

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”.

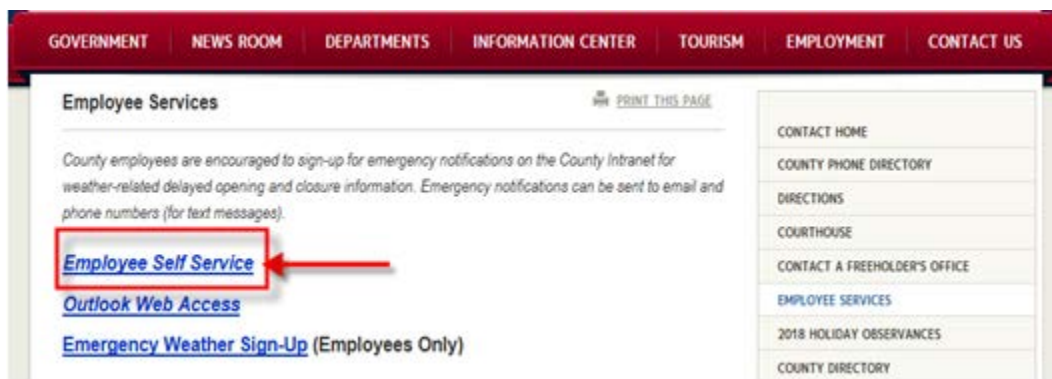


On the County website home page, **Self Service** is accessible from the **CONTACT US** button on the header navigation bar. The link to **Self Service** is on the **Employee Services** page.

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](#)



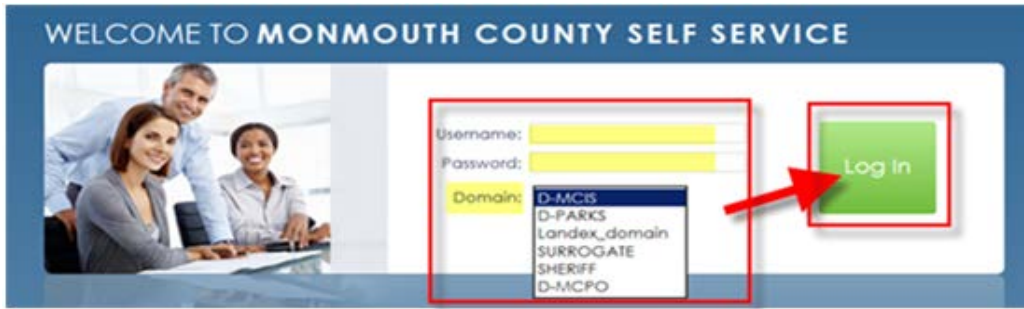
If you are a County employee and do not have a County issued computer, kiosks are available at your work locations. Self Service is accessible using any computer with internet access. You can also access Self Service from home if you have access to the internet.

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, Landex_domain, SURROGATE	Enter first 7 characters of last name + the first character of the first name.	samplej monmoutj
SHERIFF	Enter in the first character of the first name + all characters of the last name.	jsample jmonmouth
D-MCPO	Enter in the first character of the first name + the first 7 characters of the last name.	jsample jmonmout

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

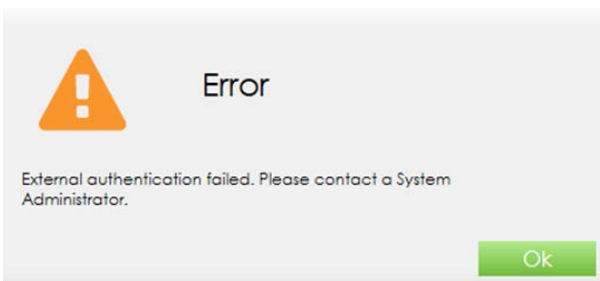
AD Password

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:



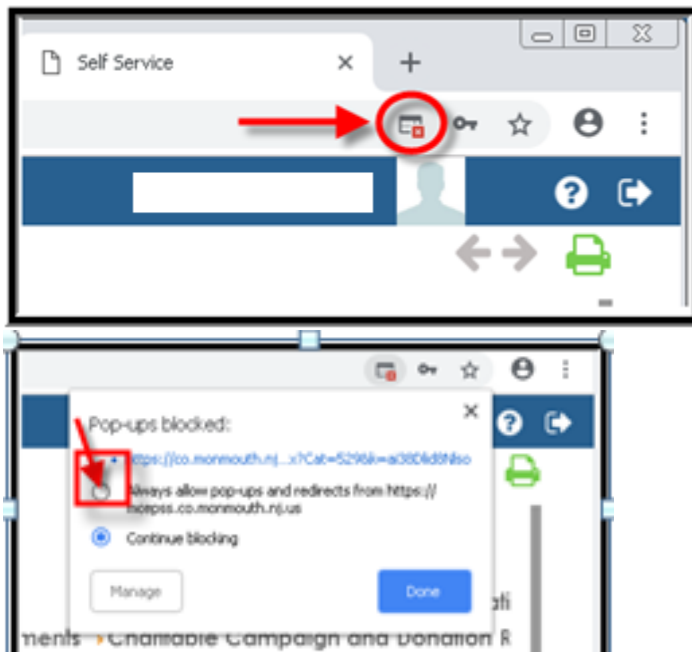
Check the following:

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. Your 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.



