Munis Self Service

Employee Self Service User Guide
Version 11.1

For more information, visit www.tylertech.com.

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Navigating to Employee Self Service

Employees may navigate to the Employee Self Service (ESS) module by going to the Human Resources page on the Town's website: http://www.westerlyri.gov/263/Human-Resources

From the Human Resources homepage, click on Human Resources Information Systems and then click on Employee Self Service (ESS).

Alternatively, you are able to access the self service page directly by going to: https://westerlyri.munisselfservice.com

Username:
Your username is the following:

[First Initial of First Name] + [Complete Last Name] + [Employee Number]

Your employee number can be found on your paycheck/paystub.

Ex: John Smith Employee # 1234 = jsmith1234

Password:
Your initial password is the last 4 digits of your SSN. You will be asked to change your password after your fist log-in.

Employee Self Service

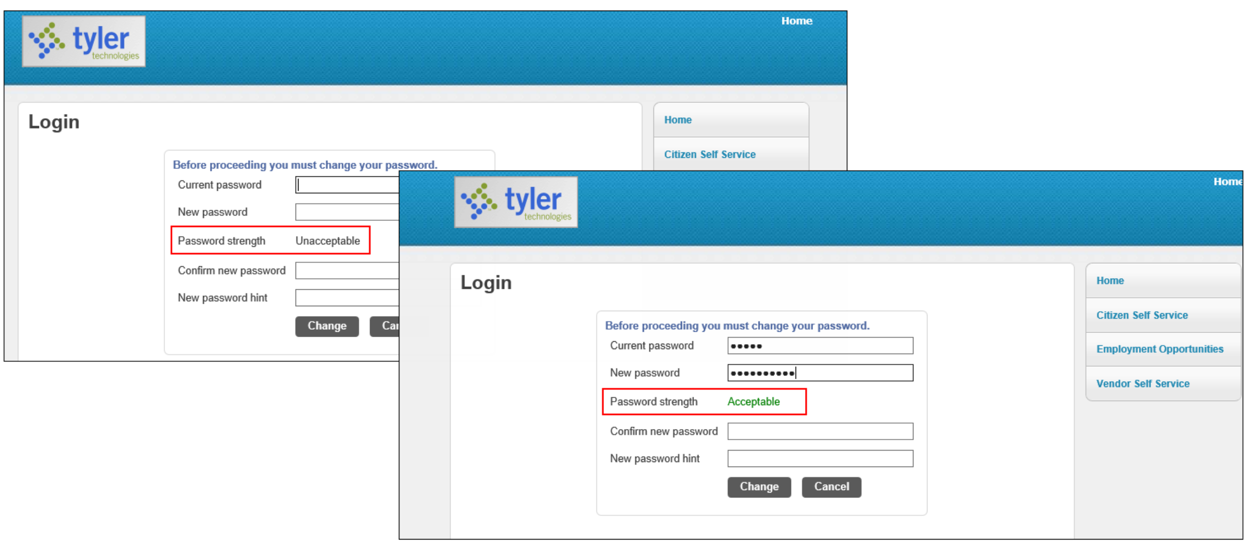
Employee Self Service (ESS) is the Munis® Self Service application created specifically for current employees and job applicants. ESS accesses information from, and stores information in, the Munis HR/Payroll programs. When you update information in ESS, the updates also occur in the applicable Munis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

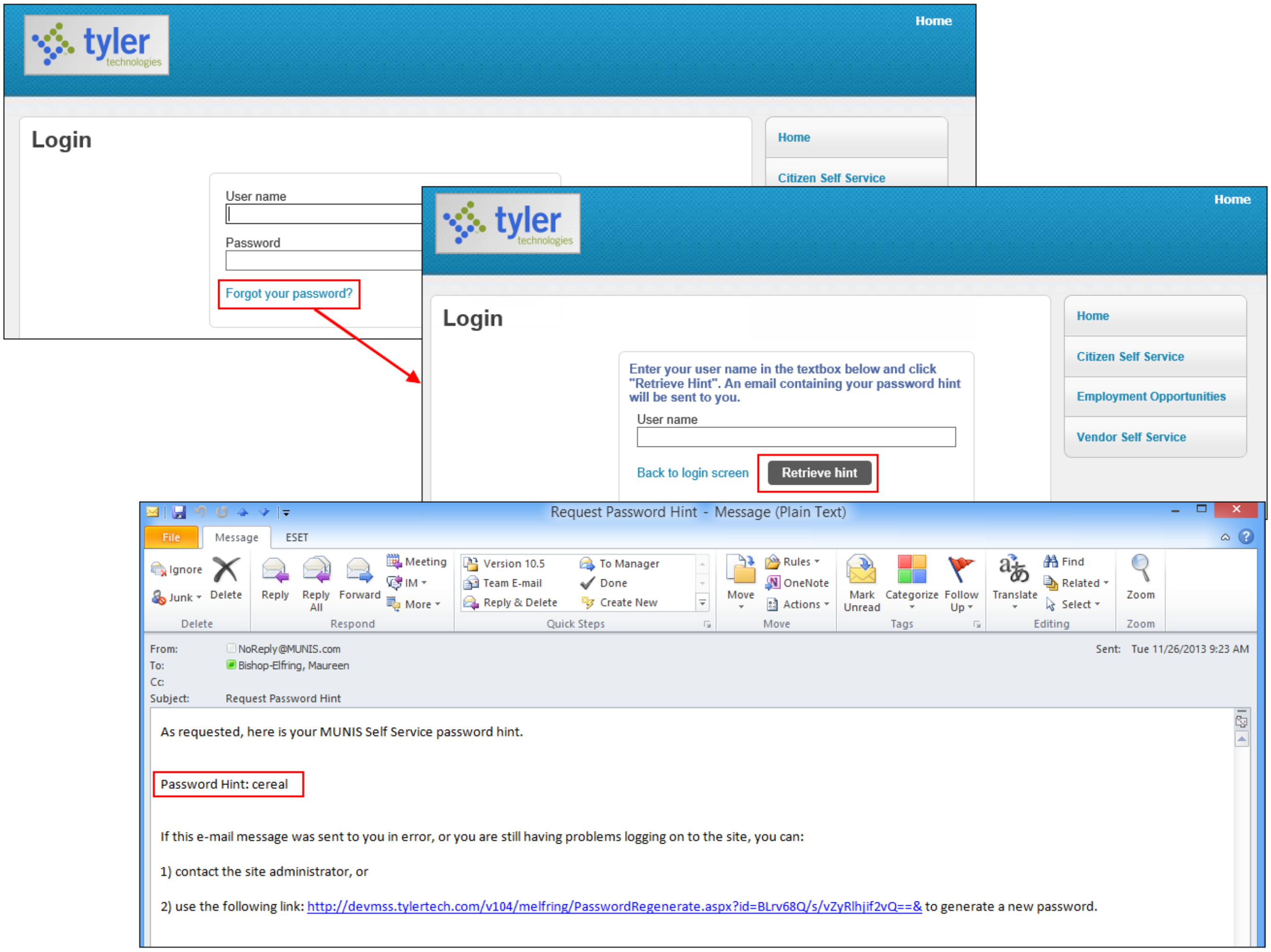
Passwords

Password criteria for you organization is determined by your system administrator. Typically, when you are provided an ESS user account, your administrator will require that you change your password at your first login.

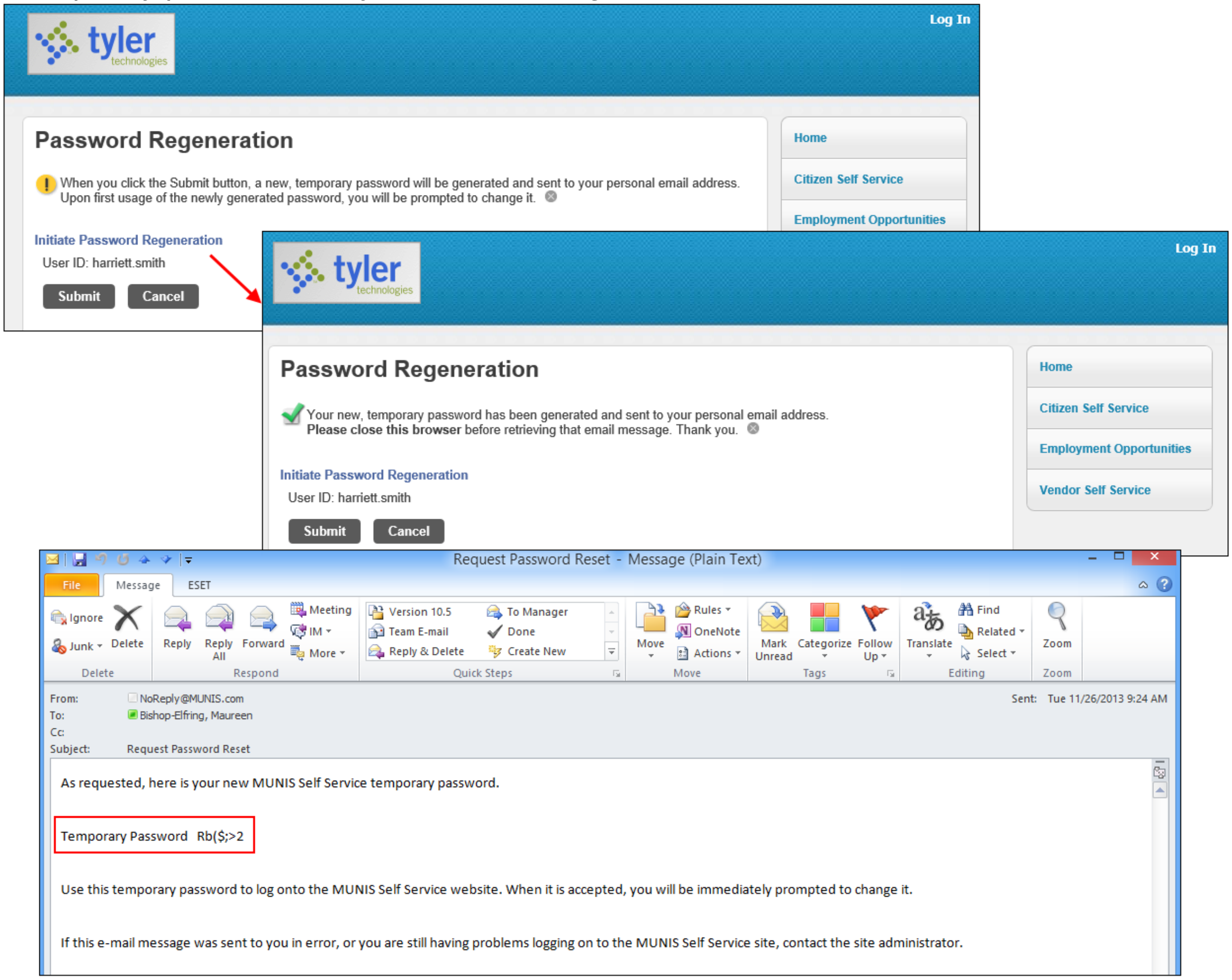
When you change your password, you must enter a password that meets your organization's password security policy. The Change Password page indicates if the new password meets the enforcement criteria.



On the Change Password page, you must also enter a password hint. If you forget your password, click the **Forgot Your Password?** option on the Login page. This causes the application to send you an email message that contains your password hint.


Home
Login
User name
Password
Forgot your password?
Home
Citizen Self Service
Home
Login
Enter your user name in the textbox below and click "Retrieve Hint". An email containing your password hint will be sent to you.
User name
Back to login screen
Retrieve hint
Home
Citizen Self Service
Employment Opportunities
Vendor Self Service
Request Password Hint - Message (Plain Text)
From: NoReply@MUNIS.com
To: Bishop-Elfring, Maureen
Cc:
Subject: Request Password Hint
Sent: Tue 11/26/2013 9:23 AM
As requested, here is your MUNIS Self Service password hint.
Password Hint: cereal
If this e-mail message was sent to you in error, or you are still having problems logging on to the site, you can:
1) contact the site administrator, or
2) use the following link: http://devmss.tylertech.com/v104/melfring/PasswordRegenerate.aspx?id=BLrv68Q/s/vZyRlhjif2vQ==& to generate a new 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 and when you select Initiate Password Regeneration, the application sends you an email with a temporary password that you can use to log in.



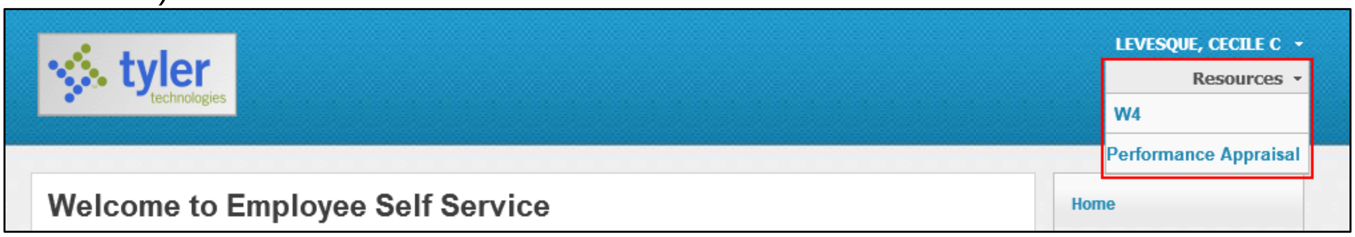
In this case, you are forced to reset the password immediately upon login.

ESS Home Page

The home page of the ESS application displays personal information, organizational announcements, time-off, and pay details. If you are a supervisor and the Names Level box is properly defined in Employee Administration, the page displays time-off details for all employees who report to you.

Resources

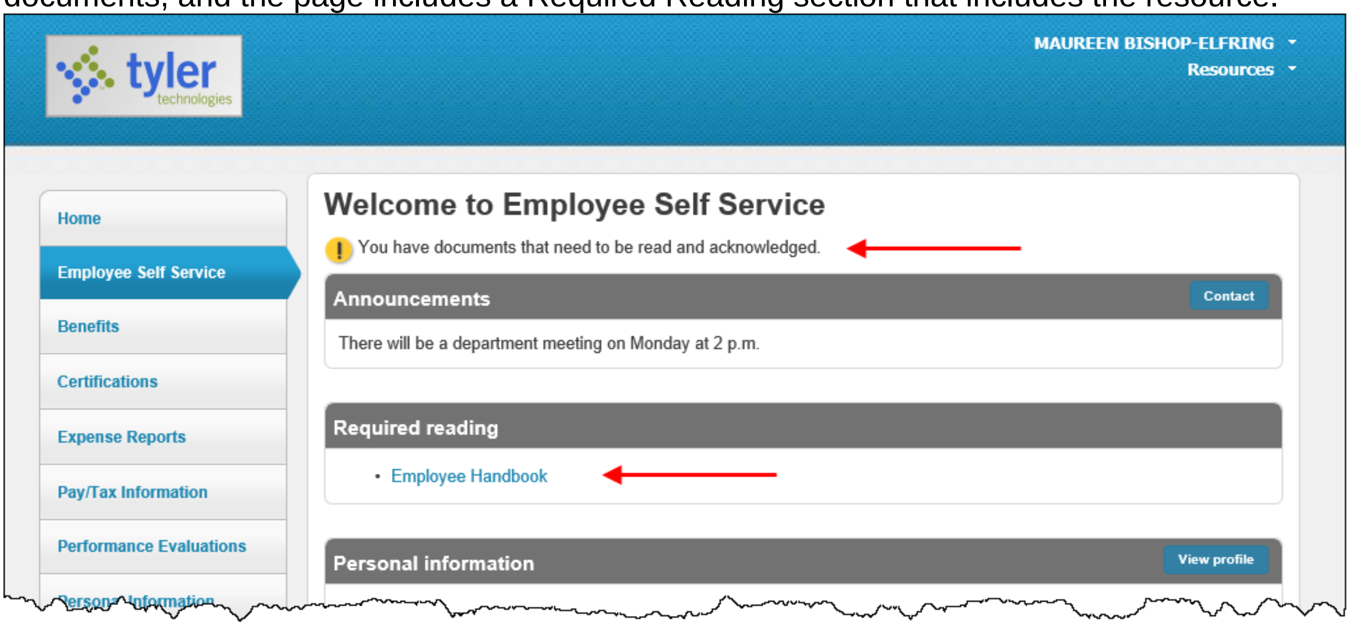
The Resources option in the ESS banner displays links to available employee resources, which can be helpful websites (such as health-insurer home pages), company pay schedules, or individual documents that are applicable to your organization (such as employee handbooks).



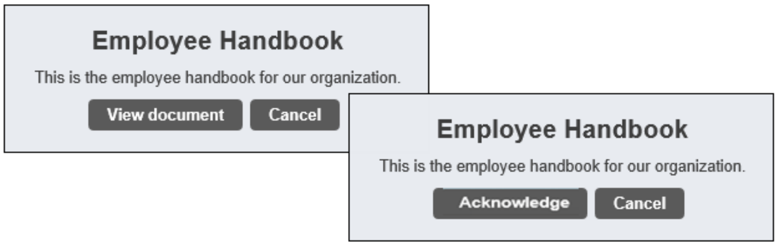
When you click a resources link, ESS opens it in a new browser window. Resources are added and maintained in Employee Self Service–Administration.

Document Acknowledgement

When your organization adds documents or other linked resources to ESS and they identify these resources as required, your Home page includes an announcement alerting you to the documents, and the page includes a Required Reading section that includes the resource.



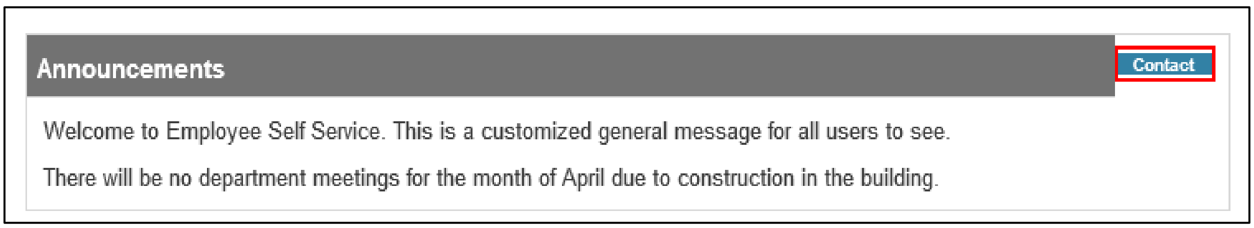
In this case, when you select the required item, the program provides the View Document option, and then an Acknowledge option.



Once you acknowledge receipt of the resource item, the acknowledgement is transferred to and stored in Munis.

Announcements

The Announcements section displays announcements that have been entered in Employee Self Service Administration.



If you have questions or comments regarding an announcement, or to submit an announcement, click **Contact** to open your default email application with a message addressed to your administration contact.

Personal Information

The Personal Information section displays your information as stored in your employee record.

Personal Information

Address / E-mail change

Home Address	ONE TYLER DRIVE, YARMOUTH, ME 04096
E-mail	tylertyler170@gmail.com
Alternate E-mail	

Options change

W-2 Delivery Method	Self service only

Telephone — Add Telephone Number

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE		No	Change
CELL PHONE		556-644-6666	No	Change | Delete

Dependents — Add Dependent

No Dependent information to display.

Emergency Contacts — Add Emergency Contact

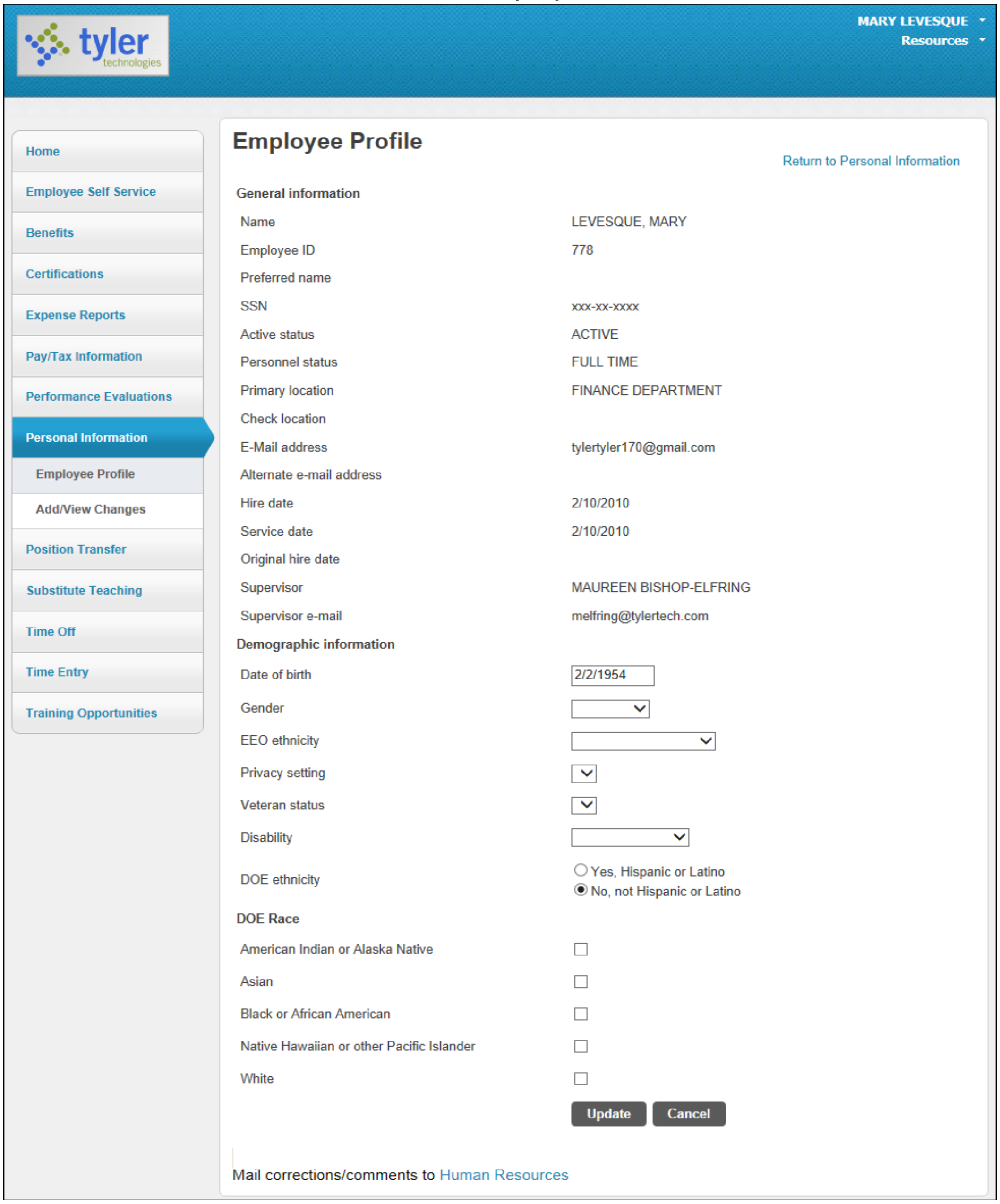
Name	Relationship	Phone	Comments	
MARTIN LEVESQUE	SPOUSE	555-555-5555		Change | Delete

Skills — Add Skill

Type	Area	Level	Years	
EDUCATOR	MATHEMATICS	HIGH LEVEL	4.0	Change | Delete
INFORMATION TECHNOLOGY	MICROSOFT WORD	HIGH LEVEL	5.0	Change | Delete

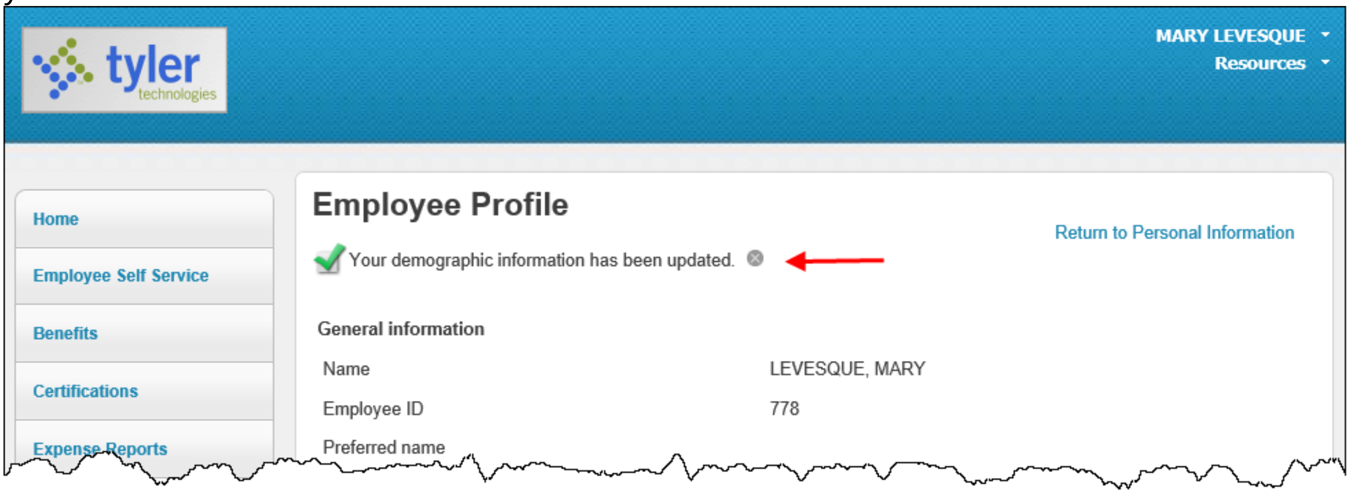
For those sections that provide a Change or Add option, you can update or add additional information. When you do update or add information, the updates are transferred to the appropriate programs in Munis.

From the Personal Information menu, click **Employee Profile** to view your employee information as it is stored in Munis Employee Master.

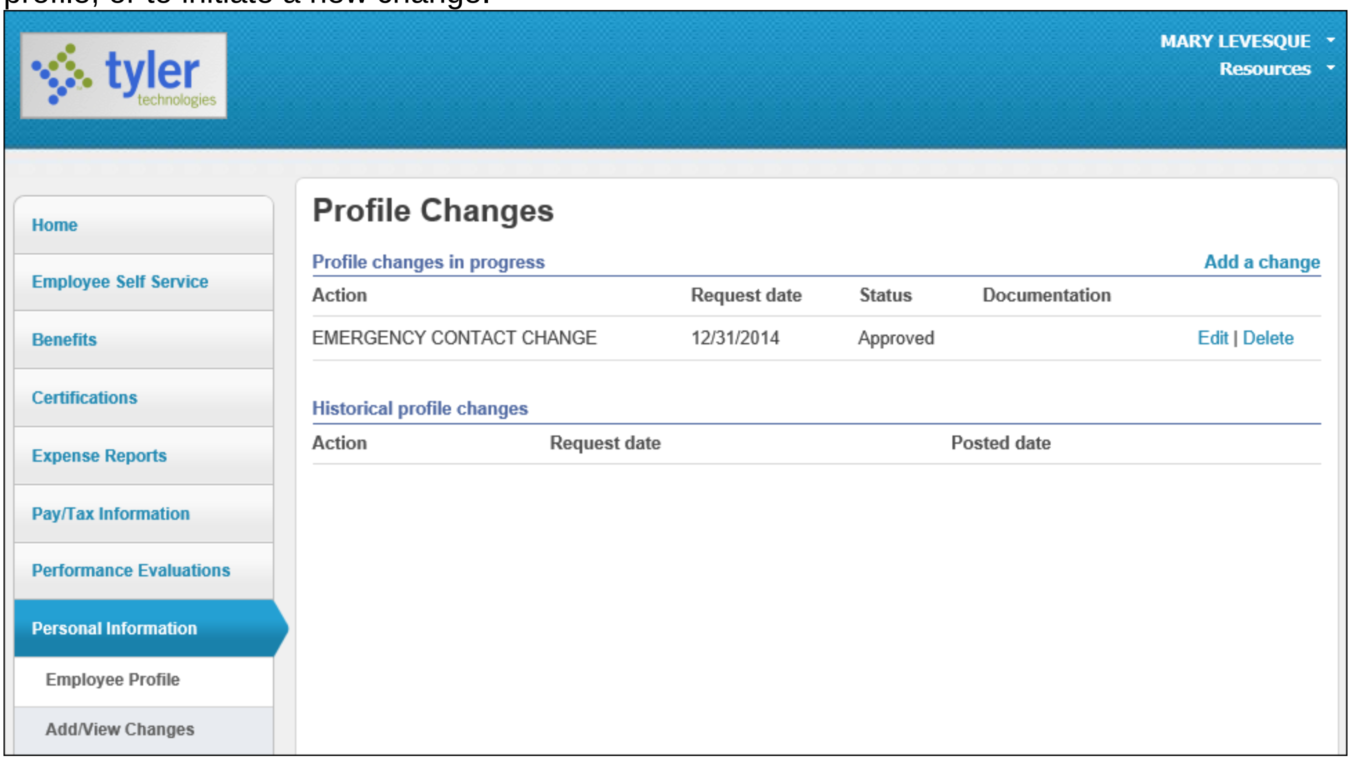


You cannot update the General Information from your Employee Profile page. To update this information, click **Human Resources** at the bottom of the page to send a change notice to your Human Resources department.

