In order to print your paycheck statement you must first go to the district website:

http://schools.birdvilleschools.net

Click on For Staff

Click on Munis Employee Self Service

Welcome

Home

Vendor Self Service

click on log in

Login

Username

Forgot your username?

Password

Forgot your password?

Log In

Username is Employee ID# without any leading zeros.

The first time you log in, the password is the last four of your social; after that the system will prompt you to create a new one. If you cannot remember your password, click on forgot password and follow prompts. If you need further assistance, email helpdesk@birdvilleschools.net

Welcome

Employee Self Service

click on employee self service

Check Detail

Return to pay/tax information

LEVESQUE, CECILE

Overview

Check Date	1/11/2013
Pay Period	12/31/2012 - 1/11/2013
Check Number	533
Check Status	Cleared
Gross Pay	$3,200.00
Net Pay	$2,819.45

Click on Pay/Tax Information

Pay Breakdown

Pay Type	Hours	Rate	Amount
HOURLY TM	160.00	$20.00	$3,200.00
Total			$3,200.00

Deductions

Deduction Type	Amount
FICA	$198.40
MEDICARE	$46.40

Home
Employee Self Service
Benefits
Certifications
Expense Reports
Pay/Tax Information
YTD Information
W-2
1099-R
W-4
Paycheck Simulator
Salary Notification
Total Compensation
Direct Deposit

For security purposes, year-to-date and last-paycheck earnings do not display initially. Click **Show Paycheck Amounts** to show the dollar amount; click **Hide Paycheck Amounts** to hide the amount.

Click on view details for the check you wish to print. Click on view paycheck image to get a copy like a check.
Please note, you can print only one check at a time.

Once the new screen comes up, you will click on the printer icon in the upper left hand corner in order to print. Once Printing is completed, close the screen with the check view, and then click on Return to pay/tax information in the upper right hand corner in order to print additional checks. You may have to scroll down to see a list of the checks on this page. You can see more checks by clicking on the Pay/Tax Information on the right scroll bar.