# Employee Self Service (ESS)

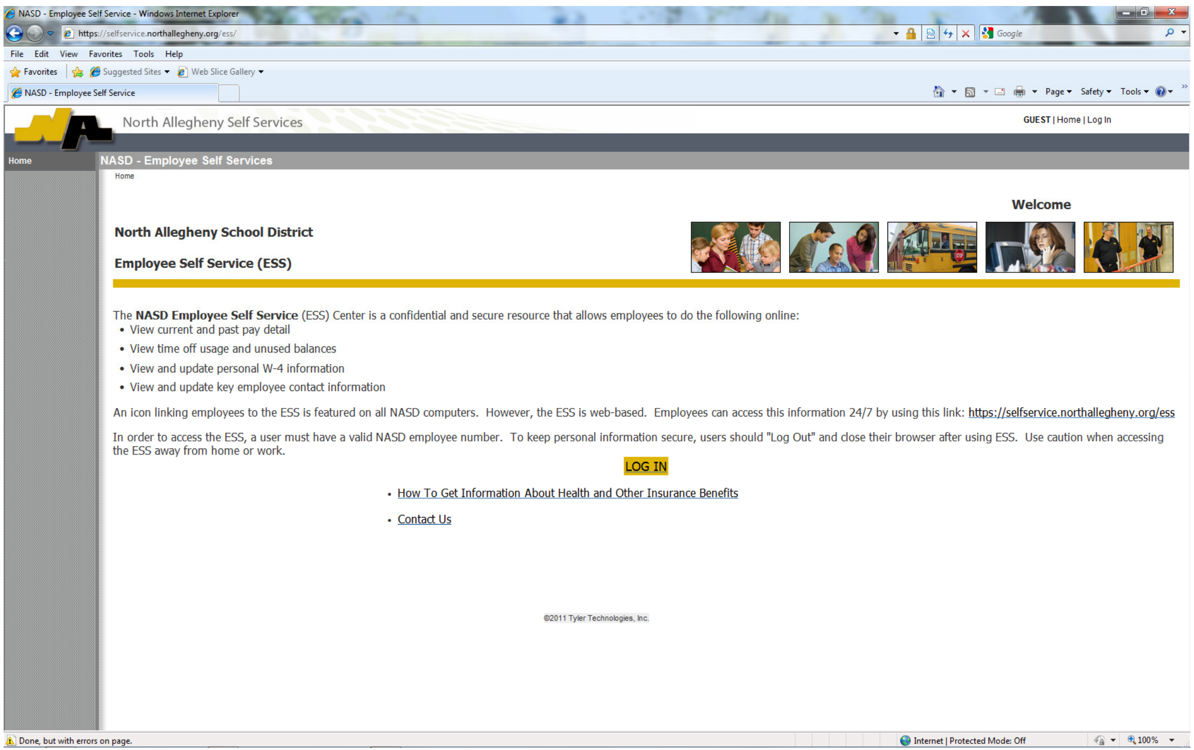
munis®
a tyler erp solution

# Table of Contents

# 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.

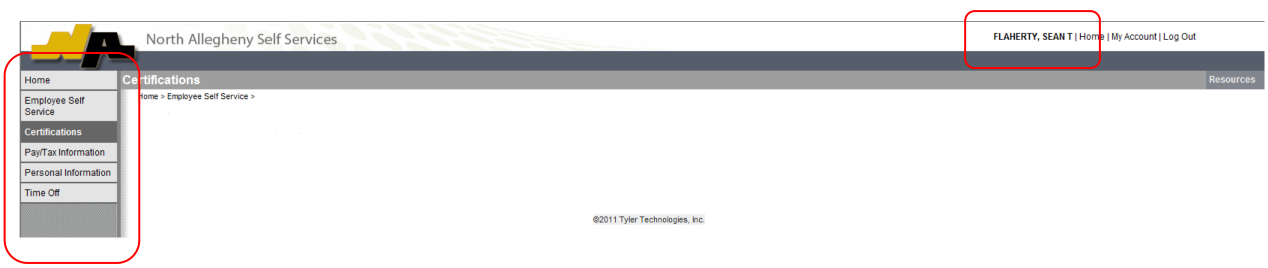

2. Enter your username and password and click Log In. Your username is your

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

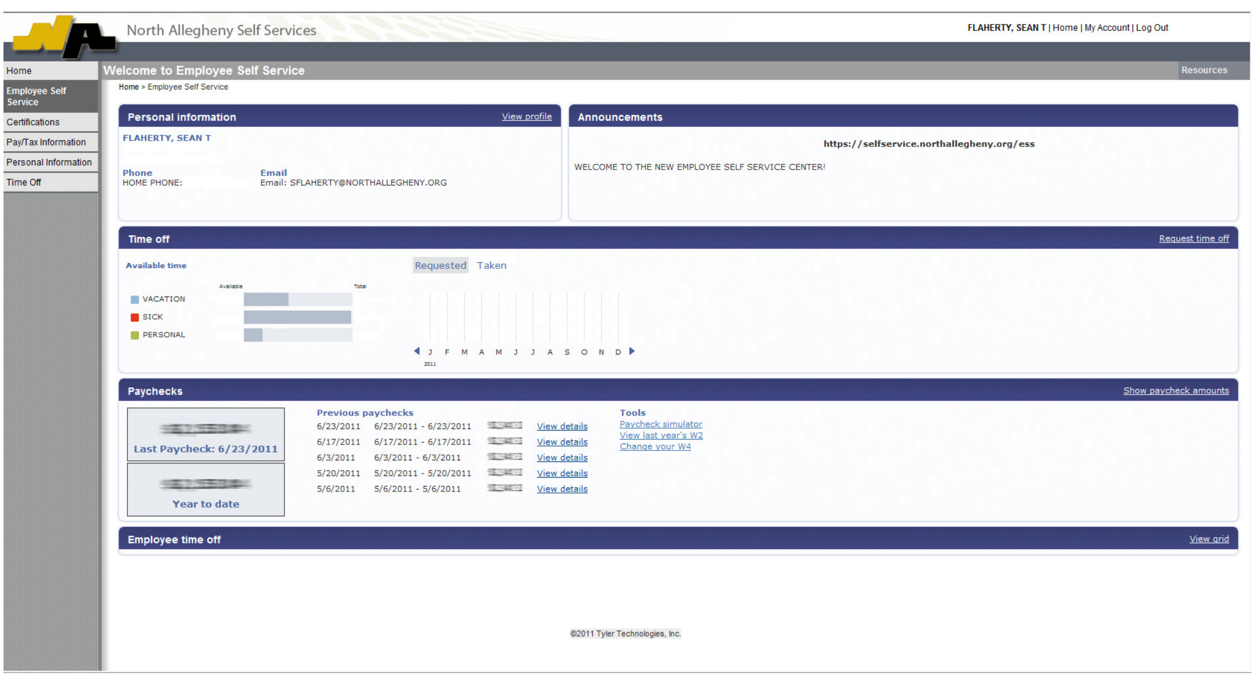
On each page of the Employee Self Service application, a breadcrumb provides a guide for navigating the pages. For each page that you display, the breadcrumb identifies the path back to the previous pages.


