

# 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.

**Melanie James**  
Director of Finance

**Carol Anderson**  
Payroll Coordinator

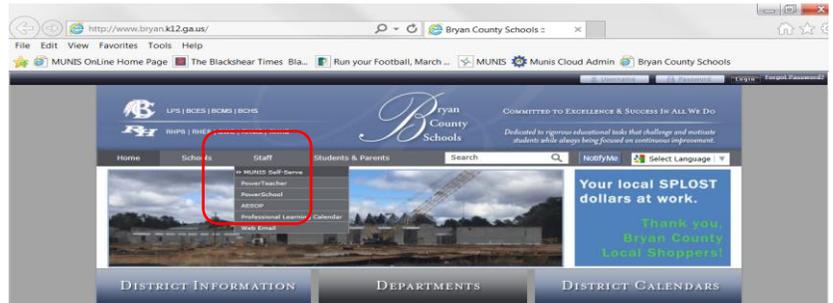


**April 24, 2015**

## Login and Passwords

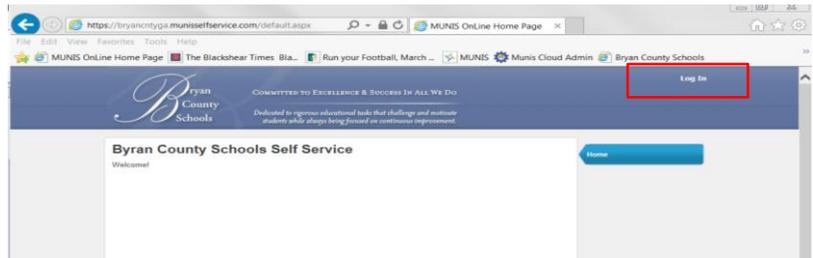
The ESS link is located on the Home Screen of the BCS webpage under the Staff Section.

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



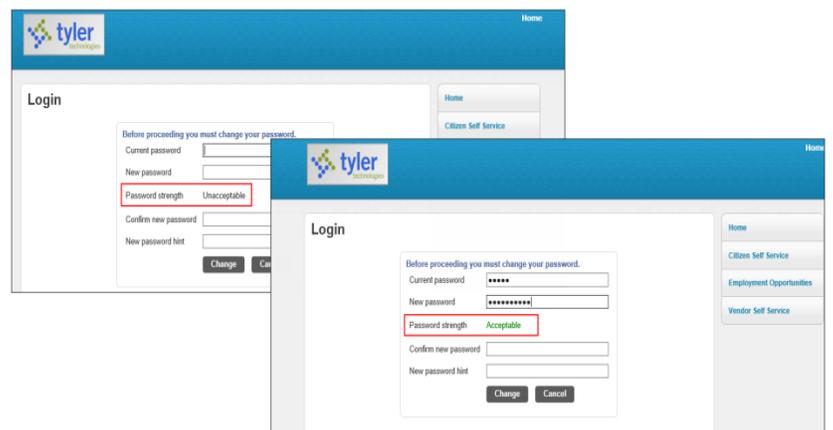
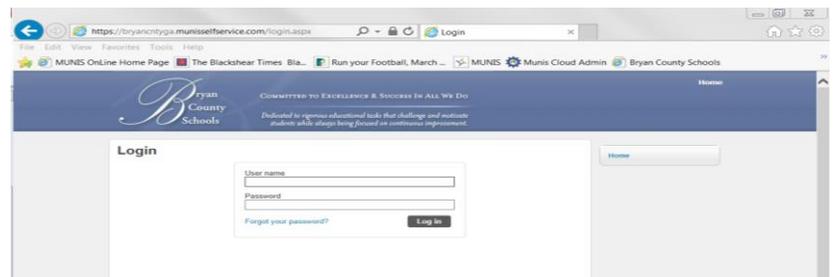
Your initial **Password** is the last four digits of your social security number. At your first login, you will be required to change your password to a unique password that meets the following criteria:

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.

