How to Print a Monmouth County Pay Stub

Accessing Self Service

Self Service is accessible via both the Monmouth County Intranet and website.

On the County Intranet home page, a button to **Self Service** displays on the Left beneath "Important Links".



On the County website home page, **Self Service** is accessible from the **CONTACT US** button on the header navigation bar. The link to **Self Service** is on the **Employee Services** page.

- 1. Open your web browser.
- 2. Navigate to www.visitmonmouth.com
- 3. Mouse over **CONTACT US**.
 - A menu will display.
- 4. Click Employee Services.
 - A new page will display.



5. Click Employee Self Service

OVERNMENT	NEWS ROOM	DEPARTMENTS	INFORMATION CENTER	TOURISM	EMPLOYMENT	CONTACT US
Employee Serv	rices		A PRINT	THIS PAGE		
					CONTACT HOME	
County employees	are encouraged to a	gn-up for emergency no	offications on the County Intranet	for	COUNTY PHONE DIRECT	TORY
weather-related delayed opening and closure information. Emergency notifications can be sent to email and		o email and	DIRECTIONS			
prione numbers (10	text messagesy.				COURTHOUSE	
Employee Sel	Service	_			CONTACT A FREEHOLD	ER'S OFFICE
Outlook Web	Access				EMPLOYEE SERVICES	
Emergency W	eather Sign-Un	(Employees Only	V)		2018 HOLIDAY OBSERV	ANCES
and a second sec	and angle of	(miniprojece eni)			COUNTY DIRECTORY	

If you are a County employee and do not have a County issued computer, kiosks are available at your work locations. Self Service is accessible using any computer with internet access. You can also access Self Service from home if you have access to the internet.

Please address your respective Help Desk if you have any questions about logging into Self Service. Your Timekeeper will assist you or get you the assistance you require from the correct resource.

Logging into Self Service (if familiar with logging in, skip to Page 5)

At the *Welcome to Monmouth County Self Service* screen, enter your Active Directory (AD) Login (your username) and your password. Select your domain from the drop down menu, and click *Log In*.

1. Enter your AD Login (this is the username you use to log into your computer).

NOTE: Mixed case is not permitted. Enter all lowercase or all uppercase letters.

- 2. Enter your AD password (this is the password you use to log into your computer). At this time, passwords cannot be more than 16 characters.
- 3. Select the correct **Domain** from the drop down menu.
- 4. Click Log In.



AD Login Name

The **AD login** name convention varies by the selected domain name. If you do not have seven characters in your last name, enter your full last name.

Examples are displayed using the names Jane Smith (a name with *less* than seven characters in the last name) and John Monmouth (a name with *more* than seven characters in the last name).

Domain Name	Login Name Convention (enter lowercase letters only)	Examples using Jane Sample & John Monmouth
D-MCIS, D-PARKS,	Enter first 7 characters of last name + the first	samplej
Landex_domain, SURROGATE	character of the first name.	monmoutj
SHERIFF	Enter in the first character of the first name + all	jsample
	characters of the last name.	jmonmouth
D-MCPO	Enter in the first character of the first name + the	jsample
	first 7 characters of the last name.	jmonmout

NOTE: There will be exceptions to the Login name convention for all Domains.

AD Password

If you have never logged into a County computer or County email, your password will be the first character of your first name in UPPERCASE + the first 3 characters of your last name in lowercase + current year. The passwords are case specific.

EXAMPLE: John Monmouth with an ID of 123456 would be **Jmou2020**

Error Messages

If you receive the following Error Message:



Check the following:

- 1. There are no mixed characters in the user name field (all uppercase or all lowercase only),
- 2. You are using your AD login, password and domain,
- 3. You password is no more than 16 characters.

Pop-Up Blocker Settings

You may need to adjust your Pop-Up Blocker settings when you log into Self Service for the first time. A Pop-Up blocked message and/or an icon with a roll over note in yellow may display.