# ESS Main Page

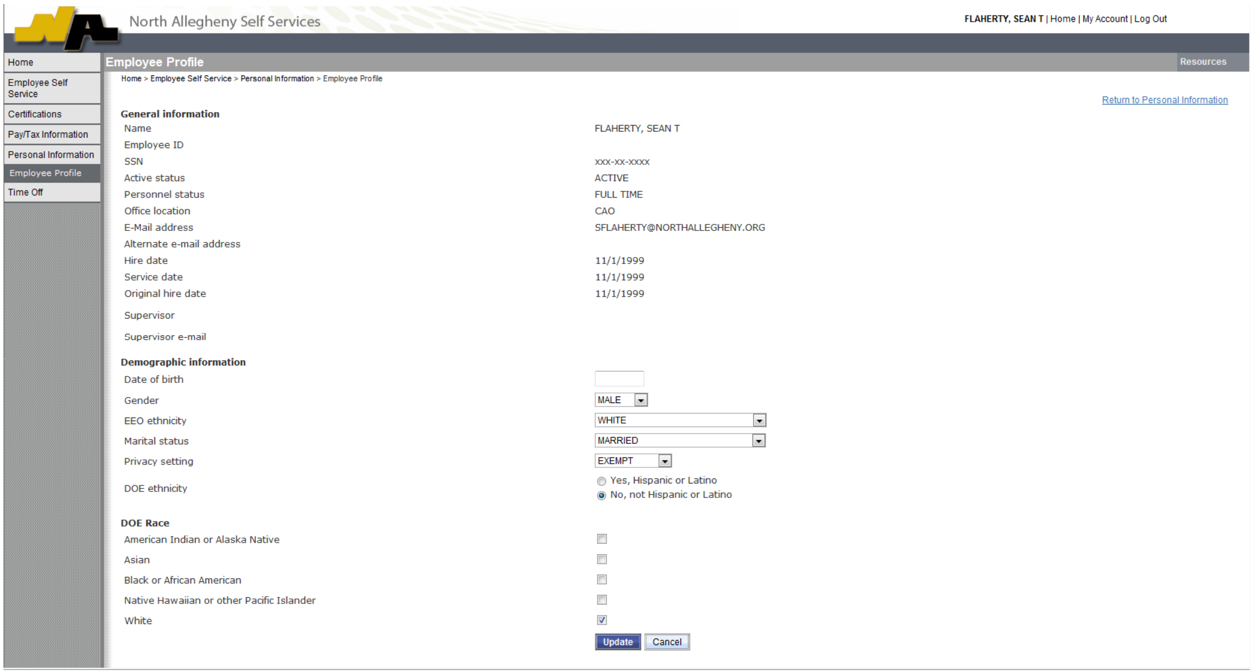
The main page of the ESS application displays personal information, organizational announcements, time-off, and pay details.

## 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.



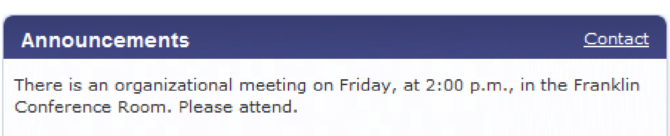

You cannot update the General Information; if there is an error, click Human Resources at the bottom of the page to send a change notice to your Human Resources department.

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.

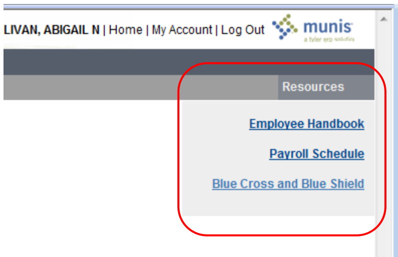
## Announcements

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.



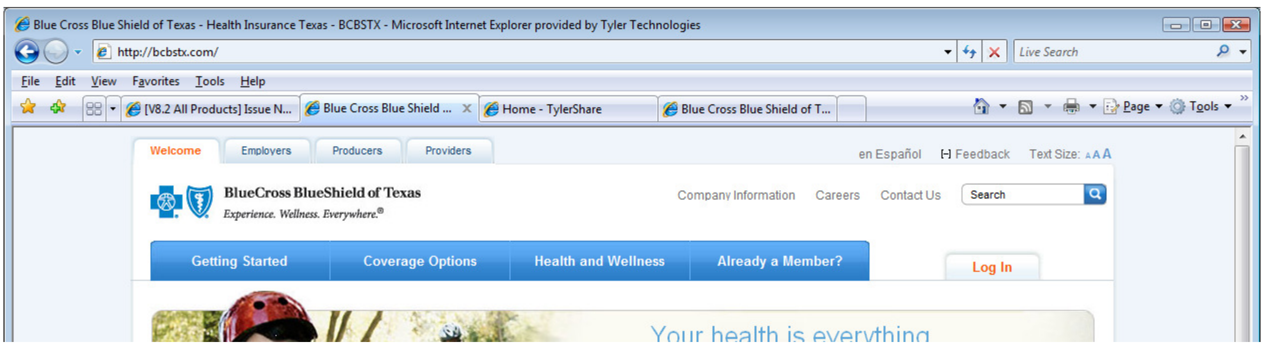

## Resources

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

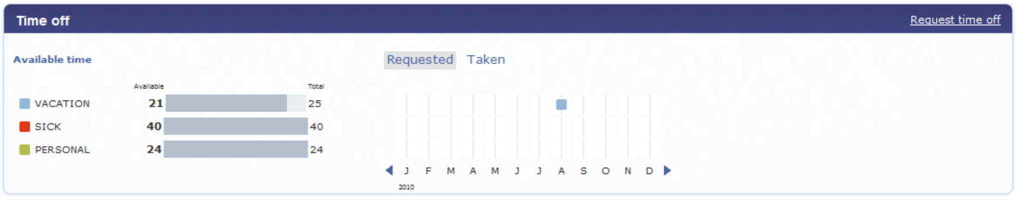



## Time Off

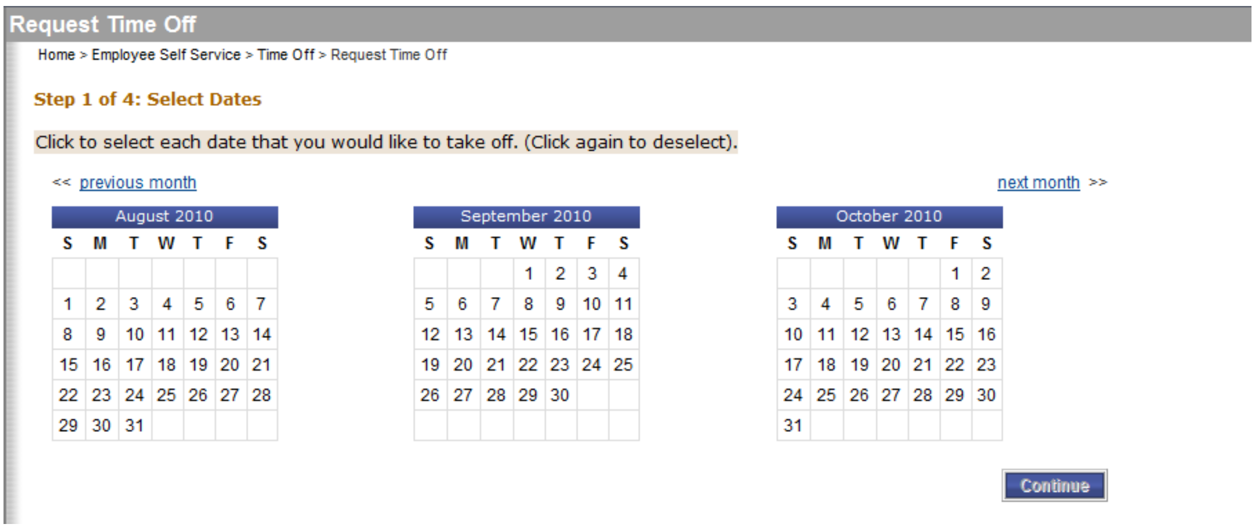
The Time Off panel displays your vacation, sick, and personal time off. For the initial display, the Time Off is the time currently available. Click Taken to refresh the panel to display time off taken for the current year.


To request time off:

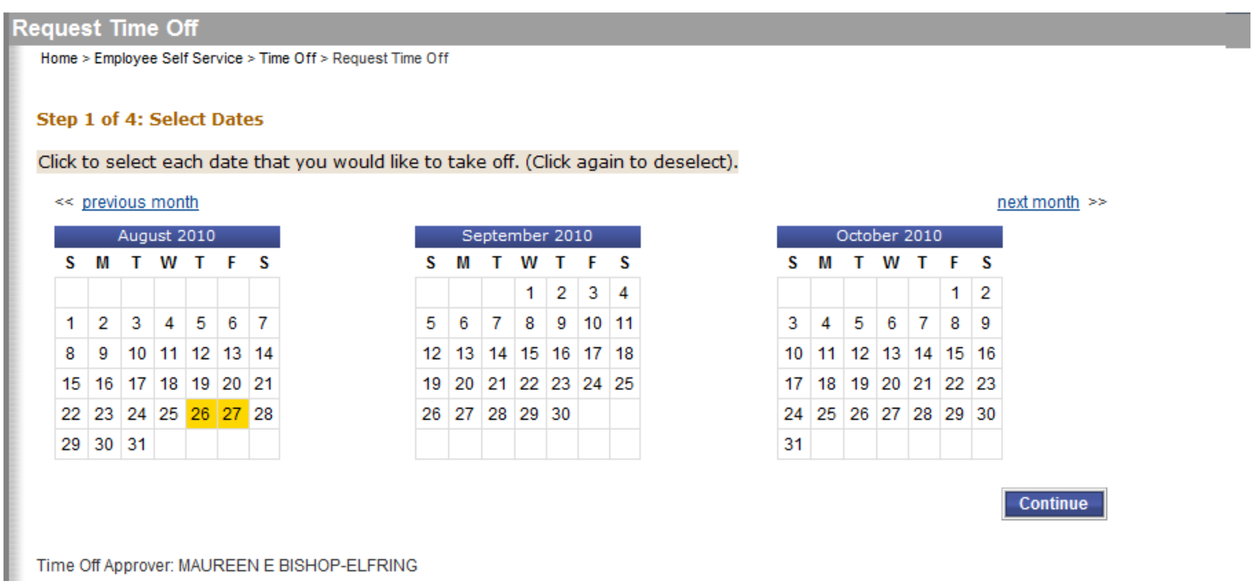
1. Click Request Time Off from the selection on the left. **Note: This option is only available for select groups of employees. If no available types are displayed, your time is requested through another application (i.e. AESOP, Kronos etc.)**




The program displays the Request Time Off page.



