

EMPLOYEE SELF SERVICE

Employee Self Service (ESS) is the MUNIS Self Service application created specifically for employees. ESS provides access to personal information, pay and tax information, certifications, and other resources. ESS requires users to have a unique username and password. This guide will assist you in navigating the different functionalities of ESS.

Jennifer Habets
Assistant Director
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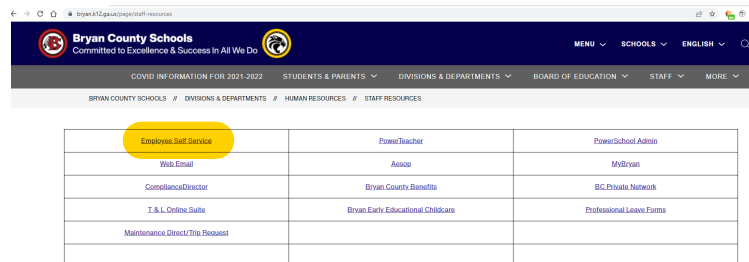


JUNE 2022

Login and Passwords

The ESS link is located on the Home Screen of the BCS webpage under the Staff Resources Section.

Click Employee Self Service to access the application.



The Log In is located in the upper right corner of the screen. Your **User Name** is your last name and last four digits of your social security number without any dashes or spaces.

Example - Shelton0909



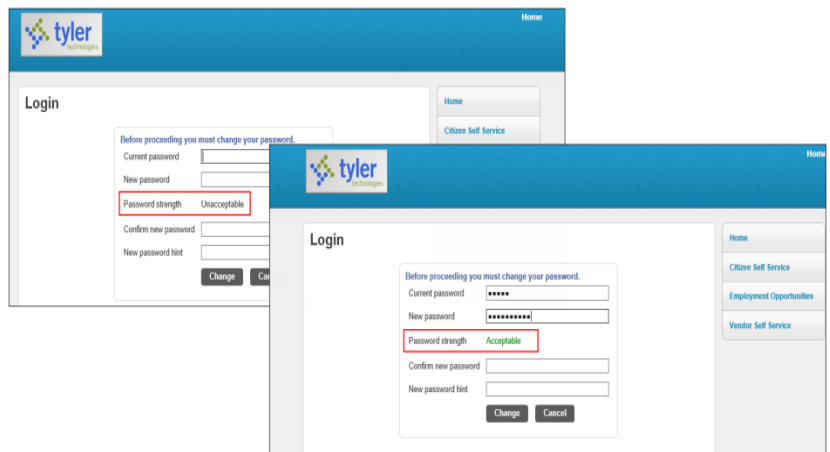
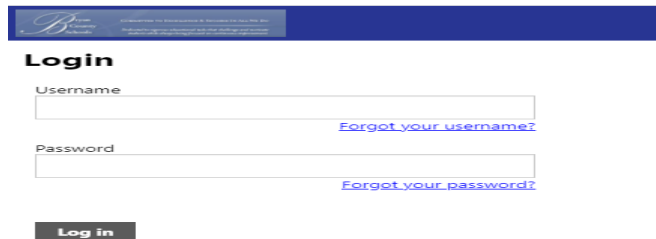
Your initial **Password** is the last four digits of your social security number. At your first login, you will be required to change your password to a unique password that meets the following criteria:

1. Must be at least 8 characters
2. Must contain at least 1 numerical digit
3. Must contain at least 1 special character
4. Requires upper and lower case letters

The Change Password page indicates if the new password meets the enforcement criteria. Once the password meets the acceptable criteria, the Password strength will show "Acceptable."

On the Change Password page, you will also be prompted to enter a password hint that should be a word or phrase that may prompt you in remembering your password.

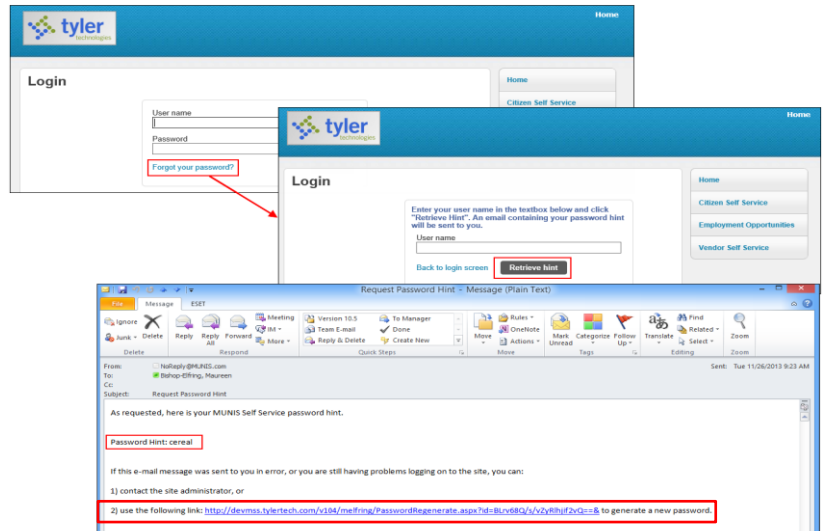
Your password will expire every six months and you will be prompted to change your password to access Employee Self Service.



