

Employee Self Service login instructions:

The East Windsor Public Schools provide employees with direct access to salary, benefits, and other important information. Listed below are the easy instructions to accessing this information. Please take a moment to log in and review your information to ensure it is accurate.

To Log in:

1. Navigate to: <https://eastwindsorct.munisselfservice.com>
2. Click on the small arrow and box icon in the upper right hand corner. It looks like this:



Your **Username** is the first Initial of your first name followed by your last name and the last four digits of your social security number.

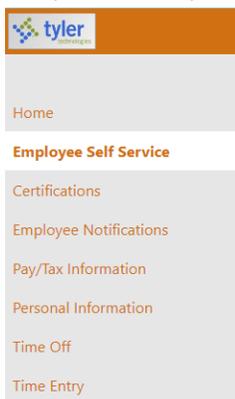
John Doe would be: JDoe1234

Your **Password** is the last 4 digits of your social security number.

You will be instructed to change your password upon successfully logging in.

****Those who have already logged in for the first time, their password will be as you set it.****

Once your password is changed, a welcome screen should appear with access to tabs on the left (see below)



View your **paycheck** by clicking on details or the camera to bring up the paystub (see below)

Paychecks

| | | |
|---|--|-------------------------------------|
|  Last Paycheck: 1/13/2023 | Previous paychecks | Tools |
|  Year to date | 1/13/2023  Details  | Paycheck simulator |
| | 12/29/2022  Details  | View last year's W2 |
| | 12/29/2022  Details  | Change your W4 |
| | 12/16/2022  Details  | |
| | 12/2/2022  Details  | |

Employee Self Service also serves as an employee's portal to access and update information such as their name, address, direct deposit, W-4, view pay stubs, accruals, receive notifications and complete tasks assigned by the district.

It is important to review this information as your tax forms will be mailed out at the end of January

To Review Salary Notification:

Click on **Employee Notifications** on the left hand tab to review your annual salary letter.

- Click on [view](#) on the right hand side to preview the salary notification (see below)

Employee Notifications

| Date Created | Description | Verified | Date Verified | |
|--------------|-------------------------------------|----------|---------------|----------------------|
| 9/11/2023 | SALARY NOTIFICATION NON UNION 23/24 | Yes | 9/11/2023 | View |
| 6/8/2023 | REASONABLE ASSURANCE TEST | No | | View |
| 9/8/2022 | SALARY NOTIFICATION NON UNION | No | | View |

- Submit your feedback (if you have any) and your acknowledgement response. Whether providing feedback or not, please submit your acknowledgement.

Reach out to HR@ewct.org for any questions, concerns, or account issues such as if you are locked out or need a password reset.