1. Click the message or icon. A window displays. Continue blocking is selected.



- 2. Select Always allow pop-ups and redirects from https://mcepss.co.monmouth.nj.us.
- 3. Click Done.



4. Once the Pop-Up Blocker is off, you can click on any of the links.

Self Service Home Page

1. Click on Deposit Stub Report.



2. Click on Search Icon.

Report Q 🍀 🖺 🕞 🏷 🛞 Payroll Deposits (Windward	RESTUR	, d
Payroll Deposits (Windward)		
Output :	and the second se	
Criteria		
Select Pays:		

3. For each pay date stub to be printed, select the **Pay Date**, and then click the **Green Arrow**.

		+ +
Report Q 📽 🖺 🕑 🕻	Payroll Deposits (Windward)	RESTUBD
Payroll Deposits (Wind)	vard)	
Output :		
Criteria		
	List of Disbursements for EE	
	Select Pays : Search Recol	
• Select Pays : Q	All items count: 5	
	Available Values Selected Values 03-Feb-2020 1.574.45 Regular 15-Jan-2020 1.531.97 Regular 02-Jan-2020 1.531.97 Regular 15-Jan-2020 1.531.97 Regular 12-Jan-2020 1.531.97 Regular 12-Jan-2020 1.531.97 Regular 12-Jan-2020 1.733.97 Regular 12-Jan-2020 1.733.97 Regular	
	€ HI	
	Ok- Cancel	

4. Pay date(s) will appear in the **Selected Values** window.

eport Q 🥸 🖺 💽	Payroll Deposits (Windward)	RESTUB
Payroll Deposits (Wind	ward)	
Sutput :		
Criteria		
	List of Disbursements for EE	
	Select Pays : Search Reset	
elect Pays : Q	All items count: 5	
	Available Values Selected Values 05-Feb-2020, 1,531.57, Regular 9 16-Dec-2019, 1,738.99, Regular 9 16 HH	_
	Ck. Concer	

5. Click **OK**.

Report Q 🥸 🖺 🕑 🕽	Payroll Deposits (Windward)	estubd
Payroll Deposits (Windw	vard)	
Output :		
Criteria		
	List of Disbursements for EE	
• Select Pays : Q	Select Pays : Booten Kasal All items count: 5	
	Selected Values Selected Values 03-Feb-2020, 1,574.65, Regular 02-Dec-2019, 747.71, Regular Pa 15-Jan-2020, 1,531.57, Regular 02-Jan-2020, 1,531.54, Regular 16-Dec-2019, 1,738.99, Regular HH	
	*	
	Children Cancel	

6. Click Launch.

Report Q 📽 🖺 💽 🧿 Payroll Deposits (W	/indward)	RESTUBD
Payroll Deposits (Windward)		
Output :		
Criteria		
Select Pays: Mon Dec 02 00:00:00 Q		

NOTE: The Initializing window will change to **Preparing Report** and display the report run time in increments of 5 seconds until your report is finished running.

Report Q 📽 🖺 💽 🕽 🖲	RESTUBD	
Payroll Deposits (Windward		
Output :		
Criteria		
• Select Pays : Mon Dec 02 00:00:00 Q		
	•	
	Initating	
	Conce	

7. A new tab will open in the browser. **Open** appears at the bottom of your screen in the new browser. Click **Open.** If you selected multiple pay stubs, they will all show on the same PDF.

