



Welcome to the Employee Self Service portal

<https://newkentva.munisselfservice.com>

New Kent County's Employee Self Service (ESS) portal is where you will find your personal information and be able to view or print your pay stubs via the Internet from your office or home. New Kent County does not supply paper pay stubs to our employees.

Here are the INSTRUCTIONS to access the ESS portal. **Please keep a copy of this information for your reference.**

- Go to <https://newkentva.munisselfservice.com> and click "Log In" on the upper right side of the webpage
- Your username is your 5-digit Employee ID number (this will be provided to you by HR or your department head). *Please memorize or write your employee number on this page*
- When you log in for the first time, your password is the last 4 digits of your Social Security Number. You will be prompted to change your password to one of your choosing.
- Once you are logged in you will be taken to the Employee Self Service screen. To view or print your pay stubs, please click on the Pay/Tax Information tab. A list of all check dates will appear for the selected year.
- Click on the Details link to view/print a single pay check. The details screen will show a complete breakdown of the selected check.

Advantages of the ESS portal:

- ✓ Access to your paystub 1-2 days earlier than the actual pay date
- ✓ Keeps records of your pay history and you can print your paystubs as needed
- ✓ Keep your personal information and emergency contacts up to date
- ✓ View your W-4 Federal tax and state tax information
- ✓ Have access your W2's each year even before you receive your W2 in the mail
- ✓ Access to the **Employee Handbook**, benefit information, and other important documents
- ✓ Access required all-staff trainings courses under **Training Opportunities**
- ✓ Access anytime with your smartphone

You will see other sections in the ESS portal that are not operational yet and will not show any information. We will send out additional notices as these features become available.

My ID number/username: _ _ _ _ _

Have questions or need assistance?

Contact Human Resources by calling (804) 966-8512 or at HumanResources@newkent-va.us