



## Munis Self Service

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*Employee Self Service User Guide  
Version 10.1*

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## Employee Self Service

Employee Self Service (ESS) is the Munis Self Service application created specifically for current employees. ESS accesses information from, and stores information in, the Munis HR/Payroll programs. When you update information in MSS, the updates also occur in the applicable Munis programs.

For employees, ESS provides access to personal information, pay and tax information, and sick leave information.

The web address for Employee Self Service is <http://mss.lowndes.k12.ga.us/mss>.

To login click on login in the top right of the page. Employees must have a valid MSS login to access the ESS application. Your user name is your first name (as appears on your pay check), your last name and the last 4 digits of your social security number.

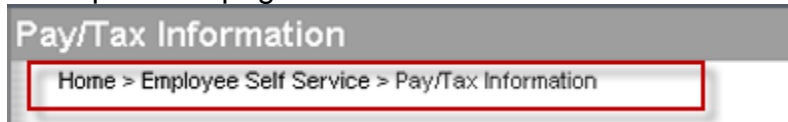
Example: JANEVIKING5217

Your password is the last 4 digits of you social security number.

When you log in, you will be required to change your password. **WRITE DOWN THE PASSWORD FOR SAFE KEEPING!**


### ESS Navigation


On each page of the Employee Self Service application, a breadcrumb provides a guide for navigating the pages. For each page that you display, the breadcrumb identifies the path back to the previous pages.



# ESS Home Page

The home page of the ESS application displays personal information, organizational announcements, and pay details.


Munis Self Services

LEVESQUE, CECILE C | Home | My Account | Log Out


Home
Employee Self Service
Benefits
Certifications
Expense Reports
Pay/Tax Information
Performance Evaluations
Personal Information
Position Transfer
Substitute Teaching
Time Off
Time Sheet
Training Opportunities

## Welcome to Employee Self Service

Home > Employee Self Service

### Personal information

[View profile](#)

LEVESQUE, CECILE  
371 US ROUTE 1  
CASCO, ME 04015

Phone HOME PHONE:      Email Email: melfring@tylertech.com

### Announcements

[Contact](#)

There will be no department meetings for the month of April due to construction in the building.

### Time off

[Request time off](#)

#### Available time

	Available	Total
SICK	0.00	0.00
PERSONAL	24.00	24.00

#### Requested

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2011

#### ACCOUNT III

#### Available time

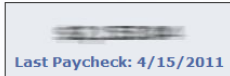
	Available	Total
VACATION	0.00	0.00

#### Requested

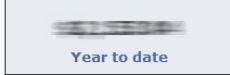
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2011

### Paychecks

[Show paycheck amounts](#)





Last Paycheck: 4/15/2011



Year to date

#### Previous paychecks


4/15/2011    3/1/2011 - 3/30/2011     [View details](#) 

#### Tools

[Paycheck simulator](#)  
[View last year's W2](#)  
[Change your W4](#)

### Employee time off

[View calendar](#)



LEVESQUE, MARY

#### Available time

	Available	Total
VACATION	0.00	0.00
SICK	0.00	0.00
PERSONAL	24.00	24.00

#### Requested

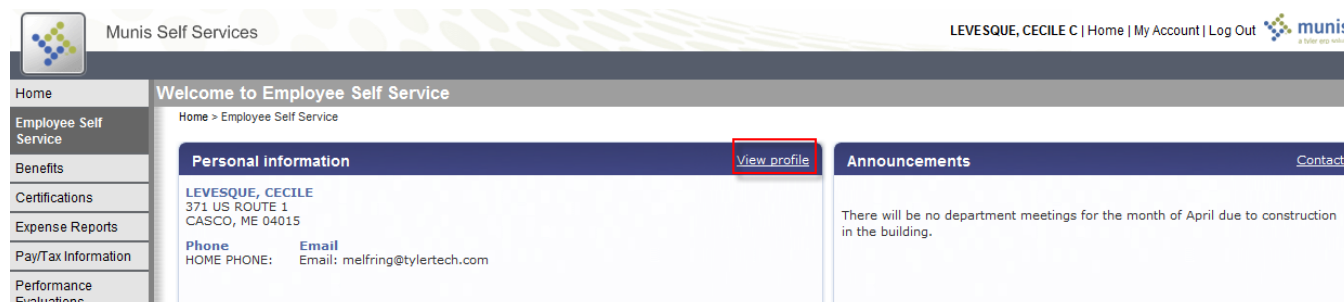
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2011

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## Personal Information

The Personal Information panel provides your information as stored in your employee record. Click View Profile to view your personal profile.



Munis Self Services

LEVESQUE, CECILE C | Home | My Account | Log Out

Home

Welcome to Employee Self Service

Home > Employee Self Service

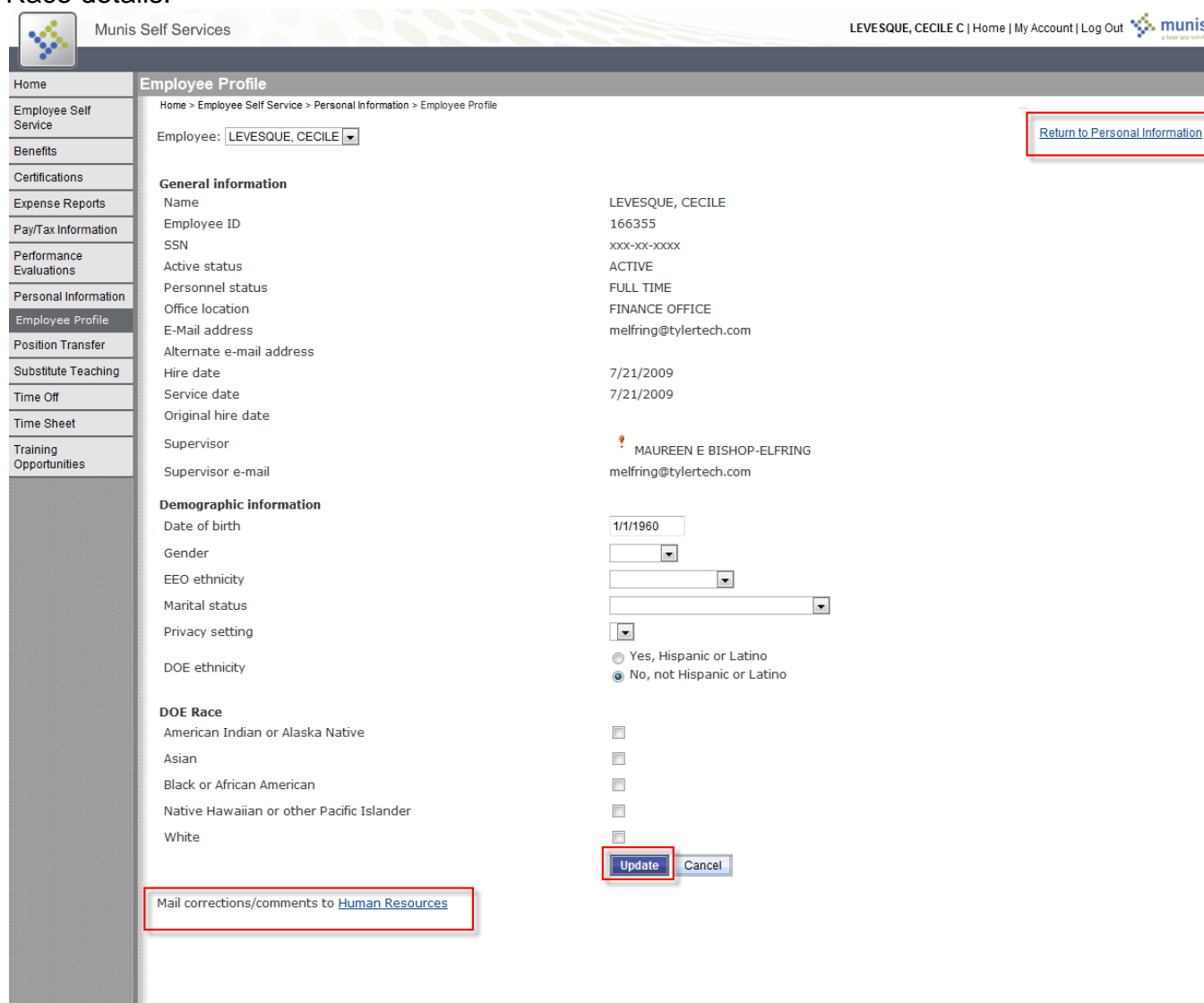
**Personal information** [View profile](#) **Announcements** [Contact](#)

LEVESQUE, CECILE  
371 US ROUTE 1  
CASCO, ME 04015

Phone HOME PHONE: Email Email: melfring@tylertech.com

There will be no department meetings for the month of April due to construction in the building.

The Employee Profile page displays general information, demographic information, and DOE Race details.



