



NATIONAL GOVERNMENT
REPUBLIC OF PALAU
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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 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, 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://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 (Top left corner of pay advice)		
EMAIL ADDRESS		
CONTACT NUMBER		
<hr/>		
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.		
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PRINT NAME (SUPERVISOR)	SIGNATURE	DATE

END USER RESPONSIBILITY FOR EMPLOYEE SELF SERVICE (ESS)

Welcome to the Employee Self Service (ESS) website! To ensure smooth and secure experience, we ask that all users adhere to the following guidelines:

1. Account Security:

- Your username and password are your responsibility. Please take every precaution to keep your login details secure and confidential.
- Avoid sharing your credentials with anyone and update your password regularly to maintain account security.

2. Pay Advice Availability:

- Please note that BHR will not send email notifications about pay advice availability.
- Pay advice will be accessible in ESS according to the pay period schedule set by the Bureau of National Treasury - Division of Finance and Accounting's Payroll section. Be sure to check the website on schedule to view your pay advice.

3. Inquiries and Password Assistance:

- If you have any questions or need help with your account, please email us using the address associated with your ESS registration.
- For your security, BHR cannot provide passwords or sensitive account details over the phone.

Thank you for your cooperation in keeping ESS secure and effective for everyone. Any site updates will be announced on palaugov.pw/hr

If you need assistance, feel free to reach out to us via email at essinfo@palaugov.org—we're here to help!