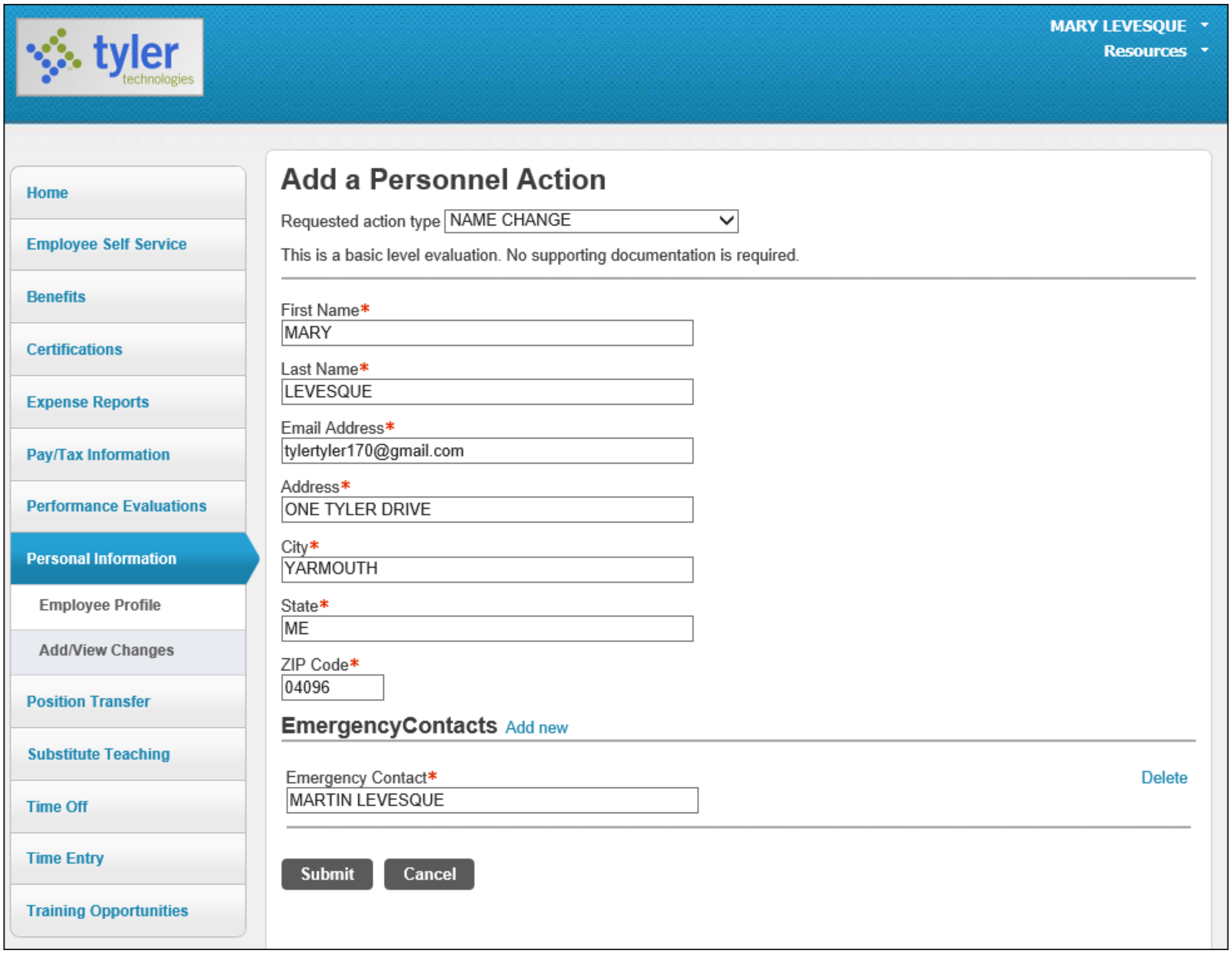
With the appropriate settings defined in Employee Administration, the Demographic Information and DOE Race information are available for update. Make any required changes and click **Update**; the program displays a confirmation notice at the top of the page and sends you a confirmation email.



Use the Add/View Changes option on the menu to review pending or previous changes to your profile, or to initiate a new change.



When you select Add a Change, the Requested Action Type list provides the action options available to add.

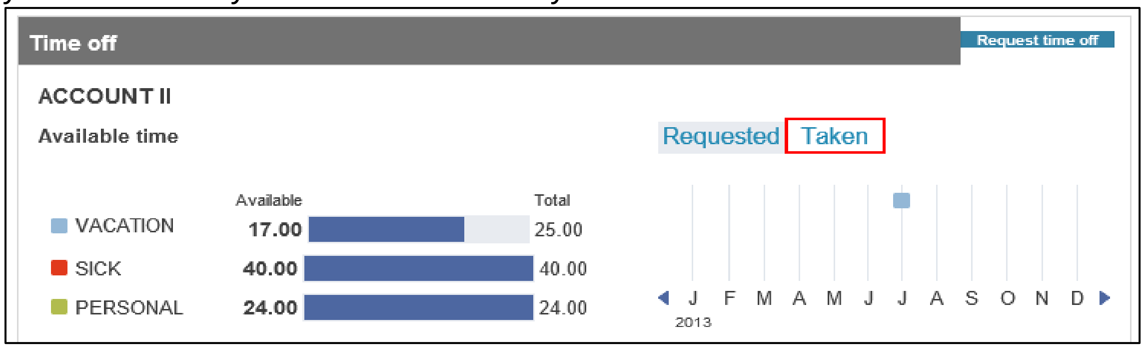


If an action requires supporting documentation, use the Choose File options in the Attachments group to navigate to the file to upload. If there are existing attachments, use the Remove option to delete them, as applicable.

Change items are supported by ESS Templates that are maintained in the ESS Action Templates program in Munis. This program defines the actions and fields that are available for update. When you complete a change action in ESS, the Employee Initiated check box in the Munis Actions Entry program is automatically selected.

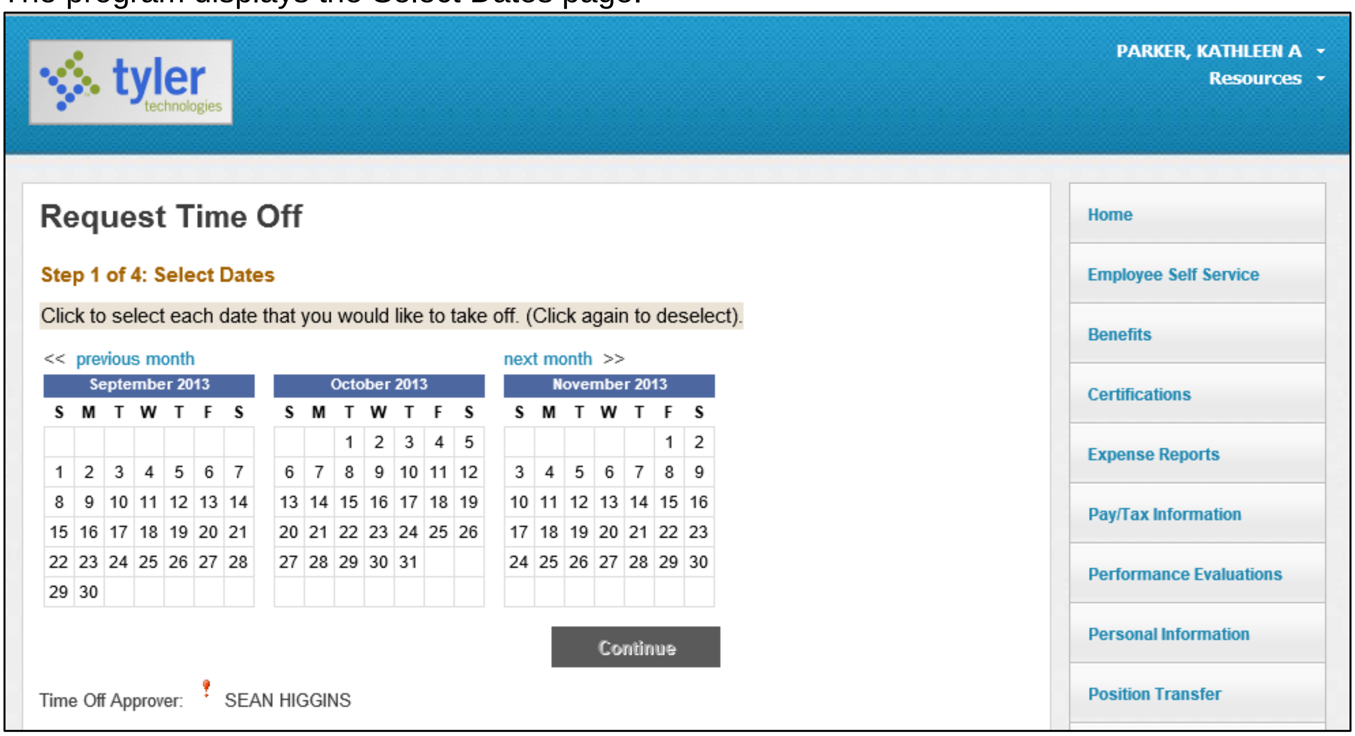
Time Off

The Time Off section displays your vacation, sick, and personal time off. Initially, it displays the time-off that you have requested. Click **Taken** and the pane refreshes to display the time-off you have already taken for the current year.

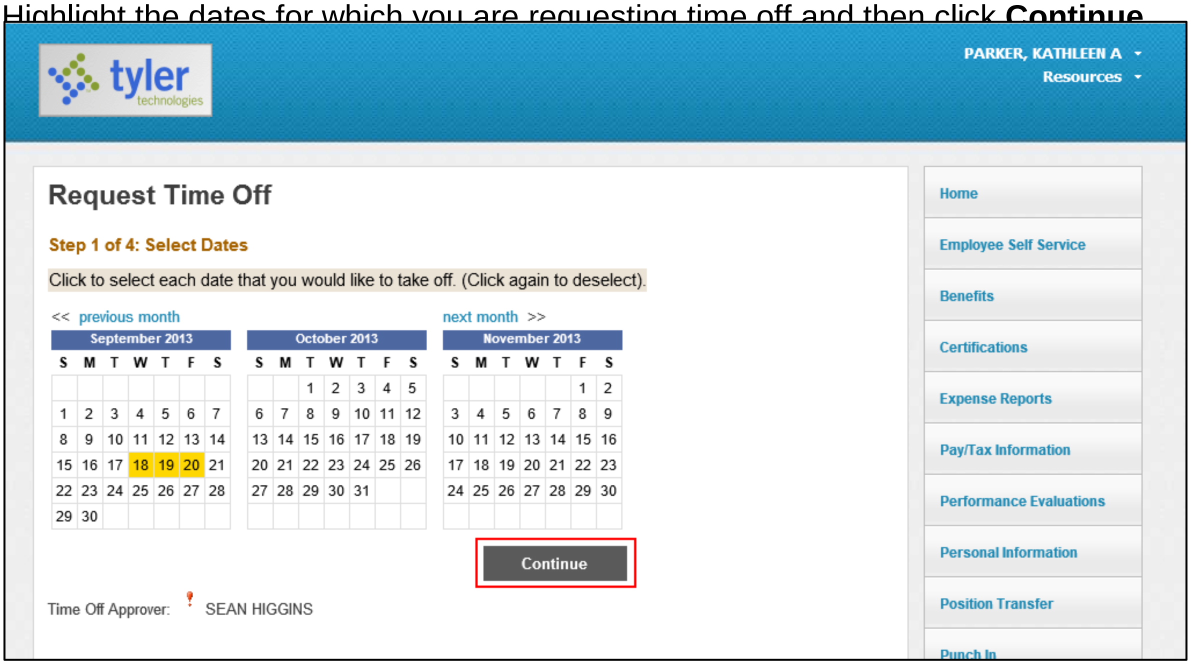


To request time off:

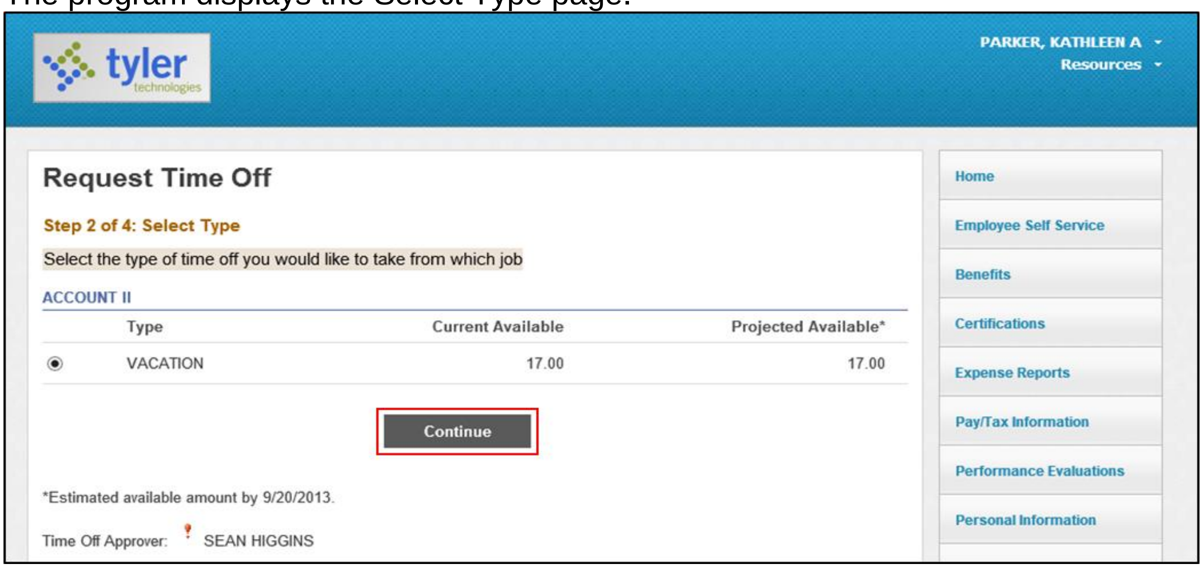
1. Click **Request Time Off**.
   The program displays the Select Dates page.



2. Highlight the dates for which you are requesting time off and then click **Continue**.

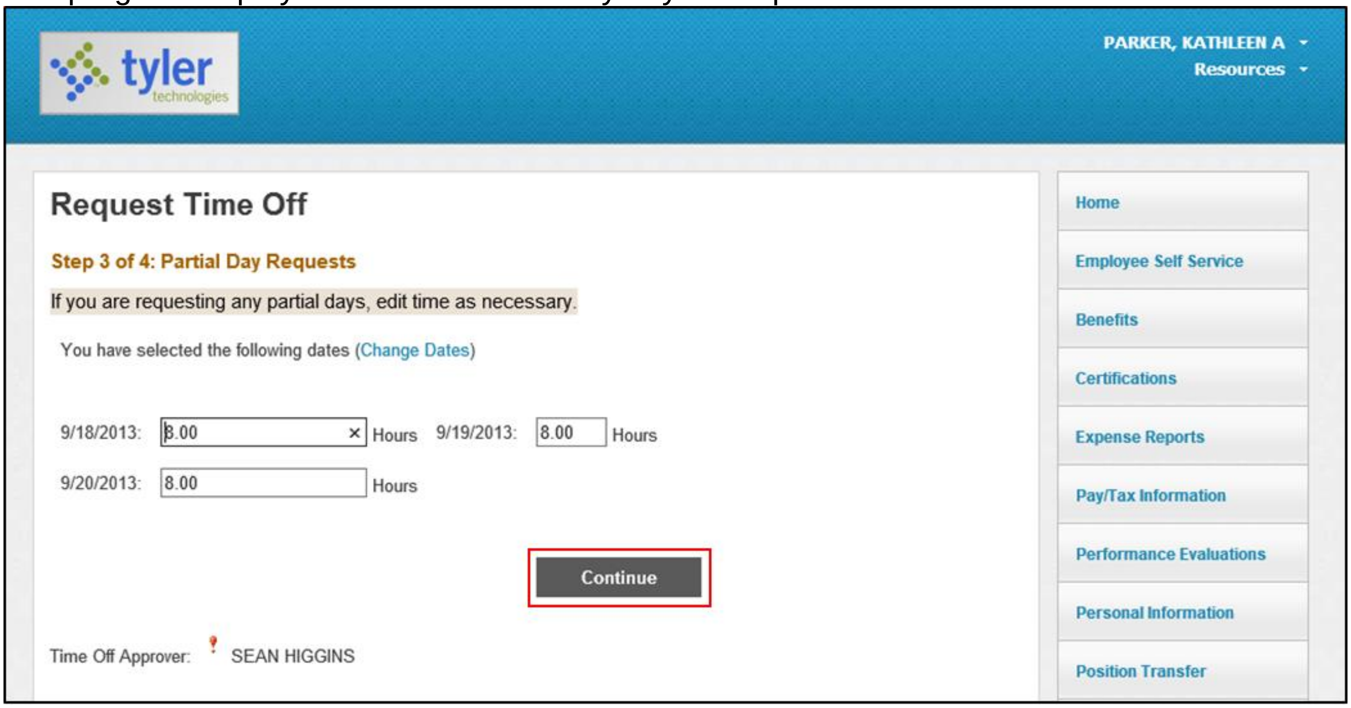


The program displays the Select Type page.

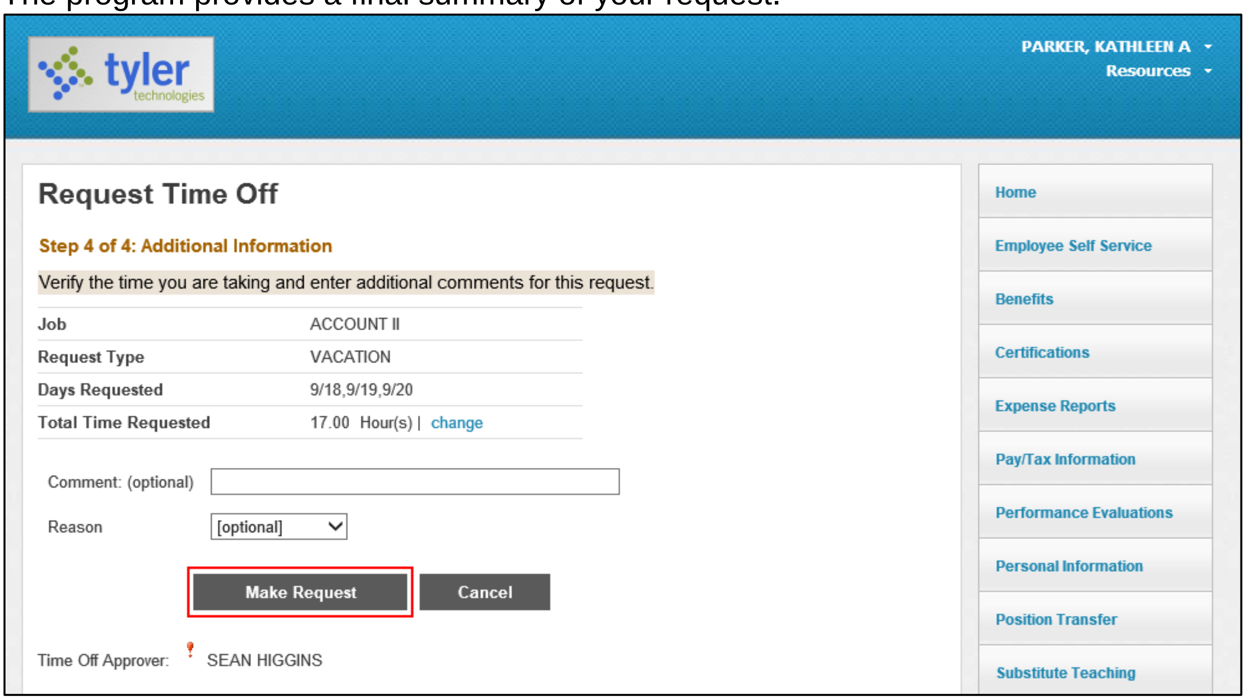


3. Select the type of time-off you are requesting.
   The program displays only the types of time-off that are available. For example, if you only have vacation time available, the program only displays the vacation option; if you have vacation time and personal time available, the program displays an option for each.

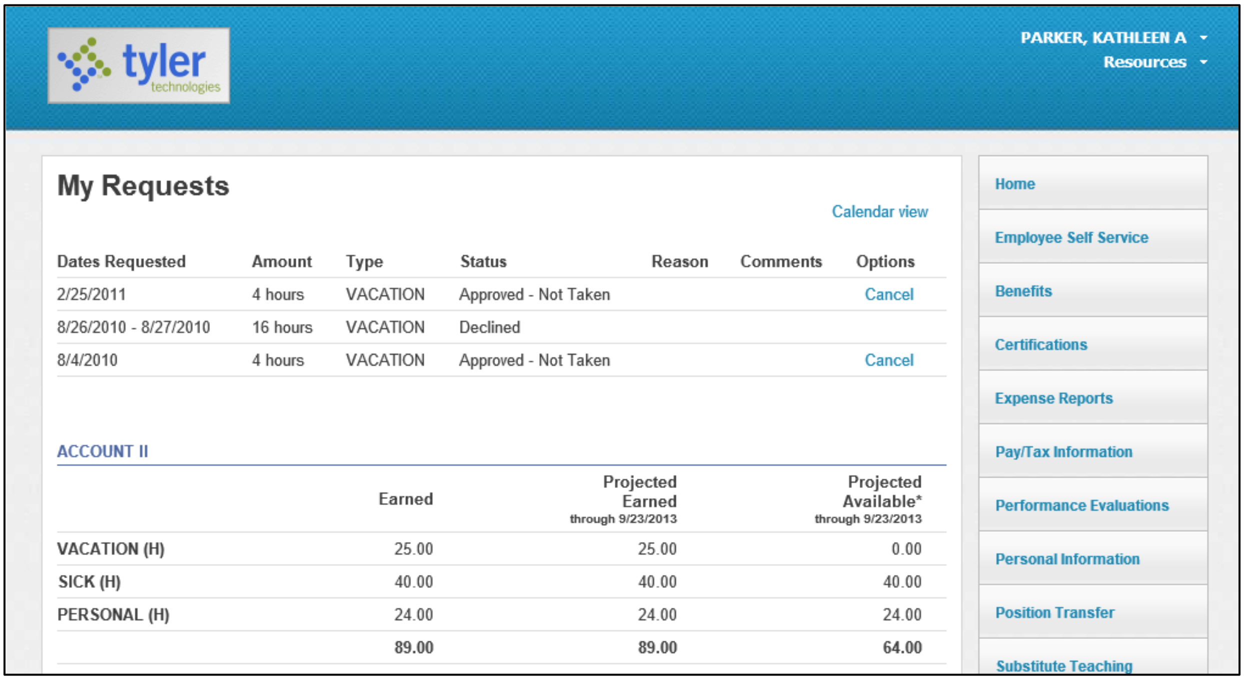
4. Click **Continue**.
   The program displays an editable summary of your request.



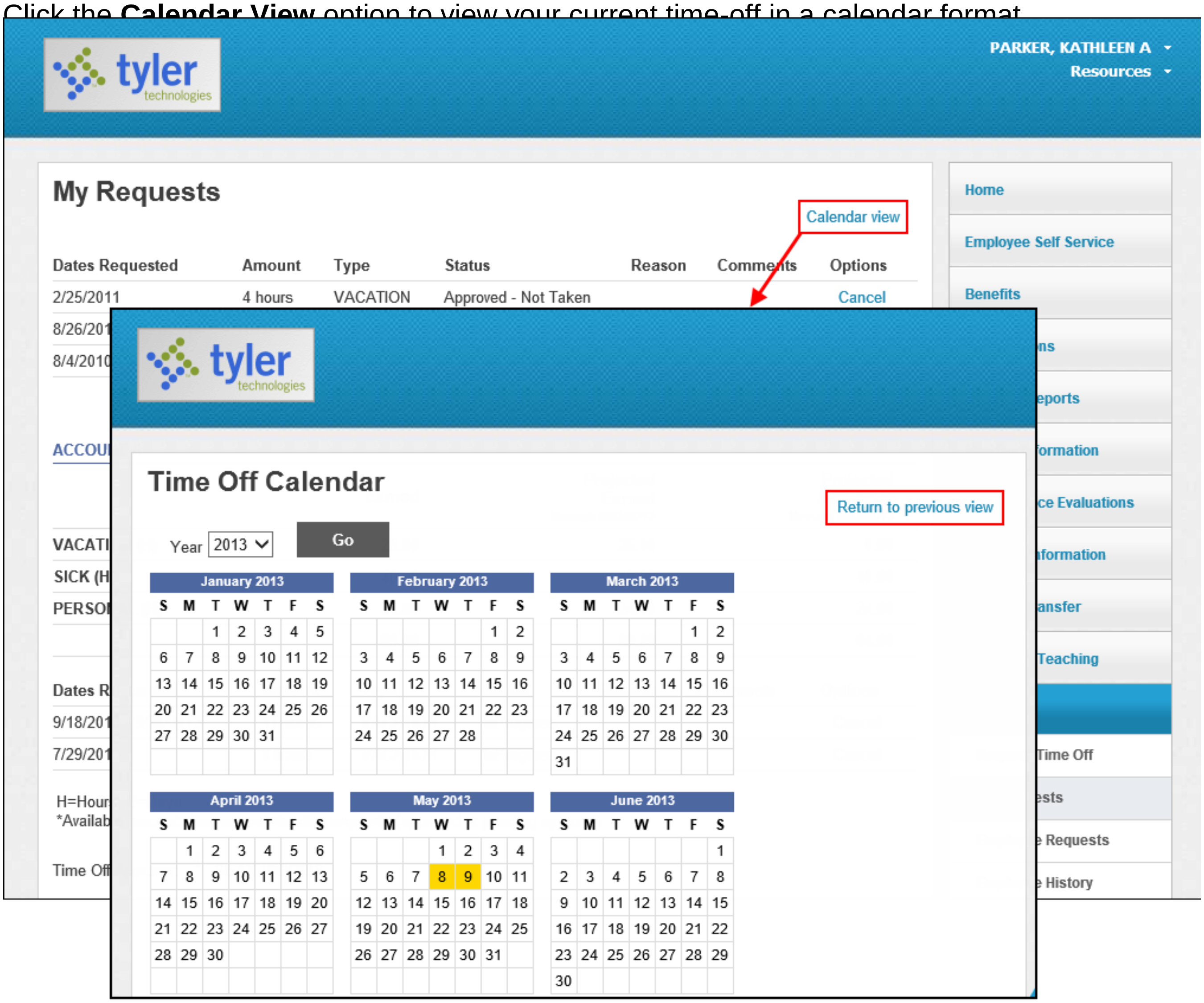
5. Verify that you have entered your request correctly. If necessary, change the numbers of hours requested.
6. Click **Continue**.
   The program provides a final summary of your request.



7. Click **Make Request**.
   The program processes the request, generates an email to your supervisor indicating that approval is required, and displays the My Requests page with your most recent request included.



