# MUNIS – Employee Self Service

Columbus City Schools

December 12, 2011

Version 2

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# I. Getting Started

Employee Self Service (ESS) provides employees with access to personal information, pay and tax information, as well as certification and time off information.

## A. Login / Logout

A. To log into the MUNIS Employee Self Service (ESS) system, follow these steps:

   a. Access to the system is through the following link: (Type this link into your Internet browser address bar and press Enter.)

      **http://columbus.munisselfservice.com**

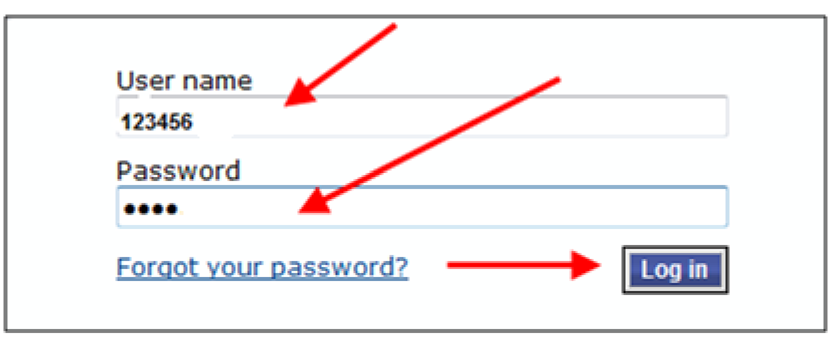
      Suggestion: For quick access to this link, make it a Favorite within your Internet browser.

   b. Click the **"Log in"** link (upper right corner of the screen).


   c. Then, type your **User name** and **Password**. Then, click 

:

      ***Note: Your "User name" is your employee ID#. The first time you log in, your password will be the last 4 digits of your Social Security number. You will then be prompted to change it.***



***Note: If you have trouble logging in, after 5 attempts, you will be logged out and will need to contact the Help Desk at 614-365-8425.***

- As mentioned above, when you initially sign on, you will be prompted to change your password:


1. **Current password:** Fill in your current password (or the password you were given).

2. **New password:** CCS requires that you have 1 numeric character, 1 lowercase and 1 uppercase letter. Passwords must be at least 8 characters.

3. **Confirm new password:** Retype the password you entered in the "New password" field.

4. **New password hint:** Type text that will help you identify your password.

5. Click 

.

6. A screen will appear indicating your password has been successfully changed. Click the **"Continue"** button.

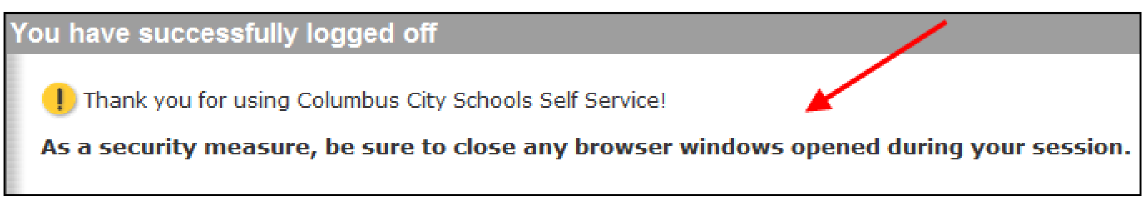
d. The Columbus City Schools Self Service home page will appear:


e. Note: Once you are logged in, the system will time out if not used.

**Log Out:**

1. To log out of the system, click the **"Log Out"** option (top right of screen):

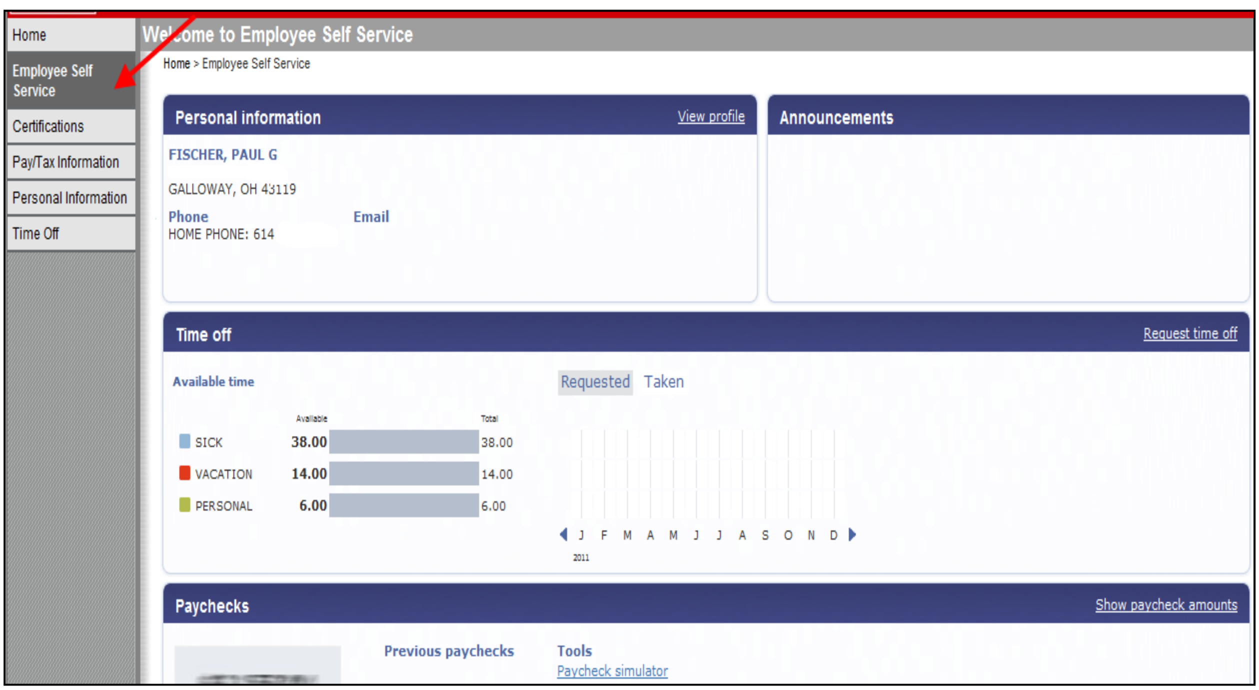

2. You will see the following message: As a security measure, please close any browser windows that were opened during your session.



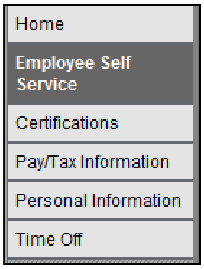
## B. Navigation & Available Options

**Employee Self Service Home Page:** After logging in, click on the **"Employee Self Service"** option (from the left navigation pane).