Munis Self Services

LEVESQUE, CECILE C | Home | My Account | Log Out

Home

Employee Profile

Home > Employee Self Service > Personal Information > Employee Profile

Employee: LEVESQUE, CECILE [Return to Personal Information](#)

**General information**

Name LEVESQUE, CECILE  
Employee ID 166355  
SSN xxx-xx-xxxx  
Active status ACTIVE  
Personnel status FULL TIME  
Office location FINANCE OFFICE  
E-Mail address melfring@tylertech.com  
Alternate e-mail address  
Hire date 7/21/2009  
Service date 7/21/2009  
Original hire date  
Supervisor MAUREEN E BISHOP-ELFRING  
Supervisor e-mail melfring@tylertech.com

**Demographic information**

Date of birth 1/1/1960  
Gender  
EEO ethnicity  
Marital status  
Privacy setting  
DOE ethnicity  
☐ Yes, Hispanic or Latino  
☒ No, not Hispanic or Latino

**DOE Race**

☐ American Indian or Alaska Native  
☐ Asian  
☐ Black or African American  
☐ Native Hawaiian or other Pacific Islander  
☐ White

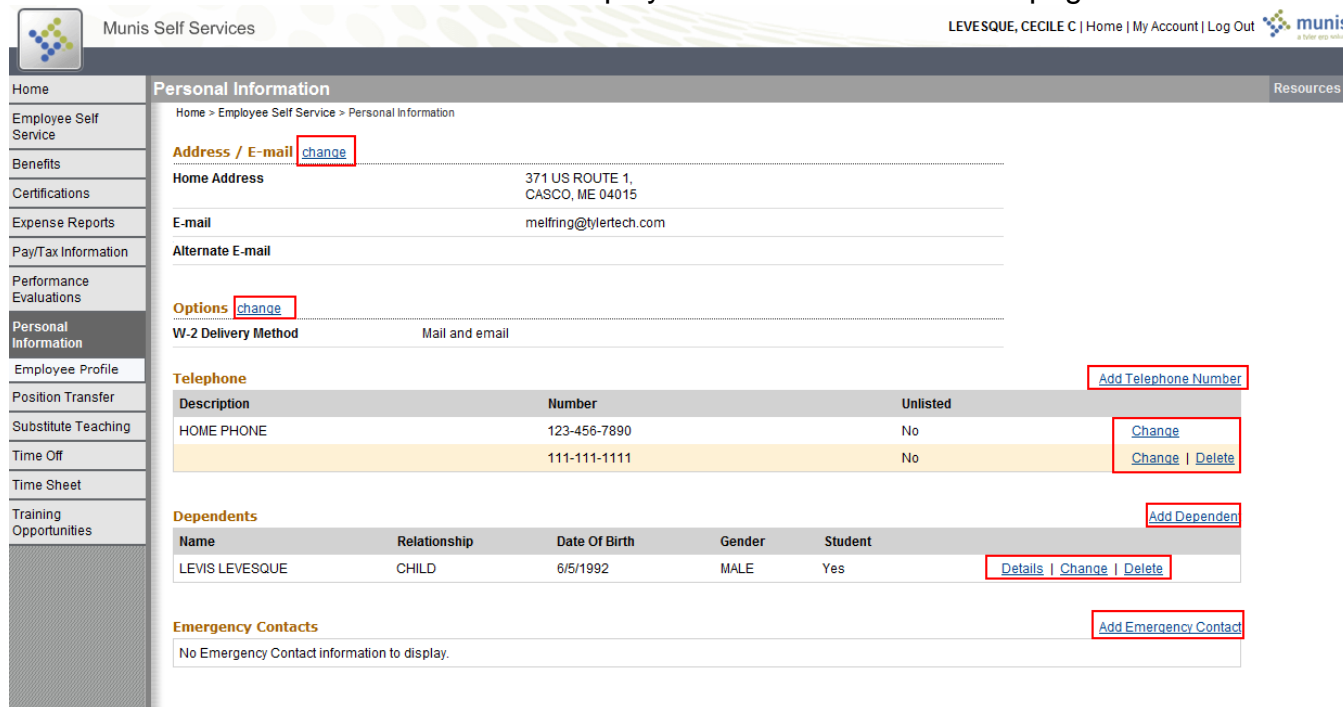
[Update](#) [Cancel](#)

Mail corrections/comments to [Human Resources](#)

On the Employee Profile page, you cannot update the General Information; to update this information, click Human Resources at the bottom of the page to send a change notice to your Human Resources department.

The Demographic Information and DOE Race information is available for update. Make any required changes and click Update; the program confirms the changes by adding a notice at the top of the screen and by sending you a confirming e-mail.

Click Return to Personal Information to display the Personal Information page.



Munis Self Services

LEVESQUE, CECILE C | Home | My Account | Log Out

Resources

Home > Employee Self Service > Personal Information

**Address / E-mail** [change](#)

**Home Address** 371 US ROUTE 1, CASCO, ME 04015

**E-mail** melfring@tylertech.com

**Alternate E-mail**

**Options** [change](#)

**W-2 Delivery Method** Mail and email

**Telephone** [Add Telephone Number](#)

Description	Number	Unlisted	
HOME PHONE	123-456-7890	No	<a href="#">Change</a>
	111-111-1111	No	<a href="#">Change</a>   <a href="#">Delete</a>

**Dependents** [Add Dependent](#)

Name	Relationship	Date Of Birth	Gender	Student	
LEVIS LEVESQUE	CHILD	6/5/1992	MALE	Yes	<a href="#">Details</a>   <a href="#">Change</a>   <a href="#">Delete</a>

**Emergency Contacts** [Add Emergency Contact](#)

No Emergency Contact information to display.


Use the available options for each group to update your personal information.


## Paychecks

The Paychecks panel displays information for the most recent pay periods where you received pay. You can view the Paycheck Simulator, Year-to-Date Information, or W-4 Information. The blurred image represents your year-to-date earnings. It displays initially as blurred for security purposes. Click Show Paycheck Amounts to convert the image to the dollar amount; click Hide Paycheck Amounts to return to the blurred image.



Click View Details to display the Check Detail screen.


Munis Self Services

PARKER, KATHLEEN A | Home | My Account | Log Out


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1099-R
W-4
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Position Transfer
Substitute Teaching
Time Off
Time Sheet
Training Opportunities

### Check Detail

Home > Employee Self Service > Pay/Tax Information > Check Detail

**PARKER, KATHLEEN A**

[Return to pay/tax information](#)

**Overview**

Check Date	4/15/2011
Pay Period	3/1/2011 - 3/30/2011
Check Number	519
Check Status	Cleared
Gross Pay	\$2,470.00
Net Pay	\$1,957.36

**Pay Breakdown**

Pay Type	Hours	Rate	Amount
HOURLY TM	160.00	\$15.00	\$2,400.00
UNIFORM	0.00	\$0.00	\$60.00
MEAL REIM	0.00	\$0.00	\$10.00
<b>Total</b>			\$2,470.00

**Deductions**

Deduction Type	Amount
FICA	\$152.52
MEDICARE	\$35.67
FED TAX	\$240.50
STATE TAX	\$83.95
DIRECT DEP	\$1,957.36
<b>Total</b>	\$512.64

Click Return to Pay/Tax Information to return to the Employee Profile screen.

If your organization uses TylerContent Manager for Munis, click the camera button to view a check image.



Paychecks

Show paycheck amounts

Last Paycheck: 4/15/2011

Year to date

Previous paychecks

4/15/2011 3/1/2011 - 3/30/2011

[View details](#)


Tools


[Paycheck simulator](#)  
[View last year's W2](#)  
[Change your W4](#)


## Paycheck Simulator

The Pay Check Simulator allows you to simulate adjustments to your pay, or taxes in order to see how the changes would affect your total pay. The program does not permanently alter your pay records.

To use the simulator:

1. Select the pay cycle for which you are simulating a change.
2. Enter the pay, or tax change.


Munis Self Services

PARKER, KATHLEEN A | Home | My Account | Log Out


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W-4  
**Paycheck Simulator**  
Salary Notification  
Direct Deposit  
Performance Review  
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Training Opportunities

Paycheck Simulator

Home > Employee Self Service > Pay/Tax Information > Paycheck Simulator

Pay cycle: 1 Switching deduction cycles will reset the entire page.

