MUNIS Employee Self Service Overview

MUNIS Employee Self Service (ESS) is a web based application that allows Concord Employees to privately access selected personal and payroll information.

The following are some features and information available through ESS:

**PERSONAL INFORMATION**
- View and update contact information (Address and Telephone Numbers).
- View and update email contact information.
- View and update emergency contact information.
- View employee profile information (General employment and demographic information).

**PAY AND TAX INFORMATION**
- View and print pay check information.
- View and print year-to-date gross earnings.
- Paycheck Simulator utility.

Before You Get Started, General Guidelines

- Internet access is necessary in order to access MUNIS Employee Self Service (ESS).
- User Name is your First Initial of your first name, Last Name and last 4 of your Social (agrimes1234).
- First time users will enter the last 4 digits of their SSN# as the password and then be forced to change their password.

  - Passwords guidelines are as follows:
    - minimum of 8 characters in length
    - alphanumeric
    - upper and lower case
    - At least one special character such as @,#,$,%,*, etc.
    - (passwords cannot begin with a special character)

**First time users will be prompted to provide a password hint. Provide a hint that will allow you to easily remember your password. This password hint will be emailed to you upon your request, if you forget your password to assist with the password reset process. NOTE: After 5 failed login attempts you will be locked out of ESS and will need to contact the ESS administrator at.**

Christina.dishaw@jcisd.org
Accessing MUNIS Employee Self Service

From the Internet, type. https://concord.munisselfservice.com/default.aspx

The Munis Self Service page will appear. The ESS Menu options are listed at the right side of the Employee Self Service page.

1. Enter your Username as explained above. As a Returning user you will enter your password, and click Log In to continue.

2. NOTE: First time users will enter the last 4 digits of your Social Security Number as the default password. You will be forced to change your password once you click Log In. ESS will prompt you to re-enter your initial password (last 4 digits of your SSN#) and create a new password. Your new password must contain a minimum of 8 characters, alphanumeric with upper and lower case letters, and at least one special character such as @, #, $, %, *. Passwords cannot start with a special character. If your password is acceptable the Password Strength will change to Acceptable. You will need to confirm your new password by re-entering your password. You also need to supply a new hint. This password hint will be emailed to you upon your request should you lose or forget your password. Click Change.
Once you are logged into ESS
Click on Employee Self Service to expand the menu
Personal Information

MUNIS Self Service Main Page

Once you log in, MUNIS Self Service Main Page appears displaying your name in the upper right-hand side and the Employee Self Service Menu on the right-hand side.

1. **Announcements** – District-wide messages for all ESS users.
2. **Personal Information** – name, address, phone number and email.
3. **Paychecks** – takes you straight into your last payroll advices. You will not see the physical image of your stub; however, it will list all details of your pay advice. Your physical image will still be delivered to you via email.
4. **Employee Self Service Menu** – This menu contains all the items in ESS in which you have access to view.

View and update Personal Information

1. Click **Personal Information** from the Employee Self Service Menu on the right.
2. The Personal Information page includes home address, e-mail, telephone, dependents, emergency contact information, and marital status.

3. The user has the ability to update most Personal Information by clicking the “Change” or “Add link located each section.

   NOTE: For the email section, enter your preferred email address, this should be your work email address. The ESS system uses this email address to generate emails for e-paystubs and password resets. The alternative email address is a secondary backup email that is used only when your initial email address is not functioning properly.

4. If you choose “Change”, you will be taken to a new page to edit your information.

5. Click Update once you have made your edits.

**Employee Profile Subsection**

Under Personal Information, click the Employee Profile to view general employment and demographic information.

If changes are allowed, you can make changes to your mailing address and email address. You can also maintain your telephone numbers, dependents, and emergency contacts.

**Paychecks**

The Paychecks section displays information for the most recent pay periods in which you received pay. In the tools section, options are available for simulating your paycheck and viewing W-2 and W-4 data. For more on these functions, refer to the Pay/Tax Information section of this document.
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.

If your organization uses Tyler Content Manager for Munis, click the TCM button to view a check image.

Click the **Details** option for any check to display the Check Detail screen.
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.