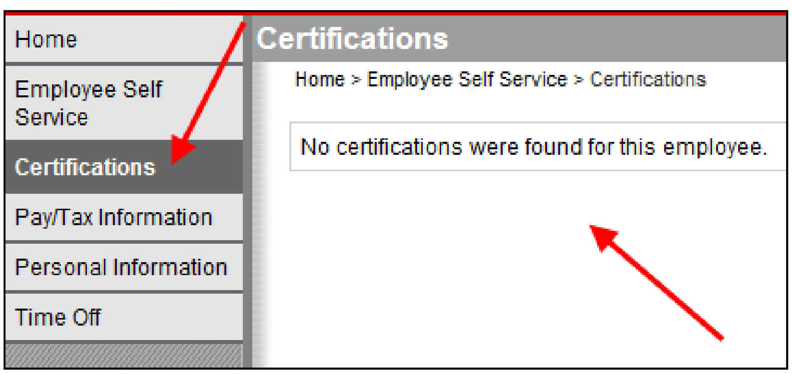

The Employee Self Service home page displays personal information, organizational announcements, time off and pay details. Example:



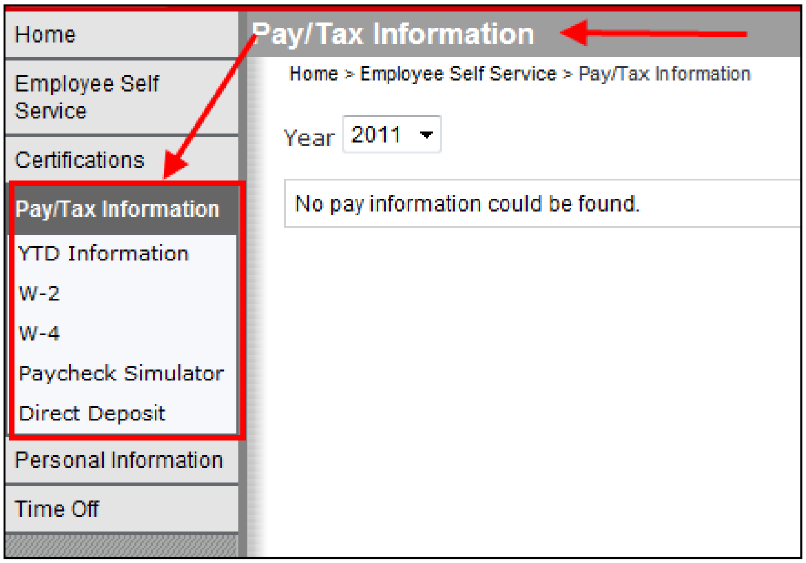
**Available Options:** After clicking on the "Employee Self Service" option, additional features will become available - Certifications, Pay/Tax Information, Personal Information, and Time Off. Click on the option you want to access:



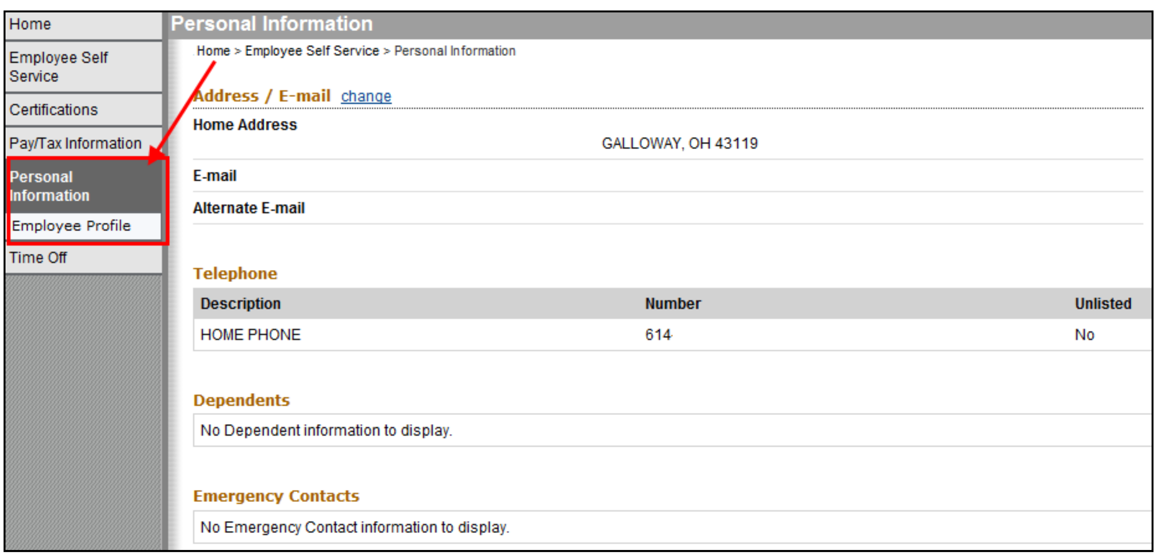

- **Certifications:** Certifications displays a list of your certifications. This list includes the certification type, area, level, number, and effective and expiration dates. If you are a supervisor, you can view certifications of employees who report to you.
  The example shown below doesn't have any certifications:



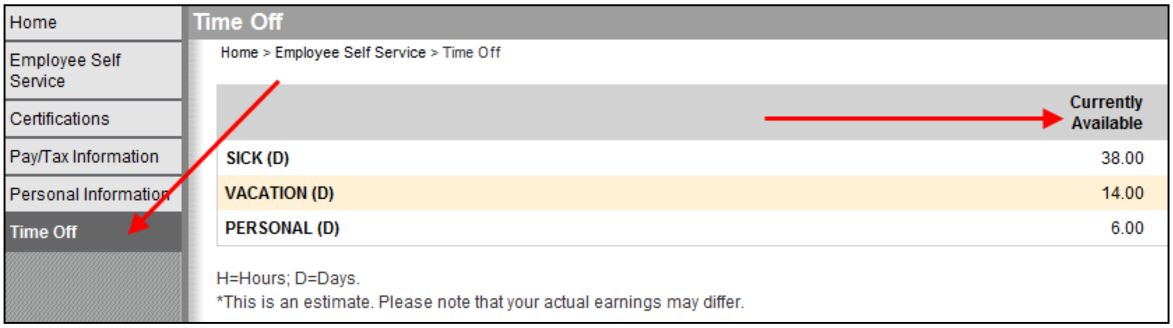

- **Pay/Tax Information:** Click on "Pay/Tax Information" to show current payroll and payroll history details. The default year is the current year, but you can also view past years. Notice an additional list appears with other options that are available:




- **Personal Information:** The Personal Information panel shows your information as stored in your employee record. When you click on "Personal Information," the following screen will appear: Also, an additional option appears in the navigation pane - "Employee Profile." Example Personal Information screen:




- **Time Off:** To show your time off, click the "Time Off" option. This shows current accruals of your vacation, sick, and personal time off. Shown below is an example Time Off screen:

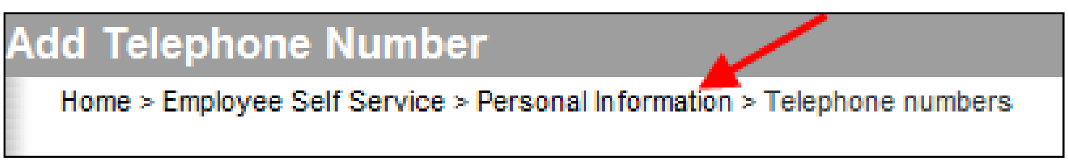



**Basic Navigation:**

- **Breadcrumb Navigation**

  Near the top of each page of the Employee Self Service (ESS) application, a breadcrumb provides a guide for navigating the pages. *(Think of a breadcrumb as a way for you to track where you are within the system.)* For each page that you display, the breadcrumb identifies the path back to previous pages.

  The following example shows part of the "**Add Telephone Number"** screen; you can click on **"Personal Information"** to go back to the previous page. You can also click on **"Employee Self Service"** to go directly to the Employee Self Service screen. Clicking on any of the breadcrumb options will take you directly to that page.




- **Links**

  Within most screens, there are links allowing you to view or change things. For example, the Personal Information panel (shown below) provides your information as stored in your employee record. Click "**View Profile**" to view your personal profile.