Self Service	Ø mcepss.co.monmouth.nj.us ×□		
	New Tab		
		Do you want to open or save 424983_RESTUBD.pdf from mcepss.co.monmouth.nj.us? _	Open Save Cancel ×

8. An Internet Explorer Security Pop-up **may** appear the first time you attempt to print a pay stub. Click **Allow**.

Internet	Explorer Security X
۲	A website wants to open web content using this program on your computer
	This program will open outside of Protected mode. Internet Explorer's <u>Protected mode</u> helps protect your computer. If you do not trust this website, do not open this program.
	Name: Acrobat.exe Publisher: Adobe Systems, Incorporated
	Do not show me the warning for this program again
	Allow Don't allow

9. The pay stub PDF will open is a separate window. Click the **Printer Button** at top of screen.

/1 N D = + 105 +	E B				Te	ets C
	1.E. W					
COUNTY OF MONMOUTH	- NEW JERSE	Department	PATE	STUB	AL Pay Date	Not Dr
Lite Street Rents	- Longe de	Long of Allong			the state of the s	
 EARNING	SADOTION PAYS	MENTS		TAXES	WITHHELD	
 Description	Hours	This Pay	Y-T-D	Description	This Pity	Y-T-D
Hog Earnings	54.50	658.75	4,562.14	OASDI	40.85	29
Fielday Earnings	0.00	0.00	92.31	Modicare	9.50	0
Sack Earnings	0.00	0.00	138.46	SUI	2.80	
 Vac Carrings	60.00	0.00	1.30.40	FU CONT	0.53	
 rotal carriege	04.00	000.70	4,901.01	State Des Tex	0.00	
 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				OTHER DEDUC	TIONS (* reduces to	#3
				Description	This Pay	Y-T-D
				*Health Ded		01
				*Dental Ded		14
				*457 Plan Ded		

- 10. Click the **Down Arrow** by **Printer** and select the printer that will print the pay stub.
- 11. Click Print.

nt	
rinter: \\mcits-print01\\ITS Netops HP Color 4025	Properties Advanced Help (2)
All Microsoft XPS Document Writer Ocurrent Fax	Document and Markups
) Pages CutePDF Writer More C Adobe PDF \\mcits-print01\\TS Netops HP M602 age Sizin \\mcits-print01\\TS-Netops Copier MP C5503	8.5 x 11 Inches
ize Options:	
) Actual size) Shrink oversized pages	
] Choose paper source by PDF page size] Print on both sides of paper	
lrientation: ● Auto portrait/landscape) Portrait	
) Landscape Vant to print colors as gray & black?	< Page 1 of 2
Page Setup	Print Cancel

12. Click **X** to **Close** the pay stub PDF.

Self Service	@ mcepss.co.monmouth.nj.u	us X				_□× 10 ★ 章	
						Tools Comment	Share
			_			Tools Comment	
H – NEW JERSEY		PAY STUB					
Empl ID	Department	Salary	PP#	Period End	Pay Date	Net Pay	

13. If Adobe Acrobat does not automatically close when you close the pay stub PDF, Click **X** to **Close** Adobe Acrobat.

Concentration Acceleration Proc		- • X
13 Cente - 29 🗇 🖨 🔤 49 🕫 🕫 🕼 🕼 🕼		
		Tools continent Share
Aport AC Open aR € Dede	ORAT X 1900 Cent R 190 Cent R 190 Cent R 190 Cent R 19 Cent R 19 C	
E Chan E Chan E Control O Gran	en fun () je d Un fun () je d Un fun () je d Evenour- ditate je d	
	Inset & Bageline Table	

14. Click **Self Service.** This will bring you back to the Payroll Deposits screen where you have several options.

Attps://mcepss.co	nonmouth.nj.us /selfServiceADF/fac	:es/documentUpload		▼ 🛍 C	Search	₽ • 🕅 🕅
ice	🙆 co.monmouth.nj.us	🖉 🦉 mcepss.co.monmouth.nj.us 🛛 🚺				
						+
aport	Q	· · · · · · · · · · · · · · · · · · ·	Payroll Deposits (Windward)			RESTUBO
Payro	ll Deposi	ts (Windwar	d)			
Output : 42	4689_RESTUBD.pdf			Email Output		