When you click Details, the program displays the Check Detail screen, which contains the pay advice information for the check. You cannot modify pay or tax information; it is display only.
# YTD Information

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

### Year-to-Date Information

**Employee:** PARKER, KATHLEEN A  
**Year:** 2013

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross YTD Earnings</td>
<td>$9,600.00</td>
</tr>
<tr>
<td>Earnings</td>
<td></td>
</tr>
<tr>
<td>HOUURLY TIM</td>
<td>$9,600.00</td>
</tr>
<tr>
<td>Deductions</td>
<td></td>
</tr>
<tr>
<td>FICA</td>
<td>$595.20</td>
</tr>
<tr>
<td>MEDICARE</td>
<td>$139.20</td>
</tr>
<tr>
<td>DELTA DENT</td>
<td>$18.00</td>
</tr>
<tr>
<td>STATE TAX</td>
<td>$487.25</td>
</tr>
<tr>
<td>DIRECT DEDN</td>
<td>$8,410.00</td>
</tr>
</tbody>
</table>
W-2 and 1099-R
The W-2 and 1099-R pages display information regarding federal and state taxes and withholdings, which is available in the Munis W-2 and 1099-R programs. To view details for a different year, select the year from the Year list.
**W-4**
The W-4 page displays information related to your W-4.

**To Make Changes Your W-4**
To update your W-4 Information:

1. Click **Edit W-4 Values**.
   The program displays the Edit W-4 screen.
2. Enter the revised data.

3. Verify that the information is correct by selecting the acknowledgement check box and then click **Continue**. The program displays a review screen.
4. Review your data to ensure its accuracy and click **Submit**. The program displays a confirmation page.
Paycheck Simulator
The Paycheck Simulator simulates adjustments to your pay, tax, or deductions to demonstrate how the changes would affect your total pay. It does not permanently alter your pay records.

To simulate changes to your paycheck:

5. Select the pay cycle for which you are simulating a change, then enter the pay, tax, or deduction changes.

6. Click **Calculate**.
   The program displays the new adjusted amounts.
7. Click **Return** to return to the Paycheck Simulator.
Direct Deposit
The Direct Deposit page provides the details for your direct deposit accounts. All changes will be made using the ESS Direct Deposit page.

To modify your direct deposit information:

8. Click the Change option for the account.
   The program displays a Change box.

9. Update the information and click OK.
To deposit amounts to more than one account:

10. Click the **Add a Percentage-Based Account** option. The program displays the Add a New Account box.

![Add a New Account](image)

11. Enter the new account details, establish the percentage of the total deposit to be allotted to this account, and click **OK**. The program accepts the new account and adjusts the percentage to the existing account so that the total deposit amount remains at 100%.

![Direct Deposit Accounts](image)
To verify the changes to your direct deposit account details, select the change-verification check 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 changes are effective to the next payroll cycle. *(Note: If your organization uses the prenote process for verifying direct deposit transactions, the change may be delayed until the prenote test is complete.)*
You cannot make additional changes until these changes have been approved.

### Direct Deposit Accounts

- **Primary account**
  - **Bank**: BANK OF AMERICA
  - **Account type**: Savings
  - **Account number**: 44455666
  - **Present**: Yes
  - **Percentage**: 100%

- **Percentage-based accounts**
  - You have no percentage-based accounts for direct deposit.

- **Amount-based accounts**
  - You have no amount-based accounts for direct deposit.
Time Off

Time Off provides accrual information.

### Time Off

<table>
<thead>
<tr>
<th>ACCOUNT III</th>
<th>Maximum Allowed</th>
<th>Earned</th>
<th>Projected Earned* through 10/9/2013</th>
<th>Taken</th>
<th>To Be Taken</th>
<th>Currently Available</th>
<th>Projected Available* through 10/9/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>VACATION (H)</td>
<td>80.00</td>
<td>64.00</td>
<td>64.00</td>
<td>0.00</td>
<td>32.00</td>
<td>32.00</td>
<td>32.00</td>
</tr>
<tr>
<td>SICK (H)</td>
<td>80.00</td>
<td>24.00</td>
<td>24.00</td>
<td>0.00</td>
<td>0.00</td>
<td>24.00</td>
<td>24.00</td>
</tr>
<tr>
<td>PERSONAL (H)</td>
<td>24.00</td>
<td>24.00</td>
<td>24.00</td>
<td>18.00</td>
<td>0.00</td>
<td>6.00</td>
<td>6.00</td>
</tr>
</tbody>
</table>

H=Hours; D=Days.
*This is an estimate. Please note that your actual earnings may differ.

Time Off Approver: KATHLEEN A PARKER

When you select Time Off, the page displays a list of your accrual information. Click the text of any accrual type to display the Earned/Used History page. The page displays history for that accrual type. Click Calendar View to view the earned/used history in a calendar format.

### Earned/Used History

<table>
<thead>
<tr>
<th>ACCOUNT III</th>
<th>PERSONAL</th>
<th>Time</th>
<th>Earned</th>
<th>Used</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1/1/2011 - 12/31/2011</td>
<td>0.0000</td>
<td>18.0000</td>
<td>6.0000</td>
<td></td>
</tr>
</tbody>
</table>