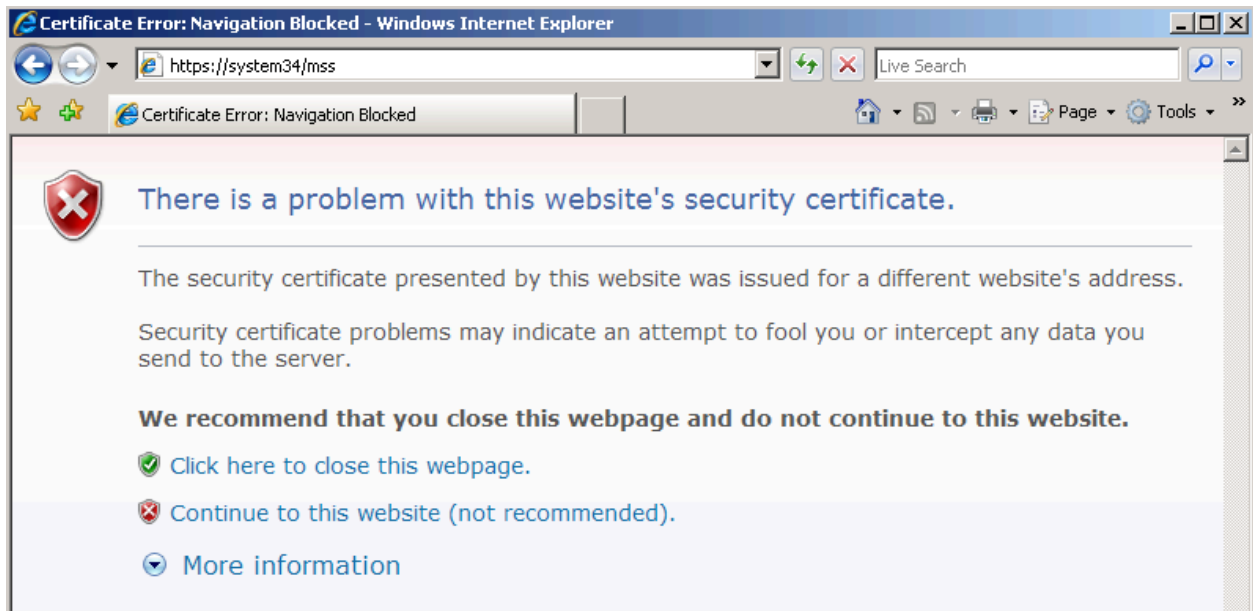
Security Alert

Depending upon the version of Internet Explorer you are using, you could get different prompts to accept access the site. The district does have a valid security certificate.

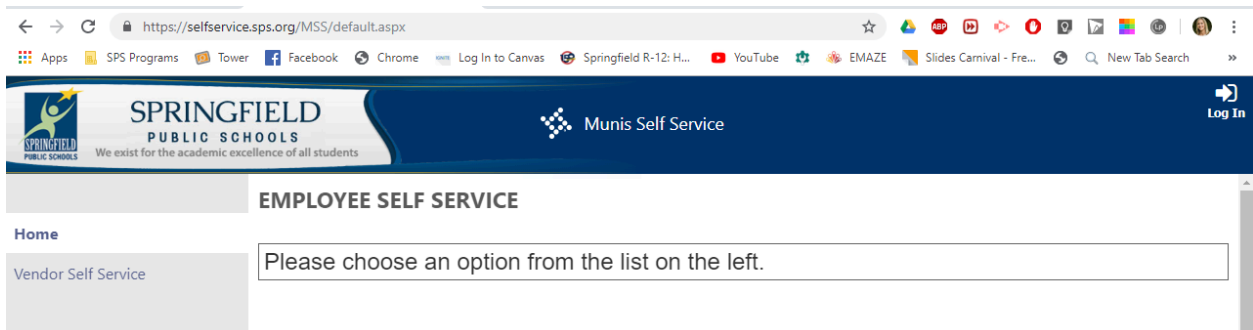
You may get a prompt like this asking if you should proceed – say yes to proceed.



A different prompt could look like this. Click on 'Continue to this website...'.



You will be brought to the home page:



Log-In- Click on Log in (upper right hand corner)

In order to access the online site you must have a Username and Password.

Username- SPS Employee Number

Password- **Your initial login password is the last four digits of your SSN.**

As an example, if the last four digits of your SSN is 5897 then your password would be 5897.

