Hardin County Schools Employee Self Service

Online Check Stub System Instructions

To log into the Online Check Stub System go to:
https://hardin.munisselfservice.com

Please add the web site to your favorites

This is a new system, all employees will need to log in and create a new password.

Three days before Payday you will receive an email with your check stub attached. This email will go to your Hardin County Schools email. It is a secure email and you will need to enter your last four numbers of your Social Security Number to open the attachment.
First Time Log In

User Name: Employee ID

Password: Last four numbers of Social Security Number
Follow the instructions on the screen. Password must be at least 6 characters long. Click change when done. From here on you will use your Employee Id and the password you created to log on.
Click on Employee Self Service
By clicking the follow you can get additional information.

Resources give you all the forms you may need in one convenient location.

By clicking view profile you can see personal information.
Under time off, you can click on the Taken and the boxes to see the actual days taken.
On the Paychecks area, you can click on the highlighted area for additional information. **Check stubs will not show up until the actual payday.**

By clicking **Show Paycheck Amount**, it will make amounts show on the screen.

By clicking **Paycheck Simulator** you can make hypothetical changes to see how your pay would change.

By clicking **View last year’s W2** you can see and print previous years W2 information.

By clicking **Change your W4** you can make **ACTUAL CHANGES** to your W4 and K4.
Make sure and log out when done.

It is the employees responsibility to verify with their bank that funds are available to draw on.

If you have any questions or need assistance please call Tammy Hahn at 270-769-8815 or Scotti Decker at 270-769-8897.