Other sample links that you will see on various screens include:

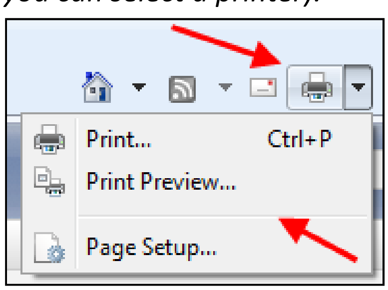
- Show paycheck amounts
- Paycheck simulator
- Add Telephone Number
- Change
- Add Emergency Contact

## C. Printing

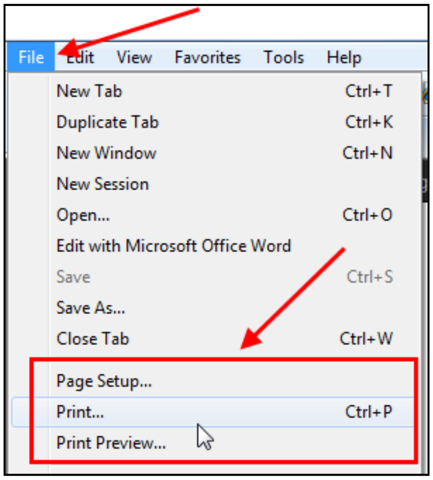
There are no print icons within Employee Self Service (ESS). However, since you will be accessing ESS through your Internet browser, you can use printing capabilities from the browser.

For example, if you are using Internet Explorer, you can access printing through the menu or the printer icon, as follows:

1. Within ESS, go to the screen you want to print.
2. Access the print option you want to use. Either use the icon or the menu, as follows:
   - Printer Icon - : Click the drop-down arrow and select either "**Print Preview**" *(to preview what you want to print)* or "**Print**" *(to access a pop-up window where you can select a printer).*



- Menu: Select **File | Print**:




Note: Different Internet browsers might have different ways to print, but it is likely the method will be similar to the steps mentioned above.

# II. Employee Self Service

The Employee Self Service screen is considered the home page. It currently shows you a snapshot of the following information: *(Note: At some point, you will see additional options as other features are installed.)*

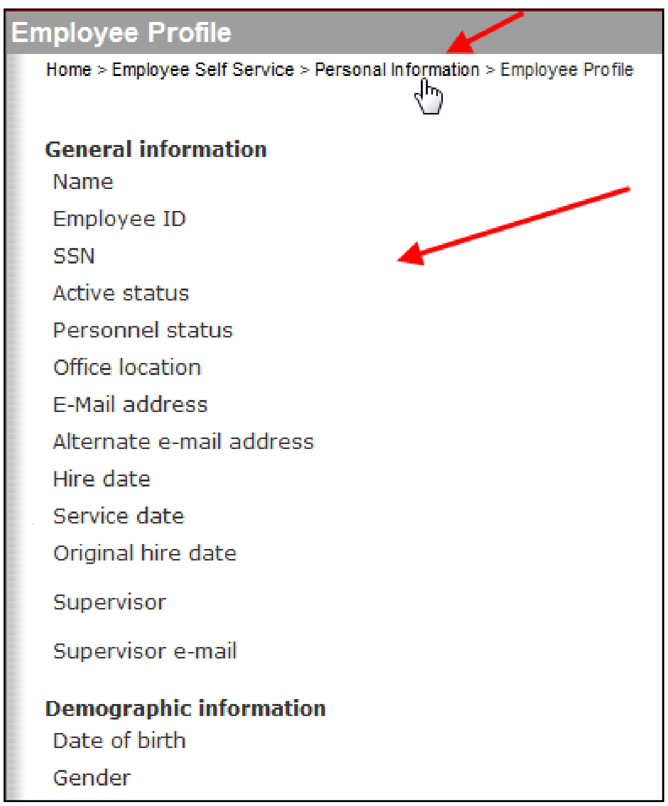
- Personal Information
- Announcements
- Time Off
- Paychecks

## A. Screen Details

This section will show you sample screen prints (full and partial screen prints) of the applicable sections that are discussed. *Note: Since screen prints from a CCS employee are being used throughout this manual, parts of the screen will be blanked out to protect personal data.*

- **Personal Information:** This shows your name, address, phone number and email address. You can click on the **"View profile"** link to go directly to your employee profile.


From within the profile, you will see general information, demographic information, and race data. A partial screen is shown below (actual data is shown to the right of the screen, which is not shown in this manual): From this screen you can use the breadcrumbs to go to "Personal Information" or you can click on Return to Personal Information .

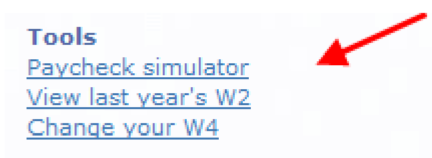



If you click on the "**Personal Information"** breadcrumb, you can update various information including address/e-mail, telephone numbers, or emergency contacts. *Note: Detailed instruction on this will be reviewed in the "Personal Information" section of this manual.*

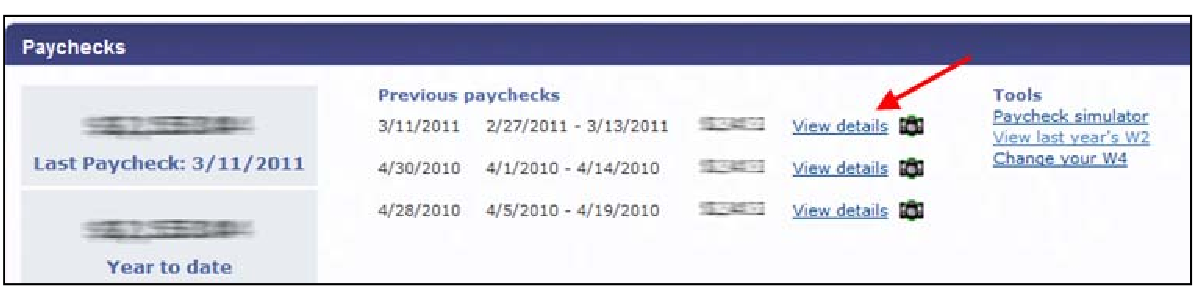
- **Announcements:** This area of the screen will show organizational announcements.


- **Time Off:** This screen shows accruals by category - vacation, sick, and personal. *Note: The "Request time off" link is not currently available; it will be enabled in the future.*


- **Paychecks:** This section lets you quickly link to commonly used pay/tax information screens. For example, you can show your paycheck amount by clicking on the **"Show paycheck amounts"** link. You can also use available links to access the following:




Sample screen prints:



Note: View details will show your pay details. Example:

**JONES - SMITH, TIMOTHY J**

**Overview**

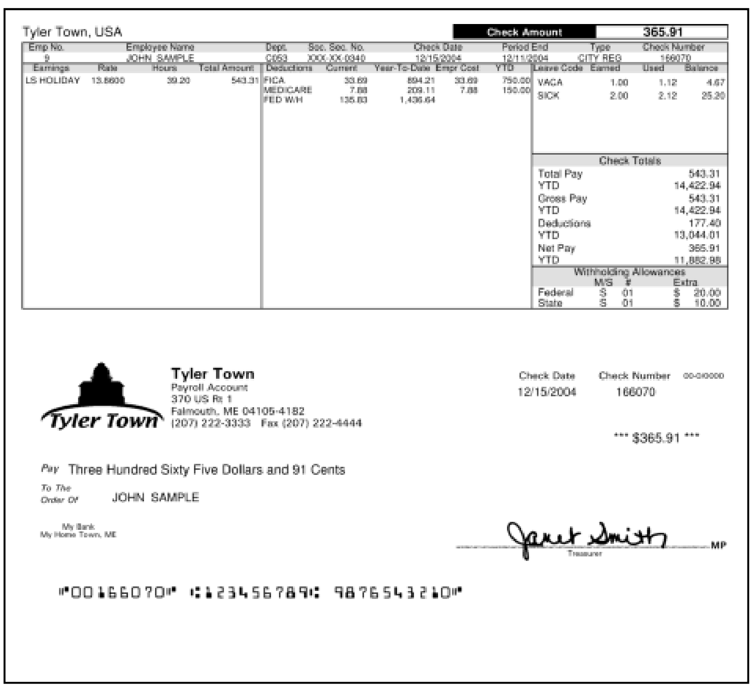
| | |
|---|---|
| Check Date | 3/11/2011 |
| Pay Period | 2/27/2011 - 3/13/2011 |
| Check Number | 1644 |
| Check Status | Cleared |
| Gross Pay | $720.00 |
| Net Pay | $146.73 |

