



NATIONAL GOVERNMENT
REPUBLIC OF PALAU
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EMPLOYEE SELF-SERVICE APPLICATION FORM

TYPE OR PRINT CLEARLY IN THE BOXES. COMPLETE ALL REQUIRED FIELDS.

Employee Self-Service (ESS) is an online application created specifically for employees and job applicants administered by the Bureau of Human Resources. Once logged into ESS, Republic of Palau employees can navigate to information related to their personnel information, including pay and tax information, annual 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://republicofpalaupwpw.munisselfservice.com/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 "PERSONNEL" 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

END-USER RESPONSIBILITIES FOR EMPLOYEE SELF-SERVICE (ESS)

Welcome to the Employee Self-Service (ESS) website! By signing up for and using ESS, you agree to follow the responsibilities and guidelines outlined below. These requirements are intended to help ensure a secure, accurate, and efficient ESS experience for all users.

1. Account Security

- Your username and password are your responsibility. Please take every precaution to keep your login information secure and confidential.
- Do not share your credentials with anyone and update your password regularly to help maintain account security.

2. Pay Advice Availability

- Please note that BHR will not send email notifications regarding pay advice availability.
- Pay advice will be accessible in ESS according to the pay period schedule established by the Bureau of National Treasury – Division of Finance and Accounting, Payroll Section. Users are responsible for checking ESS according to the applicable schedule to view their pay advice.

3. Inquiries and Password Assistance

- Users who forget their password must use the **“Forgot your password?”** option on the ESS login page to reset it.
- If you have questions or need assistance with your account, please email essinfo@palaugov.org using the email address linked to your ESS profile.
- For security reasons, BHR cannot provide passwords or other sensitive account information over the phone.

4. Keeping Personal Information Current

- Users are encouraged to review their personal and contact information in ESS periodically and keep it up to date whenever possible.
- This includes information such as your mailing address, telephone number, email address, and other personal contact information available through ESS.
- Keeping your information current helps ensure that BHR and other authorized government offices have accurate information when needed for official personnel and payroll-related matters.

Any ESS site updates or announcements will be posted at palaugov.pw/hr.

Thank you for your cooperation in keeping ESS secure and your personal information accurate and up to date.