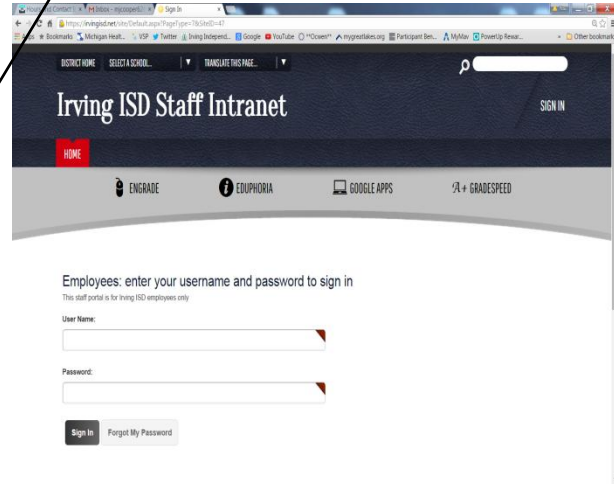
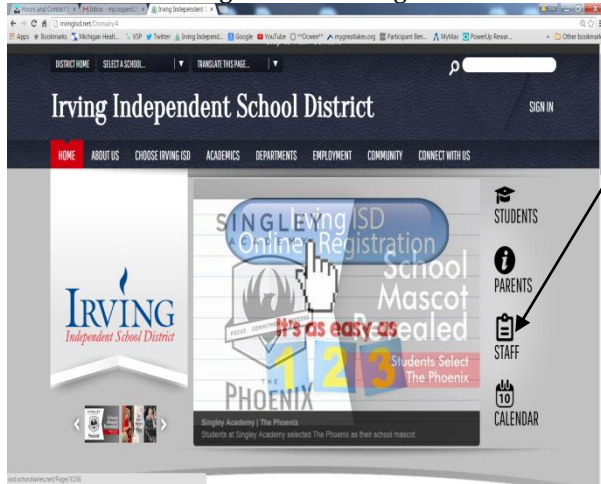


# EMPLOYEE SELF SERVE

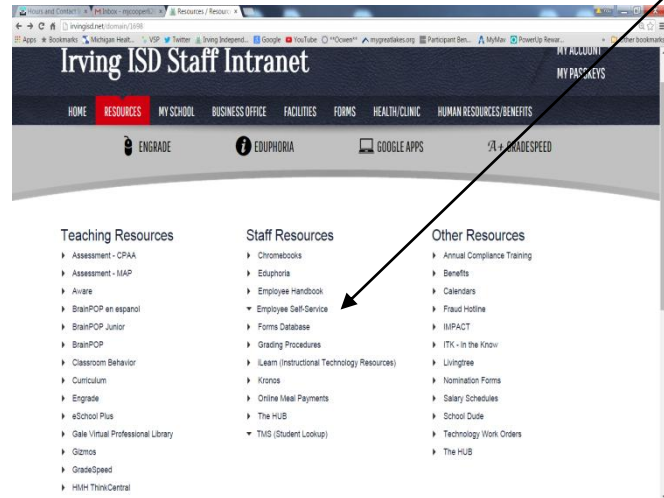
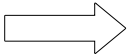
If you have any questions about pay, benefits, or want to update your address – use the IISD website and MUNIS (Payroll & Time Off). Here's how you find it.....

Go to [www.irvingisd.net](http://www.irvingisd.net)

Click on Staff and log in to the Irving ISD Staff Intranet



Once on the Irving ISD Staff Intranet page – click on the Resources tab. Click Employee Self Serve on the next screen to get the Employee Self Serve log in screen.



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 log in) 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](mailto: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, Open enrollment for benefits)

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

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

“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.