

# 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.

https://hardin.munisselfservice.com/default.aspx

File Edit View Favorites Tools Help

X Convert Select

Page Safety Tools

HARDIN COUNTY SCHOOLS  
HELPING CHILDREN SUCCEED

Log In

Home

**Hardin County Schools Self Service**

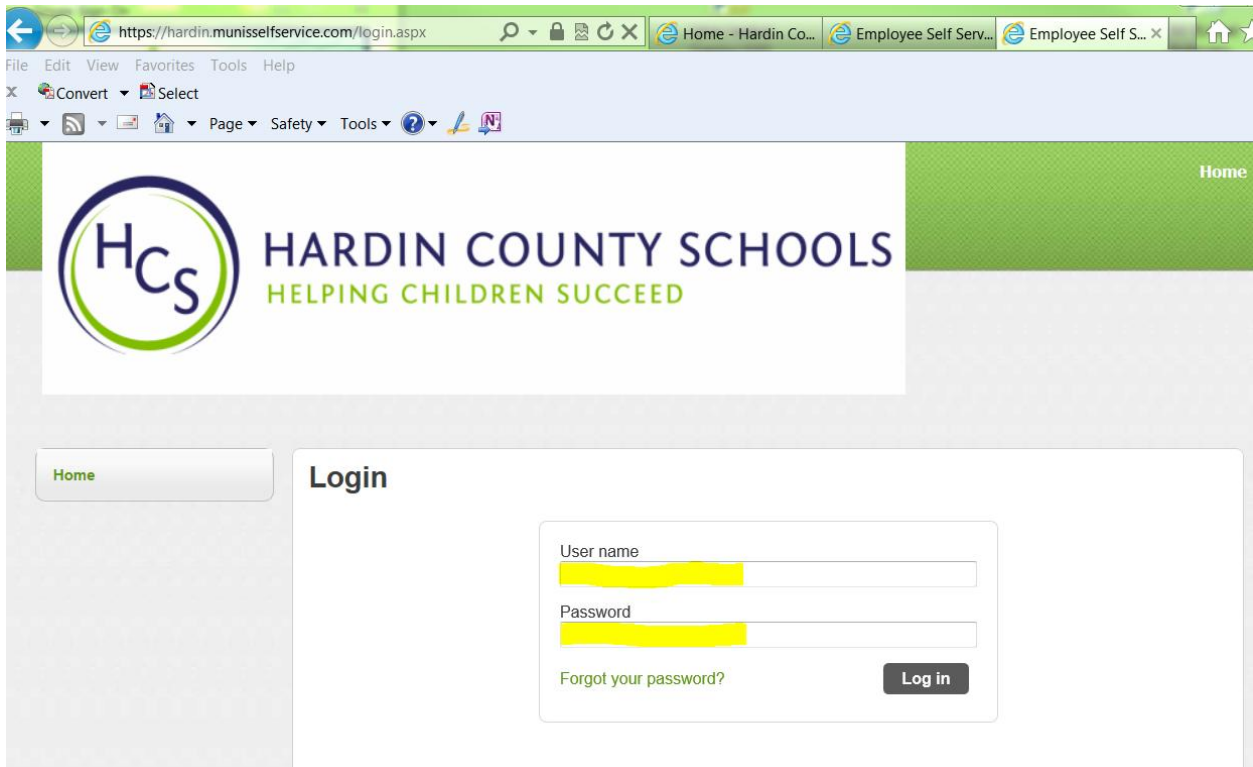
Get access to:

- Important Announcements
- Pay Stubs
- Leave Balances
- W-2's
- Forms
- Paycheck Simulator

For assistance contact Tammy Hahn at 270-769-8815 or Scotti Decker at 270-769-8897

https://hardin.munisselfservice.com/Default.aspx

**Click Log In**



## First Time Log In

**User Name: Employee ID**

**Password: Last four numbers of Social Security Number**

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

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Home

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HELPING CHILDREN SUCCEED

Home

**Login**

Before proceeding you must change your password.

New password be at least 6 characters long.

Current password

New password

Password strength Unacceptable

Confirm new password

New password hint

**Change** **Cancel**

**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.**

Home

**Employee Self Service**

## Hardin County Schools Self Service

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## Click on Employee Self Service