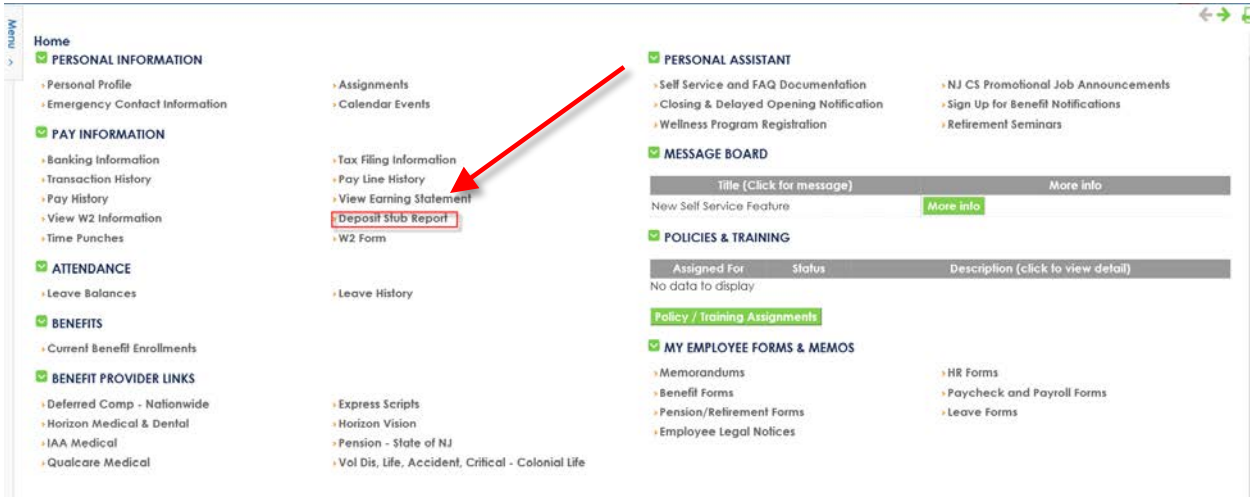
2. Select **Always allow pop-ups and redirects from <https://mcepss.co.monmouth.nj.us>**.
3. Click **Done**.



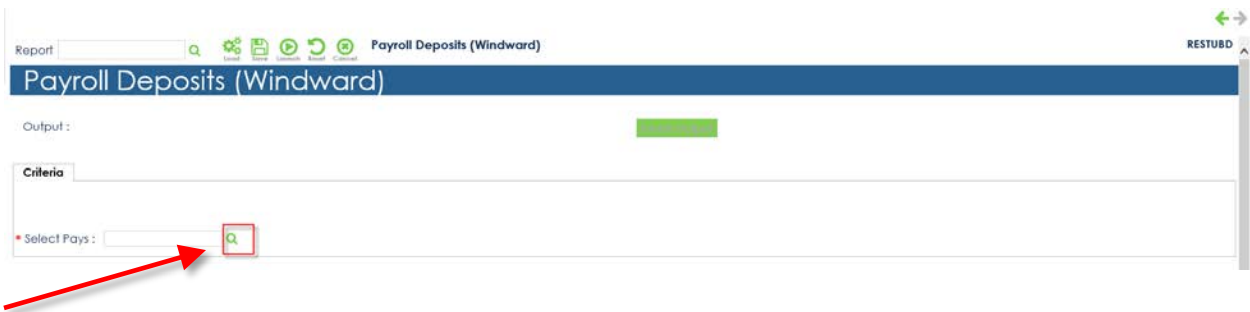
4. Once the Pop-Up Blocker is off, you can click on any of the links.