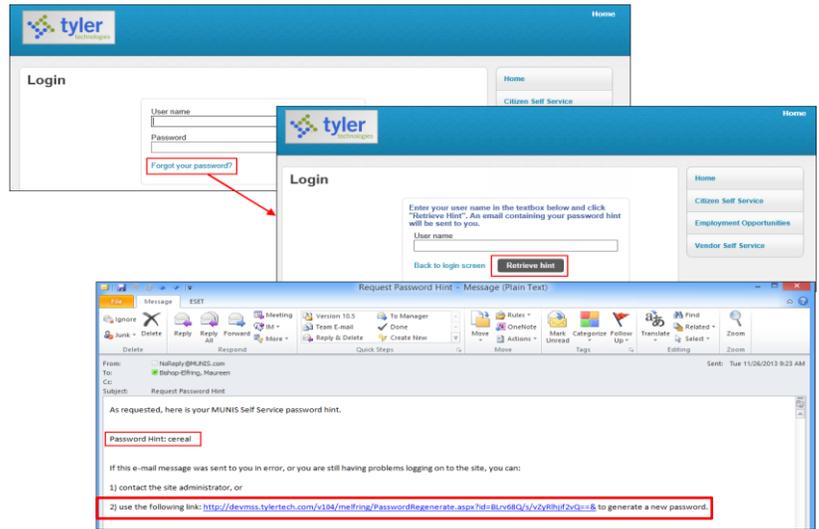
Your password will expire every six months and you will be prompted to change your password to access Employee Self Service.



# Login and Passwords Continued

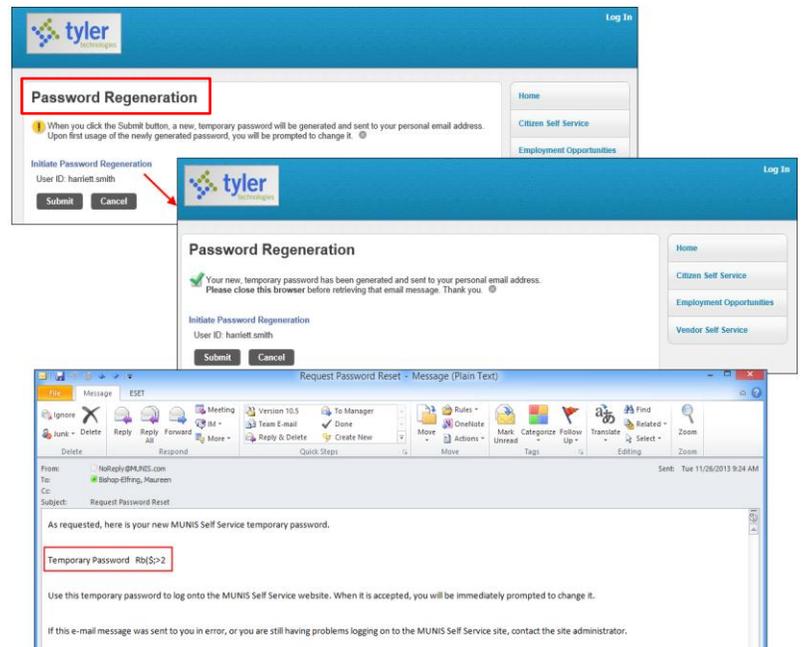
If you later forget your password, click the **Forgot your password?** option on the Log In screen. A second screen will open prompting you to enter your User name and click **Retrieve hint**. An email message containing your password hint will be sent to you.

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 tabs 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 [View Profile](#) in the grey bar area to view a more detailed personal profile. You cannot update your Employee Profile, but you can send a change notice to Human Resources. By clicking on the [Human Resources](#) link at the bottom of the page, an email application will open and you can send a message requesting a change to your personal information.

When you click on [Return to Personal Information](#) at the top of the screen, a second screen will open that will allow you to update your address or email, add or change telephone numbers, add or change dependents, and add or update emergency contact information.

## Time Off

The Time Off section displays your vacation, sick, personal leave, and staff development leave. The first column labeled **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 **Total**, displays the total days carried forward from prior year plus number of days earned during the current year. The difference between the **Total** column and the **Available** column is the number of days used to-date.

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

## 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	
Last Paycheck: 3/30/2013	Previous paychecks	3/30/2013	\$3,200.00
Year to date		1/11/2013	\$3,200.00

Tools: Paycheck simulator, View last year's W2, Change your W4

In the tools section, options are available for simulating your paycheck and viewing W-2 and 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 underneath your name, displays links to available employee resources. When you click on the drop down arrow, you will have access to several documents including the W-4 Federal Tax Withholding Form, State of GA tax withholding form, Direct Deposit form, State Salary Schedule, and Employee Handbook for 2014-2015. Other resources and/or websites may be added at a later date.

