



## Munis Employee Self Service

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*Version 10.5*

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### What is ESS?

Employee Self Service (ESS) accesses information from, and stores information in, the Munis HR/Payroll programs. ESS is used for time entry, and provides access to personal information, pay and tax information. When you update information in MSS, the updates also occur in the applicable Munis programs.

## How to Login to ESS

ESS is accessible from your city workstation or any device with internet access.



Access ESS Using:	Type this URL in your Browser Address Field:
From your city workstation	ESS
Any other device or network	<a href="http://santabarbaraca.gov/ess">http://santabarbaraca.gov/ess</a>

The city has created an informational site with resources and messages from Payroll and HR. Please review any messages posted, then scroll down the page to click on the **Login to Munis Employee Self Service** link.

**ESS provides access to your confidential payroll and HR data. Do NOT share your ESS password.**

### Employee Self Service - Live Database

[Home](#) » ... » [Departments](#) » [Finance](#) » Employee Self Service

Timecards must be entered and approved for pay period 5/31/2014 thru 6/13/2014 by Tuesday 6/17/2014 at 12 noon.

Scroll to the bottom of the page to login to the Employee Self Service system.

Payroll

*There are no messages from Payroll at this time.*

**Documents**

- [Exploring Employee Self Service](#)

Human Resources

*There are no messages from Human Resources at this time.*

**Documents**

- *There are no documents available from Human Resources at this time.*

Login to Munis Employee Self Service

Last Updated: Jun 2, 2014

To login to ESS, click on the **Log In** link in the upper right corner of this home page.



- Your **User Name** is your city employee number, with no leading zeros.
- Your initial **password** is the last 4 digits of your social security number.
- You will be required to change your password at your first login.
- Passwords must be at least 8 characters and include 2 numerical characters.
- Passwords expire every six months.

## Login

User name

Password

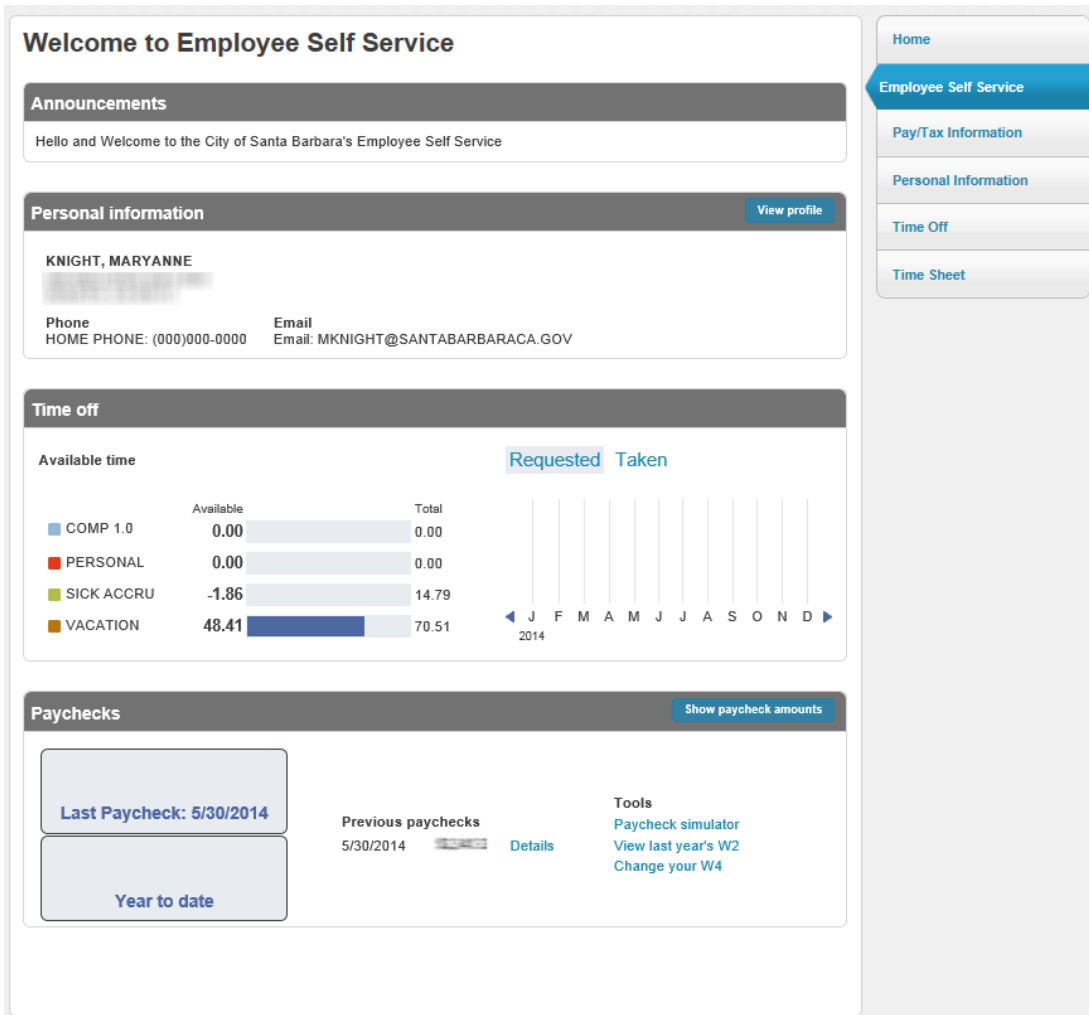
[Forgot your password?](#)

