MUNIS Self Services

Welcome to West Lafayette Self Service

City of West Lafayette

Employee Self Service (ESS)

Employee Pay Stub Viewing
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Employee Self Service (ESS)

From work (City server): http://13ttew1/MSS/
From home: https://selfserve.wl.in.gov/mss

It is important to use Internet Explorer for ESS

Logging In

1. Click on Log In

2. Your User name will be your Employee Number, your First Initial and Last Name. Example: 1768JDOE (Employee Number 1768, Employee Name John Doe)

   The first time you log in your password will be the LAST 4 DIGITS of YOUR SSN. Permanent passwords must be a minimum length of 7 and contain at least, 1 Upper Case, 1 Lower Case, 1 Numeric Value and 1 Symbol. User Name is NOT case sensitive, BUT passwords ARE.

Note: After 4 failed logins you will be locked out. Only employees can have passwords reset!

All passwords expire after 6 months.
3. Once logged in you name will appear in the top right corner of the screen and you will also see the Employee Self Service option on the menu.

4. To access your Time Sheet Entry, click on the Employee Self Service link.
5. You will be taken to your personal payroll information screen as seen below.

Click on the picture of the Camera to view your pay stub.
Important Reminders:

- Always use Internet Explorer.
- ESS can be accessed anywhere there is an internet connection.

If you have any questions regarding ESS contact Nicole Stocks by email at nstocks@westlafayette.in.gov or by phone 775-5158.