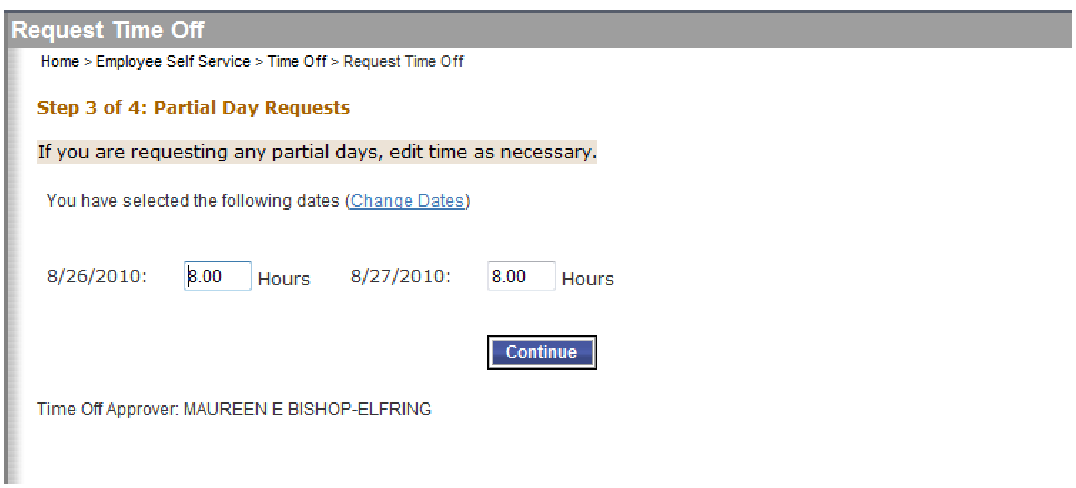

2. Highlight the dates for which to request time, and click Continue.



The program displays the time off screen.

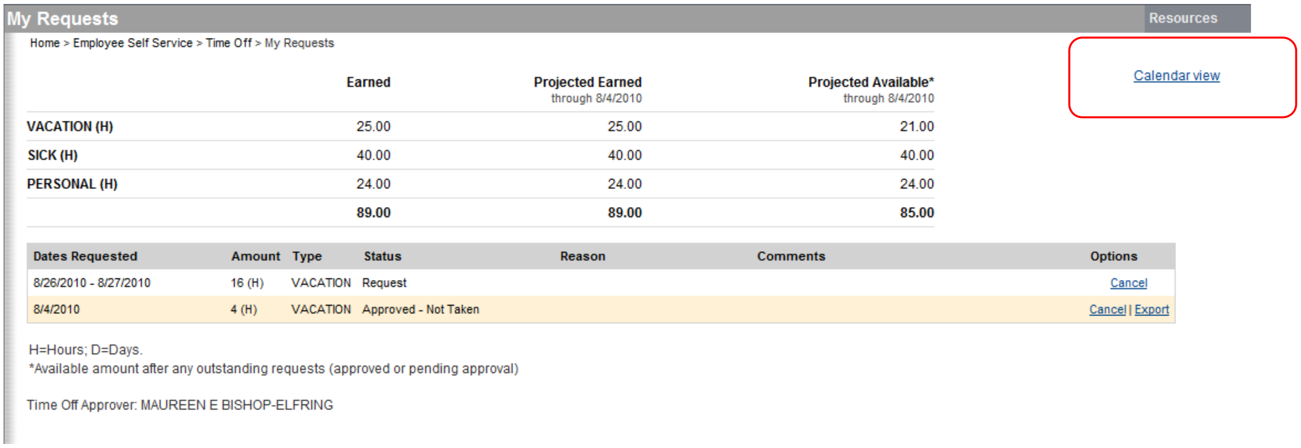

3. Select the type of time off.
   The program only displays available time off, for example, if you are eligible for accrual type vacation, the program only displays the vacation option.

4. Click Continue.




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

Calendar view

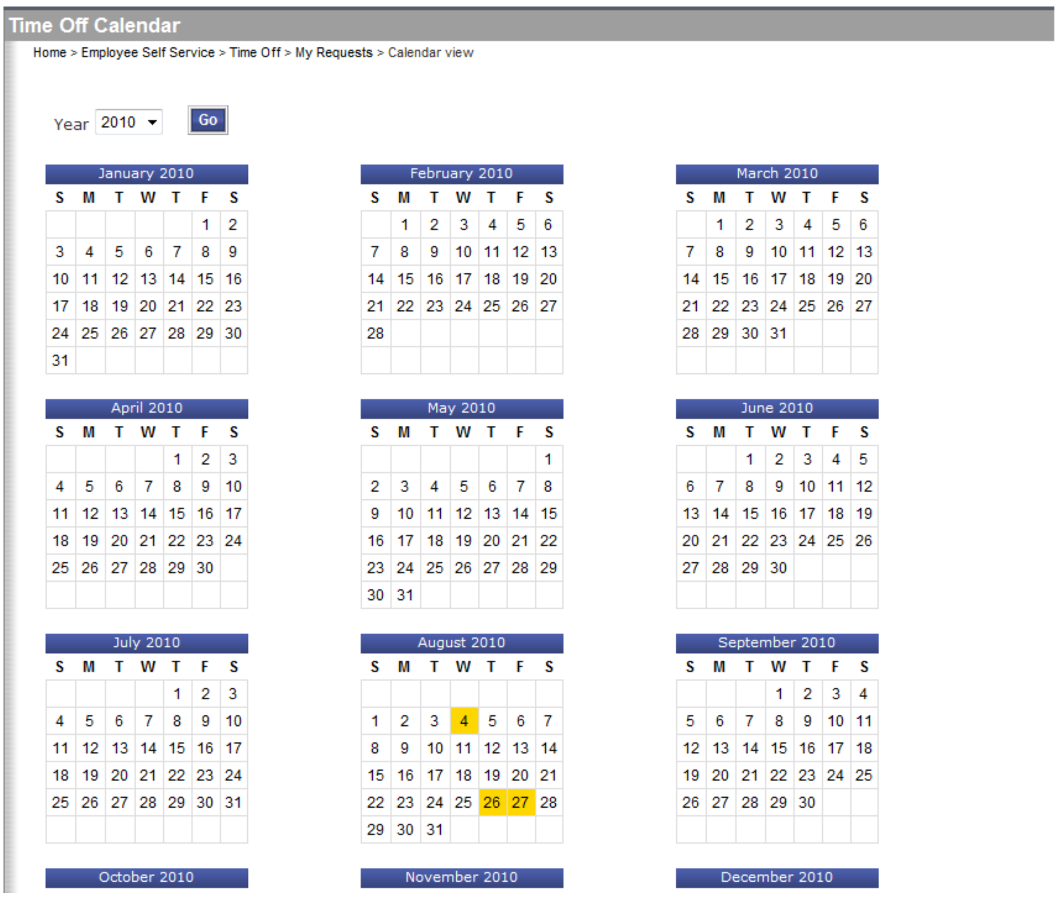
| | Earned | Projected Earned through 8/4/2010 | Projected Available* through 8/4/2010 |
|---|---|---|---|
| VACATION (H) | 25.00 | 25.00 | 21.00 |
| SICK (H) | 40.00 | 40.00 | 40.00 |
| PERSONAL (H) | 24.00 | 24.00 | 24.00 |
| | 89.00 | 89.00 | 85.00 |

| Dates Requested | Amount | Type | Status | Reason | Comments | Options |
|---|---|---|---|---|---|---|
| 8/26/2010 - 8/27/2010 | 16 (H) | VACATION | Request | | | Cancel |
| 8/4/2010 | 4 (H) | VACATION | Approved - Not Taken | | | Cancel \| Export |