8. Click the **Calendar View** option to view your current time-off in a calendar format.

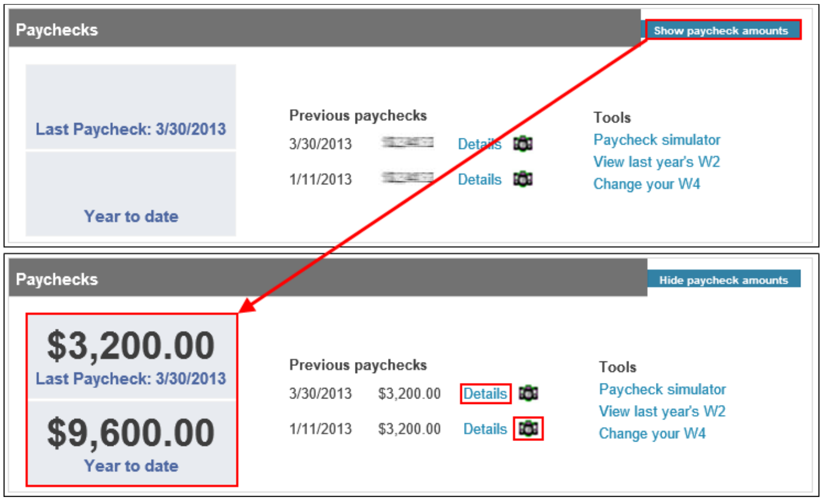


9. On the Time Off Calendar page, click **Return to Previous View** to return to the My Requests page.

Paychecks

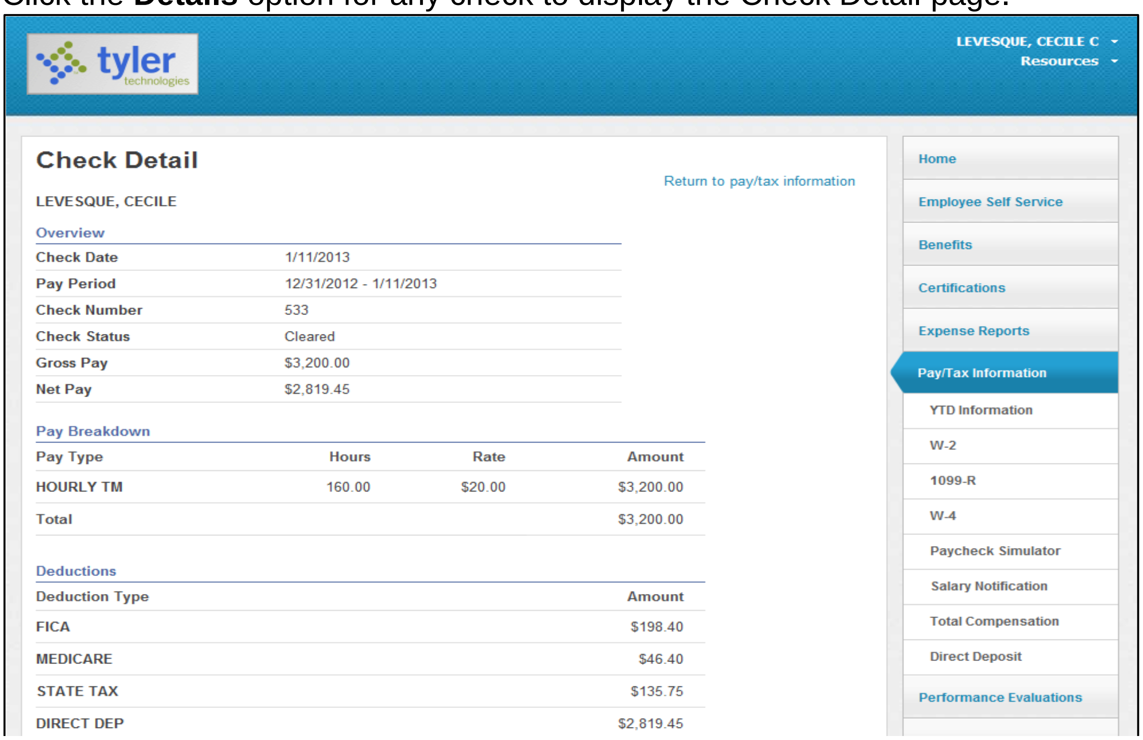
The Paychecks section displays information for the most recent pay periods in which you received pay. In the Tools section, options are available for simulating your paycheck and viewing W-2 and W-4 data. For more on these functions, refer to the Pay/Tax Information section of this document.

For security purposes, year-to-date and last-paycheck earnings do not display initially. Click **Show Paycheck Amounts** to show the dollar amount; click **Hide Paycheck Amounts** to hide the amount.



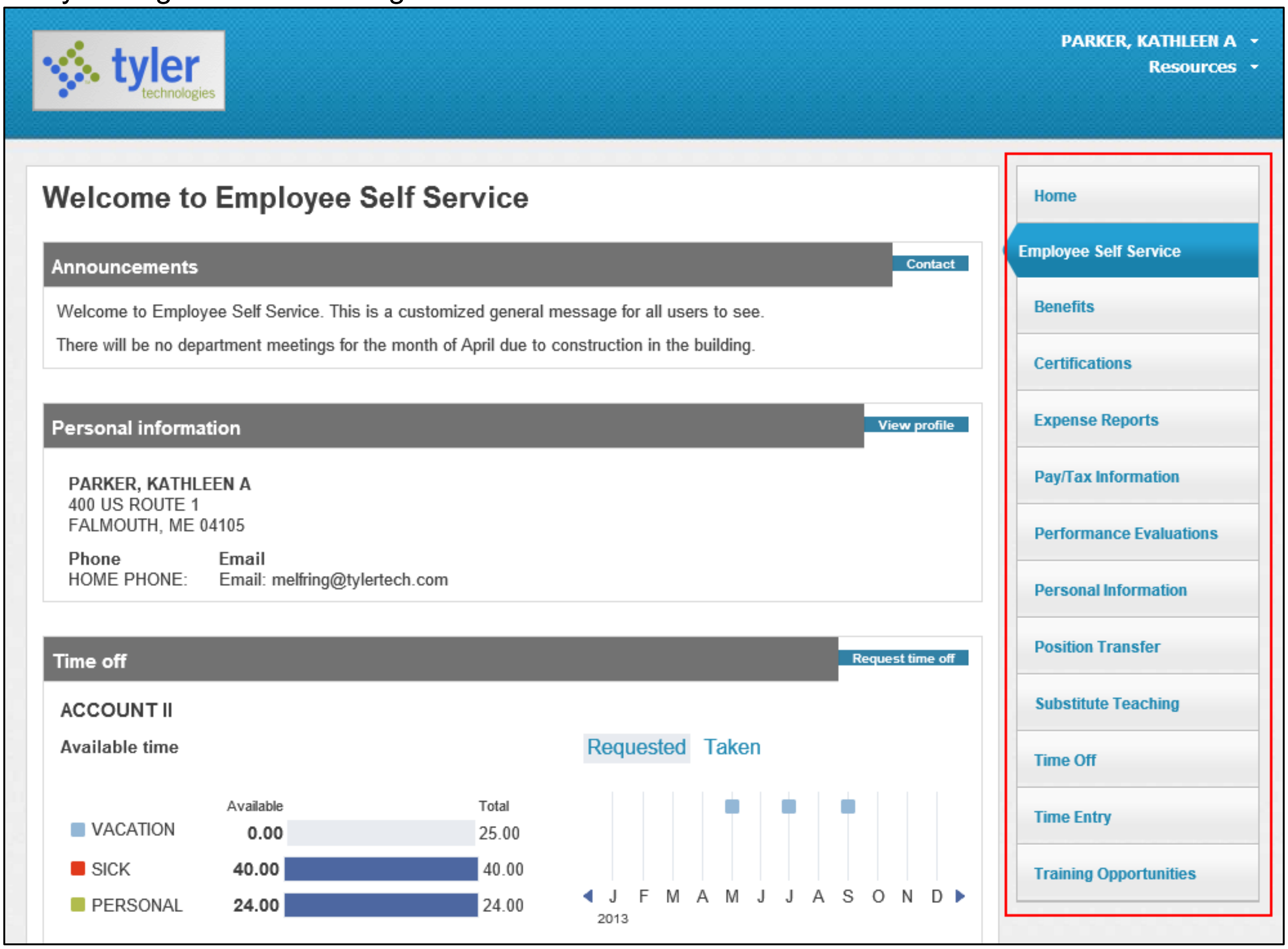
If your organization uses Tyler Content Manager, click the TCM button to view a check image.

Click the **Details** option for any check to display the Check Detail page.



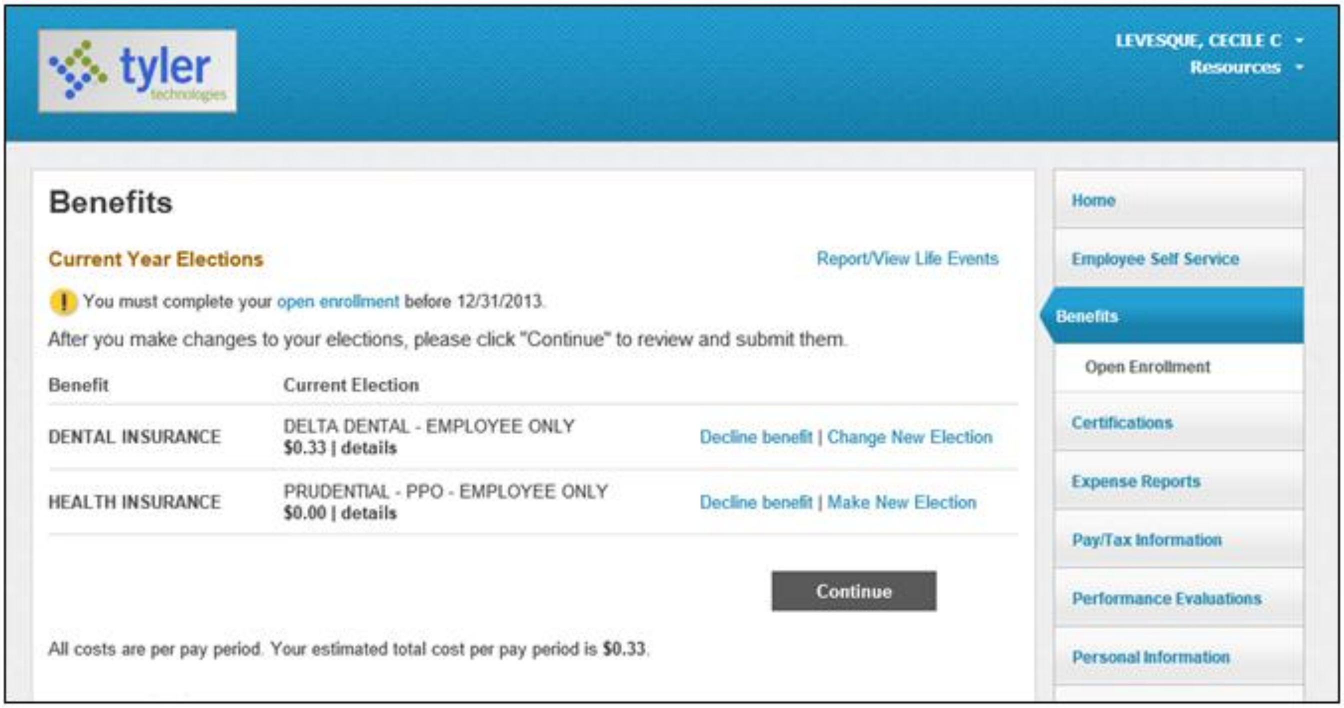
ESS Menu Options

The ESS menu includes the following options: Benefits, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, Personal Information, Position Transfer, Punch In/Out, Substitute Teaching, Time Off, Time Entry, and Training Opportunities. Your list of options may vary according to the permissions and settings established for your user account and your organization's configuration of ESS.

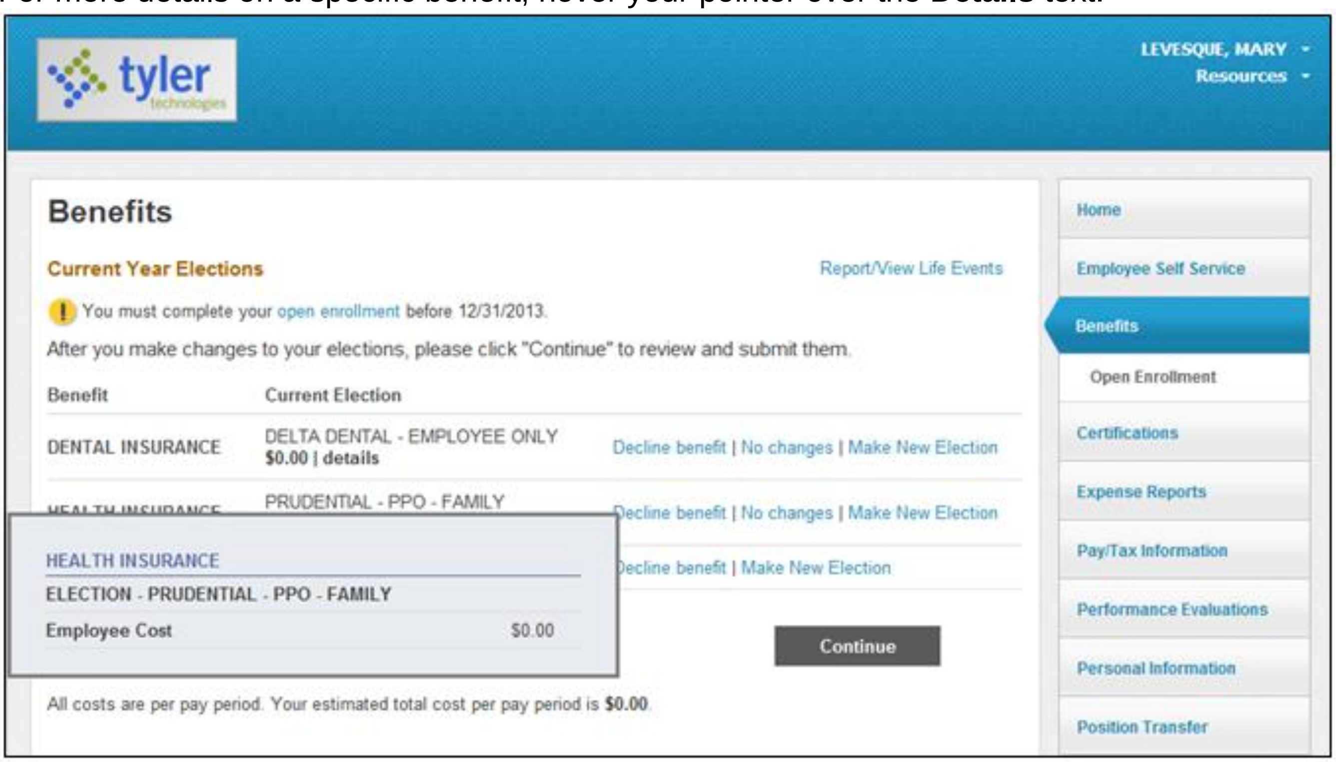


Benefits

Benefits provides a summary of your current-year benefit elections. Using this option, you can view and change current-year benefits elections and, if you are eligible, make elections for the upcoming year during the open enrollment period or petition to change current-year elections with a qualifying life event.



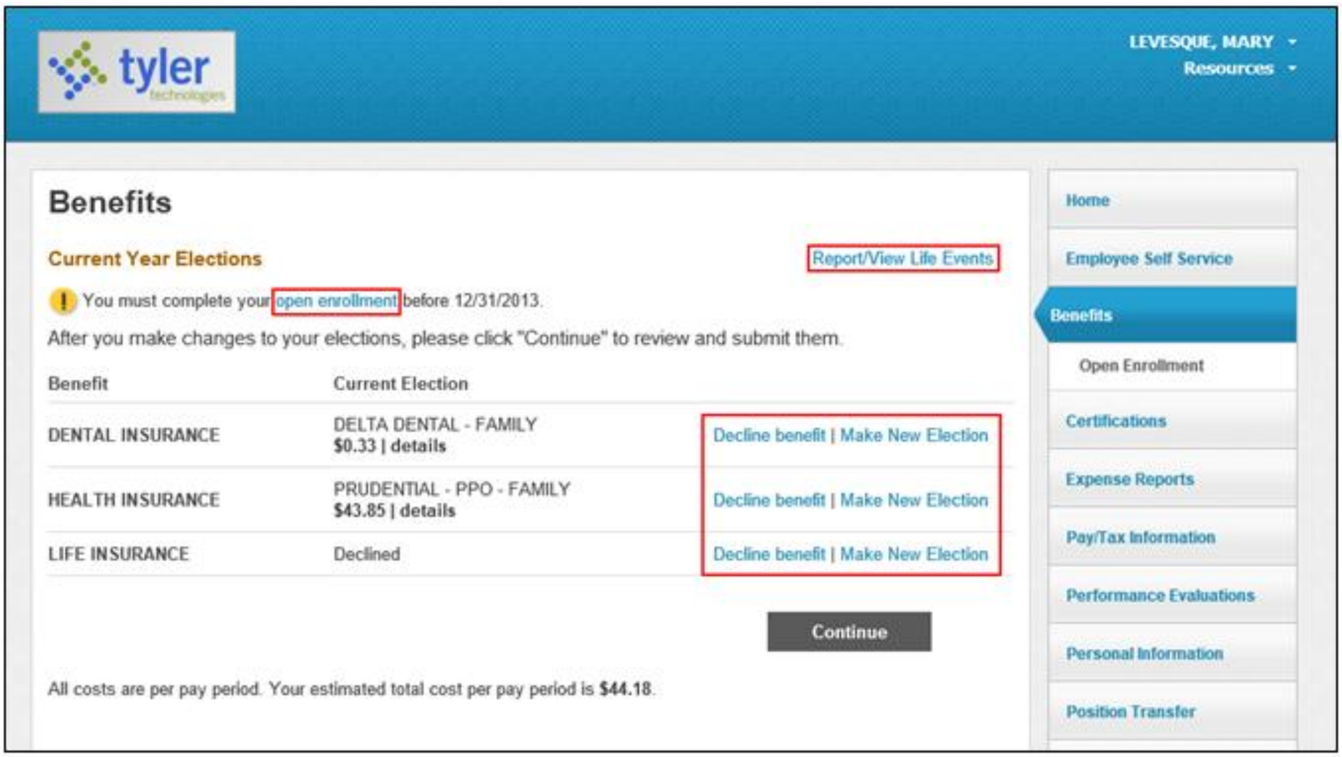
For more details on a specific benefit, hover your pointer over the **Details** text.



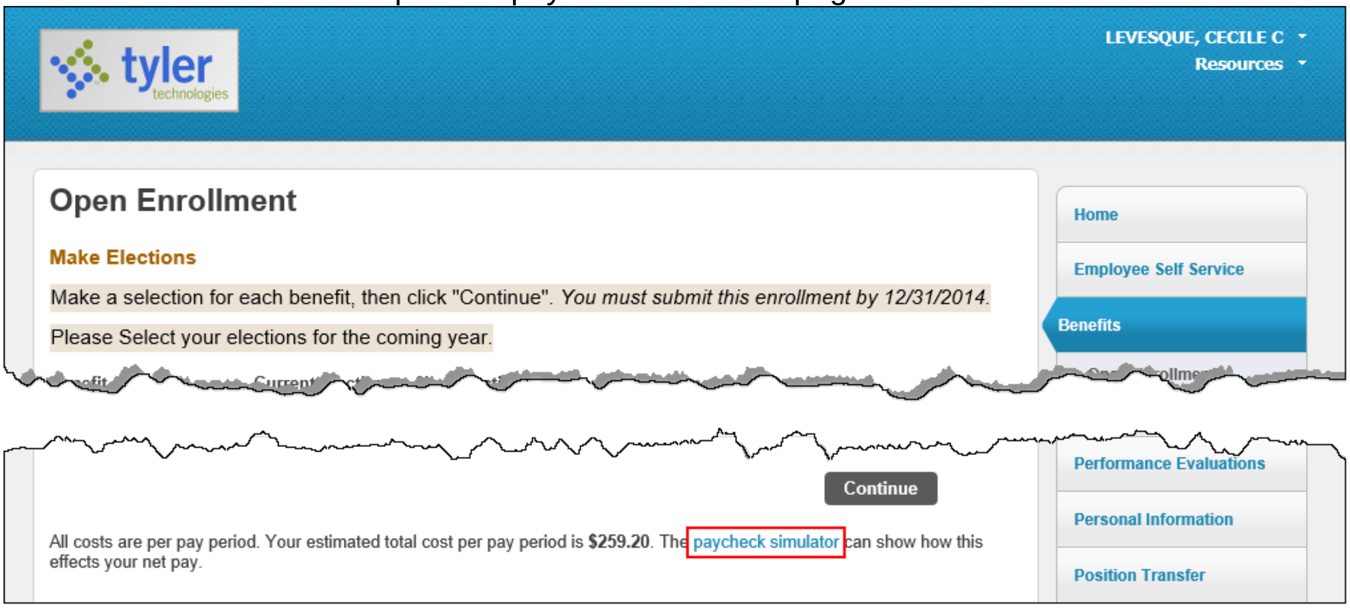
Different options are available for a benefit depending on how it is designated in the Munis Enrollment Sections program. If a benefit is designated as Always Available, then the **Make New Election**, **No Changes**, and **Decline Benefit** options display. If a benefit is designated as Available for Life Events Changes, then the **Report/View Life Events** option displays.

When you are updating benefits and you increases benefit amounts, the program displays a message indicating any supplemental forms that must be completed. The program also indicates any amount or increment restrictions for the acceptable values (for example, if an amount must be between $n and $$nn or if an amount must be entered in specific increments).

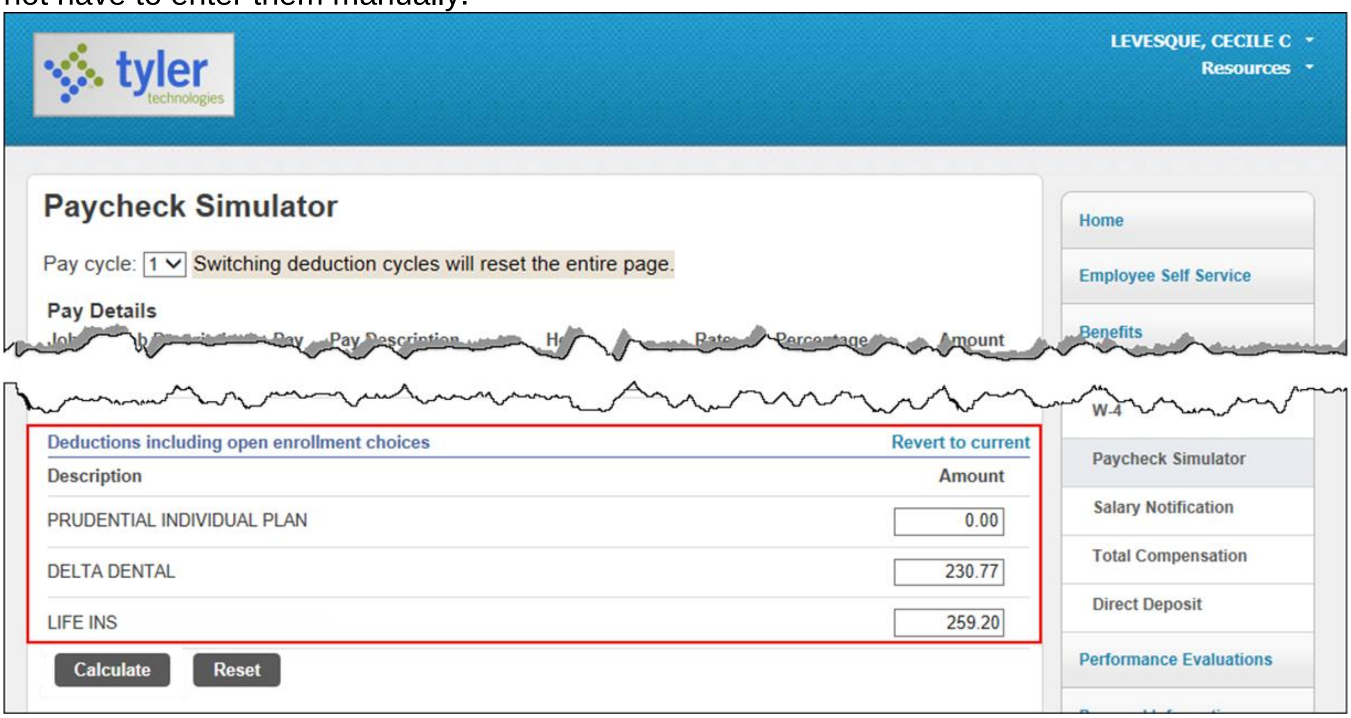
If there is an active open enrollment period in process, the **Open Enrollment** option is available.



Depending on your organization's ESS settings, the **Paycheck Simulator** link may be available. Click this link to open the paycheck simulator page.



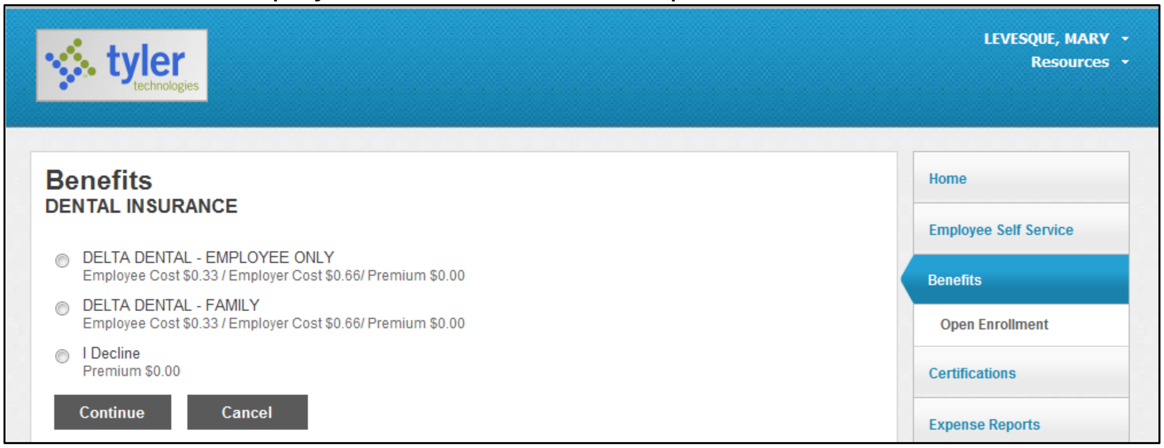
ESS automatically carries over the amounts from your new selections to this page so you do not have to enter them manually.



See the Pay/Tax Information section of this document for more information on using the Paycheck Simulator.

Make New Election

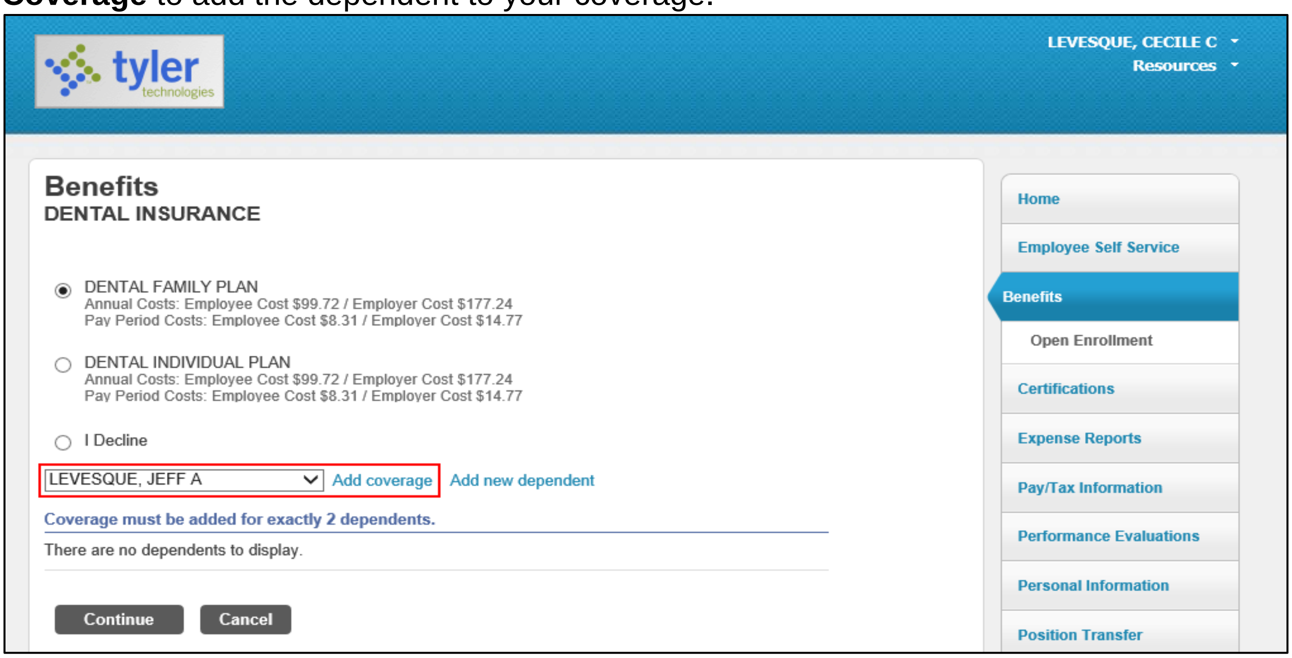
On the Benefits page, click **Make New Election** for a benefit and the program displays the available options, including cost information. For example, if you Make New Election for dental insurance, ESS displays the dental insurance options.