Click the **Employee Self Service** link in the Navigation bar on the right side of the page.



## ESS Home Page

The home page of the ESS application displays personal information and pay details. These items are also available on the **ESS Navigation bar**, on the right.



**Welcome to Employee Self Service**

**Announcements**  
Hello and Welcome to the City of Santa Barbara's Employee Self Service

**Personal information** [View profile](#)

**KNIGHT, MARYANNE**

**Phone**  
HOME PHONE: (000)000-0000

**Email**  
Email: MKNIGHT@SANTABARBARACA.GOV

**Time off**

Available time [Requested](#) [Taken](#)


	Available	Total
COMP 1.0	0.00	0.00
PERSONAL	0.00	0.00
SICK ACCRU	-1.86	14.79
VACATION	48.41	70.51

2014

**Paychecks** [Show paycheck amounts](#)

**Last Paycheck: 5/30/2014**

**Year to date**

**Previous paychecks**  
5/30/2014  [Details](#)

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

**Home**

**Employee Self Service**

[Pay/Tax Information](#)

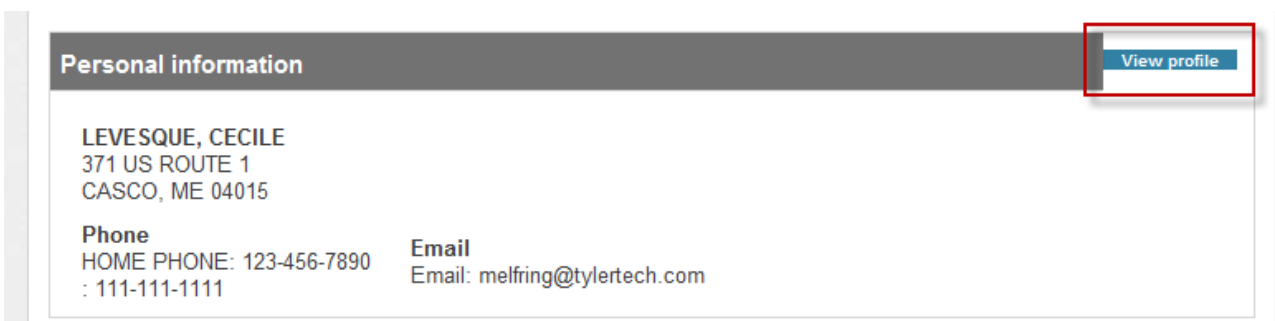
[Personal Information](#)

[Time Off](#)

[Time Sheet](#)

## Personal Information

The Personal Information panel displays the information stored in your employee record. Click Employee Profile to view your general information, demographic information, and DOE Race details. To update or correct any of this information, contact your department timekeeper.



**Personal information** [View profile](#)

**LEVESQUE, CECILE**  
371 US ROUTE 1  
CASCO, ME 04015

**Phone**  
HOME PHONE: 123-456-7890  
: 111-111-1111

**Email**  
Email: melfring@tylertech.com

Click **Return to Personal Information** to display the Personal Information page. Click **Change** or **Add** to update your personal information.

