

The Link is accessible through the Scotland County Website, How Do I...Employee Self- Serve  
URL: <https://scotlandcountyncemployees.munisselfservice.com/default.aspx>

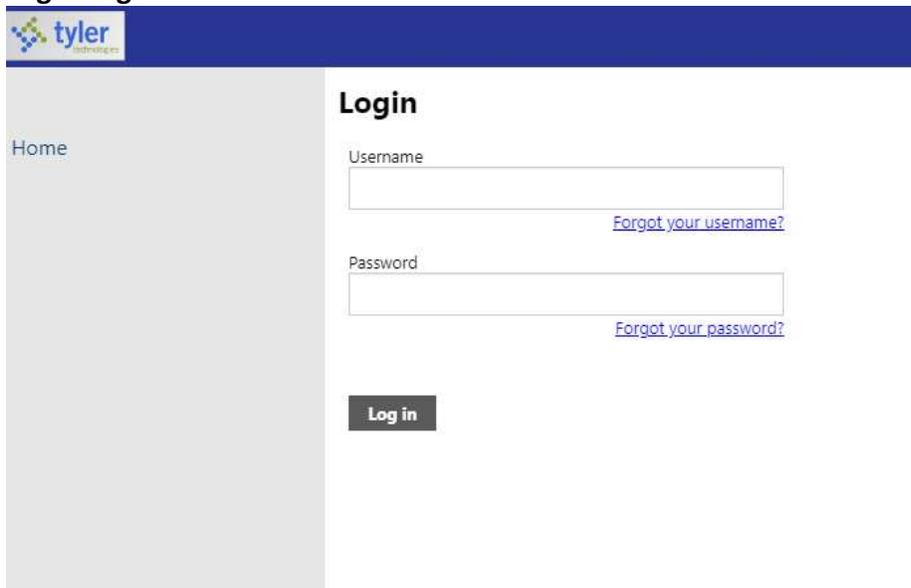
### Welcome Page



Select the "Log In" icon in upper right corner



### Login Page

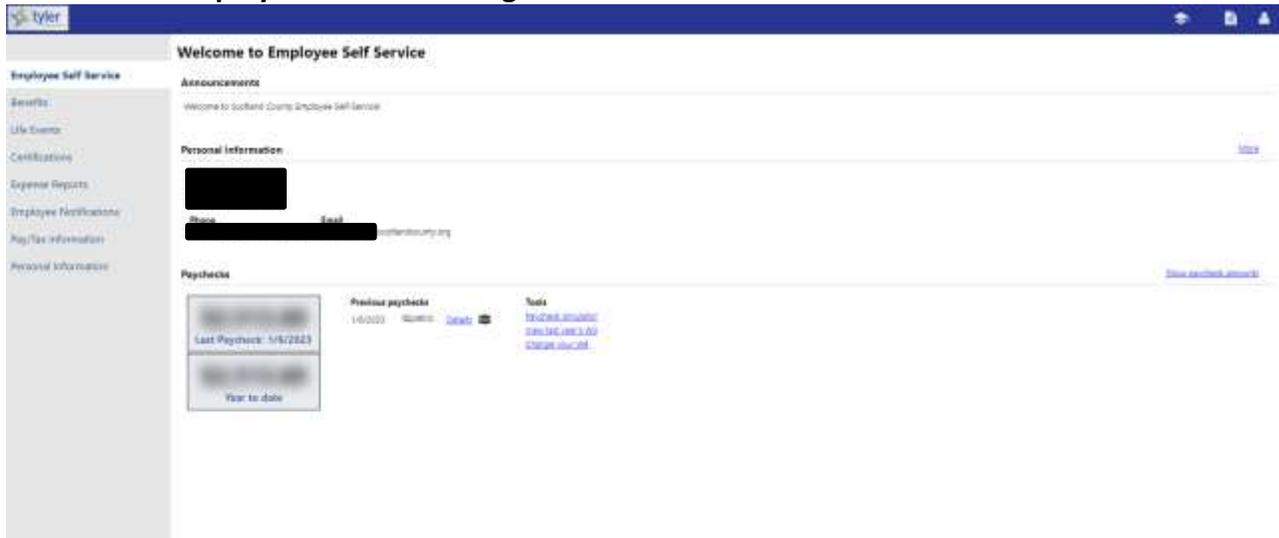


User Name: Munis Employee ID Number (4 digits)

Password: last four digits of your social

*NOTE: you will be prompted to change your password*

## Welcome to Employee Self Service Page



**NOTE: Pay Advices are posted in ESS at midnight on the pay date.**

### To View Paycheck

- In the Paychecks section, select the camera icon beside the desired pay advice

#### Previous paychecks

1/6/2023  [Details](#) 

- The camera icon will show an image of the pay advice.

