Munis Self Service

Employee Self Service User Guide
Version 10.1

For more information, visit www.tylertech.com.

TABLE OF CONTENTS

Employee Self Service **3**
ESS Navigation 3

ESS Home Page 4
Personal Information 5
Paychecks 7
Paycheck Simulator 8
View Last Year's W-2 9
Change Your W4 10
Certifications 12
Pay/Tax Information 13
YTD Information 14
W-2 14
W-4 (Federal and State Tax) 15
Direct Deposit 15
Personal Information 17
Profile 18
Employee Time Off 19
Time Off History 20

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.

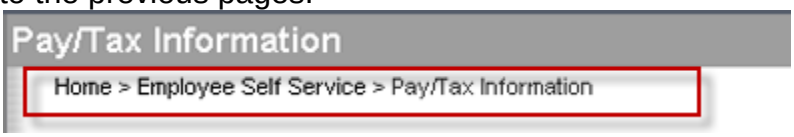
Example: JANEVIKING5217

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!**

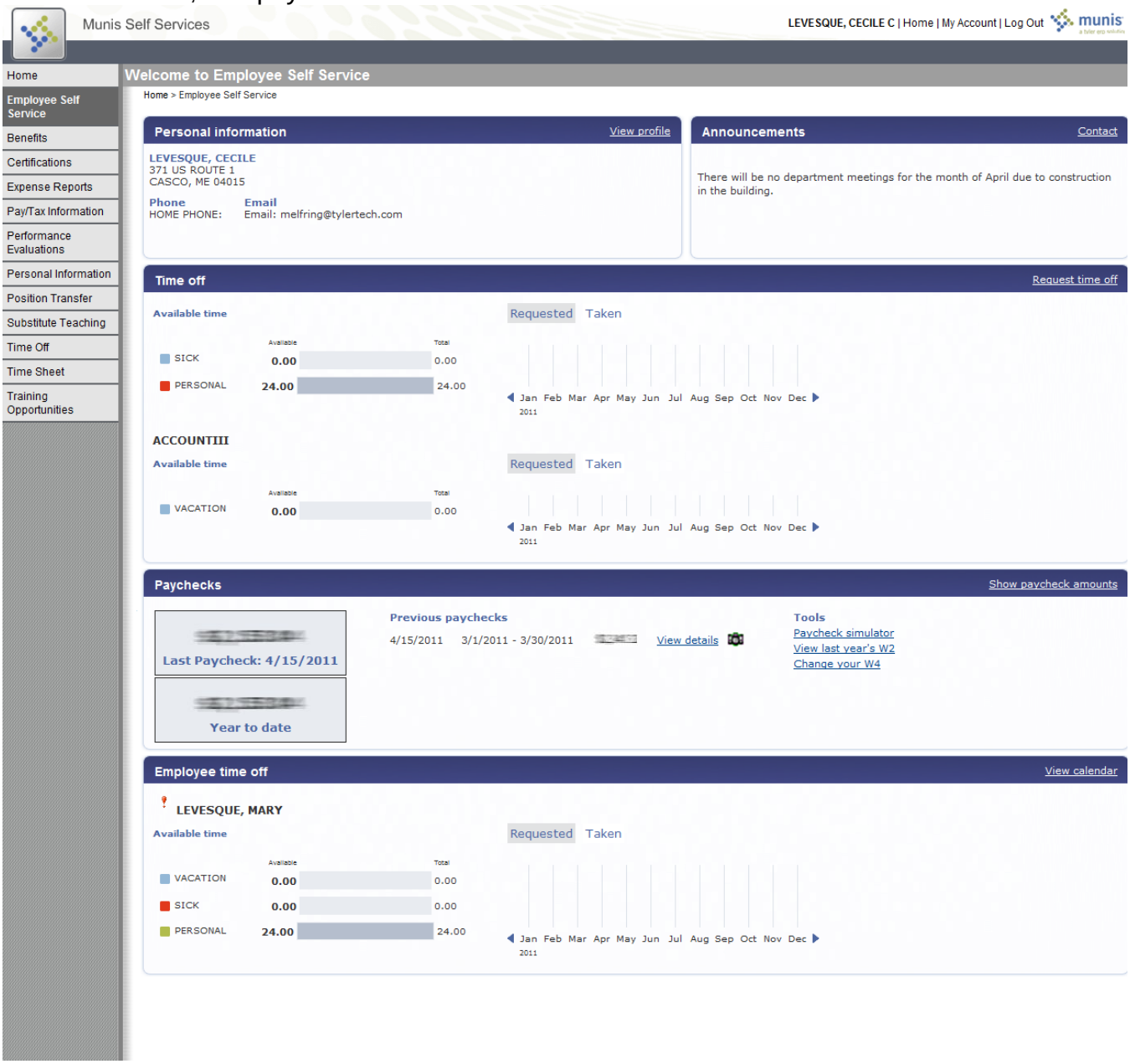
ESS Navigation

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.



