



Welcome to Employee Self Service

Employee Self Service (ESS) is an online application that allows SPS employees secure, password protected access to:

- Make Open Enrollment Changes
- Review and update address and telephone information
- View payroll information

**Log in to
Employee
Self Service**



[Home](#)

[Calendar](#)

MUNIS
self service

About Employee Self Service (ESS)

- [First Time User?](#)
- [I forgot my password.](#)
- [Open Enrollment in ESS](#)

TIPS FOR LOGGING INTO ESS

- User ID is employee ID
- Your password was initially the last four digits of your social security number.

What else can I do in ESS?

- Update your personal information
- View your time off balances
- View your paycheck
- Use the paycheck simulator
- View training opportunities
- Apply for employment or internal transfers
- Update an existing application

For more information contact :

Springfield Public Schools

Human Resources

& Benefits Department at

417-523-GOHR (4647)

Click to Email :

Benefits or Human Resources



Calendar

November 2011

SUN	MON	TUE	WED	THU	FRI	SAT
		1 Open Enrollment Begins	2	3	4	5
6	7	8	9	10-FAIR	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30 Open Enrollment Ends			

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Schedule of Events

- **10/24/2011-11/30/2011**– American Fidelity begins their annual Section 125 enrollment. Click [here](#) to see location schedule
- **11/1/2011-11/30/2011**– Open Enrollment for SPS. Make your changes to Medical, Dental, Life and Long Term Disability. Click [here](#) to link to Employee Self Service.
- **11/10/2011**– Join us at the Kraft Administration Office Annual Benefits Fair from 3:00PM to 7:00PM. [Details](#)