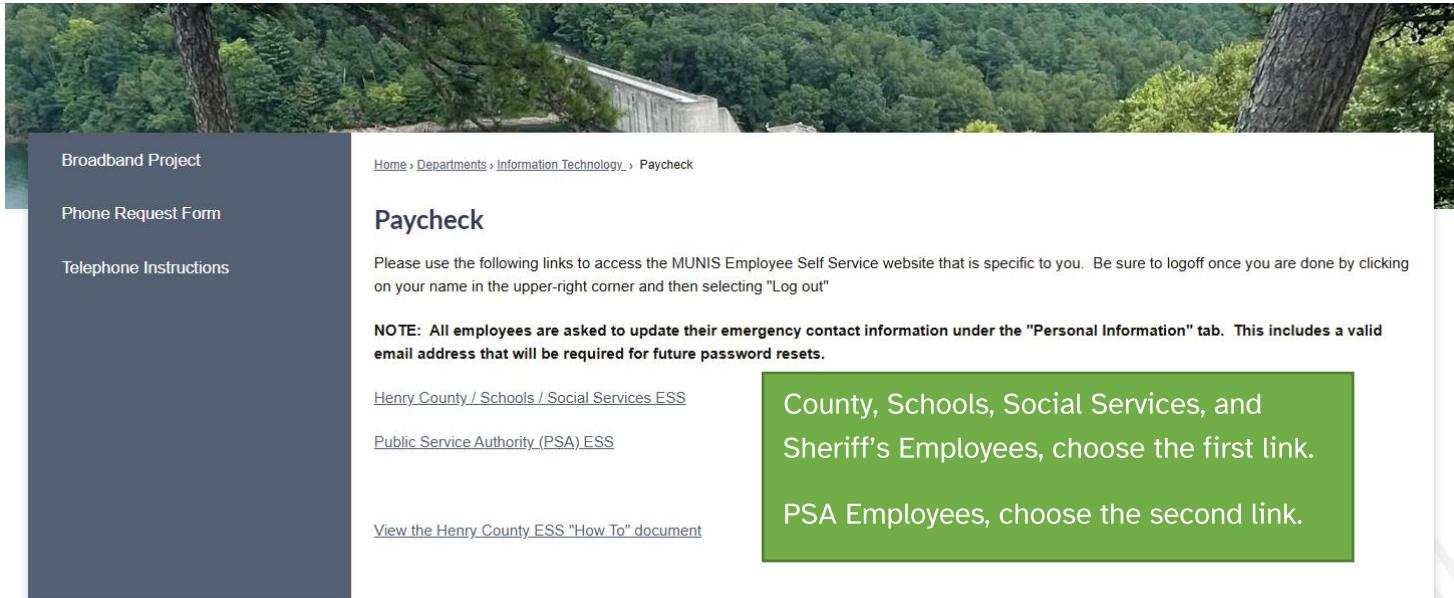


# Employee Self Service

## Website:

<http://www.henrycountyva.gov/paycheck>



Broadband Project

Phone Request Form

Telephone Instructions

Home > Departments > Information Technology > Paycheck

## Paycheck

Please use the following links to access the MUNIS Employee Self Service website that is specific to you. Be sure to logoff once you are done by clicking on your name in the upper-right corner and then selecting "Log out"

**NOTE:** All employees are asked to update their emergency contact information under the "Personal Information" tab. This includes a valid email address that will be required for future password resets.

[Henry County / Schools / Social Services ESS](#)

[Public Service Authority \(PSA\) ESS](#)

[View the Henry County ESS "How To" document](#)

County, Schools, Social Services, and Sheriff's Employees, choose the first link.

PSA Employees, choose the second link.

## Login Information:

Home

### Login

Username  
123456 [Forgot your username?](#)

Password  
.... [Forgot your password?](#)

**LOG IN**

Your username is your employee number.  
Ex. 123456

The first time you log in, your password will be the last 4 digits of your Social Security Number. You will be required to change your password during your first login.