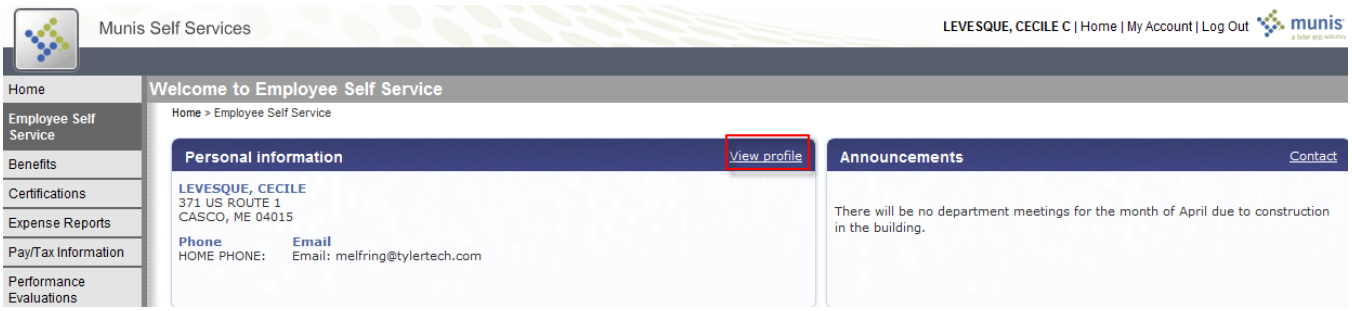
ESS Home Page

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

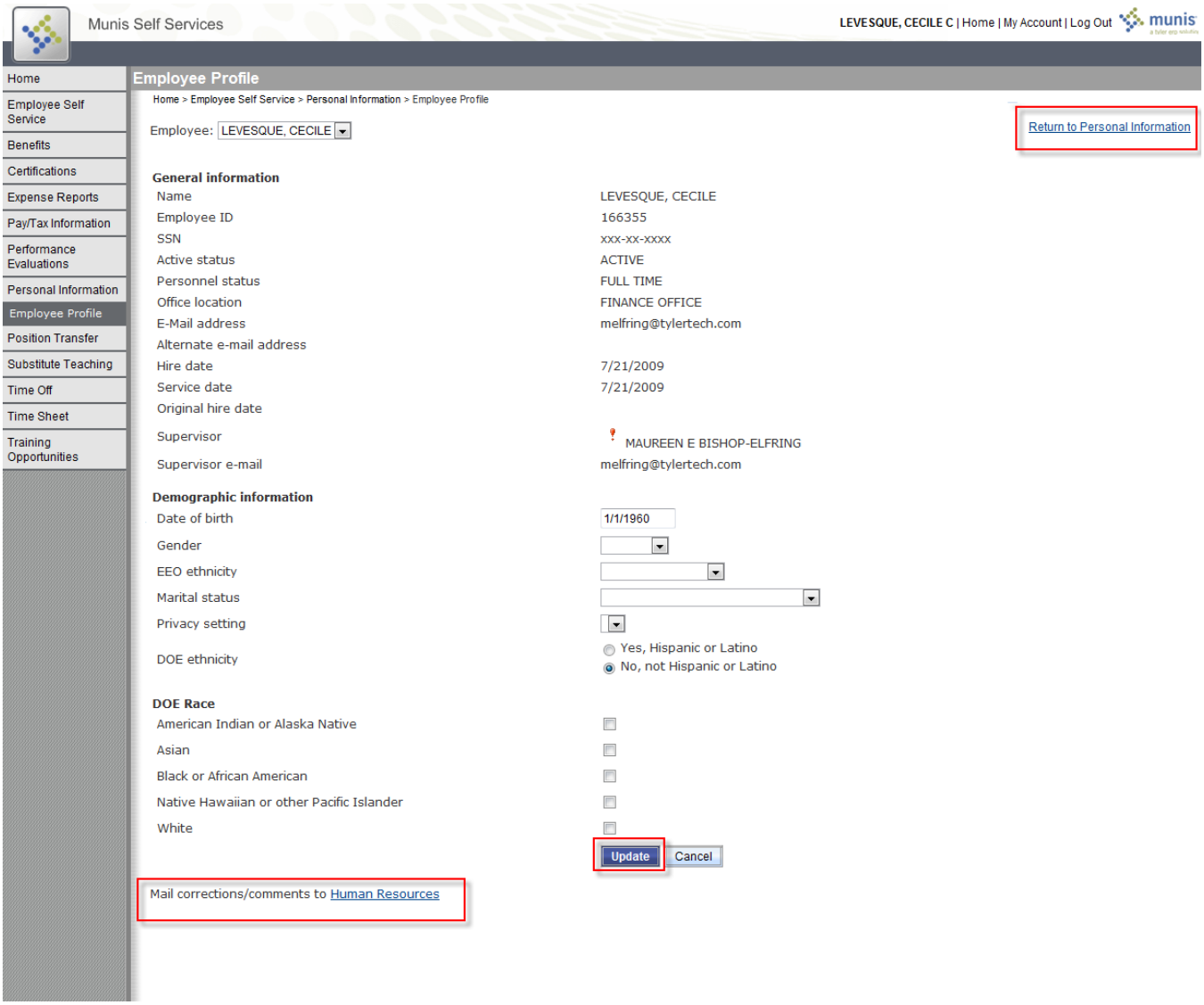


Personal Information

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



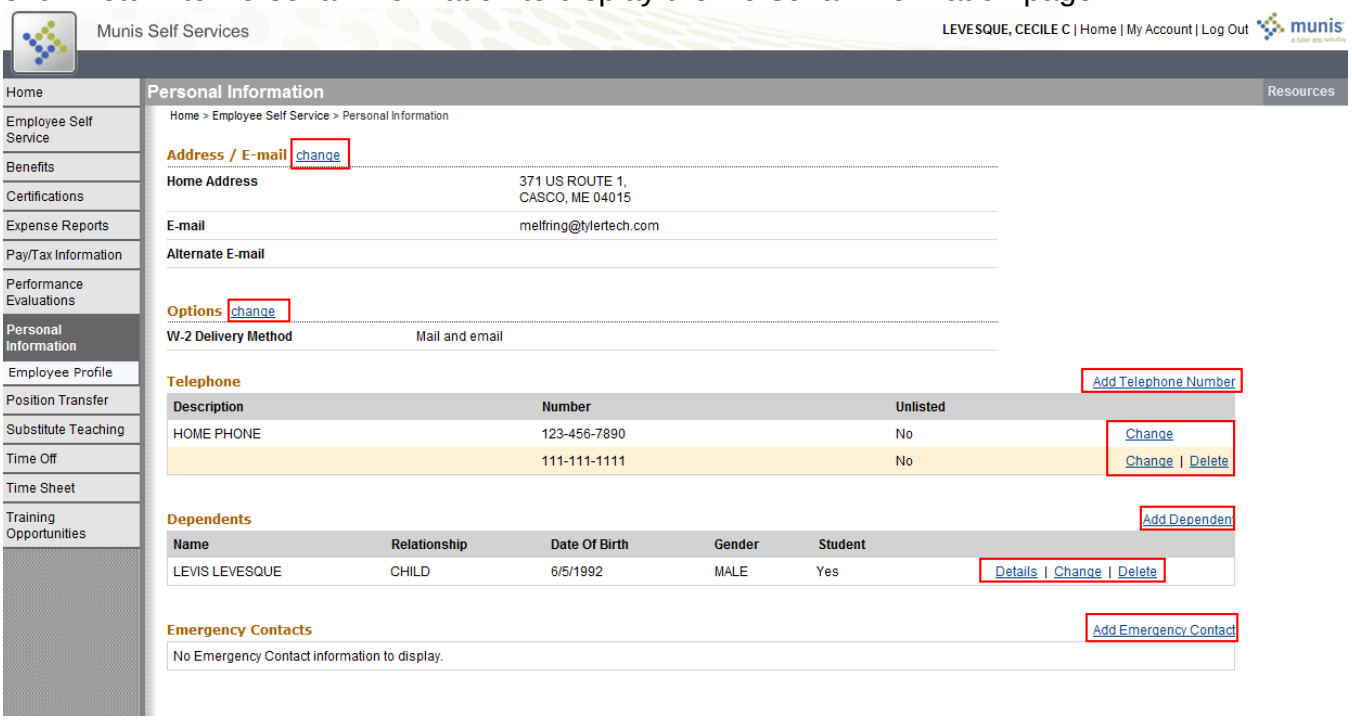
The Employee Profile page displays general information, demographic information, and DOE Race details.



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.

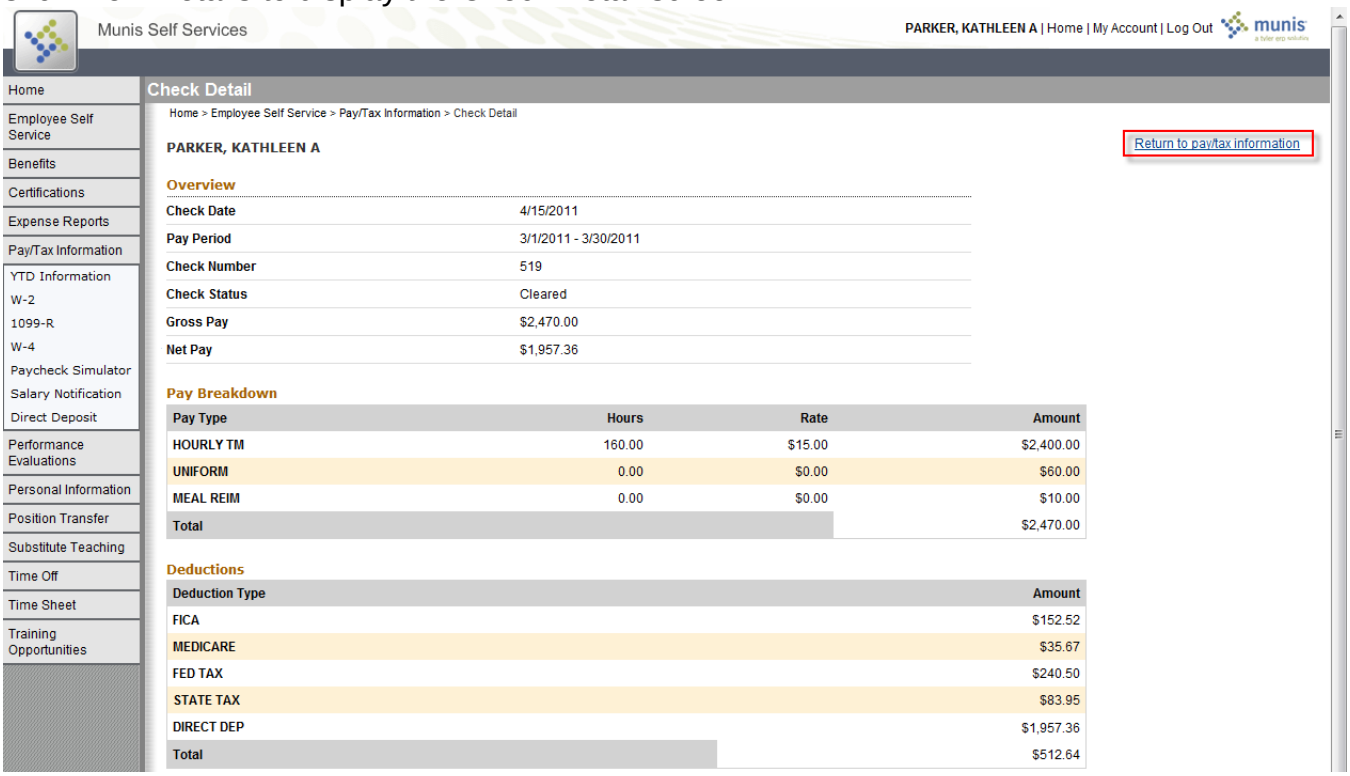


Use the available options for each group to update your personal information.

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.



