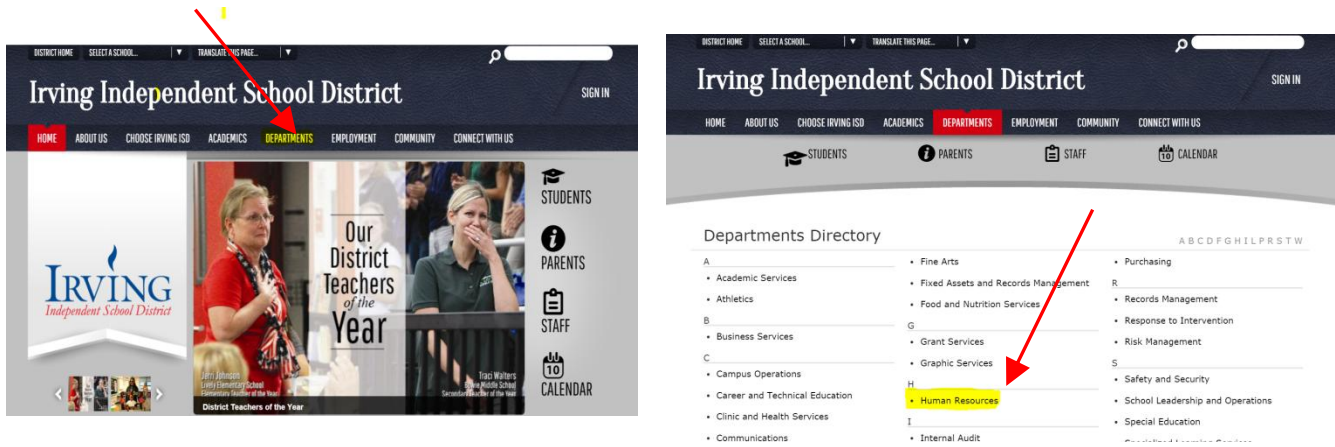# EMPLOYEE SELF SERVE
For Auxiliary Employees

If you want to see your check history, accruals, benefits, or want to update your address – use the IISD website and MUNIS (Payroll & Time Off). Here's how you find it……
Go to www.irvingisd.net

Click on **Departments**, and then click on **Human Resources**

Once on the Human Resources page – click on the **Employee Self Serve** link under Staff Only. Read the instructions for logging in, then click where it says "**Click here to access Employee Self Service**"
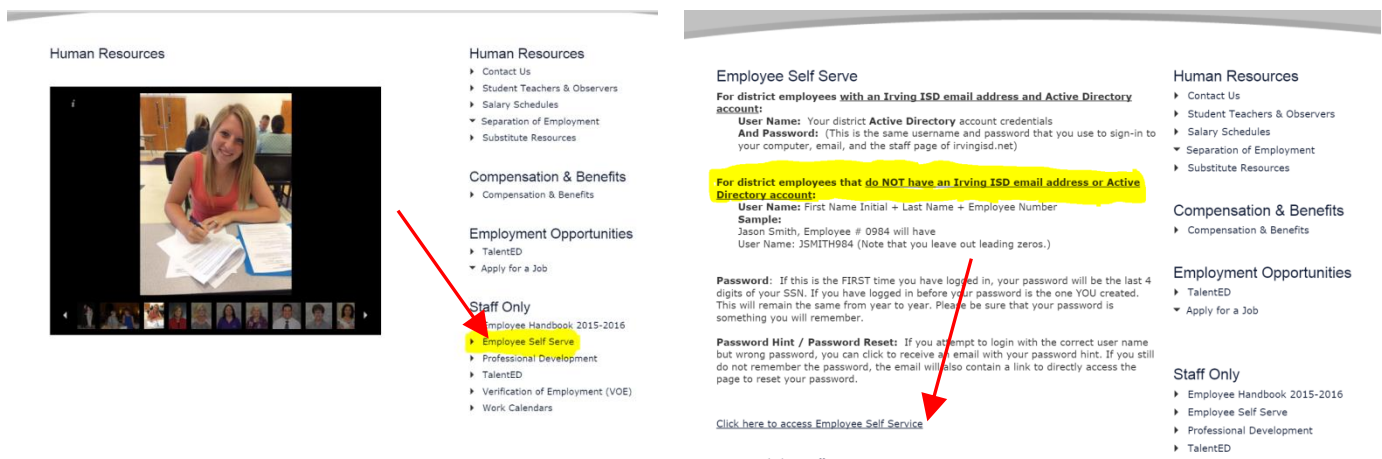
Your user name log in will be: (first initial+ last name+ employee number) Example - jsmith1234
Your password log in will be: (last four digits of your social security number for the first login) The first time you log in, the system will automatically direct you to change the password and supply a hint for future use. If you forget or misplace your log in information, you may contact the HELP desk (extension 5260) or email techsupport@irvingisd.net

Employee Self Serve (MUNIS) (HR, Pay, Stubs, Time Off) options:
- Viewing/updating personal information. (Address, telephone, emergency contacts)
- View Pay/Tax information. (Checks, W-2, W-4)
- View accruals. (Accruals/sick days/exemplary attendance/vacation/comp time)
- View Benefit information. (List of benefits you have chosen)

Under Personal Information/Employee Profile/Demographic Information, you must choose your Privacy Settings.

1. Address Public
2. Phone Public
3. Family Public
4. Address/Phone Public
5. Address/Family Public
6. Phone/Family Public
7. All Public
8. All Private

"All Public" is default setting; other settings require manual change by employee. Open record requests and public information is shared in accordance with privacy setting.