Login and Passwords Continued

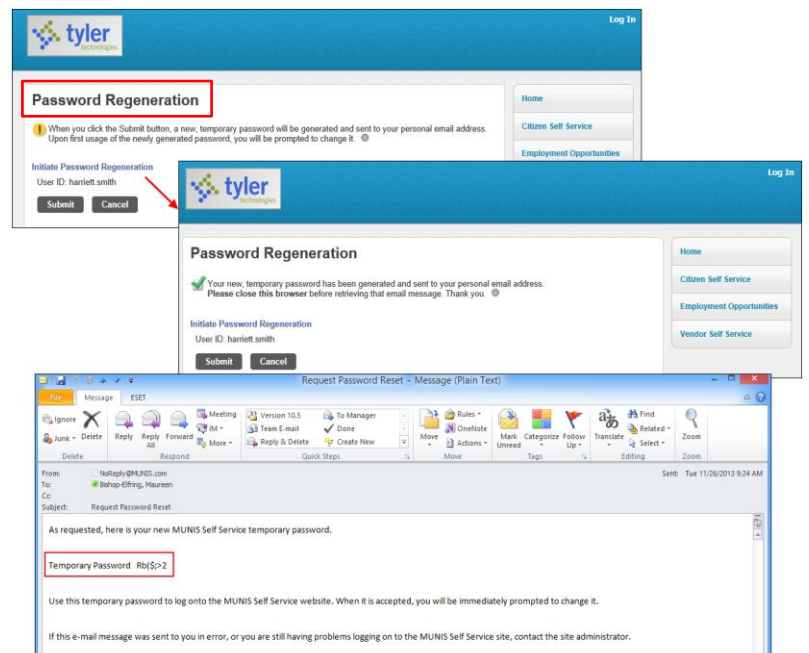
If you later forget your password, click the **Forgot your password?** option on the Log In screen. A second screen will open prompting you to enter your User name and click **Retrieve hint**. An email message containing your password hint will be sent to you.

At the login screen, enter password.



If the password hint does not cause you to remember your password, click the link in the email message to generate a new password. In this case, the Password Regeneration page displays. Select **Submit** and an email with a new temporary password will be sent to you.

At the login screen, enter your User Name and temporary password. You will then be prompted to reset your password immediately upon login.



Welcome to Employee Self-Service

From the Home Page, click [Employee Self Service](#). The Welcome Page displays **Announcements**, **Personal Information**, **Time Off**, and **Paychecks** and serves as a snapshot of the basic and most recent information. The menus on the right side of the Welcome Page provide more detailed information that will be explained in another section.

Announcements

The Announcements section will display general announcements of interest to BCS employees.

Personal Information

The Personal Information section displays your information as stored in your employee record. Click [More or Personal Information](#) on the right hand side of the page to view a more detailed personal profile. You can update your address or email address, add or change telephone numbers, add or change dependents, and add or update emergency contact information by clicking on the [Edit](#), [Add New](#) or [Delete](#) links. After changes are made, click on the [Save](#) button.

Time Off

The Time Off section displays your vacation, sick, personal leave, and staff development leave. The first column labeled **Currently Available**, displays your current available leave. The available balance may not reflect leave taken but not yet posted. Because staff development leave does not accrue on an incremental basis, it will always reflect a negative number, which represents the number of staff development days used during the current year. The second column labeled **SOY + CY Earned**, displays the total days carried forward from prior year plus number of days earned during the current year. The difference between the **SOY + CY Earned** column and the **Currently Available** column is the number of days used to-date. Double-clicking on the highlighted day will show the reason for the leave taken.

If you click on [Show time off taken](#), the screen will display colored squares that align to the legend on the left side of the screen. If you click on any of the colored squares, the date and type of leave will be displayed in a pop-up box on the right hand side of the screen.