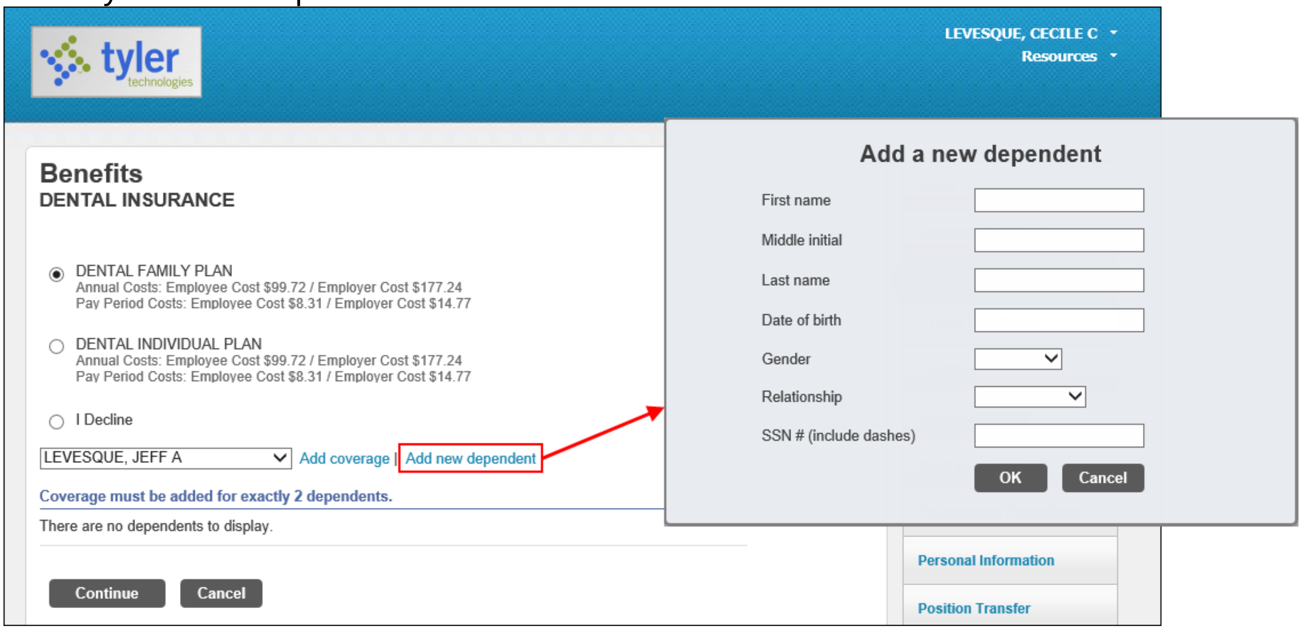
Depending on your organization's ESS configuration, ESS may display the costs for options both annually and by pay period.

When an employee is making benefit selections in ESS and has a remaining amount after all selections are made for a cafeteria plan, the summary page displays the description for the deduction used for the remainder.

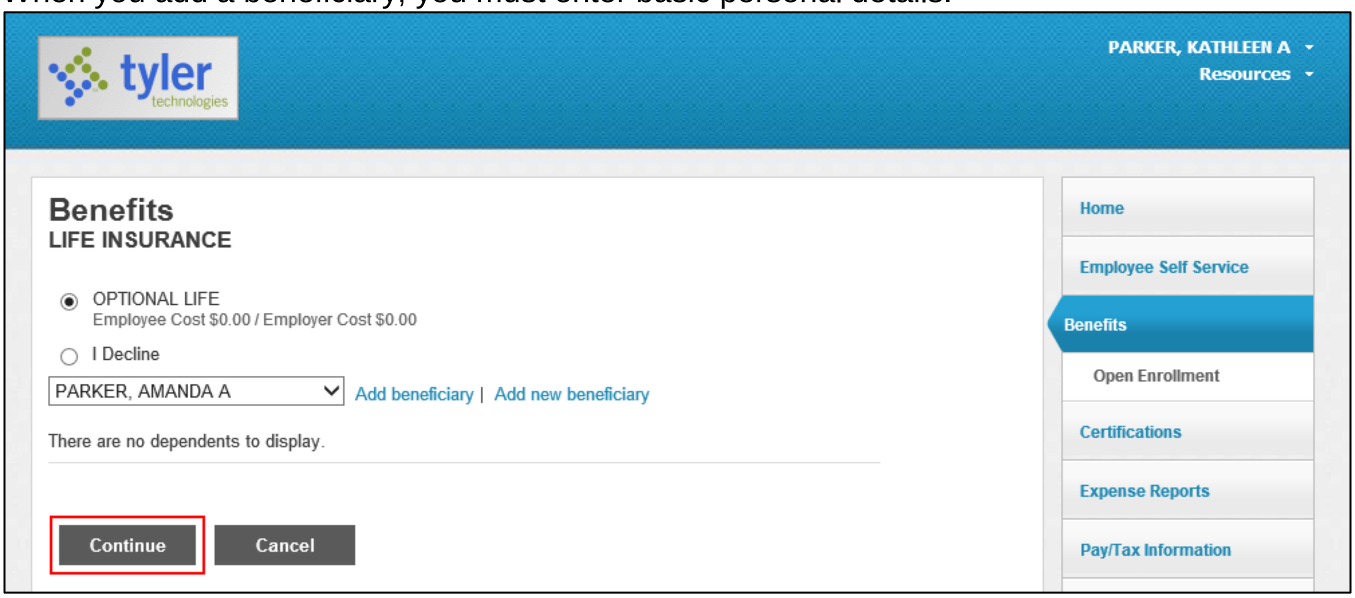
If the benefit option you select requires that you specify one or more dependents, ESS displays this information on the selection page. Select a dependent from the list and click **Add Coverage** to add the dependent to your coverage.



To add a new dependent, click **Add New Dependent** and complete the Add a New Dependent dialog box. Complete the fields, as required, to add coverage for the dependent. The Social Security number is optional.



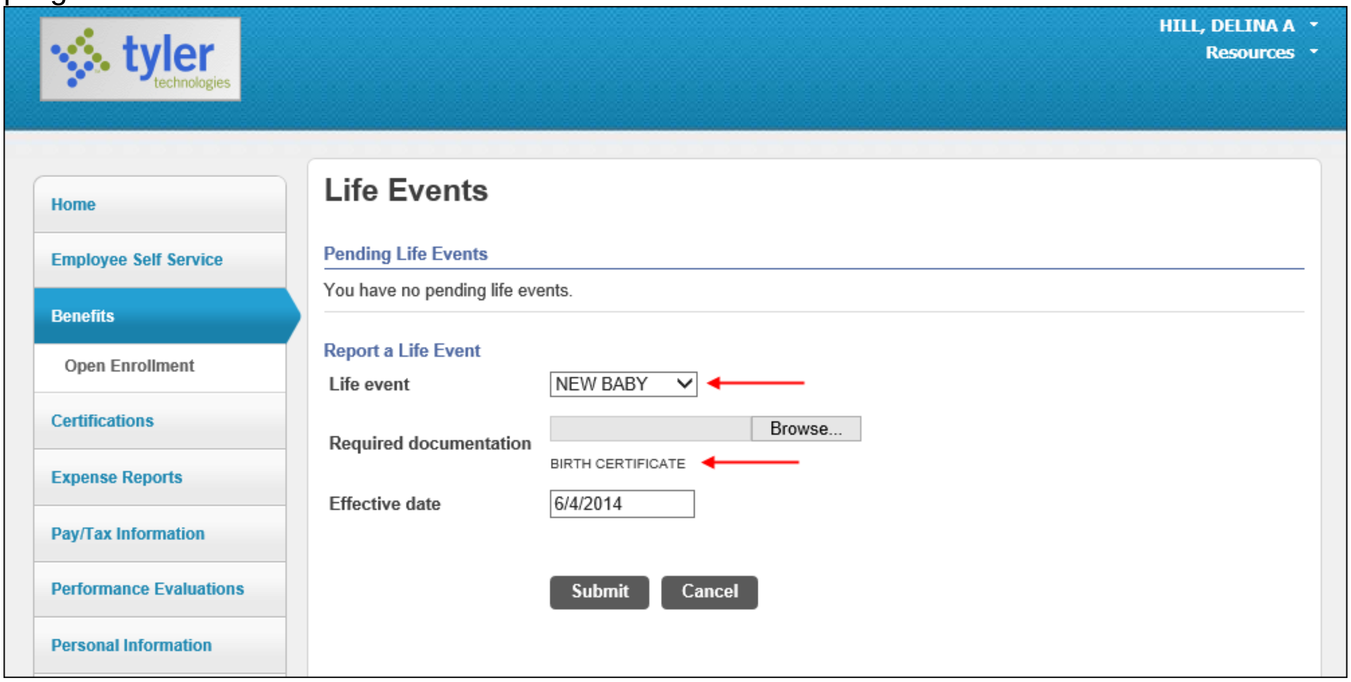
If you select a benefit that requires a beneficiary, the **Add Beneficiary** option is available. When you add a beneficiary, you must enter basic personal details.



Click **Continue** after selecting an option or adding dependent or beneficiary details to submit your selection.

Report/View Life Events

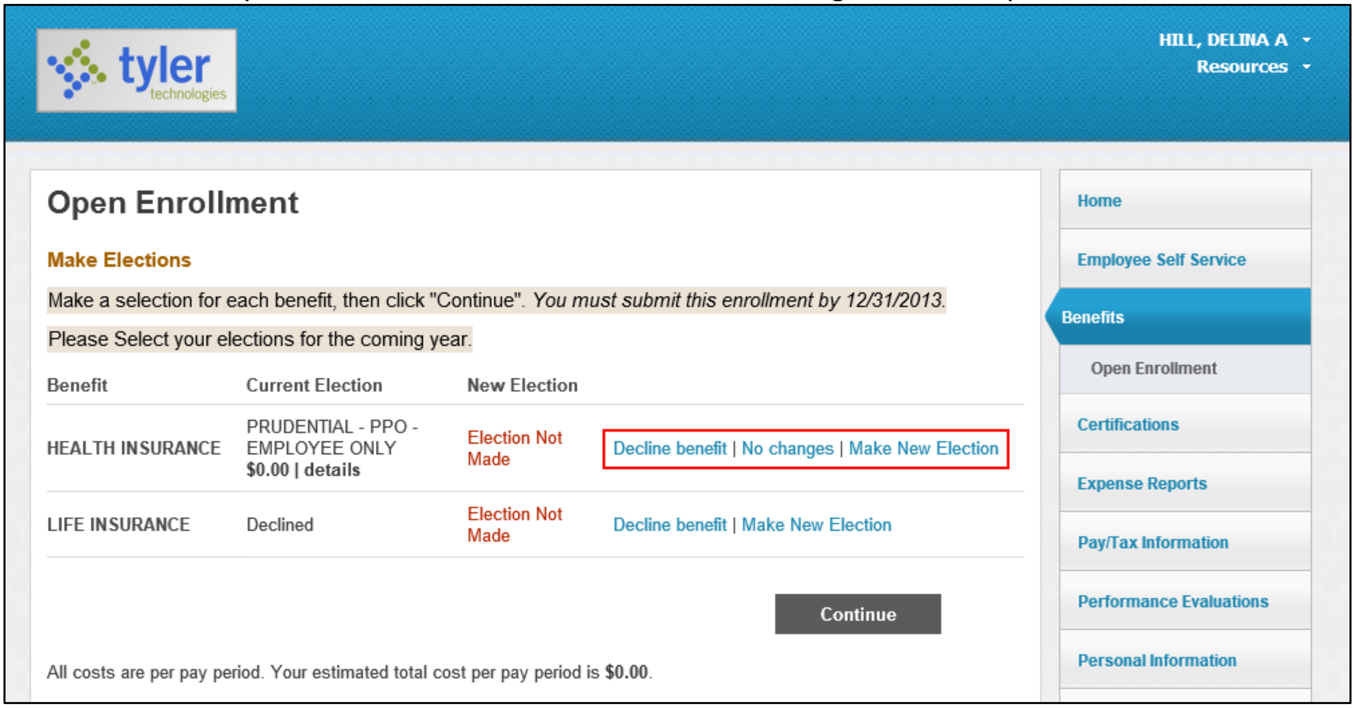
When you select **Report/View Life Events**, the program displays the change options offered by your organization. Life event codes are maintained in the Munis Qualifying Event Codes program.



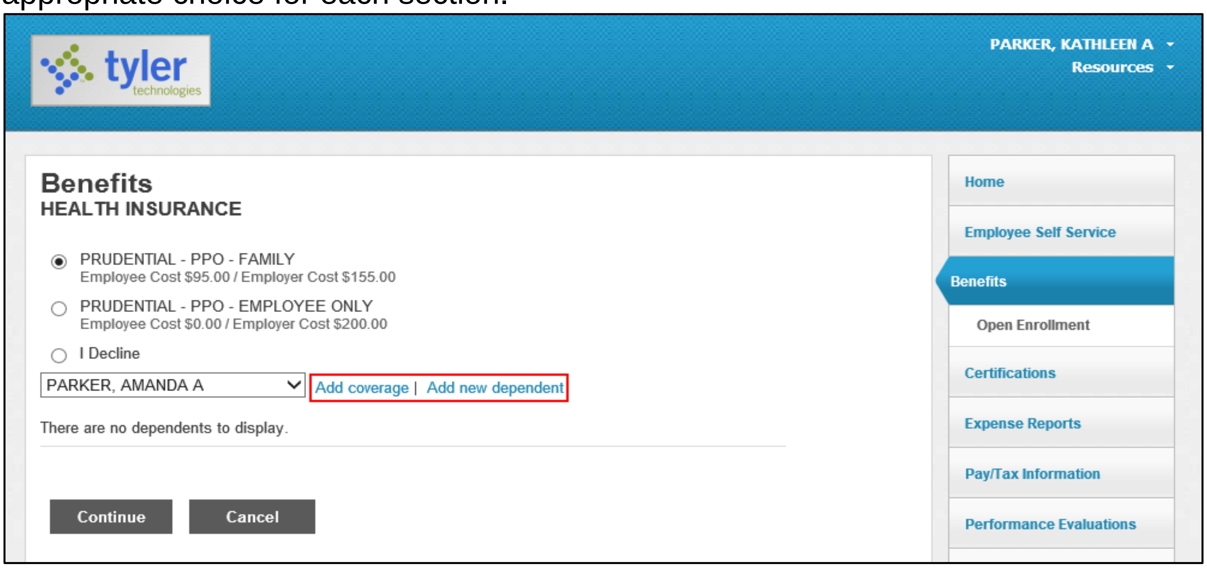
When you select the life event, the page refreshes to indicate the documentation required to support the change. Use the Required Documentation box to upload the required documentation. The default value for the Effective Date field is the current date, but you can update this. Click **Submit** to save the change and display a summary of the event submitted.

Open Enrollment

For Open Enrollment, you can review current elections, make new elections, or change current elections. To keep the same benefit choice, click **No Changes**, if that option is available.

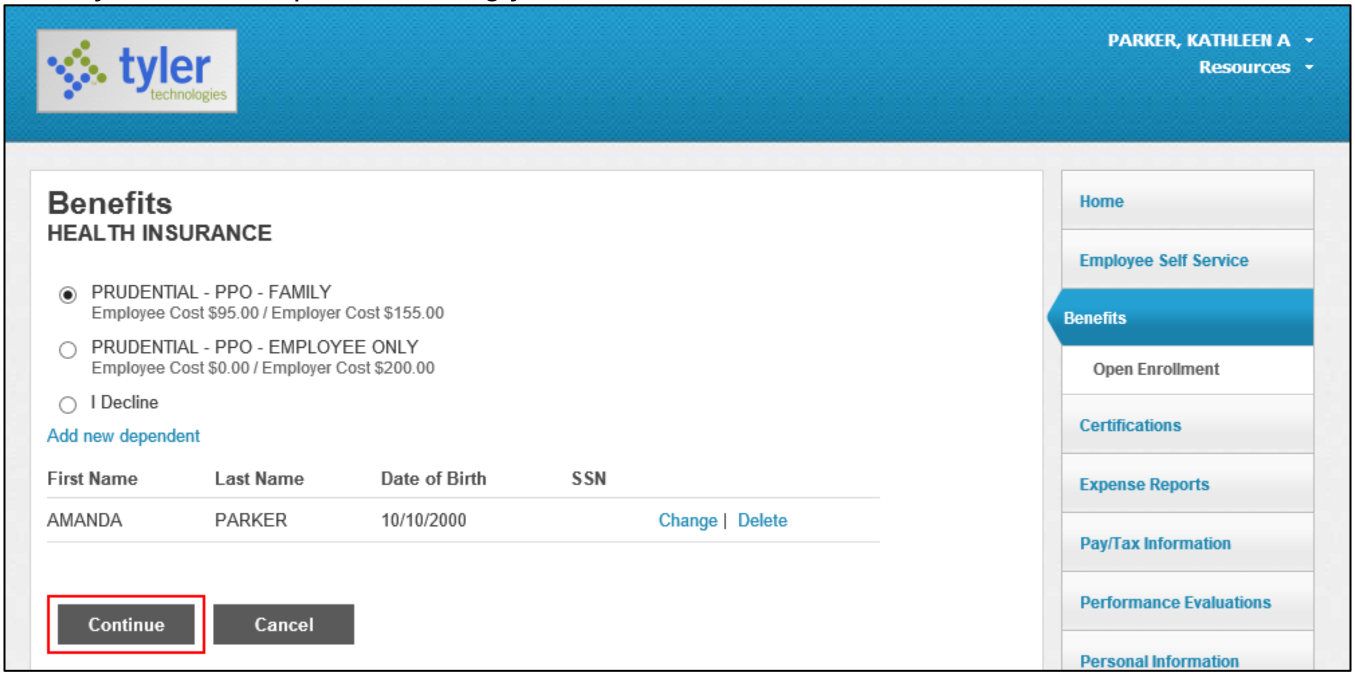


For a specified benefit, click **Make New Election** to make your election for the upcoming year. The program displays the appropriate benefits selection page. To make an election, select the appropriate choice for each section.



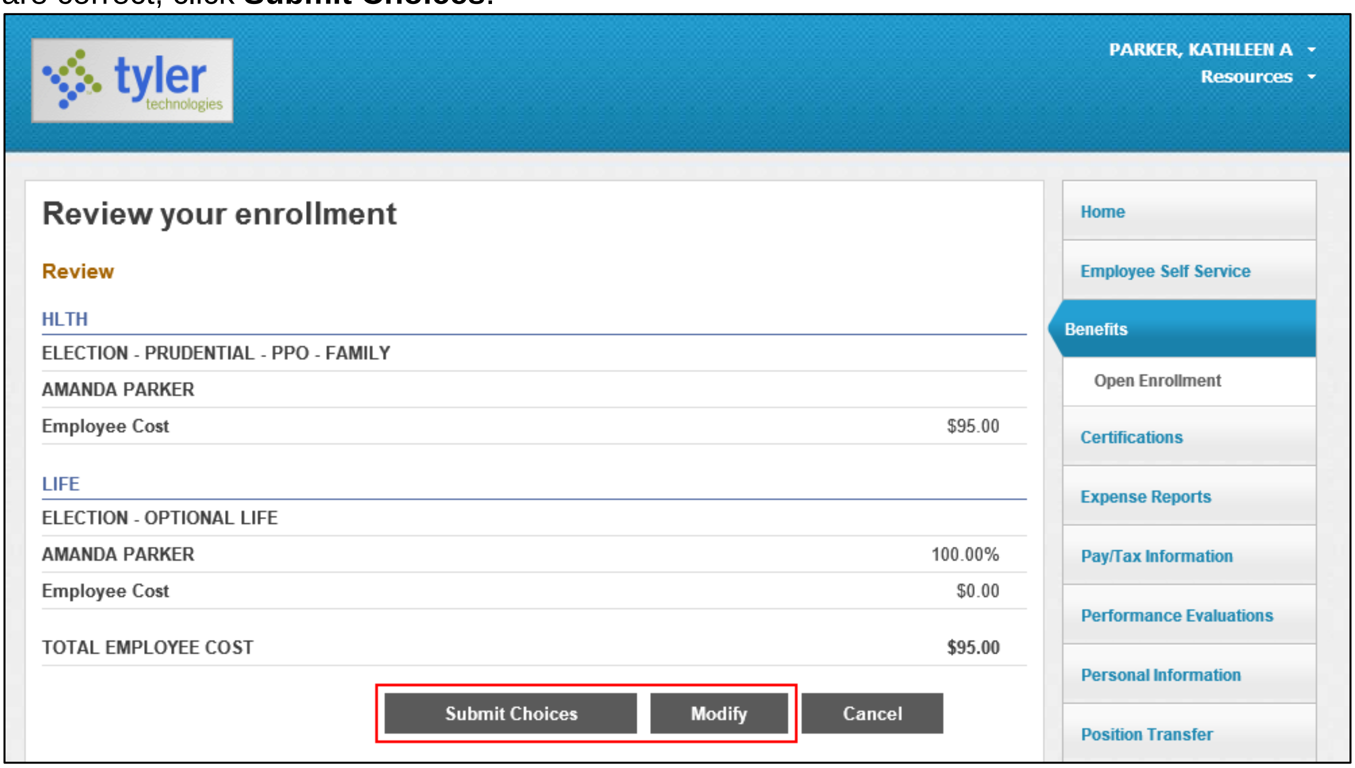
If the benefit you select requires that you specify dependents or beneficiaries, select a name from the list and click **Add Coverage**. Click **Add New Dependent**, as applicable, to enter personal details for dependents not already in the system. Click **Add New Beneficiary**, as applicable, to add a beneficiary.

When you have completed defining your new election, click **Continue**.

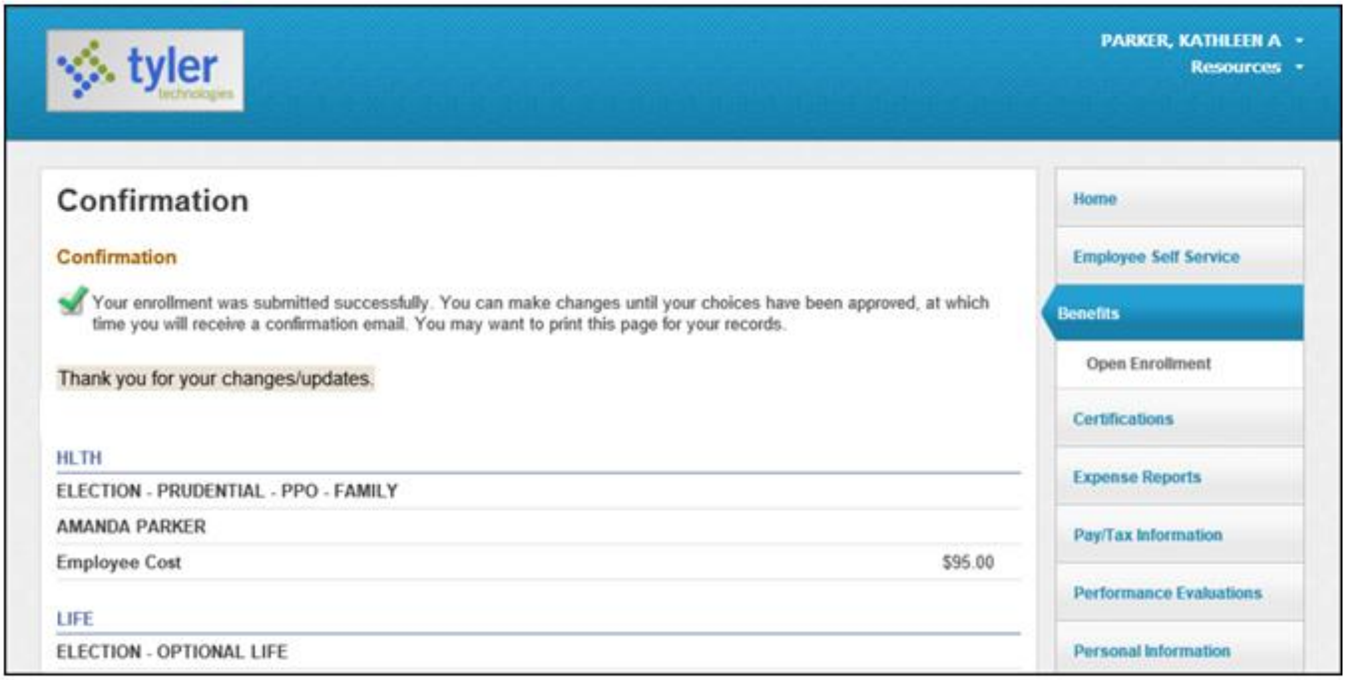


The program refreshes the page with the updated information.

When you have completed your open enrollment choices, the program displays a summary for each benefit type. To make changes, click **Modify**. Once you have verified that your selections are correct, click **Submit Choices**.

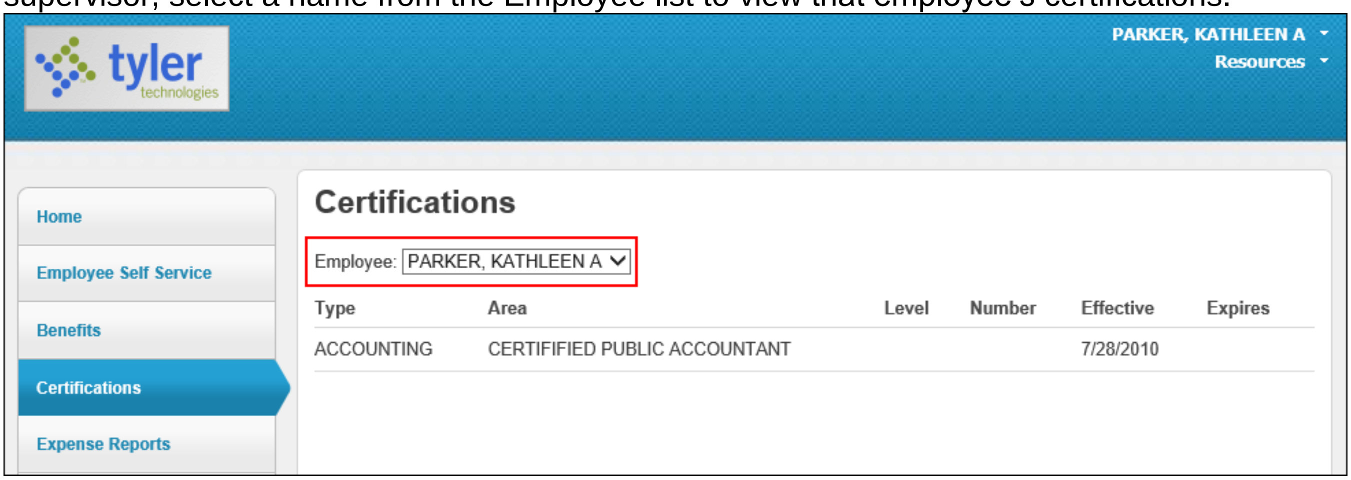


The program displays a Confirmation page.



Certifications

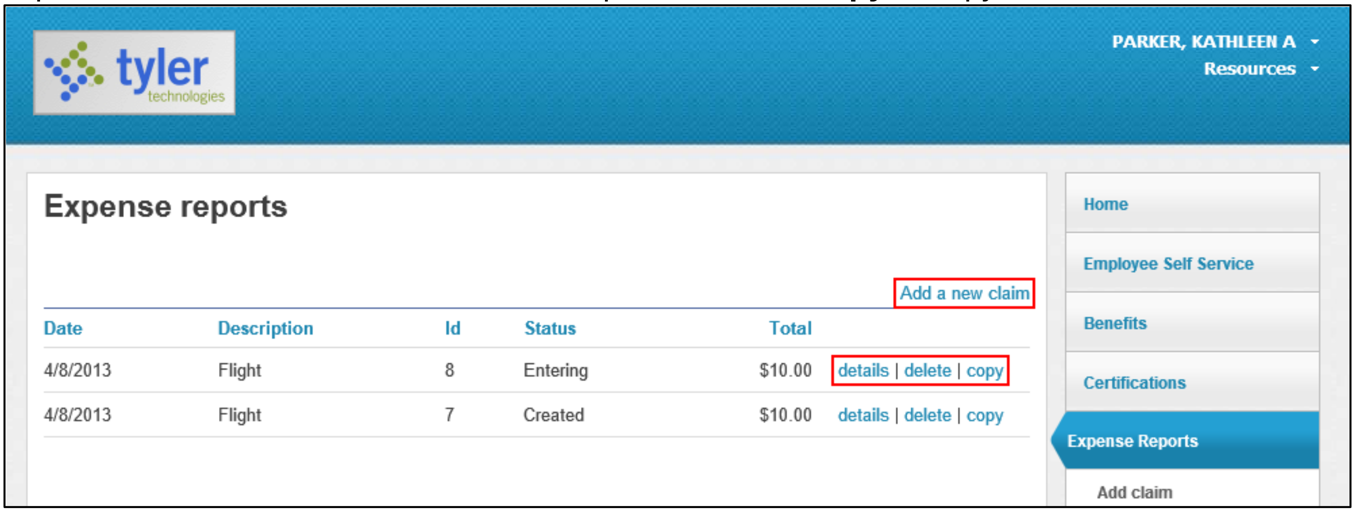
Certifications displays a list of your education or training certifications. This list includes the certification type, area, level, number, and effective and expiration dates. If you are a supervisor, select a name from the Employee list to view that employee's certifications.



