Munis Employee Self-Service (ESS)
Quick Instruction Guide

City of Cleveland
TENNESSEE

Logging in: Click on the arrow icon on the far right side and enter your username and password, then click **Log in**.

- Username = your employee number; Password = last 4 of social (first time only)

To print a check stub:
*Employee Self Service
*Scroll to bottom of screen
*Find check date
*Click on camera.

Change W-4 for tax purposes:
*Pay/Tax Information
*W-4
*Edit Federal - make changes
You must type your name in the last box to certify changes before pressing the submit button.

Submit

To print a W-2:
*Pay/Tax Information
*W-2
*Select the year from the drop down at the top of the page
*Click "view W-2 image" on far right hand corner

Change Direct Deposit:
*Pay/Tax Information
*Direct Deposit
*Choose "Edit" on the account you wish to change

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we're moving!

Change Address:
*Personal Information
*Contact (at top of screen)
*Edit which section you want to change

Check Your Leave Time (Accruals):
*Time off
*Click on Vacation, Sick or Holiday to see the pay period that leave was taken and balances.

Other paper resources are located in the top right hand corner under "Resources" (paper icon)