Employee Self Serve

Logging into the system

https://selfserve.barrow.k12.ga.us/MSS/

The User Name should be entered as follows:

Firstname.Lastname (caps not required)

Initial passwords are set to the last 4 digits of your SSN. This is based on how your name is shown on your SS card.

Once you login, you will be forced to change your password.
If you enter the incorrect password, you will see this notification:
If you know you typed it incorrectly, try again (10 tries).
If you have forgotten your password, click on the link to send the password hint by email.

System will notify you that the email has been sent

Sample of Email

As requested, here is your MUNIS Self Service password hint.

Password Hint: the view

If this email message was sent to you in error, or you are still having problems logging on to the site, you can:
1) contact the site administrator, or
2) use the following link: [link to generate password]

If you experience other problems logging into the system, contact Jamie Gordon by email at jgordon@barrow.k12.ga.us.
Your Personal Landing Page
When you are logged on, click on Employee Self Service (ESS) to see your information or if you ever get lost in the system.

On the top portion of your screen you will see the following:
To change your current ESS password, click on MY ACCOUNT

Announcements can be district or school/department specific.

Contact will generate an email to ess@barrow.k12.ga.us = Susan Walker and Jamie Gordon.
View profile will show specific information about your employment. Changes are not required on this page, but if you identify items that need to be corrected, please make the change and press the UPDATE button. Once update or cancel are selected, you will be shown more information.

Please make updates to your address and phone number information. Phone numbers for staff contact through our automated phone dialer will come from the information you provide for us here.

All changes generate an email to Human Resources.

If you make an address change and you are on State Health, you will be contacted by HR to complete a form showing change of address which has to be submitted to State Health for their demographic record keeping.

Once you have completed the updated to your personal information, click the Employee Self Service button on the left side of your screen to return back to you landing page.
Landing Page – Time Off
From your landing page, see the last 12 months of leave information.

See history of your time off by clicking on the Time Off button on the left side of the menu.

Landing Page – Employee Time Off
Paycheck simulator allows you to do what if scenarios with your exceptions or pre-tax deductions.

View last years W2

Change your W4 – we are not allowing changes via ESS for this item at this time.

View check details - see your last 5 check stubs from the landing page.

To see more historical information, select Pay/Tax Information from the left side of the menu bar.

Additional Items on the Menu Bar

- **Employee Self Service**
  - Gets you to your Landing Page
  - *Displays your current benefit selection* Future Use
  - Your PAY information Future Use
  - Your Personal Information
  - *Your TIME-OFF information
  - *Staff Development Tracking

* Deduction imports are done twice monthly. If you are missing this information, you could be viewing at a time when the deductions are being mass deleted and reimported into the system. We are working to get this displayed to you.

* All PLU hours earned are recorded into the Munis system which is used to generate your staff development transcript.

*Please do not begin using the Time-Off Request Feature of the system at this time. It will be phased in at a later date.*