If you are unable to log in:

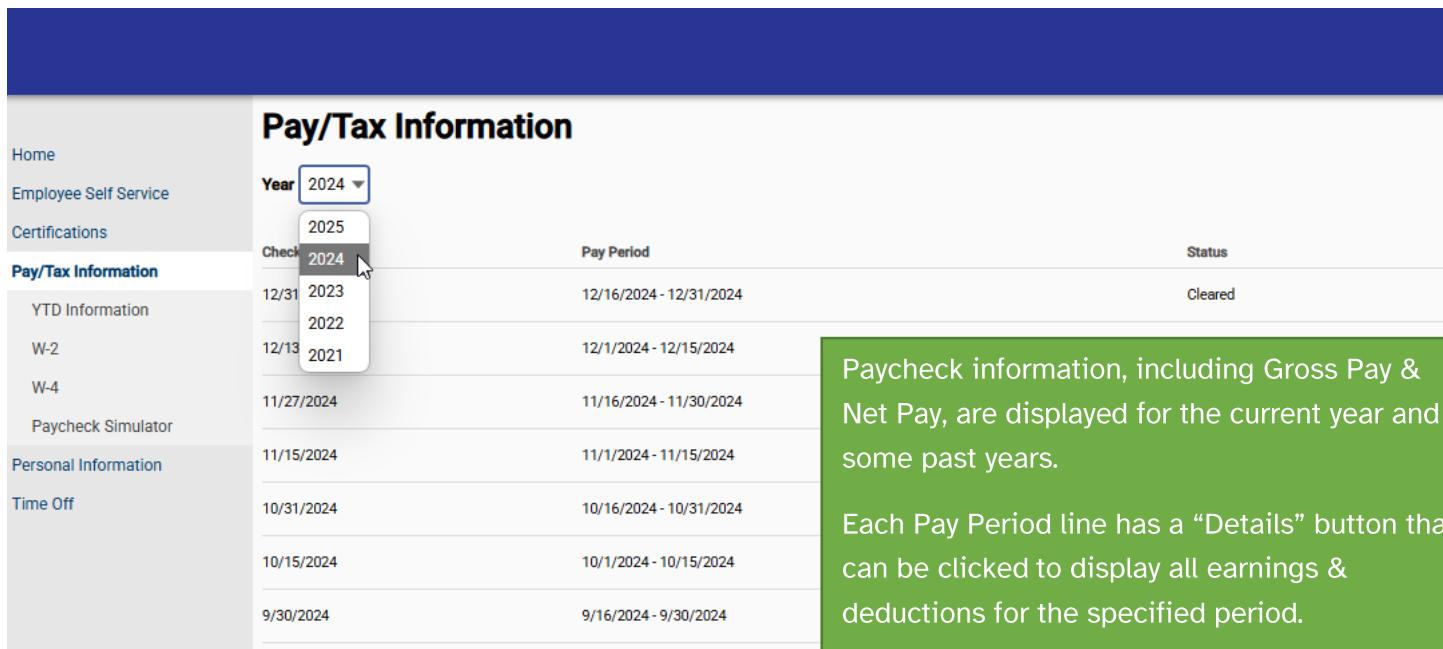
- Henry County or PSA Employees – contact Human Resources.
- Social Services and Henry County Public Schools employees should contact their respective Human Resources department for assistance.

## Resources



The Resources option in the ESS banner displays links to available employee resources.

## Pay/Tax Information



Check Date	Pay Period	Status
12/31	12/16/2024 - 12/31/2024	Cleared
12/13	12/1/2024 - 12/15/2024	
11/27/2024	11/16/2024 - 11/30/2024	
11/15/2024	11/1/2024 - 11/15/2024	
10/31/2024	10/16/2024 - 10/31/2024	
10/15/2024	10/1/2024 - 10/15/2024	
9/30/2024	9/16/2024 - 9/30/2024	

Paycheck information, including Gross Pay & Net Pay, are displayed for the current year and some past years.

Each Pay Period line has a “Details” button that can be clicked to display all earnings & deductions for the specified period.

## Check Detail

EMPLOYEE. COUNTY

Overview	12/31/2024
Check Date	12/16/2024 - 12/31/2024
Pay Period	
Check Number	391746
Check Status	Cleared
Gross Pay	
Net Pay	

View paycheck image  


You can view or print Pay Stubs by choosing the appropriate Pay Period’s “Details” button, then choosing “View paycheck image”

