



Employee Self Service (ESS)



**munis<sup>®</sup>**

a tyler erp solution

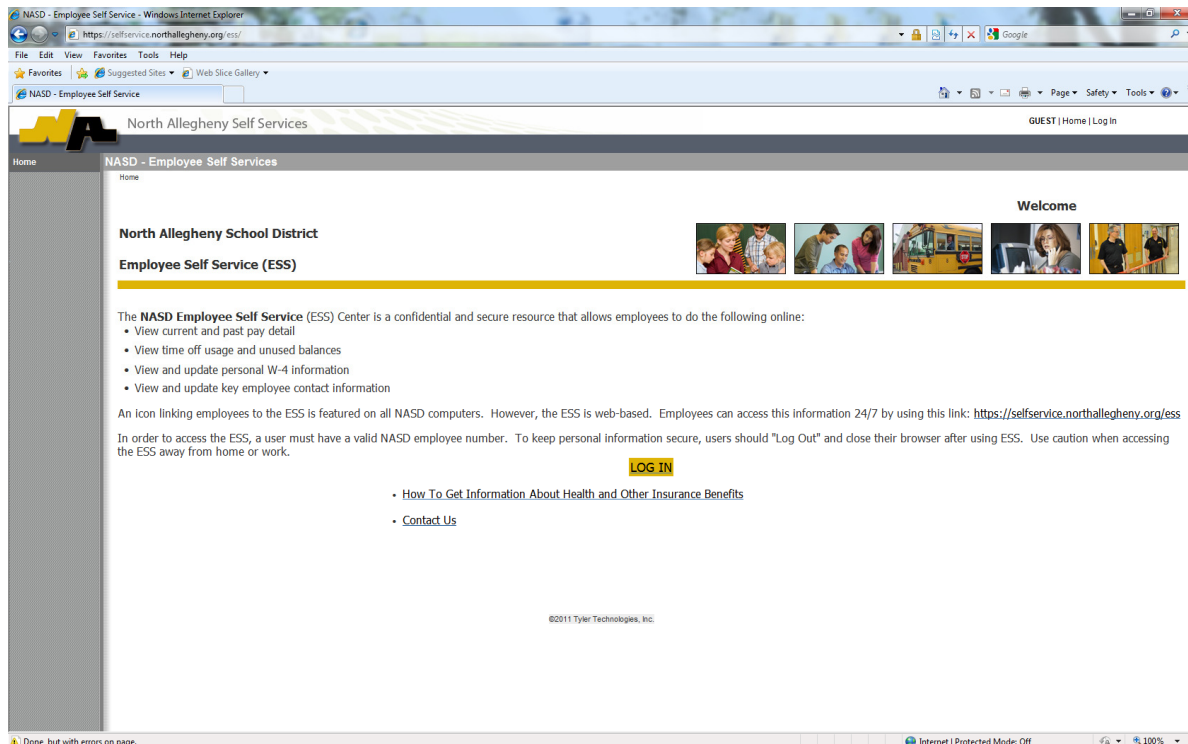
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# To access North Allegheny School District's Employee Self Service (ESS) web site:

- Enter the URL directly into the address bar of a browser.  
<https://selfservice.northallegheny.org/ess>
- Save the site address as a favorite or bookmark.

## ESS Main Page



## Employee Self Service Login

To log in to Employee Self Service:

1. Click Log In on the toolbar.




2. Enter your username and password and click Log In. Your username is your

NASD Employee Number which can be found in the upper left hand corner of your paycheck. Your initial password is the last 4 digits of your Social Security Number. The system will prompt you to change it to a more secure password once logged in.

The new password must meet the following strength criteria:

- Must be at least **six** characters long.
- Must contain at least **one** numeric character.
- Must consist of a mix of **upper** and **lower** characters.



Once your login is processed, ESS displays the main screen, with the left panel displaying the list of applications for which you have permission to access.



## Employee Self Service (ESS)

Employee Self Service (ESS) is the Munis Self Service application created specifically for current employees and job applicants. ESS accesses information from, and stores information in, the Munis HR/Payroll programs. When you update information in MSS, the updates also occur in the applicable Munis programs.