Self Service Home Page

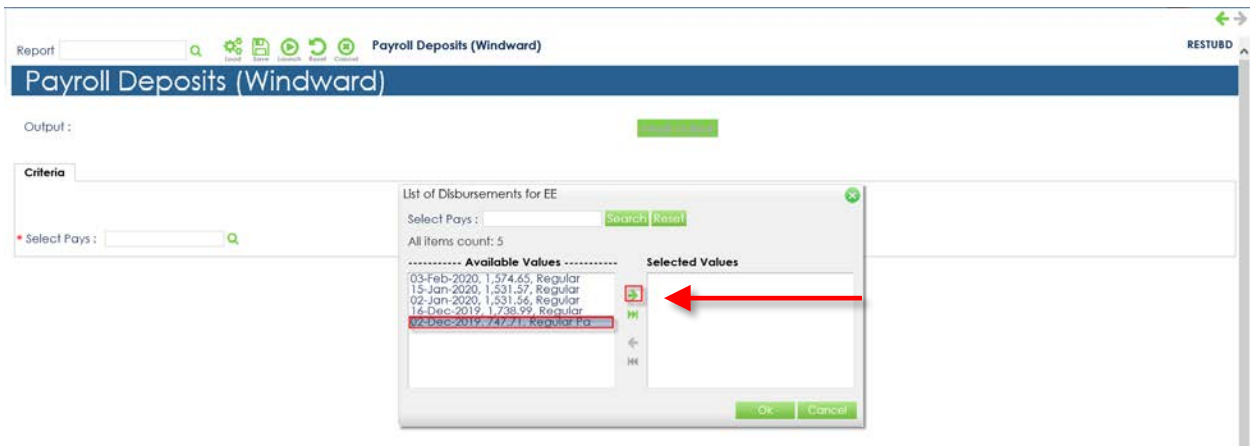
1. Click on **Deposit Stub Report**.



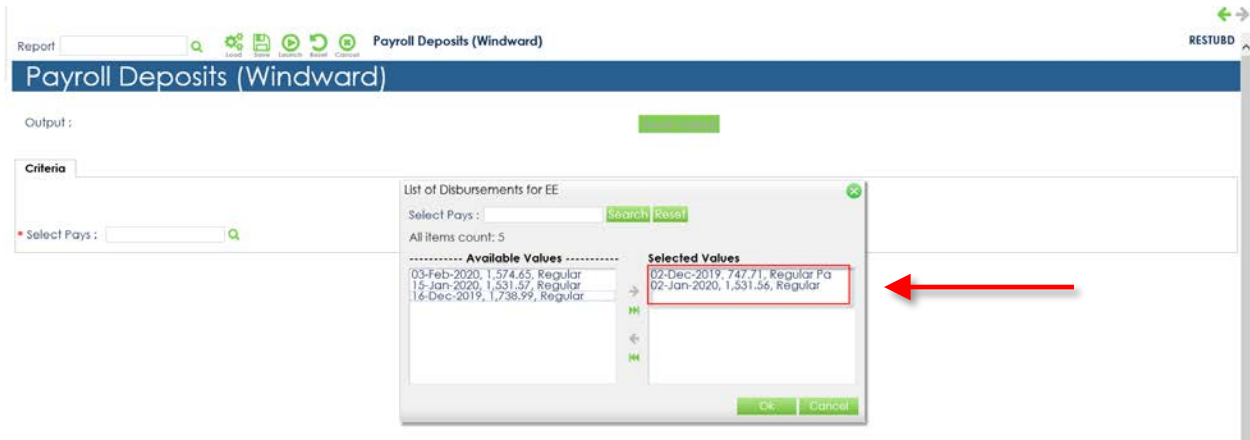
2. Click on **Search Icon**.



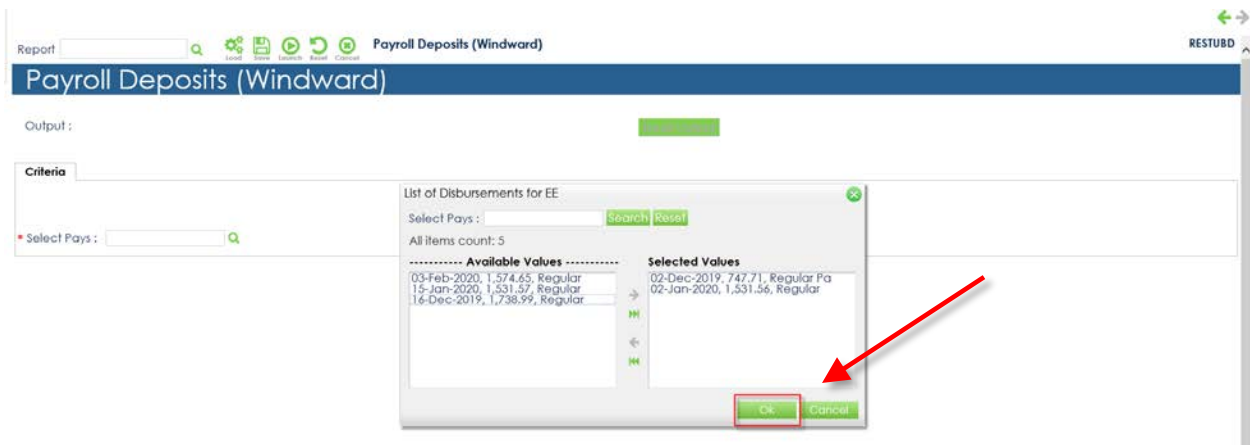
3. For each pay date stub to be printed, select the **Pay Date**, and then click the **Green Arrow**.



