



## MIDDLEBOROUGH PUBLIC SCHOOLS

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30 Forest Street  
Middleborough, Massachusetts 02346  
Telephone: 508-946-2000

Brian E. Lynch  
Superintendent of Schools

Kathleen Piatelli  
Director of Business and Finance

October 28, 2016

Dear Faculty and Staff,

This letter is to inform you of the upcoming transition from direct deposit paper paystubs to an Employee Self Service online system. At the Special Town Meeting held on October 5, 2015, a vote was taken to approve the use of an electronic direct deposit system for employees enrolled in our direct deposit program.

This system has many exciting and dynamic features that will allow you as the employee to navigate your payroll in its entirety. You will be able to review your payroll checks for the previous 18 months, and will also allow you to print paystubs for your records. Your W-2 will be made available electronically. Although users will still receive a hard copy of their W-2, access to this document will likely be accelerated.

We have provided a handout outlining how to successfully enroll in the **Employee Self-Service** program. It is the responsibility of all employees to create an account. The Town of Middleborough will be completely live and paperless for the payroll of **December 15, 2016**, therefore, we are asking that employees sign up and create an account in advance of that date.

In accordance with the **attached instructions**, account generation requires the last 4 digits of your social security number, an email, and a password. The payroll department will not have the capability to access your account or help you change a password. Should you forget your password, you will have to follow the "forgot my password" prompt on the login page.

We strongly encourage accounts to be set up in advance of the launch date as each account has to be verified and accepted by the payroll department. **As soon as your account has been approved, you will have access to your payroll information in the Employee Self-Service system.** All employees enrolled in our direct deposit program will still receive paper stubs until December 8, 2016.

We are very excited about the functionality and convenience of this electronic system and sincerely appreciate your patience and cooperation during this transition. If you have any questions about the enrollment process or the electronic system, please do not hesitate to contact our Central Office at (508) 946-2000.

Thank you,

A handwritten signature in black ink, appearing to read 'B. E. Lynch'.

Brian E. Lynch  
Superintendent of Schools

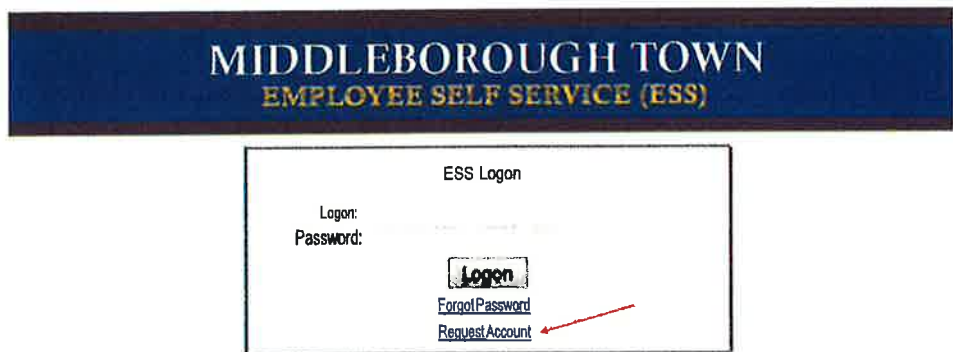
BEL/jap  
Attachment

# Enrolling in the Employee Self Service(ESS) Portal

## STEPS FOR REQUESTING AN ACCOUNT (ONE-TIME SETUP)

In order to obtain access to your on-line pay information, you will need to complete a few simple one-time setup instructions.

1. Go to <https://middleboroughschool.ess.visualgov.com>
2. Click on "Request Account" link.



3. Enter requested information & submit form.

**Step 1 - Email Address:** The email address you provide will be what you will use to log into your account going forward. It does not have to be your work email address. Feel free to provide a personal email address.


**Step 2 - Password:** Select an alphanumeric password that is 6-30 characters in length. This password never expires.

**Step 3 - Identity Verification:** Provide the requested information;

\*First Name

\*Last Name

\*Last 4 digits of your SSN



4. Click "Complete Signup". You will be redirected to a web page showing your account request was successfully sent.
5. An alert will be sent to the payroll department reflecting your account request. Upon approval, you will receive a confirmation email at the address you provided stating your account has been created.

*\*Please note--it is possible that this confirmation email may appear in your "Junk Mail" folder. If so, please add [support@visualgov.com](mailto:support@visualgov.com) to your safe sender list.*