For employees, ESS provides access to personal information, pay and tax information, benefits, as well as training, certification, and performance information. For applicants, ESS provides information on current job opportunities, manages an applicant's information, and provides automatic distribution of future employment information.

**Note: All functionality may not be available during the initial Go Live, but will be available at a future date.**

Employees must have a valid login to access the ESS application; registered applicants receive a personal identification number (PIN) for accessing their profile and prospective employment information.

## ESS User Interface

The ESS user interface is designed to make employee and applicant information accessible in a user-friendly format. Each page of ESS provides the basic information for a selected option, with access to additional detail or change pages.

### Navigation

On each page of the Employee Self Service application, a breadcrumb provides a guide for navigating the pages. For each page that you display, the breadcrumb identifies the path back to the previous pages.

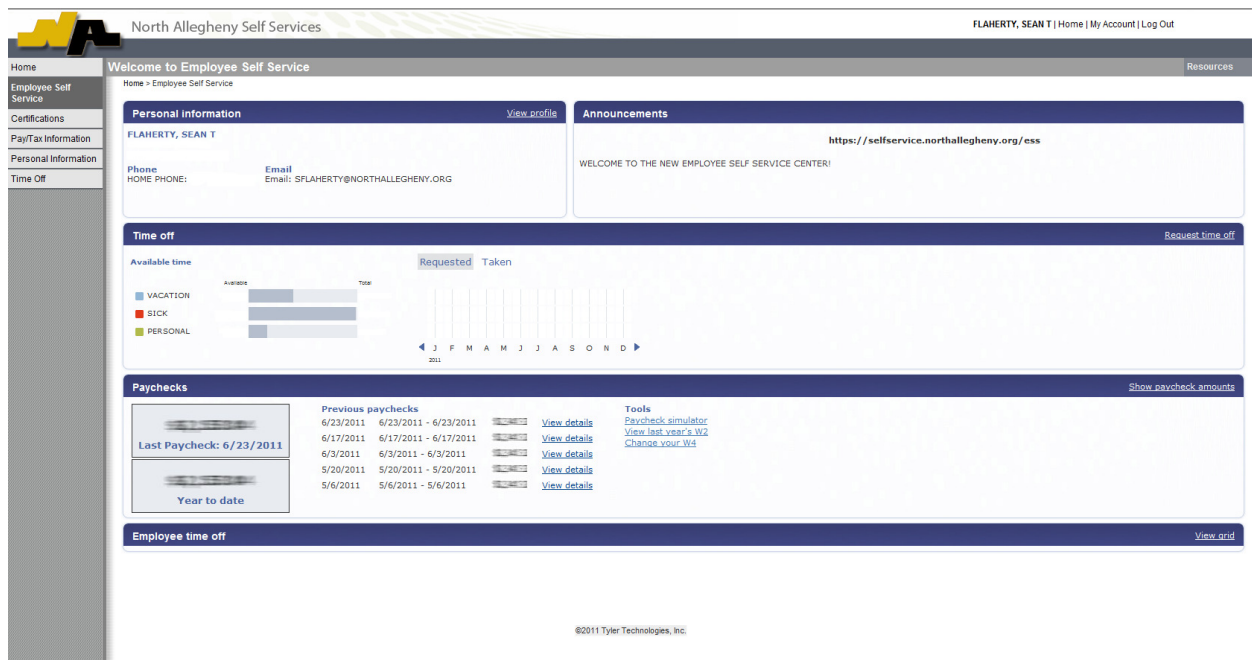


## ESS Main Page

The main page of the ESS application displays personal information, organizational announcements, time-off, and pay details.

### Personal Information

The Personal Information panel provides your information as stored in your employee record. Click View Profile to view all your personal information.



The Personal Information page displays general information, demographic information, and DOE Race details.

