

Munis Self Service

Employee Self Service User Guide

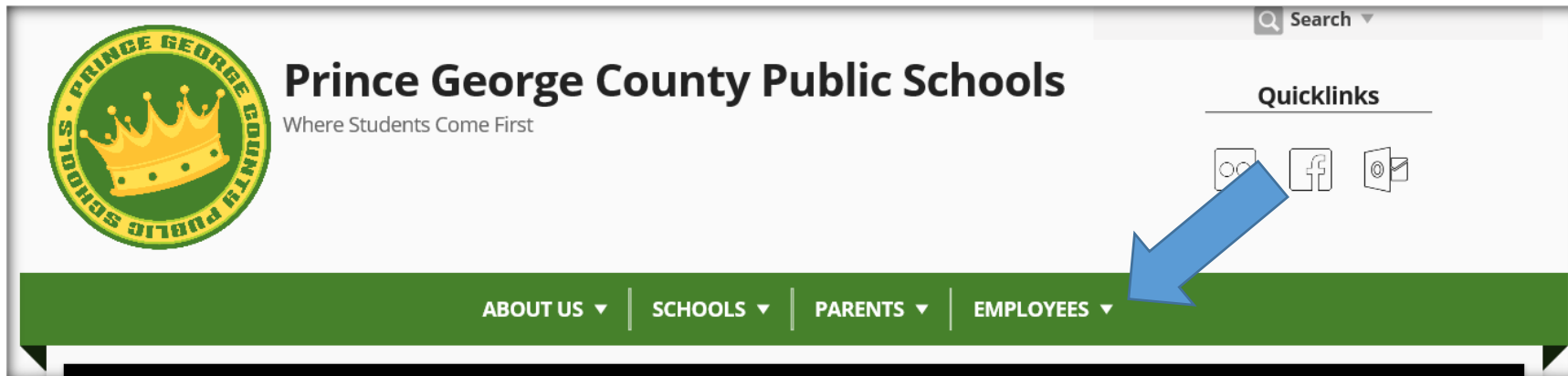
Employee Self Service User Guide

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.



The screenshot shows the login interface for Munis Self Service. At the top, there is a dark blue header bar. On the left side of the header is a circular seal featuring two red birds. On the right side of the header is the text "Munis Self Service" next to a logo of white dots arranged in a grid pattern. Below the header, the word "Login" is displayed in a bold, dark font. There are two input fields: the first is labeled "Username" and the second is labeled "Password". Both fields are empty. To the right of the "Username" field is a blue link that says "Forgot your username?". To the right of the "Password" field is a blue link that says "Forgot your password?". At the bottom left of the login area is a dark grey button with the text "Log in" in white.

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.

The image displays two screenshots of the Munis Self Service 'Change Password' page. Both screenshots show a left-hand navigation menu with links for Home, Citizen Self Service, Employment Opportunities, and Vendor Self Service. The main content area is titled 'Login' and includes a message: 'Before proceeding you must change your password.' Below this message are input fields for 'Current password', 'New password', and 'Confirm new password', along with a 'New password hint' field. The 'Password strength' indicator is shown below the 'New password' field. In the top screenshot, the strength is 'Unacceptable'. In the bottom screenshot, the strength is 'Acceptable', which is highlighted by a red rectangular box. At the bottom of the form are 'Change' and 'Cancel' buttons.

Top Screenshot (Unacceptable):