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

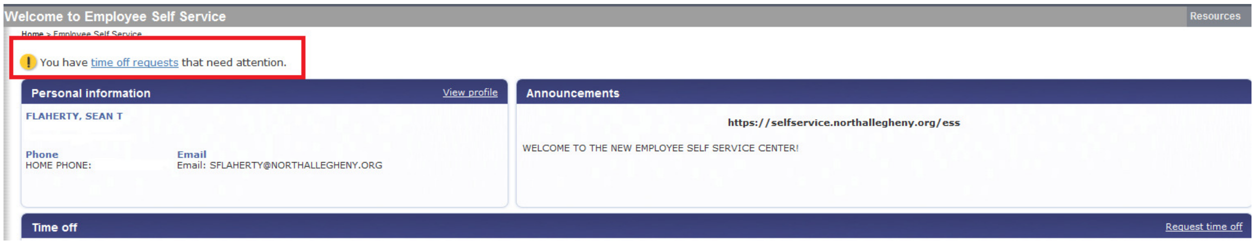
Time Off Approver: MAUREEN E BISHOP-ELFRING

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



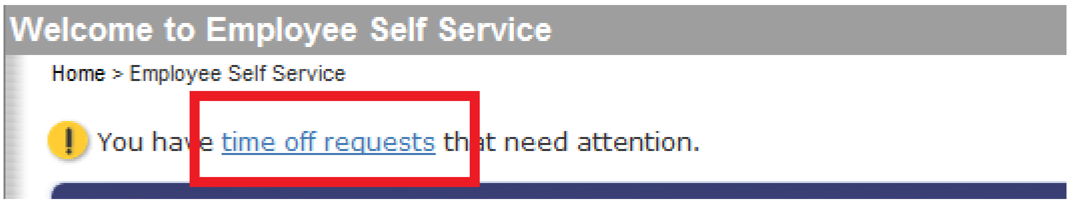

## Time Off Approvals

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.

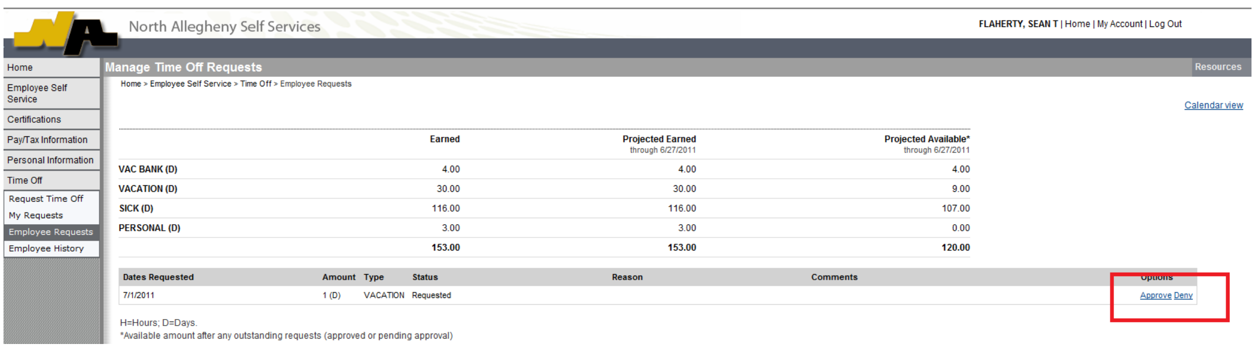



To approve the request:

1. Click Time Off Requests.




2. The program displays the requests.



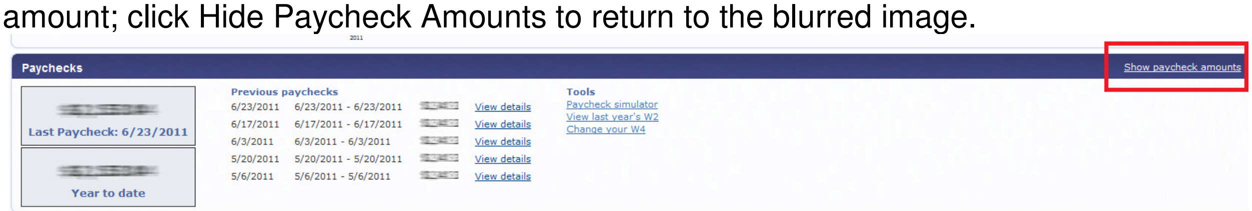

3. Click Approve or Deny.

**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.

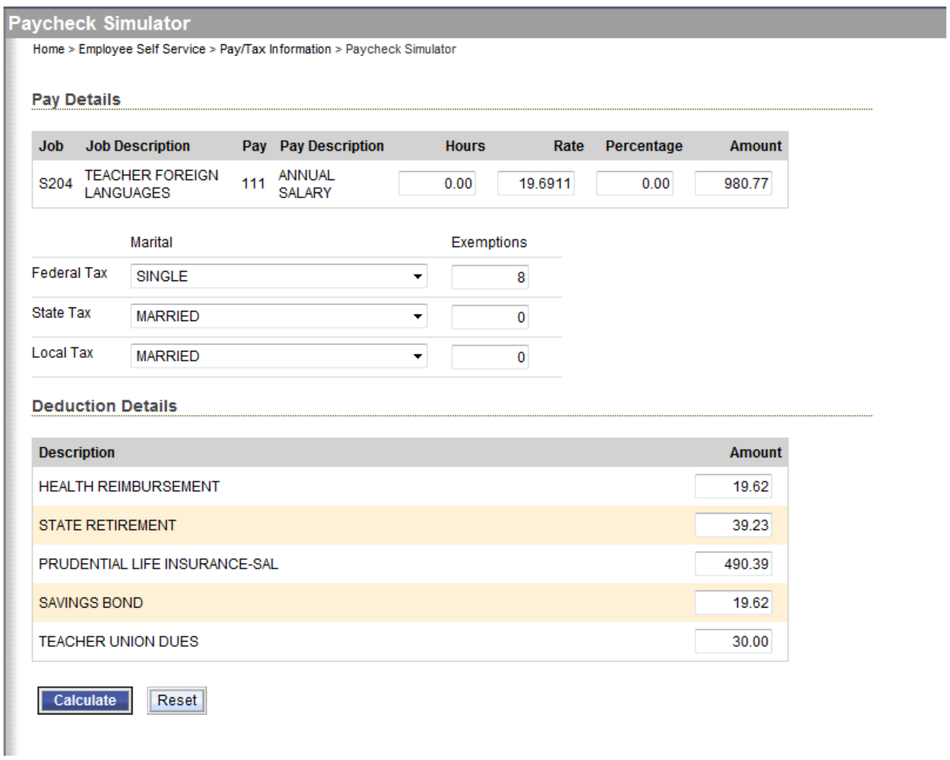


## Paycheck Simulator

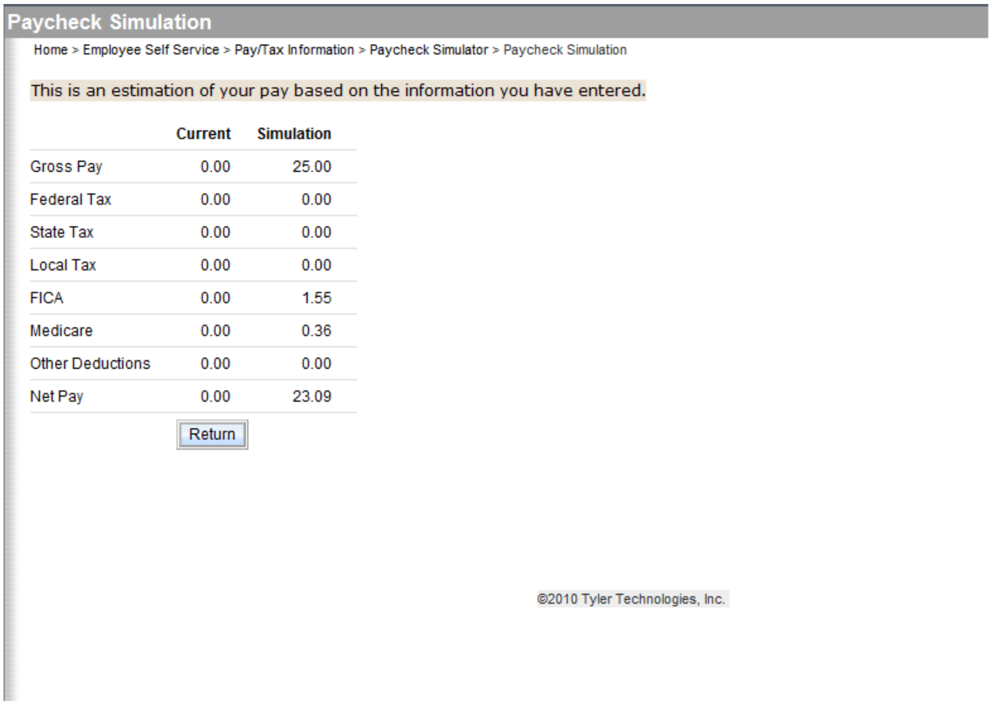
The Pay Check Simulator allows you to simulate adjustments to your pay, tax, or deductions in order to see how the changes would affect your total pay. The program does not permanently alter your pay records.

