

## **NEW HIRES – Access to Time Entry, Pay Stubs & W2's**

### **TIME ENTRY:**

You will enter your time using your current method of timekeeping (i.e. Etimesheet, Munis ESS, EPro, Lathem time clocks or departmental keeper).

### **W-2 VIEWING:**

Your year-end and W-2 form will only be available through Munis Employee Self Service:

Link: <https://employees.livgov.com/login.aspx>

### **PAYCHECK VIEWING:**

Effective starting in 2014, you will view your paychecks in Munis Employee Self Service at the same link:

Link: <https://employees.livgov.com/login.aspx>

Your user name is your employee number: Human Resources (Terry Lee x8792) will be emailing you your employee number within a few days of employment. Terry will also be contacting you with your temporary password. Upon your initial log in, you will be prompted to change your password. Please keep your employee number/password in a safe, accessible place. *Note: your first paycheck will be a hard copy; someone from your department will pick it up for you.*

### **CURRENT or FUTURE Features To Employee Self-Service (ESS):**

- Year to date paycheck information
- Time Entry
- Paycheck simulator to see the effect of pay increases and tax withholding changes before they take effect
- Time off requests including future projected available time off for future time off planning
- Certification Records