Munis Self Service

Employee Self Service User Guide

Introduction

- Employee Self Service (ESS) is the Munis Self Service application created specifically for employees.

- ESS provides access to personal information, available leave and leave taken, as well as pay and tax information…to include pay stubs, W-2's and 1095-C's.

- Employees must have a valid MSS login (employee number) and password to access the ESS application.

- ESS can be accessed from any computer, phone or tablet with internet access.

Accessing Munis Self Service

- Go to the internet and access Prince George County Schools (PGS) homepage www.pgs.k12.va.us

- Click on the Employees tab and from the drop down box, select Employee Self Serve,
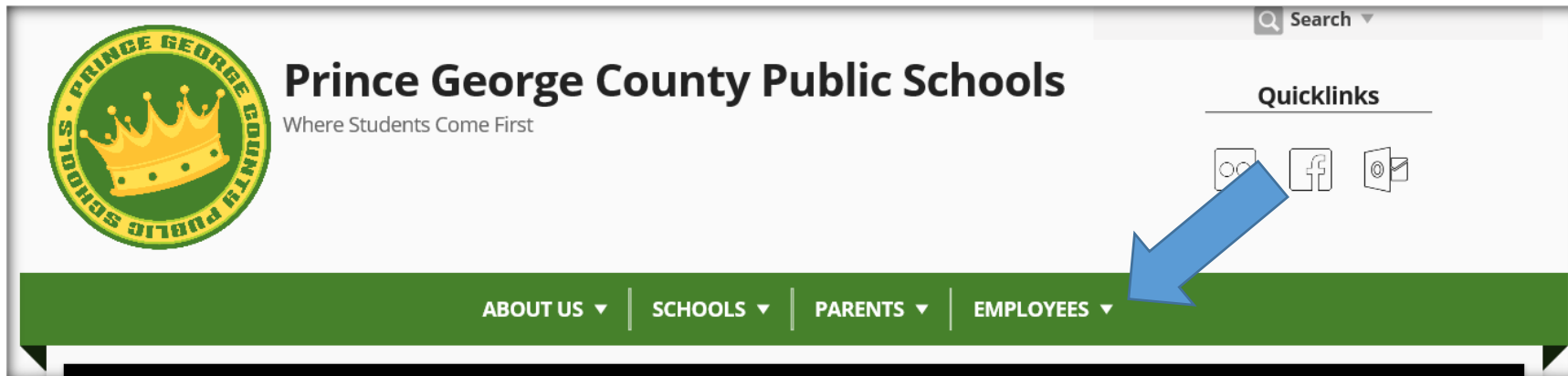
Accessing Munis Self Service - continued

- OR, scroll down to the bottom of the PGS homepage and click on the box for Employee Self Serve

Logging in to ESS

- Once on the Login screen:
  - Enter your Username: 5-digit Employee Number (found at the top left corner of each pay stub and on timesheets).
  - Enter your Password: first time users, enter the last 4-digits of your social security number...the system will prompt you to change the password to something you can remember.

Changing Your Password

When you change your password, you must enter a password that meets the password security policy. The Change Password page indicates if the new password meets the enforcement criteria.

Changing Your Password - continued

On the Change Password page, you must also enter a password hint.

