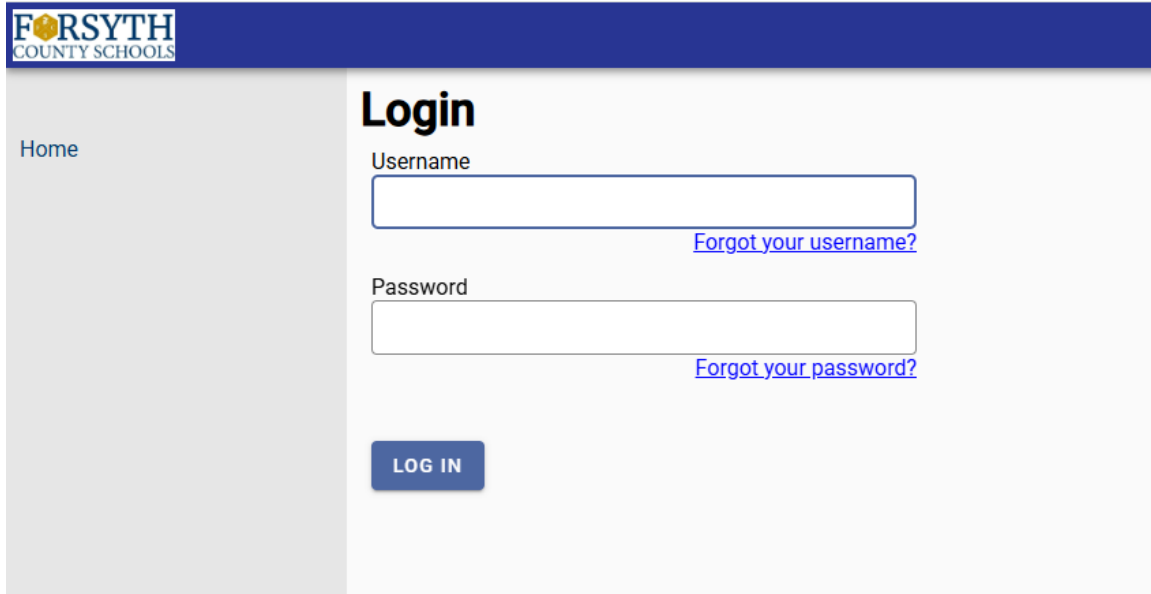


# Instructions for Employee Self Service

~Updated 02/14/2025~

Navigate to the [Employee Self Service](#) web site.



The screenshot shows the login interface for the Employee Self Service website. At the top left is the Forsyth County Schools logo. Below it is a navigation menu with a "Home" link. The main content area is titled "Login" and contains two input fields: "Username" and "Password". Each field has a corresponding "Forgot your [username/password]?" link below it. A blue "LOG IN" button is positioned below the password field.

Note that you can also access the link to Employee Self Service by logging into Classlink with your FCS credentials and navigating to the District Tools section where you will find the link titled “Employee Self Service”. However, for your first login you still need to use the login instructions on the next page once you reach the Employee Self Service website.

## Instructions to log in the first time:

Your **Username** will be your 5-Digit **Employee ID number** without the “f” in front. Your Employee ID number can be found on your pay stub or direct deposit advice in the top left corner.

Your **Password** will be the Last 4 Digits of Your Social Security Number for the first login only. Make sure to change the ASAP!

The screenshot shows a web browser window with the URL `fcss.munisselfservice.com/login.aspx`. The browser's address bar and tabs are visible. The page header includes the Forsyth County Schools logo and navigation links: Client Support | Tyler..., MUNIS cloud admin, TylerDeploy, EERP/MUNIS, TRAIN - EERP/MUNIS, TEST - EERP/MUNIS, and Prod ES. The main content area features a 'Login' section with a 'Home' link on the left. The login form consists of two input fields: 'Username' and 'Password'. Below each field is a blue link: 'Forgot your username?' and 'Forgot your password?'. A blue 'LOG IN' button is positioned below the password field. A red oval is drawn around the Username and Password input fields.

