

# NEW Employee Self Service Available 9/2/2019

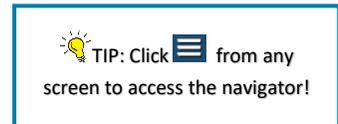
## What it is:

While the website will change, the Employee Self Service (ESS) portal will remain the resource for employees to access pay stubs, W-2s, and make updates to contact information, W-4 elections, and direct deposit.

## Logging In:

Go to [My.MNPS.org](http://My.MNPS.org), click **Employee Center**, click **Employee Self Service**

- Enter your username. You will use your Office365 username to log in. (JDoe@mnps.org)
- Enter your Password. This is the same password you use to log-on to MNPS systems. *(email, computer, wifi)*  
*(If you do not know your account information call the IT Helpdesk @ (615) 269-5956 – have your employee ID Number ready)*
- Open the 'Navigator' by clicking the three lines in the top left corner. 
- Click '**Metro MNPS Employee Self-Service**'



## Updating your address or phone number:

1. Click '**Personal Information**' then Click '**Update**' in the 'Main Address' or 'Phone Numbers' row.
2. If you have **moved or changed addresses**, select '**Enter a new address**'. If your address has been incorrect in the system, select 'correct or amend this address'.
3. Enter the required fields. When you type your City, a window will appear. Select the appropriate combination (City, State, Zip Code, and County) from the list; click **Select**.
2. To **change a phone number**, select 'Type' from the dropdown and type your phone number in the box.
3. To **add a phone number**, click the icon above the 'Type' field , Select the new phone number 'Type' and enter the new number.
4. Confirm information; Click **Next**.
5. Review Current and Proposed Changes and then click **Submit**.
6. A confirmation will appear. Click '**Return to Overview**' to see personal information.

## View and Print Payslip

1. Click '**Payslip**'.
2. Click icon under 'Quick Select Payslip'.
3. Payslip will display as printable PDF.
4. View **previous** payslip by selecting from the 'Choose a Payslip' drop-down menu.
5. Click PDF Icon to generate PDF. 



## Adding or updating your direct deposit information\*:

1. Click '**Manage Payroll Payments**'.
2. Click '**Add Deposit Payment**'.
3. Type **Account Name**, Type, and **Number**.
4. Enter 'Transit Code' (**Routing Number**)
5. Enter Bank and Branch Name
6. Click '**Apply**' or '**Add Another**' \*\*
7. Click '**Continue**'
8. Review changes click '**Submit**'.

\*Making changes to your direct deposit information will generate a paper check for the following pay cycle as a security measure.

\*\* If adding additional accounts, you will be asked to specify the 'Amount' or 'Percentage'. The remaining amount will be deposited into your primary account

For questions regarding ESS, contact the ITS Help Desk at (615) 862-4357 or email [ITSHELPPDESK@Nashville.gov](mailto:ITSHELPPDESK@Nashville.gov).

Note: this is the Metro Government IT Help Desk, not Metro Schools' Help Desk.