NOTE: If you are having problems with your password, contact the Help Desk and they can set your password to a default.

Update Your Password- When you first sign on you will be asked to update your password.

File Edit View Favorites Tools Help

Back Search Favorites

Address <https://system34/M55/login.aspx> Go Links

SPRINGFIELD PUBLIC SCHOOLS

MUNIS
self service

MUNIS Self Service Home

Home

Login
Home > Login

! Please log in to access this service.

Before proceeding, please change your password.

User ID

Current Password

New Password

Confirm New Password

New Password Hint

Update

Current Password: Re-enter the password you were provided.

New Password: Think of a password that you will know each time you log in.

Confirm New Password: Re-enter the new password you created.

New Password Hint: Just in case you should forget your password you can enter a brief description that would remind you of your newly created password. This hint is strictly a reminder of what you entered as your password. No one in the district can retrieve this password if you forget it. If you do forget it, you will need to contact the Help Desk so the appropriate people can reset your password.

Note: Do not enter your actual password here as a reminder.

When completed click on Update.

IDENTITY NOTE: Your password needs to be kept confidential. DO NOT give out your password. Doing so would provide that person the opportunity to make changes on your files. It is your responsibility to keep your user name and password safe.

If you successfully changed your password you will get the following. Click on Continue.

Login

[Home](#) > Login



Password was successfully changed.

[Continue](#)

On the left hand side, you can select the following:

The screenshot shows the 'Employee Self Service' page for Springfield Public Schools. The header includes the school district logo, 'Munis Self Service', and a user profile for 'COOPER, ELIZABETH'. The main content area is titled 'Welcome to Employee Self Service' and features a left-hand navigation menu with links to 'Employee Notifications', 'Pay/Tax Information', 'Personal Information', 'Time Off', and 'Training Opportunities'. The main content area is divided into sections: 'Announcements' with an important message about payroll dates and links to the 'Employee Handbook' and 'Administrative Practices & Procedures'; 'Direct Deposit Form'; 'Federal W-4'; 'MO State W-4'; 'Workflow forwarding' with a form to forward time off requests; and 'Personal information' with a 'More' link.

Employee Self Service- Announcements, Employee Handbook, Administrative Practices and Procedures, Direct Deposit Form, Federal W-4, MO State W-4

Employee Notifications- for those employed with SPS prior to 2019 and received a contract, a copy of the salary modification and contract(s) were issued through MUNIS Self Service and can be viewed here. Beginning in 2019, all Letters of Appointment, VCL's and Contracts are issued in TalentEd Records.

Pay/Tax Information- YTD Information, W-2, W-4 and Paycheck Simulator

Personal Information- General, contacts and dependents

Time-Off- Illness Vacation and Personal days

Training Opportunities- view sessions, details and enroll as appropriate

Should you have problems accessing online or if you need your password to be reset to a default password, please contact the Help Desk at 523-4357 or ext. 33333.

Direct Deposit

All employees are paid monthly and are required to have their pay electronically deposited into an account at the bank of their choice. Paychecks will be direct deposited on the last banking day of every month. Employees obtain their pay statements via Employee Self Service system. Payment information or a pay statement is not released to any person other than the District employee named on the check without the employee's written pre-authorization. An employee's pay statements contain detailed information about deductions, withholdings, amount of leave, etc. Employees may not elect to discontinue direct deposit and must inform the Payroll Office prior to closing any accounts.

Underpayment/Overpayment Status

Policy [GCBA](#)

It is the District's practice that all employees receive compensation for the actual work performed. If the District finds that an employee has been paid in error, the District will make all required adjustments to ensure the employee is paid correctly. Also, if the district finds that an employee is being overpaid, arrangements will be made with the employee to ensure timely repayment. Employees share in the responsibility of verifying the correctness of compensation and must notify Human Resources immediately if the employee's salary is incorrect.

Payroll Deductions

Automatic payroll deductions for the Missouri Public School Retirement System (PSRS) or Public Education Employee Retirement System (PEERS)/Social Security Deductions and Federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, and life insurance, flexible benefit programs and tax deferred savings plans, etc. Employees may also request certain payroll deductions for payment of membership dues to professional organizations. For payroll deductions possibilities, contact payroll at 417-523-0057. Salary deductions are automatically made for unauthorized or unpaid leave.