Pay Details

Job	Job Description	Pay	Pay Description	Hours	Rate	Percentage	Amount
FAC2	ACCOUNTANT II	101	HOURLY TIME	160.00	0.1563	0.00	25.00
FAC2	ACCOUNTANT II	760	UNIFORM ALLOWANCE	0.00	0.0000	0.00	30.00
FAC2	ACCOUNTANT II	760	UNIFORM ALLOWANCE	0.00	0.0000	0.00	30.00
FAC2	ACCOUNTANT II	765	MEAL REIMBURSEMENT	0.00	0.0000	0.00	10.00

Marital

Federal Tax SINGLE
State Tax SINGLE
Local Tax

Exemptions

0  
0  
0

Deduction Details

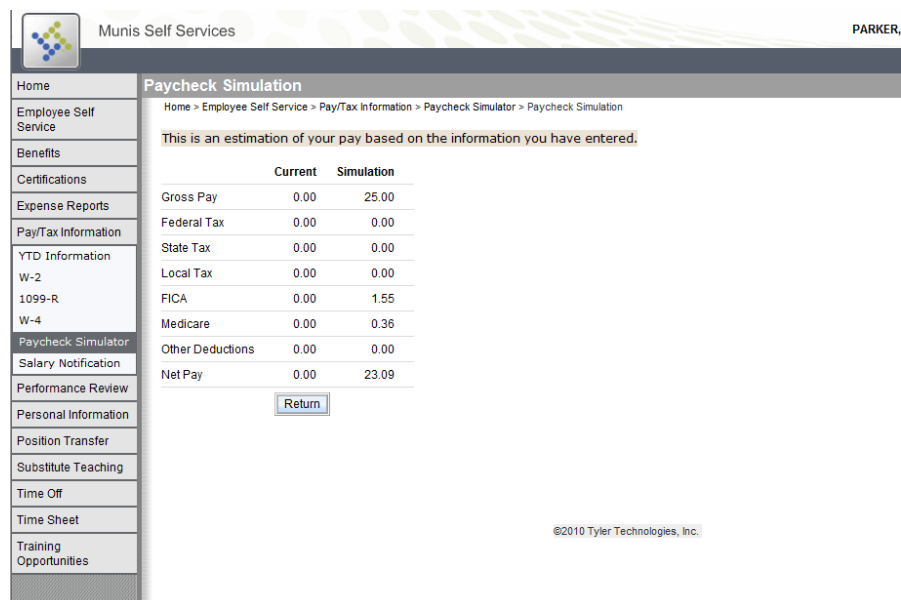
No deduction information could be found.

Calculate

Reset

3. Click Calculate.  
The program displays the new adjusted amounts.





Munis Self Services PARKER,

**Paycheck Simulation**

Home > Employee Self Service > Pay/Tax Information > Paycheck Simulator > Paycheck Simulation

This is an estimation of your pay based on the information you have entered.

	Current	Simulation
Gross Pay	0.00	25.00
Federal Tax	0.00	0.00
State Tax	0.00	0.00
Local Tax	0.00	0.00
FICA	0.00	1.55
Medicare	0.00	0.36
Other Deductions	0.00	0.00
Net Pay	0.00	23.09

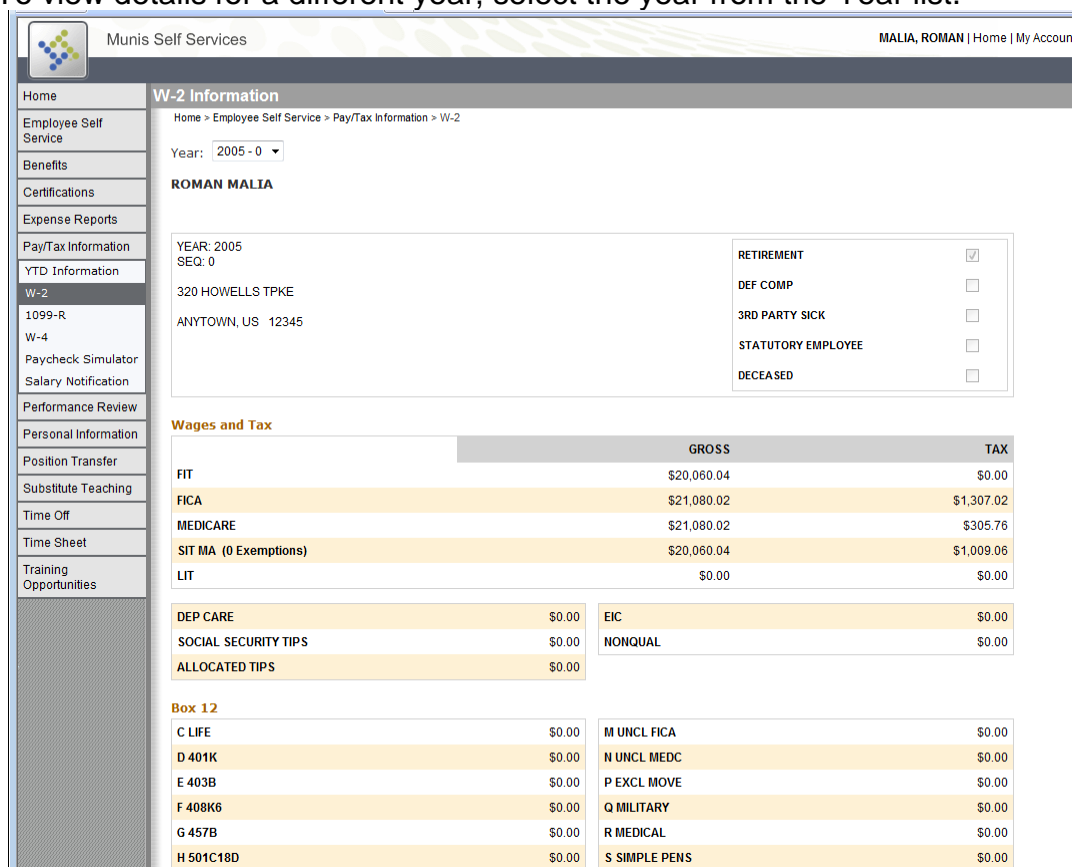
[Return](#)

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4. Click Return to return to the Paycheck Simulator page.

## View Last Year's W-2

W-2 Information provides wage and deduction details for the previous year. To view details for a different year, select the year from the Year list.



Munis Self Services MALIA, ROMAN | Home | My Account

**W-2 Information**

Home > Employee Self Service > Pay/Tax Information > W-2

Year: 2005 - 0

**ROMAN MALIA**

YEAR: 2005  
SEQ: 0

320 HOWELLS TPKE  
ANYTOWN, US 12345

RETIREMENT ☒  
DEF COMP ☐  
3RD PARTY SICK ☐  
STATUTORY EMPLOYEE ☐  
DECEASED ☐

**Wages and Tax**

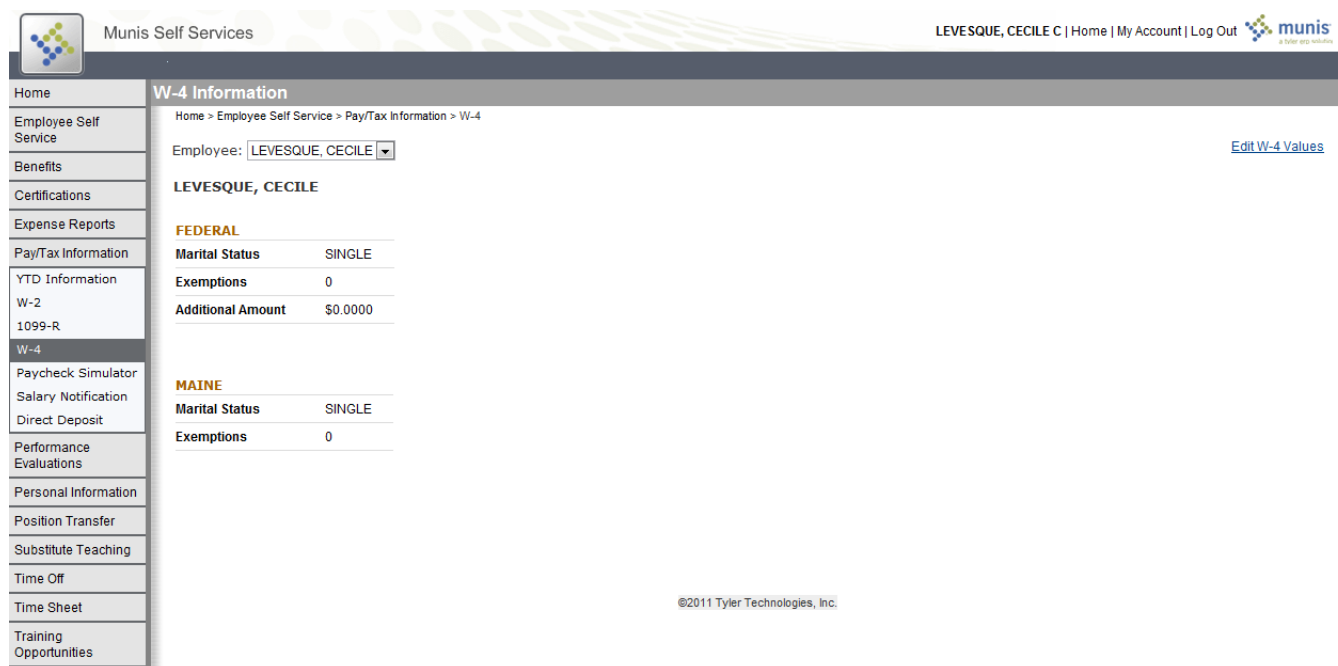
	GROSS	TAX
FIT	\$20,060.04	\$0.00
FICA	\$21,080.02	\$1,307.02
MEDICARE	\$21,080.02	\$305.76
SIT MA (0 Exemptions)	\$20,060.04	\$1,009.06
LIT	\$0.00	\$0.00
DEP CARE	\$0.00	
SOCIAL SECURITY TIPS	\$0.00	
ALLOCATED TIPS	\$0.00	
EIC	\$0.00	
NONQUAL		\$0.00

**Box 12**

C LIFE	\$0.00	M UNCL FICA	\$0.00
D 401K	\$0.00	N UNCL MEDC	\$0.00
E 403B	\$0.00	P EXCL MOVE	\$0.00
F 408K6	\$0.00	Q MILITARY	\$0.00
G 457B	\$0.00	R MEDICAL	\$0.00
H 501C18D	\$0.00	S SIMPLE PENS	\$0.00

## Change Your W4

W-4 displays your current W-4 details.



