Logging Into ESS for the First Time

Go to the following website:

https://franklincountyoh.munisselfservice.com/login.aspx

Login

Username

Forgot your username?

Password

Forgot your password?

Log in

Your username is your **Employee ID number**. Click the link below if you are unsure of your employee ID. You will need to know your email address that is in the county's payroll system. Please contact your direct agency's HR/Payroll Dept if you do not know the email that is in the county payroll system for you.

Initial password is the last 4 digits of your Social Security Number.

The first time you log into ESS you will be prompted to change your password.

Login

Before proceeding you must change your password.

Current password

New password

Password strength   Acceptable

Confirm new password

New password hint   PERSONAL

Change   Cancel

Retype the last 4 digits of your SSN

Type a new password, which must include:
- 12-character length
- A Symbol (i.e. ! @ # $ % etc.)
- 1 upper case letter and 1 lower case letter
- At least 1 number

If the password is good you will see "ACCEPTABLE"

Retype your password and type in a hint (this hint will be emailed to you if you forget your password)

Forgot Your Username and/or Password

Franklin County Ohio — Munis Self Service

Login

Home

Username

Forgot your username?

Password

Forgot your password?

Log in

> Your username is your **employee ID number**. If you do not know your employee ID number click the "Forgot your username" link, or contact your agency's HR/Payroll dept.
>
> If you know your username but forgot your password, click the link below the password field.

Forgot Your Username

Login

Enter the email address associated with your username in the textbox below and click "Retrieve Username". An email containing your username will be sent to you.

Email

Back to login screen   Retrieve Username

> You will need to know your email address that is in the county's payroll system. Please contact your direct agency's HR/Payroll Dept if you do not know the email that is in the county payroll system for you.

> If successful, check your email for the username.

> EMAIL NOT FOUND? Try again or contact your agency's HR/Payroll dept.

Login

Your request has been processed. An email containing your username was sent to [   ]. If you do not receive an email, contact your administrator.

Back to login screen

Login

An account with this email address was not found.

Email

email@email.com

Back to login screen   Retrieve Username

Forgot Your Password

Login

Enter your user name in the textbox below and click "Retrieve Hint". An email containing your password hint will be sent to you.

User name

Back to login screen   Retrieve hint

> Type your username (this is your employee ID) to receive an email with the hint you set up when registering. If you do not know your username follow the instructions above.

As requested, here is your password hint.

Password Hint: PERSONAL

If this e-mail message was sent to you in error, or you are still having problems logging on to the site, you can:

1) contact the site administrator, or

2) use the following link: https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fess.franklincountyohio.gov%2FMSS%2FPasswordRegenerate.aspx%3Fid%3D33o8hHN3Xp8%3D%26&data=04%7C01%7Cmhjackso%40franklincountyohio.gov%7Ceba0507f2dcf461ac5ed08d890ad7eb9%7C93c52ce10d7542639ab99c287e289e18%7C1%7C0%7C637418422133870519%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=4riYQnvEeH1uocxRPZTiRz%2B%2BroPbdQQIq58OCVypngU%3D&reserved=0 to generate a new password.

> If your username was entered correctly you will receive an email from munisadmin@franklincountyohio.gov (CHECK YOUR SPAM FOLDER). If you did not receive the email, contact your immediate HR/Payroll dept to confirm what email address is in the county payroll system for you.
>
> If the hint helps you remember your password return to the ESS login screen and attempt to login.
>
> If you are still not sure of your password, click the link from the email and a NEW password will be emailed to you.

Finding Your Pay Advice & W-2s

After you login to ESS the Paychecks section (shown below) will be under the Personal Information.

Paychecks

Last Paycheck: 11/20/2020			
Year to date			

Previous paychecks

11/20/2020	Details	📷
11/6/2020	Details	📷
10/23/2020	Details	📷
10/9/2020	Details	📷
9/25/2020	Details	📷

Tools
Paycheck simulator
View last year's W2

VIEW YOUR PAY ADVICE

Click the camera to see a PDF copy of your pay advice.

For pay advices prior to 12/4/2020 no PDF will be available, but you can click "Details" to see past information.

VIEW YOUR W-2s

Click the "View last year's W2" link.

This will take you to a W-2 Information screen.

You can select a different year W-2 above your name

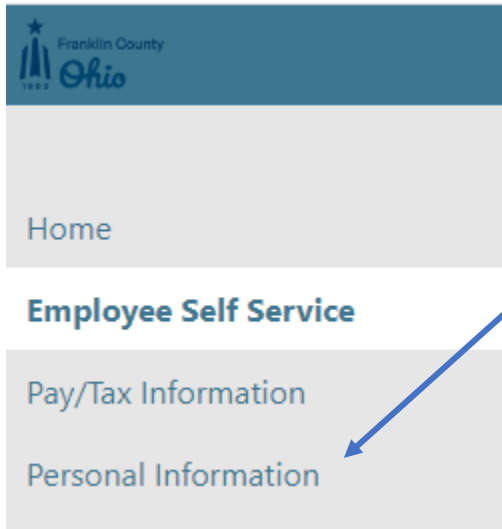You can view the W-2 form as a pdf by clicking the "View W-2 Image" link to the Right.

W-2 Information

Year: 2019 - 0 ⌄

YOUR NAME

View W-2 image

Opting in to Electronic (ESS) W-2 Delivery

To request electronic delivery of your W-2s you will need to select the method of delivery in the Personal Information Section of ESS.

1) Select the Personal Information option on the left.
2) Select Tax form delivery
3) Select the method of W-2 delivery you prefer.
   ESS delivery = "Self service only"

Franklin County Ohio

Home

Employee Self Service

Pay/Tax Information

Personal Information

Franklin County Ohio

Home

Employee Self Service

Pay/Tax Information

Personal Information

Personal Information

YOUR NAME

General Contact Dependents Tax form delivery

Name   Email address

Your personal information

will be listed here

Edit

Franklin County Ohio

Home

Employee Self Service

Pay/Tax Information

Personal Information

Personal Information

YOUR NAME

General Contact Dependents **Tax form delivery**

W-2 Delivery Method
○ Mail
◉ Self service only