Paychecks

The Paychecks Section displays information for the most recent pay periods in which you received pay. For security purposes, Last Paycheck and Year to date earnings do not display initially. Click [Show paycheck amounts](#) to show the dollar amount. Click [Hide paycheck amounts](#) to hide the amount.

Click [Details](#) option for any check to display the pay advice information for the check or click the camera icon to view a copy of your check or direct deposit voucher.

Paychecks			Show paycheck amounts
<div>Last Paycheck: 1/21/2022</div> <div>Year to date</div>	Previous paychecks	Tools	
	1/21/2022	Details	Paycheck simulator
	12/17/2021	Details	View last year's W2
	11/19/2021	Details	Change your W4
	10/29/2021	Details	
	9/30/2021	Details	

In the tools section, options are available for simulating your paycheck and viewing W-2 and changing W-4 data. The Pay/Tax Information section of this document will explain this functionality.

Resources

The Resources option, which is in the upper right corner (icon that looks like a sheet of paper) displays links to available employee resources. When you click on the icon, you will have access to several documents and/or links with valuable information.

Menus on Right Side of Welcome Page

There are several **menus** located on the right side of the Welcome Page underneath the Employee Self Service that provide additional information. These tabs are explained below:

Certifications

The Certifications section displays certification information as stored in your employee record.

Pay/Tax Information

The Pay/Tax Information provides current payroll and payroll history details. The calendar year defaults to the current year but if you click on the drop down box for **Year** under Pay/Tax Information on the top left hand side of the screen, you can select other years. There are currently four complete calendar years of payroll history in addition to the current year available in ESS. By clicking on [Details](#), you can view the pay advice information for the check.

YTD Information

The Year-to-Date Information provides a cumulative view of payroll earnings and deductions for a specific calendar year. The calendar year defaults to the current year but if you click on the drop down box for **Year** under Year-to-Date Information on the top left hand side of the screen, you can select any calendar year back to 2018.

W-2 Information

The W-2 Information provides W-2 information for 2007 and forward. The most recent W-2 is displayed, but if you click on the drop down box for **Year** under W-2 Information on the top left hand side of the screen, you can select other years. Click [View W-2 image](#) on the right side of the page to view a copy of your W-2 form.

W-4/G-4 Information

The W-4 Information displays your marital status and number of exemptions for both your federal and state taxes, which determine the amount of taxes withheld on each paycheck.

To update your W-4/G-4 information, click **W-4 under Pay/Tax information**. A second screen will open to allow to choose between your W-4 and G-4.

Verify that your updates are correct by selecting the acknowledgement check box and then click **Continue**.

W-4 Information

FEDERAL

MARRIED
Marital status

1
Exemptions
[Edit FEDERAL](#)

GEORGIA

FILING STATUS "B"
Marital status

1
Exemptions
[Edit GEORGIA](#)

- Home
- Employee Self Service
- Certifications
- Employee Notifications
- Pay/Tax information**
- YTD Information
- W-2
- 1099-R
- 1095-B
- 1095-C
- W-4**
- Paycheck Simulator
- Total Compensation
- Personal Information

FEDERAL WITHHOLDING CERTIFICATE

FEDERAL

FEDERAL WITHHOLDING CERTIFICATE

Single or married filing separately Married jointly or Qualifying widower (Check only if your unmarried and pay more than half the costs of keeping up a home for yourself and qualifying widower)

MARRIED FILING JOINTLY OR QUALIFYING WIDOWER ▼

Total number of allowances you are claiming:

1

☐ Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly). Multiply the number of qualifying children under age 17 by \$2,000. Multiply the number of other dependents by \$500. ADD AROUND/ST AND ENTER TOTAL HERE _____

0.00

Enter amount less for other income [not from jobs] if you want tax withheld for other income you expect this year that will not have withholding _____

0.00

Enter amount here if you expect to claim deductions other than the standard deduction and want to reduce your withholding _____

0.00

You may claim exemption from withholding for 2021 if you meet both of the following conditions: you had no federal income tax liability in 2020 and you expect to have no federal income tax liability in 2021. You had no federal income tax liability in 2020 if (1) your total tax on line 24 on your 2020 Form 1040 or 1040-S is zero or less than the sum of lines 27, 28, 29, and 30; and (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck.

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Submit
Cancel

The program will display a review screen of your selected changes. Review the data to ensure its accuracy and click **Submit**.

After clicking **Submit**, you will receive a confirmation that your W-4 changes were submitted for approval.

