Employee Self Service

https://munew.stpsb.org/ESS

ESS only works with Internet Explorer
If logged in on a school board computer, enter the web address http://munew/ESS. You will be automatically logged into ESS.

If NOT logged in on a school board computer, enter the web address https://munew.stpsb.org/ESS. The following log in window will appear.

![Image of login window]

The username has to be in the format stpsb\username, where username is your login id. You must insert stpsb\ for it to recognize you. Enter your password. Click OK.
Click on Employee Self Service to begin.

To view your STPSB employee information, please click the "Employee Self Service" tab located in the right-hand column of this page.

- If you have difficulty with ESS, please contact the Helpdesk at 865-886-0416 or Helpdesk@stpsb.org.
- As a security measure, please close any browser windows that were opened during your session.
- The system will time out if not used. However, to successfully log out you must close all browsers.
- To lock your screen to prevent others from viewing your personal information, hold down the "Windows" key and hit the letter "L." Note: this will only work if you have a password set on your computer.

As an employee of the STPSB, you may apply for other employment opportunities within our school system. To begin the application process, please click the "Employment Opportunities" tab in the left-hand column of this page. For questions regarding the application or the transfer process, please contact the Human Resources Department at 865-886-5054.
To view paycheck details, click on Details (bottom section of the screen).
Click Employee Self Service to return to the previous screen.
To view paystub, click on the Camera icon (bottom section of the screen).
The check image will open in a separate screen, click on the red X in the top, right corner to close.
To view pay and tax information, click on Pay/Tax Information.
To view W4 information, click on W-4.
The Paycheck Simulator allows you to calculate pay changes based on tax filing status, deductions, and change in pay.
To view your personal information and/or update phone number(s), click on Personal Information.
Click on Employee Profile to view job information.
Click on Time Off to view leave accrual information.
To view leave used, click on the hours Taken.

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<tbody>
<tr>
<td>SICK (H)</td>
<td>99998.00</td>
<td>259.00</td>
<td>256.00</td>
<td>0.00</td>
<td>0.00</td>
<td>259.00</td>
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<td>10000.00</td>
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<td>0.00</td>
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<td>EXT. CIRCU (H)</td>
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<td>10000.00</td>
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<td>1293.00</td>
<td>1293.00</td>
<td>0.00</td>
<td>0.00</td>
<td>630.00</td>
<td>630.00</td>
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*Hours: D=Days
*This is an estimate. Please note that your actual earnings may differ.
Hours used will be highlighted.
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CLOSE INTERNET EXPLORER TO LOGOUT