**Pay Breakdown**

| Pay Type | Hours | Rate | Amount |
|---|---|---|---|
| BASE PAY | 72.00 | $9.00 | $648.00 |
| VAC TIME | 8.00 | $9.00 | $72.00 |
| Total | | | $720.00 |

**Deductions**

| Deduction Type | Amount |
|---|---|
| FICA | $44.64 |
| MEDICARE | $10.44 |
| FED TAX | $42.42 |
| CHILD SUPP | $50.00 |
| CREDITOR G | $338.97 |
| STATE RET | $75.00 |
| PR LIFE-SA | $7.80 |
| AETNA LIFE | $4.00 |
| DIRECT DEP | $146.73 |
| Total | $573.27 |


Tyler Town, USA

Check Amount 365.91

| Emp No. | Employee Name | Dept. | Soc. Sec. No. | Check Date | Period End | Type | Check Number |
|---|---|---|---|---|---|---|---|
| 9 | JOHN SAMPLE | C053 | XXX-XX-0340 | 12/15/2004 | 12/11/2004 | CITY REG | 166070 |

| Earnings | Rate | Hours | Total Amount |
|---|---|---|---|
| LS HOLIDAY | 13.8600 | 39.20 | 543.31 |

| Deductions | Current | Year-To-Date | Empr Cost | YTD |
|---|---|---|---|---|
| FICA | 33.69 | 894.21 | 33.69 | 750.00 |
| MEDICARE | 7.88 | 209.11 | 7.88 | 150.00 |
| FED W/H | 135.83 | 1,436.64 | | |

| Leave Code | Earned | Used | Balance |
|---|---|---|---|
| VACA | 1.00 | 1.12 | 4.67 |
| SICK | 2.00 | 2.12 | 25.20 |

Check Totals

| | |
|---|---|
| Total Pay | 543.31 |
| YTD | 14,422.94 |
| Gross Pay | 543.31 |
| YTD | 14,422.94 |
| Deductions | 177.40 |
| YTD | 13,044.01 |
| Net Pay | 365.91 |
| YTD | 11,882.98 |

Withholding Allowances

| | M/S | # | Extra |
|---|---|---|---|
| Federal | S | 01 | $ 20.00 |
| State | S | 01 | $ 10.00 |

Tyler Town
Payroll Account
370 US Rt 1
Falmouth, ME 04105-4182
(207) 222-3333 Fax (207) 222-4444

Check Date 12/15/2004 Check Number 166070 00-0/0000

*** $365.91 ***

Pay Three Hundred Sixty Five Dollars and 91 Cents

To The Order Of JOHN SAMPLE

My Bank
My Home Town, ME

Treasurer MP

⑈00166070⑈ ⑆123456789⑆ 9876543210⑈

# III. Certifications

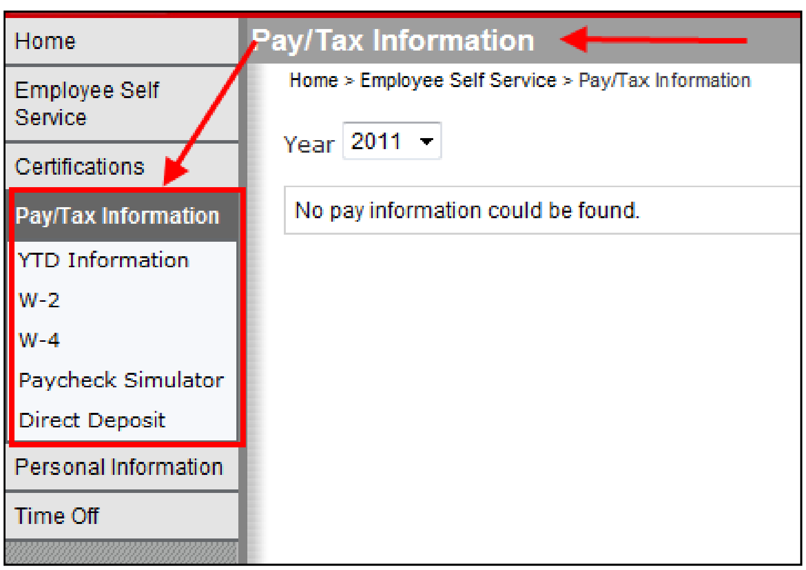
## A. Overview & Screen Details

To view the certifications that are in the system, click on the **Certifications** link.  Example:

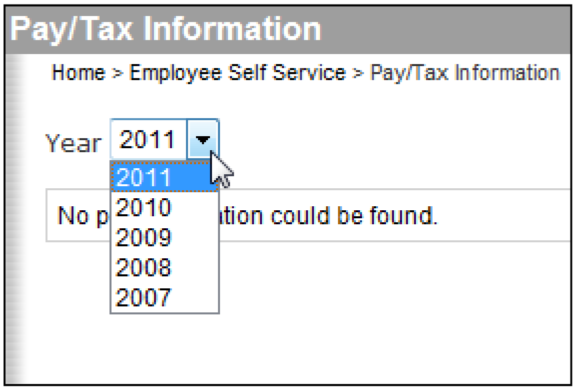

# IV. Pay/Tax Information

## A. Overview & Screen Details

When you click on the **Pay/Tax Information** option, a box will appear with additional options that are available:



From the main Pay/Tax Information screen, you can click on the drop-down arrow by "Year" and select the year you want to see. It will show all checks for the year selected.




## B. YTD Information

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

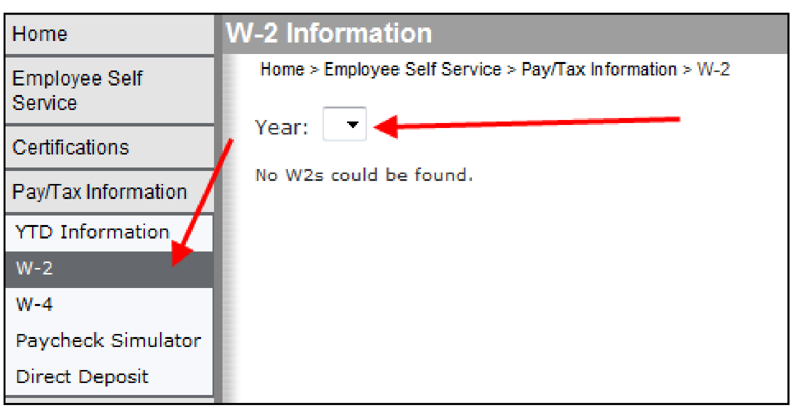

Sample YTD screen print:

| | |
|---|---|
| **Overview** | |
| Gross YTD Earnings | $20,982.49 |
| **Earnings** | |
| ANN SALARY | $9,989.38 |
| SABB PAY | $6,493.11 |
| PENSION | $4,500.00 |
| **Deductions** | |
| FICA | $1,237.86 |
| MEDICARE | $289.50 |
| 401K | $375.00 |
| DELTA DENT | $12.00 |
| FLEXSPEND | $1,016.91 |
| STATE TAX | $2,276.83 |
| CHILD SUPPRT | $1,016.91 |
| CREDITOR GRN | $1,016.91 |
| STATE RET | $839.30 |
| PR LIFE-SAL | $23.40 |
| AETNA LIFE | $12.00 |
| UNITED WAY | $1,016.91 |
| PARA DUES | $45.00 |
| CUST DUES | $18.75 |
| DD PERCENT | $1,049.12 |
| DD FLAT AMT | $225.00 |
| DIRECT DEP N | $10,511.09 |

