Wachusett Regional School District
Employee Self-Service Portal

The District's employee self-service (ESS) portal provides access the following information:

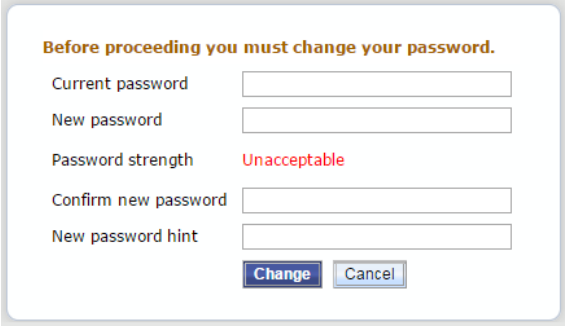
- Pay Stubs
- W2 Forms
- W4 Information
- Benefits
- Time-Off
  - Accruals
  - Requests
  - History

Go to: https://wachusett.munisselfservice.com to log in.

NOTE: New employees will NOT be able to log into ESS until after they receive their first paycheck.

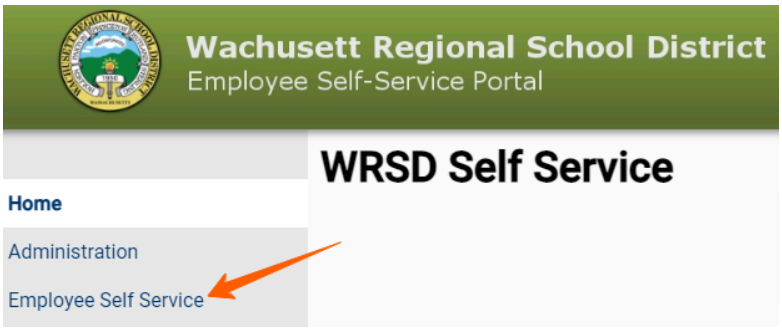
Logging in for the first time:

1. Enter your username, which is **your last name followed by the last 4 digits of your Social Security Number (Ex. smith1234).**
2. Enter your temporary password, which is **the last 4 digits of your SSN.**
3. When you first log in, you will be prompted to choose a new password.



- ❏ Read the information in the box carefully as the order of the fields can be confusing
- ❏ Remember, your "current password" in this case will be the last 4 digits of your SSN
- ❏ You must enter a password hint

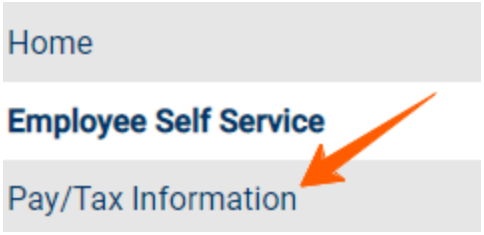
4. Upon successfully submitting your new password, you will be logged into the system.
5. Click "Employee Self Service" in the left hand menu to view the information available.



Accessing Pay Stubs and Tax Documents

Pay Stubs

1. Click “Pay/Tax Information” in the left-hand menu.

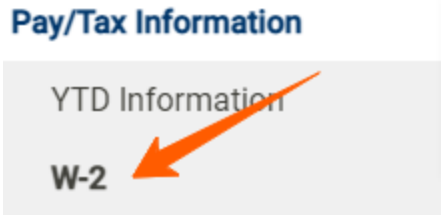


2. The resulting page will list pay periods for th current year. Click “DETAILS” at the far right to view the Check Detail page of any pay period.

3. From the Check Detail page, click “View paycheck image” to access the pay stub.

W-2 Forms

1. Click W-2 under Pay/Tax Information in the left-hand menu.

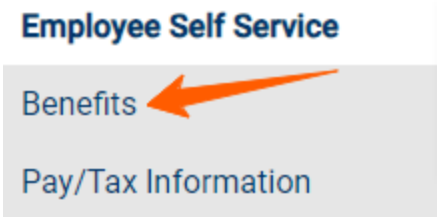


2. By default, the most recent available tax year will be displayed. You may select prior years from the dropdown menu at the top of the page.

3. Click “View W-2 image” in the top-right corner to display, print, or download your W2.

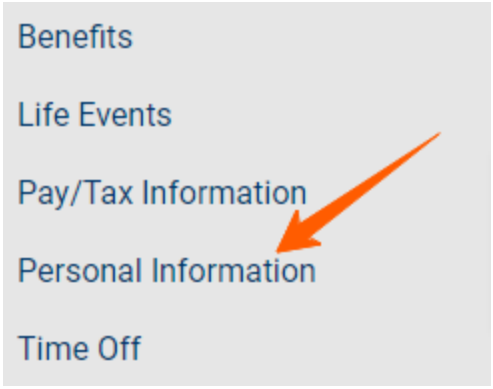
Accessing Benefits

Choose “Benefits” under the Employee Self-Service menu to display your current selections as well as any currently available options for enrollment.

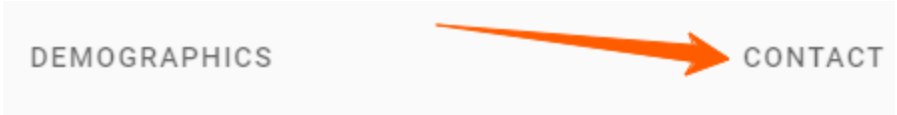


Update Phone Numbers

1. Click “Personal Information” in the left-hand menu.



2. Select the “Contact” tab at the top of the page.



3. Review the information displayed in the “Telephones” section and update the phone number(s) we have on file as needed.