Munis Self Services

LEVESQUE, CECILE C | Home | My Account | Log Out

**W-4 Information**

Home > Employee Self Service > Pay/Tax Information > W-4

Employee: LEVESQUE, CECILE [Edit W-4 Values](#)

**LEVESQUE, CECILE**

**FEDERAL**

Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000

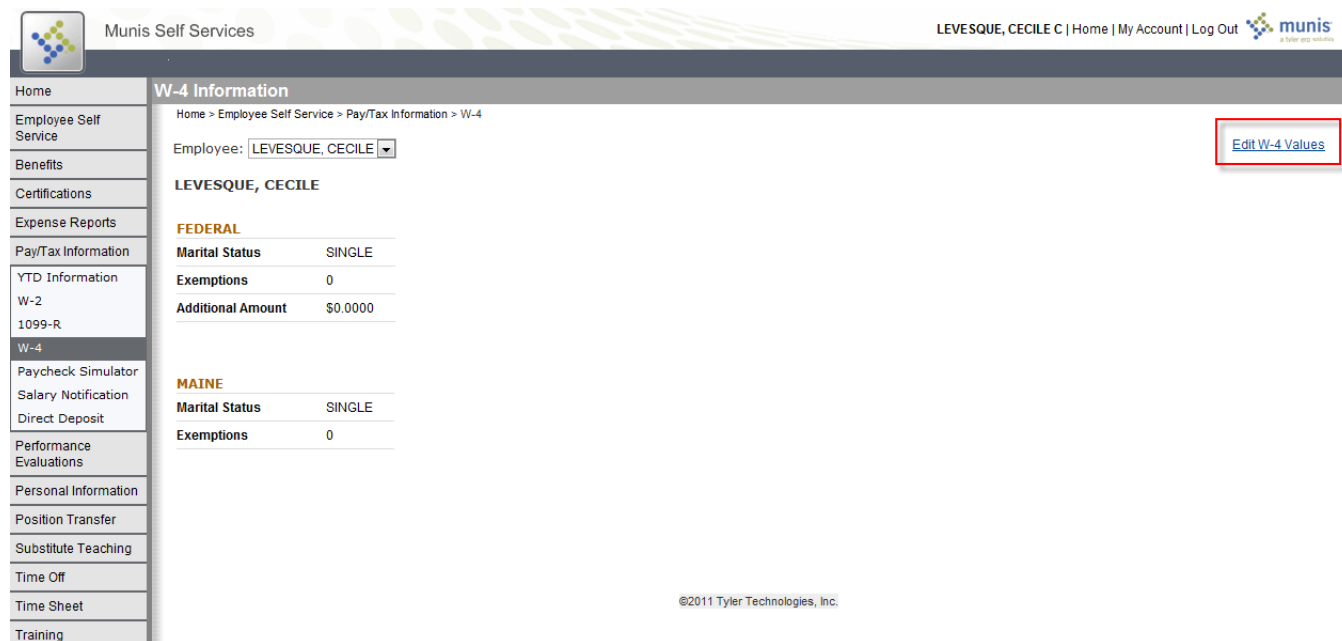
**MAINE**

Marital Status	SINGLE
Exemptions	0

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To change your W-4 information:

### 1. Click Edit W-4 Values.



Munis Self Services

LEVESQUE, CECILE C | Home | My Account | Log Out

**W-4 Information**

Home > Employee Self Service > Pay/Tax Information > W-4

Employee: LEVESQUE, CECILE [Edit W-4 Values](#)

**LEVESQUE, CECILE**

**FEDERAL**

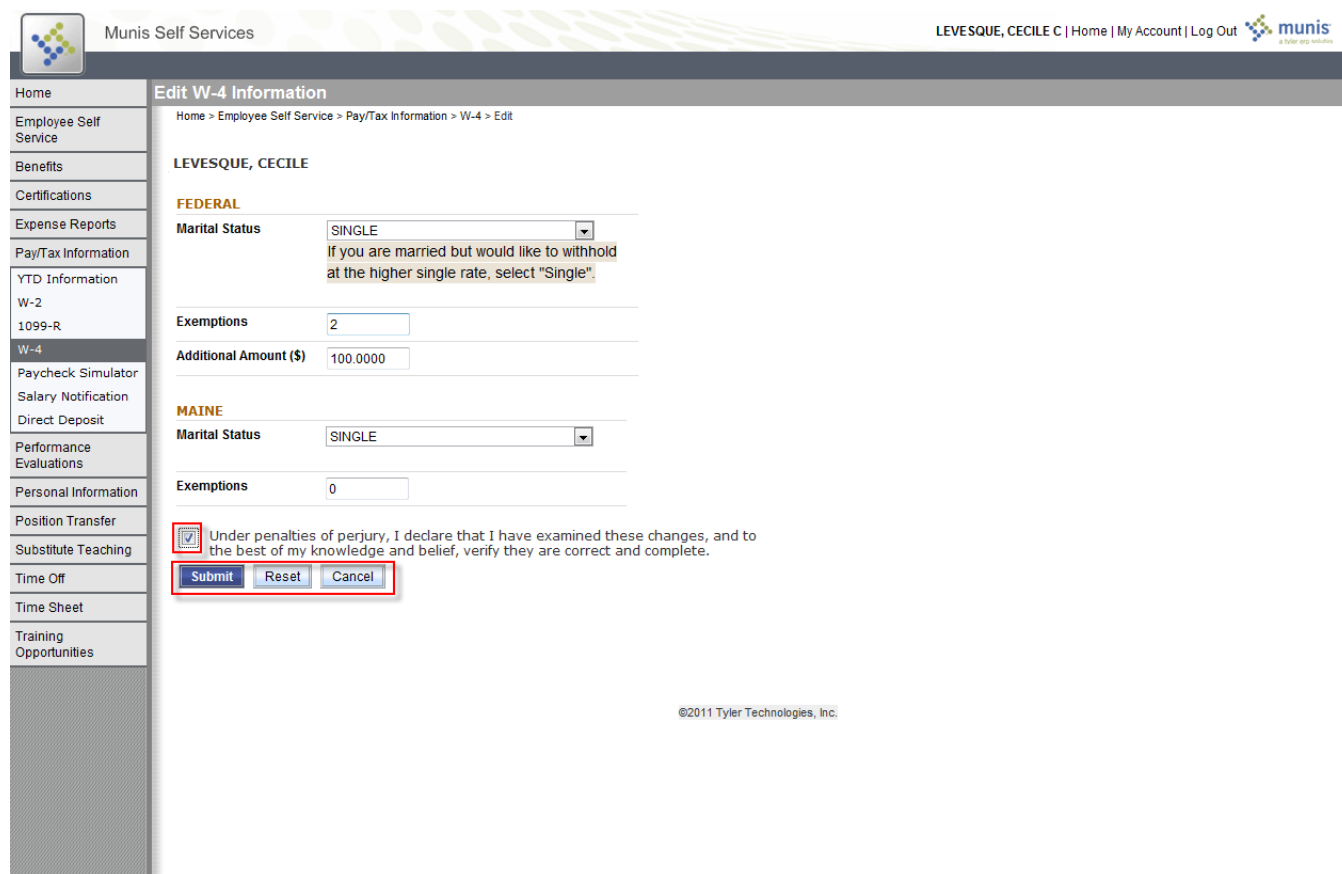
Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000

**MAINE**

Marital Status	SINGLE
Exemptions	0

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## 2. Enter the revised data.



Munis Self Services

LEVESQUE, CECILE C | Home | My Account | Log Out

**Edit W-4 Information**

Home > Employee Self Service > Pay/Tax Information > W-4 > Edit

**LEVESQUE, CECILE**

**FEDERAL**

**Marital Status** SINGLE  
If you are married but would like to withhold at the higher single rate, select "Single".

**Exemptions** 2

**Additional Amount (\$)** 100.0000

**MAINE**

**Marital Status** SINGLE

**Exemptions** 0

☒ Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.

**Submit** **Reset** **Cancel**

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## 3. Verify that the information is correct by selecting the acknowledgement check box.