### Personal Information

[Address / E-mail](#) change

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Home Address [REDACTED]

E-mail MKNIGHT@SANTABARBARACA.GOV

Alternate E-mail

[Options](#) change

W-2 Delivery Method Mail

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**Telephone** [Add Telephone Number](#)

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE	(000)000-0000	No	<span style="border: 1px solid red; padding: 2px;">Change</span>

[Emergency Contacts](#) [Add Emergency Contact](#)

No Emergency Contact information to display.

[Home](#)

[Employee Self Service](#)

[Pay/Tax Information](#)

**Personal Information**

[Employee Profile](#)

[Time Off](#)

[Time Sheet](#)

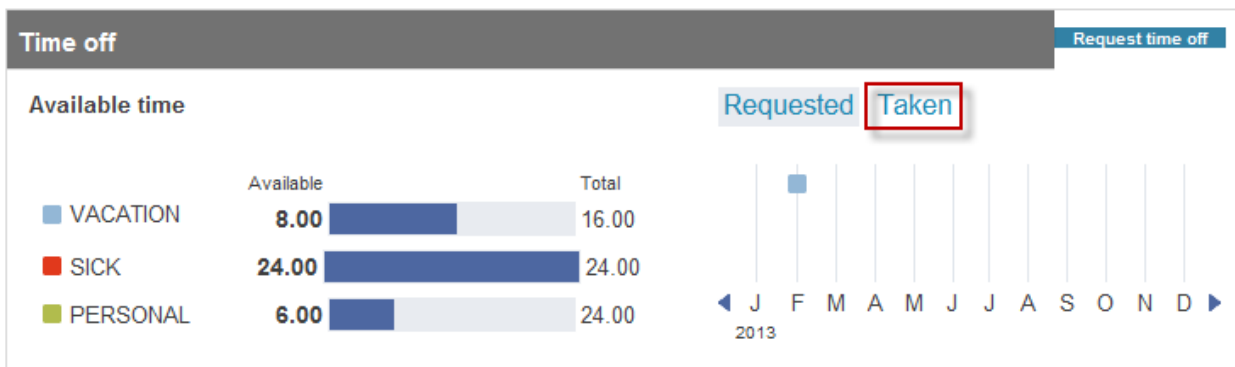
## Resources

The Resources option in the upper-right corner of the screen displays employee resources that are available for all City employees. These resources are located on the initial ESS page.



## Time Off

The Time Off panel displays your vacation, sick, and personal time off. For the initial display, the Time Off is the projected time available. Click **Taken** to refresh the panel to display time off taken for the current year.

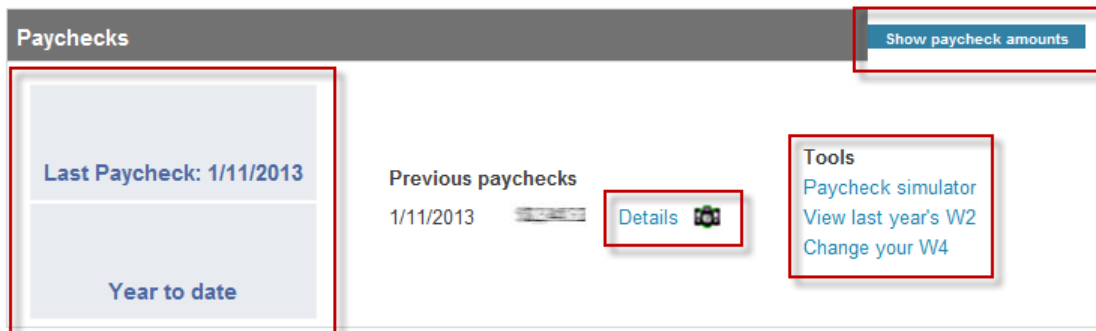


## Paychecks

The Paychecks panel displays information for the most recent pay periods where you received pay. You can use the Paycheck Simulator, view Year-to-Date Information, or W-4 Information.

