Accessing MUNIS Employee Self Service

1. Go to the Munis Self Service page and log in. The ESS Menu options are listed at the right side of the Employee Self Service page.

To request time off

1. Click Employee Self Service, then click on Time Off. The program displays the Select Dates page.
2. Highlight the dates for which you are requesting time off and then click **Continue**.

The program displays the Select Type page.

3. Select the type of time-off you are requesting.
   
   The program displays only the types of time-off that are available. For example, if
You only have vacation time available, the program only displays the vacation option; if you have vacation time and personal time available, the program displays an option for each.

4. Click **Continue**.
   The program displays an editable summary of your request.

5. Click **Continue**.
   The program provides a final summary of your
6. Click **Make Request**.

The program processes the request, generates an email to your supervisor indicating that approval is required, and displays the My Requests screen with your most recent request included.
Click the **Calendar View** option to view your current time-off in a calendar format.

On the Time Off Calendar page, click **Return to Previous View** to return to the My Requests page.
You will now be back at the summary screen showing detail of requests taken and accrual balances available.

You have the option to cancel a request at this point.

Once you sign out of self service your supervisor will be e-mailed notification of your pending request.
You will receive an e-mail back when the request is approved or denied.
Once your request is approved, you will notice the links by it are to cancel or export. So you are still able to cancel if something changes. The export feature will actually book this to your outlook calendar.

Click on Export next to the absence to book to your calendar.
When the file download box appears click on Open

This will open up an appointment in outlook, click on save & close to accept this to book to your calendar.

Go to your calendar in outlook to view.