



**NATIONAL GOVERNMENT**  
**REPUBLIC OF PALAU**  
 P.O. Box 6011 Koror, Palau 96940  
 Tel: (680) 767-2415 | Fax: (680) 767-2416  
 Email: [essinfo@palaugov.org](mailto:essinfo@palaugov.org)

## EMPLOYEE SELF-SERVICE APPLICATION FORM

*TYPE OR PRINT CLEARLY IN THE BOXES*

Employee Self Service (ESS) is an online application created specifically for employees and job applicants provided by the Bureau of Public Service System, Ministry of Finance. Once logged into ESS, Republic of Palau employees can navigate to information related to their personnel information, including pay and tax information, leave and sick leave balances and pay advices. ESS also manages the performance evaluation process.

In addition to reviewing their personnel record on file, employees can interact with ESS in a number of ways, including:

- change/modify contact information
- use the paycheck simulator
- fill out and submit a self-evaluation, and review evaluation submitted by supervisor
- choose how to receive W2

**To sign up for ESS, you must agree to the following:**

- Enroll/be currently enrolled in Direct Deposit (ACH)
- Agree to receive an electronic copy of pay advice via ESS (to view and print as needed); printed pay advices will no longer be forwarded to your department to be picked up.

Visit the website at <https://selfservice.palaugov.pw/mss/>  
 Or download the “Munis ESS” app on Google Play Store or Apple App Store and scan the QR code below using the app for mobile use:



Employees who wish to SIGN UP for ESS are required to complete the application below and submit it to BPSS. Applications may be dropped off at Capitol or Koror, Finance.

TEAR HERE

EMPLOYEE INFORMATION <i>(REQUIRED)</i>		
LAST NAME	FIRST NAME	MIDDLE I.
SSN		
EMPLOYEE NUMBER <small>*(see Pay Advice for number)</small>		
WORK LOCATION <small>*(see Pay Advice for number)</small>		
EMAIL ADDRESS		
CONTACT NUMBER		
_____ SIGNATURE		_____ DATE

FOR SUPERVISOR ONLY <i>(REQUIRED)</i>		
<b><u>DECLARATION:</u></b>		
I HEREBY DECLARE THAT I HAVE VERIFIED ALL THE INFORMATION ABOVE TO BE TRUE AND CORRECT. I HAVE VERIFIED THAT MY EMPLOYEE ABOVE DESIRES TO OPT IN FOR THE NATIONAL GOVERNMENT ONLINE EMPLOYEE SELF-SERVICE.		
PRINT NAME (SUPERVISOR)	SIGNATURE	DATE