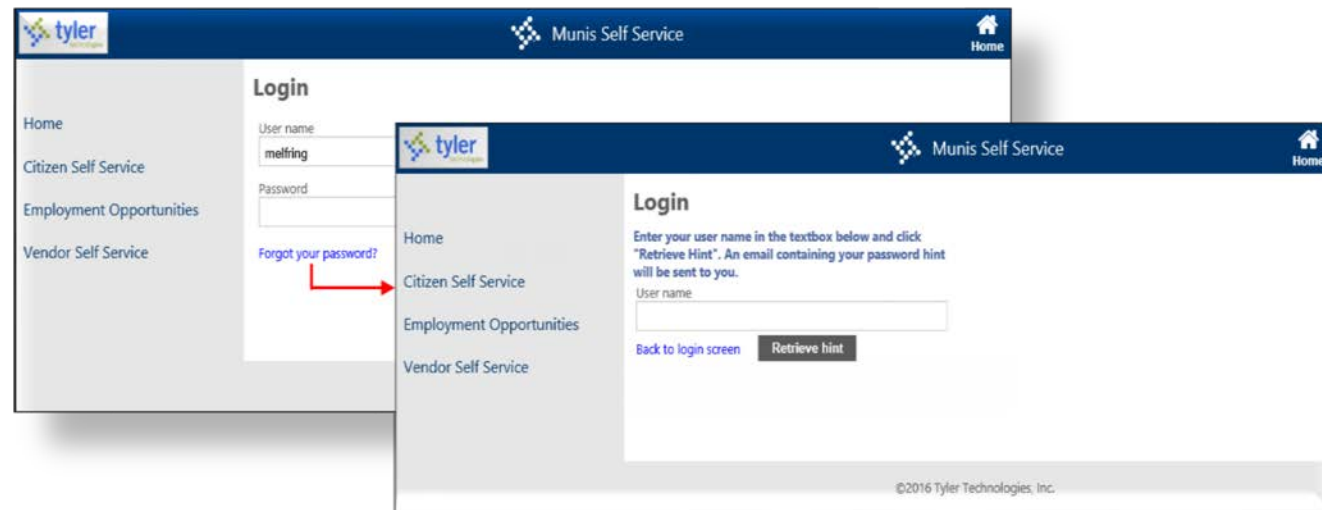
- Header: tyler technologies | Munis Self Service | Home
- Section: Login
- Message: Before proceeding you must change your password.
- Fields: Current password, New password, Password strength: Unacceptable

Bottom Screenshot (Acceptable):

- Header: tyler technologies | Munis Self Service | Home
- Section: Login
- Message: Before proceeding you must change your password.
- Fields: Current password (masked), New password (masked), Password strength: Acceptable (highlighted), Confirm new password, New password hint
- Buttons: Change, Cancel

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.

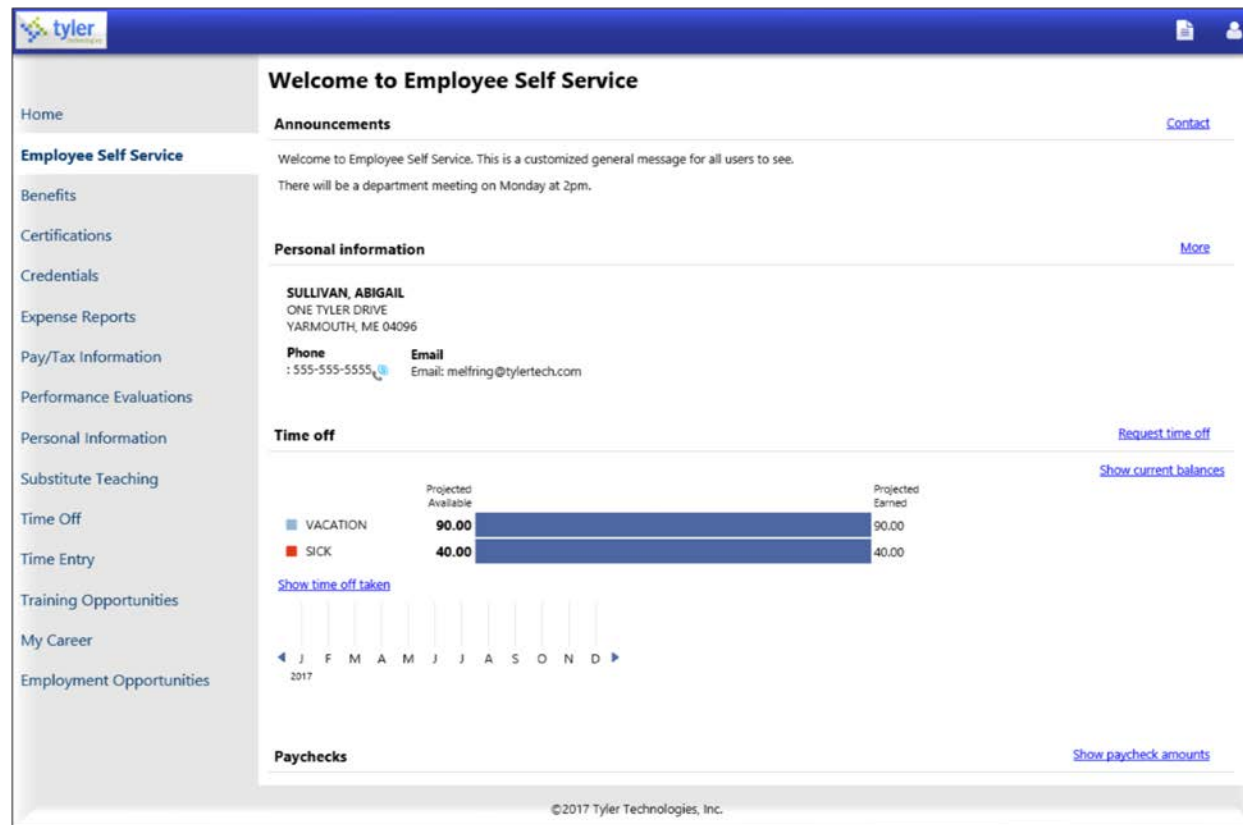
The application will send you an email with a temporary password to use for log in. Again, you will be forced to reset the password immediately to something you can remember and establish a password hint.

