

URGENT!

Employee Self Service (ESS)

Employee Self Service (ESS) is now available to employees of SCBOE. Effective immediately, you will have access to some of your payroll records, including electronic images of pay checks and direct deposit stubs! Soon we will begin to phase out paper copies of direct deposit slips.

To access this site, you will need to login using your work computer or a computer lab computer using the following address **exactly** as shown below:

<https://sumnerschoolstn.munisselfservice.com/login.aspx>

Once this website opens, you will be prompted to login.

Login

Username
.....
[Forgot your username?](#)

Password
.....
[Forgot your password?](#)

Log in

PLEASE REFERENCE THE GREEN ESS SHEET THAT WAS HANDED OUT WITH YOUR PAYCHECK OR DURING YOUR NEW HIRE ORIENTATION.

Following a successful initial login, you will be prompted to reset your password.

Login

Before proceeding you must change your password.

Current password
.....

New password
.....

Password strength
Acceptable

Confirm new password
.....

New password hint
..... x

Change **Cancel**

Mr. Skywalker successfully logged in and is now resetting his password. You may also set a hint in the editable field.

PLEASE REFERENCE THE GREEN ESS SHEET THAT WAS HANDED OUT WITH YOUR PAYCHECK OR DURING YOUR NEW HIRE ORIENTATION.

Once you have successfully changed your password you will see:

Click on "Continue" and your ESS Homepage will open.

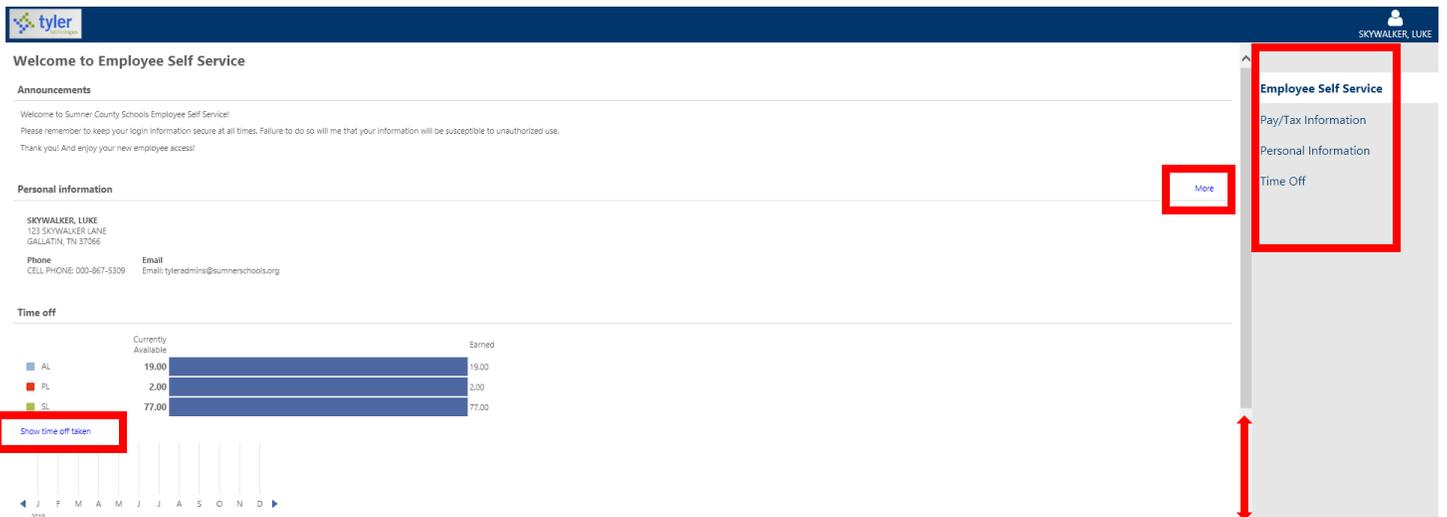
Login

Your password has been successfully changed.

[Continue](#)



On the right you will see "Employee Self Service", please click once on the words for your ESS Dashboard to appear. You are welcome to explore all areas of ESS. Additional areas are accessible on the right-hand side of the screen, some screens have sliding bars (as seen below) that you can use to scroll to additional information on the page, or blue hyperlink words.



Here's a close-up of one example of the blue hyperlink words.



Be sure to log out each time you use the system.

If you would like to change your password in the future, just login and click on the  icon.

If you need any assistance logging in, first try to login following all the directions exactly as stated. If you are still unsuccessful, please call the IT Help Desk at extension 77704 or (615) 451-6513.