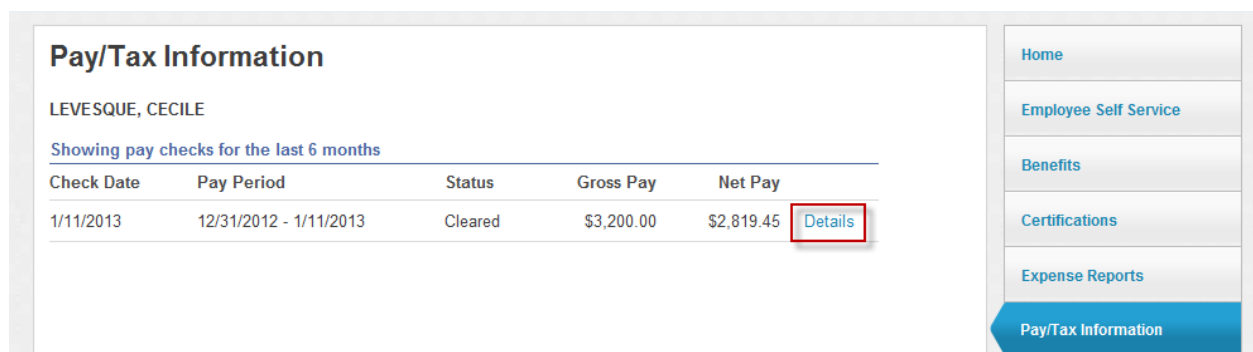
Year-to-date and last-paycheck earnings initially do not display for security purposes. Earnings for previous paychecks do not display either. Click **Show Paycheck Amounts** to show the dollar amount; click **Hide Paycheck Amounts** to hide the amount. Click **Pay/Tax Information** in the **Navigation Bar** to display the Pay/Tax Information screen.

To view a check image, click the **camera** icon next to the **Details** button.



The screenshot shows the 'Paychecks' section of the user interface. At the top right, there is a button labeled 'Show paycheck amounts'. Below this, on the left, is a box for 'Last Paycheck: 1/11/2013' and a 'Year to date' section. In the center, under 'Previous paychecks', there is a list item for '1/11/2013' with a 'Details' button and a camera icon. On the right, there is a 'Tools' menu with options: 'Paycheck simulator', 'View last year's W2', and 'Change your W4'.

To see all checks in ESS, select **Pay/Tax information** from the Navigation pane.



The screenshot displays the 'Pay/Tax Information' screen for user LEVESQUE, CECILE. It shows a table of pay checks for the last 6 months. The table has columns for Check Date, Pay Period, Status, Gross Pay, and Net Pay. A 'Details' button is visible next to the first row. On the right side, there is a navigation sidebar with buttons for Home, Employee Self Service, Benefits, Certifications, Expense Reports, and Pay/Tax Information (which is highlighted).

Check Date	Pay Period	Status	Gross Pay	Net Pay
1/11/2013	12/31/2012 - 1/11/2013	Cleared	\$3,200.00	\$2,819.45

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

## Check Detail

[Return to pay/tax information](#)

LEVESQUE, CECILE

**Overview**

Check Date	1/11/2013
Pay Period	12/31/2012 - 1/11/2013
Check Number	533
Check Status	Cleared
Gross Pay	\$3,200.00
Net Pay	\$2,819.45

**Pay Breakdown**

Pay Type	Hours	Rate	Amount
HOURLY TM	160.00	\$20.00	\$3,200.00
<b>Total</b>			\$3,200.00

**Deductions**

Deduction Type	Amount
FICA	\$198.40
MEDICARE	\$46.40
STATE TAX	\$135.75
DIRECT DEP	\$2,819.45
<b>Total</b>	\$380.55

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## Paycheck Simulator

The Pay Check Simulator allows you to test adjustments to your pay, tax, or deductions in order to see how the changes would affect your total pay. The program does not update your pay records.

- Select the pay cycle for which you are simulating a change.
- Enter the pay, tax, or deduction changes.
- Click **Calculate**. The program displays the new adjusted amounts.

### Paycheck Simulator

Pay cycle: 1 Switching deduction cycles will reset the entire page.

**Pay Details**

Job	Job Description	Pay	Pay Description	Hours	Rate	Percentage	Amount
EEP1	EXTENDED EMPLOYMENT	203	EEP1	<input type="text" value="40.00"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
FAC3	ACCOUNTANT III	101	HOURLY TIME	<input type="text" value="160.00"/>	<input type="text" value="20.0000"/>	<input type="text" value="0.00"/>	<input type="text" value="3200.00"/>

Marital:  Exemptions:

Federal Tax:  Exemptions:

State Tax:  Exemptions:

Local Tax:  Exemptions:

**Deduction Details**

No deduction information could be found.

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- [W-4](#)
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- [Direct Deposit](#)
- [Performance Evaluations](#)

- Click **Return** to return to the Paycheck Simulator page.