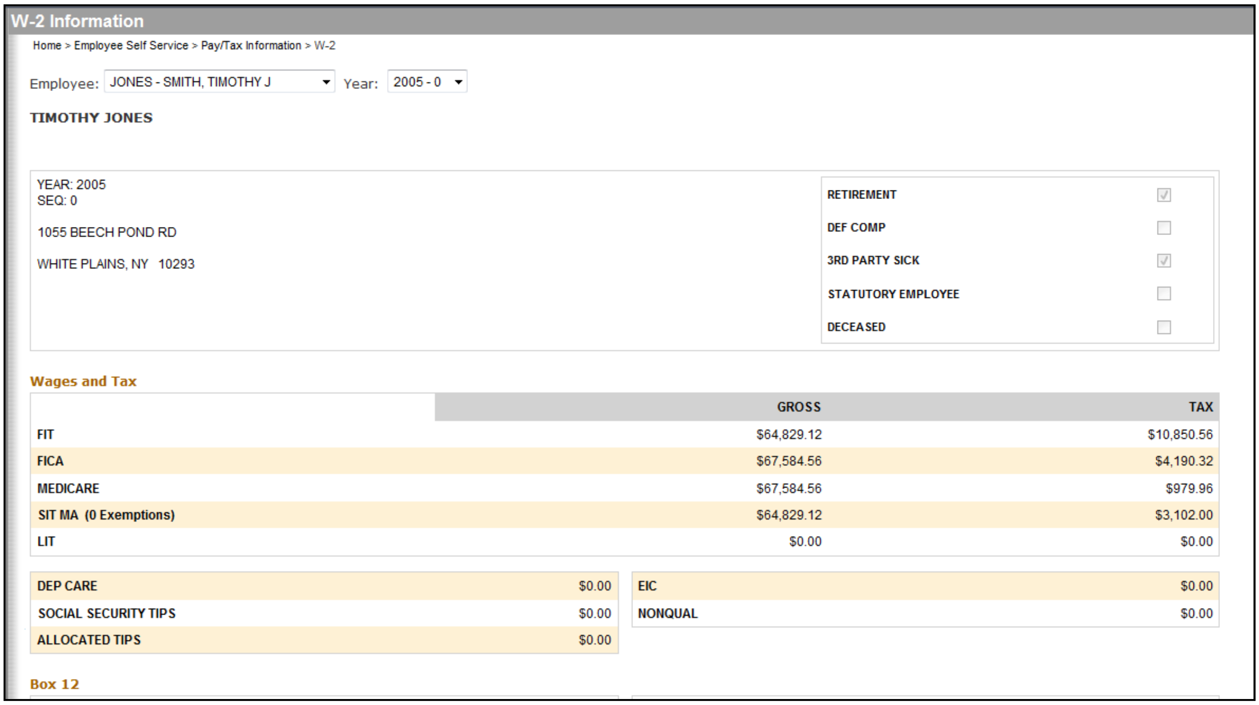
## C. W-2 and W-4

### W-2:

**W-2 information** provides wage and deduction details for a selected year. To view your W-2 information, click on the W-2 option and then select the year to view from the "Year" list; the program will display the details:

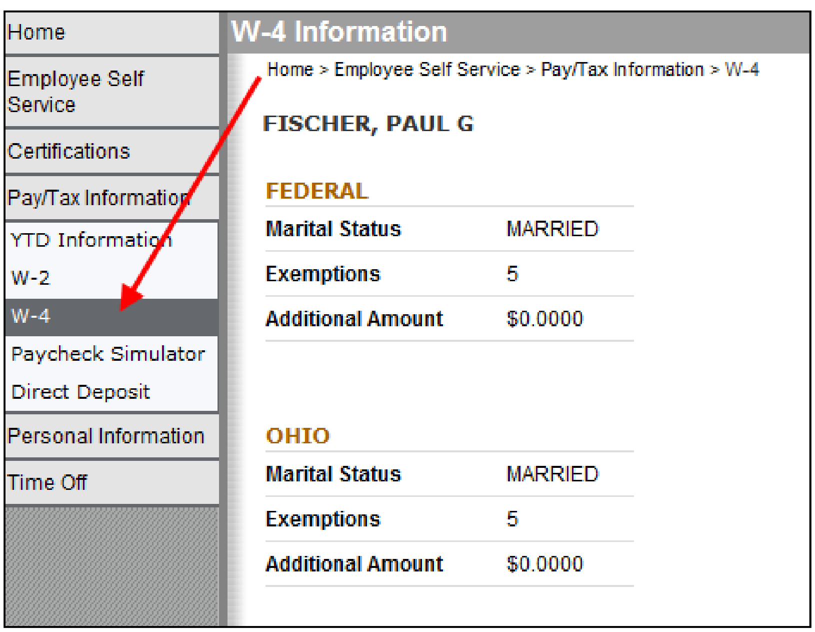


Example:

