



## HOW TO ACCESS PAYROLL SELF-SERVE FOR FIRST TIME USER'S

1. On any computer with internet access, go to [www.cityofpsl.com](http://www.cityofpsl.com).
2. Scroll down the page to "City Employees Only".
3. Click on: [Login to Payroll Self Serve](#)  
to view any payroll related information



4. At the upper right corner of the page, click on the "Log in" button.
5. In the User name box, type in your first initial of your first name, your last name and last four digits of your social security number. Do not leave any spaces in between. *(ex: asmith1234)*
6. In the Password box, type in: **NEWUSER#1**
7. Click OK.
8. You will be prompted to change your password. Please choose a password that is secure and easy to remember. Passwords must be at least 8 characters long, contain one number, one special character, one uppercase letter, and one lower case letter. *(ex: Mynewjob1\$)*
9. Once you change your password the employee self-serve page will appear.
10. On the right side of the page, click on the "Employee Self Service" to access your information.

- **FOR FIELD EMPLOYEES – Please contact MIS at 772-344-4119 to request a Windows username and password. This username and password will grant you access to the Employee Only Website.**

***THE NEXT TIME YOU LOG INTO PAYROLL SELF SERVICE YOU WILL NEED TO ENTER THE PASSWORD YOU SET UP IN THE SYSTEM.***

***SHOULD YOU LOCK YOURSELF OUT OR FORGET YOUR PASSWORD, PLEASE CONTACT HUMAN RESOURCES AT 772-344-4335 TO RESET.***

Thank you,  
Human Resources Department