

Employee Self Service

<http://plymouthma.munissselfservice.com/>

Employee Self Service allows employees the ability to do the following online:

1. View or print your weekly payroll advice (paystub) information
2. View or print your W-2 information
3. View personal profile information
4. Update and maintain the following information:
 - o Address
 - o Email
 - o Telephone #'s
 - o Dependents information (inquiry ONLY)
 - o Emergency contact information
5. View W-4 tax status
6. Use a pay check simulator for "what if" scenarios
7. View time off and accrual information
8. View certifications, if applicable

Click **Login** in the upper right-hand corner:

- Your user name will be your employee ID# which is located on your payroll advice. (It is a 6-digit number beginning with "1" for Town and "5" for School Employees)
- Your password for the first login will be the last 4 digits of your social security #. It will then prompt you to create your own unique password.
- Once logged in, click on the Employee Self Service tab to the left of your screen.

To view your weekly paychecks:

- Click on the **Employee Self Service** tab on the left.
- Click on **Pay/Tax Information** tab on the left.
- Choose **Year** in the dropdown box next to your name – pay dates go back to 2015.
- Select **Details** written in blue on the right of the paycheck you would like to view.
- To view image click **View paycheck image** written in blue on the top right of the screen.

To view your w-2's:

- Click on the **Employee Self Service** tab on the left
- Click on **Pay/Tax Information** tab on the left
- Click on **W-2** tab on the left
- To view image click **View W-2 image** written in blue on the top right side of the screen

If you have any questions, please call Payroll at 508-747-1620 x 10175.