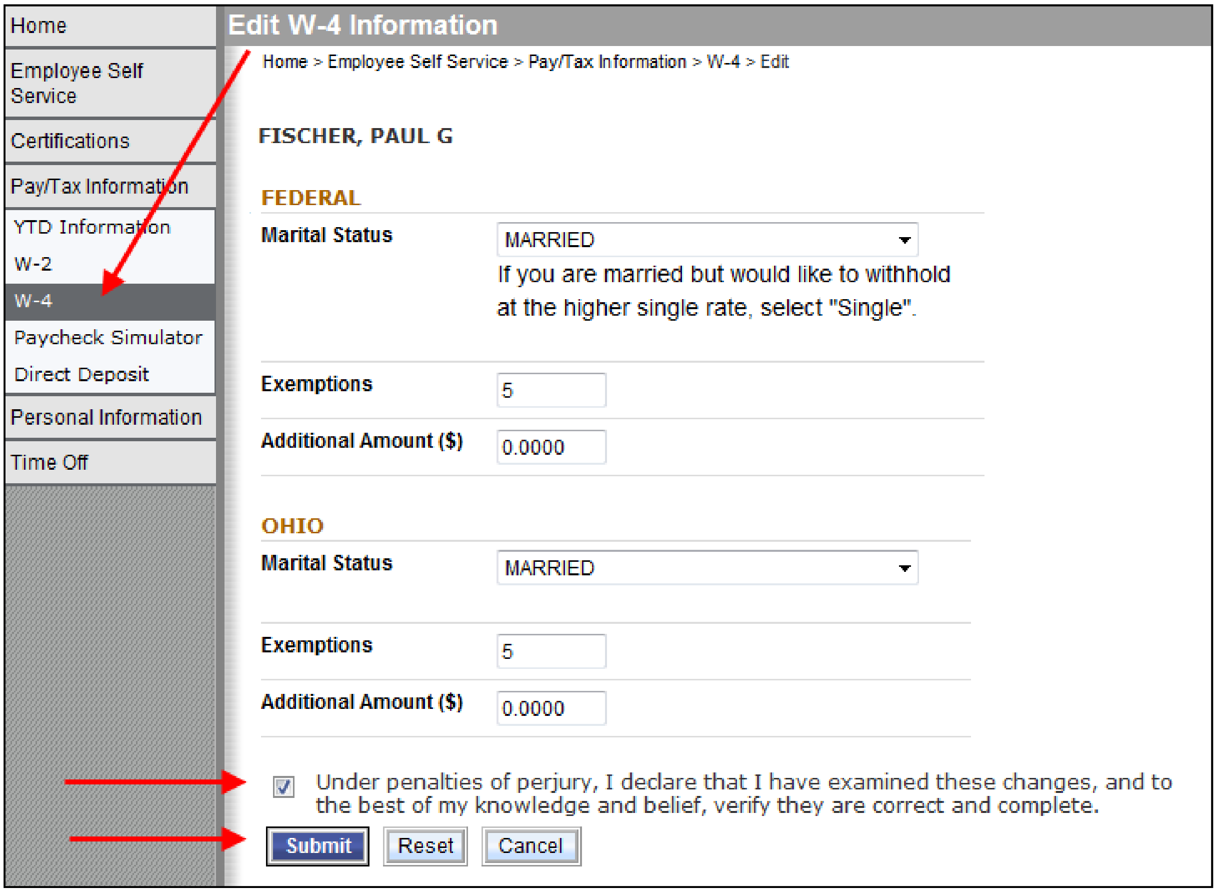



**W-4:**

To view your Federal and Ohio W-4 information, click **"W-4."** Example screen:



To edit this information click Edit W-4 Values (located at the far right of the screen).
The **Edit W-4 Information** screen will appear:




- Update the above information with the revised data.
- Verify that the information is correct by selecting the acknowledgement check box.
- Click Submit. (Or click Cancel to exit without making changes.)
- Note: If you made changes to the edit boxes and want to reset it to the way it was when you first entered the page, click Reset.

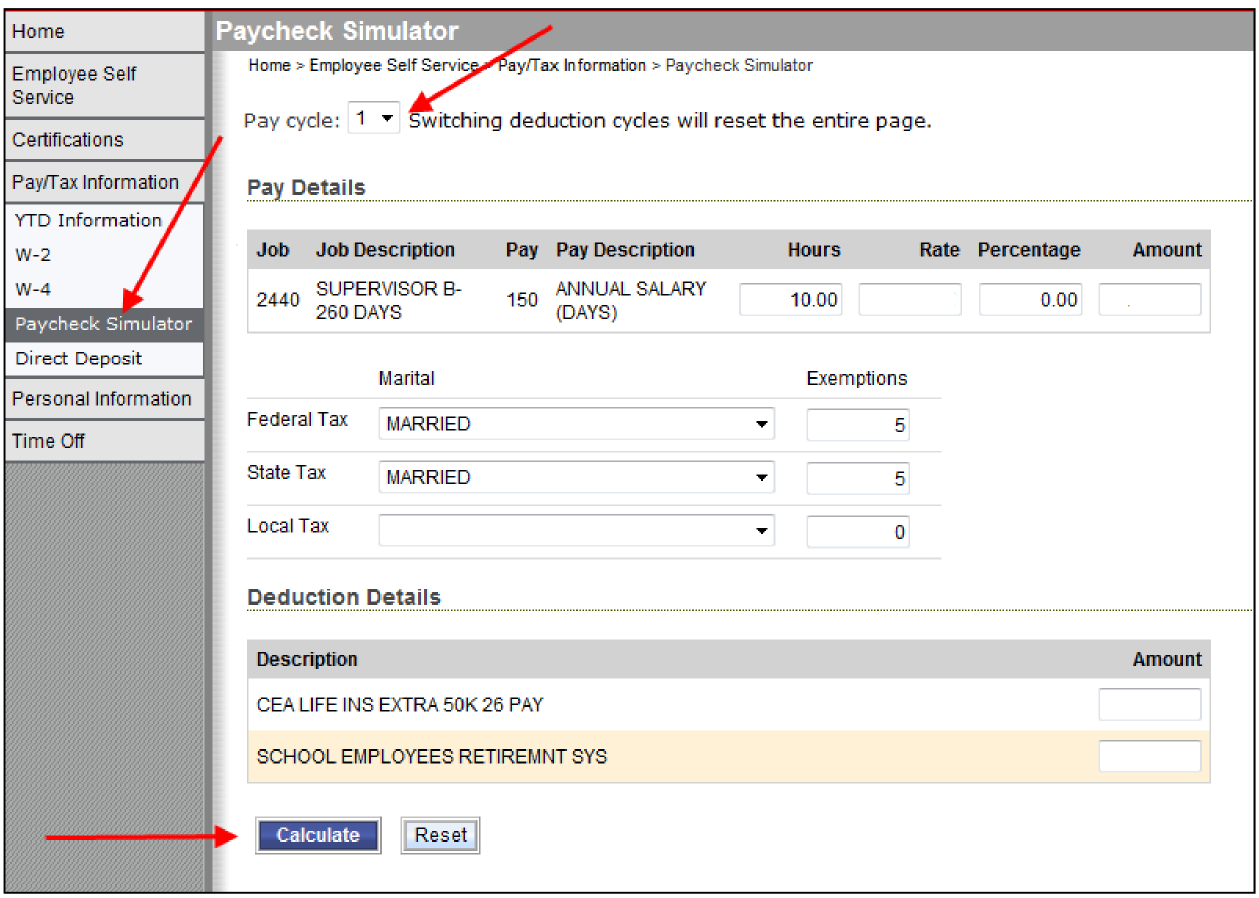
## D. Paycheck Simulator

The **Paycheck Simulator** allows you to simulate adjustments to your pay, tax, or deductions in order to see how the changes would affect your total pay. The program does not permanently alter your pay records.