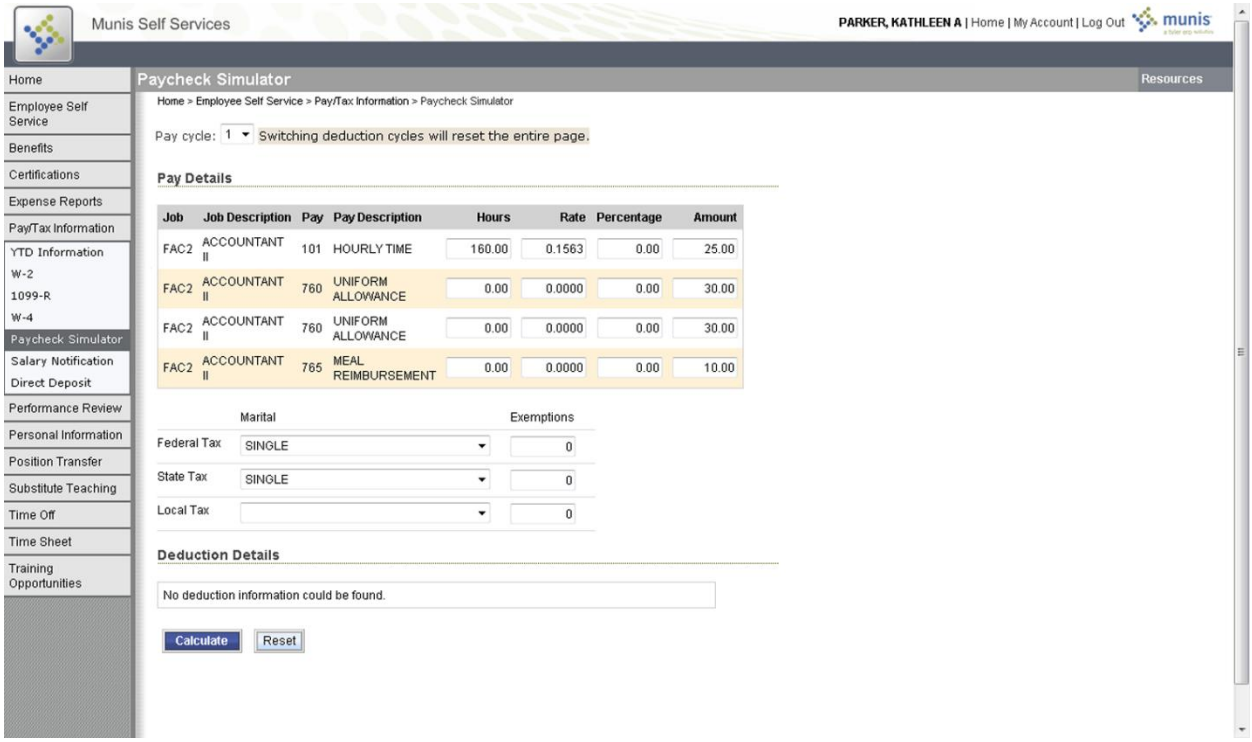
Click Return to Pay/Tax Information to return to the Employee Profile screen.
If your organization uses TylerContent Manager for Munis, click the camera button to view a check image.

Paycheck Simulator

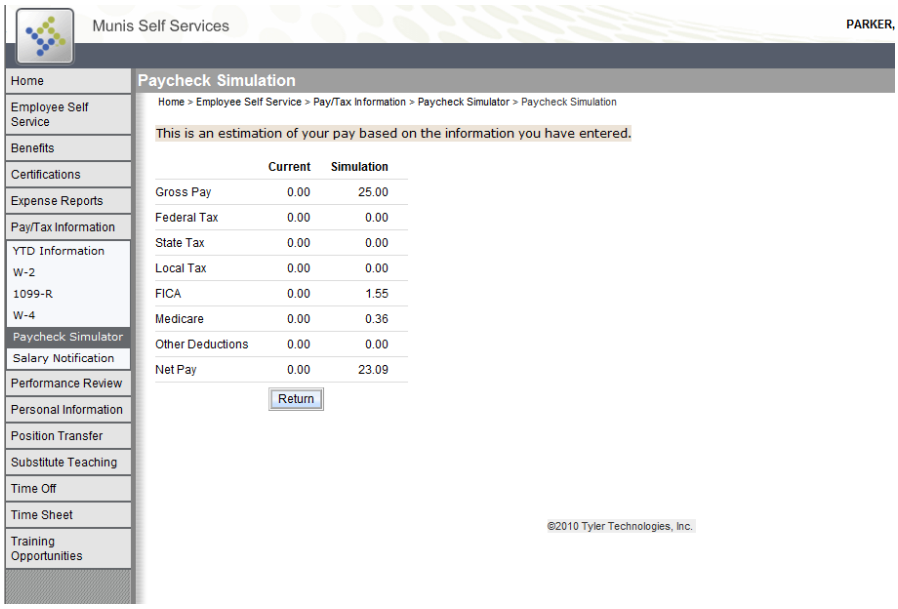
The Pay Check Simulator allows you to simulate adjustments to your pay, or taxes in order to see how the changes would affect your total pay. The program does not permanently alter your pay records.

To use the simulator:

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



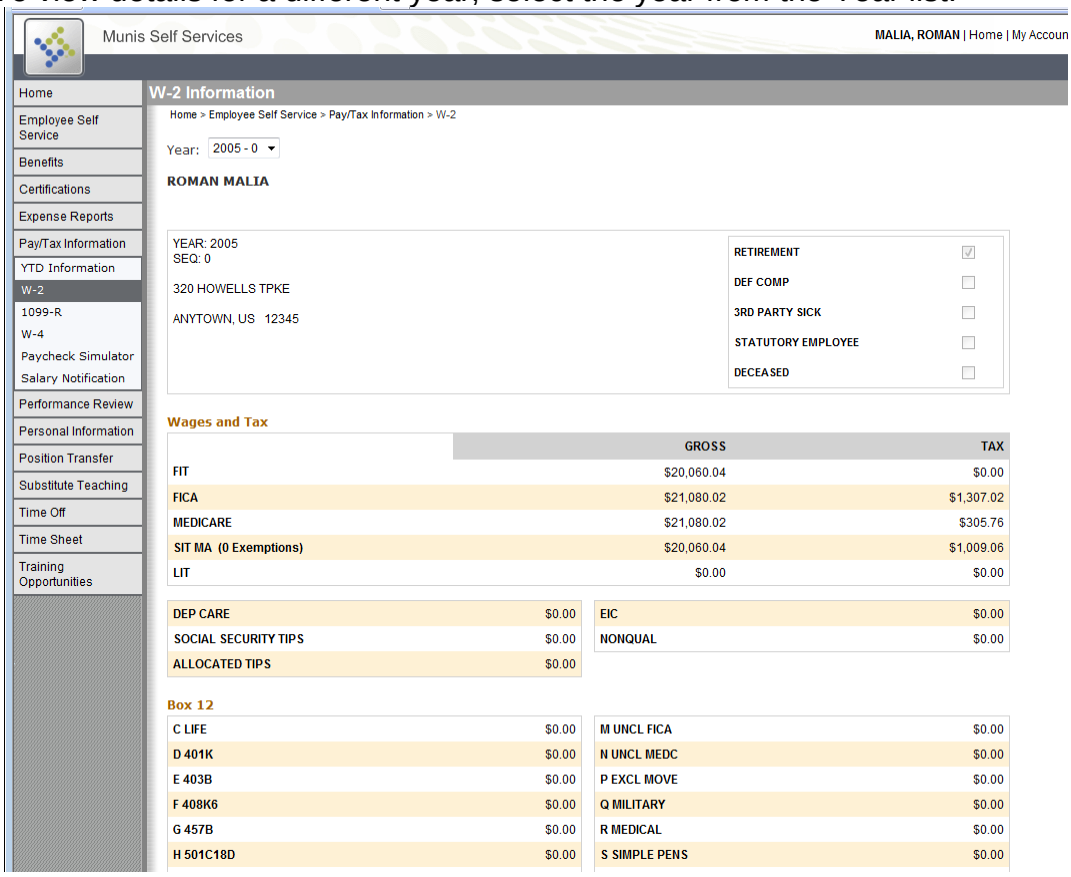
3. Click Calculate.
   The program displays the new adjusted amounts.