North Allegheny Self Services

FLAHERTY, SEAN T | Home | My Account | Log Out

Home Employee Profile Resources

Home > Employee Self Service > Personal Information > Employee Profile

[Return to Personal Information](#)

**General Information**

Name FLAHERTY, SEAN T

Employee ID XXX-XX-XXXX

SSN XXX-XX-XXXX

Active status ACTIVE

Personnel status FULL TIME

Office location CAO

E-Mail address SFLAHERTY@NORTHALLEGHENY.ORG

Alternate e-mail address

Hire date 11/1/1999

Service date 11/1/1999

Original hire date 11/1/1999

Supervisor

Supervisor e-mail

**Demographic Information**

Date of birth

Gender MALE

EEO ethnicity WHITE

Marital status MARRIED

Privacy setting EXEMPT

DOE ethnicity

☐ Yes, Hispanic or Latino

☒ No, not Hispanic or Latino

**DOE Race**

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

☐

☐

☐

☐

☒

You cannot update the General Information; if there is an error, click Human Resources at the bottom of the page to send a change notice to your Human Resources department.

The Demographic Information and DOE Race information is available for update. Make any required changes and click Update; the program confirms the changes by adding a notice at the top of the screen and by sending you a confirming e-mail.

Click Update to save any changes; click Return to Personal Information to return to the Personal Information page.

## Announcements

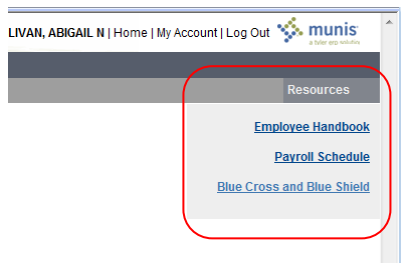
The Announcements panel displays organizational or other announcements that have been entered using the Administration menu. If you have questions or comments regarding an announcement, click Contact to open your e-mail application with a message addressed to the Contact e-mail address established in the Administration program.

Announcements [Contact](#)

There is an organizational meeting on Friday, at 2:00 p.m., in the Franklin Conference Room. Please attend.

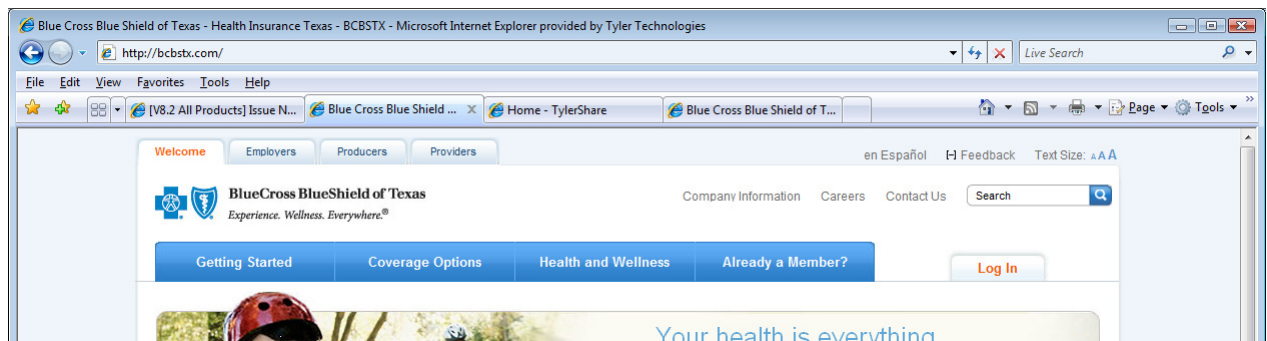
## Resources

The Resources option in the upper-right corner of the screen displays employee resources that are available. These resources can be links to helpful Web sites or individual documents that you can view.



For example, your organization may link to your health insurance providers Web site, or may provide the pay schedule in an attached document.

## Resource Link



## Time Off

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



To request time off:

1. Click Request Time Off from the selection on the left. **Note: This option is only available for select groups of employees. If no available types are displayed, your time is requested through another application (i.e. AESOP, Kronos etc.)**



The program displays the Request Time Off page.

### Request Time Off

Home > Employee Self Service > Time Off > Request Time Off

**Step 1 of 4: Select Dates**

Click to select each date that you would like to take off. (Click again to deselect).

