

Payroll Notification and Employee Self-Service Instructions

Please keep in mind that your Direct Deposit Notifications will come to you every 2 weeks by email. Your password to view the notification will be the last four digits of your Social Security number.

In addition, the Town of Westborough has implemented an online system where employees may view personal information, payroll information and benefit information. This system will be used for all future open enrollments, beginning with the October open enrollment for the flexible spending and dependent care benefits.

This system can be accessed by typing the following web address into your internet browser:

<https://westborough.munisselfservice.com>

Click on “Log In” in the upper right corner of the screen.

User Name: Employee ID Number

Your employee ID number can be found on the upper left corner of your pay stub.

Password: Last 4 Digits of Social Security Number

You will be prompted to change your password the first time you log in.

ALL EMPLOYEES SHOULD LOG INTO YOUR SELF-SERVICE ACCOUNT AS SOON AS POSSIBLE TO PERFORM THE FOLLOWING FUNCTIONS:

- Click Employee Self-Service
- Click Personal Information on Left
 - Check/Update Email Address where you would like to receive your check
 - Check/Update your home address and phone numbers.
 - Provide us with Emergency Contact Information

Become Familiar with the system but **please note** the following:

- Information only exists for pay and deductions since July 1, 2016.
- BENEFITS - Nothing will be listed under benefits until we have completed open enrollment through this system. You can view your benefit information by clicking on “Details” next to each check.
- CERTIFICATIONS – Currently, nothing is listed under certifications. We hope to populate this field in the future with information on required licenses.

Please take the time to become familiar with this system. From time to time you will get employee notifications through this system.

OPEN ENROLLMENT WILL BE COMPLETED THROUGH THIS SYSTEM ONLY