## 4. Click Submit.

## Certifications

Certifications displays a list of your education or training certifications. This list includes the certification type, area, level, number, and effective and expiration dates.



The screenshot shows the 'Certifications' page in the Munis Self Services portal. The user is PARKER, KATHLEEN A. The page features a left-hand navigation menu with options like Home, Employee Self Service, Benefits, Certifications (selected), Expense Reports, Pay/Tax Information, Performance Review, Personal Information, Position Transfer, Substitute Teaching, Time Off, Time Sheet, and Training. The main content area displays a table of certifications. Below the table, there is a copyright notice: ©2010 Tyler Technologies, Inc.

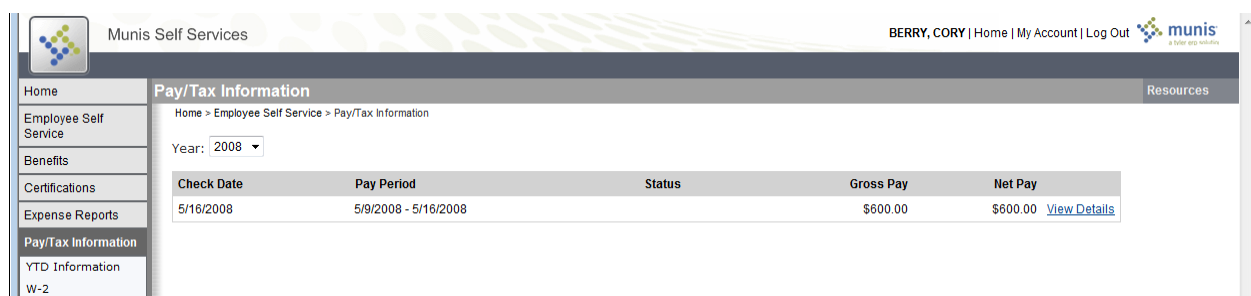
Type	Area	Level	Number	Effective date	Expiration date
ACT - ACCOUNTING	1CPA - CERTIFIED PUBLIC ACCOUNTANT			7/28/2010	1/1/0001

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## Pay/Tax Information

Pay/Tax Information provides current payroll and payroll history details. The payroll history is stored in the Munis Employee Pay History program. You cannot modify pay or tax information; it is display only.

Pay/Tax Information displays a list of payment history records for the year. The default year is the current year, but you can also view past years. Click View Details to view more information for a specific pay period.



Munis Self Services

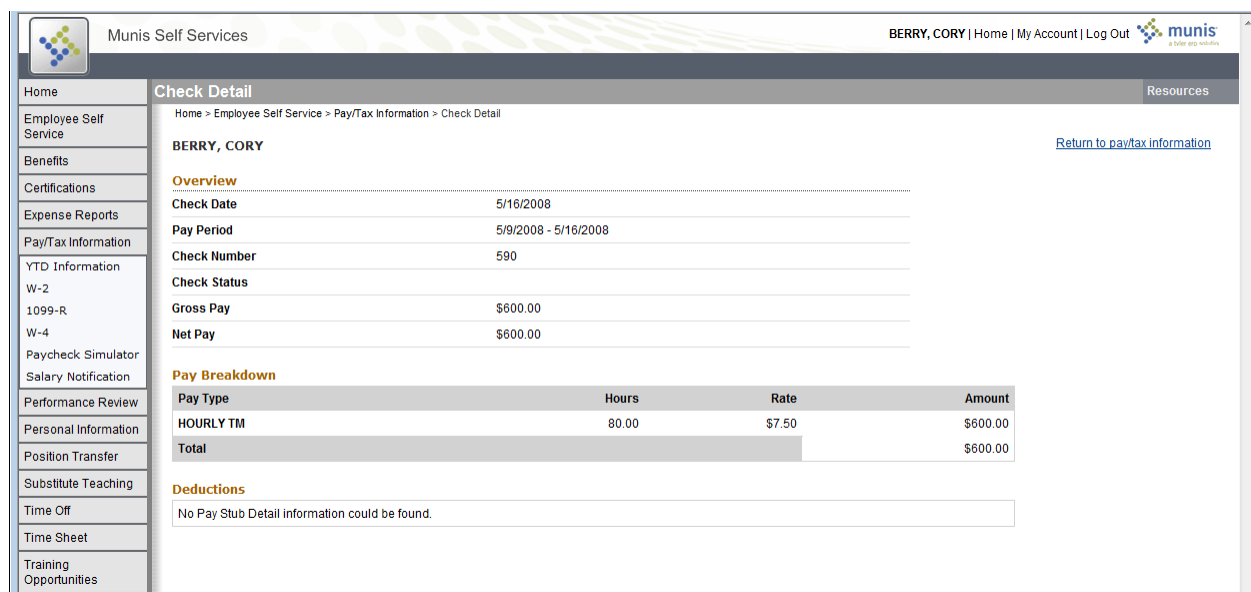
BERRY, CORY | Home | My Account | Log Out

Home > Employee Self Service > Pay/Tax Information

Year: 2008

Check Date	Pay Period	Status	Gross Pay	Net Pay
5/16/2008	5/9/2008 - 5/16/2008		\$600.00	\$600.00 <a href="#">View Details</a>

When you click View Details, the program displays Check Detail, which contains the pay advice information for the check.



Munis Self Services

BERRY, CORY | Home | My Account | Log Out

Home > Employee Self Service > Pay/Tax Information > Check Detail

BERRY, CORY [Return to pay/tax information](#)

**Overview**

Check Date	5/16/2008
Pay Period	5/9/2008 - 5/16/2008
Check Number	590
Check Status	
Gross Pay	\$600.00
Net Pay	\$600.00

**Pay Breakdown**


Pay Type	Hours	Rate	Amount
HOURLY TM	80.00	\$7.50	\$600.00
<b>Total</b>			\$600.00


**Deductions**

No Pay Stub Detail information could be found.

## YTD Information

The Year-to-Date Information page contains a cumulative view of payroll figures for a specific year.


Munis Self Services

BERRY, CORY | Home | My Account | Log Out


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Training Opportunities

### W-2 Information

Home > Employee Self Service > Pay/Tax Information > W-2

Year: 2005 - 0

CORY BERRY

YEAR: 2005  
SEQ: 0  
  
1313 BREEZEWAY DR  
ANYTOWN, US 12345

RETIREMENT ☒  
DEF COMP ☐  
3RD PARTY SICK ☐  
STATUTORY EMPLOYEE ☐  
DECEASED ☐

#### Wages and Tax

	GROSS	TAX
FIT	\$8,004.80	\$0.00
FICA	\$8,540.00	\$393.10
MEDICARE	\$8,540.00	\$91.92
SIT MA (0 Exemptions)	\$5,804.80	\$0.00
LIT	\$0.00	\$0.00

DEP CARE	\$2,200.00	EIC	\$0.00
SOCIAL SECURITY TIPS	\$0.00	NONQUAL	\$0.00
ALLOCATED TIPS	\$0.00		

#### Box 12

C LIFE	\$0.00
D 401K	\$0.00
E 403B	\$0.00
F 408K6	\$0.00
G 457B	\$0.00
H 501C18D	\$0.00
J SICK	\$0.00
L BUS EXP	\$0.00

M UNCL FICA	\$0.00
N UNCL MEDC	\$0.00
P EXCL MOVE	\$0.00
Q MILITARY	\$0.00
R MEDICAL	\$0.00
S SIMPLE PENS	\$0.00
T ADOPTION	\$0.00

#### Box 14

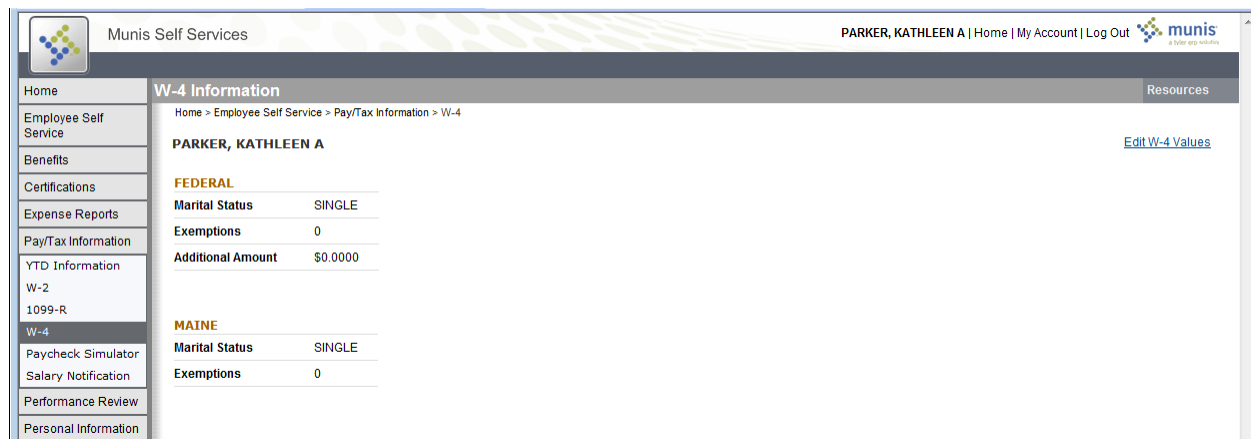
BOX 14 W HEALTH	\$2,750.00
BOX 14 X LIFE	\$35.20
BOX 14 Y RETIREMENT	\$535.20
BOX 14 Z FRINGE BENEFITS	\$0.00

## W-2

The W-2 pages display information regarding federal and state taxes and withholdings, which is available in the Munis W-2 program.