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

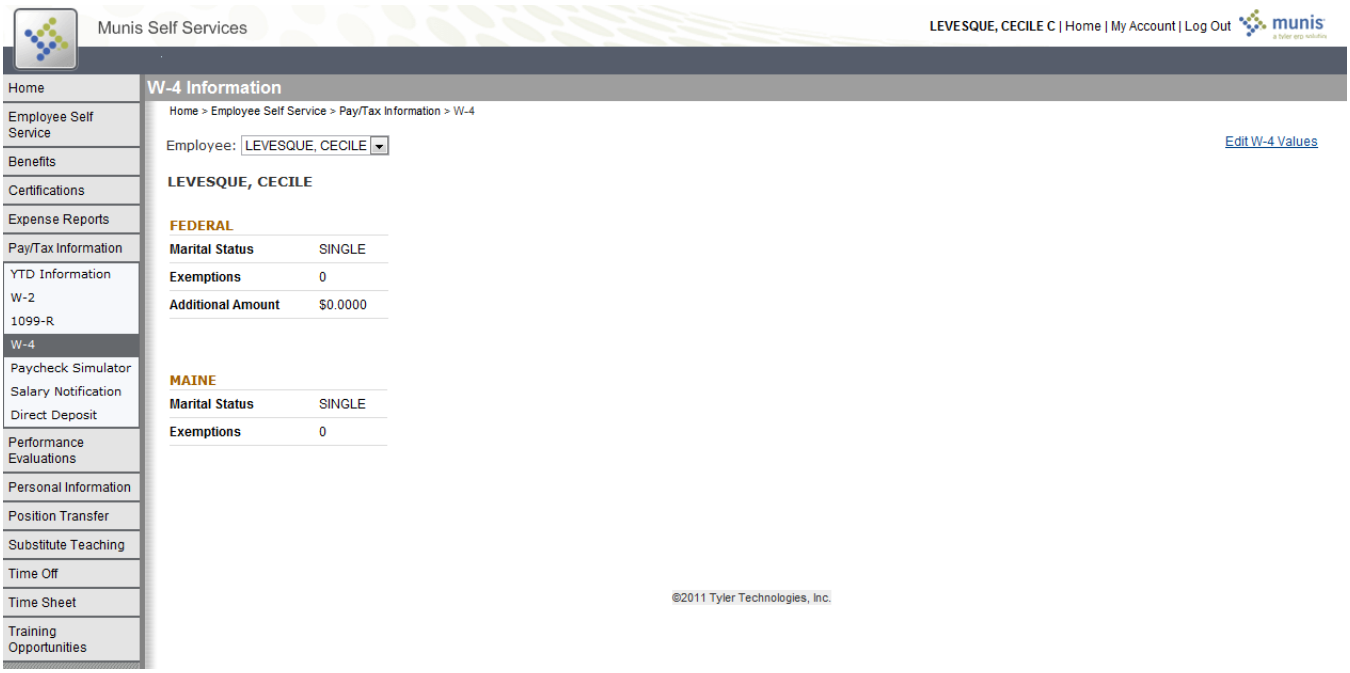
View Last Year's W-2

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.



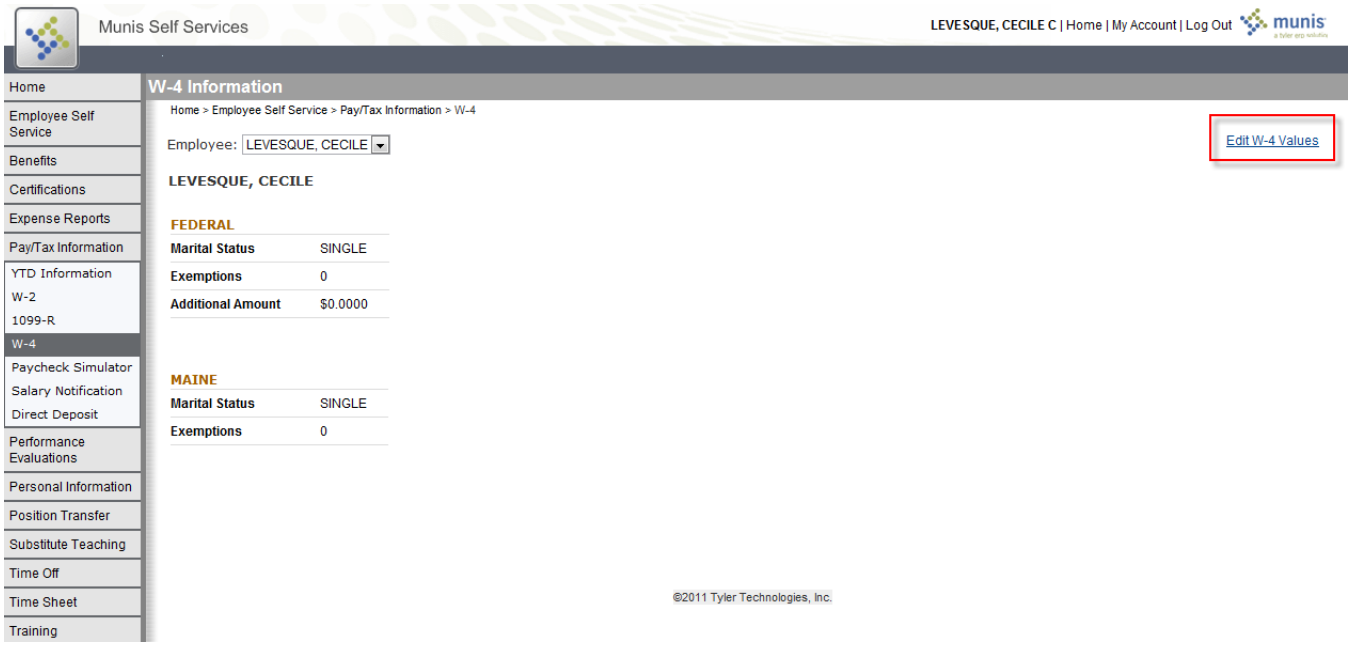
Change Your W4

W-4 displays your current W-4 details.

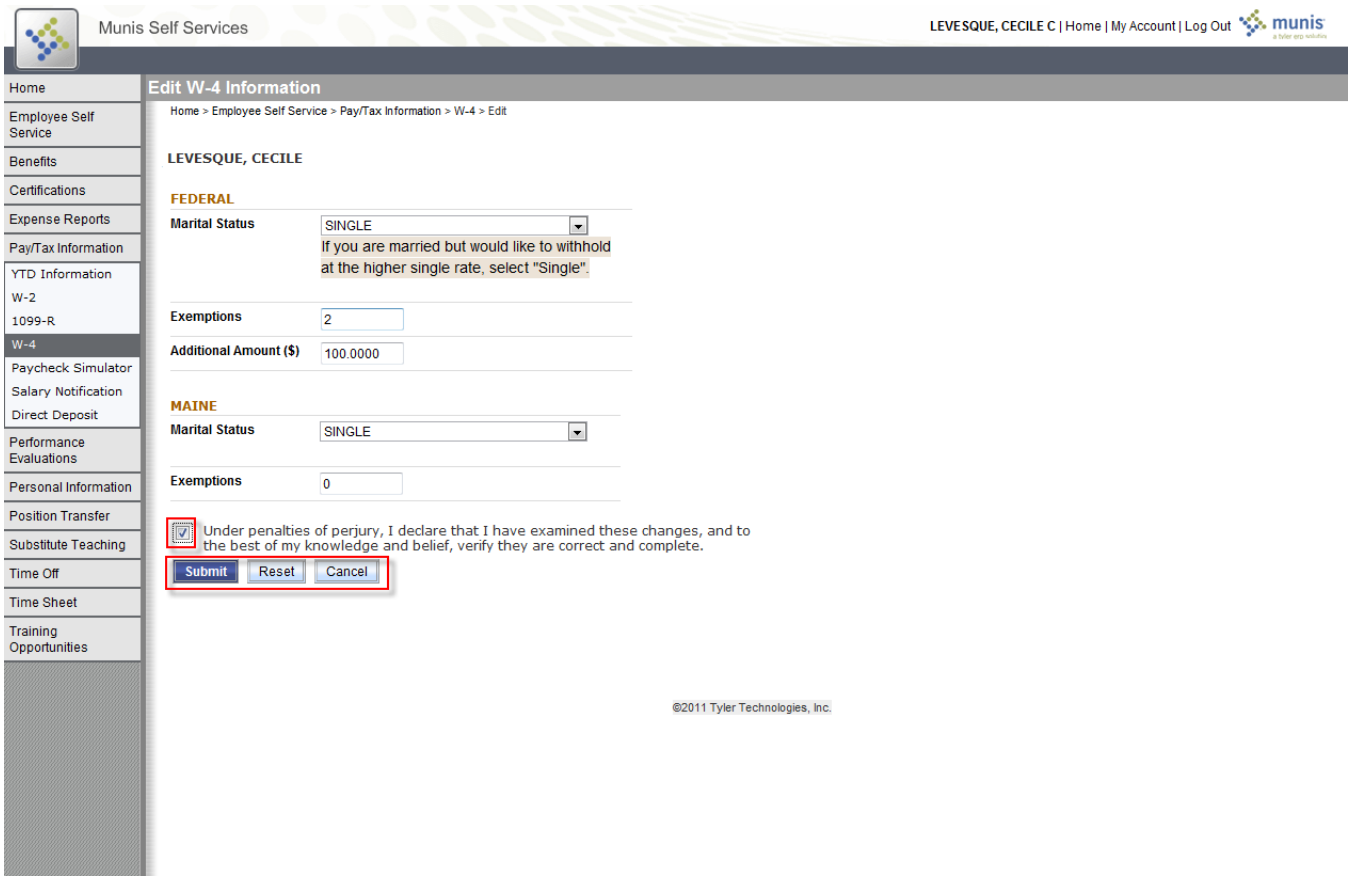


To change your W-4 information:

1. Click Edit W-4 Values.



2. Enter the revised data.

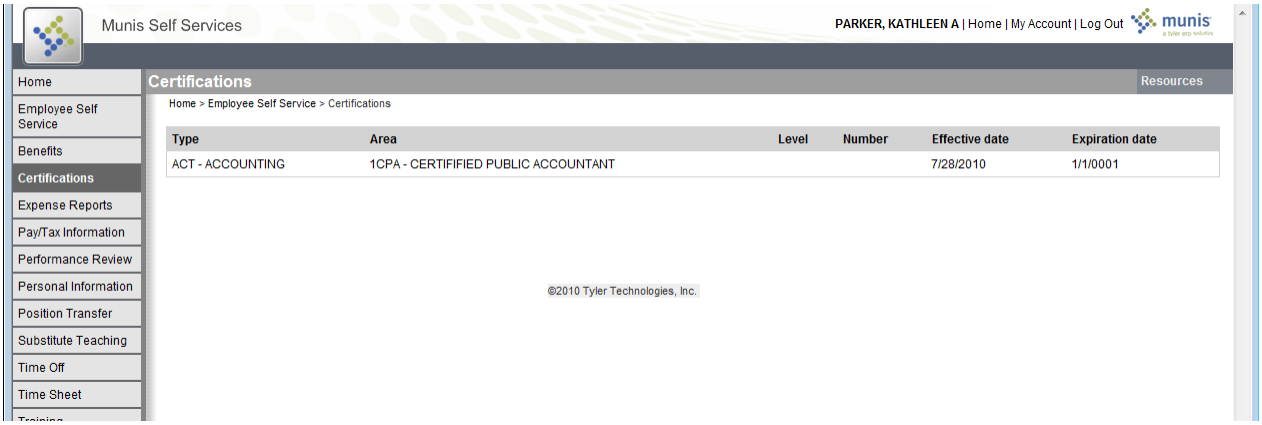


3. Verify that the information is correct by selecting the acknowledgement check box.

4. Click Submit.

Certifications

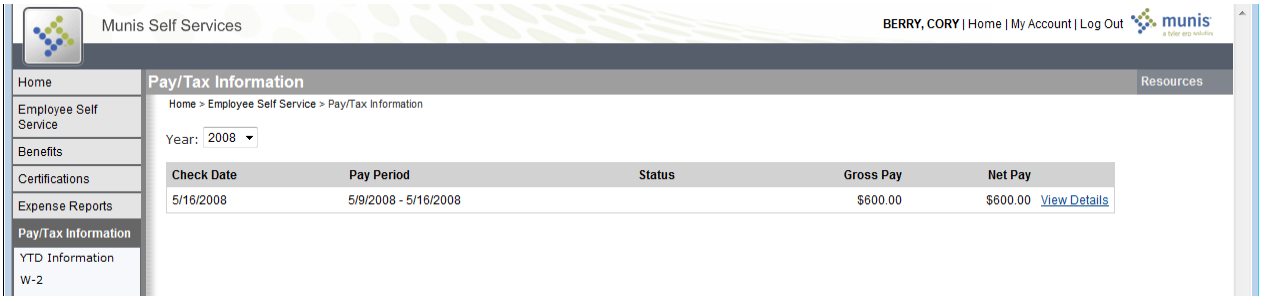
Certifications displays a list of your education or training certifications. This list includes the certification type, area, level, number, and effective and expiration dates.



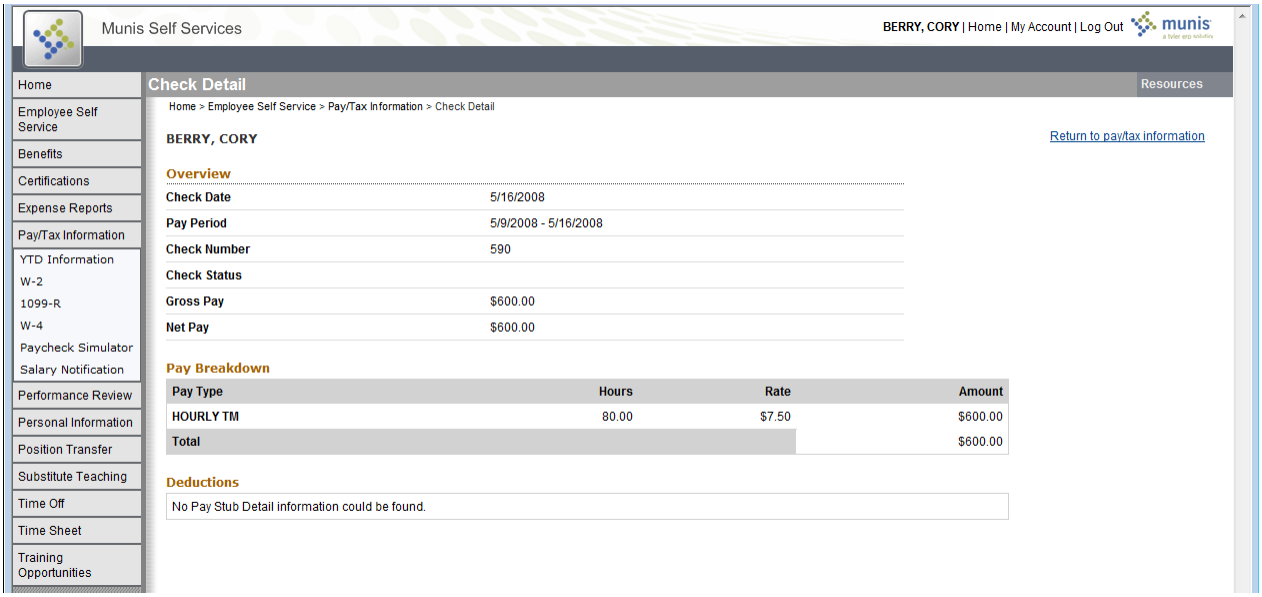
Pay/Tax Information

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.

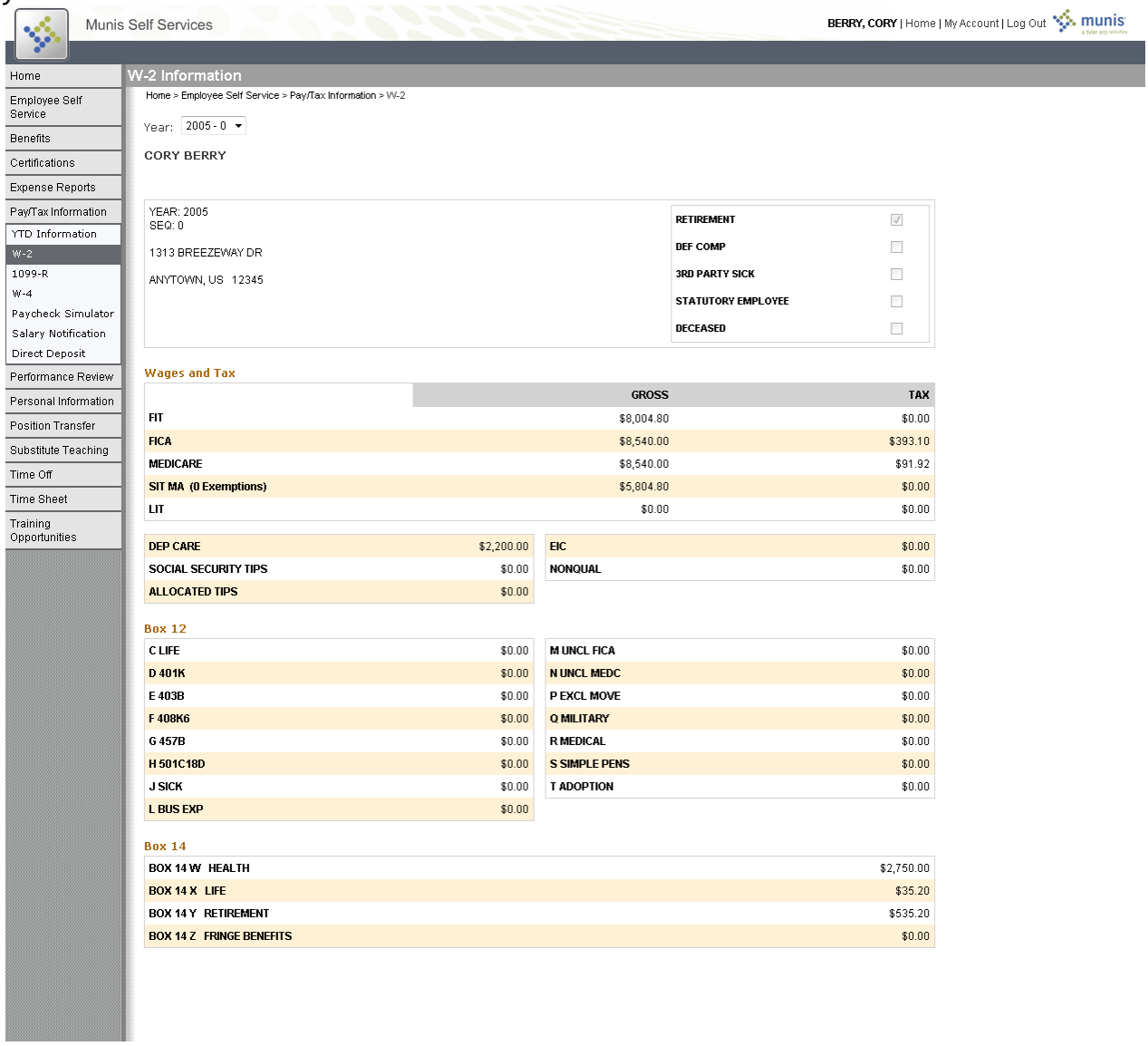


When you click View Details, the program displays Check Detail, which contains the pay advice information for the check.



