

In order to print your paycheck statement you must first go to the district website:

<http://schools.birdvilleschools.net>



Click on For Staff



Click on Munis Employee Self Service

click on log in in at the far right corner

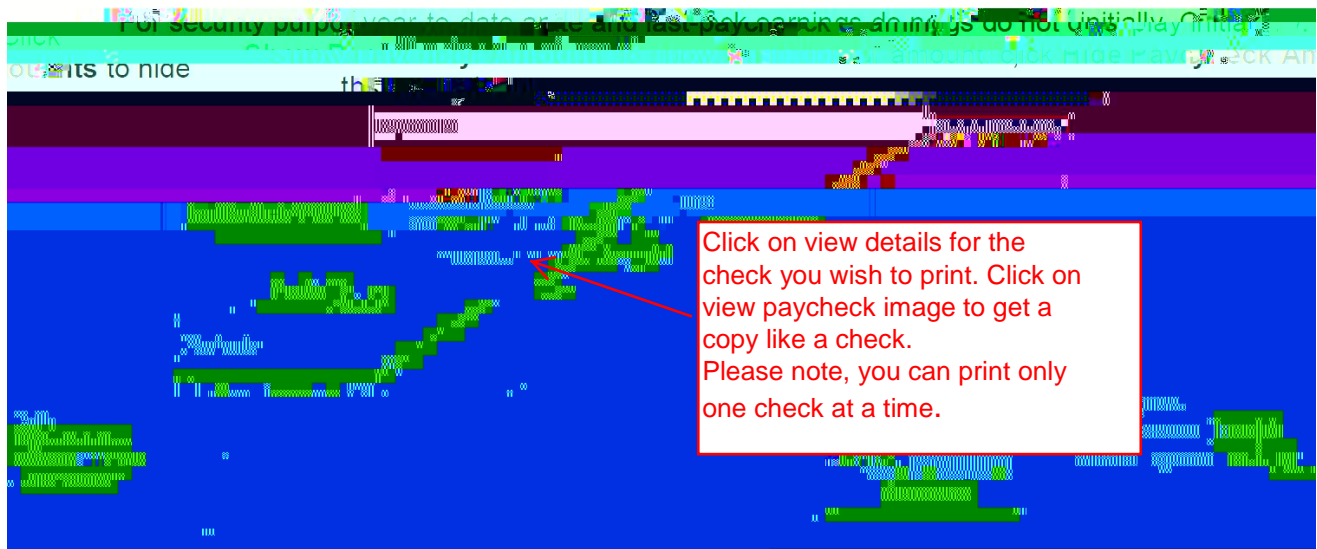
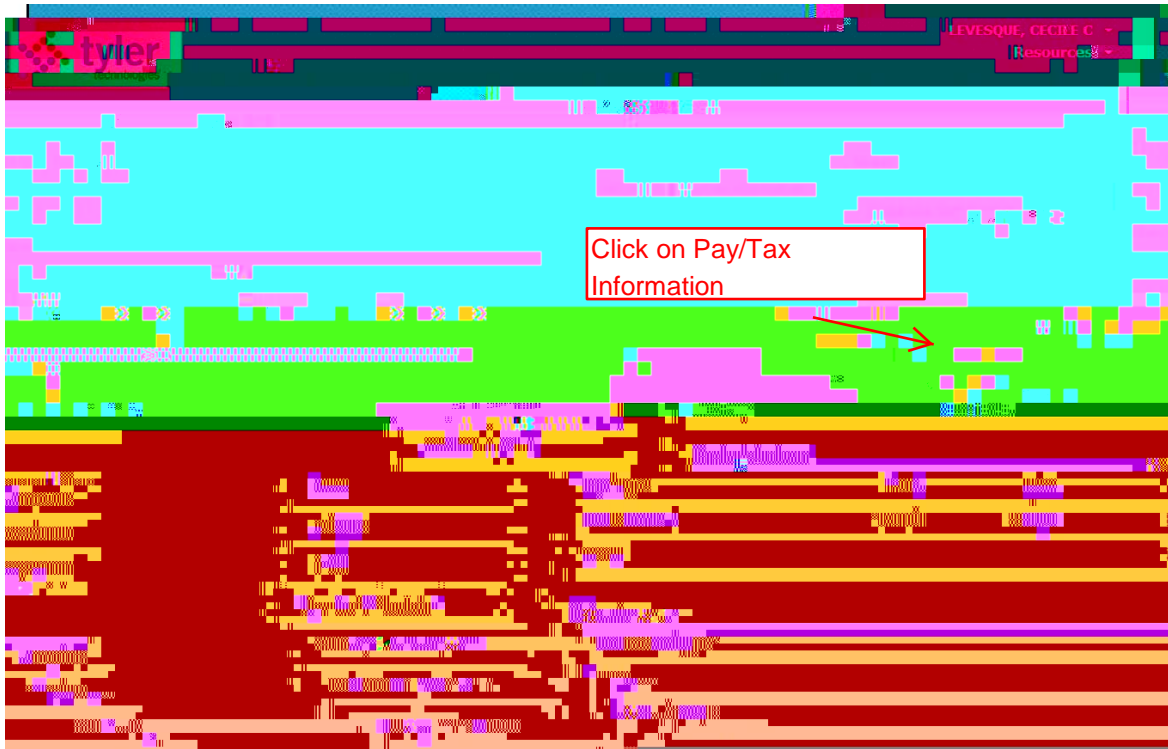


Welcome

Employee Self Service

click on
employee self
service

A red arrow points from the text "click on employee self service" to the "Employee Self Service" link in the navigation bar.



Once the new screen comes up, you will click on the printer icon in the upper left hand corner in order to print. Once Printing is completed, close the screen with the check view, and then click on Return to pay/tax information in the upper right hand corner in order to print additional checks. You may have to scroll down to see a list of the checks on this page. You can see more checks by clicking on the Pay/Tax Information on the right scroll bar.