To use the simulator:

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




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



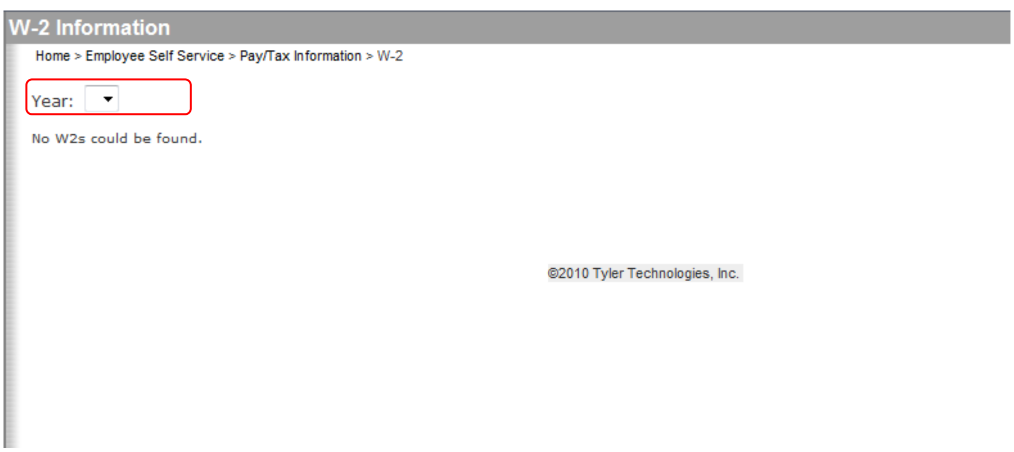

| | Current | Simulation |
|---|---|---|
| Gross Pay | 0.00 | 25.00 |
| Federal Tax | 0.00 | 0.00 |
| State Tax | 0.00 | 0.00 |
| Local Tax | 0.00 | 0.00 |
| FICA | 0.00 | 1.55 |
| Medicare | 0.00 | 0.36 |
| Other Deductions | 0.00 | 0.00 |
| Net Pay | 0.00 | 23.09 |

3. Click Reset to clear the amounts.

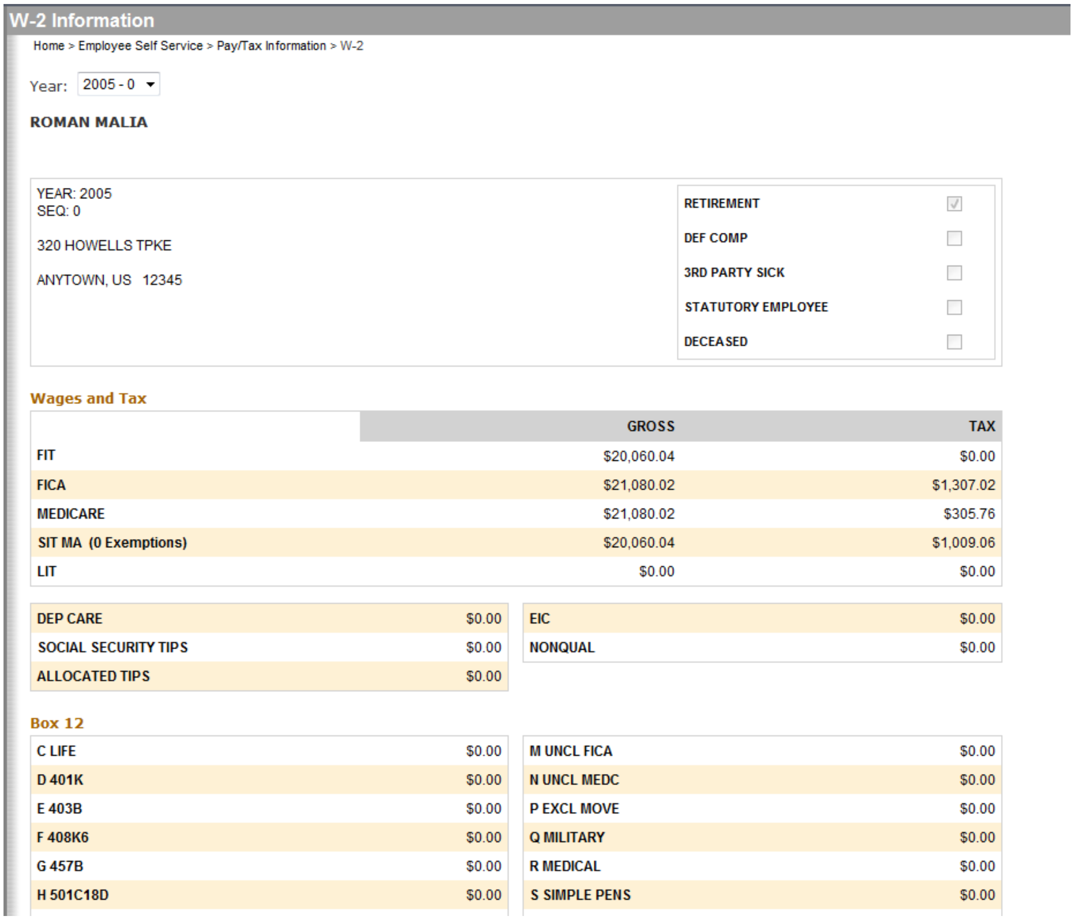
## View Last Year’s W2

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.**



## 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

Resources

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

PARKER, KATHLEEN A

Edit W-4 Values

FEDERAL

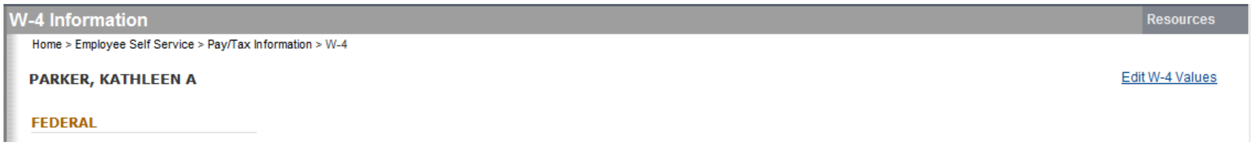
| | |
|---|---|
| Marital Status | SINGLE |
| Exemptions | 0 |
| Additional Amount | $0.0000 |

MAINE

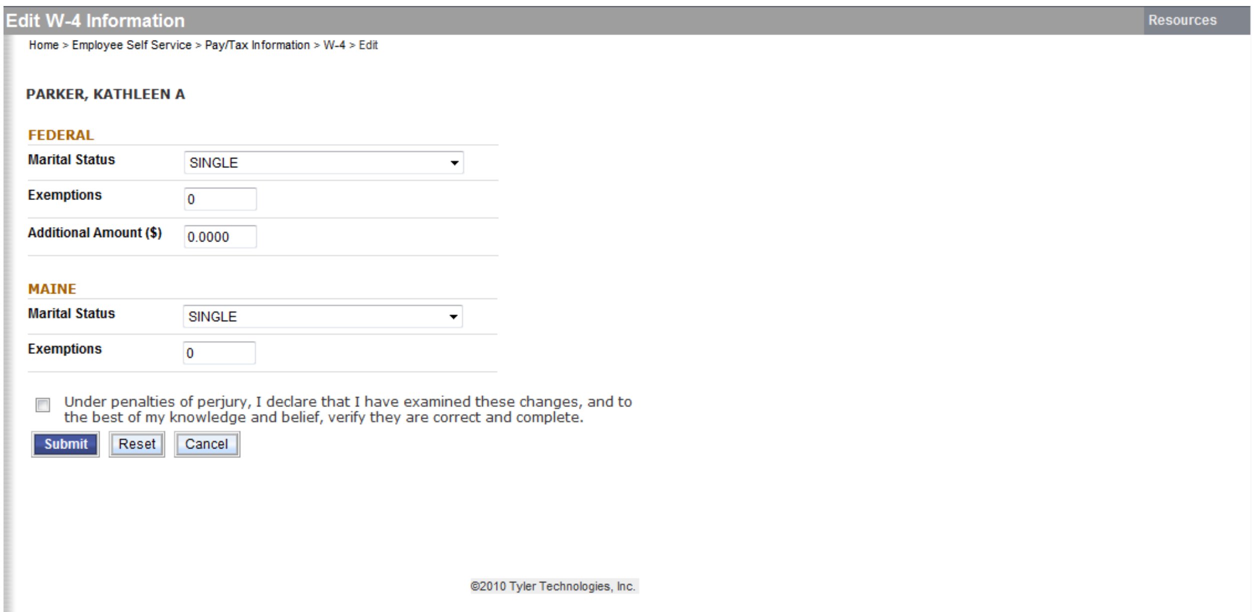
| | |
|---|---|
| Marital Status | SINGLE |
| Exemptions | 0 |