If you forget your password, click the **Forgot Your Password?** option on the Login page. This causes the application to send you an email that contains your password hint.
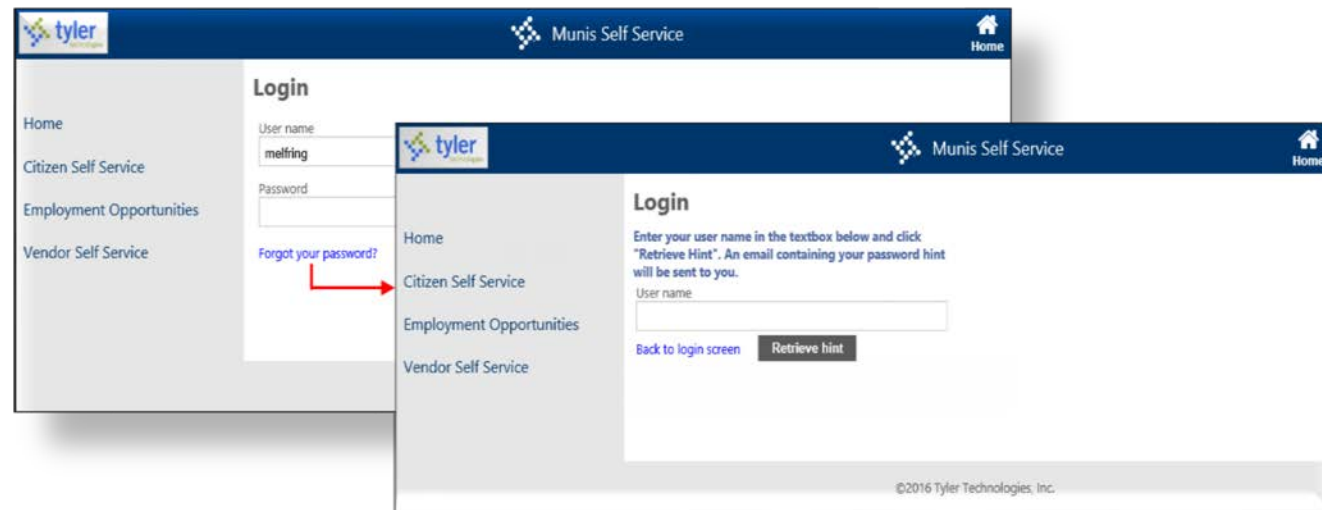
Changing Your Password - continued

If the password hint does not help you to remember your password, click the link in the email message to generate a new password. The Password Regeneration page displays. You will select Initiate Password Regeneration.

The application will send you an email with a temporary password to use for log in. Again, you will be forced to reset the password immediately to something you can remember and establish a password hint.

Locked Out of ESS

- If you have tried to log in too many times unsuccessfully and have locked yourself out of the system...

  - Contact Joannie Young at the SBO, 733-2700 or email jyoung@pgs.k12.va.us to have the password reset.

ESS Home Page

The home page of ESS displays personal information, time-off and pay details. It also provides a menu of the various options currently available within ESS.
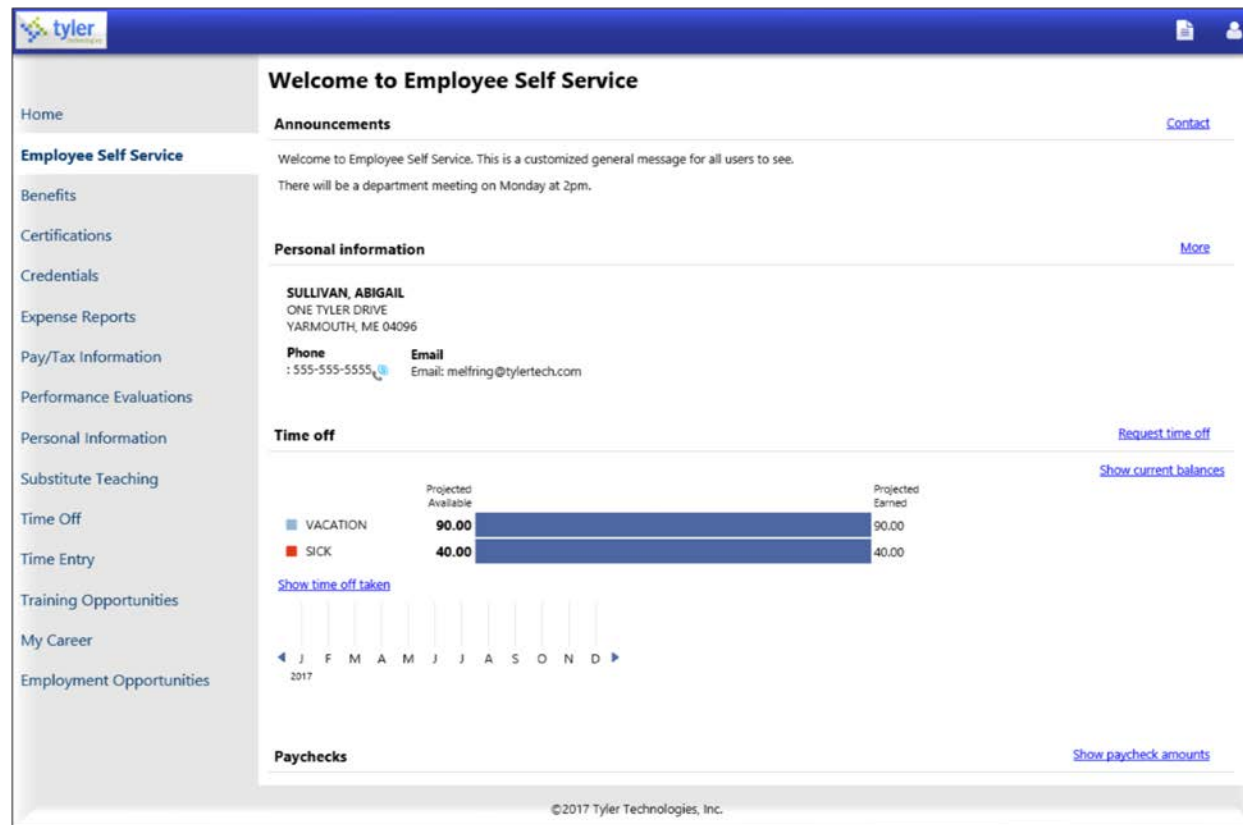
Personal Information