If you have trouble logging in, please verify the following:

1. Make sure your URL is as listed here:  
<https://fcss.munisselfservice.com>
2. Click on 'LOG IN' in the upper right corner of the screen.
3. For Userid you must enter your 5 digit employee ID. DO NOT USE THE LETTER F!
4. If you have never logged in to this portal, your password will be the last 4 digits of your social security number.  
If you have logged in to this portal, simply enter your password.
5. If you cannot remember the password, click on 'Send a Hint'.  
The Hint will come to the address on file. This should be your district email if you are an active employee. If you did not receive the email please verify that you entered the proper 5 digit numerical userid with no letter 'f' in front of it. \*Please make sure to check all JUNK and SPAM mailboxes if you do not see the hint come through!
6. If the password hint does not help you remember your password, there is a link in the 'hint' email to reset your password. Please use this link to reset your password.

If you have tried all of the above steps and still need your password reset, please contact the Finance Department and we will work with you to find a solution. Due to Technology Security Safeguards, we are not able to reset your password based on a phone call or email from you as it does not allow us to verify your identity.

**When logging in for the first time, you will be prompted to select a new password.**

Please remember that the security of your account depends on your password. Below are some helpful hints for the screen when you are required to change your password.

**FORSYTH COUNTY SCHOOLS**

## Change Password

Before proceeding you must change your password.

**New password must be at least 8 characters long, contain at least 1 numeric character, contain at least 1 non-alphanumeric character and contain at least one uppercase character and one lowercase character.**

Current password

New password

Password strength Unacceptable

Confirm new password

New password hint

**CHANGE** **CANCEL**

Confirm Current Password – Type your New Password again exactly as you typed it the first time.

New Password – must be at least 8 keystrokes and include upper and lowercase letters, at least one number and one symbol.

Required field, but you may type “no hint” if you’d rather not give a hint.

Once you have successfully logged in, all the navigation options are located on the left hand side of the page.

**Click Employee Self Service to view the expanded menu.**

**FORSYTH COUNTY SCHOOLS**

## Welcome to Employee Self Service

**Announcements**

**\*\*\*ANNOUNCEMENT\*\*\* - THE GEORGIA TAX WITHHOLDING TABLES WERE OVERHAULED AND A FLAT TAX IMPLEMENTED EFFECTIVE 01/01/24. ALL EMPLOYEES SHOULD REVIEW THE ENTIRE G-4 FORM AND INSTRUCTIONS AVAILABLE IN THE RESOURCES ICON AT THE TOP OF THIS PAGE AND SUBMIT ANY NECESSARY CHANGE(S) ELECTRONICALLY IN THE W-4 SECTION.**

**TAX WITHHOLDING CHANGES** - You may submit your changes electronically in the W-4 section. The IRS overhauled withholding tables for the 2020 tax year and forward while Georgia changed to a flat tax in the 2024 tax year with new withholding category definitions. **A complete W-4 form and G-4 form including all instructions should be reviewed from the links under the Resources icon at the top right of this page before making changes electronically.** Please do not also submit a paper form.

**W-2 INFORMATION** - 2002 through 2023 W-2 information is available here. Starting with the 2010 W-2, when you click on the "View W-2 Image" link you can view your official pdf copy (in upper right hand of the W-2 information on screen) of your W-2 and print it out.

**ADDRESS CHANGES** - You can update your address, alternate email address or phone number in the Personal Information section. Simply click on 'CONTACT' on the right hand side of the page and then 'Edit' the appropriate area. Note that Primary email address should be your FCS email address.

