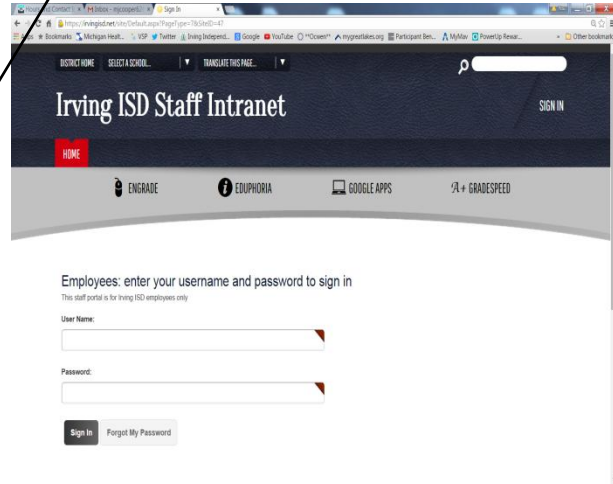
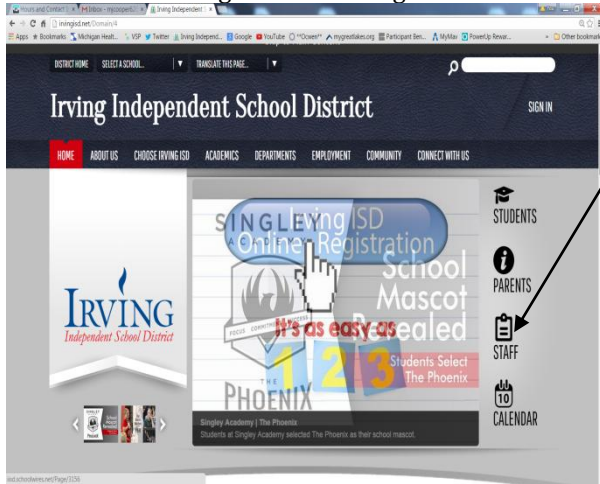


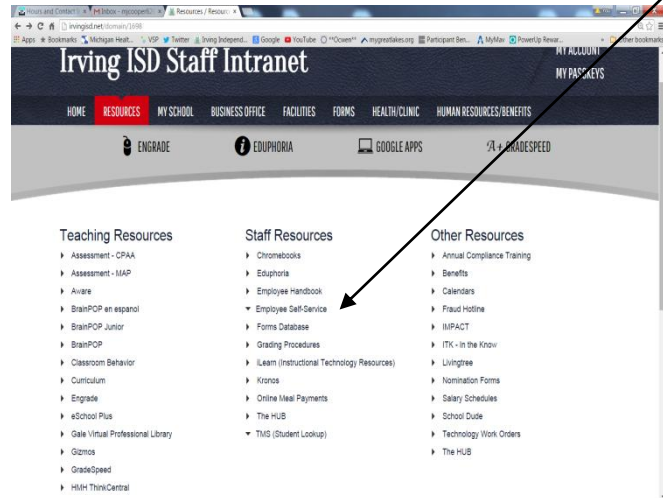
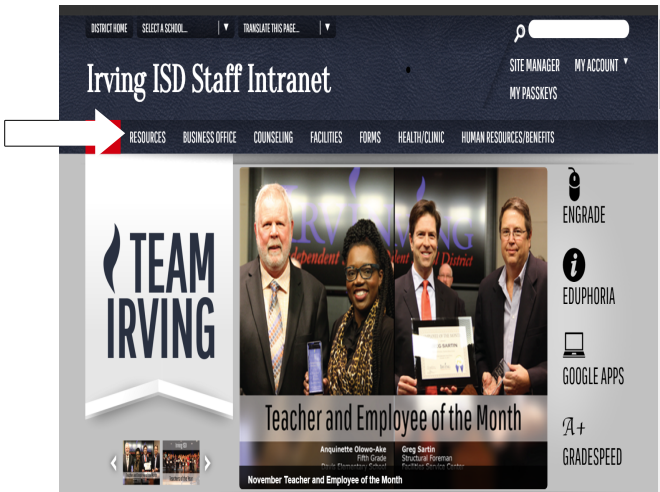
EMPLOYEE SELF SERVE

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

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: the same as your computer User Name
Your password log in will be: the same as your computer Password. If you forget or misplace your log in information, you may contact the HELP desk (extension 5260) or email 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.