Home

**Employee Self Service**

Certifications

Pay/Tax Information

Personal Information

Time Off

## Welcome to Employee Self Service

### Announcements

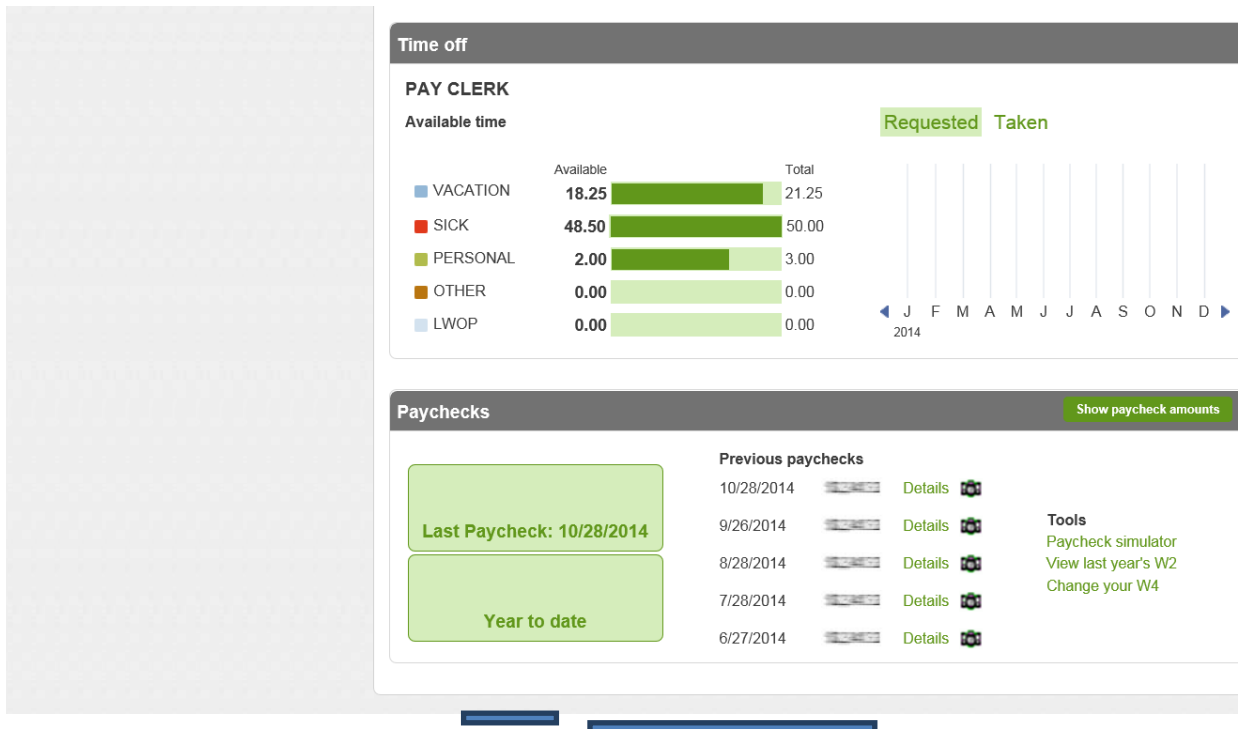
If you are planning to retire and would like to defer your sick leave into a 401k or 457, please contact Kay McHone with Kentucky Deferred Comp at 502-758-5152. If you would like to defer to a 403b then contact a local Edward Jones Office. THIS MUST BE COMPLETE AT LEAST 30 DAYS BEFORE YOU RETIRE..... Please contact Tammy Hahn at 270-769-8815 or Scotti Decker at 270-769-8897 for assistance.

### Personal information [View profile](#)

**HAHN, TAMMY L**  
 9389 LONG GROVE RD  
 RINEYVILLE, KY 40162-9709

**Phone**  
 HOME PHONE: [REDACTED]

**Email**  
 Email: Tammy.Hahn@hardin.kyschools.us  
 Alt email: [REDACTED]



By clicking the follow you can get additional information.

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

**HAHN, TAMMY L** ▾

**Resources** ▾

- [2014 W-4](#)
- [2014 K-4](#)
- [2014 Married Federal Tax Chart](#)
- [2014 Single Federal Tax Chart](#)
- [2014 Kentucky Tax Chart](#)
- [Direct Deposit Form](#)
- [Personal Information Update](#)
- [PR100](#)
- [Sick Leave Donation Form](#)
- [Request for Donated Sick Form](#)

By clicking view profile you can see personal information.

Personal information

[View profile](#)

**HAHN, TAMMY L**  
9389 LONG GROVE RD  
RINEYVILLE, KY 40162-9709

## Employee Profile

[Return to Personal Information](#)

### General information

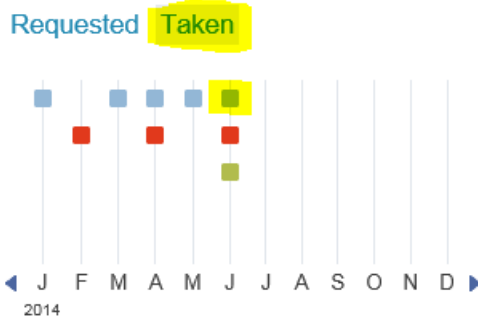
Name	HAHN, TAMMY L
Employee ID	44009
SSN	xxx-xx-xxxx
Active status	ACTIVE
Personnel status	FULL TIME PERMANENT
Office location	
E-Mail address	Tammy.Hahn@hardin.kyschools.us
Alternate e-mail address	[REDACTED]
Hire date	11/8/2002
Service date	11/25/2002
Original hire date	

**Under time off, you can click on the Taken and the boxes to see the actual days taken.**

### Time off

#### PAY CLERK

##### Available time



**VACATION: June, 2014**  
6/30/2014 - Taken  
6/2/2014 - 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.**

**Paychecks** Show paycheck amounts

**Last Paycheck: 10/28/2014**

**Year to date**

**Previous paychecks**

10/28/2014		<a href="#">Details</a>	
9/26/2014		<a href="#">Details</a>	
8/28/2014		<a href="#">Details</a>	
7/28/2014		<a href="#">Details</a>	
6/27/2014		<a href="#">Details</a>	

**Tools**

- [Paycheck simulator](#)
- [View last year's W2](#)
- [Change your W4](#)

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.

**Edit W-4**

HAHN, TAMMY L

**FEDERAL**

Marital Status:    
 If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions:

**KENTUCKY**

Marital Status:

Exemptions:

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.

[Continue](#) [Reset](#) [Cancel](#)

**Make sure and log out when done.**

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Convert Select  
Page Safety Tools ?

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HELPING CHILDREN SUCCEED

HAHN, TAMMY L.  
Home  
My Account  
Log Out

Home  
Employee Self Service  
Certifications

Welcome to Employee Self Service

Announcements

If you are planning to retire and would like to defer your sick leave into a 401k or 457, please contact Kay McHone with

**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.**