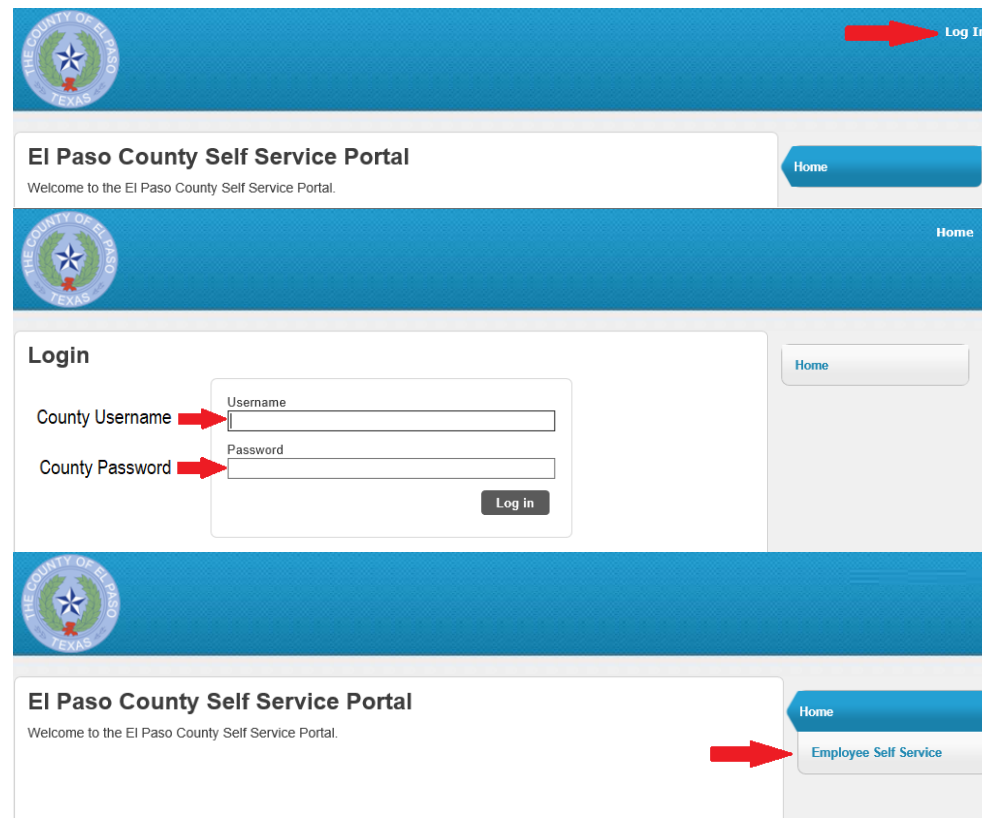




As part of the MUNIS application, your W-2 will now be available to view in the MUNIS Self Service portal. See below for steps to access your W-2.

<https://elpasocountytx.munisselfservice.com/ess/default.aspx>

1. Once you are navigated to the MUNIS Employee Self Service portal, click on “Log in”
2. Enter your County Username and Password and then select the “Log in” button
3. On the El Paso County Self Service Portal screen, select “Employee Self Service”



- You will now be navigated to your Self Service Dashboard. Please scroll down to the “Paychecks” heading and select the “View last year’s W-2” under the Tools section.

**Welcome to Employee Self Service**

**Time off**

	Currently Available	Earned
VACATION	95.48	95.48
SICK	312.40	312.40

Show time off taken

2018

**Paychecks**

Previous paychecks

Date	Details	Tools
1/19/2018	Details	
1/5/2018	Details	
12/22/2017	Details	
12/8/2017	Details	
11/24/2017	Details	

Tools  
Paycheck simulator  
View last year's W2

- Click on “View W-2 Image”

**W-2 Information**

Year: 2017 - 0

YEAR: 2017

11111 ROY DR. ROYCITY, TX 79921

RETIREMENT

3RD PARTY SICK

STATUTORY EMPLOYEE

[View W-2 image](#)

- You will be taken to an electronic copy of your W-2

098 No. 1045-0008 Department of the Treasury Internal Revenue

1 Wages, tips, other compensation 77777.77  
2 Federal income tax withheld 1111.11  
3 Social security wages 77777.77  
4 Social security tax withheld 1111.11  
5 Medicare wages and tips 77777.77  
6 Medicare tax withheld 1111.11

7 Social security tips  
8 Allocated tips  
9 Verification code

10 Dependent care benefits  
11 Nonqualified plans  
12a See instructions for box 12  
12b  
12c  
12d

13 Statutory retirement employee plan  
14 Other 414(H)(2)  
15 State wages, tips, etc.  
16 State income tax  
17 Local wages, tips, etc.  
18 Local income tax  
19 Locality name

Employee's name, address and ZIP code  
EL PASO COUNTY  
800 EAST OVERLAND ROOM 406  
EL PASO, TX 79901

Employee's identification number (EIN)  
77-7777777

Employee's social security number  
111-11-1111

Form W-2 Wage and Tax Statement 2017  
Copy 2 - To Be Filed With Employee's State, City, or Local Income Tax Return.