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



5. Click **OK**.



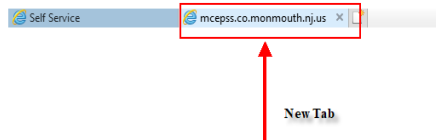
6. Click **Launch**.



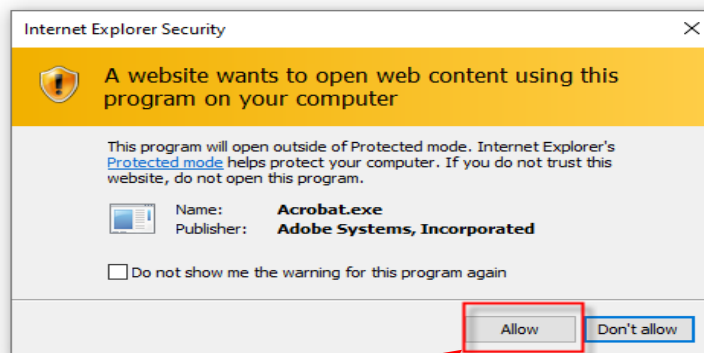
NOTE: The Initializing window will change to **Preparing Report** and display the report run time in increments of 5 seconds until your report is finished running.



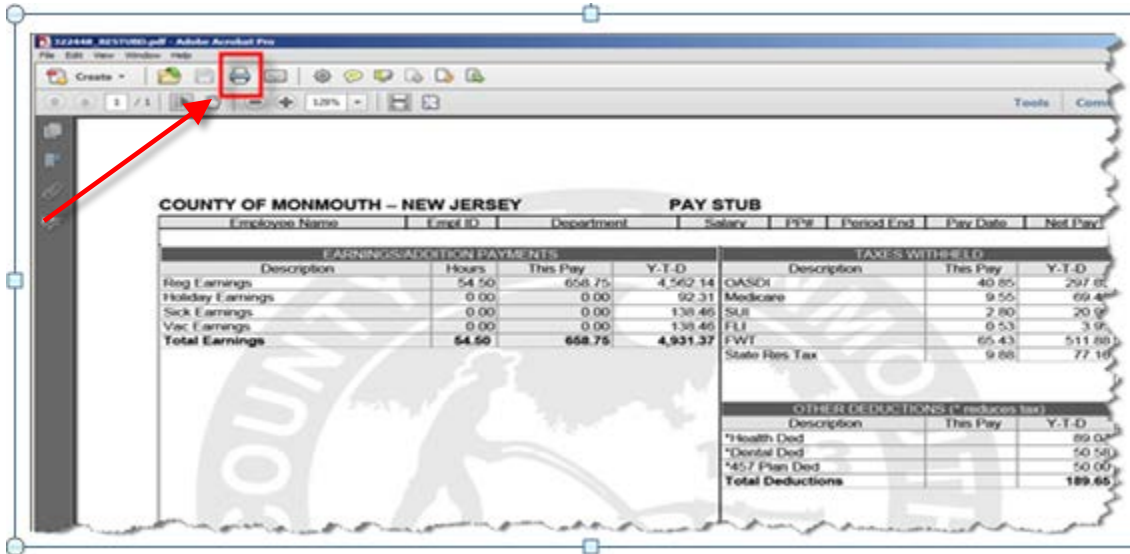
7. A new tab will open in the browser. **Open** appears at the bottom of your screen in the new browser. Click **Open**. If you selected multiple pay stubs, they will all show on the same PDF.



