

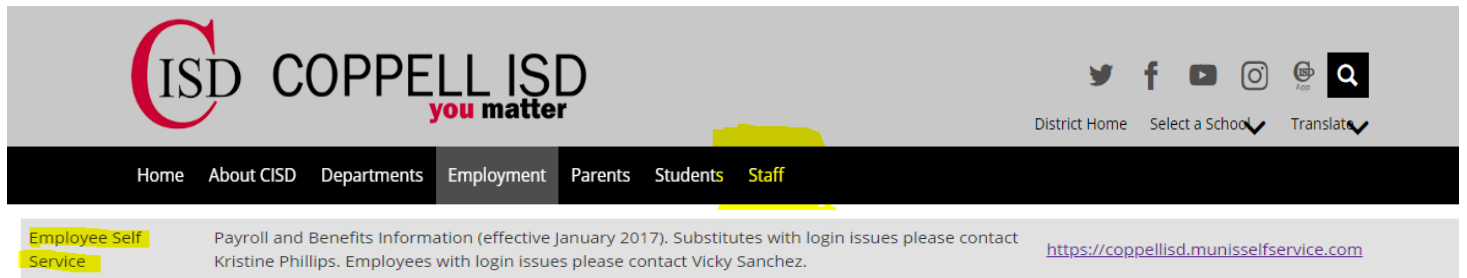
Employee Self Service – Substitute

Employee personal information, payroll information, paycheck detail and time-off balances and W2's can be viewed in Employee Self Service

You can only access after you receive your first paycheck.

- 1. Access the Employee Self Service link from the CISD Home Page "Staff" tab. Scroll down until you see "Employee Self Serve"**

Or, type in <https://coppellisd.munisselfservice.com> in your browser. Self Service will work using Internet Explorer, Google Chrome and Safari!



The screenshot shows the CISD Coppel ISD website. The header includes the CISD logo with the tagline "you matter" and social media icons for Twitter, Facebook, YouTube, Instagram, and an App icon. Below the header is a navigation menu with links for Home, About CISD, Departments, Employment, Parents, Students, and Staff. The Staff link is highlighted in yellow. Below the navigation menu is a banner for Employee Self Service, which includes the text: "Payroll and Benefits Information (effective January 2017). Substitutes with login issues please contact Kristine Phillips. Employees with login issues please contact Vicky Sanchez." and the URL <https://coppellisd.munisselfservice.com>.

- 2. Select then link, then click "Log In" on the UPPER RIGHT SIDE OF THE SCREEN.**

- 3. Enter User Name and Password then click Log In**
User Name is your employee ID#
Password is the last 4 digits of your SS#.

- 4. Before proceeding Self Service will require you to change your password. The new password must be at least 8 characters including 1 number (0-9)**

Employee Self Service – Substitute

Welcome Screen

Home

Employee Self Service

Certifications

Employee Notifications

Pay/Tax Information

Personal Information

Substitute Teaching

← The menu on the left side of the screen allows you to navigate through the system.

Click "Employee Self Service" to view the summary window. Scroll to bottom, you will see your personal information, and information about recent paychecks.

Click "show paycheck amounts" to view

Click Details to view details

Click on camera icon to see picture of paycheck

Paychecks

Show paycheck amounts

Paychecks

Last Paycheck: 4/25/2019

Year to date

Previous paychecks

4/25/2019		Details	
3/25/2019		Details	
2/25/2019		Details	
1/25/2019		Details	
12/19/2018		Details	

Tools

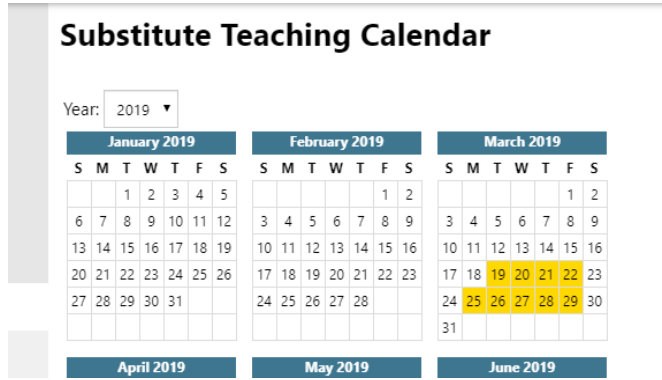
[Paycheck simulator](#)
[View last year's W2](#)
[Change your W4](#)

Employee Self Service – Substitute

Substitute Teaching Tab

- Employee Self Service
- Certifications
- Employee Notifications
- Pay/Tax Information
- Personal Information
- Substitute Teaching**
- Calendar**
- Time Off

The calendar will highlight what days you worked



The Substitute Teaching will show you what days you worked and for who you subbed for

Year: 2019

From	To	Days Worked	For	Pay Code	School	Check Date
3/19/2019	3/19/2019	1.000	...	9000	CMS WEST	4/25/2019
3/20/2019	3/20/2019	1.000	...	9000	CMS WEST	4/25/2019
3/21/2019	3/21/2019	1.000	...	9000	CMS WEST	4/25/2019
3/22/2019	3/22/2019	1.000	...	9000	CMS WEST	4/25/2019

Employee Self Service – Substitute

PAY/TAX INFORMATION

Click on "Pay/Tax Information"

View current paychecks and paycheck history starting with January 2017. Click 'Details' next to any line to view detailed check information.

Pay/Tax Information

Year

Check Date	Pay Period	Status	Gross Pay	Net Pay
4/25/2019	4/1/2019 - 4/30/2019	Cleared		Details
3/25/2019	3/1/2019 - 3/31/2019	Cleared		Details

Other information is available under this tab as well. Click on each one to view the information.

Pay/Tax Information

- [YTD Information](#)
- [W-2](#)
- 1095-B
- 1095-C
- [W-4](#)
- Paycheck Simulator
- [Direct Deposit](#)

Forgot your Password? Contact

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