Expense Reports

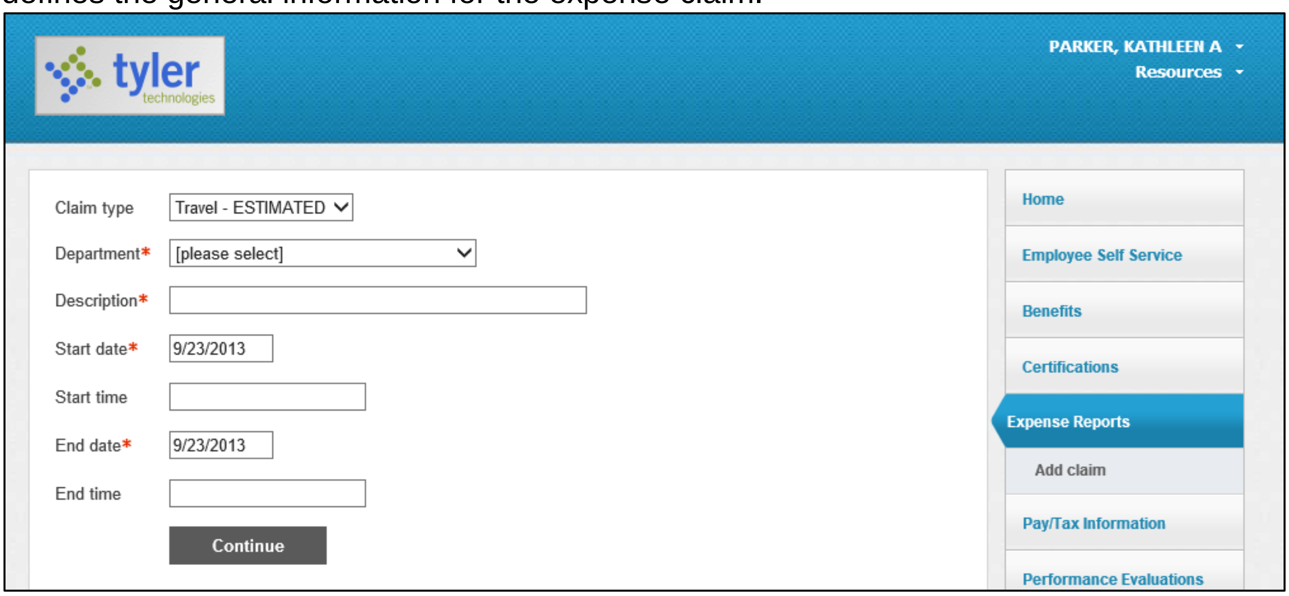
Expense Reports allows you to submit expenses for reimbursement. To submit a new expense report, click **Add a New Claim**.

If existing expense reports are in process, click **Details** to view the specific details for the expense item. Click **Delete** to delete an expense item or **Copy** to copy it.



New Claim

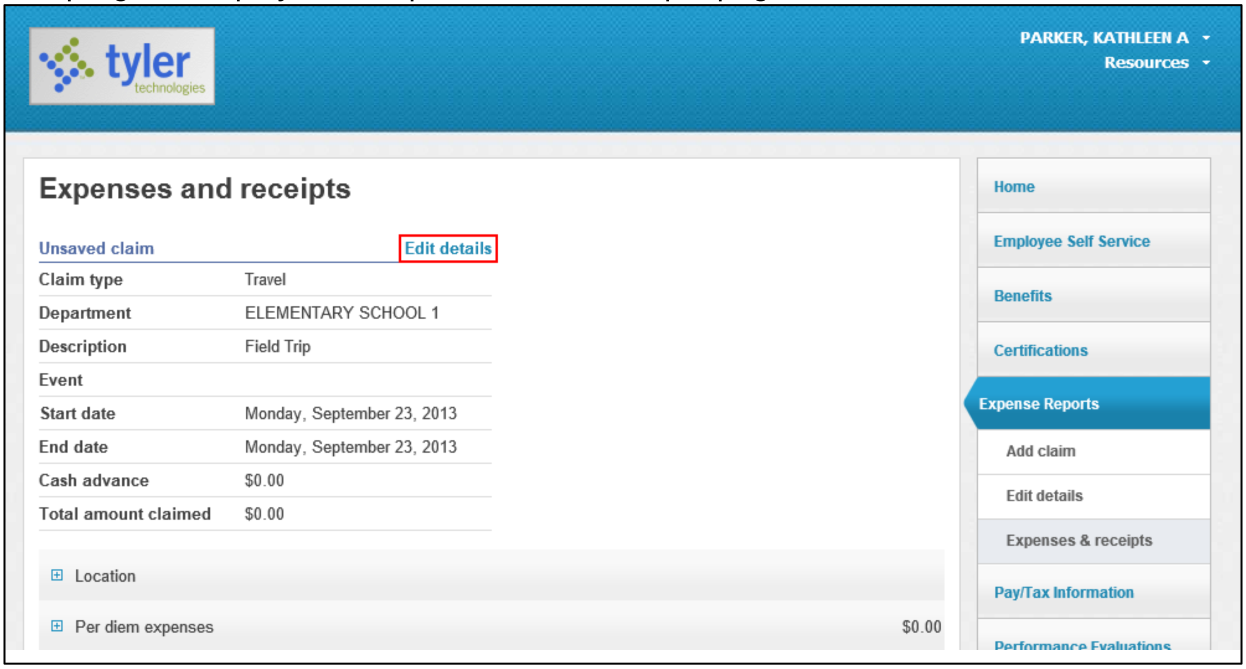
For new claims, select **Add a New Claim**. The program displays the Add Claim page, which defines the general information for the expense claim.



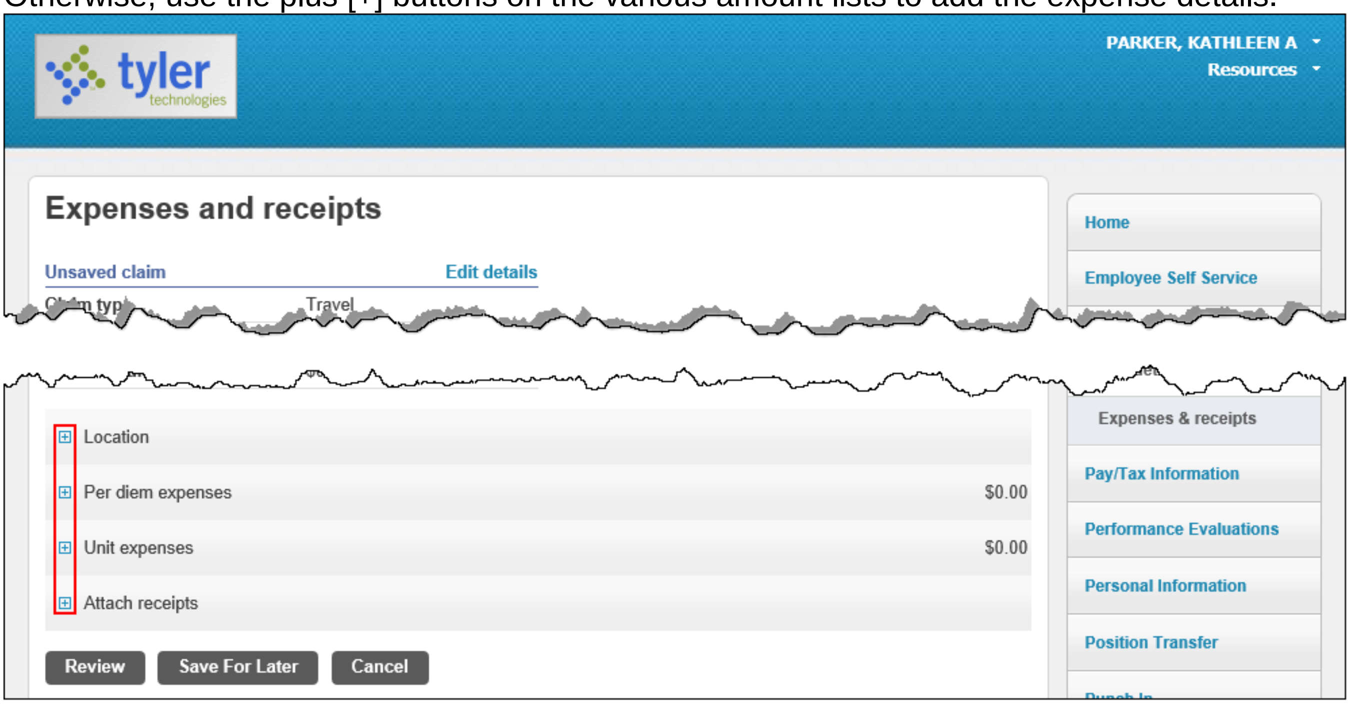
To add a claim:

1. Enter your claim details.
   The fields marked with the asterisk (*) are required. If you add a start and end time, you must include AM or PM as part of the time value.

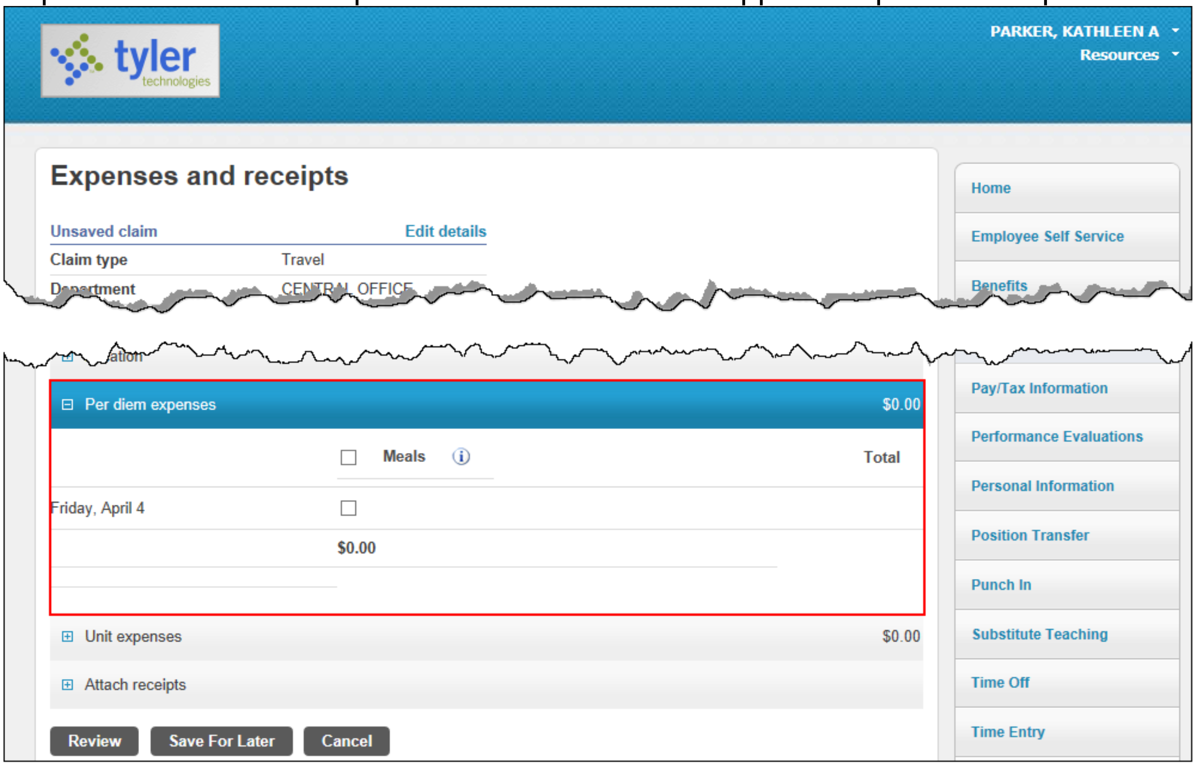
2. Click **Continue**.
   The program displays the Expenses and Receipts page.



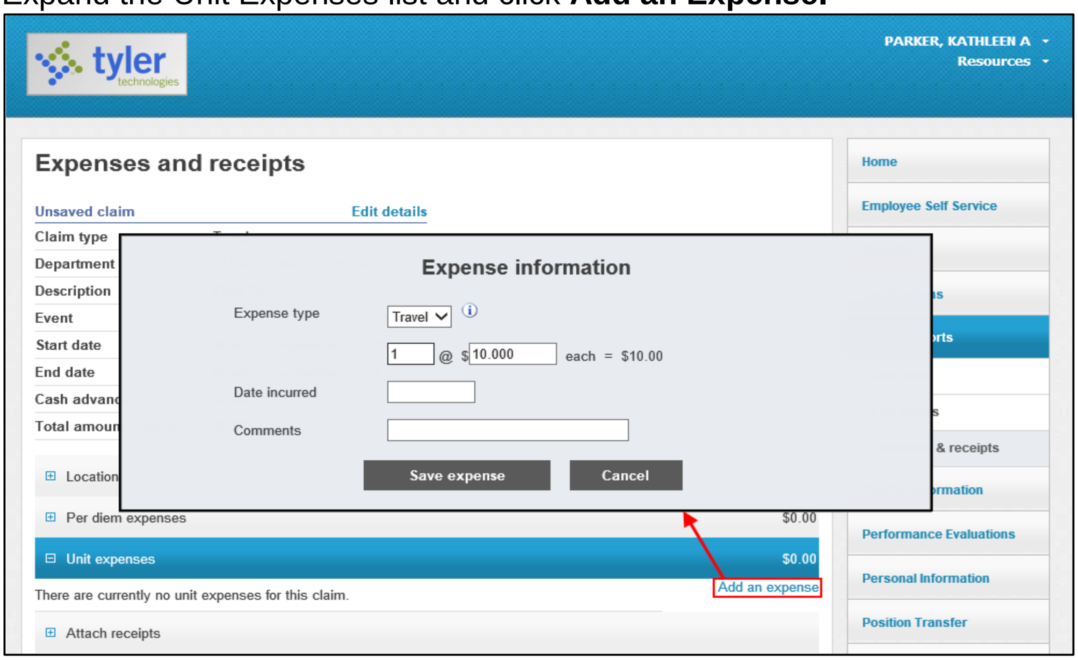
3. Review your claim details. If necessary, click **Edit Details** to update the claim description. Otherwise, use the plus [+] buttons on the various amount lists to add the expense details.



4. Expand the Per Diem Expenses list and select the applicable per diem expenses.



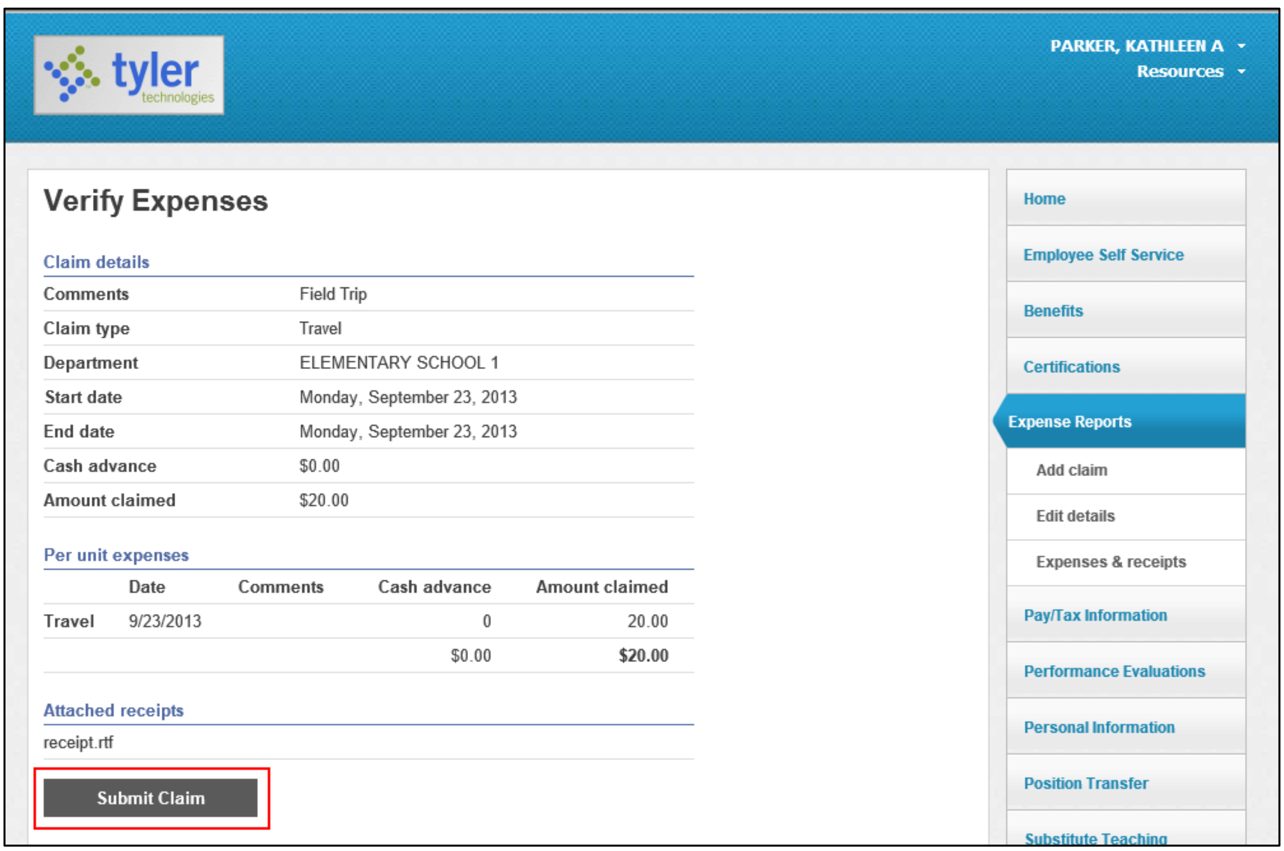
5. Expand the Unit Expenses list and click **Add an Expense.**



6. Complete the Expense Information box with details.

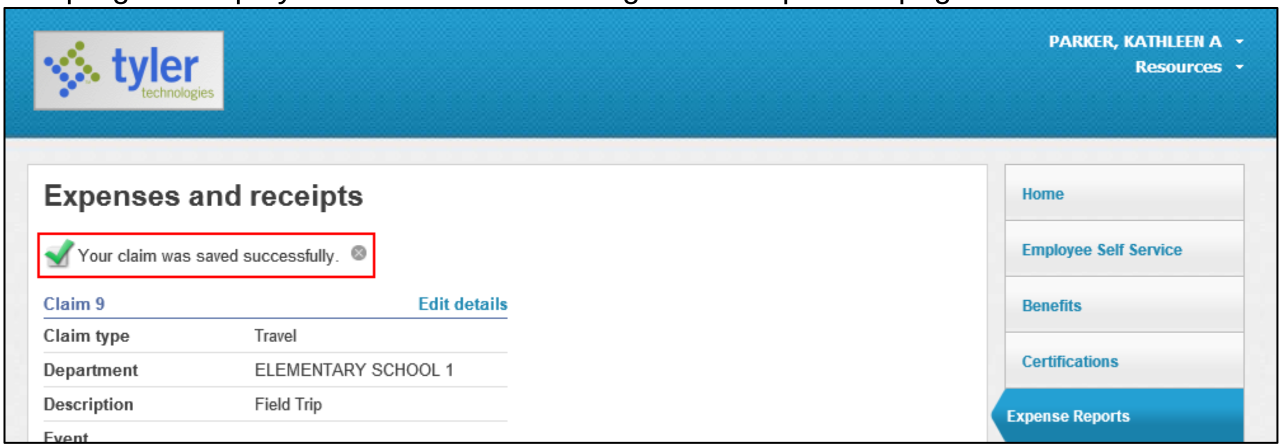
7. Expand the Attach Receipts list and click **Browse**.

8. Navigate to the receipt record and upload it.
9. Once you have uploaded all necessary receipts, click **Review**.
   ESS displays the Verify Expenses page.



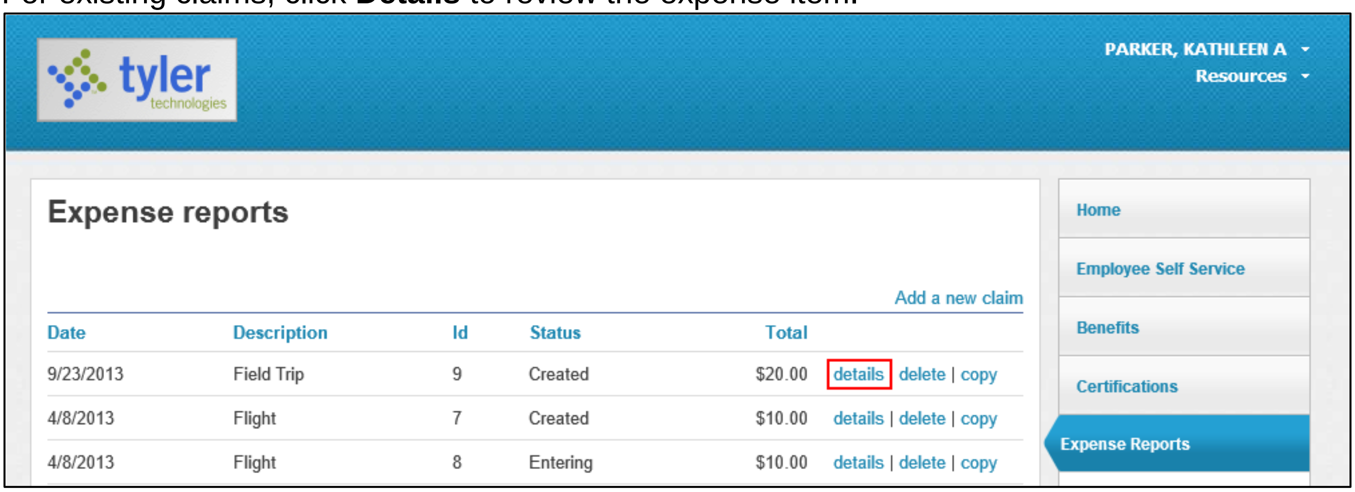
If you submit a new claim using an expense template that has an annual spending limit and your claim causes you to exceed that limit, the Verify Expenses page displays a warning message that notes the annual spending limit for the claim type and the sum of your claim amounts.

10. Click **Submit Claim** to complete the process.
    The program displays a confirmation message at the top of the page.

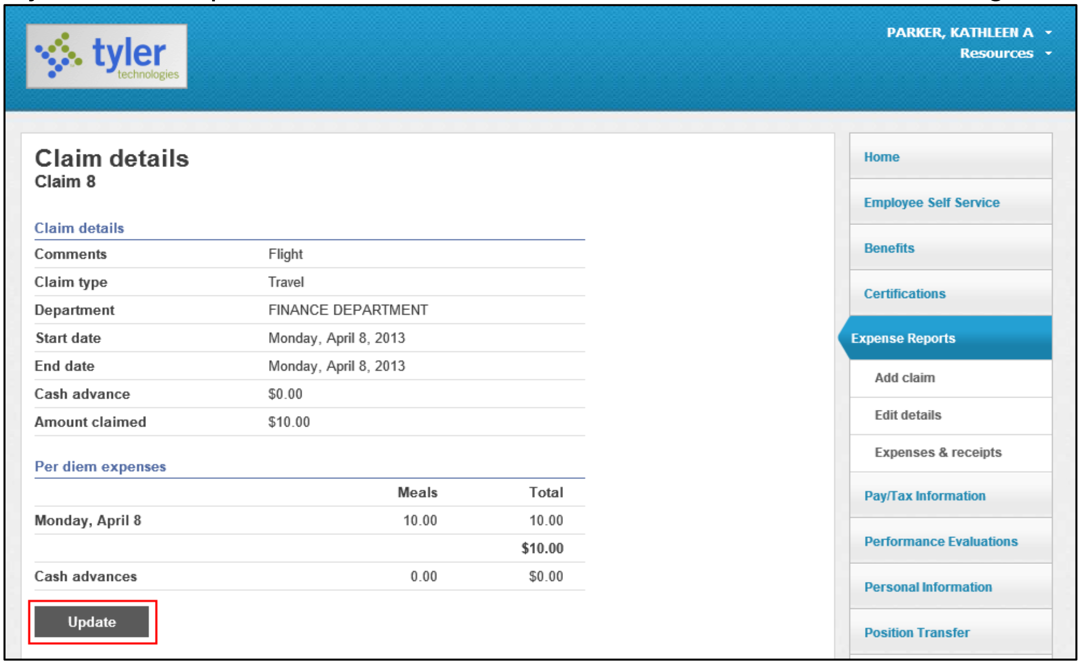


Existing Claims

For existing claims, click **Details** to review the expense item.

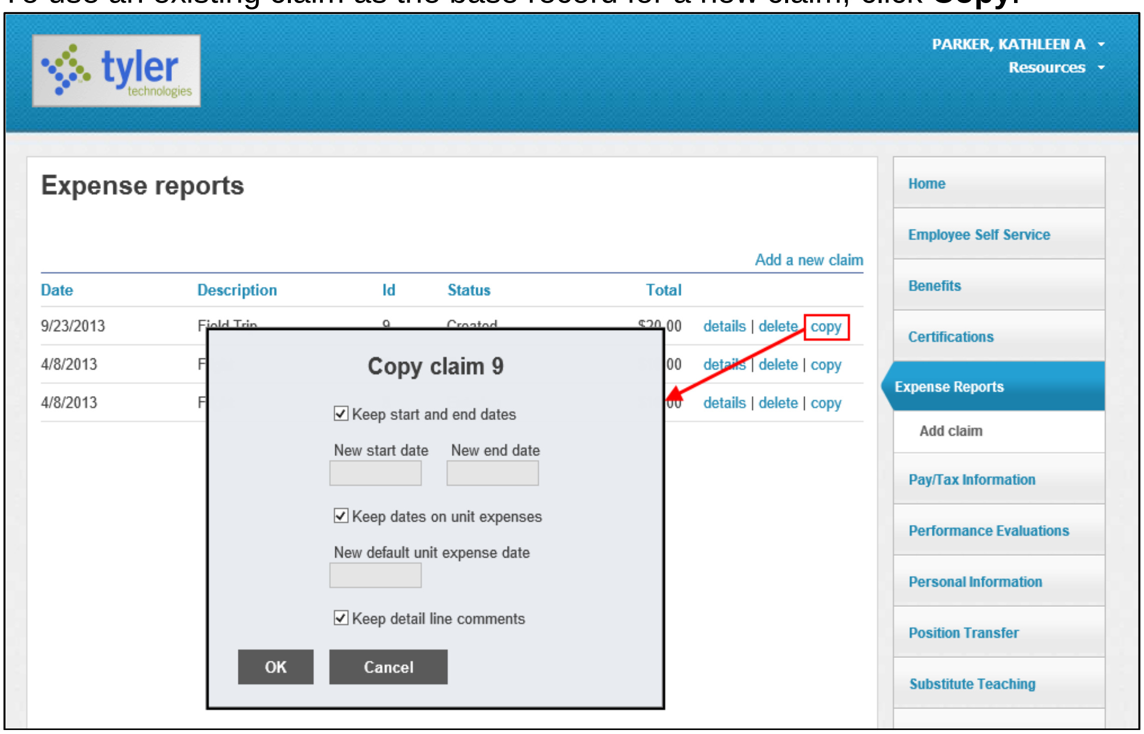


The program displays the Claim Details page. If the claim has not yet been accepted or rejected, the Update button is available. Use this button to make changes to the claim.



Copy Claim

To use an existing claim as the base record for a new claim, click **Copy**.

