

HOW TO USE EMPLOYEE SELF SERVICE (ESS)

How to Log into ESS:

- Click on the Employee Self-Serve link <https://mss.bridgeportct.gov/mss>
- Click “Log In” Arrow on the upper right-hand corner of the page
- Enter your Username Firstname.Lastname (i.e., John.Doe)
- Enter your Password Your Private Password

**If logging in for the first time, your password will be the last 4 digits of your SSN.
You will then be prompt to create a private password.**

If you are having difficulty logging in, you can request that your password hint be emailed to you. At the bottom of the hint email, you will find a link to allow you to reset your password. If you are not being prompted to have your hint emailed to you, then you are not using the correct username.

If you do not know your username or are still having problems logging in to ESS, please call 203-576-1333 or email lynn.simko@bridgeportct.gov or mary.otero@bridgeportct.gov for assistance.

How to access various payroll, benefits, retirement documents, and policies:

- Log into ESS. Click on the “Employee Self Service” tab on the left navigation bar; proceed by clicking the “Resources” arrow at the top right-hand corner of the portal. From here you will be able to download and print various documents and forms. Please note that completed forms MUST be delivered to your respective payroll clerk, Civil Service, or HR/Benefits Office.
- To view your entire “**Employee Profile**,” click on the “Employee Self Service” tab on the left navigation bar; then click on the “View Profile” button parallel to the “Personal information” header.
- To view your complete “**Pay/Tax Information**,” click on the “Employee Self Service” tab on the left navigation bar, then click on the “Pay/Tax Information” tab that appears under “Employee Self Service.” From the “Pay/Tax Information” page, you can view your complete earnings per pay period, year to date, W-2, 1095-C, and current W-4 information.
- In addition to the “Pay/Tax Information” page, you can access a “**Paycheck Simulator**.” This built-in simulator allows you to see the effect changes to your withholding and deduction amounts will have on your net take home pay. For example, you can obtain a pre-calculation of what your net take home earnings will be if you were to increase or decrease one or both of your W4 exemptions/filing status.
- Once on the “**Paycheck Simulator**” page and you make those desired changes, click “calculate” at the bottom of the page. You will be directed to a new page with both your current totals and your simulated totals. Please note: This is an estimation of your pay based on the information you enter.