<< [previous month](#) [next month](#) >>

**August 2010**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**September 2010**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**October 2010**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[Continue](#)

2. Highlight the dates for which to request time, and click Continue.

### Request Time Off

Home > Employee Self Service > Time Off > Request Time Off

**Step 1 of 4: Select Dates**

Click to select each date that you would like to take off. (Click again to deselect).

<< [previous month](#) [next month](#) >>

**August 2010**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**September 2010**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**October 2010**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[Continue](#)

Time Off Approver: MAUREEN E BISHOP-ELFRING



The program displays the time off screen.

The screenshot shows the 'Request Time Off' interface. At the top, a breadcrumb trail reads 'Home > Employee Self Service > Time Off > Request Time Off'. Below this, the heading 'Step 2 of 4: Select Type' is displayed. A instruction box states: 'Select the type of time off you would like to take from which job'. A table with three columns is shown: 'Type', 'Current Available', and 'Projected Available\*'. The first row has a radio button selected next to 'VACATION', with '21.00' in the 'Current Available' and 'Projected Available\*' columns. A 'Continue' button is located at the bottom right. At the bottom left, there is a footnote: '\*Estimated available amount by 8/27/2010.' and the text 'Time Off Approver: MAUREEN E BISHOP-ELFRING'.

Type	Current Available	Projected Available*
<input checked="" type="radio"/> VACATION	21.00	21.00

[Continue](#)

\*Estimated available amount by 8/27/2010.  
Time Off Approver: MAUREEN E BISHOP-ELFRING

3. Select the type of time off.  
The program only displays available time off, for example, if you are eligible for accrual type vacation, the program only displays the vacation option.

4. Click Continue.

The screenshot shows the 'Request Time Off' interface at 'Step 3 of 4: Partial Day Requests'. The breadcrumb trail is 'Home > Employee Self Service > Time Off > Request Time Off'. The heading 'Step 3 of 4: Partial Day Requests' is displayed. An instruction box states: 'If you are requesting any partial days, edit time as necessary.' Below this, it says 'You have selected the following dates [\(Change Dates\)](#)'. Two date fields are shown: '8/26/2010:' followed by a text box containing '8.00' and the word 'Hours', and '8/27/2010:' followed by a text box containing '8.00' and the word 'Hours'. A 'Continue' button is located at the bottom center. At the bottom left, the text 'Time Off Approver: MAUREEN E BISHOP-ELFRING' is displayed.

8/26/2010:  Hours    8/27/2010:  Hours

[Continue](#)

Time Off Approver: MAUREEN E BISHOP-ELFRING

5. Verify the time off request; change the numbers of hours, if necessary. **Note: Only increments of .5 or whole numbers are allowed, per NA Policy.**
6. Click Continue.  
The program processes the request and distributes an e-mail to your supervisor indicating that approval is required.

My Requests

Resources

Home > Employee Self Service > Time Off > My Requests

	Earned	Projected Earned through 8/4/2010	Projected Available* through 8/4/2010
VACATION (H)	25.00	25.00	21.00
SICK (H)	40.00	40.00	40.00
PERSONAL (H)	24.00	24.00	24.00
	89.00	89.00	85.00

Calendar view

Dates Requested	Amount	Type	Status	Reason	Comments	Options
8/26/2010 - 8/27/2010	16 (H)	VACATION	Request			<a href="#">Cancel</a>
8/4/2010	4 (H)	VACATION	Approved - Not Taken			<a href="#">Cancel</a>   <a href="#">Export</a>

H=Hours; D=Days.  
 \*Available amount after any outstanding requests (approved or pending approval)

Time Off Approver: MAUREEN E BISHOP-ELFRING

Click Calendar View to view your current time off in a calendar format.

Time Off Calendar

Home > Employee Self Service > Time Off > My Requests > Calendar view

Year 2010 Go

January 2010

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2010

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2010

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2010

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2010

November 2010

December 2010

## Time Off Approvals

If you are a supervisor who manages employees, when you access ESS, the Personal Information page displays a notice if there are time-off requests that require your action.

