



NATIONAL GOVERNMENT
REPUBLIC OF PALAU
 P.O. Box 6011 Koror, Palau 96940
 Tel: (680) 767-2415 | Fax: (680) 767-2416
 Email: 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. 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 (executive branch only)

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 advice will no longer be forwarded to your department to be picked up.

Visit the website at <https://selfservice.palaugov.pw/ess>
 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 in our mailbox in Koror, Finance or by email to essinfo@palaugov.org

TEAR HERE

EMPLOYEE INFORMATION (REQUIRED)		
LAST NAME	FIRST NAME	MIDDLE I.
SS NUMBER		
EMPLOYEE NUMBER <i>(Top left corner of pay advice)</i>		
EMAIL ADDRESS		
CONTACT NUMBER		
_____ SIGNATURE		_____ DATE

FOR SUPERVISOR ONLY (REQUIRED)		
DECLARATION: 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