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

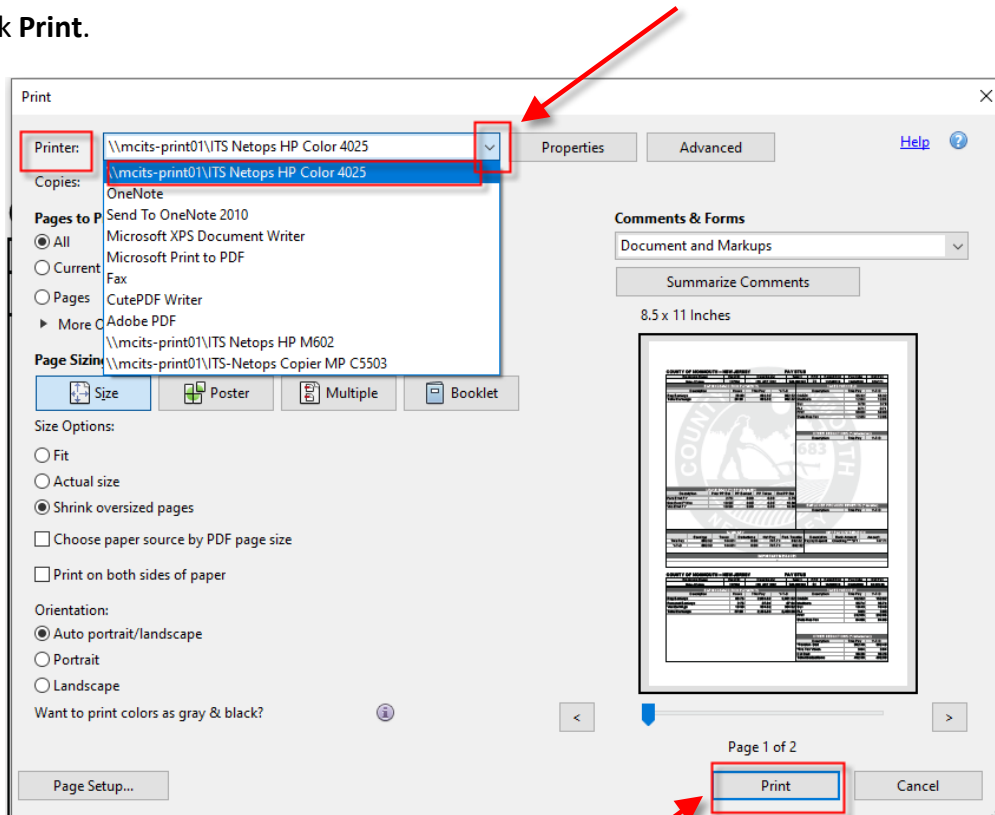


- The pay stub PDF will open in a separate window. Click the **Printer Button** at top of screen.

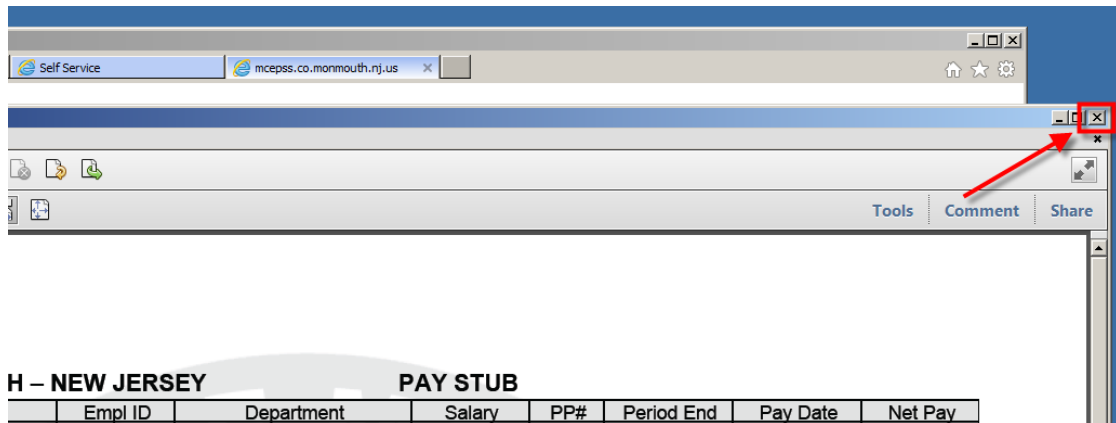


- Click the **Down Arrow** by **Printer** and select the printer that will print the pay stub.

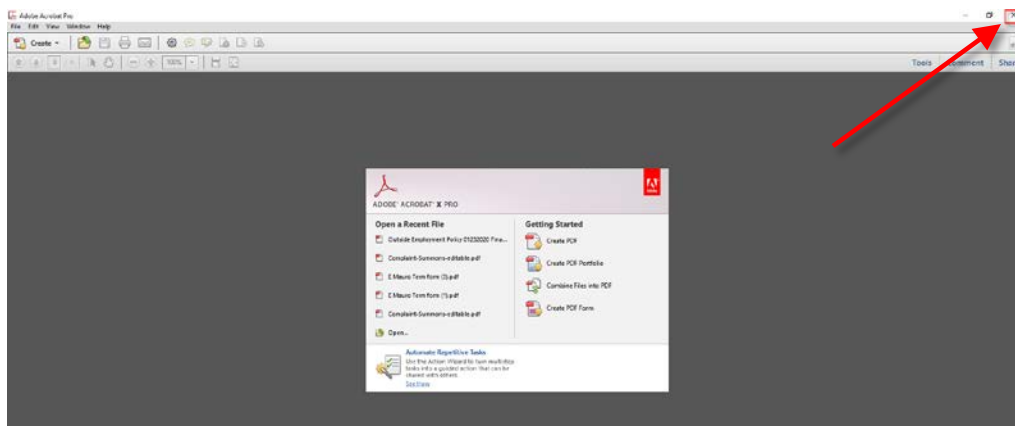
- Click **Print**.