### Paycheck Simulation

This is an estimation of your pay based on the information you have entered.

	Current	Simulation
Gross Pay	3200.00	3200.00
Federal Tax	0.00	0.00
State Tax	135.75	69.25
Local Tax	0.00	0.00
FICA	198.40	198.40
Medicare	46.40	46.40
Other Deductions	0.00	0.00
Net Pay	2819.45	2885.95

## View Last Year's W-2

The W-2 Information page provides wage and deduction details for the previous year. To view details for a different year, select the year from the Year list.

### W-2 Information

Year: 2012 - 1 ▾

**CECILE LEVESQUE**

---

YEAR: 2012

PORTLAND, ME 04103

RETIREMENT

3RD PARTY SICK

STATUTORY EMPLOYEE

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Wages and Tax

	GROSS	TAX
FIT	\$14,400.00	\$1,197.96
FICA	\$14,400.00	\$892.80
MEDICARE	\$14,400.00	\$208.80
SIT - ME	\$14,400.00	\$476.04
<hr/>		
DEP CARE		\$0.00
SOCIAL SECURITY TIPS		\$0.00
ALLOCATED TIPS		\$0.00
NONQUAL		\$0.00
<hr/>		
<u>Box 12</u>		
D 401K DEFER		\$0.60
<hr/>		
<u>Box 14</u>		
14V DD		\$22.00

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- Time Sheet
- Training Opportunities

## Change Your W4

W-4 displays your current W-4 details. To change your W-4 information, click **Edit W-4 Values**.

### W-4 Information

**HILL, DELINA**

---

FEDERAL

Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000000000

---

MAINE

Marital Status	SINGLE
Exemptions	0

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- YTD Information
- W-2

[Edit W-4 Values](#)

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Updated 9/24/14 and Printed: 10/21/14

http://moss/Departments/Administrative\_Services/Information\_Systems/Projects/EAS/MunisProject/Project\_Documents/HR and Payroll/Employee Self Service Inquiry for City of SB Version 10.5.docx

- Enter the revised data.

### Edit W-4

HILL, DELINA

**FEDERAL**

Marital Status: FILING STATUS "A"  
If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions: 1

Additional Amount (\$): 200.00000000

**MAINE**

Marital Status: SINGLE NO EXEMPTIONS

Exemptions: 0

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.

Continue
Reset
Cancel

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- Verify that the information is correct by selecting the **acknowledgement** check box.
- Click **Continue**.
- Click **Submit**.

### Edit W-4

**FEDERAL**

Marital Status: FILING STATUS "A"

Exemptions: 1

Additional Amount: 200.0000000000

**MAINE**

Marital Status: SINGLE NO EXEMPTIONS

Exemptions: 0

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.

Submit
Cancel

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ESS displays a confirmation page.

### Edit W-4

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](#)

**FEDERAL**

Marital Status	FILING STATUS "A"
Exemptions	1
Additional Amount	200.0000000000

**MAINE**


Marital Status	SINGLE NO EXEMPTIONS
Exemptions	0

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.

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## YTD Information

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


LEVESQUE, CECILE C ▼
Resources ▼

### Year-to-Date Information

LEVESQUE, CECILE Year: 2013 ▼

**Overview**

Gross YTD Earnings	\$6,400.00
--------------------	------------

**Earnings**

HOURLY TM	\$6,400.00
-----------	------------

**Deductions**

FICA	\$396.80
MEDICARE	\$92.80
STATE TAX	\$271.50
DIRECT DEP N	\$5,638.90

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- YTD Information
- W-2
- 1099-R
- ...

## Total Compensation

Displays a summary of the pay and benefits provided to you by the city.

### Total Compensation

Compensation

99%

PAID COMPENSATION

1%

BENEFITS

PAID COMPENSATION

\$6,400.00

PAID COMPENSATION

+

\$92.80

BENEFITS

\$6,492.80

COMPENSATION & BENEFITS

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Benefit Contributions

BENEFIT	EMPLOYER	EMPLOYEE
FICA	-	396.80
Medicare	92.80	92.80
<b>TOTAL CONTRIBUTIONS</b>	<b>\$92.80</b>	<b>\$489.60</b>

Paid Compensation Breakdown

Hourly Time 100.0 %

Additional Benefits

2013 Tyler Technologies, Inc. [Help/Feedback](#)