BCSD ESS: How to View Your Salary Notification

ESS URL Link: https://bibbcountyschools.munisselfservice.com

1. Click the **Log In** Icon.
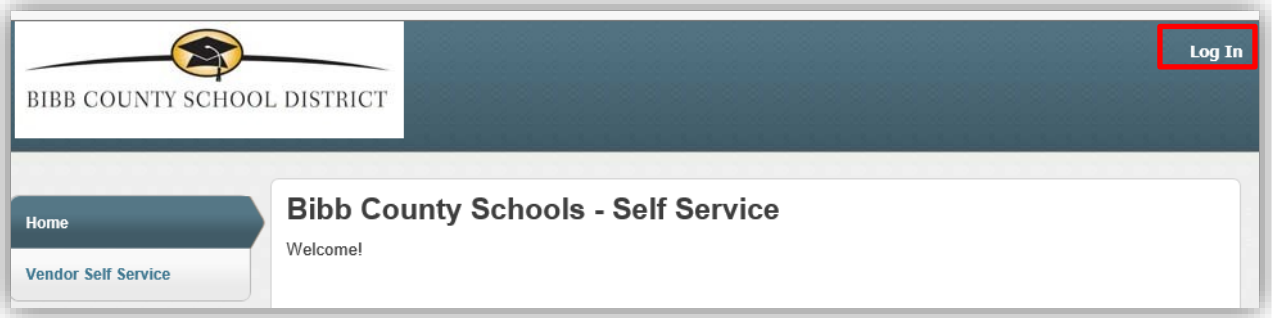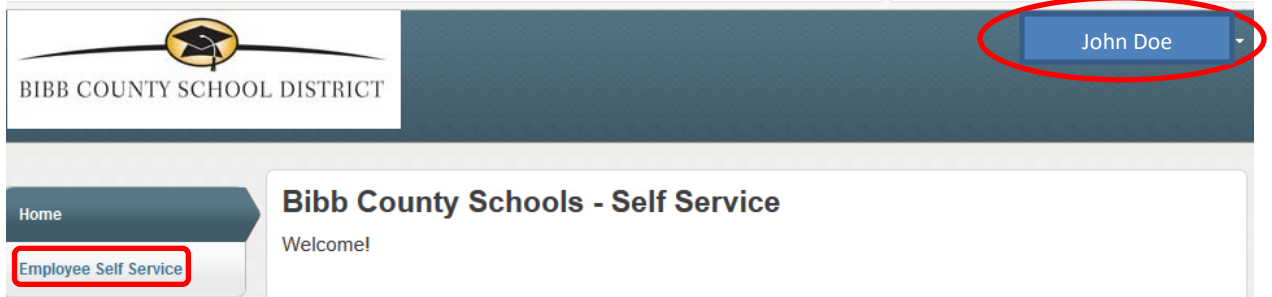

2. On the Login Page, enter your Username (**BCSD Employee ID Number)** and the Password**.** Click **Log in**.

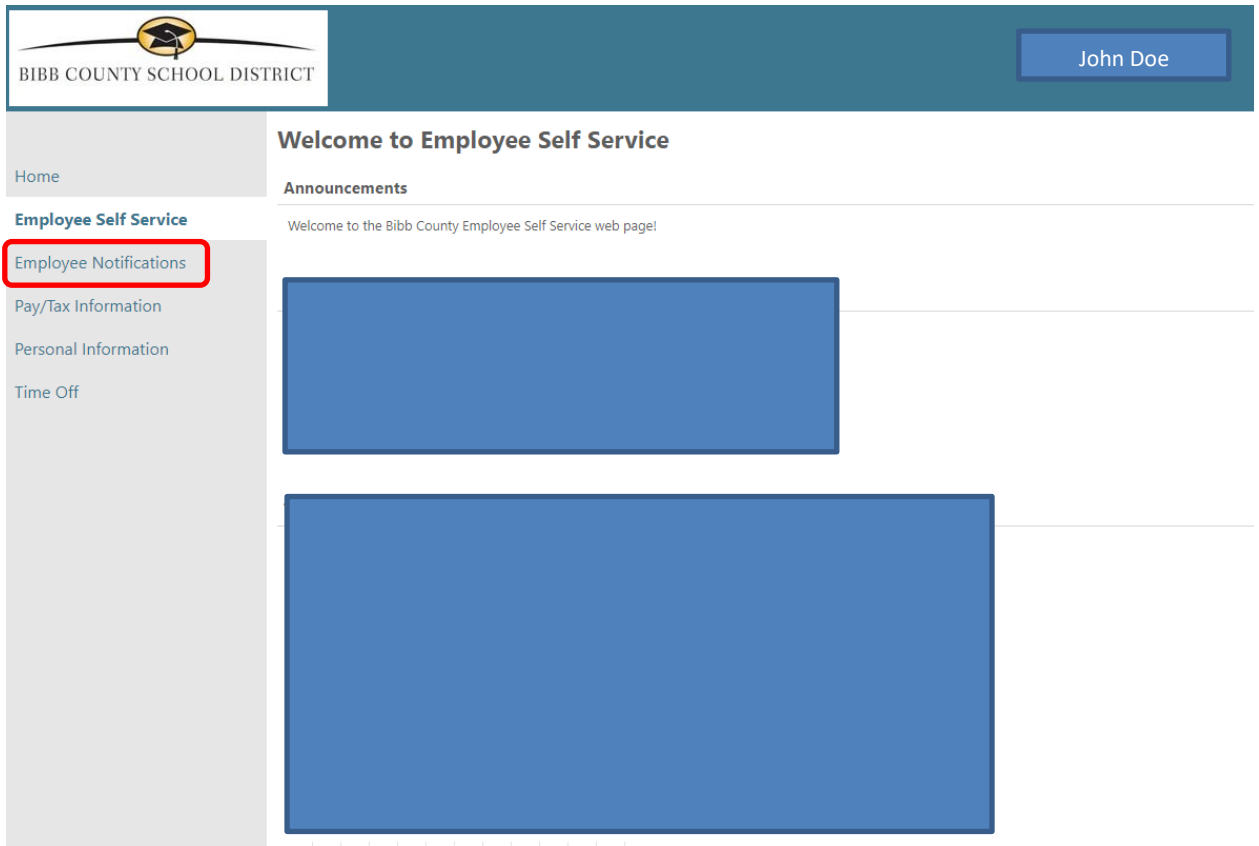*You may ontact Human Resources for salary related issues.*
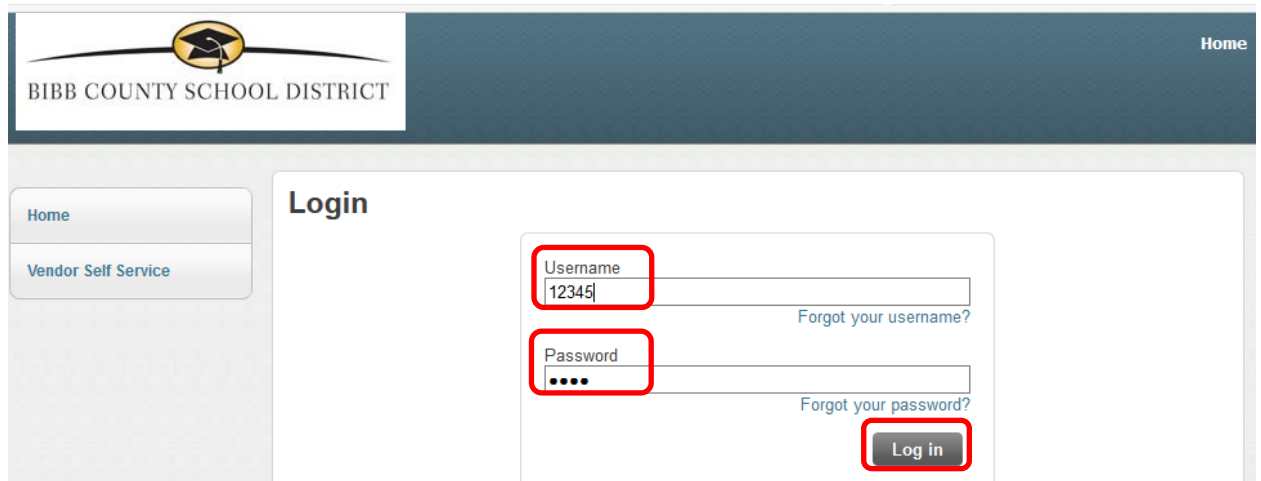
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3. The Home Page of ESS will be displayed with your name on the top right corner. Select **Employee Self Service** on the left side panel**.**

4. To view Salary Notification, click the **Employee Notifications** on the left side panel.

5. Click **View** by the current year's Employee Salary Notification.

6. Under Response, select **Acknowledgement of Receipt** and click **Submit** if your salary information is correct. If you have questions, select **Need Further Review** and click **Submit**; the Salary Specialist will then contact you to review your salary information with you.