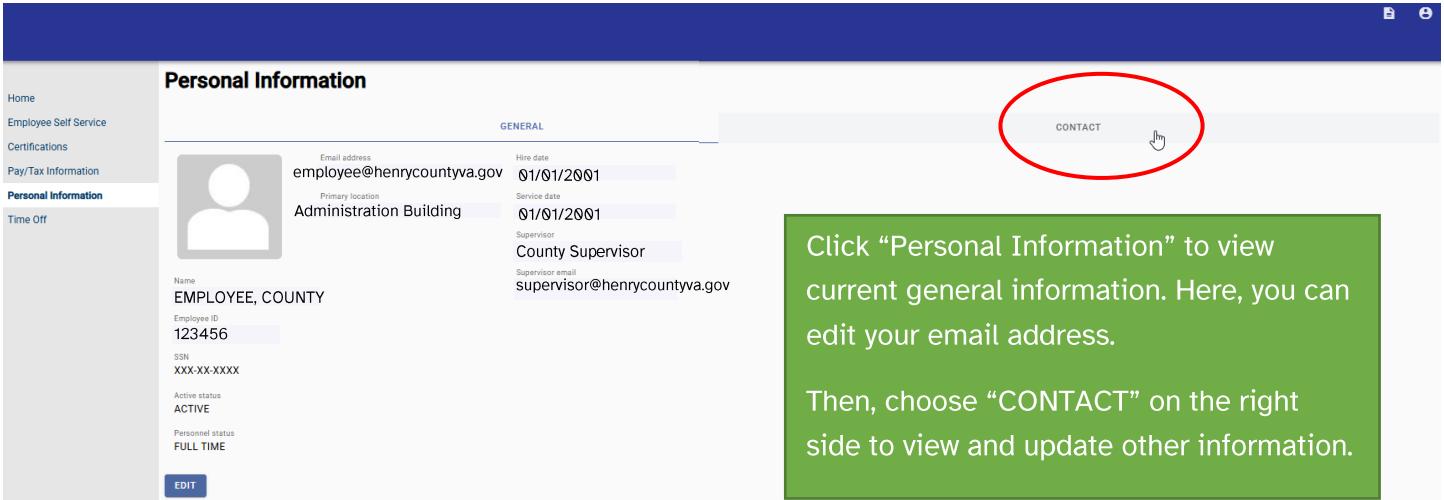
Under Pay/Tax Information, you can also view year to date information under “YTD Information,” then choosing the appropriate year.

Current and previous W-2s can be viewed, as available, by choosing “W-2” and the appropriate year.

Federal and State Tax Withholdings (W-4 and VA-4) can be viewed and changed by choosing “W-4,” then “EDIT FEDERAL” or “EDIT VIRGINIA” as necessary.

The Paycheck Simulator can be used to determine how salary will be affected by a change in marital status, dependents claimed, additional withholdings, and more.

## Personal Information



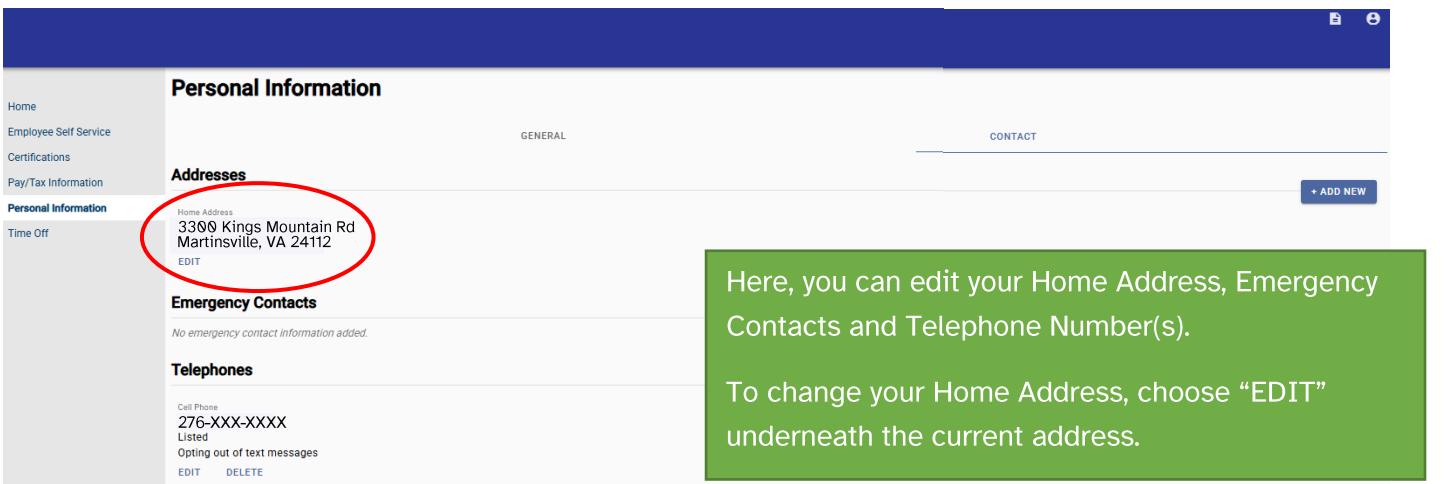
The screenshot shows the 'Personal Information' page. On the left, a sidebar lists 'Home', 'Employee Self Service', 'Certifications', 'Pay/Tax Information', 'Personal Information' (which is selected and highlighted in blue), and 'Time Off'. The main content area has a title 'Personal Information' and a sub-section 'GENERAL'. It displays the following information:

Name: EMPLOYEE, COUNTY	Email address: employee@henrycountyva.gov	Hire date: 01/01/2001
Employee ID: 123456	Primary location: Administration Building	Service date: 01/01/2001
SSN: XXX-XX-XXXX	Supervisor: County Supervisor	Supervisor email: supervisor@henrycountyva.gov
Active status: ACTIVE	Personnel status: FULL TIME	

At the bottom right of the main content area, there is a link labeled 'CONTACT' with a red oval and a hand cursor icon drawn over it.

Click “Personal Information” to view current general information. Here, you can edit your email address.

Then, choose “CONTACT” on the right side to view and update other information.



The screenshot shows the 'Personal Information' page. The sidebar is identical to the previous screenshot. The main content area has a title 'Personal Information' and a sub-section 'Addresses'. It shows a single address entry:

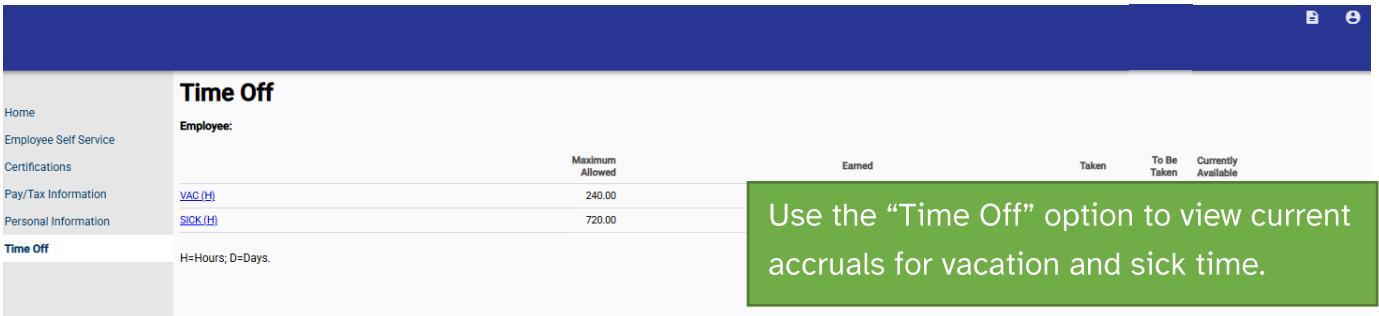
Home Address: 3300 Kings Mountain Rd  
Martinsville, VA 24112

Below the address, there is an 'EDIT' link. The 'Emergency Contacts' and 'Telephones' sections are also present but are empty.

Here, you can edit your Home Address, Emergency Contacts and Telephone Number(s).

To change your Home Address, choose “EDIT” underneath the current address.

## Time Off



The screenshot shows the 'Time Off' page. The sidebar is identical to the previous screenshots. The main content area has a title 'Time Off' and a sub-section 'Employee:'. It shows two rows of accrual information:

	Maximum Allowed	Earned	Taken	To Be Taken	Currently Available
VAC (H)	240.00				
SICK (H)	720.00				

Below the table, a note states: 'H=Hours; D=Days.'

Use the “Time Off” option to view current accruals for vacation and sick time.

Note: Henry County/PSA Payroll do not keep track of specific days/hours in which leave is taken. Therefore, information provided for time taken is very limited. For details, review your timecards or contact Payroll directly.

## Log Out

Once you have finished using ESS, you should either close your web browser or log out. To log out, click your name in the upper-right corner of the screen and then select “Log Out.”