- The ESS home page provides Personal Information, such as your name, address, and contact information. Click **More** to display your full profile, contact information and dependents.

- You can "add new" or "edit" your information from this screen.
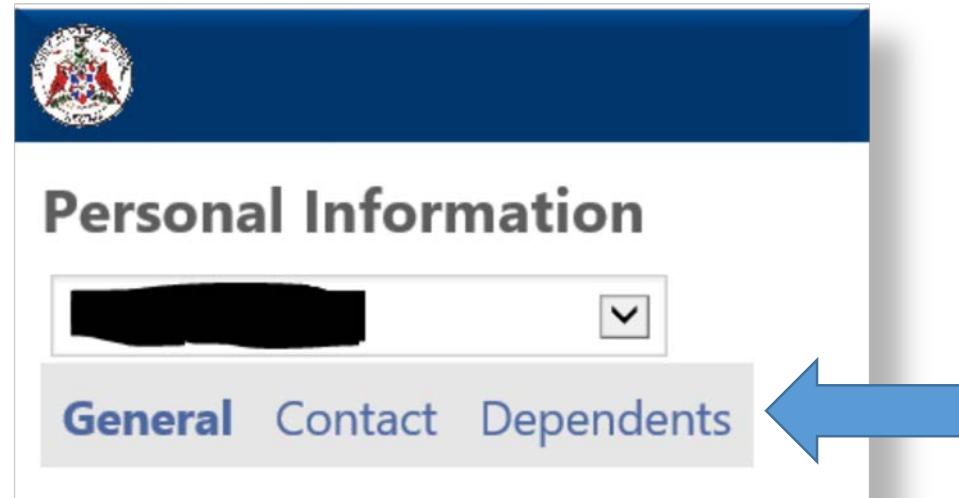
Personal Information - General

You have the ability to update some of your personal information.

⭐ Your Email address should be your PGS account, the Alternate email address can be your personal email address.

Personal Information - Contact

We will use the information on your Contact screen for all automated calls.