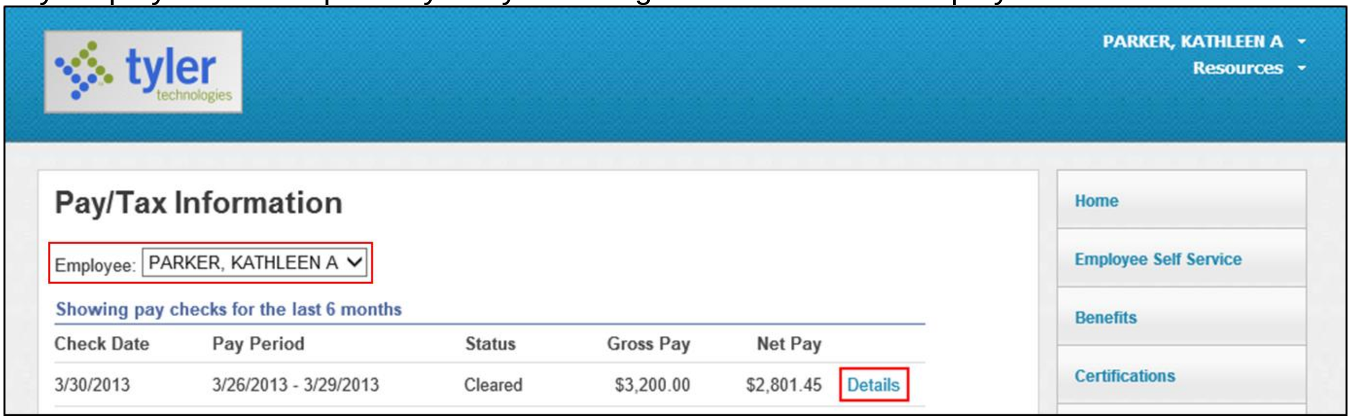


Enter the details for the new claim in the Copy Claim box and click **OK**; the program displays the new claim record. Update the details or amounts, as appropriate.

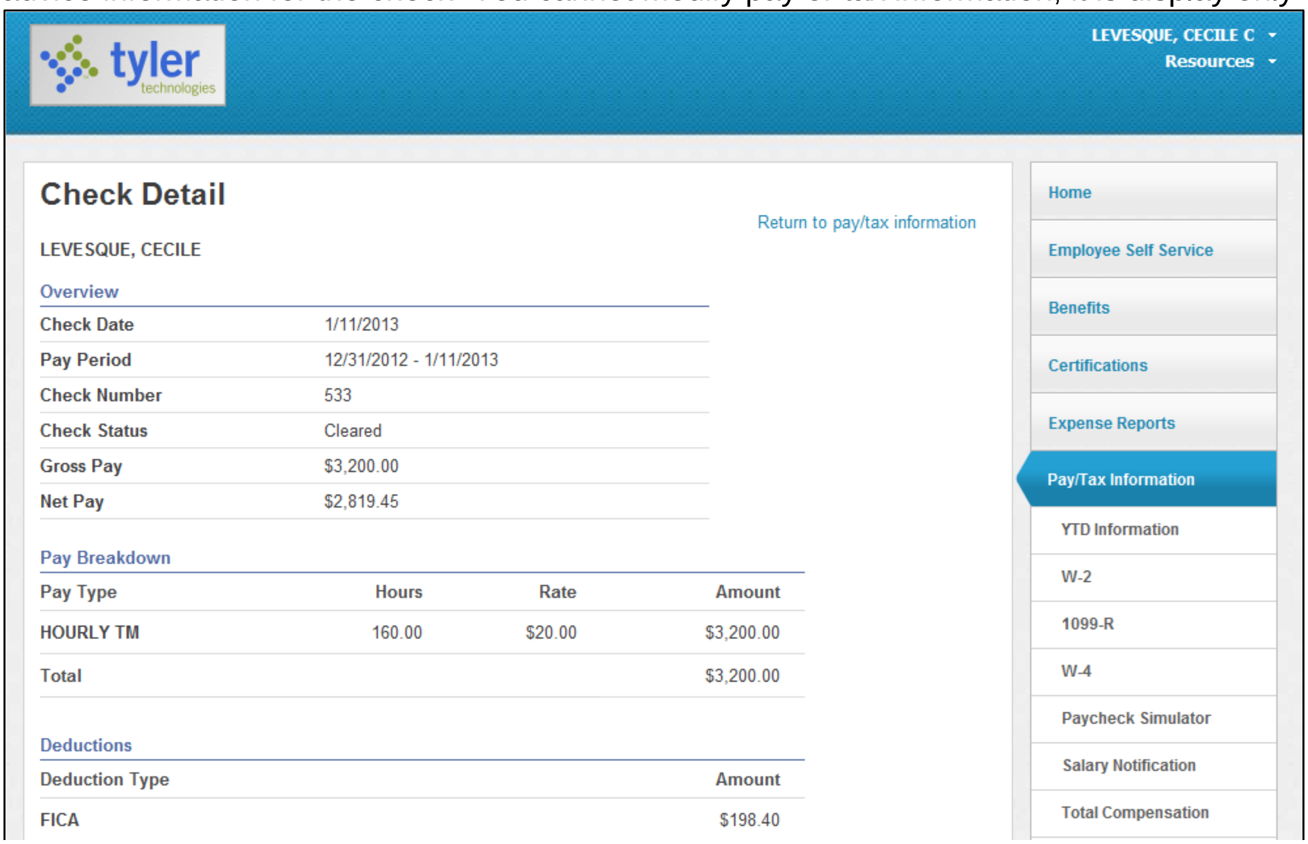
Pay/Tax Information

Pay/Tax Information provides current payroll and payroll history details. The payroll history is stored in the Munis Employee Pay History program.

If you are a supervisor and you have the appropriate permissions, you can view information for any employees who report to you by selecting a name from the Employee list.

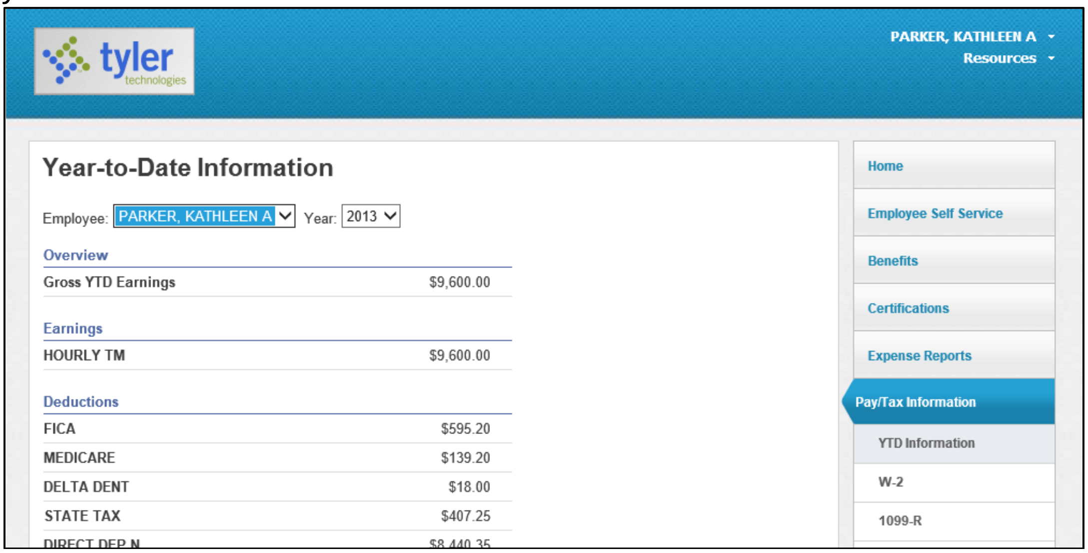


When you click **Details**, the program displays the Check Detail page, which contains the pay advice information for the check. You cannot modify pay or tax information; it is display only.



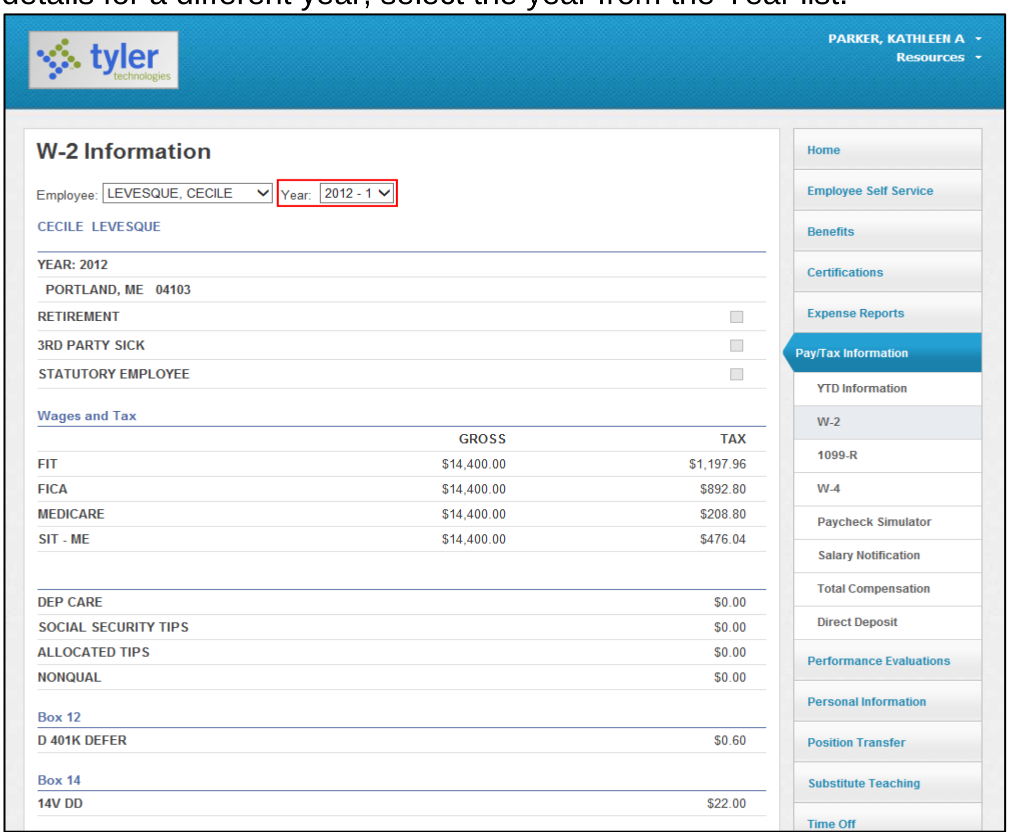
YTD Information

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



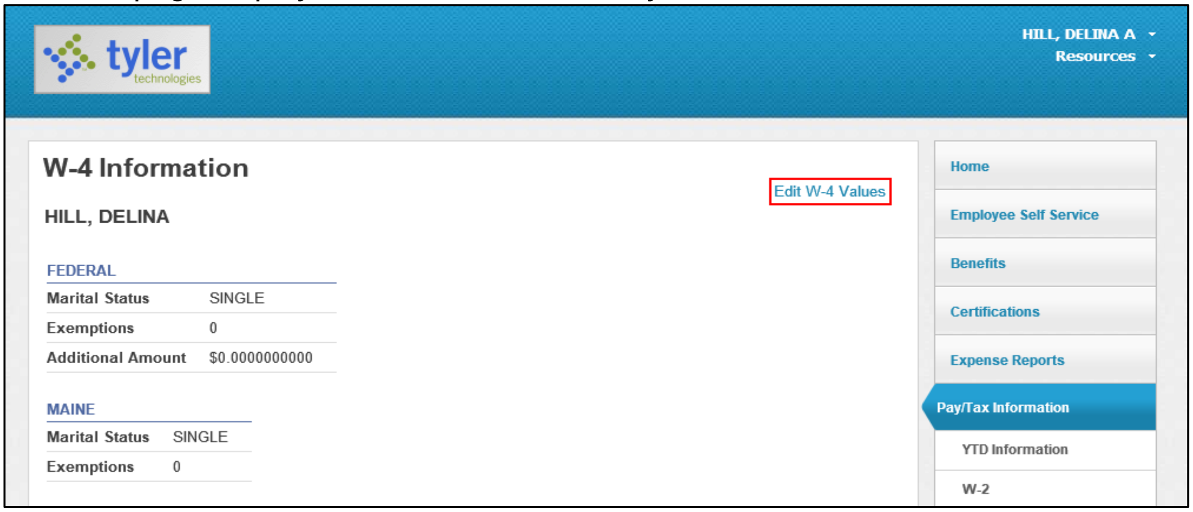
W-2 and 1099-R

The W-2 and 1099-R pages display information regarding federal and state taxes and withholdings. This information is drawn in the Munis W-2 and 1099-R programs. To view details for a different year, select the year from the Year list.



W-4

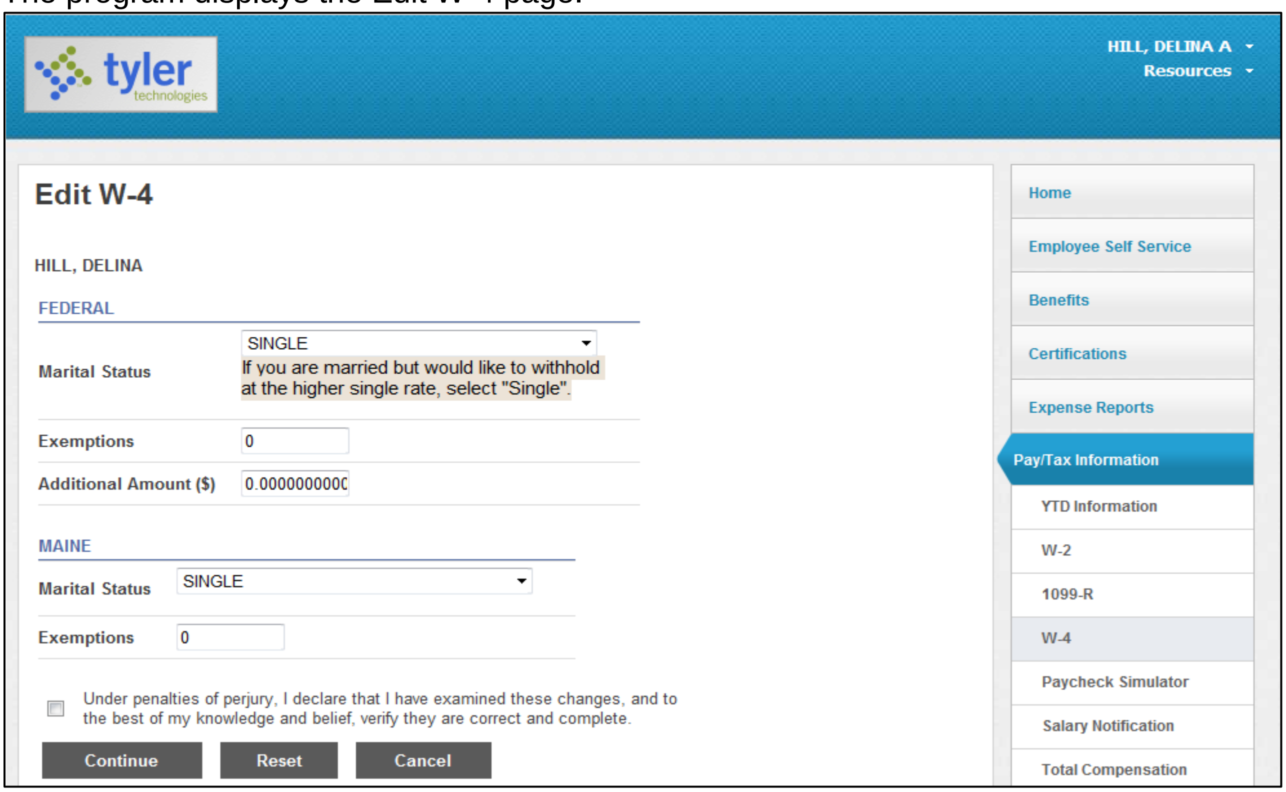
The W-4 page displays information related to your W-4.



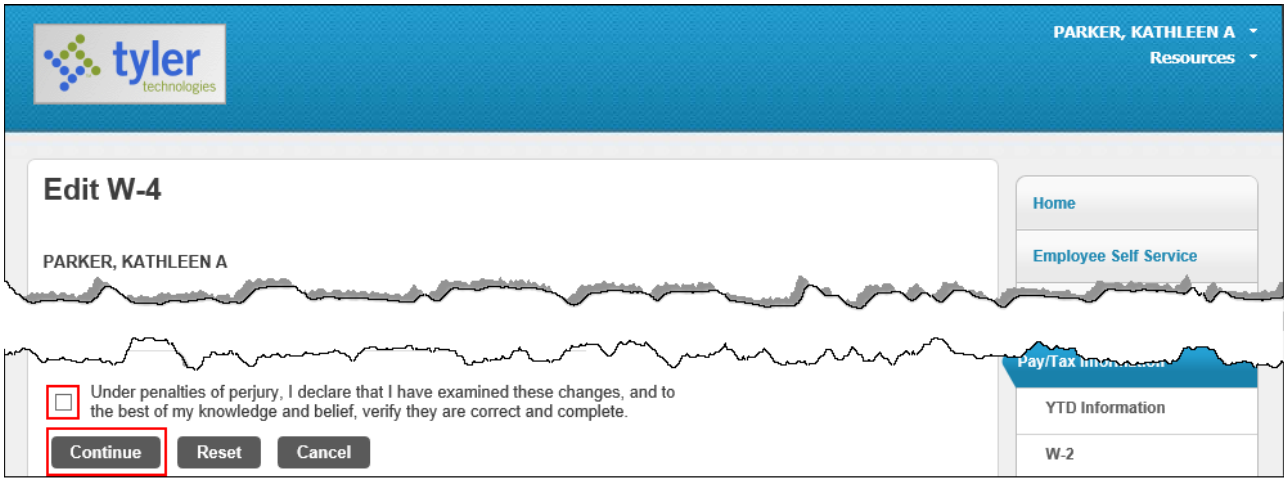
Change Your W-4

To update your W-4 Information:

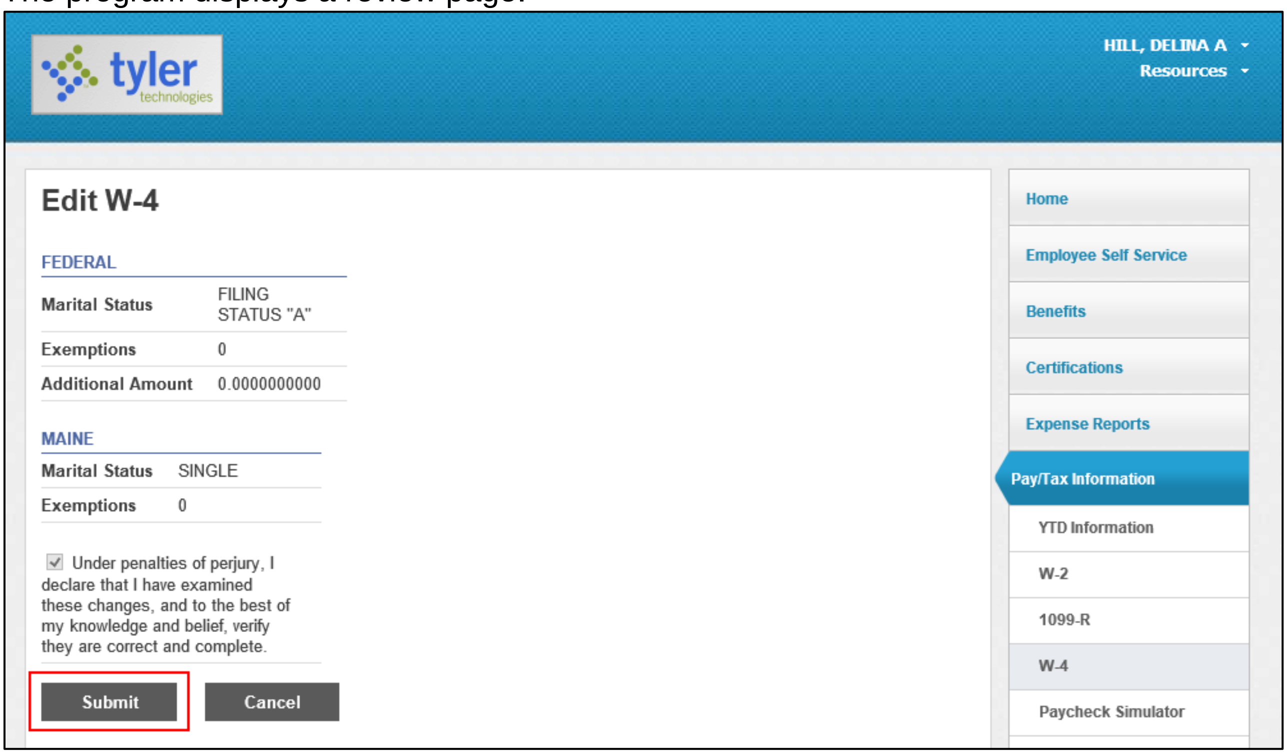
1. Click **Edit W-4 Values**.
   The program displays the Edit W-4 page.



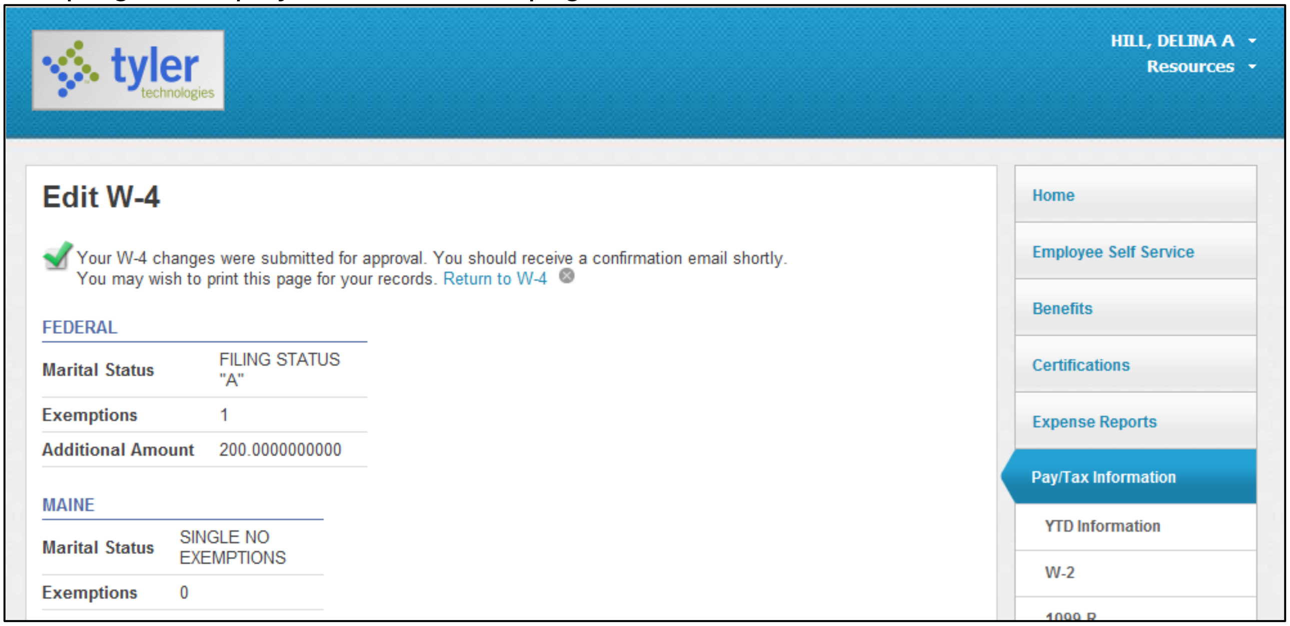
2. Enter the revised data.



3. Verify that the information is correct by selecting the acknowledgement check box and then click **Continue**.
   The program displays a review page.

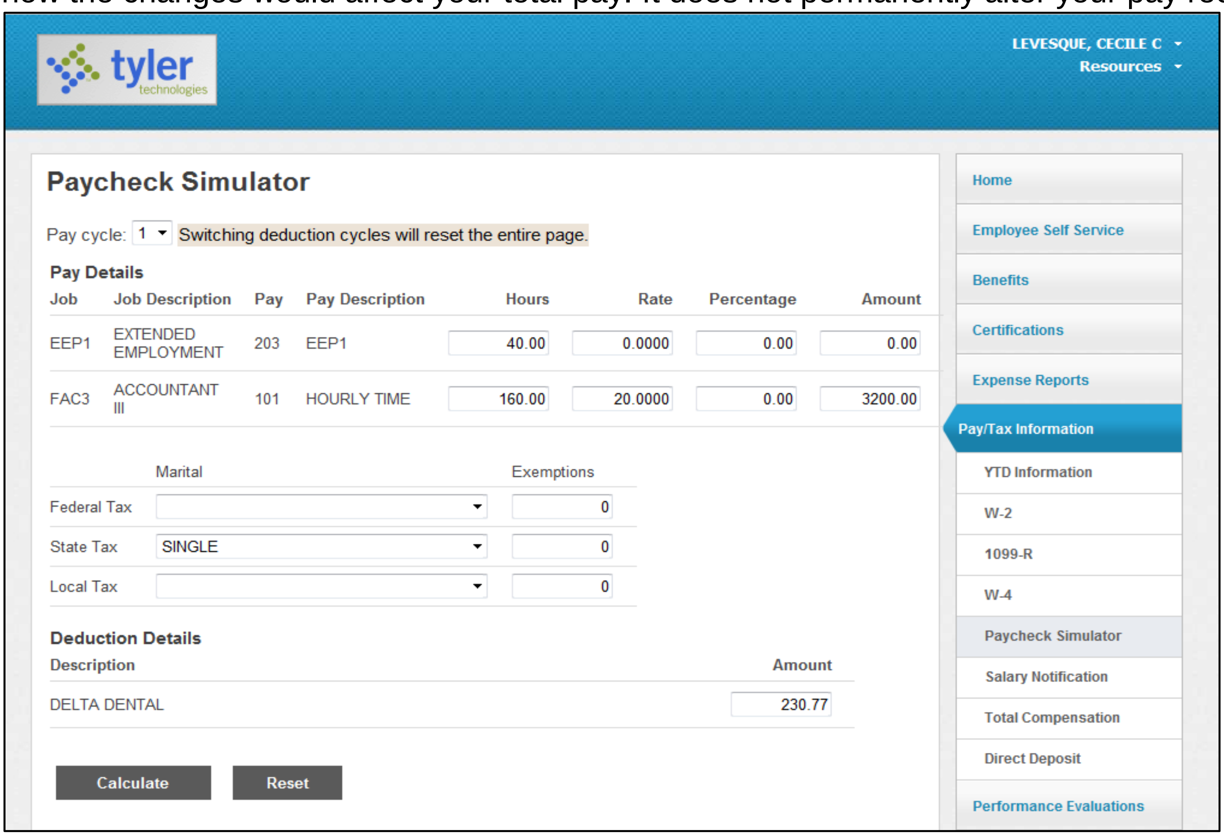


4. Review your data to ensure its accuracy and click **Submit**.
   The program displays a confirmation page.



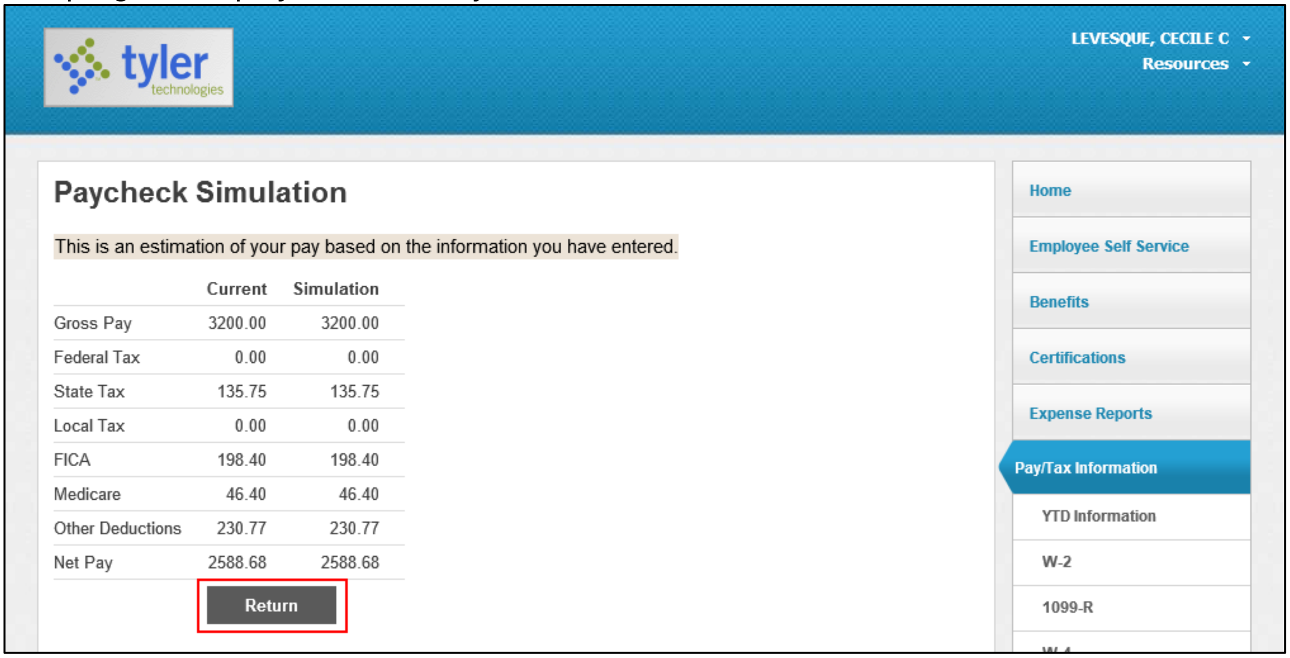
Paycheck Simulator

The Paycheck Simulator simulates adjustments to your pay, tax, or deductions to demonstrate how the changes would affect your total pay. It does not permanently alter your pay records.



To simulate changes to your paycheck:

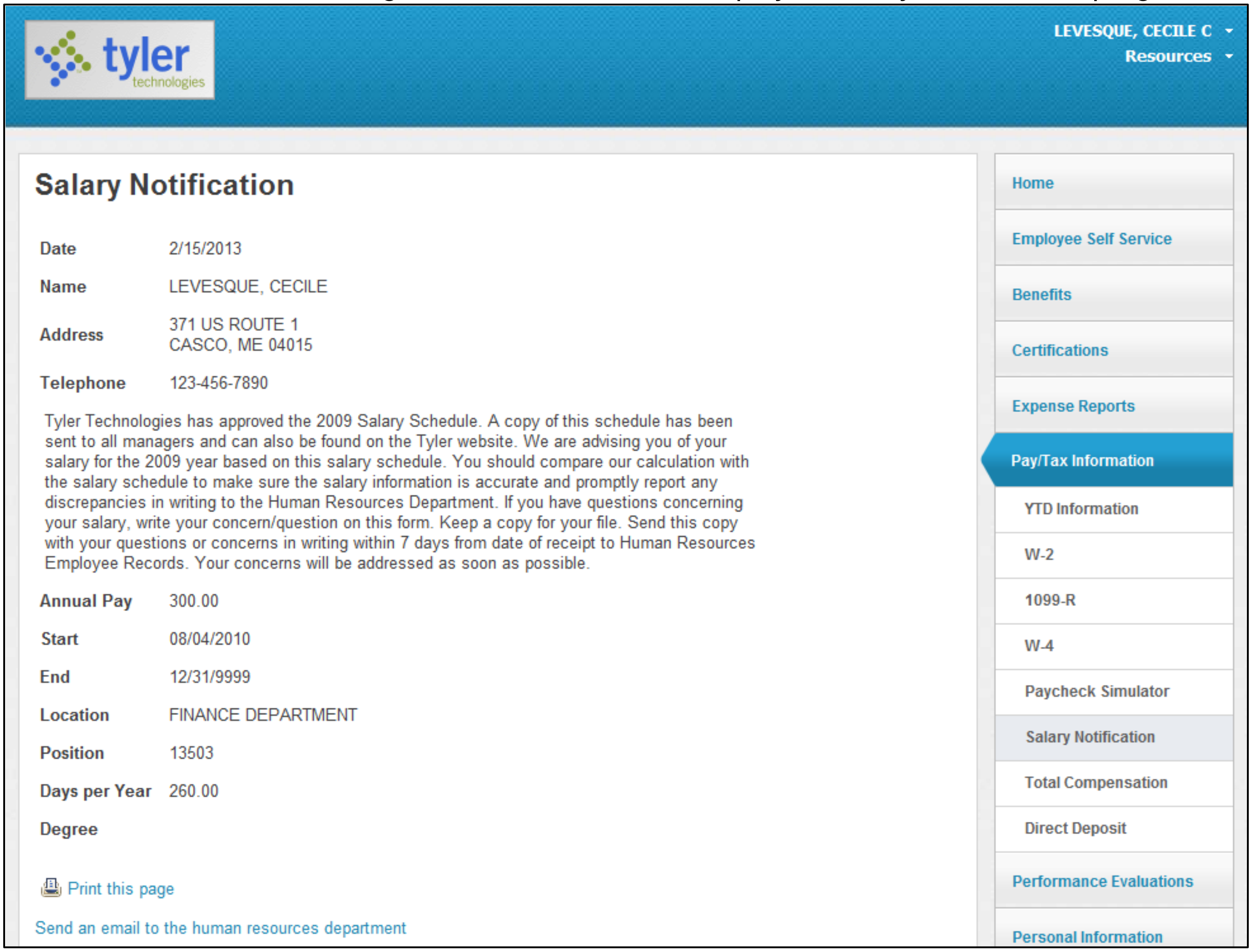
1. Select the pay cycle for which you are simulating a change, and then enter the pay, tax, or deduction changes.
2. Click **Calculate**.
   The program displays the new adjusted amounts.



3. Click **Return** to return to the Paycheck Simulator.

Salary Notification

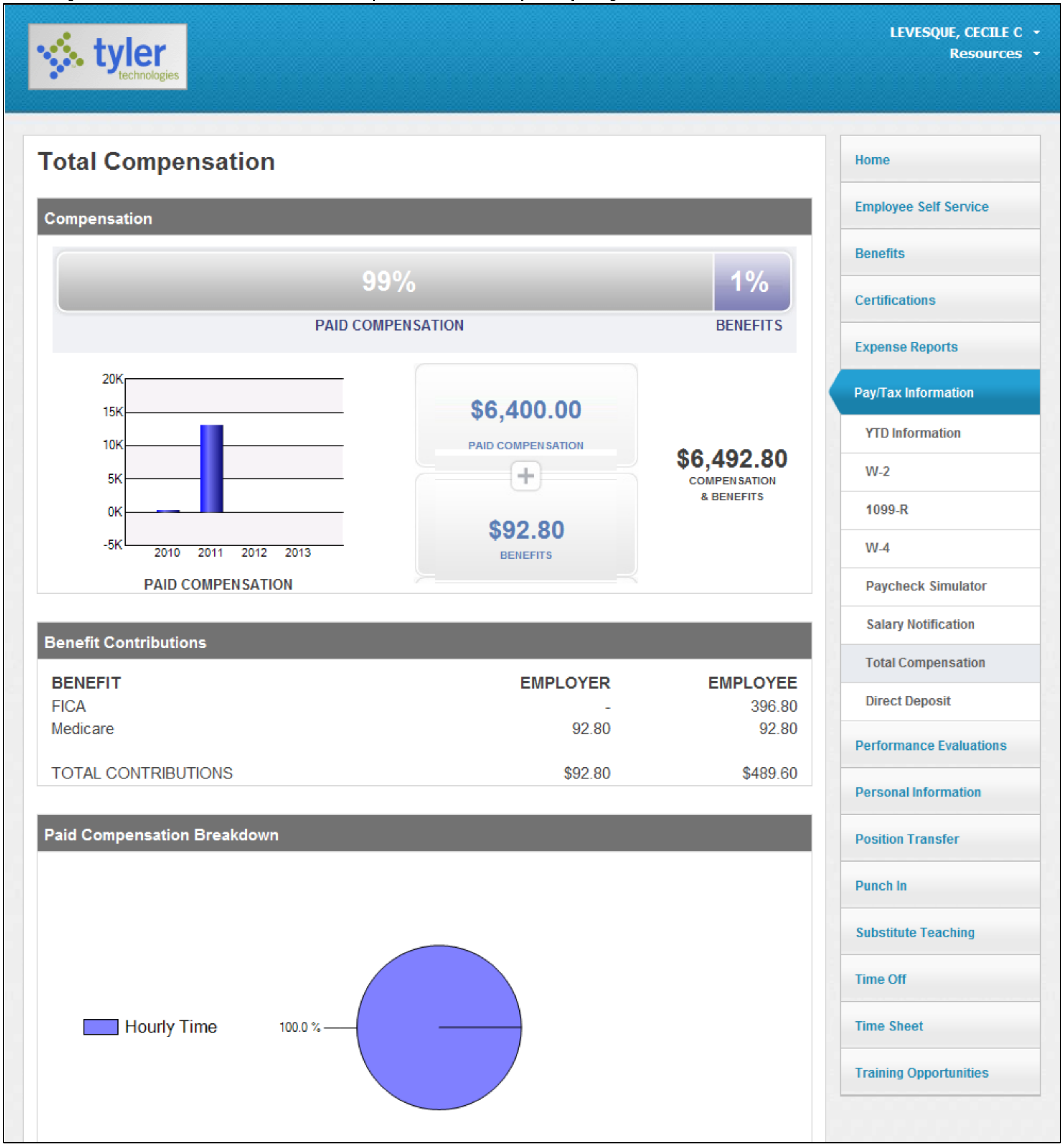
The Salary Notification page displays information about your salary schedule. Salary notifications are created and generated in the Munis Employee Salary Notifications program.



Total Compensation

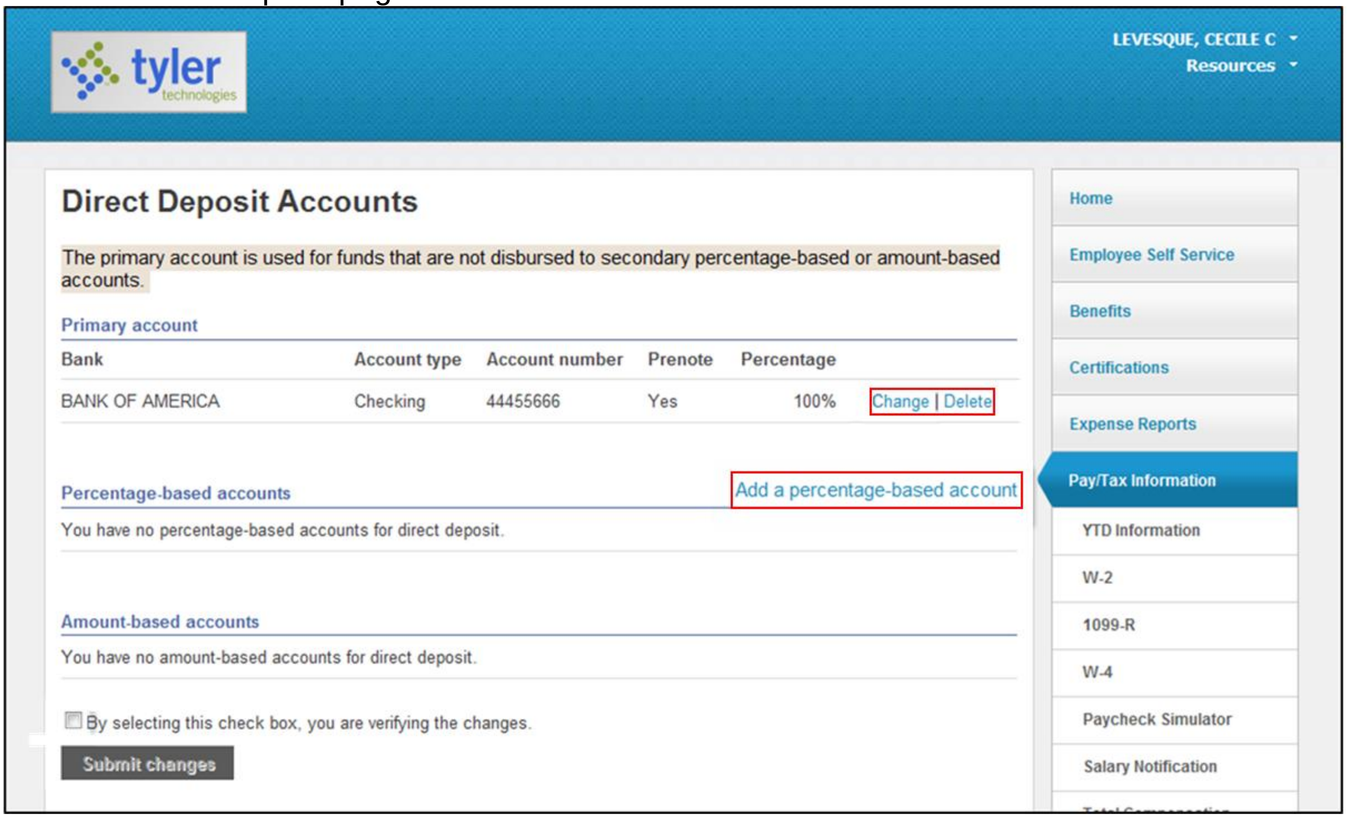
The Total Compensation page displays the details of the compensation you receive from your organization. The Compensation section displays your compensation broken up into paid compensation and benefits. The Benefit Contributions section displays your benefit contributions and your employer’s benefit contributions. The Paid Compensation Breakdown section displays a pie chart that shows what percentage of your total compensation each specific compensation type comprises.

If your organization has configured it, the Total Compensation section displays information regarding other benefits in the Additional Benefits section. The options for this page are managed in the Munis Total Compensation Report program.



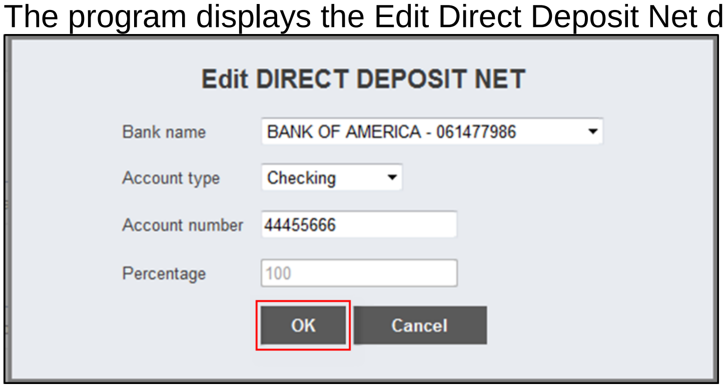
Direct Deposit

The Direct Deposit page provides the details for your direct deposit accounts. If your organization allows, you can update the accounts and amounts allotted to each account using the ESS Direct Deposit page.



To modify your direct deposit information:

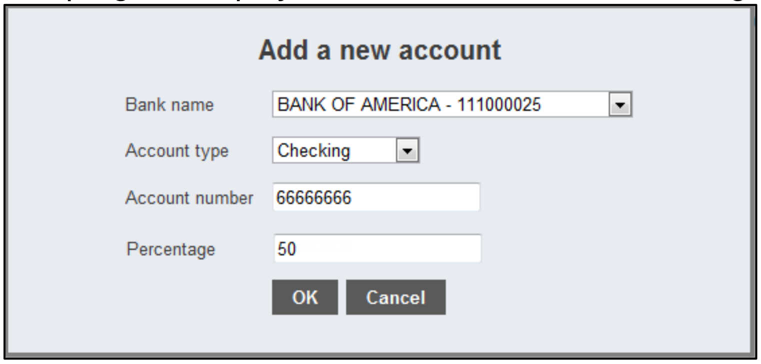
1. Click the **Change** option for the account.
   The program displays the Edit Direct Deposit Net dialog box.



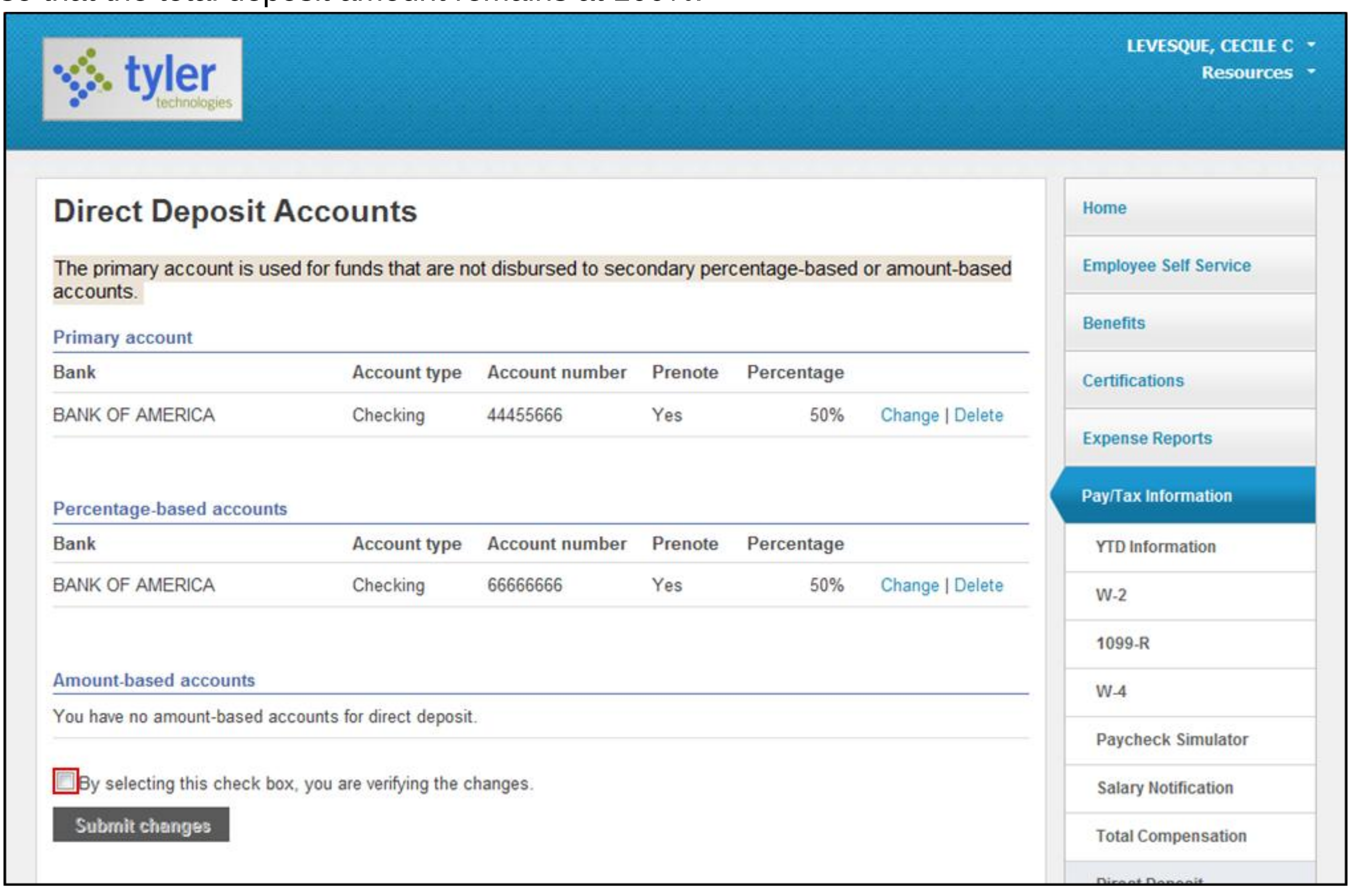
2. Update the information and click **OK**.

To deposit amounts to more than one account:

1. Click the **Add a Percentage-Based Account** option.
   The program displays the Add a New Account dialog box.

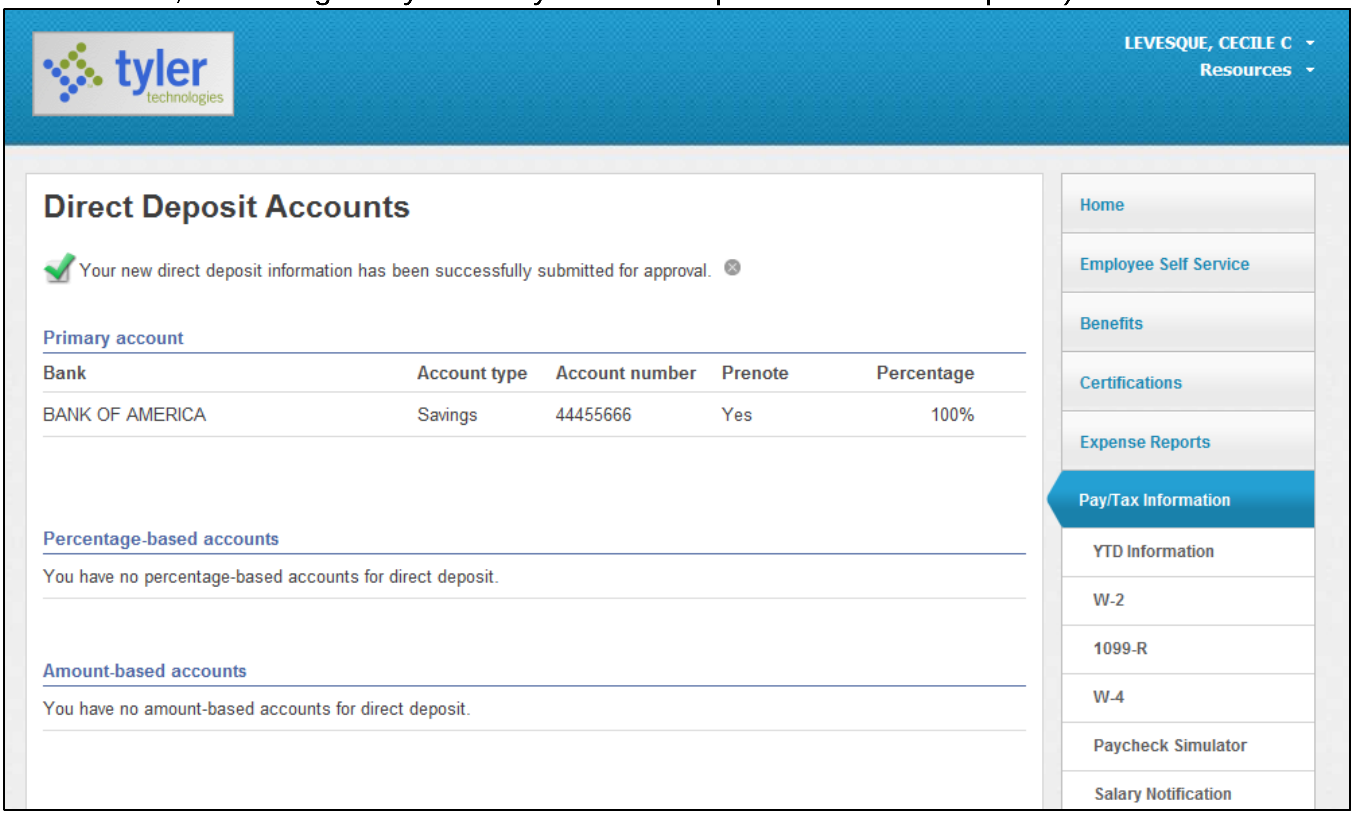


2. Enter the new account details, establish the percentage of the total deposit to be allotted to this account, and click **OK**.
   The program accepts the new account and adjusts the percentage to the existing account so that the total deposit amount remains at 100%.

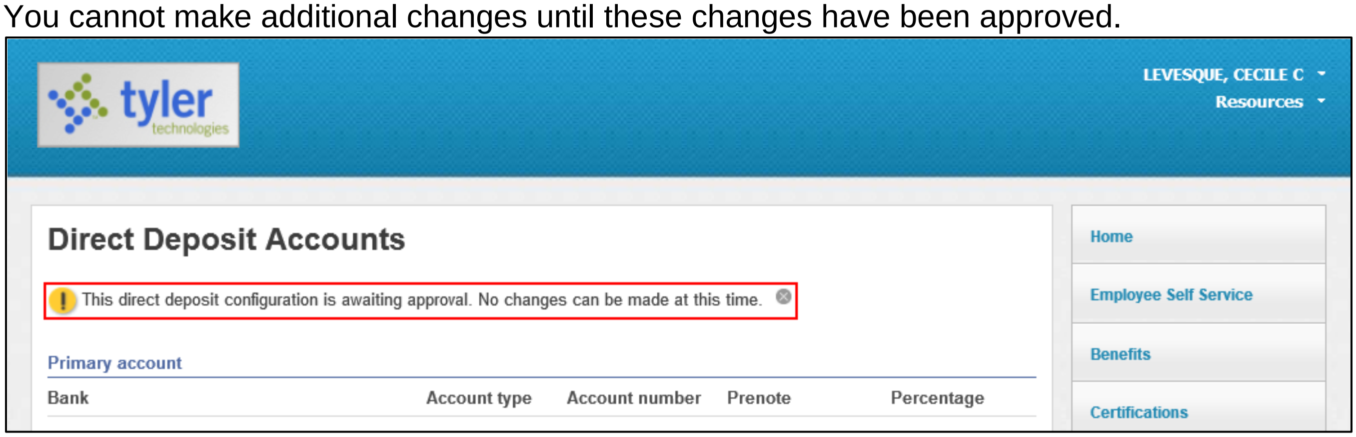


To verify the changes to your direct deposit account details, select the change verification check box. The label for this check box is user defined and is assigned by your organization. As a result, the label text for this check box varies.

When you click Submit Changes, the program submits the changes to your Human Resources department for approval. Once they are approved, the changes are effective to the next payroll cycle. (**Note**: If your organization uses the prenote process for verifying direct deposit transactions, the change may be delayed until the prenote test is complete.)



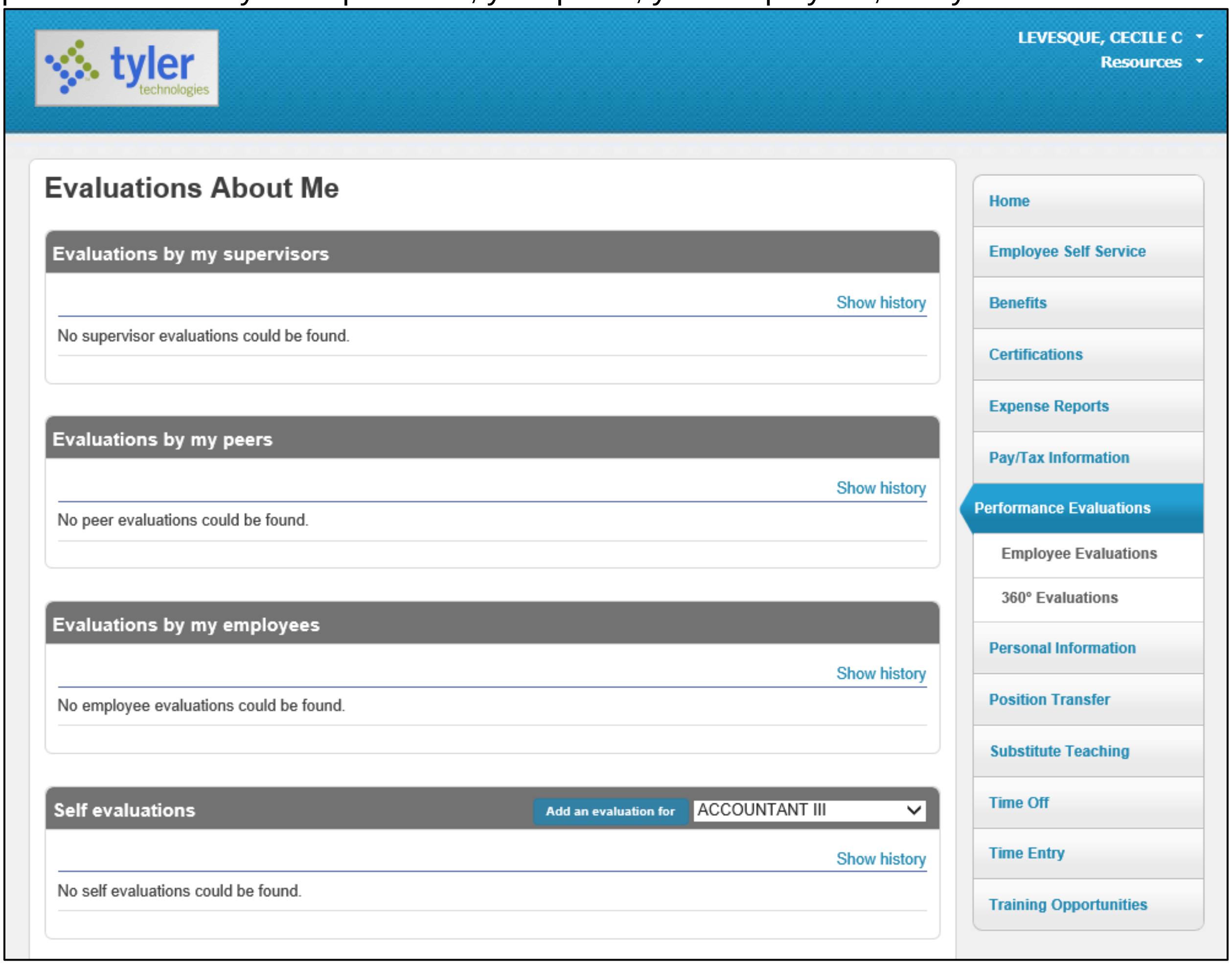
You cannot make additional changes until these changes have been approved.



