

Getting Started with Employee Self-Service (ESS)

We have instituted a new benefit for employees called Employee Self Service (ESS). This enables you to access pay and tax information as well as allowing you to request time off. We will be discontinuing paper forms for time off in FY21. We also hope that we will continue to add features to ESS and it will become a hub of employee information and correspondence. Much of it is intuitive and self-explanatory.

All employees will need to log onto their account and utilize it for certain tasks and information.

As of now, please utilize this site for:

- Pay and tax information
- Time off requests to your supervisor (paper forms are being discontinued)

How to get started:

Go to: <https://ess.middletonma.gov/mss/>

Click "Log In" on the top right

Your Username is: [first name][last name][last 4 digits numbers of your ss#] – **for example: johndoe1234**

Your initial password is: last 4 digits of your ss#

You will be asked to create a new secure password.

Questions may be directed to Tanya Shallop, Cassandra Murphy, or Belinda Young.