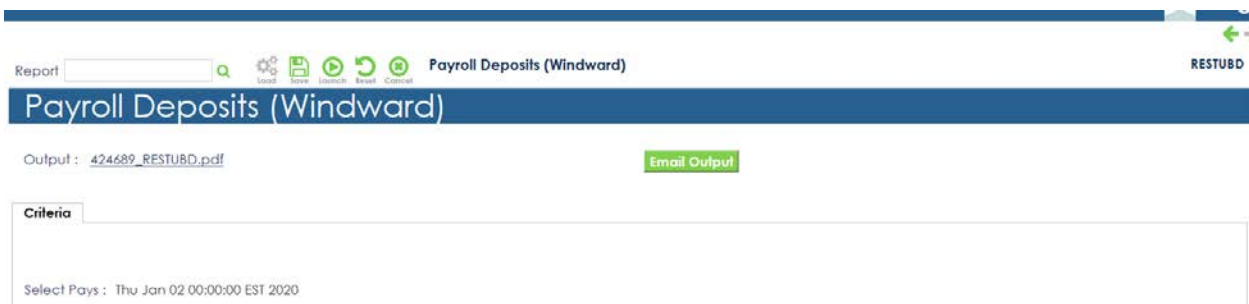
12. Click **X** to **Close** the pay stub PDF.