⭐ Home phone numbers will receive a voice message, Mobile phone numbers will receive a voice message unless the *opt in to text messages* box is checked. If you opt in you will receive a text message from School Messenger, you must reply "yes" to acknowledge that you added your number to this serve.
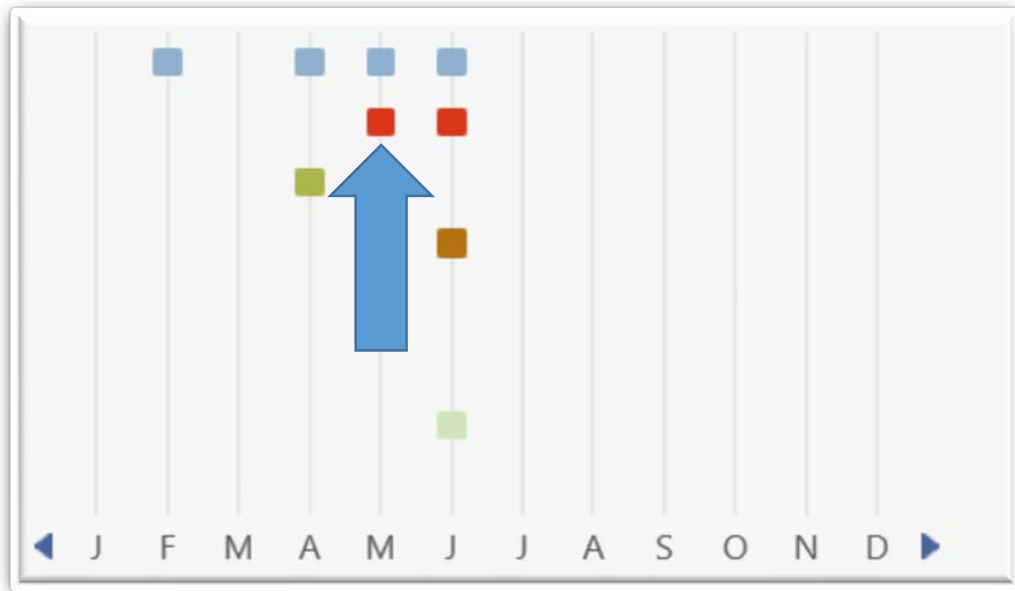
Time Off

Time Off displays a chart of your available leave <u>as of the end of the prior month</u> (remember, leave is processed a month behind).
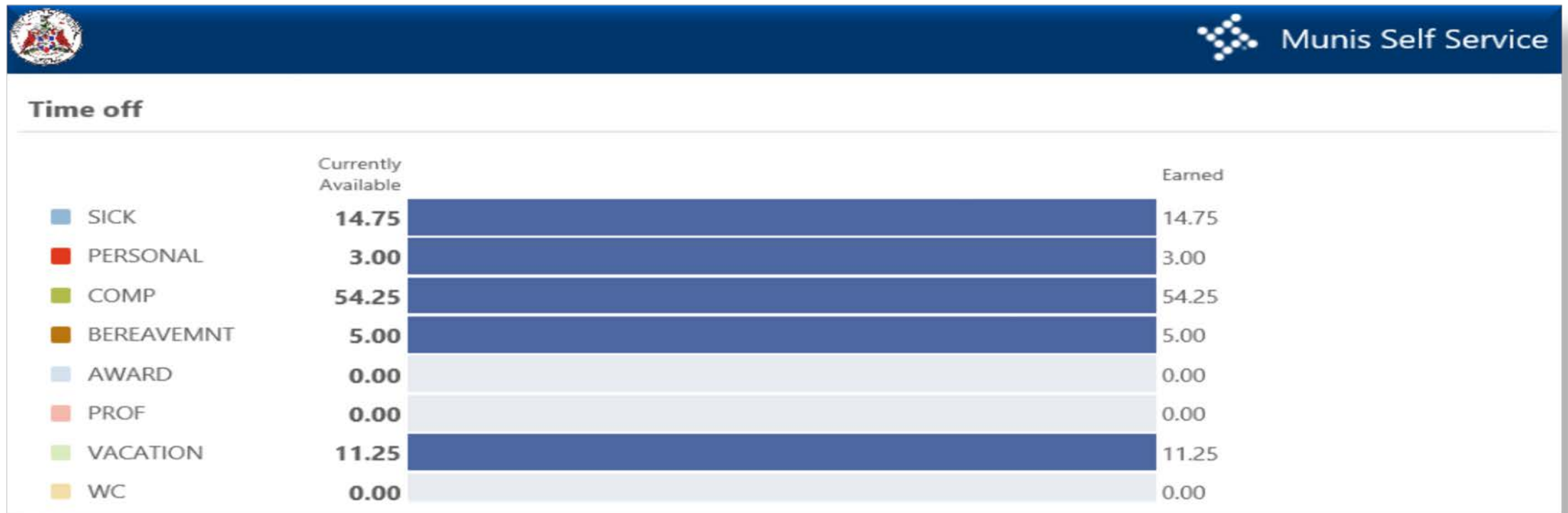
Time Off - continued

- By clicking on the color coded box in the month, you can see what day the leave was taken.