OPTION 1: Log out of Self Service

1. Click the **Green Arrow** to return to the Self Service Home Page.

Report Q 😳 🔛 💽 🕄 🔞 Payr	II Deposits (Windward)	,
Payroll Deposits (Windward)		
Output: 424692_RESTUBD.pdf	Email Output	
Criteria		-
Select Pays : Mon Feb 03 00:00:00 EST 2020		

2. Click White Arrow (Log Out Arrow) on the Self Service Home Screen to Log Out.

	John Monmouth	n		8	
		Å	<u>.</u>	2	
OPTION 2: Email the Pay Stub					

1. Click Email Output.

Report Q 🕼 🔛 💽 3	Payroll Deposits (Windward)
Payroll Deposits (Windward	(k
Output : <u>415403_RESTUBD.pdf</u>	Email Output
Criteria	
Select Pays : Fri Dec 19 00:00:00 EST 2014	

2. Email To Identity is your Employee ID (Person Code) - Not your email address. Click on the Search Icon to proceed.

Payroll Deposits (Windward)	
Output : 415403_RESTUBD.pdf	Email Output
Criteria	
Select Pays : Fri Dec 19 00:00:00 EST 2014	Email Report Output Email Report Output Email To Identity: Title: Report sent by John Attachment: <u>415403_RESTUBD.pdf</u> Additional Notes:
	OK Cancel

3. In the Search **Email To Identity Box**, enter your last name and click on the **Search** button.

SEARCH FOR: Email To Identity
Search
Email To Identity : monmouth
Search Reset
Person Code - Name
106746 - Monmouth, John
V100 - MONMOUTH COUNTY, ESCROW
V115 - TREASURER, MONMOUTH COUNTY
V120 - TRUST, MONMOUTH COUNTY
V122 - TRUST, MONMOUTH COUNTY
V123 - TREASURER, MONMOUTH COUNTY
V124 - TREASURER, MONMOUTH COUNTY
V125 - TREASURER, MONMOUTH COUNTY
V126 - TRUST, MONMOUTH COUNTY
V128 - TRUST, MONMOUTH COUNTY
V130 - CURRENT FUND, MONMOUTH COU
V132 - TREASURER, MONMOUTH COUNTY
V135 - TREASURER, MONMOUTH COUNTY
V160 - SHERIFF, MONMOUTH COUNTY
V170 - ESCROW, MONMOUTH COUNTY
V180 - ESCROW, MONMOUTH COUNTY A
V190 - ESCROW, MONMOUTH COUNTY
OK Cancel

4. Click on your Name in the list, then click OK.



5. Click **OK** to email the pay stub. See below for Active vs. Terminated employees.



6. You will receive a **confirmation** that the email has been sent. Click **Ok**.

ayroll Deposits (Windwa	rd)	
tput : 425483_RESTUBD.pdf	Email Output	
teria		
ant Rover - Man Enh 03 00:00:00 EST 2020		
11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Information	
	information	

7. Click the **Green Arrow** to return to the Self Service Home Page.

Report Q 🔅 🔛 💽 🕄 🚳 Payroll Depos	bsits (Windward)	RESTUBD
Payroll Deposits (Windward)		l III
Output : 424692_RESTUBD.pdf	Email Output	
Criteria		
Select Pays : Mon Feb 03 00:00:00 EST 2020		

NOTE:

Active (Non-Terminated Employees)

1. Pay stubs will be emailed to your Monmouth County email address. To verify, from the Self Service Home Page, click on **Assignments** under the Personal Information section.