Welcome to Employee Self Service

Home > Employee Self Service

**You have [time off requests](#) that need attention.**

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

FLAHERTY, SEAN T

Phone: HOME PHONE: Email: SFLAHERTY@NORTHALLEGHENY.ORG

**Announcements**

<https://selfservice.northallegheny.org/ess>

WELCOME TO THE NEW EMPLOYEE SELF SERVICE CENTER!

**Time off** [Request time off](#)

To approve the request:

1. Click Time Off Requests.

Welcome to Employee Self Service

Home > Employee Self Service

**You have [time off requests](#) that need attention.**

2. The program displays the requests.

North Allegheny Self Services

FLAHERTY, SEAN T | Home | My Account | Log Out

**Manage Time Off Requests**

Home > Employee Self Service > Time Off > Employee Requests

[Calendar view](#)

	Earned	Projected Earned through 6/27/2011	Projected Available* through 6/27/2011
VAC BANK (D)	4.00	4.00	4.00
VACATION (D)	30.00	30.00	9.00
SICK (D)	116.00	116.00	107.00
PERSONAL (D)	3.00	3.00	0.00
	153.00	153.00	120.00

Dates Requested	Amount	Type	Status	Reason	Comments	Options
7/1/2011	1 (D)	VACATION	Requested			<a href="#">Approve</a> <a href="#">Deny</a>

Hrs:Hours; Ds:Days.  
\*Available amount after any outstanding requests (approved or pending approval)

3. Click Approve or Deny.

**Note: As a supervisor, you will also receive an email containing the time off requests with links to approve or deny as well.**

## Paychecks

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

The blurred image represents your year-to-date earnings. It displays initially as blurred for security purposes. Click Show Paycheck Amounts to convert the image to the dollar amount; click Hide Paycheck Amounts to return to the blurred image.

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

**Last Paycheck: 6/23/2011**

**Year to date**

**Previous paychecks**

Date	Period	View details
6/23/2011	6/23/2011 - 6/23/2011	<a href="#">View details</a>
6/17/2011	6/17/2011 - 6/17/2011	<a href="#">View details</a>
6/3/2011	6/3/2011 - 6/3/2011	<a href="#">View details</a>
5/20/2011	5/20/2011 - 5/20/2011	<a href="#">View details</a>
5/6/2011	5/6/2011 - 5/6/2011	<a href="#">View details</a>

**Tools**

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

## Paycheck Simulator

The Pay Check 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. Enter the pay, tax, or deduction changes. **Note: State and local tax cannot be changed through payroll**

**Paycheck Simulator**  
[Home](#) > [Employee Self Service](#) > [Pay/Tax Information](#) > [Paycheck Simulator](#)

**Pay Details**

Job	Job Description	Pay	Pay Description	Hours	Rate	Percentage	Amount
S204	TEACHER FOREIGN LANGUAGES	111	ANNUAL SALARY	<input type="text" value="0.00"/>	<input type="text" value="19.6911"/>	<input type="text" value="0.00"/>	<input type="text" value="980.77"/>

Marital

Federal Tax

State Tax

Local Tax

Exemptions

**Deduction Details**

Description	Amount
HEALTH REIMBURSEMENT	<input type="text" value="19.62"/>
STATE RETIREMENT	<input type="text" value="39.23"/>
PRUDENTIAL LIFE INSURANCE-SAL	<input type="text" value="490.39"/>
SAVINGS BOND	<input type="text" value="19.62"/>
TEACHER UNION DUES	<input type="text" value="30.00"/>

2. Click Calculate.  
The program displays the new adjusted amounts.

Paycheck Simulation

Home > Employee Self Service > Pay/Tax Information > Paycheck Simulator > Paycheck Simulation

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

	Current	Simulation
Gross Pay	0.00	25.00
Federal Tax	0.00	0.00
State Tax	0.00	0.00
Local Tax	0.00	0.00
FICA	0.00	1.55
Medicare	0.00	0.36
Other Deductions	0.00	0.00
Net Pay	0.00	23.09

Return

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3. Click Reset to clear the amounts.