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

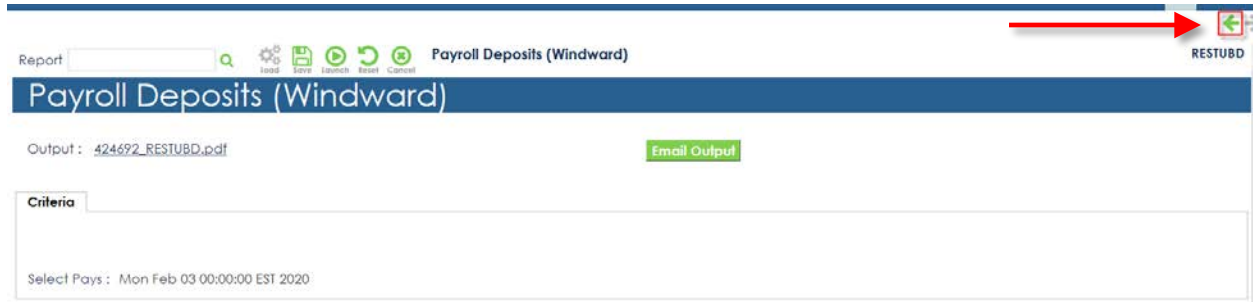


14. Click **Self Service**. This will bring you back to the Payroll Deposits screen where you have several options.



OPTION 1: Log out of Self Service

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

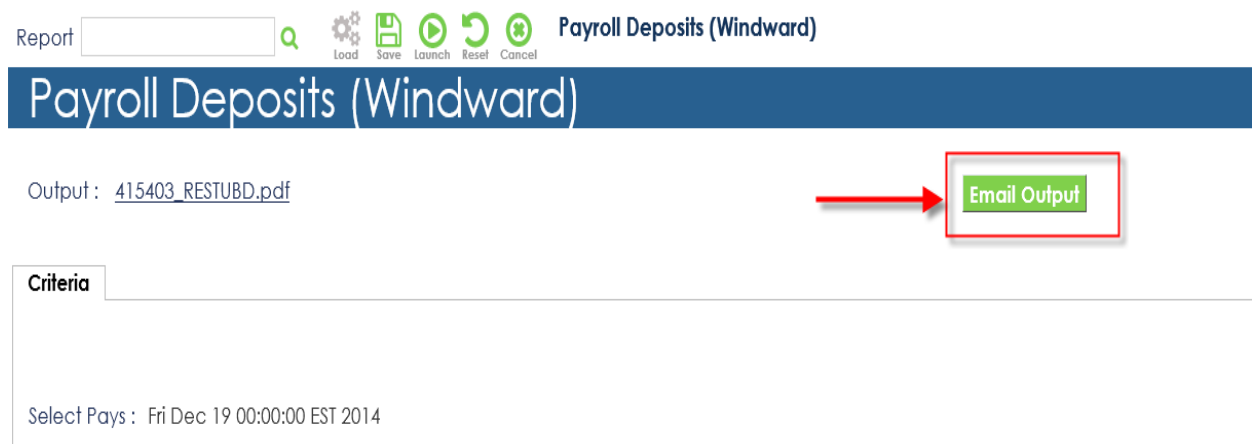


2. Click **White Arrow (Log Out Arrow)** on the Self Service Home Screen to Log Out.



OPTION 2: Email the Pay Stub

1. Click **Email Output**.



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 : [415403_RESTUBD.pdf](#)

Additional Notes :

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 : ←

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

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

SEARCH FOR: Email To Identity

Search

Email To Identity :

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

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

Report Payroll Deposits (Windward)

Payroll Deposits (Windward)

Output : [415406_RESTUBD.pdf](#)

Criteria

Select Pays : Fri Dec 19 00:00:00 EST 2014

Email Report Output

Email Report Output

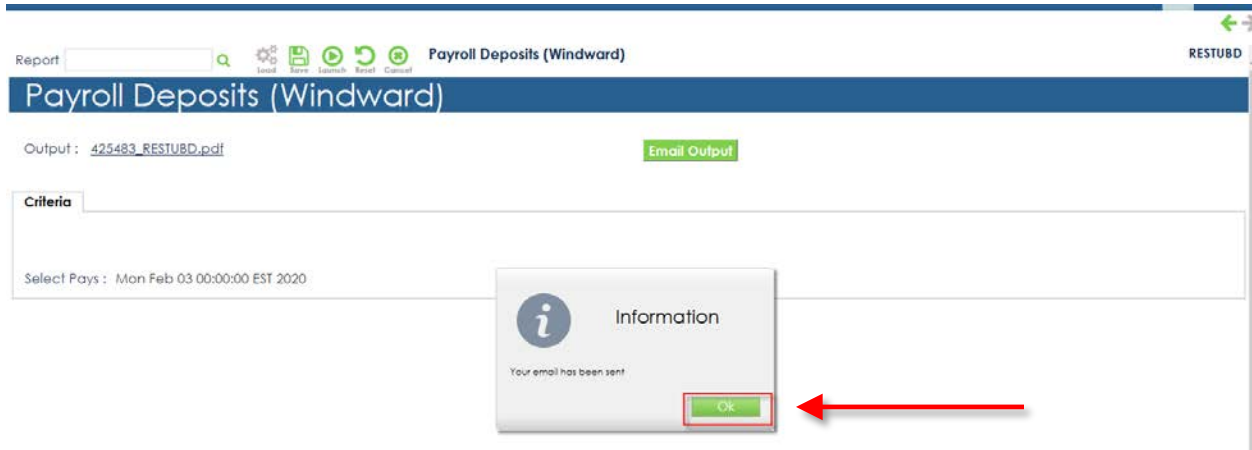
Email To Identity :

Title :

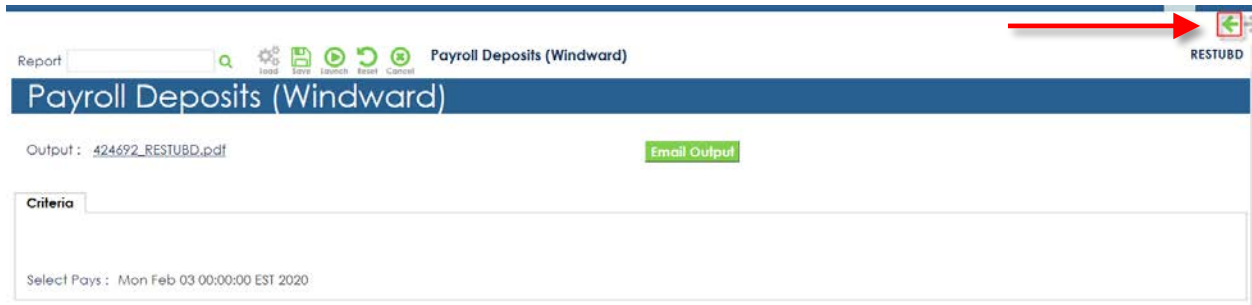
Attachment : [415406_RESTUBD.pdf](#)

Additional Notes :