YTD Information

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

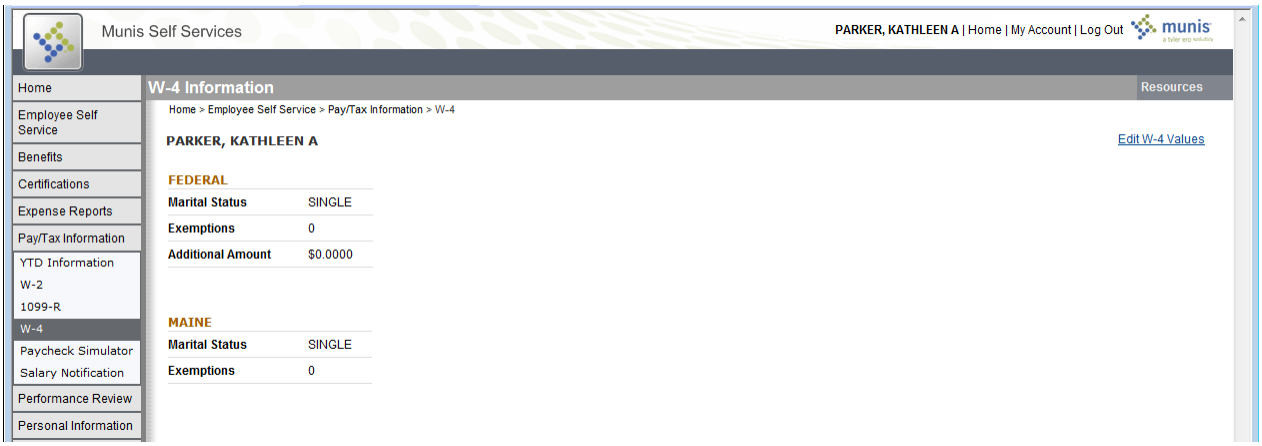


W-2

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

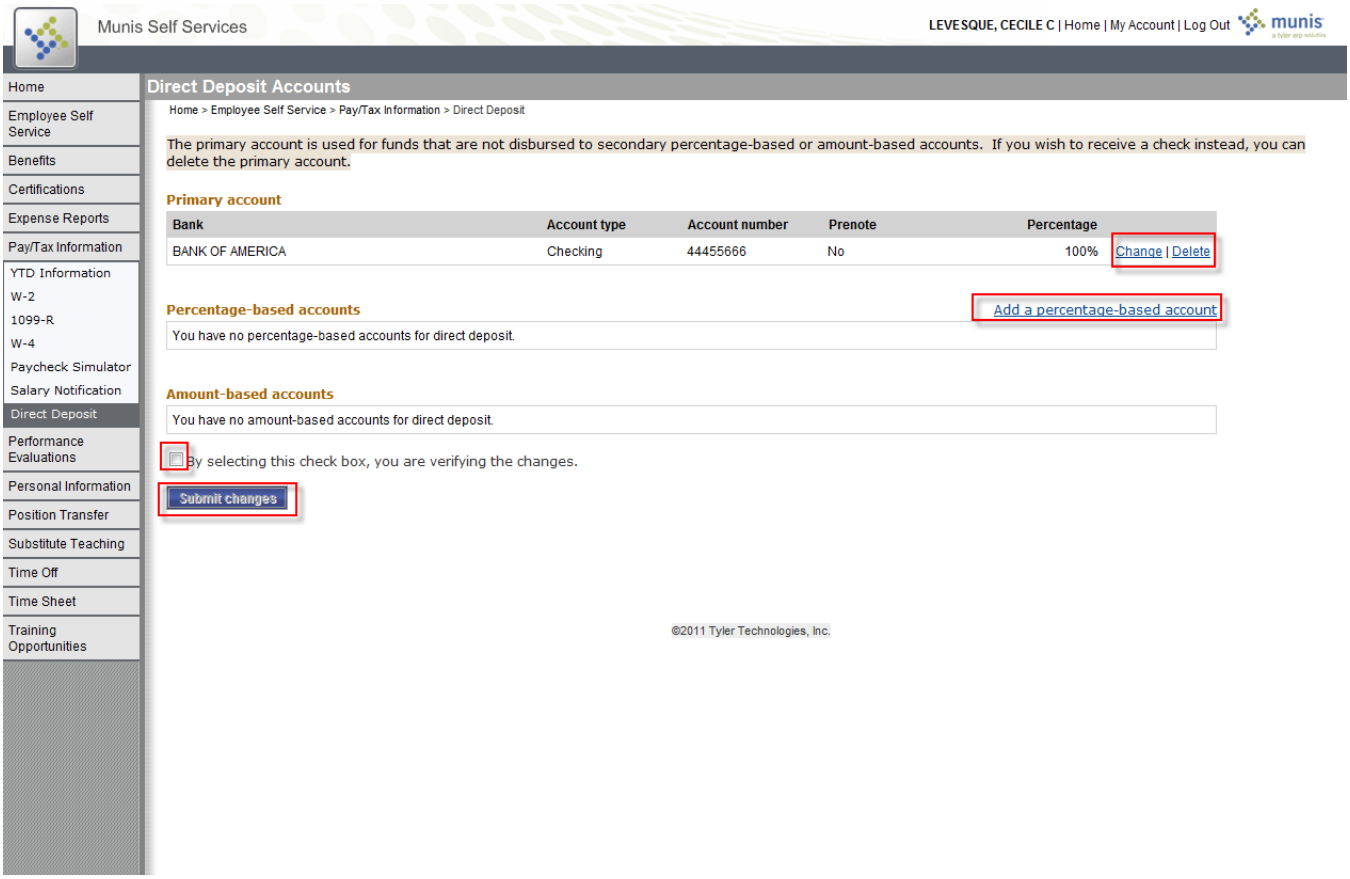
W-4

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



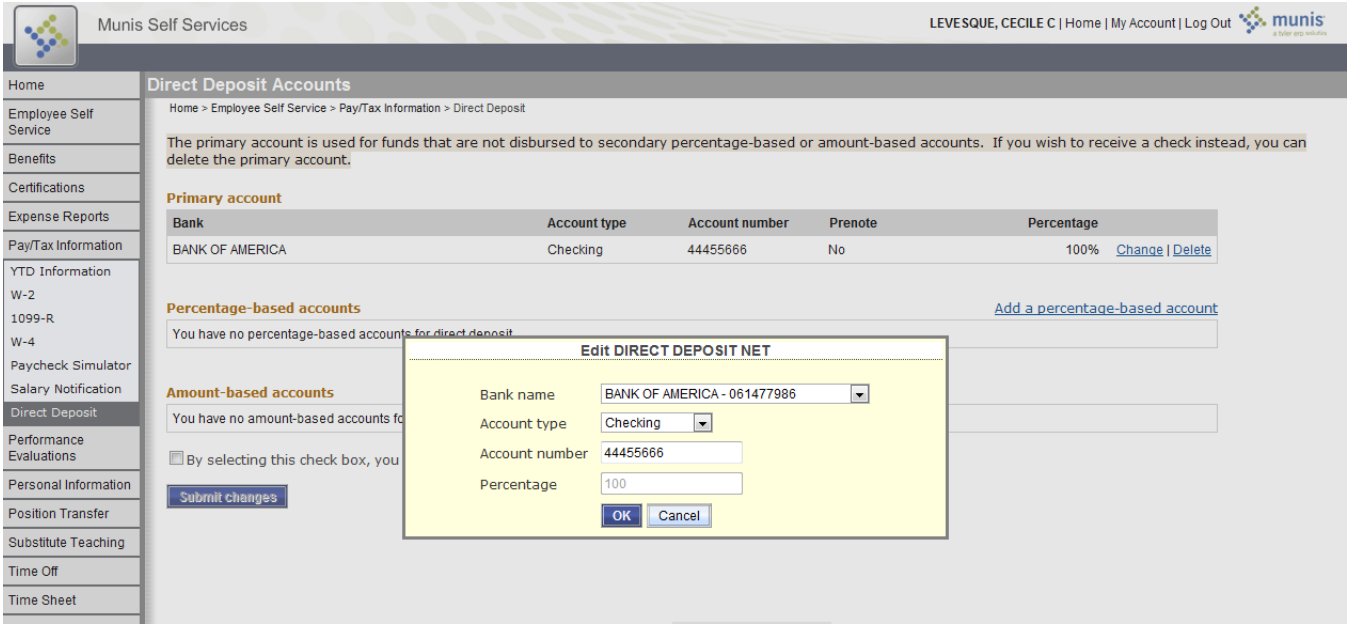
Direct Deposit

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.