## View Last Year's W2

W-2 Information provides wage and deduction details for a selected year.

From the main page, select the year to view from the Year list; the program displays the details. **Note: This will be available as prior year history is loaded.**

W-2 Information

Home > Employee Self Service > Pay/Tax Information > W-2

Year:

No W2s could be found.

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## W2 Details

**W-2 Information**  
Home > Employee Self Service > Pay/Tax Information > W-2

Year: 2005 - 0

**ROMAN MALIA**

YEAR: 2005  
SEQ: 0  
  
320 HOWELLS TPKE  
  
ANYTOWN, US 12345

RETIREMENT ☒  
DEF COMP ☐  
3RD PARTY SICK ☐  
STATUTORY EMPLOYEE ☐  
DECEASED ☐

**Wages and Tax**

	GROSS	TAX
FIT	\$20,060.04	\$0.00
FICA	\$21,080.02	\$1,307.02
MEDICARE	\$21,080.02	\$305.76
SIT MA (0 Exemptions)	\$20,060.04	\$1,009.06
LIT	\$0.00	\$0.00

DEP CARE	\$0.00	EIC	\$0.00
SOCIAL SECURITY TIPS	\$0.00	NONQUAL	\$0.00
ALLOCATED TIPS	\$0.00		

**Box 12**

C LIFE	\$0.00	M UNCL FICA	\$0.00
D 401K	\$0.00	N UNCL MEDC	\$0.00
E 403B	\$0.00	P EXCL MOVE	\$0.00
F 408K6	\$0.00	Q MILITARY	\$0.00
G 457B	\$0.00	R MEDICAL	\$0.00
H 501C18D	\$0.00	S SIMPLE PENS	\$0.00

## W-4

W-4 displays your current W-4 details.

**W-4 Information**  
Home > Employee Self Service > Pay/Tax Information > W-4

**PARKER, KATHLEEN A**

[Edit W-4 Values](#)

**FEDERAL**

Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000

**MAINE**

Marital Status	SINGLE
Exemptions	0

To change your W-4 information:

1. Click Edit W-4 Values.

The screenshot shows the 'W-4 Information' page. At the top, there is a header bar with 'W-4 Information' on the left and 'Resources' on the right. Below the header, a breadcrumb trail reads 'Home > Employee Self Service > Pay/Tax Information > W-4'. The user's name, 'PARKER, KATHLEEN A', is displayed. To the right of the name is a link labeled 'Edit W-4 Values'. Below the name, the word 'FEDERAL' is highlighted in orange, indicating the selected tax jurisdiction.






2. Enter the revised data.

The screenshot shows the 'Edit W-4 Information' page. The header bar is identical to the previous page. The breadcrumb trail is 'Home > Employee Self Service > Pay/Tax Information > W-4 > Edit'. The user's name, 'PARKER, KATHLEEN A', is displayed. Below the name, 'FEDERAL' is highlighted in orange. The form contains two sections for tax information. The first section, for 'FEDERAL', has a 'Marital Status' dropdown menu set to 'SINGLE', an 'Exemptions' input field with the value '0', and an 'Additional Amount (\$)' input field with the value '0.0000'. The second section, for 'MAINE', has a 'Marital Status' dropdown menu set to 'SINGLE' and an 'Exemptions' input field with the value '0'. Below these sections is a declaration checkbox with the text: '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.' Below the declaration are three buttons: 'Submit', 'Reset', and 'Cancel'. At the bottom right of the page, there is a copyright notice: '©2010 Tyler Technologies, Inc.'

3. Verify that the information is correct by selecting the acknowledgement check box.
4. Click Submit.

## Employee Time Off

Employee Time Off displays the available time off and the taken time-off for categories applicable to your organization.