## W-4

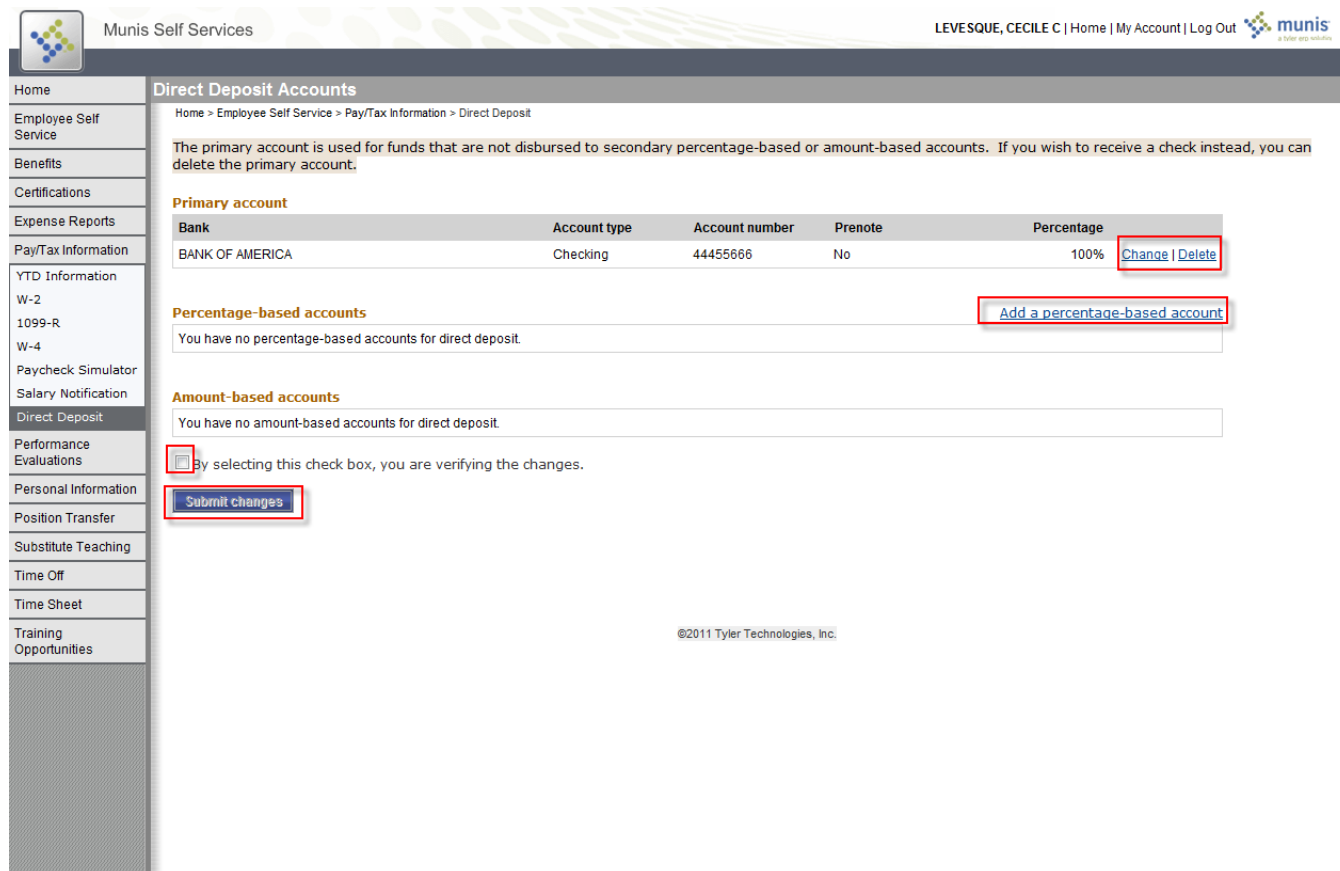
The W-4 page displays information related to your W-4.



The screenshot shows the 'W-4 Information' page for PARKER, KATHLEEN A. The page is part of the 'Munis Self Services' portal. The left sidebar contains a navigation menu with options: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information, YTD Information, W-2, 1099-R, W-4, Paycheck Simulator, Salary Notification, Performance Review, and Personal Information. The main content area displays the 'W-4 Information' page with a breadcrumb trail: Home > Employee Self Service > Pay/Tax Information > W-4. The page shows the user's name, 'PARKER, KATHLEEN A', and a link to 'Edit W-4 Values'. Below this, there are two sections: 'FEDERAL' and 'MAINE'. Each section displays the user's marital status as 'SINGLE' and the number of exemptions as '0'. The 'Additional Amount' for the federal section is '\$0.0000'.

## Direct Deposit

The Direct Deposit page provides the details for your direct deposit accounts. If your organization allows, you can update the accounts and amounts allotted to each account using the ESS Direct Deposit page.

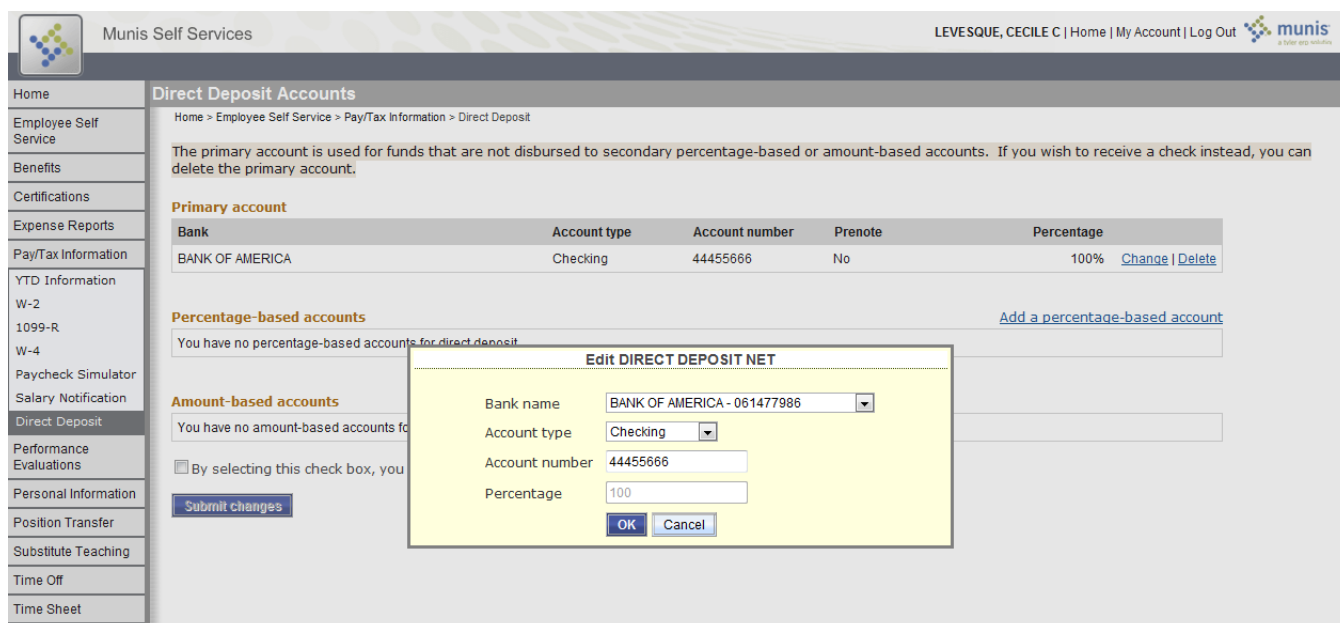


The screenshot shows the 'Direct Deposit Accounts' page for LEVESQUE, CECILE C. The page is part of the 'Munis Self Services' portal. The left sidebar contains a navigation menu with options: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information, YTD Information, W-2, 1099-R, W-4, Paycheck Simulator, Salary Notification, Direct Deposit, Performance Evaluations, Personal Information, Position Transfer, Substitute Teaching, Time Off, Time Sheet, Training Opportunities, and Opportunities. The main content area displays the 'Direct Deposit Accounts' page with a breadcrumb trail: Home > Employee Self Service > Pay/Tax Information > Direct Deposit. The page includes a warning message: 'The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts. If you wish to receive a check instead, you can delete the primary account.' Below this, there are three sections: 'Primary account', 'Percentage-based accounts', and 'Amount-based accounts'. The 'Primary account' section shows a table with one account: BANK OF AMERICA, Checking, 44455666, Prenote: No, Percentage: 100%. There are 'Change' and 'Delete' links for this account. The 'Percentage-based accounts' section has a link to 'Add a percentage-based account'. The 'Amount-based accounts' section has a message: 'You have no amount-based accounts for direct deposit.' At the bottom, there is a checkbox labeled 'By selecting this check box, you are verifying the changes.' and a 'Submit changes' button. The footer of the page contains the copyright notice: '©2011 Tyler Technologies, Inc.'