**MOBILE APP** - The ESS MOBILE app is available for download in the app store. It is developed by Tyler Technologies.

Home

**Employee Self Service**

Employee Notifications

Pay/Tax Information

Personal Information

Substitute Teaching

Time Off

Time Entry

## **Employee Self Service sections for employees:**

**Employee Notifications** –Salary notifications will be posted here for employees to review pay grade/band and pay step information.

**Pay/Tax Information** – Includes pay stub information, W-2 information, year-to-date information, W-4 information, and a paycheck simulator. Employees can electronically edit and submit changes to the W-4 and G-4 withholdings.

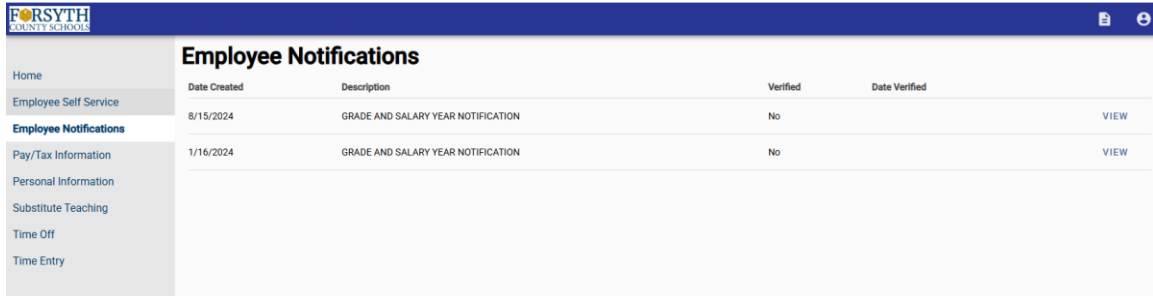
**Personal Information** – Provides your information as stored in your employee record. In this section, electronically edit and submit changes to address, phone number or the alternate email on file.

**Substitute Teaching** – If a substitute teacher present or past, substitute information such as days worked is accessed here.

**Time Off** – Includes leave balances for sick and annual leave. Provides the ability to look at specific days or hours of leave taken using the summary view. (Time Off does not apply to Substitutes.)

**Time Entry** – If you are a Central Office Employee, this option is available for you.

# Employee Notifications:



The screenshot displays the 'Employee Notifications' page in the Forsyth County Schools system. The page features a navigation menu on the left with options like Home, Employee Self Service, Employee Notifications (highlighted), Pay/Tax Information, Personal Information, Substitute Teaching, Time Off, and Time Entry. The main content area shows a table of notifications.

Date Created	Description	Verified	Date Verified	
8/15/2024	GRADE AND SALARY YEAR NOTIFICATION	No		<a href="#">VIEW</a>
1/16/2024	GRADE AND SALARY YEAR NOTIFICATION	No		<a href="#">VIEW</a>

If the employee only has one Notification, then it'll just be displayed, by default. In the screen shot example above, the employee has multiple notifications, the system recognizes this and displays them in a list format.

If your employee notification requires feedback, or a response, you will need to submit them at the bottom of the notification.

## Reprinting or viewing a check stub or direct deposit advice image:

All employees have the option to view, download or reprint a check stub or direct deposit advice from the original pdf file. Images are available for the most recent five calendar years.

Please follow these instructions to print a check stub or direct deposit advice.

Once you have clicked on the Pay/Tax Information option, you will see this detailed screen of your pay for the current calendar year.