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



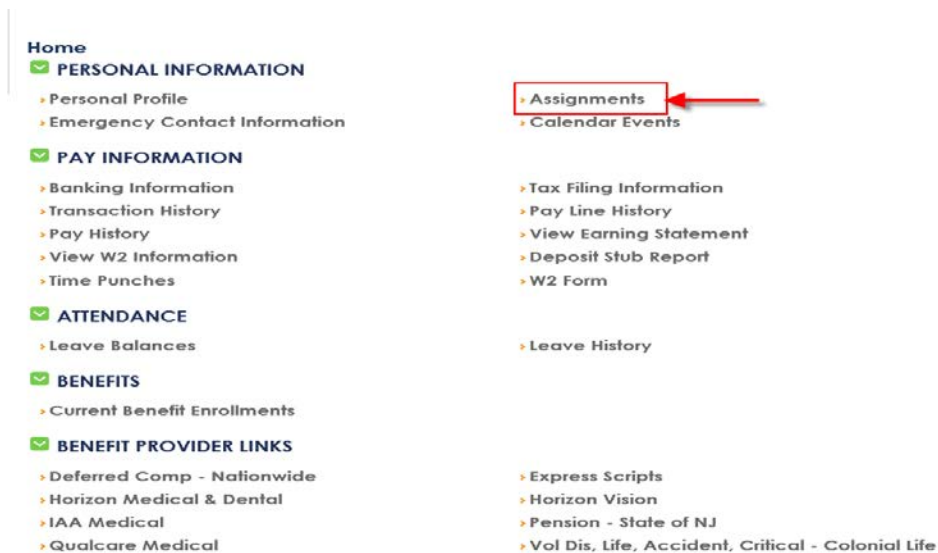
7. Click the **Green Arrow** to return to the Self Service Home Page.



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.



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

Assignments

Assignments

LIST OF ASSIGNMENTS

Assignment	Start Date	End Date	Description	Next Review	Hire Date
PRIMARY	09-Sep-2013				09-Sep-2013

⏪ ⏩ 1 of 1 ⏪ ⏩
09-Sep-2013 - 31-Dec-3999
Change Reason: NEW HIRE

ASSIGNMENT DETAILS | COMPENSATION | Premium

Department Name : Highway Job : 02248 Unit : BRD_WKRKRS Group : BRD_WKRKRS Realignment Stat :	Title : Laborer 1 Work Hours : 80 /pay 40 /wk 8 /day Status : ACTIVE CS Status : R -Permanent Appointment Email Address : john.monmouth@co.monmouth.nj.us
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3. Click on the **Green Arrow** to return to Self Service Home Page.

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.

Menu >

- Home
- ✓ PERSONAL INFORMATION
 - ▶ Personal Profile ←
 - ▶ Emergency Contact Information
- ✓ PAY INFORMATION
 - ▶ Banking Information
 - ▶ Transaction History
 - ▶ Pay History
 - ▶ View W2 Information
 - ▶ Time Punches
- ✓ ATTENDANCE
 - ▶ Leave Balances
- ✓ BENEFITS
 - ▶ Current Benefit Enrollments
- ✓ BENEFIT PROVIDER LINKS
 - ▶ Deferred Comp - Nationwide
 - ▶ Horizon Medical & Dental
 - ▶ IAA Medical
 - ▶ Qualcare Medical

- ▶ Assignments
- ▶ Calendar Events
- ▶ Tax Filing Information
- ▶ Pay Line History
- ▶ View Earning Statement
- ▶ Deposit Stub Report
- ▶ W2 Form
- ▶ Leave History
- ▶ 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.**

The screenshot shows the 'Personal Profile' page with the 'PERSONAL BASIC INFORMATION' section expanded. Under 'PERSONAL ADDRESS & PERSONAL INFORMATION', the 'Home E-Mail' field contains 'johnM@gmail.com' and is highlighted with a red box. A red arrow points to this field. Other fields include 'Address 1', 'Address 2', 'City', 'State, Country', 'Zip Code', 'Home Phone', and 'Personal Cellular #'. A 'Change Reason' field is also visible.

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

This screenshot shows the top right corner of the 'Personal Profile' page. A green double-headed arrow icon is highlighted with a red box, and a red arrow points to it. The text 'WEPP.MCNJ' is visible next to the icon.

OPTION 3: Run Other Pay Stub Reports

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

The screenshot shows the 'Payroll Deposits (Windward)' report generation screen. The 'Criteria' section is expanded, showing 'Select Pays : Mon Feb 03 00:00:00 EST 2020'. A red arrow points to the 'Reset' button in the top toolbar.

2. Click **OK**.

This screenshot shows the same 'Payroll Deposits (Windward)' report generation screen as above, but with an 'Information' dialog box open. The dialog box contains the text: 'A new Selection has been created, using the original Parameter Set. If you have changed other values, please ensure they are correct.' The 'OK' button in the dialog box is highlighted with a red box, and a red arrow points to it.

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