To change your W-4 information:

1. Click Edit W-4 Values.



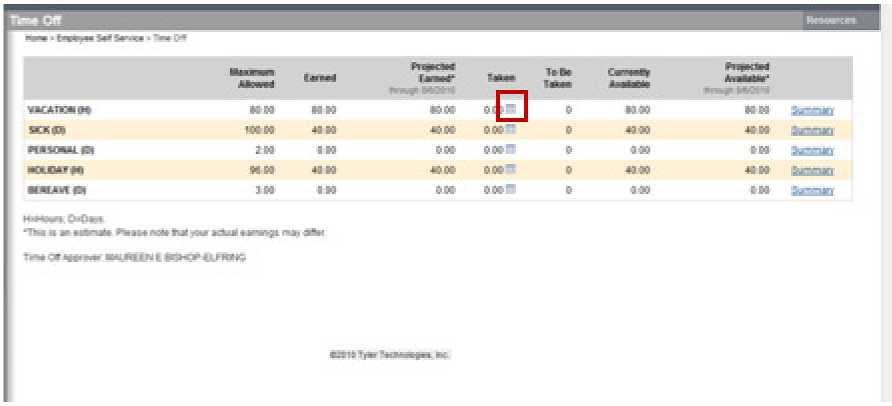

2. Enter the revised data.



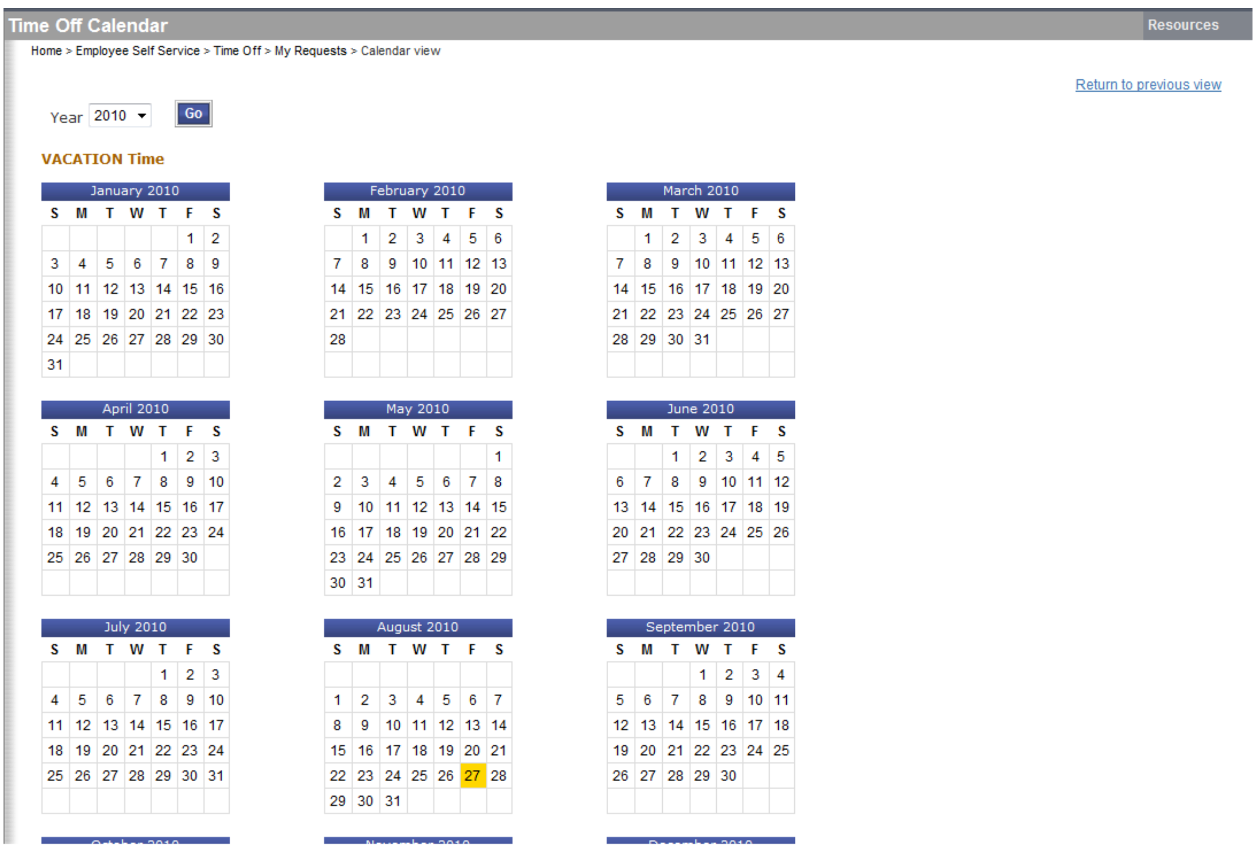

3. Verify that the information is correct by selecting the acknowledgement check box.
4. Click Submit.

## Employee Time Off

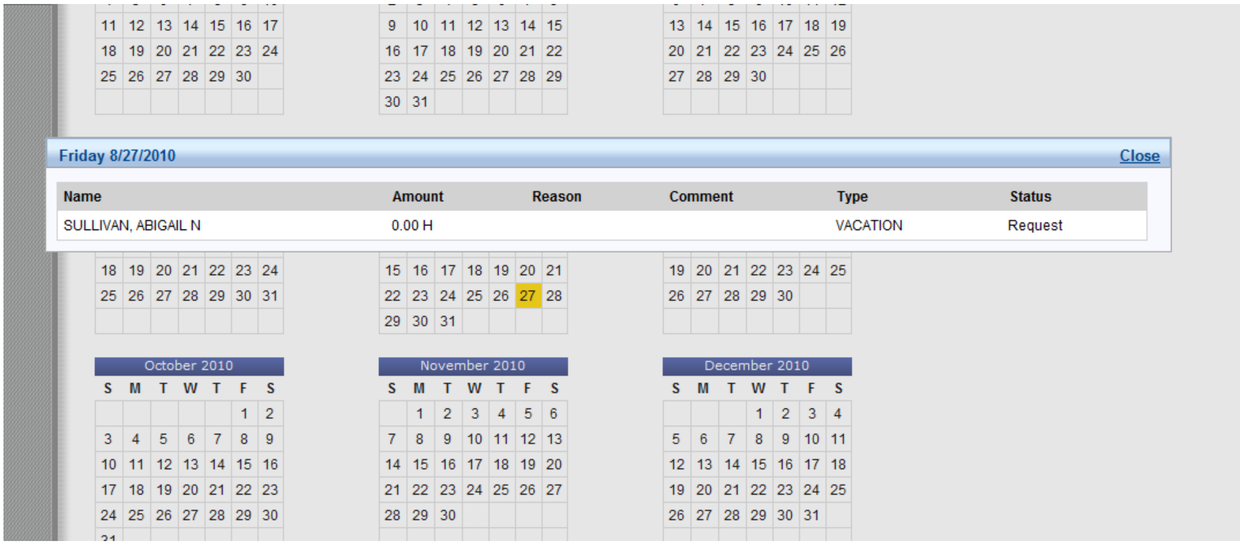
Employee Time Off displays the available time off and the taken time-off for categories applicable to your organization.




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

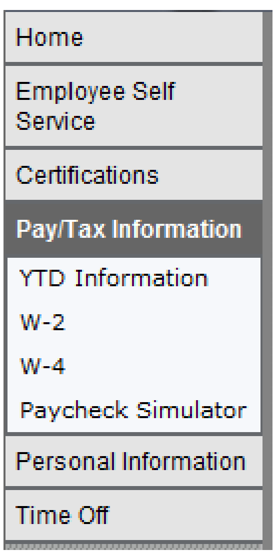


The Calendar shows the information by month.  To view details for a specific date, right-click the date.




## ESS Menu Options

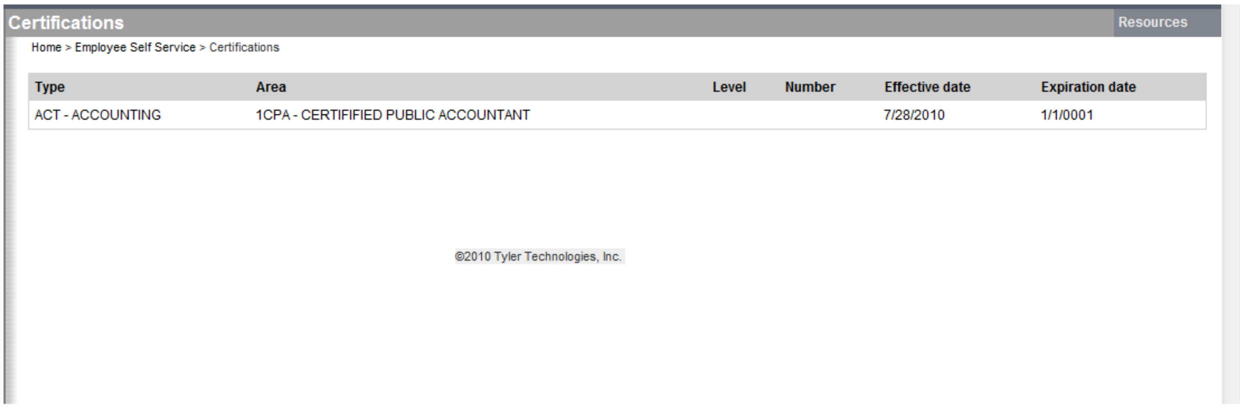
In addition to information panels on the main page. Employee Self Service includes additional options that provide access to your personal and employment information and that, with the appropriate permissions, allow you to make changes to your information.




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

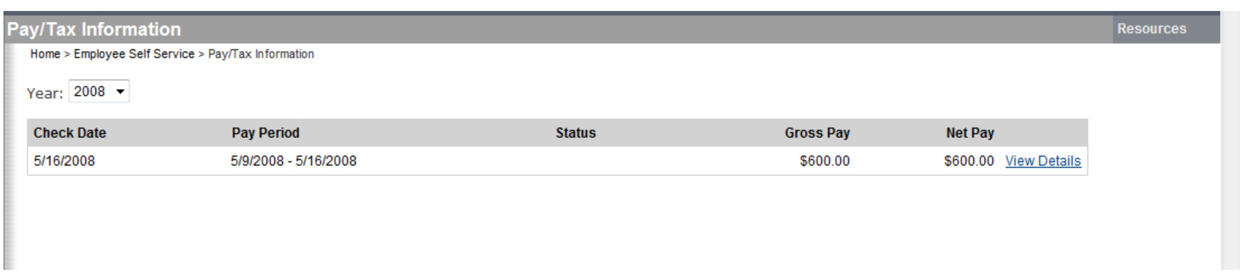
Certifications displays a list of your certifications. This list includes the certification type, area, level, number, and effective and expiration dates. If you are a supervisor, you can view certifications of employees who report to you.



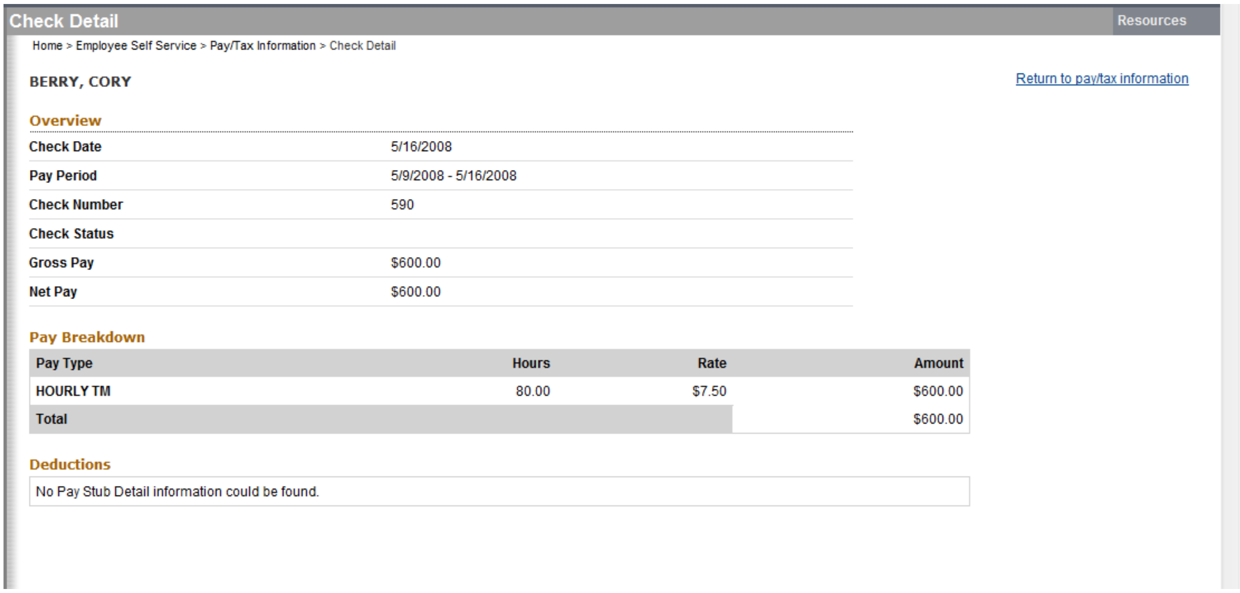

## Pay/Tax Information

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.




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

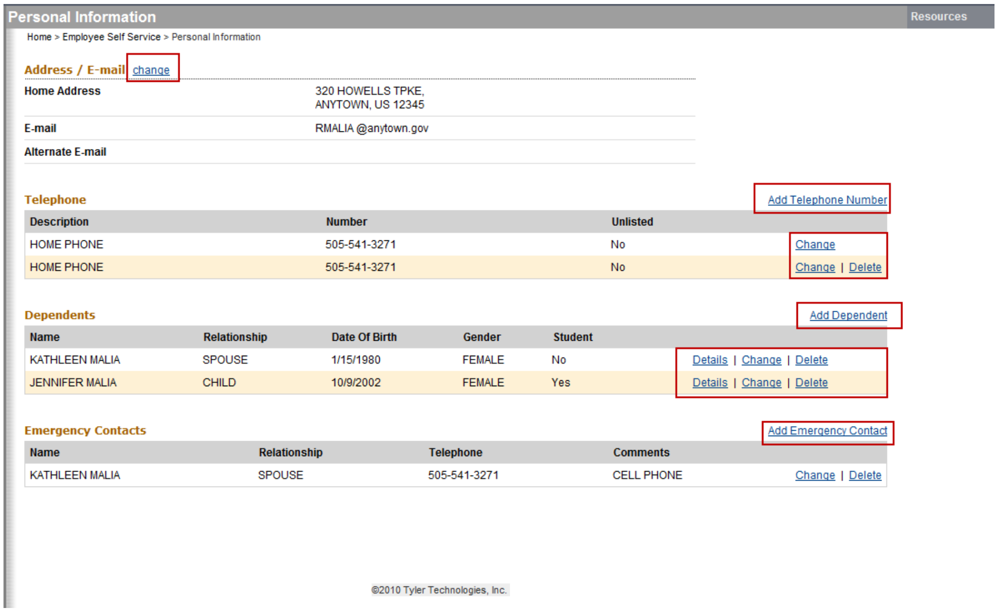
The W-2 pages display information regarding federal and state taxes and withholdings, which is available in the Munis W-2 program.

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


## Personal Information

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

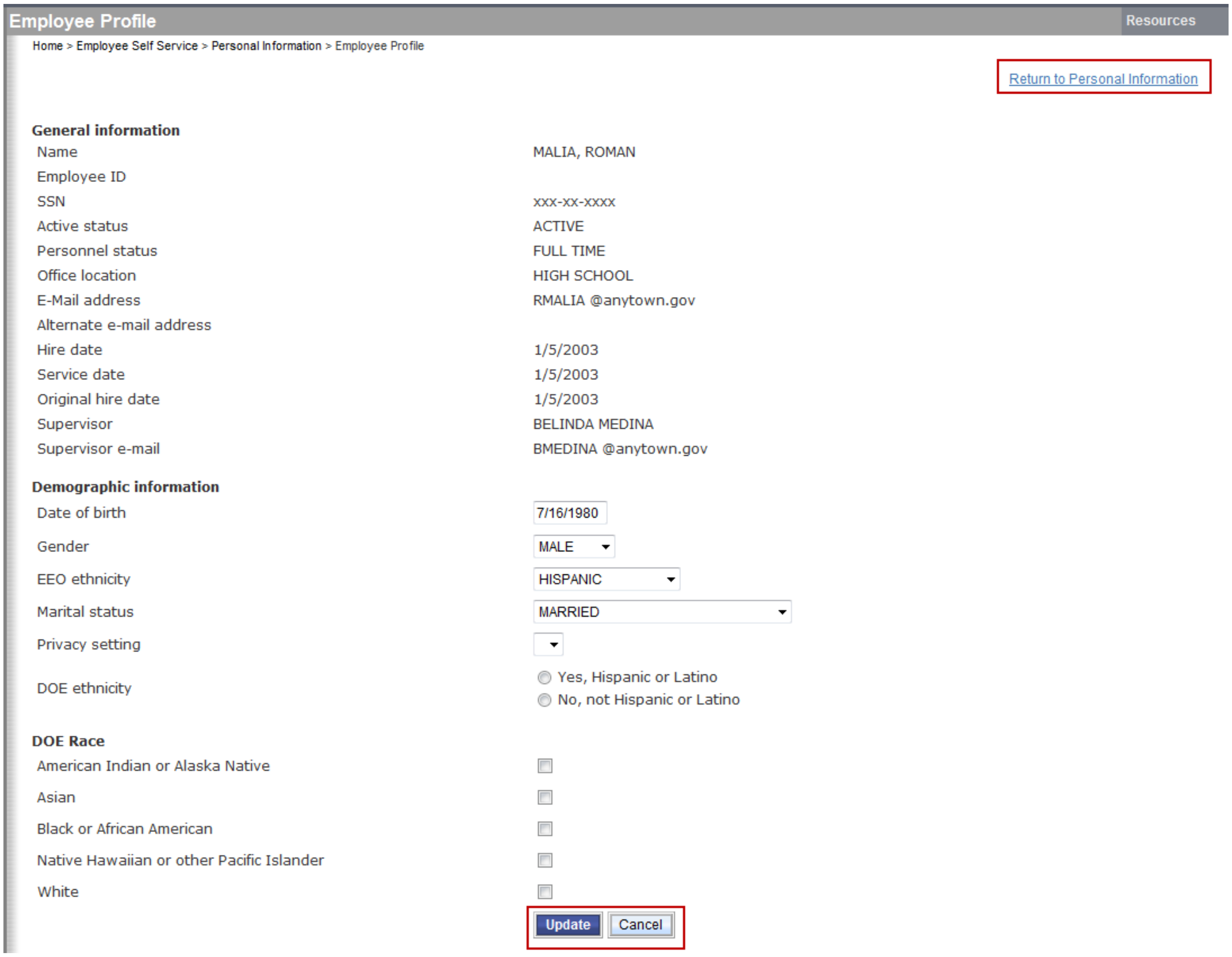
The information found under Personal Information and Employee Profile is located in the Munis Employee Master program. When you change any of the information on these pages, the corresponding Employee Master record is updated.




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<br>No, not Hispanic or Latino |

**DOE Race**

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

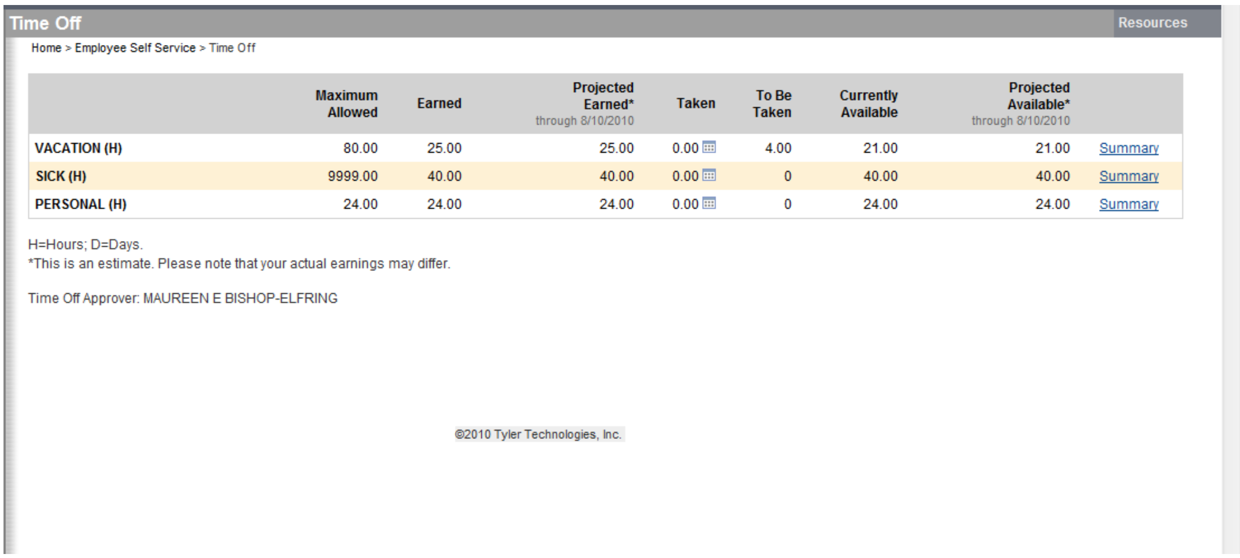
White

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 | Summary |
| SICK (H) | 9999.00 | 40.00 | 40.00 | 0.00 | 0 | 40.00 | 40.00 | Summary |
| PERSONAL (H) | 24.00 | 24.00 | 24.00 | 0.00 | 0 | 24.00 | 24.00 | Summary |

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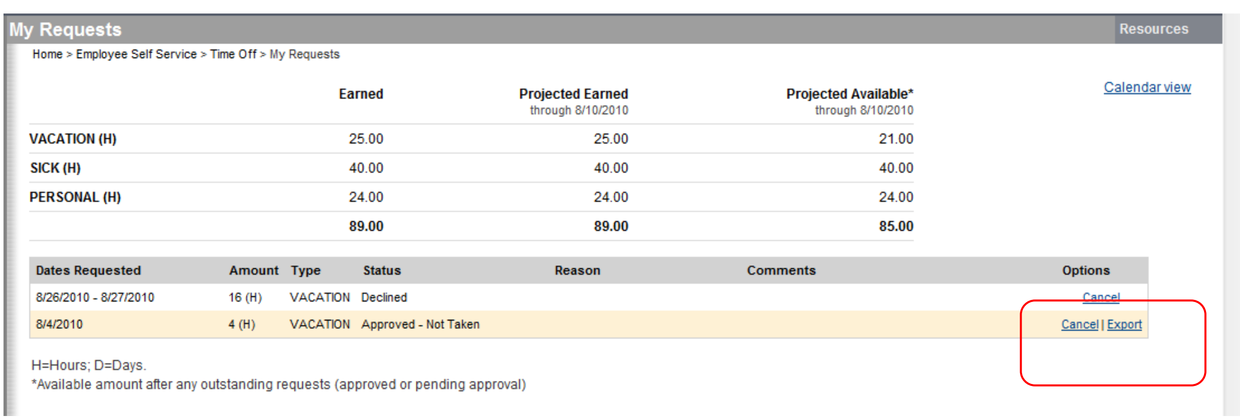
When you select The Time Off, the page displays a list of your accrual information. Click Summary to the Earned/Used History page, which displays history for the selected accrual type. From the Earned/Used History page, click Calendar View to view the earned/used history in a calendar format.

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

Calendar view

| | 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** |

| Dates Requested | Amount | Type | Status | Reason | Comments | Options |
|---|---|---|---|---|---|---|
| 8/26/2010 - 8/27/2010 | 16 (H) | VACATION | Declined | | | Cancel |
| 8/4/2010 | 4 (H) | VACATION | Approved - Not Taken | | | Cancel \| Export |

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