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.

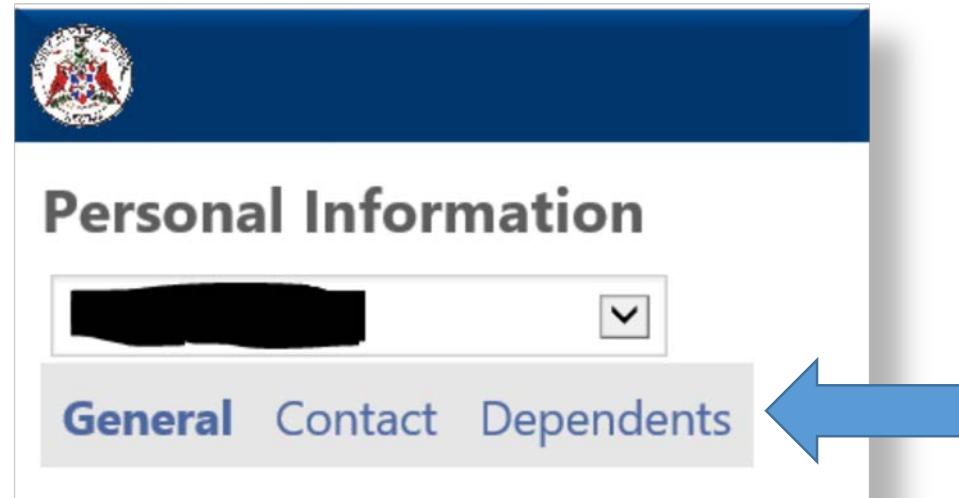
ESS Home Page

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.

Munis Self Service

Personal Information

General Contact Dependents

Name	Email address	Hire date
[REDACTED]	<input type="text" value="jdoe@pgs.k12.va.us"/>	7/1/2019
Preferred name	Alternate email address	Service date
<input type="text" value="[REDACTED]"/>	<input type="text" value="jdoe@gmail.com"/>	7/1/2019
Employee ID	Primary location	Original hire date
[REDACTED]	SCHOOL BOARD OFFICE	1/1/0001
SSN	Check location	Supervisor
XXX-XX-XXXX		Supervisor email
Active status		unspecified
ACTIVE		
Personnel status		
FULL-TIME EMPLOYEE		

Save **Cancel**


Employee Self Service

- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Employee Notifications
- Pay/Tax Information
- Personal Information**
- Time Off

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.