Check Date	Pay Period	Status	Gross Pay	Net Pay	
12/20/2024	12/1/2024 - 12/31/2024	Cleared	[REDACTED]	[REDACTED]	<a href="#">DETAILS</a>
11/22/2024	11/1/2024 - 11/30/2024	Cleared	[REDACTED]	[REDACTED]	<a href="#">DETAILS</a>
10/31/2024	10/1/2024 - 10/31/2024	Cleared	[REDACTED]	[REDACTED]	<a href="#">DETAILS</a>
9/25/2024	9/1/2024 - 9/30/2024	Cleared	[REDACTED]	[REDACTED]	<a href="#">DETAILS</a>
8/30/2024	8/1/2024 - 8/31/2024	Cleared	[REDACTED]	[REDACTED]	<a href="#">DETAILS</a>
7/31/2024	7/1/2024 - 7/31/2024	Cleared	[REDACTED]	[REDACTED]	<a href="#">DETAILS</a>
6/28/2024	6/1/2024 - 6/30/2024	Cleared	[REDACTED]	[REDACTED]	<a href="#">DETAILS</a>
5/24/2024	5/1/2024 - 5/31/2024	Cleared	[REDACTED]	[REDACTED]	<a href="#">DETAILS</a>
4/30/2024	4/1/2024 - 4/30/2024	Cleared	[REDACTED]	[REDACTED]	<a href="#">DETAILS</a>
3/29/2024	3/1/2024 - 3/31/2024	Cleared	[REDACTED]	[REDACTED]	<a href="#">DETAILS</a>
2/29/2024	2/1/2024 - 2/29/2024	Cleared	[REDACTED]	[REDACTED]	<a href="#">DETAILS</a>
1/26/2024	1/1/2024 - 1/31/2024	Cleared	[REDACTED]	[REDACTED]	<a href="#">DETAILS</a>
1/12/2024	1/12/2024 - 1/12/2024	Cleared	[REDACTED]	[REDACTED]	<a href="#">DETAILS</a>

Click the “Details” link to see detailed information on an individual check or direct deposit advice.

Click here to view the pdf image of the original check or direct deposit.

**Check Detail**

Overview

Check Date: 12/20/2024

Pay Period: 12/1/2024 - 12/31/2024

Check Number: [REDACTED]

Check Status: Cleared

Gross Pay: [REDACTED]

Net Pay: [REDACTED]

**Pay Breakdown**

Pay Type	Days/Hrs	Rate	Amount
N12M BASE	[REDACTED]	[REDACTED]	[REDACTED]
Total			[REDACTED]

**Deductions**

Deduction Type	Amount
FICA	[REDACTED]
MEDICARE	[REDACTED]

The .pdf image will open in a separate window.

## Reprinting or viewing your W-2 image:

A pdf copy of your W-2 may be reprinted for the six most recent tax years.

When you access the W-2 section, the information defaults to the most recent tax year. You can use the drop box to choose another year to view information for your W-2.

On the right side, you should see the “View W-2 image” link. Simply click the link to open the pdf copy of your W-2.

The screenshot displays the Forsyth County Schools W-2 Information page. The page features a navigation menu on the left with options like Home, Employee Self Service, and Pay/Tax Information. The main content area is titled 'W-2 Information' and includes a 'Year:' dropdown menu currently set to '2024 - 0'. Below this, there are sections for 'Pay/Tax Information' and 'Wages and Tax'. The 'Wages and Tax' section shows a table with columns for 'FIT', 'FICA', 'MEDICARE', 'SIT - GA', 'GROSS', and 'TAX'. A 'View W-2 image' link is located on the right side of the page. Red circles and arrows highlight the year dropdown and the 'View W-2 image' link.

	GROSS	TAX
FIT		
FICA		
MEDICARE		
SIT - GA		
DEP CARE		\$0.00

The W-2 .pdf image will open in a separate window. From here you can download or print copies as needed.

## For Substitutes ONLY:

Substitute Employees paid in the main monthly payroll can navigate to the **Substitute Teaching** section to view detailed information for their substitute work including the dates worked, person for who they substituted, school where they worked, and a list of any payroll checks that were processed.

Click **Substitute Teaching** to get started.

Clicking on a linked date in the **Check Date** column opens a detailed view of the associated payroll check information.

## Final Notes - Resources and Log Out:

**Resources** such as withholding forms, the direct deposit form and useful web sites can be found by clicking the Resources icon.

Please be sure to **Log Out** when finished using the web service.