Time Off							
Home > Employee Self Service > Time Off							
	Maximum Allowed	Earned	Projected Earned* through 05/01/10	Taken	To Be Taken	Currently Available	Projected Available* through 05/01/10
VACATION (H)	80.00	80.00	80.00	0.00 	0	80.00	80.00 <a href="#">Summary</a>
SICK (H)	100.00	40.00	40.00	0.00 	0	40.00	40.00 <a href="#">Summary</a>
PERSONAL (H)	2.00	0.00	0.00	0.00 	0	0.00	0.00 <a href="#">Summary</a>
HOLIDAY (H)	96.00	40.00	40.00	0.00 	0	40.00	40.00 <a href="#">Summary</a>
BEREAVE (H)	3.00	0.00	0.00	0.00 	0	0.00	0.00 <a href="#">Summary</a>

Hi/Hours, O/Days:  
 \*This is an estimate. Please note that your actual earnings may differ.  
 Time Off Approver: WAUREEN E BISHOP-ELFRING

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Click the calendar icon next to the Taken value to display a calendar highlighting the days taken to-date for the current year.

Time Off Calendar

Resources

Home > Employee Self Service > Time Off > My Requests > Calendar view

[Return to previous view](#)

Year 2010

VACATION Time

January 2010

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2010

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2010

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2010

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



The Calendar shows the information by month. To view details for a specific date, right-click the date.

The screenshot shows a calendar interface with a pop-up window for Friday 8/27/2010. The pop-up window has a 'Close' button in the top right corner. Below the date, there is a table with the following data:

Name	Amount	Reason	Comment	Type	Status
SULLIVAN, ABIGAIL N	0.00 H			VACATION	Request

Below the pop-up window, there are three calendar views for October 2010, November 2010, and December 2010. The October 2010 calendar shows the 27th as a Friday. The November 2010 calendar shows the 27th as a Thursday. The December 2010 calendar shows the 27th as a Wednesday.

## ESS Menu Options

In addition to information panels on the main page, Employee Self Service includes additional options that provide access to your personal and employment information and that, with the appropriate permissions, allow you to make changes to your information.

Home
Employee Self Service
Certifications
Pay/Tax Information
YTD Information
W-2
W-4
Paycheck Simulator
Personal Information
Time Off

Available options are Certifications, Pay/Tax Information, Personal Information and Time Off. **Your list of options may vary according to the permissions and settings established for your user account.**

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.

## 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. You cannot modify pay or tax information; it is display only.

Pay/Tax Information displays a list of payment history records for the year. The default year is the current year, but you can also view past years. Click View Details to view more information for a specific pay period.

When you click View Details, the program displays Check Detail, which contains the pay advice information for the check.

Check Detail

Resources

[Home > Employee Self Service > Pay/Tax Information > Check Detail](#)

BERRY, CORY

[Return to pay/tax information](#)

Overview

Check Date	5/16/2008
Pay Period	5/9/2008 - 5/16/2008
Check Number	590
Check Status	
Gross Pay	\$600.00
Net Pay	\$600.00

Pay Breakdown

Pay Type	Hours	Rate	Amount
HOURLY TM	80.00	\$7.50	\$600.00
Total			\$600.00

Deductions

No Pay Stub Detail information could be found.

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

The W-2 pages display information regarding federal and state taxes and withholdings, which is available in the Munis W-2 program.

The W-4 page displays information related to your W-4.

W-4 Information

Resources

[Home > Employee Self Service > Pay/Tax Information > W-4](#)

PARKER, KATHLEEN A

[Edit W-4 Values](#)

FEDERAL

Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000

MAINE

Marital Status	SINGLE
Exemptions	0

## Personal Information

The Personal Information page displays your contact information as well as emergency contacts.

The information found under Personal Information and Employee Profile is located in the Munis Employee Master program. When you change any of the information on these pages, the corresponding Employee Master record is updated.