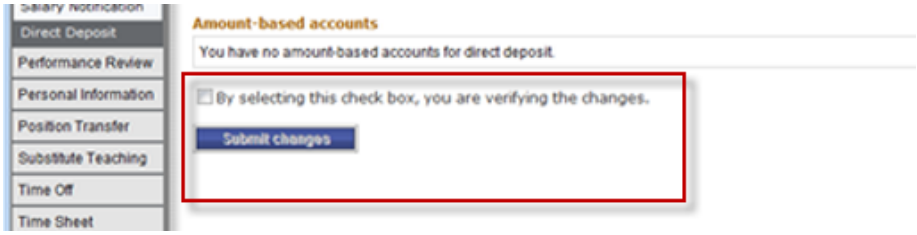
To modify your direct deposit information:

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



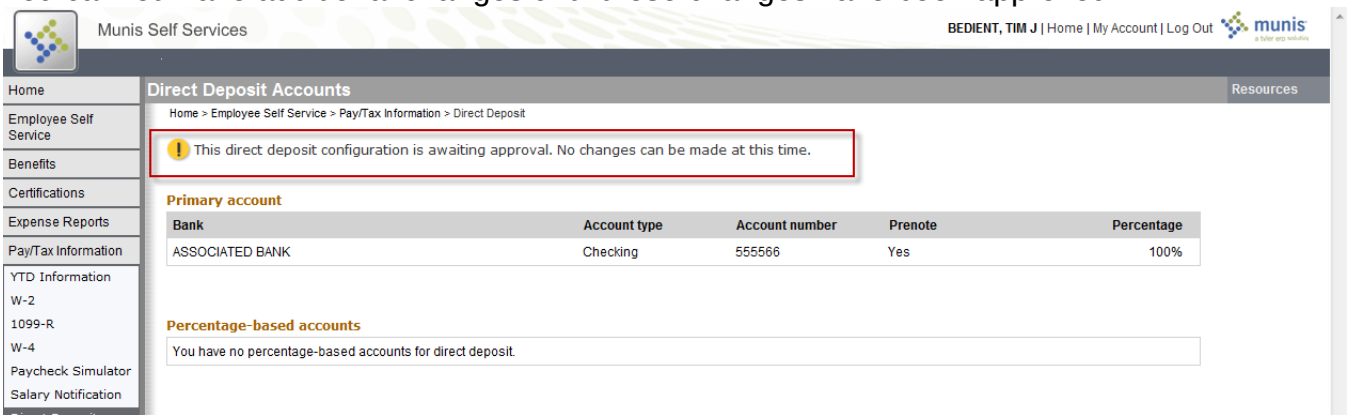
2. Update the information and click OK.

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.



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**.

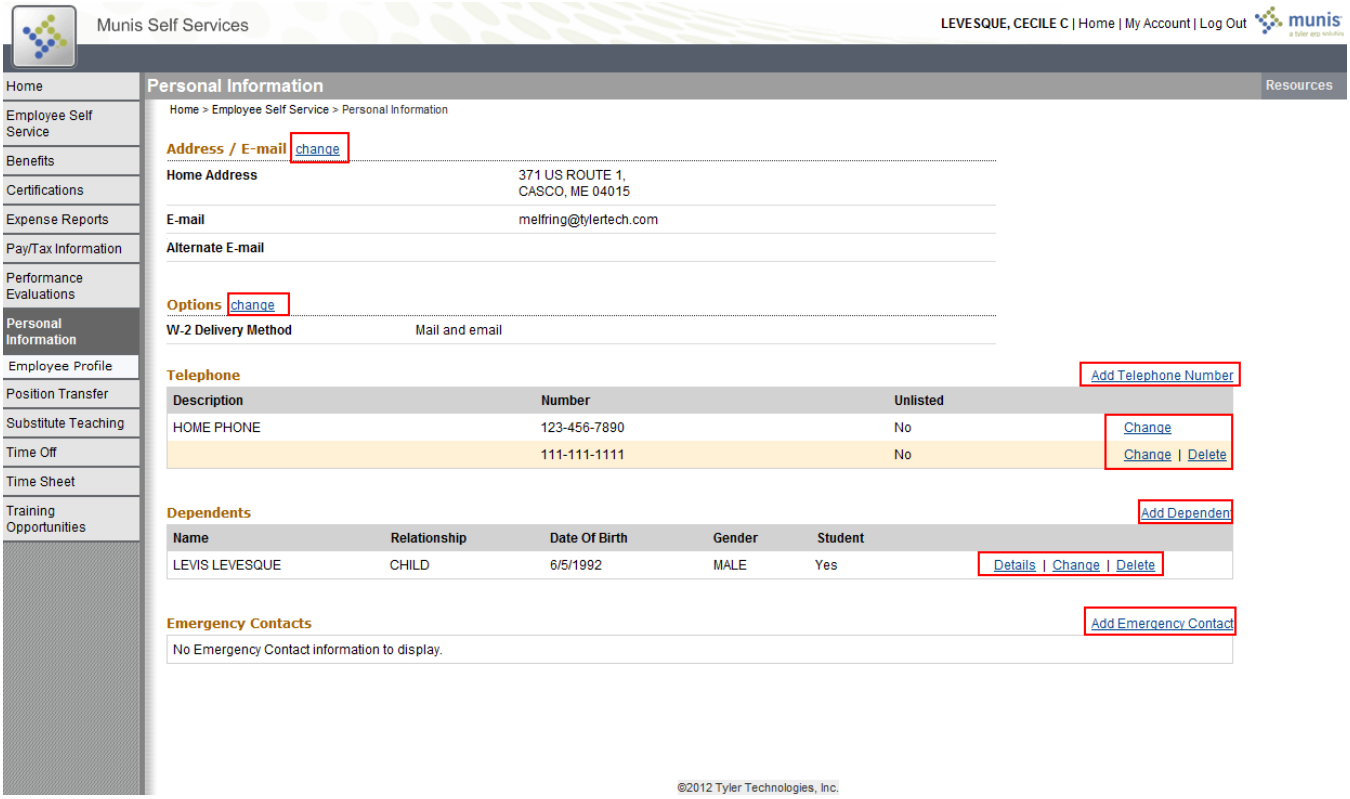
You cannot make additional changes until these changes have been approved.



Personal Information

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

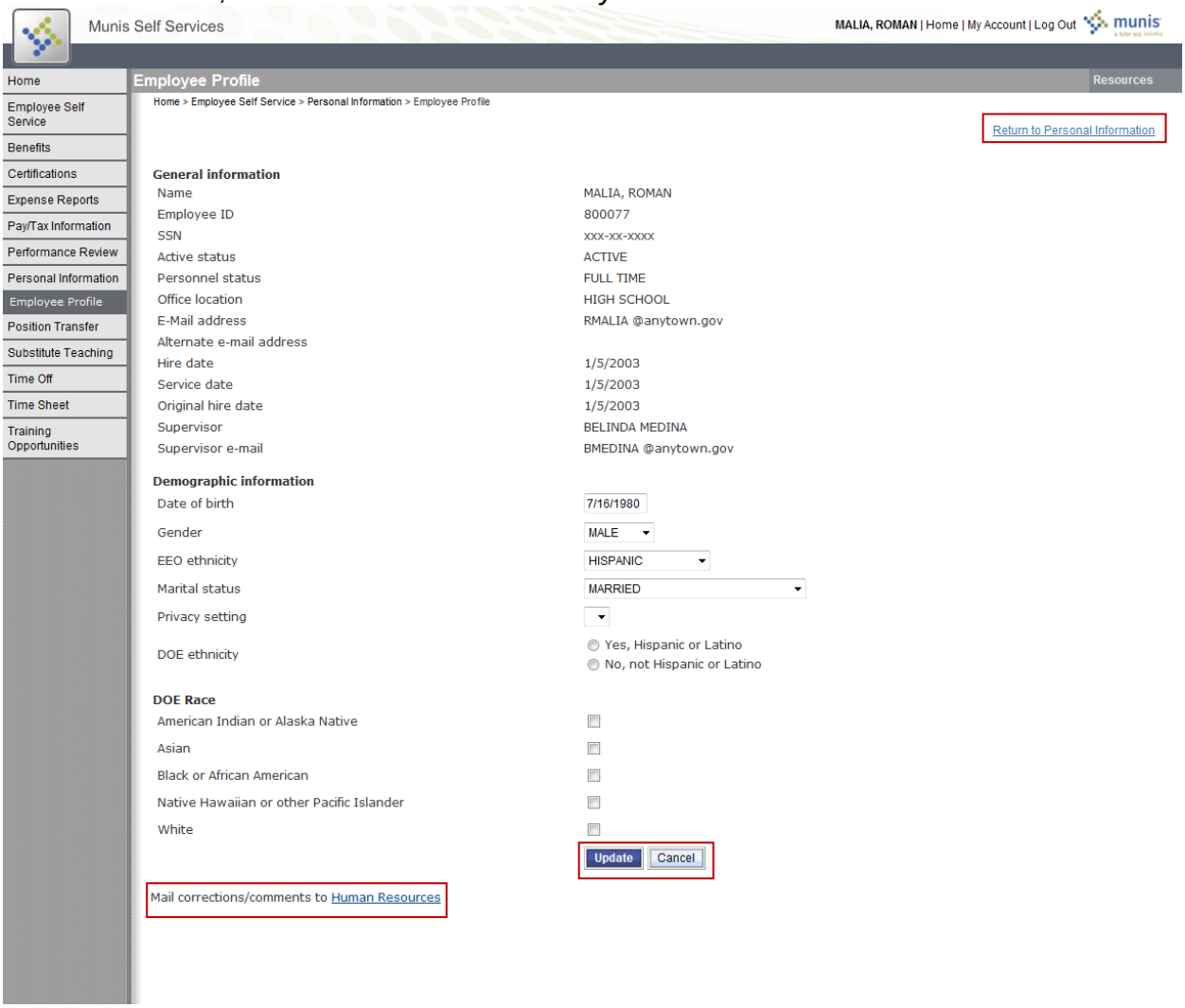
The information found under Personal Information and Employee Profile is located in the Munis Employee Master program. When you change any of the information on these pages, the corresponding Employee Master record is updated. **Note:** For records updated from ESS, the audit record is identified with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