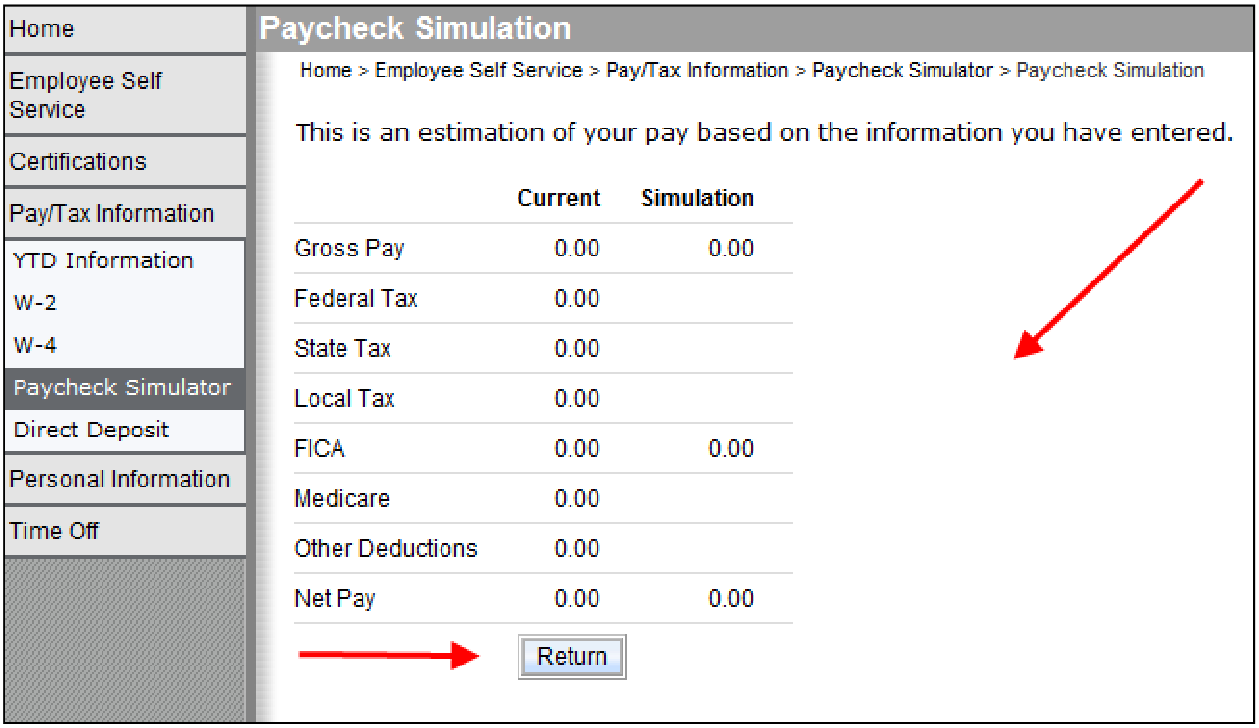
To use the simulator:

1. Click on **Paycheck Simulator** option from the navigation pane.
2. Select the "pay cycle" for which you are simulating a change.
   *(Note: "Pay cycle" is your bi-weekly pay, where "1" indicates the first pay of the month, "2" indicates the second pay, and "3" is the third pay for those months that have three pays.)*

   Then, enter the pay, tax, or deduction changes.
   *(Note: Actual amounts have been blocked out on this screen print.)*



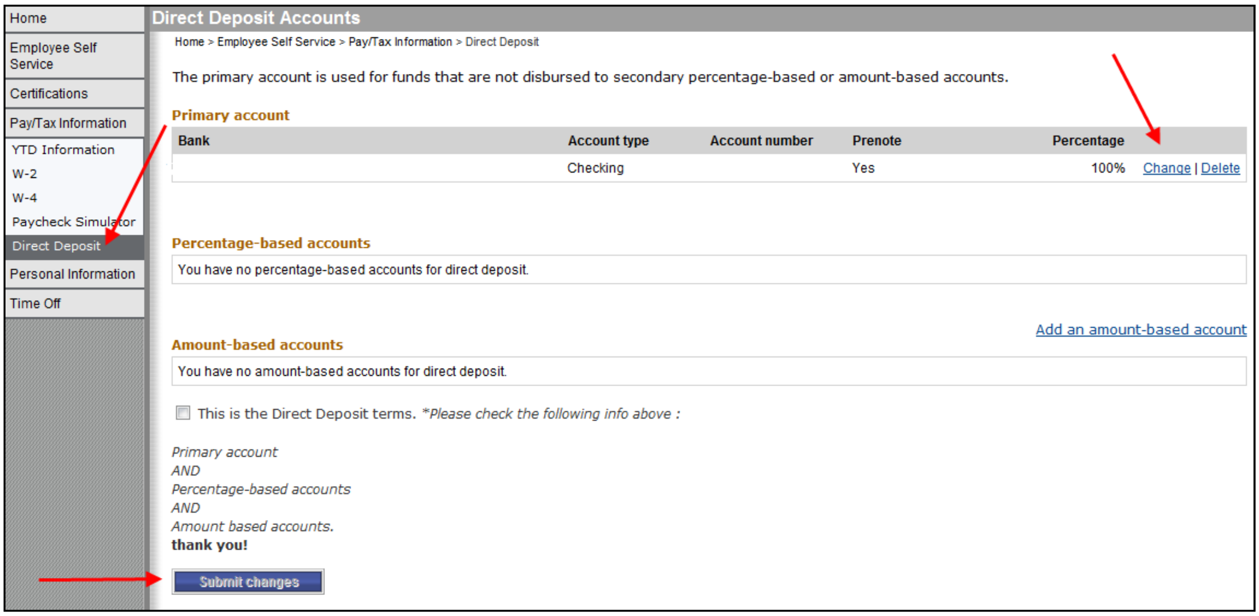
3. Click Calculate. The program displays the new adjusted amounts. Sample screen: *(Note: Actual amounts have been blocked out on this screen print. Also, SERS, STRS and any other Columbus City School deductions will appear when you actually log into the system.)*




4. Click Return to return to the Paycheck Simulator page.

## E. Direct Deposit

The Direct Deposit page provides the details for your direct deposit accounts. To view and update direct deposit information, click on **"Direct Deposit"** from the navigation pane. See sample screen print below:



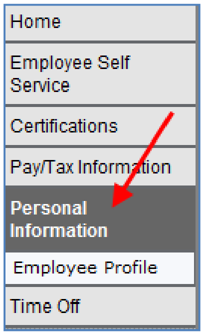

- To change banking information, click Change. Fill in the appropriate information within the pop-up box and click **OK**. Click on Submit changes.

# V. Personal Information

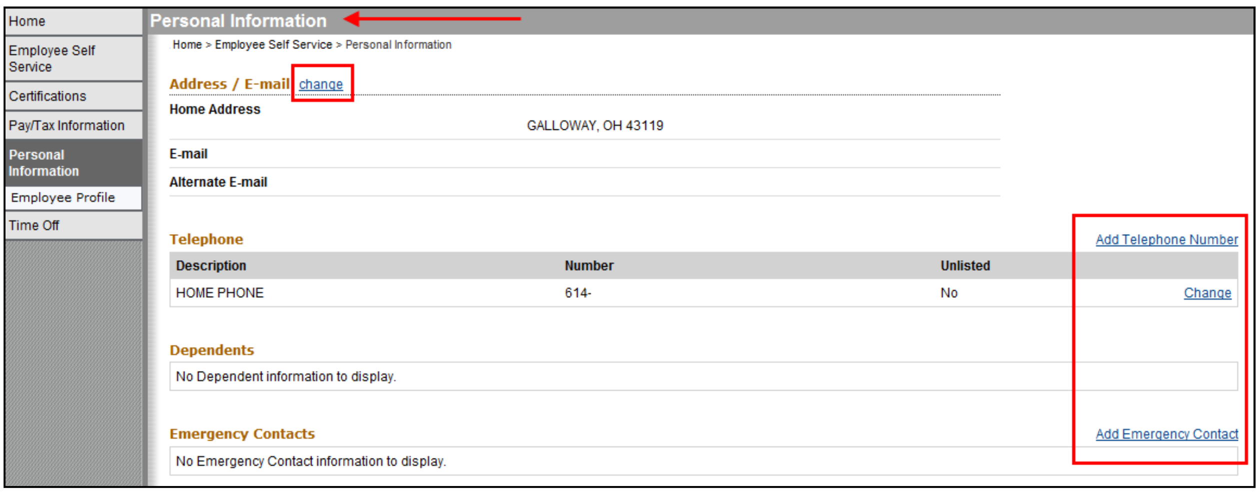
The Personal Information page displays your contact information, as well as dependent information and emergency contacts. When you make updates to any of this information, the corresponding Employee Master record is updated.