The same process can be repeated to edit your G-4.

W-4 Information

✓ Your W-4 information was submitted for approval.

⚠ This W-4 is awaiting approval.

FEDERAL

MARRIED
Marital status

Unchecked
W - 4 - Step 2

\$0.00
Dependents amount

\$0.00
Other income

\$0.00
Deductions

[Edit FEDERAL](#)

GEORGIA

FILING STATUS "B"
Marital status

1
Exemptions

[Edit GEORGIA](#)

Home
Employee Self Service
Certifications
Employee Notifications
Pay/Tax Information
YTD Information
W-2
1099-R
1095-B
1095-C
W-4
Paycheck Simulator
Total Compensation
Personal Information

Paycheck Simulator

The Paycheck Simulator is a tool that allows you to simulate adjustments to your pay, taxes, or deductions to demonstrate how the changes would affect your net pay. **It does not alter your pay records.**

To simulate a change, enter the pay, tax, or deduction changes. Click **Calculate** and the program will display the new adjusted amounts, including your net pay.

This is a tool that is only used to estimate gross pay, taxes, and net pay based on simulated changes. Again, it does not alter your pay records.

Total Compensation

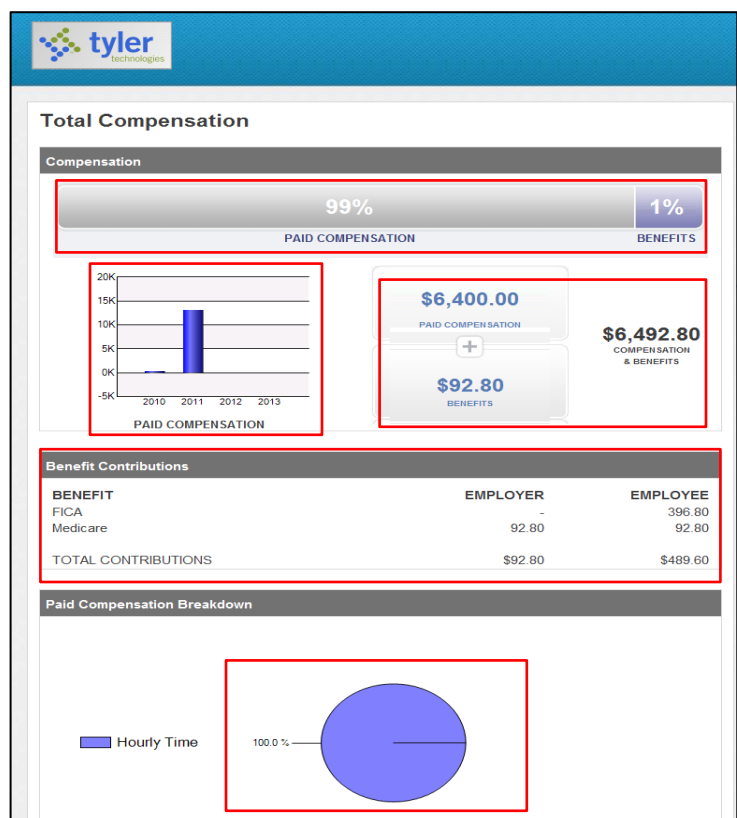
Total Compensation displays the details of the compensation you receive from Bryan County Schools. Total Compensation includes both salary and employer provided benefits.

The grey bar indicates the percentage of your total compensation that is paid compensation (salary) and the percentage that is employer provided benefits.

The graph provides a comparison of paid compensation (salary) over the last several years. The dollar amounts shown as paid compensation and benefits are reflective of the current year.

The benefit contributions provide a detail of all benefits paid by both the employer and employee.

The pie chart is a breakdown of total compensation by pay type.



Time Off

Time Off is a summary of your accruals as viewed on the [Welcome to Employee Self Service](#) page. The first column displays the maximum number of days allowed for carryover to the next fiscal year. The **SOY (Start of Year) + CY (Current Year) Earned** reflects the number of days earned in the current fiscal year. The **Taken** column indicates the number of days used and the **Currently Available** is your current balance. As noted earlier, the Taken column may not reflect all leave used but not yet recorded. By clicking on any number in the **Taken** column, a calendar will display highlighting the dates of leave.

Log Out

Because this application provides confidential information about your compensation, time off, and other sensitive information, it is important that you log out of the application when done. The **Log Out** option can be accessed via the drop down box next to your name.

This guide will be available on the Finance Department section of the Bryan County Schools website.