Advice Amount: \$ [REDACTED]

EMP NO	EMPLOYEE NAME	DEPARTMENT	TYPE	ADVICE DATE	PERIOD ENDING	ADVICE NO
[REDACTED]	[REDACTED]	[REDACTED]	BI-WEEKLY	01/06/2023	12/25/2022	21

EARNINGS					DEDUCTIONS		
	RATE	DAYS/HRS	CURRENT	YTD		CURRENT	YTD
ANN SAL	\$0.0000	72.00	\$ [REDACTED]	[REDACTED]	FICA	[REDACTED]	[REDACTED]
HOLIDAY	\$0.0000	8.00	[REDACTED]	[REDACTED]	MEDICARE	[REDACTED]	[REDACTED]
GTL	\$0.0000	0.00	[REDACTED]	[REDACTED]	FIT	[REDACTED]	[REDACTED]
TOTAL		80.00	\$ [REDACTED]	[REDACTED]	SIT	[REDACTED]	[REDACTED]
					MEDICAL PT	[REDACTED]	[REDACTED]
					DENTAL PT	[REDACTED]	[REDACTED]
					VISION PT	[REDACTED]	[REDACTED]
					RET LEO	[REDACTED]	[REDACTED]
					NC 401 PRE	[REDACTED]	[REDACTED]
					VLIFE EE	[REDACTED]	[REDACTED]
					STD	[REDACTED]	[REDACTED]
					TOTAL	[REDACTED]	[REDACTED]

DEPOSITS		
[REDACTED]	BANK	\$ [REDACTED]

LEAVE	BEGINNING	EARNED	USED	BALANCE
ANNUAL	[REDACTED]	0.0000	0.0000	[REDACTED]
COMP FLEX	[REDACTED]	0.0000	0.0000	[REDACTED]
ADMIN	[REDACTED]	0.0000	0.0000	[REDACTED]
PETTY	[REDACTED]	0.0000	0.0000	[REDACTED]
SICK	[REDACTED]	0.0000	0.0000	[REDACTED]

WITHHOLDING ALLOWANCES			
	FILING STATUS	EXEMPTIONS	EXTRA AMOUNT
Federal	S	1	\$0.00
State	H	0	\$0.00

ADVICE TOTALS		
TYPE	CURRENT	YTD
Taxable Pay	[REDACTED]	[REDACTED]
Gross Pay	[REDACTED]	[REDACTED]
Deductions	[REDACTED]	[REDACTED]
Net Pay	[REDACTED]	[REDACTED]

Scotland County of Scotland  
 PO Box 489  
 Laurinburg NC 28353

Advice Date: 01/06/2023  
 Advice Number: 21

\*\*\* [REDACTED] Cents \*\*\* \$ [REDACTED]

Pay To: SH00 [REDACTED]  
 The [REDACTED]  
 Order Of [REDACTED]

**DIRECT DEPOSIT  
 NON-NEGOTIABLE**

## To View Paycheck Details

- In the Paychecks section, select the "Details" hyperlink beside the desired pay advice

### Previous paychecks

1/6/2023 [Details](#)

### Check Detail

Check Detail			
<b>Overview</b>			
Check Date	1/6/2023 <a href="#">View paycheck image</a>		
Pay Period	12/12/2022 - 12/25/2022		
Check Number	21		
Check Status	Closed		
Gross Pay	[REDACTED]		
Net Pay	[REDACTED]		
<b>Pay Breakdown</b>			
Pay Type	Days/Hrs	Rate	Amount
ANN SAL	72.00	[REDACTED]	[REDACTED]
HOLIDAY	0.00	[REDACTED]	[REDACTED]
GTL	0.00	[REDACTED]	[REDACTED]
Total			[REDACTED]
<b>Deductions</b>			
Deduction Type	Amount		
FICA	[REDACTED]		
MEDICARE	[REDACTED]		
MEDICAL PT	[REDACTED]		
DENTAL PT	[REDACTED]		
VISION PT	[REDACTED]		
FIT	[REDACTED]		
SIT	[REDACTED]		
RET LEO	[REDACTED]		

## Log Out

Select the Person Icon in the upper right corner to get drop down box



Select "Log Out"

[My Account](#)

[Log Out](#)