Home	
PERSONAL INFORMATION	
Personal Profile	> Assignments
Emergency Contact Information	Calendar Events
PAY INFORMATION	
Banking Information	Tax Filing Information
Transaction History	Pay Line History
Pay History	View Earning Statement
View W2 Information	Deposit Stub Report
Time Punches	>W2 Form
ATTENDANCE	
>Leave Balances	Leave History
BENEFITS	
Current Benefit Enrollments	
BENEFIT PROVIDER LINKS	
Deferred Comp - Nationwide	Express Scripts
Horizon Medical & Dental	Horizon Vision
MAA Medical	Pension - State of NJ
> Qualcare Medical	Vol Dis, Life, Accident, Critical - Colonial Life

2. Verify Monmouth County email address. If the email address is not correct, please contact your Timekeeper.

Assignments												
Assigr	nmer	nts										
LIST OF ASSIG	GNMENTS											
Assignment	Start	Date	End D	ate			Description	Next Review		Hire Date		
PRIMARY	09-Sep-20								09-Se	əp-2013		
ASSIGNMENT	DETAILS	COMPE	ENSATION	KK ← 1 Premi	Um	→)	09-Sep-2013 - 31-Dec-3999	Ch	ange Reason	NEW HIRE		
Department 1	Name: Hi	ighway							Title :	Laborer 1		
	Job : 02	2248						Wor	Hours :	80 /pay 40 /	wk 8 /day	
	Unit : Bl	RD_WRKR	RS						Status :	ACTIVE		
(Group: Bl	RD_WKRS	5					CS	Status :	R -Permaner	nt Appointment	
Realignmer	nt Stat :						_	Email A	.ddress :	john.monm	outh@co.mon	mouth.nj.us 🛚

3. Click on the **Green Arrow** to return to Self Service Home Page.

	E>
Assignments	WEEAS_MCN
Assignments	
LIST OF ASSIGNMENTS	_

Terminated Employees

1. Pay stubs will be emailed to the personal email address on file. To verify, from the Self Service Home Page, click on **Personal Profile** under the Personal Information section.

Personal Profile Emergency Contact Information	> Assignments > Calendar Events
PAY INFORMATION	
 Banking Information Transaction History Pay History View W2 Information Time Punches 	 > Tax Filing Information > Pay Line History > View Earning Statement > Deposit Stub Report > W2 Form
 ATTENDANCE Leave Balances BENEFITS 	>Leave History
Current Benefit Enrollments BENEFIT PROVIDER LINKS Deferred Comp - Nationwide Horizon Medical & Dental IAA Medical Ourleare Medical	→ Express Scripts → Horizon Vision → Pension - State of NJ → Vol Dis Life Accident Critical - Colonial Life

2. Verify Home email address. If the email address is not correct, contact Human Resources.

Dorona	Drofilo			
Persona	i Profile			
PERSONAL BASI	C INFORMATION			
		(44 ← 1 of 1 →)>) 01-Jan-0001 - 31-Dec-3999	Change Reason : Q	
DATE SENSITIVE	DETAILS (CLICK ON	A DATE TO VIEW DETAILS)		
PERSONAL ADDI	RESS & PERSONAL INFO	DRMATION		
Address 1 :	123 Main St.		Home Phone :	
Address 2 :			Personal Cellular # :	
	Freehold		Home E-Mail : johnM@gmail.com	
City :				
City : • State, Country :	New Jersey, USA	Q		

3. Click on **Green Arrow** to return to Self Service Home Page.

	- -€⇒ ⊖
Personal Profile	WEEPP_MCNJ
Personal Profile	

OPTION 3: Run Other Pay Stub Reports

1. If you want to run and/or print other pay stub reports, click Reset.

Report Q 🜿 🖺 🕑 🖸 🕘 Payroll Deposits (Windward)	€ → RESTUBD
Payroll Deposits (Windward)	
Output : 423018_RESTUBD.pdf Emoil Output	
Criteria	
Select Pays : Mon Feb 03 00:00:00 EST 2020	

2. Click **OK.**

ayroll Deposits (Windward)	RESTU
A new Execution has been revealed, using the organic flavorester fast. Provi how charged of the rules are served as the provide encoder fast.	
	_
	ayroll Deposits (Windward)

3. Repeat Step 2 through Step 14 under Self Service Home Page section.