To modify your direct deposit information:

1. Click the Change button for the account.  
The program displays a Change box.



Munis Self Services

LEVESQUE, CECILE C | Home | My Account | Log Out

Home > Employee Self Service > Pay/Tax Information > Direct Deposit

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts. If you wish to receive a check instead, you can delete the primary account.

**Primary account**

Bank	Account type	Account number	Prenote	Percentage
BANK OF AMERICA	Checking	44455666	No	100% <a href="#">Change</a>   <a href="#">Delete</a>

**Percentage-based accounts**

You have no percentage-based accounts for direct deposit. [Add a percentage-based account](#)

**Amount-based accounts**

You have no amount-based accounts for direct deposit.

☐ By selecting this check box, you are verifying the changes.

[Submit changes](#)

**Edit DIRECT DEPOSIT NET**

Bank name: BANK OF AMERICA - 061477986

Account type: Checking

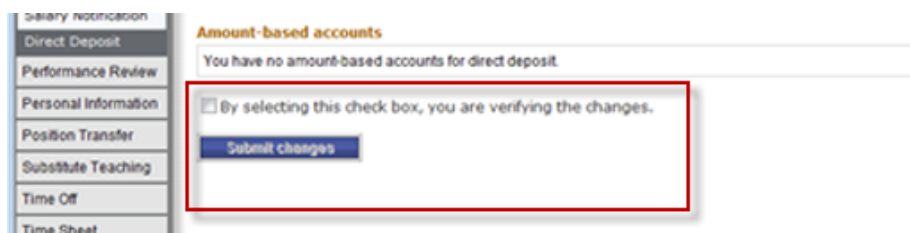
Account number: 44455666

Percentage: 100

[OK](#) [Cancel](#)

2. Update the information and click OK.

To verify the changes to your direct deposit account details, select the check box immediately before the Submit Changes box. The label for this check box is user-defined and is assigned by your organization. As a result, the text for this check box varies.



**Amount-based accounts**

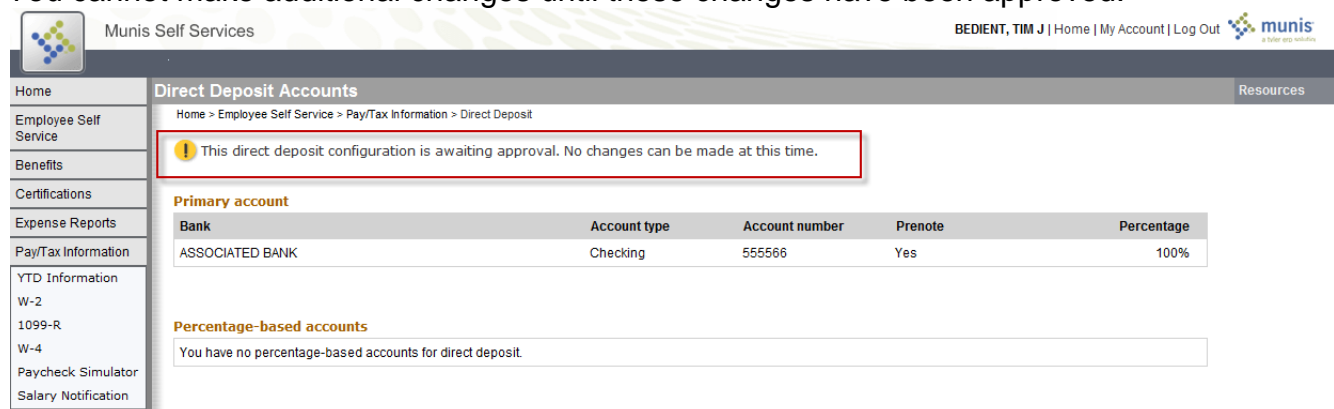
You have no amount-based accounts for direct deposit.

☐ By selecting this check box, you are verifying the changes.

[Submit changes](#)

When you click Submit Changes, the program submits the changes to your Human Resources department for approval. Once they are approved, the first check after your change request will be a pre-notification. A pre-notification is defined as an actual (live) check that you have to take to your bank. **Don't throw it away assuming that it is a check stub.**

You cannot make additional changes until these changes have been approved.



**Direct Deposit Accounts**

Home > Employee Self Service > Pay/Tax Information > Direct Deposit

⚠ This direct deposit configuration is awaiting approval. No changes can be made at this time.

**Primary account**

Bank	Account type	Account number	Prenote	Percentage
ASSOCIATED BANK	Checking	555566	Yes	100%

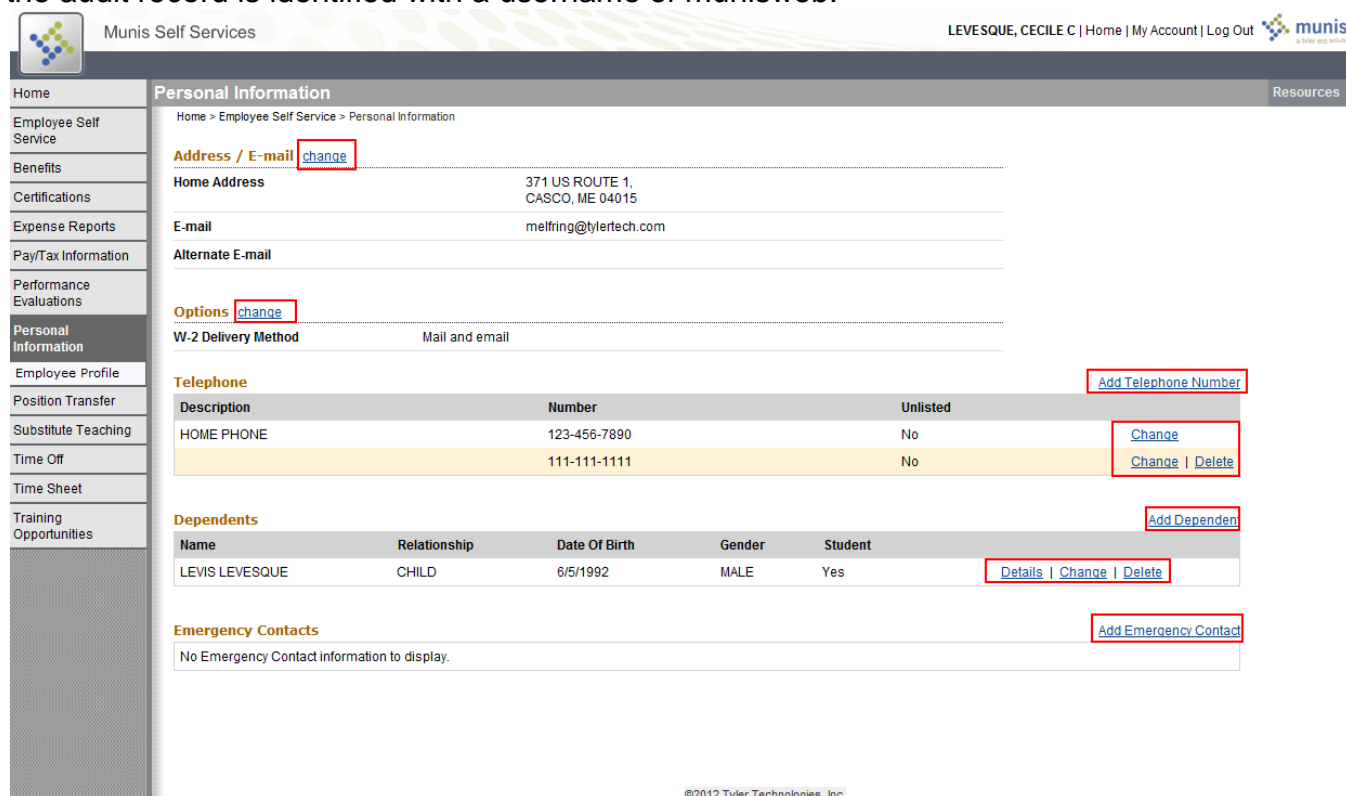
**Percentage-based accounts**

You have no percentage-based accounts for direct deposit.

## Personal Information

The Personal Information page displays your contact information, as well as dependent information and emergency contacts.

The information found under Personal Information and Employee Profile is located in the Munis Employee Master program. When you change any of the information on these pages, the corresponding Employee Master record is updated. **Note:** For records updated from ESS, the audit record is identified with a username of munisweb.