Munis Self Service

Personal Information

General **Contact** Dependents

Addresses [Add new](#)

Home Address
[Redacted]
[Redacted]
[Edit](#)

Emergency Contacts [Add new](#)

Telephones [Add new](#)

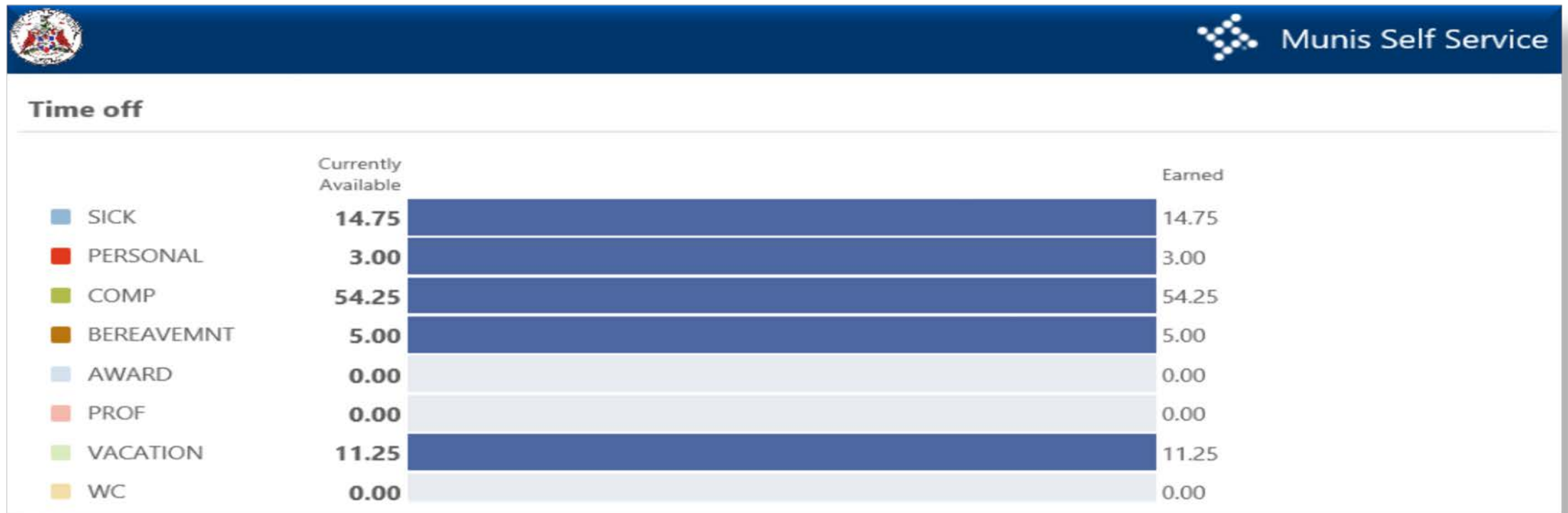
MOBILE PHONE NUMBER	HOME PHONE NUMBER
[Redacted]	[Redacted]
<input type="checkbox"/> Listed	<input type="checkbox"/> Listed
<input type="checkbox"/> Opting in to text messages	<input type="checkbox"/> Opting out of text messages
Edit Delete	Edit Delete Make primary

Employee Self Service

- Benefits
- Certifications
- Expense Reports
- Employee Notifications
- Pay/Tax Information
- Personal Information**
- Time Off