## Tabs on Right Side of Welcome Page

There are several **Tags** 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** next to your name, 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 and by clicking on **View paycheck image**, you can view a copy of your check or direct deposit voucher.

## 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** next to your name, you can select any calendar year back to 2011.

## W-2 Information

The W-2 Information provides W-2 information for the current year and the preceding four years. The most recent W-2 is displayed, but if you click on the drop down box for **Year** above your name, you can select other years. Click **View W-2 image** on the right side of the page across from your name to view a copy of your W-2 form.

## W-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 information, click **Edit W-4 Values**. A second screen will open to allow you to update both your marital status via a drop down box and the number of exemptions.

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

The screenshot shows the 'W-4 Information' page for user HILL, DELINA. It includes a navigation menu on the right with options like Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information, YTD Information, and W-2. The main content area displays fields for FEDERAL and MAINE marital status (both set to SINGLE) and exemptions (both set to 0). An 'Additional Amount (\$)' field is set to 0.000000000. A red box highlights the 'Edit W-4 Values' link in the top right corner.

The screenshot shows the 'Edit W-4' page. It features a dropdown menu for 'Marital Status' (currently set to SINGLE) with a note: 'If you are married but would like to withhold at the higher single rate, select "Single"'. There are input fields for 'Exemptions' (set to 0) and 'Additional Amount (\$)' (set to 0.000000000). At the bottom, there is a red-bordered box containing a declaration: 'Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, they are correct and complete.' Below the declaration are 'Continue', 'Reset', and 'Cancel' buttons.

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 screenshot shows the 'Edit W-4' form with the following details:

- FEDERAL:** Marital Status: FILING STATUS "A", Exemptions: 0, Additional Amount: 0.0000000000
- MAINE:** Marital Status: SINGLE, Exemptions: 0
- A disclaimer: "Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, they are correct and complete."
  - I am the filer.
  - I am not the filer.
- Buttons: **Submit** and **Cancel**

The screenshot shows the 'Edit W-4' form with a confirmation message: "Your W-4 changes were submitted for approval. You should receive a confirmation email shortly. You may wish to print this page for your records. Return to W-4." The form details are the same as in the previous screenshot.

### 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

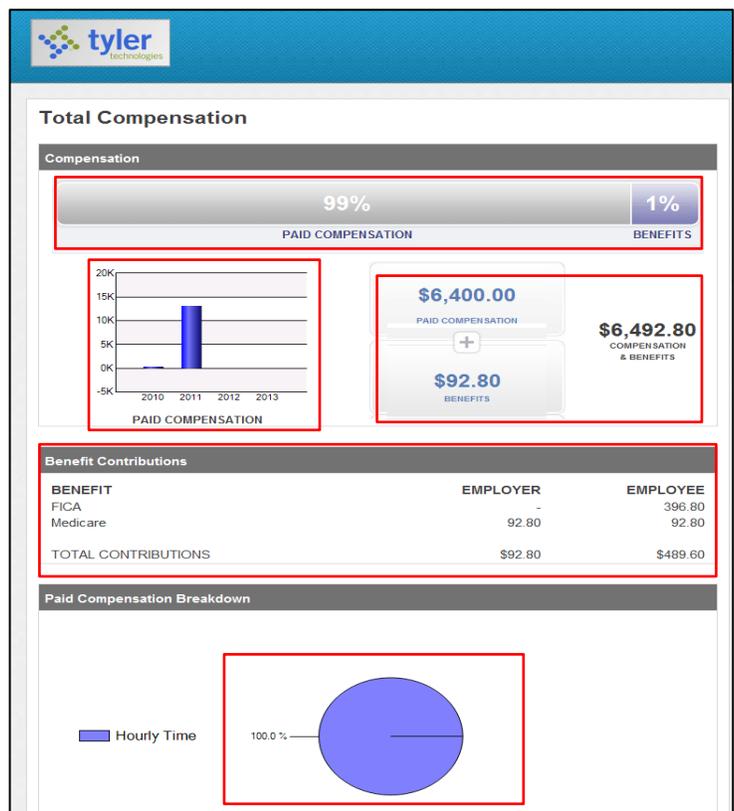
Total Compensation displays the details of the compensation you receive from Bryan County Schools. Total Compensation includes both salary and employer provided benefits.

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.

We are excited to bring this new MUNIS application to our employees and hope you find the information to be useful and informative. This guide will be available on the Finance Department section of the Bryan County Schools website.