## A. Overview & Screen Details

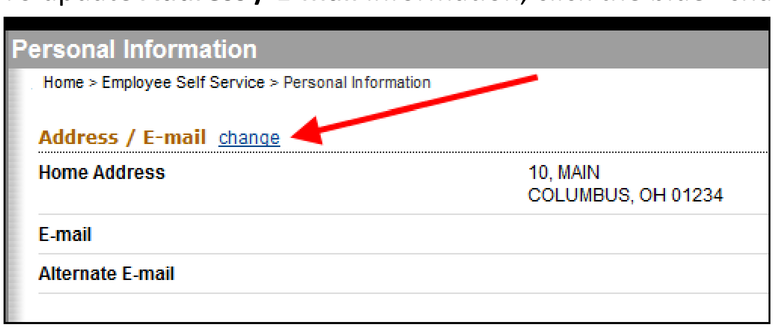
Click on the "**Personal Information**" option located on the left pane of the screen:



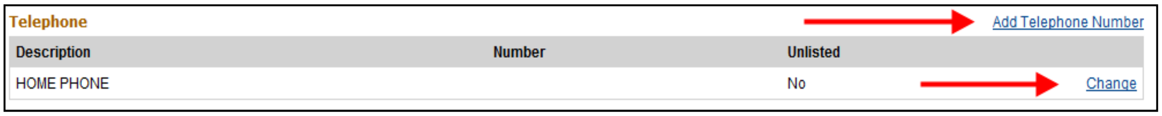

The following screen will appear with options to add and change personal information:



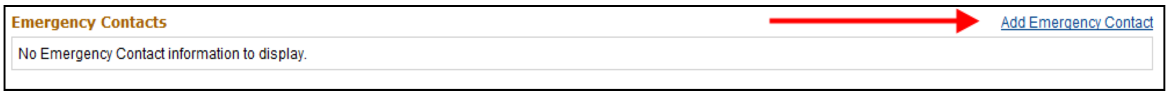

a. To update **Address / E-mail** information, click the blue "change" option - change:



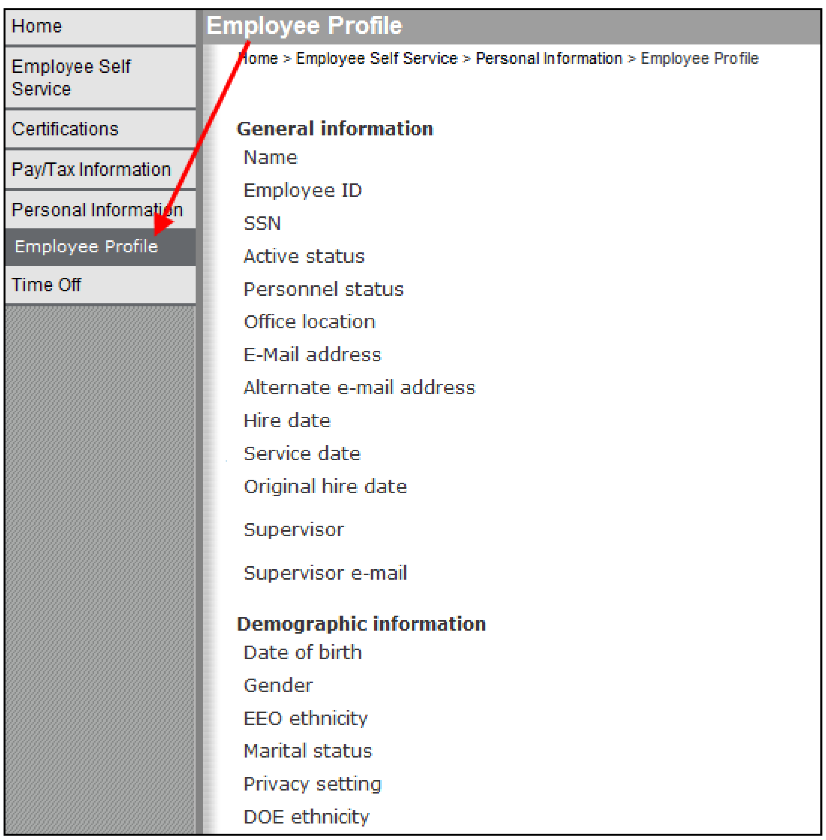

b. To add or change **Telephone numbers,** click Add Telephone Number (to add a phone number) or Change (by the phone number you want to change):




c. To change **Emergency Contacts**, click Add Emergency Contact (to add an emergency contact) or Change (to update an existing emergency contact):




**Employee Profile:** The Employee Profile page displays general information, demographic information, and DOE race details. *(Note: DOE stands for "Department of Education.")*
To access your Employee Profile, click on **"Employee Profile"** from the left navigation pane:



You can make changes to your “Demographic Information” or “DOE Race” data within Employee Profile, but you can’t change any of the items in the “General Information” section.

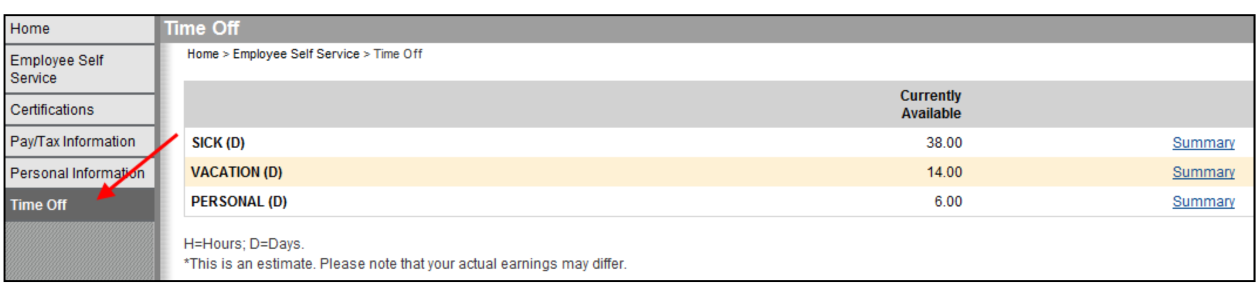
To make updates, select the options you want to change and click Update. See sample below:


# VI. Time Off

Time Off provides accrual information, allowing you to view your vacation, sick, and personal time off.

## A. Overview & Screen Details

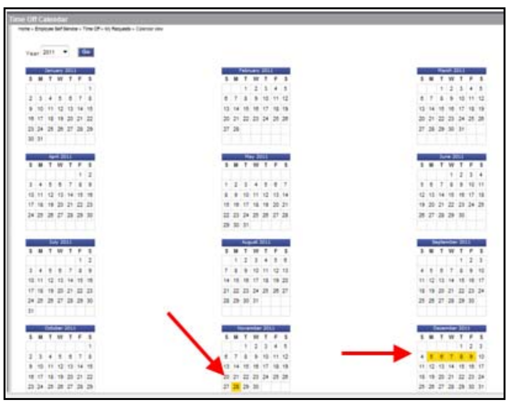
To go to the Time Off screen, click **“Time Off”** from the navigation pane. The following screen will appear, showing current accruals of the following time off - sick, vacation, and personal:



- Clicking on Summary by any of the time off options will give you a summary of what's earned and used. This is an example of a vacation time screen:


Note: This screen doesn't show any vacation time. If time is posted, you will see it here.

- Clicking on the calendar view button - Calendar view - will show you a calendar view of the time taken. Days taken will be highlighted in the calendar view. Example:



  - Time off is highlighted on the specific days it was taken. To return to the previous screen click Return to previous view.

    Note: On the ESS home page, the time off section will show accruals by category: