Munis Self Help

To View Employee Information in Munis

- ☐ Go directly to https://livingstonparishpsla.munisselfservice.com/ess/
  - ☐ Username: 1st initial last name employee number EX: bfife12345
  - ☐ Password: Last 4 of SSN

- ☐ The first time you login, you will be prompted to change your password.

- ☐ Once you have logged in successfully you can:
  - ☐ Click on "My Account" to change your password.
  - ☐ Click on "Employee Profile" to change, delete or add a phone number or Click on Employee Self Service › Personal Information
  - ☐ Click on Pay/Tax Information for YTD, W-2 or W-4 or Paycheck Simulator information
  - ☐ Click on Time Off for to see a summary