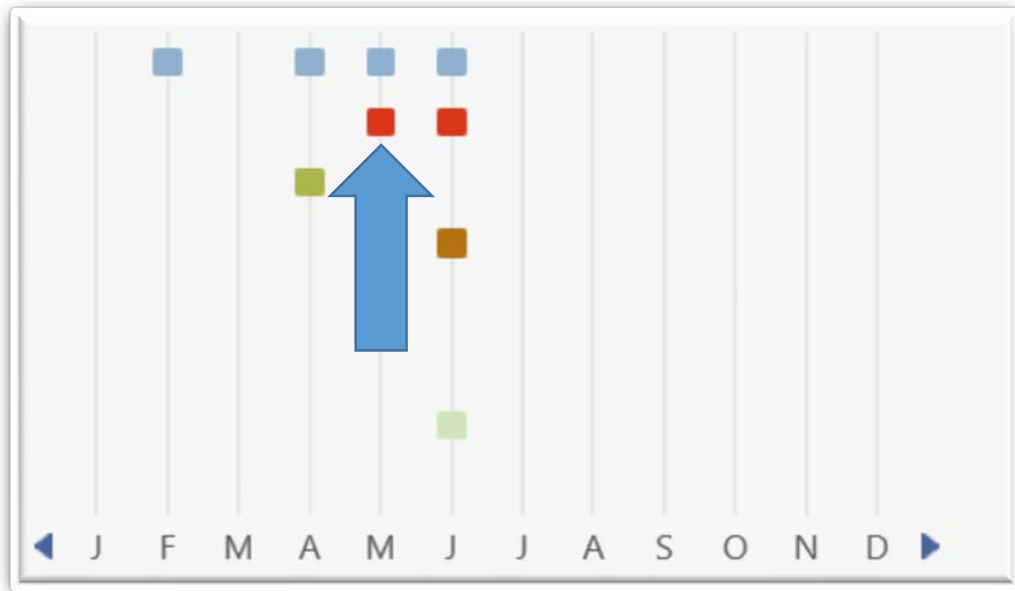
Time Off

Time Off displays a chart of your available leave as of the end of the prior month (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.



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.

The screenshot shows the 'Paychecks' section of a web application. At the top, there's a 'Paychecks' header. Below it, a box displays 'Last Paycheck: 8/30/2016' and 'Year to date'. To the right, 'Previous paychecks' are listed with dates 8/30/2016 and 8/30/2016, each with a 'Details' link. Further right, a 'Tools' section includes links for 'Paycheck simulator', 'View last year's W2', and 'Change your W4'. A red box highlights the 'Show paycheck amounts' link, with a red arrow pointing down to a second 'Paychecks' box. This second box shows the 'Last Paycheck: 8/30/2016' with a gross pay of '\$4,100.00' and a year-to-date total of '\$6,800.00'. It also lists 'Previous paychecks' with dates and amounts (\$4,100.00 and \$100.00) and their respective 'Details' links. The 'Tools' section is repeated. Below the 'Paychecks' section, the 'Check Detail' page is visible for 'SULLIVAN, ABIGAIL'. It includes an 'Overview' section with fields for 'Check Date' (8/30/2016), 'Pay Period' (8/15/2017 - 8/30/2017), 'Check Number' (1030), and 'Check Status'. It also shows 'Gross Pay' (\$4,100.00) and 'Net Pay' (\$450.99). At the bottom, a 'Pay Breakdown' table is partially visible with columns for 'Pay Type', 'Hours', 'Rate', and 'Amount'.

Paychecks

Last Paycheck: 8/30/2016

Year to date

Previous paychecks

8/30/2016	Details
8/30/2016	Details

Tools

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

[Show paycheck amounts](#)

Paychecks

Last Paycheck: 8/30/2016

\$4,100.00

\$6,800.00

Year to date

Previous paychecks

8/30/2016	\$4,100.00	Details
8/30/2016	\$100.00	Details

Tools

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

Check Detail

SULLIVAN, ABIGAIL

Overview

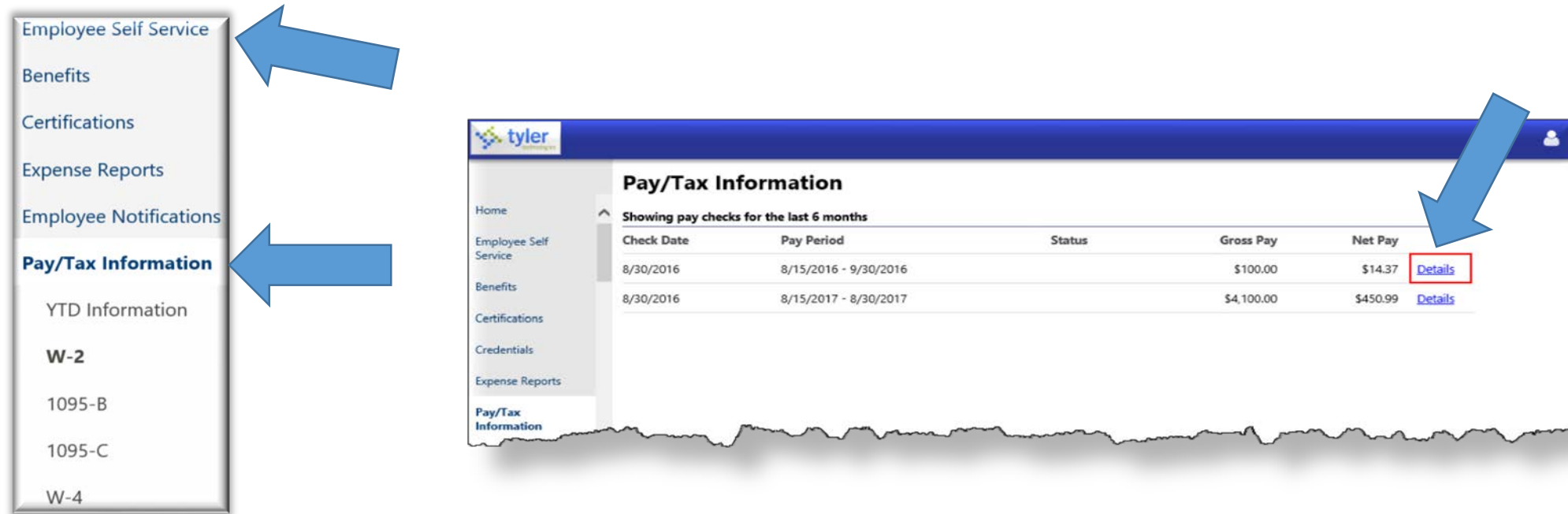
Check Date	8/30/2016
Pay Period	8/15/2017 - 8/30/2017
Check Number	1030
Check Status	
Gross Pay	\$4,100.00
Net Pay	\$450.99

Pay Breakdown

Pay Type	Hours	Rate	Amount
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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.



The image shows a screenshot of the Tyler Employee Self Service (ESS) interface. On the left is a vertical navigation menu with the following items: Employee Self Service, Benefits, Certifications, Expense Reports, Employee Notifications, Pay/Tax Information (highlighted with a blue arrow), YTD Information, W-2, 1095-B, 1095-C, and W-4. The main content area is titled 'Pay/Tax Information' and includes a sub-header 'Showing pay checks for the last 6 months'. Below this is a table with the following data:

Check Date	Pay Period	Status	Gross Pay	Net Pay	
8/30/2016	8/15/2016 - 9/30/2016		\$100.00	\$14.37	Details (highlighted with a red box and a blue arrow)
8/30/2016	8/15/2017 - 8/30/2017		\$4,100.00	\$450.99	Details

Check Detail Page

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

Check Detail

[Overview](#)[View paycheck image](#)

Check Date	7/25/2019
Pay Period	7/1/2019 - 7/31/2019
Check Number	703187869
Check Status	Cleared



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



The screenshot displays the 'Year-to-Date Information' page for the year 2017. The sidebar on the left includes links for Home, Employee Self Service, Benefits, Certifications, Credentials, Expense Reports, Pay/Tax Information, YTD Information, W-2, 1099-R, and 1095-B. The main content area shows a table of payroll figures for 2017.

Year-to-Date Information	
Year: 2017	
Overview	
Gross YTD Earnings	\$6,800.00
Earnings	
HOURLY TM	\$6,350.00
VAC TIME	\$350.00
AMT SUBTR	\$100.00
Deductions	
DELTA DENT	\$70.00
FED TAX	\$1,423.06
STATE TAX	\$477.50
PARA DUES	\$30.00
CUST DUES	\$12.50

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-2 Information

Employee: [Redacted] ▼ Year: 2018 - 0 ▼

[Redacted]

[View W-2 image](#)

The screenshot shows a web interface for W-2 information. At the top left, the title "W-2 Information" is displayed. Below it, there are two dropdown menus: "Employee:" followed by a redacted name, and "Year:" followed by "2018 - 0". A blue arrow points to the "Year:" dropdown. Below the "Employee:" dropdown is another redacted field. To the right of the "Year:" dropdown, there is a small vertical line. Further to the right, there is a blue arrow pointing to a link that says "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**.

The screenshot shows the Tyler W-4 Information page. On the left is a navigation menu with links: Home, Employee Self Service, Tasks, Benefits, Certifications, Credentials, Expense Reports, Pay/Tax Information, YTD Information, W-2, 1099-R, 1095-B, 1095-C, and W-4. The 'W-4' link is highlighted. The main content area is titled 'W-4 Information' and displays current tax withholding information for FEDERAL and MAINE. The FEDERAL section shows Marital status as MARRIED, Exemptions as 0, and Additional amount as \$100.00000. The MAINE section shows Marital status as MARRIED, Exemptions as 0, and Additional amount as \$25.00000. An 'Edit' button is located below the MAINE section. A red arrow points from the 'Edit' button to the 'W-4 Information' form. The form is titled 'W-4 Information' and contains fields for FEDERAL and MAINE Marital Status (both set to MARRIED), Exemptions (both set to 0), and Additional Amount (\$). The FEDERAL Additional Amount is 100.00 and the MAINE Additional Amount is 15.00. There are checkboxes for 'If your last name differs from your social security card, check here.' and 'Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.' for both FEDERAL and MAINE. Red arrows point to these checkboxes. At the bottom of the form are 'Submit' and 'Cancel' buttons.

W-4 Information

FEDERAL
Marital status
MARRIED
Exemptions
0
Additional amount
\$100.00000

MAINE
Marital status
MARRIED
Exemptions
0
Additional amount
\$25.00000

W-4 Information

FEDERAL
Marital Status
MARRIED
If you are married but would like to withhold at the higher single rate, select "Single".
Exemptions
0
Additional Amount (\$)
100.00
☐ If your last name differs from your social security card, check here.
☐ Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

MAINE
Marital Status
MARRIED
If you are married but would like to withhold at the higher single rate, select "Single".
Exemptions
0
Additional Amount (\$)
15.00
☐ If your last name differs from your social security card, check here.
☐ Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

Submit **Cancel**

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

- SOCIAL SEC
- MEDICARE
- HEALTH INS
- DENTAL
- SCH HSAEE
- SCHSAER
- VIS SCH
- COL PTAX
- FIT
- SIT

DESCRIPTION

Mandatory Social Security Taxes

Mandatory Medicare Taxes

Elected Health Insurance

Elected Dental Insurance

Elected Contribution to HSA

Employer Contribution to HSA

Elected Supplemental Vision

Elected Colonial Life Policy, pre-tax

Federal Income Tax

State Income Tax

WHO PAYS

employee/employer paid

employee/employer paid

employee/employer paid

employee paid

employee paid

employer paid

employee paid

employee paid

employee paid

employee paid

Payroll Check/Direct Deposit Advice Abbreviations -continued

DEDUCTIONS

- VRS – PLAN 1
- VRSHYB1%
- VRSHDB1
- VRS – GTL
- VRS – RHCC
- SCHL-OPT 1
- COLONIAL

DESCRIPTION

VRS Mandatory 5% Contribution

VRS Mandatory 1% Contribution 401(a)

VRS Mandatory 4% Contribution

Group Term Life

Health Insurance Credit

Elected Optional Life Insurance

Elected Colonial Life Policy, post-tax

WHO PAYS

employee/employer paid

employee/employer paid

employee/employer paid

employer paid

employer paid

employee paid

employee paid