PERSONAL: May, 2019

5/20/2019 - Taken

Time Off - continued

Clicking on Time Off in the drop down menu gives a more detailed view of leave earned and taken.

	Maximum Allowed	Earned	Taken	To Be Taken	Currently Available
SICK (D)	99999.99	14.75	0.00	0.00	14.75
PERSONAL (D)	2.00	3.00	0.00	0.00	3.00

PERSONAL Time

Pay Period	Earned	Used	Balance
7/1/2019 – 7/1/2019	3.0000	0.0000	3.0000
6/3/2019 – 6/4/2019	0.0000	2.0000	0.0000
5/20/2019 – 5/20/2019	0.0000	1.0000	2.0000

Paychecks

The Paychecks section displays information for the most recent pay periods in which you received pay. For security purposes, year-to-date and last-paycheck earnings do not display initially. Click **Show Paycheck Amounts** to show the dollar amount; click **Hide Paycheck Amounts** to hide the amount. Click **Details** to display the Check Detail page.

Pay/Tax Information – Printing Pay Stubs & W-2's

From the Welcome to ESS page, click on Employee Self Service and then Pay/Tax Information. This provides current payroll history details and is how to print a pay stub. When **Details** is clicked, the program displays the Check Detail page, which contains the pay advice information for the check.

Check Detail Page

When you click **Details**, the program displays the Check Detail page. Clicking **View Paycheck Image** produces your check stub for printing.

YTD Information

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

NOTE: **DO NOT** USE THIS INFORMATION FOR PREPARING TAX RETURNS

W-2 Information

The W-2 link displays past years W-2's that can be reprinted. Select year desired and then click **View W-2 image**.

W-4 Information

The W-4 page displays your current tax withholding information. To update this information, click **Edit,** enter the new information, select the confirmation check boxes, and then click **Submit**.

W-4 Information - continued

The Finance Department will be notified of any changes made in ESS and must approve them before the change will take place. Depending on the date submitted, the change may not happen until the following month.

When you submit changes, ESS displays a confirmation indicating that your change request has been submitted for approval.

Payroll Check/Direct Deposit Advice Abbreviations

DEDUCTIONS	DESCRIPTION	WHO PAYS
• SOCIAL SEC	Mandatory Social Security Taxes	employee/employer paid
• MEDICARE	Mandatory Medicare Taxes	employee/employer paid
• HEALTH INS	Elected Health Insurance	employee/employer paid
• DENTAL	Elected Dental Insurance	employee paid
• SCH HSA**EE**	Elected Contribution to HSA	employee paid
• SCHSA**ER**	Employer Contribution to HSA	employer paid
• VIS SCH	Elected Supplemental Vision	employee paid
• COL PTAX	Elected Colonial Life Policy, pre-tax	employee paid
• FIT	Federal Income Tax	employee paid
• SIT	State Income Tax	employee paid

Payroll Check/Direct Deposit Advice Abbreviations -continued

DEDUCTIONS	DESCRIPTION	WHO PAYS
VRS – PLAN 1	VRS Mandatory 5% Contribution	employee/employer paid
VRSHYB1%	VRS Mandatory 1% Contribution 401(a)	employee/employer paid
VRSHDB1	VRS Mandatory 4% Contribution	employee/employer paid
VRS – GTL	Group Term Life	employer paid
VRS – RHCC	Health Insurance Credit	employer paid
SCHL-OPT 1	Elected Optional Life Insurance	employee paid
COLONIAL	Elected Colonial Life Policy, post-tax	employee paid