HOW TO VIEW YOUR PAY ADVICE ONLINE THROUGH MUNIS SELF SERVICE

The Town of Franklin requires direct deposit for all employees.

Your first check (and possibly second check) will be a "live check" since it takes at least one cycle for direct deposit to go through.

On your first pay stub, you will see your employee ID by looking at "Emp No" next to your name. This can be approximately 1/3 down the page on left-hand side). This is your employee ID, which you should memorize or keep in a safe place.

After your first check, all funds will be on direct deposit. You may view your online pay stub by visiting:

https://franklin.munisselfservice.com/login.aspx

User Name: Employee ID from your first pay advice (or contact Human Resources to find out number)
Temporary Password: last 4 digits of your social security number

- Once you are logged in, you will be promoted to change your password, the **new password must be at least six (6) characters long.**
- Click on **Pay/Tax information** to view your paycheck information.
- You may click on personal information to change your emergency contact or telephone number.
  You are not able to change your address or tax information on employee self-service at this time. **To change your address or tax information, you must complete a W-4 form and return it to the Human Resources Office.**
- If you lock yourself out at any time, you may contact Human Resources via email or by calling 508-553-4810 and they can unlock your account and reset your password.