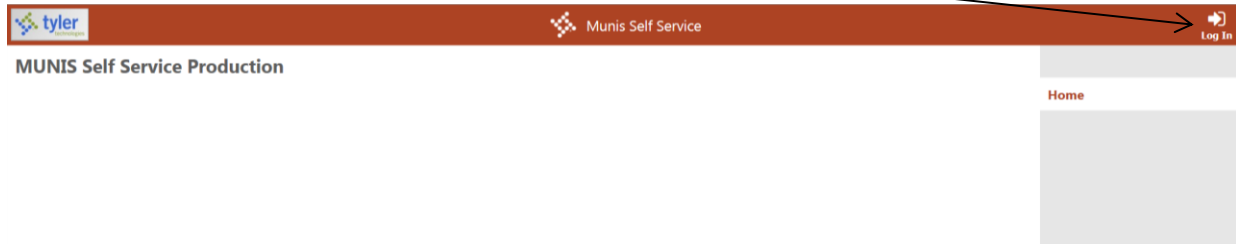


# New Bedford School Department MUNIS Self Service

Below is the link you will need to access the MUNIS Self Service Portal

<http://mss.newbedford-ma.gov>

New Bedford School Department employees will first need to click **Log In** to access the MUNIS Self Service Portal



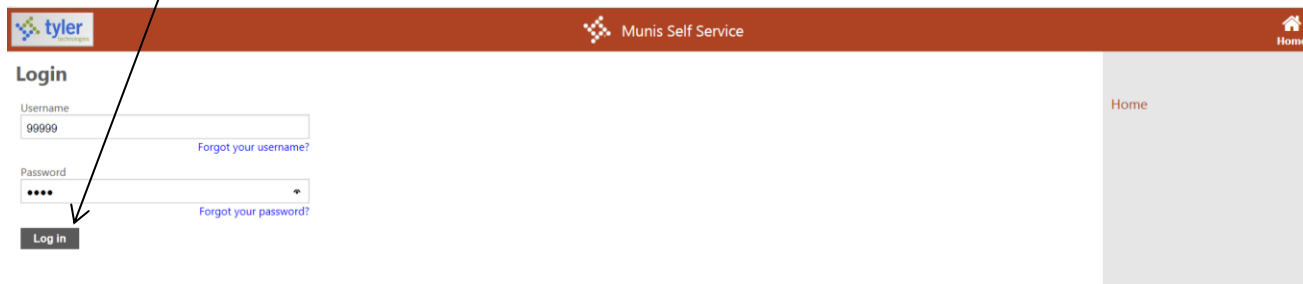
Login screen will appear

Employee User name is the employee's **Employee Number**

You can obtain your employee number from a paper copy of one your past pay advices. It is located on the top left portion under your name and address information. School secretaries at each location will also be able to provide this information to you.

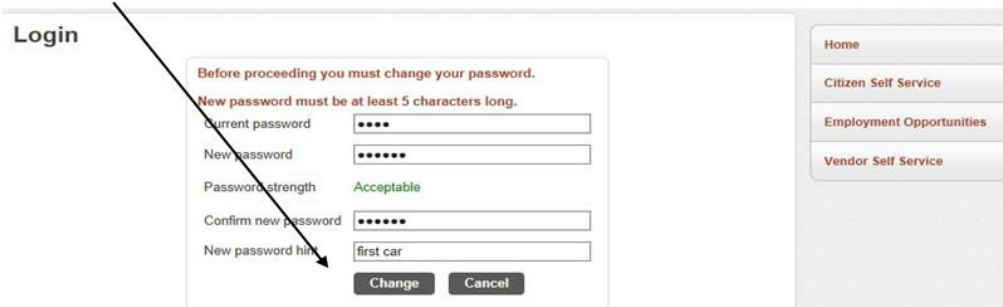
The first time you login into the portal, your password will be the last four digits of your SSN.

Now click **Log in**



Once the username and password are entered for the first time, you will be forced to change your password. You will need to enter your current password, which at this time will be the last four digits of your SSN. You will now create your new password and type in a password hint.

Click Change



## Once you are logged into the MUNIS Employee Self Service Portal

Click on **Employee Self Service** on the right hand side

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### Welcome to Employee Self Service

Announcements

May Wellness Event - City Employees [Click here](#)  
Spring Step Challenge - School Employees [Click here](#)  
Nationwide Deferred Compensation Increase 2019 [Click here](#)  
Nationwide and the Smart Plan offer Percent-based Contribution Option [Click here](#)  
Benefits for City of New Bedford Employees [Click here](#)  
Holiday Special [Click here](#)  
Diabetes Prevention Program [Click here](#)  
2nd Annual Healthy Recipe Contest [Click here](#)  
4th Annual NBPS Wellness Fair [Click here](#)  
AFSCME 851 Reclassification and Compensation Study Overview and Timeline [Click here](#)

Employee Self Service

- Benefits
- Pay/Tax Information
- Personal Information
- Time Off
- Training Opportunities

Once you are in Employee Self Service, you will be able to view your personal information, paycheck information, W2's, paid time off available, and more.

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### Personal information

TEIXEIRA, MELISSA A

Phone  
HOME PHONE MIGRATION: [REDACTED]

Email  
Email: mateixeira@newbedfordschools.org  
Alternate email: [REDACTED]

### Time off

	Currently Available	Earned
VAC TIME	1.50	20.00
SICK TIME	69.50	77.00
PERS TIME	2.00	3.00

Show time off requests

Paychecks

Last Paycheck: 5/2/2019

Year to date

Previous paychecks

Date	Details
5/2/2019	Details
4/18/2019	Details
4/4/2019	Details
3/21/2019	Details
3/7/2019	Details

Tools

- Paycheck simulator
- View last year's W2
- View your W4

Show paycheck amounts

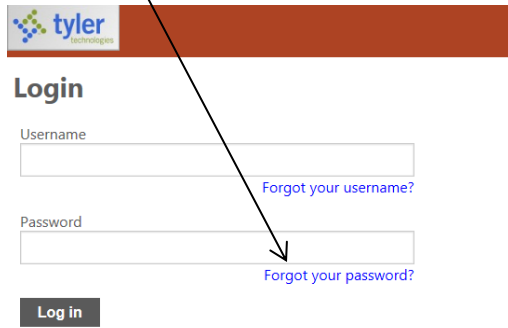
Employee Self Service

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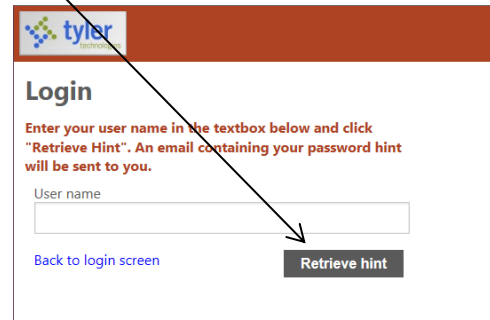
To view check amounts and pay check, first click on **Show paycheck amounts** and then click on the image of the camera to view the specific check for date listed.

**If you forget your password:**

You will need to go to the Login page and click on Forgot your password?



You will have to enter in your Username and click on Retrieve hint



You will be emailed instructions on how to change your password.

**For employees that do not have an email account on file, please contact Tech Services at 508-997-4511 ext: 14752 for assistance.**

**Any employee that does not have access to a computer to print out pay advices, all public libraries are equipped with public access to computers as well as printers. In each school location there is also access to these amenities.**

**The Human Capital Services Office at PRAB will also have a computer available for use Monday through Friday from 7:30am – 4:30pm.**