**Personal Information**
Resources

Home > Employee Self Service > Personal Information

**Address / E-mail**
[change](#)

Home Address
320 HOWELLS TPKE,  
ANYTOWN, US 12345

E-mail
RMALIA@anytown.gov

Alternate E-mail

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

Description	Number	Unlisted	
HOME PHONE	505-541-3271	No	<a href="#">Change</a>
HOME PHONE	505-541-3271	No	<a href="#">Change</a>   <a href="#">Delete</a>

**Dependents**
[Add Dependent](#)

Name	Relationship	Date Of Birth	Gender	Student	
KATHLEEN MALIA	SPOUSE	1/15/1980	FEMALE	No	<a href="#">Details</a>   <a href="#">Change</a>   <a href="#">Delete</a>
JENNIFER MALIA	CHILD	10/9/2002	FEMALE	Yes	<a href="#">Details</a>   <a href="#">Change</a>   <a href="#">Delete</a>

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

Name	Relationship	Telephone	Comments	
KATHLEEN MALIA	SPOUSE	505-541-3271	CELL PHONE	<a href="#">Change</a>   <a href="#">Delete</a>

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You can also maintain your telephone numbers and emergency contacts.

## Profile

The Employee Profile page displays general and demographic information, such as hire date and date of birth, as well as race and ethnicity information. This page also contains an option for contacting the human resources contact.

Employee Profile

Resources

[Home > Employee Self Service > Personal Information > Employee Profile](#)

[Return to Personal Information](#)

**General information**

Name

MALIA, ROMAN

Employee ID

SSN

xxx-xx-xxxx

Active status

ACTIVE

Personnel status

FULL TIME

Office location

HIGH SCHOOL

E-Mail address

RMALIA @anytown.gov

Alternate e-mail address

Hire date

1/5/2003

Service date

1/5/2003

Original hire date

1/5/2003

Supervisor

BELINDA MEDINA

Supervisor e-mail

BMEDINA @anytown.gov

**Demographic information**

Date of birth

7/16/1980

Gender

MALE

EEO ethnicity

HISPANIC

Marital status

MARRIED

Privacy setting

DOE ethnicity

☐ Yes, Hispanic or Latino

☐ No, not Hispanic or Latino

**DOE Race**

American Indian or Alaska Native

☐

Asian

☐

Black or African American

☐

Native Hawaiian or other Pacific Islander

☐

White

☐

Update

Cancel

If the Allow Editing of Demographics check box in Employee Administration is selected, you are able to change the values of the fields under Demographic Information.

## Time Off

Time Off provides accrual information, allowing you to request time-off and to view your accrual requests. If you are a supervisor, the Time Off page displays a notice that there are time-off requests awaiting your attention.

Time Off								Resources
Home > Employee Self Service > Time Off								
	Maximum Allowed	Earned	Projected Earned* through 8/10/2010	Taken	To Be Taken	Currently Available	Projected Available* through 8/10/2010	
VACATION (H)	80.00	25.00	25.00	0.00	4.00	21.00	21.00	<a href="#">Summary</a>
SICK (H)	9999.00	40.00	40.00	0.00	0	40.00	40.00	<a href="#">Summary</a>
PERSONAL (H)	24.00	24.00	24.00	0.00	0	24.00	24.00	<a href="#">Summary</a>

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

Time Off Approver: MAUREEN E BISHOP-ELFRING

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When you select The Time Off, the page displays a list of your accrual information. Click Summary to the Earned/Used History page, which displays history for the selected accrual type. From the Earned/Used History page, click Calendar View to view the earned/used history in a calendar format.

Click My Requests to view a list of requests currently pending. From the My Requests page, you can cancel a request or export the request to your Exchange calendar.

My Requests

Resources

Home > Employee Self Service > Time Off > My Requests

Earned

Projected Earned

through 8/10/2010

Projected Available\*

through 8/10/2010

VACATION (H)

25.00

25.00

21.00

SICK (H)

40.00

40.00

40.00

PERSONAL (H)

24.00

24.00

24.00

89.00

89.00

85.00

Calendar view

Dates Requested	Amount	Type	Status	Reason	Comments	Options
8/26/2010 - 8/27/2010	16 (H)	VACATION	Declined			<a href="#">Cancel</a>
8/4/2010	4 (H)	VACATION	Approved - Not Taken			<a href="#">Cancel</a>   <a href="#">Export</a>

H=Hours; D=Days.

\*Available amount after any outstanding requests (approved or pending approval)