



WELCOME to the MUSD Employee Self Service Web Portal!

Web Link & Site Access:

To access our new Employee Self Service Web Portal you may login to www.maricopausd.org and click on Departments and then Helpful Links and then choose Employee Self Service.

You can also enter the following in your web browser: <https://maricopa.pcsdps.org>

On the right side of the page you will click on **LOGIN** and then enter your Username and Password.

Employee Self Service User Name is your first initial and last name.

Example: Pam Brown would be pbrown for the Username. Default Password = password

The first time you successfully login to Employee Self Service you are required to change your password. After entering a new password you will be asked to authenticate and register by providing the answers to questions only the individual should know in order to link your personal records with your login. You will need to enter the last 4 digits of your social security number, Home Zip Code and Date of Birth. When you click on the Register button, the system will validate your entries against your employee record and if the information matches your employee records it will display your name and address and give an option to click a Link button. Once you hit the Link button you are now a registered user of Employee Self Service Web Portal.

Hint for Linking Record: If 85138 does not work, try 85238. If 85139 does not work, try 85239.

The EMPLOYEE RESOURCES tab has a section for Information Center, Compensation, Attendance, Tax Withholding Forms and Profile. You are able to view and print paystubs, W-2 statements, view your attendance history and balances, submit new tax withholding forms online as well as update your personal contact information and emergency contacts in the Profile section. In the Compensation section at the bottom of the pay period you are also able to access a Paycheck Calculator to run "what-if" scenarios. Please take a minute to familiarize yourself with the many benefits available on our Employee Self Service Web Portal. Please contact HR/Payroll personnel if you have any questions.

If you have any difficulties logging into the Employee Self Service Web Portal please contact Pam Brown by email at pbrown@musd20.org.