



Employee Self Service (ESS)

ESS login is separate from Munis login, employees do not have to have Munis access to see their ESS info. The link can be accessed from anywhere, even phones.

Here is the link:

<https://selfservice.sumnercountyttn.gov/ess/default.aspx>

- Select “LOG IN” in the upper right corner
- Username: Munis and Kronos employee number
- Initial password: last four digits of social security number.
 - It will prompt you to create a new password (please note: password must be at least 8 characters, containing 1 numeric value and 1 symbolic value)
- Highlights –
 - front page under “Paychecks”
 - Select “Details” to view paycheck detail, has an option to “View paycheck image” to see PDF of Direct Deposit advice
 - Select tiny camera image to see PDF of Direct Deposit advice
 - NOTE: “View Last Year’s W2” will not have anything attached since the 2022 W2s were not printed from Munis. Next year and beyond, W2s will be listed here
 - Currently can only edit/add, Emergency Contacts, telephone numbers, alternate email addresses, and Preferred name. Once more features are added, we will send out information
 -  in the upper right corner is the resources menu. Currently a link to the Insurance Benefits site is there. More will be added as applicable.
 -  in the upper right corner, please log out after viewing each time