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

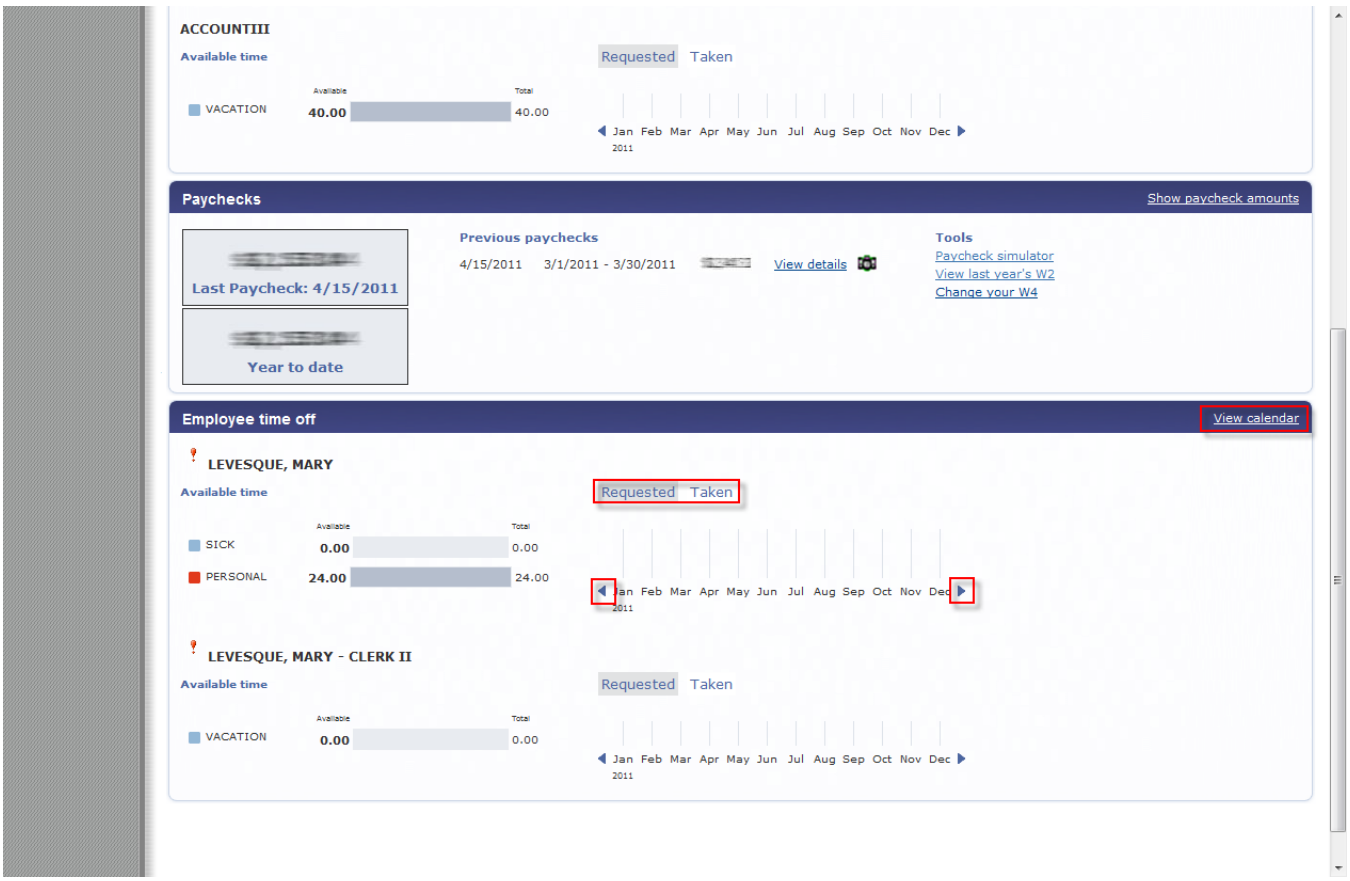
Profile

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



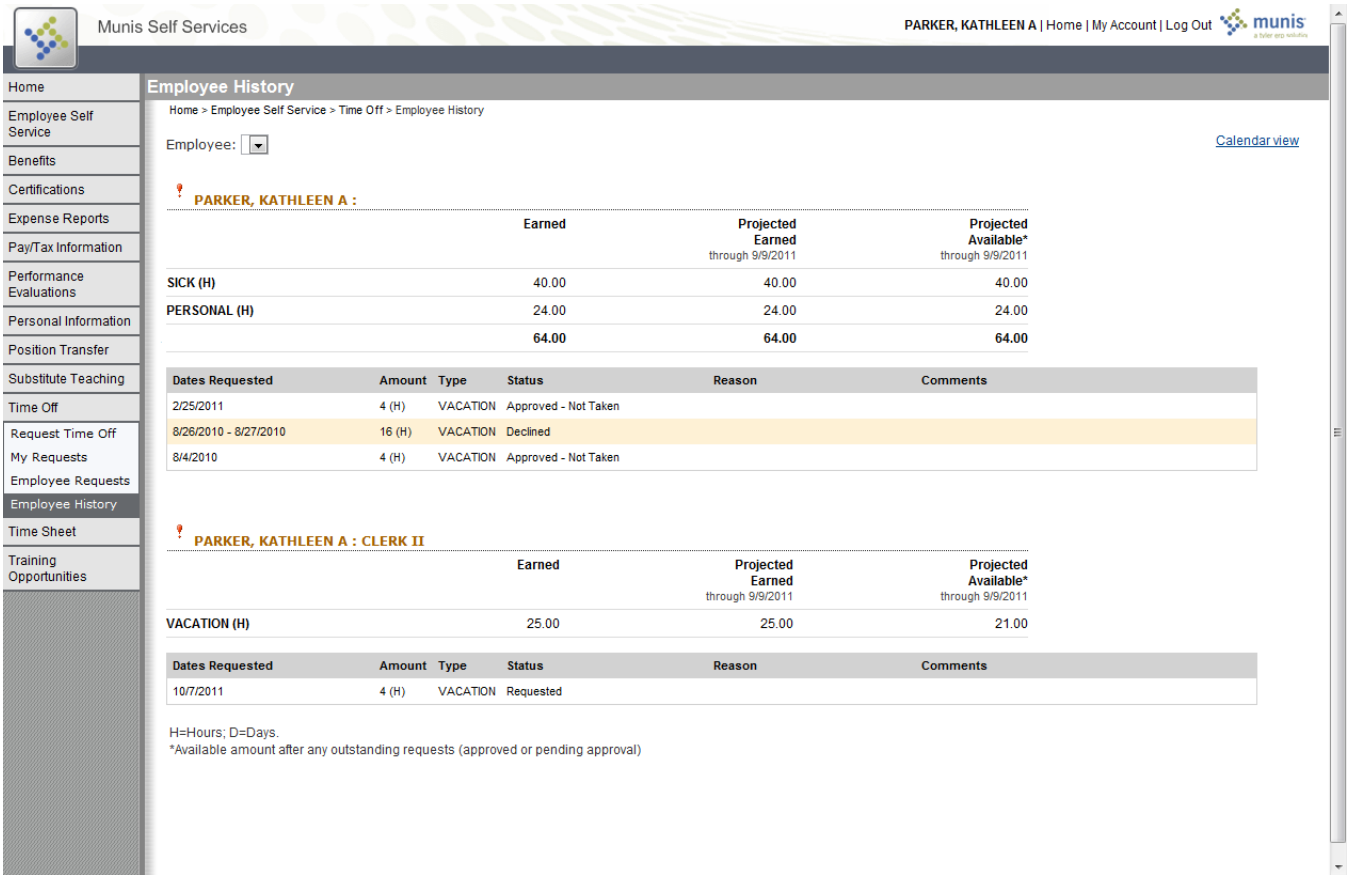
Employee Time Off

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



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.

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.