**Personal Information**

Home > Employee Self Service > Personal Information

**Address / E-mail** [change](#)

**Home Address** 371 US ROUTE 1, CASCO, ME 04015

**E-mail** melfring@tylertech.com

**Alternate E-mail**

**Options** [change](#)

**W-2 Delivery Method** Mail and email

**Telephone** [Add Telephone Number](#)

Description	Number	Unlisted	
HOME PHONE	123-456-7890	No	<a href="#">Change</a>
	111-111-1111	No	<a href="#">Change</a>   <a href="#">Delete</a>

**Dependents** [Add Dependent](#)

Name	Relationship	Date Of Birth	Gender	Student	
LEVIS LEVESQUE	CHILD	6/5/1992	MALE	Yes	<a href="#">Details</a>   <a href="#">Change</a>   <a href="#">Delete</a>

**Emergency Contacts** [Add Emergency Contact](#)



No Emergency Contact information to display.

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You can make changes to your mailing address and e-mail address. You can also maintain your telephone numbers, dependents, and emergency contacts.

## Profile

The Employee Profile page displays general and demographic information, such as hire date and date of birth, as well as race and ethnicity information.


Munis Self Services
MALIA, ROMAN | Home | My Account | Log Out


Home
Employee Profile
Resources

Home > Employee Self Service > Personal Information > Employee Profile
[Return to Personal Information](#)

Home
Employee Self Service
Benefits
Certifications
Expense Reports
Pay/Tax Information
Performance Review
Personal Information
Employee Profile
Position Transfer
Substitute Teaching
Time Off
Time Sheet
Training Opportunities

**General information**
NameMALIA, ROMAN
Employee ID800077
SSNXXX-XX-XXXX
Active statusACTIVE
Personnel statusFULL TIME
Office locationHIGH SCHOOL
E-Mail addressRMALIA @anytown.gov
Alternate e-mail address
Hire date1/5/2003
Service date1/5/2003
Original hire date1/5/2003
SupervisorBELINDA MEDINA
Supervisor e-mailBMEDINA @anytown.gov

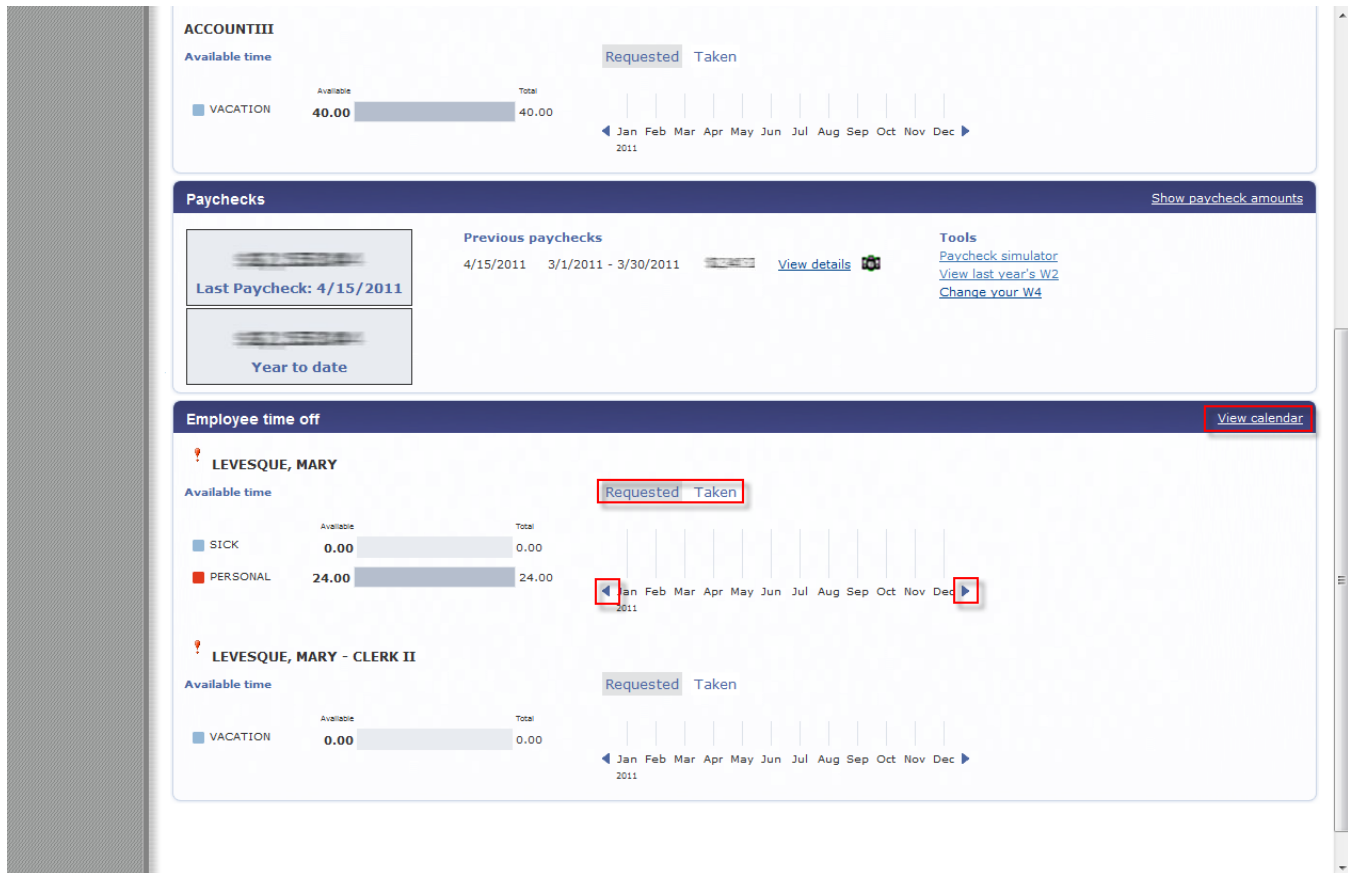
**Demographic information**
Date of birth7/16/1980
GenderMALE
EEO ethnicityHISPANIC
Marital statusMARRIED
Privacy setting
DOE ethnicity
☐ Yes, Hispanic or Latino
☐ No, not Hispanic or Latino

**DOE Race**
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or other Pacific Islander
☐ White

Mail corrections/comments to [Human Resources](#)

## Employee Time Off

Employee Time Off displays the available time-off and the taken time-off.



**ACCOUNT III**

Available time: **Requested** Taken

VACATION: Available 40.00, Total 40.00

Paychecks: **Last Paycheck: 4/15/2011**

Previous paychecks: 4/15/2011, 3/1/2011 - 3/30/2011

Tools: [Paycheck simulator](#), [View last year's W2](#), [Change your W4](#)

**Employee time off** [View calendar](#)

**LEVESQUE, MARY**

Available time: **Requested** Taken

SICK: Available 0.00, Total 0.00

PERSONAL: Available 24.00, Total 24.00

**LEVESQUE, MARY - CLERK II**

Available time: **Requested** Taken

VACATION: Available 0.00, Total 0.00

Use the arrow buttons to scroll back or forward to previous or future months.

To view a summary of time, hover your mouse pointer over the total amount for a time-off type; the program displays an on-screen summary.



**Employee time off** [View calendar](#)

**LEVESQUE, MARY**

Available time: **Requested** Taken


SICK: Available 0.00, Total 0.00


PERSONAL: Available 24.00, Total 24.00

24.0000 hours earned through 9/12/2011

## Time Off History

The Time Off History page displays the time-off taken summary for the current year. Click Calendar View to review the details in a monthly calendar format.


Munis Self Services

PARKER, KATHLEEN A | Home | My Account | Log Out


Home
Employee Self Service
Benefits
Certifications
Expense Reports
Pay/Tax Information
Performance Evaluations
Personal Information
Position Transfer
Substitute Teaching
Time Off
Request Time Off
My Requests
Employee Requests
Employee History
Time Sheet
Training Opportunities

### Employee History

Home > Employee Self Service > Time Off > Employee History

Employee:  [Calendar view](#)

**PARKER, KATHLEEN A :**

	Earned	Projected Earned through 9/9/2011	Projected Available* through 9/9/2011
SICK (H)	40.00	40.00	40.00
PERSONAL (H)	24.00	24.00	24.00
	64.00	64.00	64.00

Dates Requested	Amount	Type	Status	Reason	Comments
2/25/2011	4 (H)	VACATION	Approved - Not Taken		
8/26/2010 - 8/27/2010	16 (H)	VACATION	Declined		
8/4/2010	4 (H)	VACATION	Approved - Not Taken		

**PARKER, KATHLEEN A : CLERK II**

	Earned	Projected Earned through 9/9/2011	Projected Available* through 9/9/2011
VACATION (H)	25.00	25.00	21.00

Dates Requested	Amount	Type	Status	Reason	Comments
10/7/2011	4 (H)	VACATION	Requested		

H=Hours; D=Days.  
\*Available amount after any outstanding requests (approved or pending approval)