Performance Evaluations

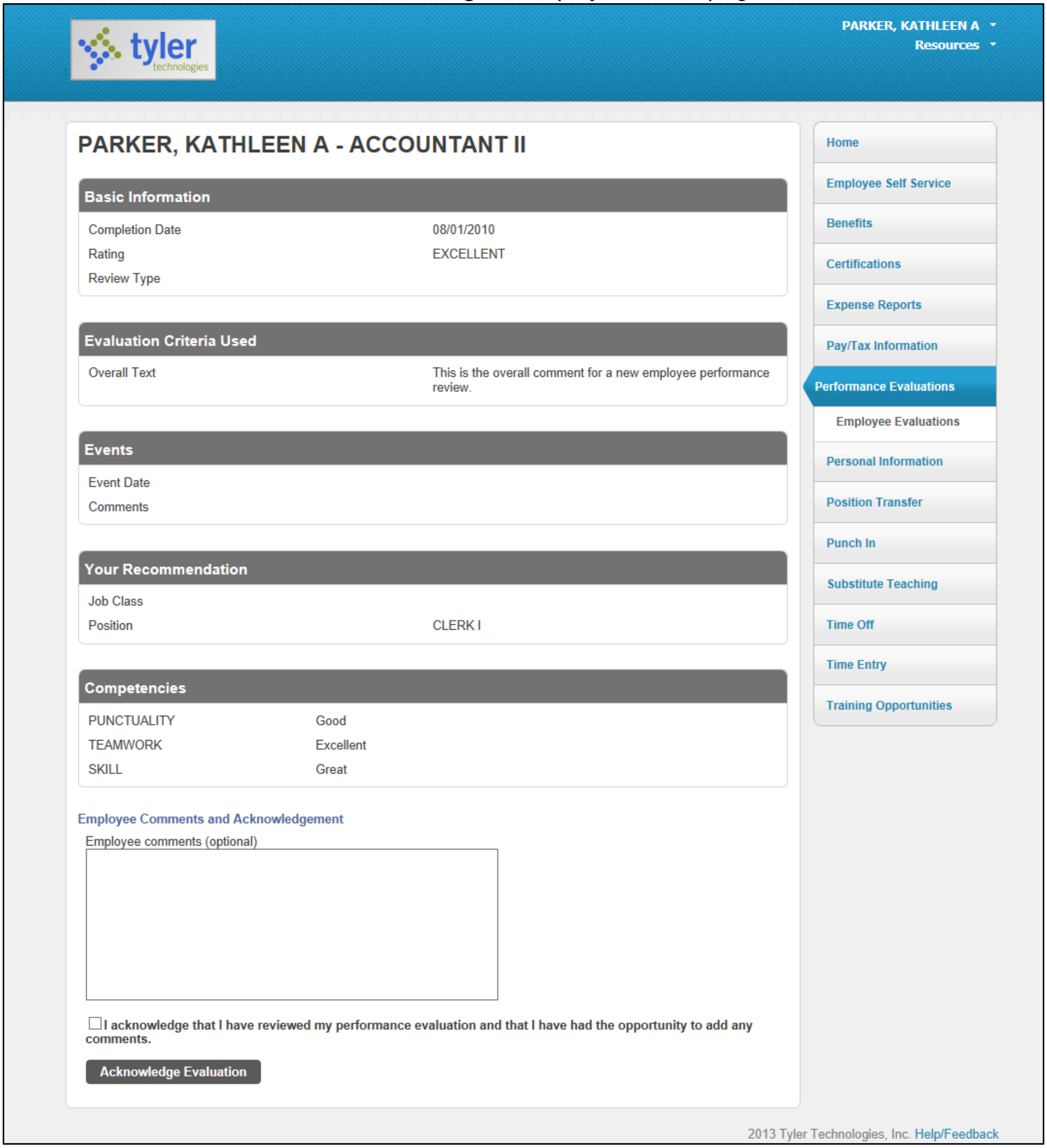
The Performance Evaluations group on the menu provides access to all evaluation functionality. You can view evaluations you have received and given. If you are a supervisor, you can view evaluations your employees have received. With the appropriate permissions, you can also create evaluations. For evaluations to be available in Employee Self Service, the Post Online check box must be selected in the Munis Employee Evaluations program.

The Performance Evaluations option displays the Evaluations About Me page, which lists evaluations that have been given to you. The evaluations are grouped according to who performed them: your supervisors, your peers, your employees, and yourself.

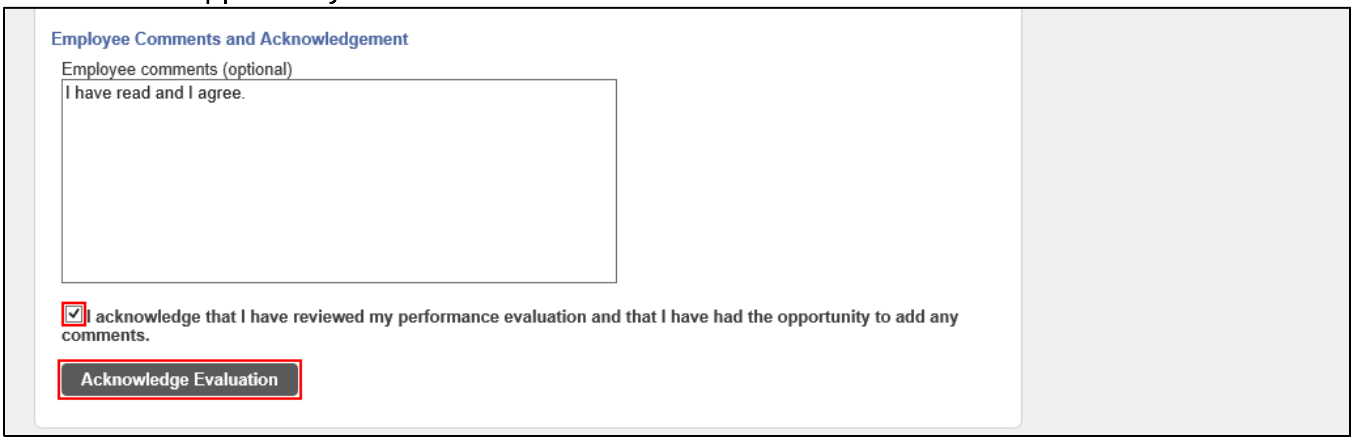


To view more evaluations of any type, click **Show History**.

To review an evaluation, click **Acknowledge** to display a review page.

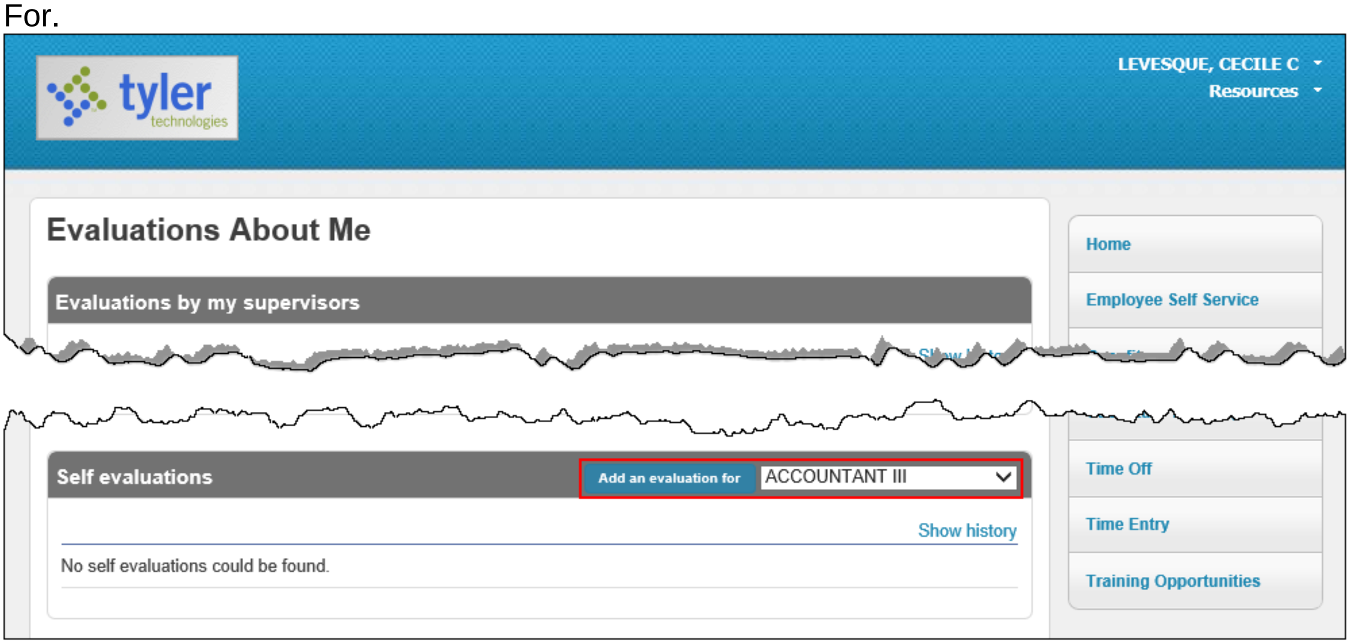


Use the Employee Comments and Acknowledgement box to enter your comments, and then select the **I Acknowledge** check box to indicate that you have reviewed the evaluation and have had an opportunity to enter comments.



Click **Acknowledge Evaluation** to submit the acknowledgement.

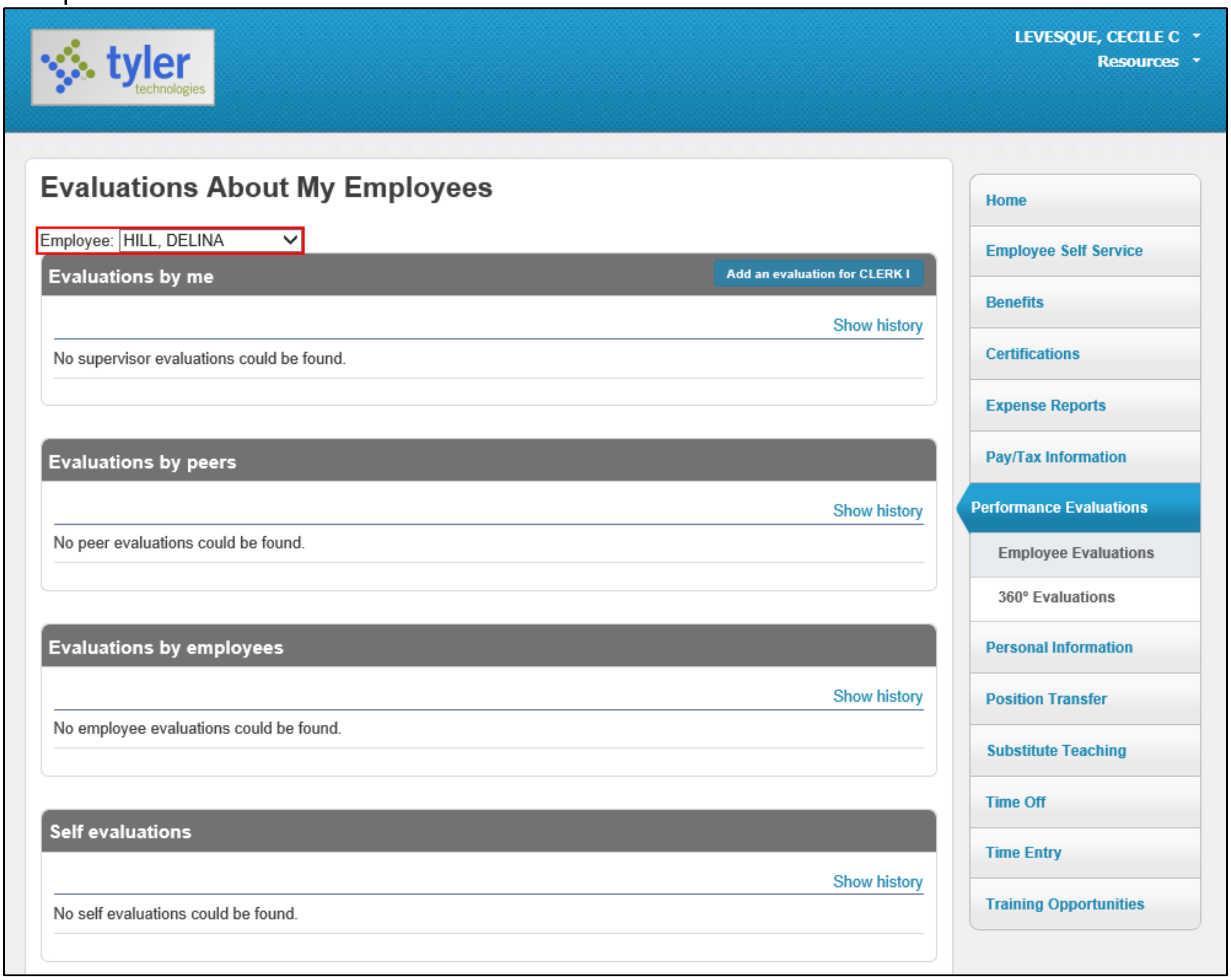
To add a self evaluation, use the **Add An Evaluation For** button in the Self Evaluation group. If you have more than one assigned job class for which you can evaluate yourself, ESS displays a list of the job classes. Select the proper job class before clicking Add an Evaluation For.



Employee Evaluations

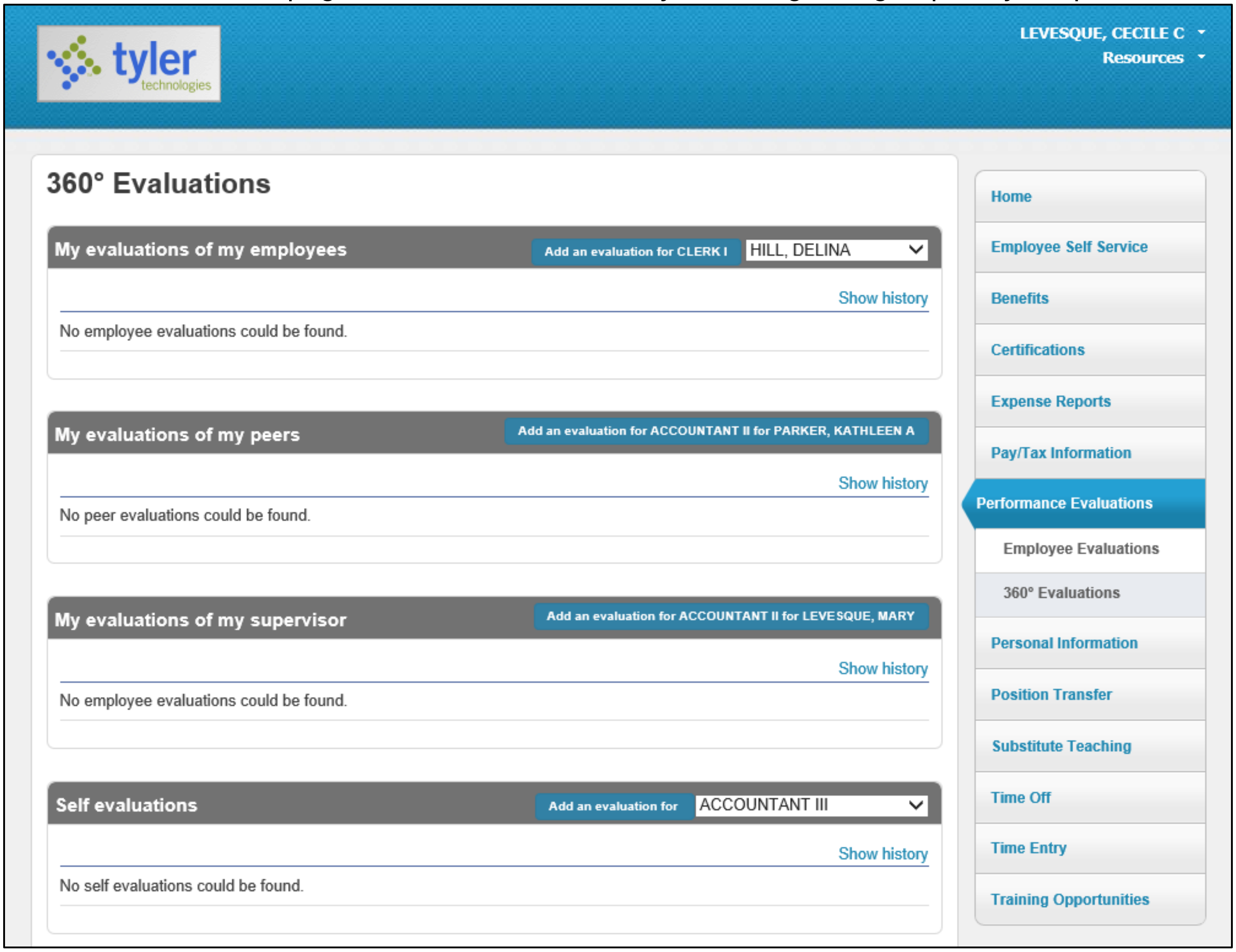
If you are a supervisor, you can use Employee Self Service to manage evaluations given to your employees.

Click the Employee Evaluations option on the ESS menu to display the Employee Evaluations page. This page provides a list of evaluations given to your employees, grouped according to who performed them.



360° Evaluations

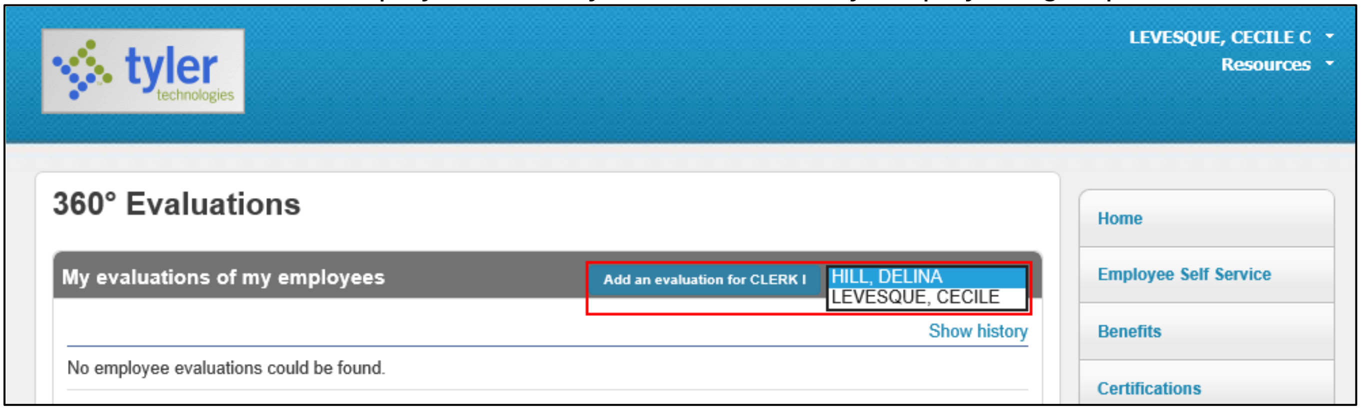
The 360° Evaluations page lists all the evaluations you have given, grouped by recipient.



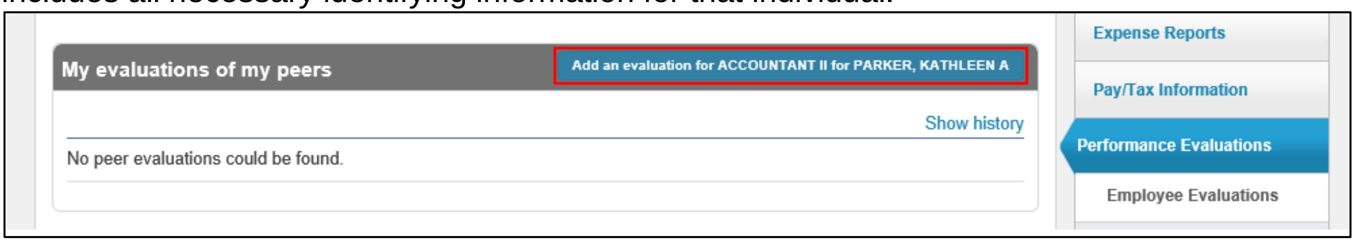
If you have existing evaluations, use the Show History/Show Current link to toggle the view.

Creating an Evaluation

If you have permission to perform an evaluation, the header for the pertinent group includes the Add an Evaluation For button. For example, if you have permission to perform employee evaluations, this button displays for the My Evaluations of My Employees group.



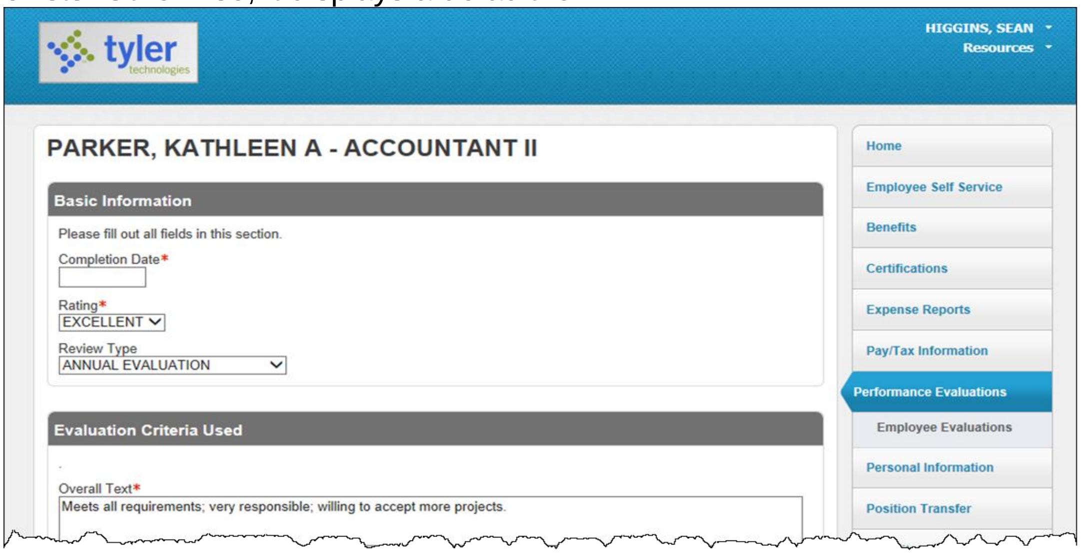
If there is more than one individual you can evaluate, ESS displays a list that allows you to select the name of the correct individual. If the individual has more than one job class, ESS displays a list of job classes as well. If there is only one individual you can evaluate, the button includes all necessary identifying information for that individual.



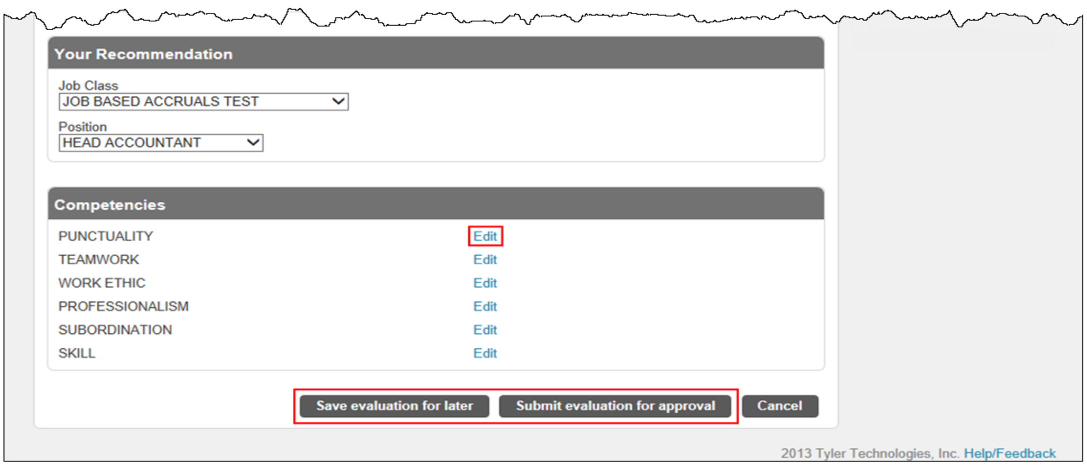
To create an evaluation:

1. Select the name and job class from the available lists, if applicable.

2. Click **Add an Evaluation For**.
   The program refreshes to display the evaluation form defined for that job class, if one exists. Otherwise, it displays a default form.



3. Complete the fields, as appropriate, to define the evaluation.
   Use the **Add** or **Edit** options, if available, to add new data or edit existing data in a section.



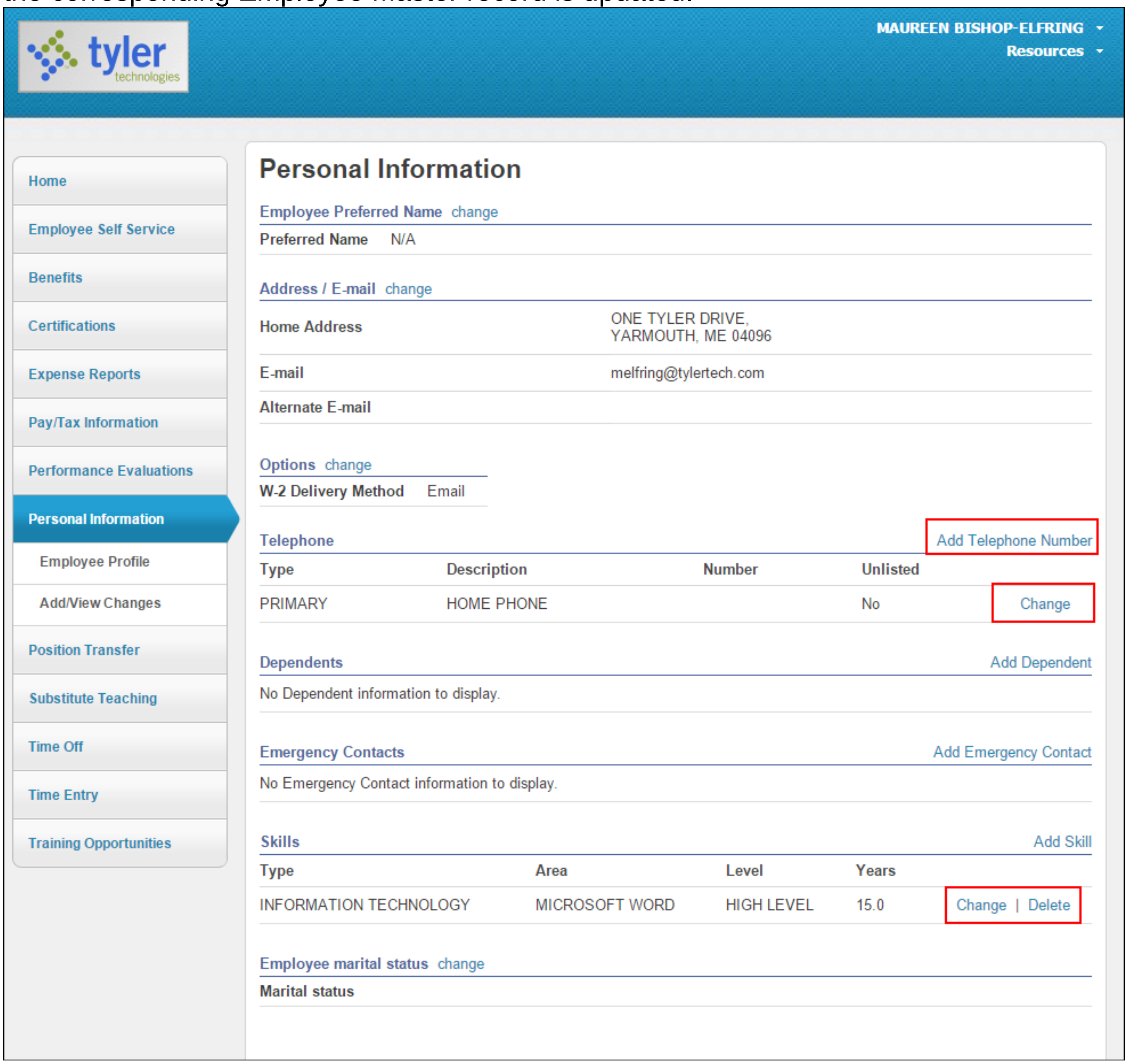
4. At any point, click **Save Evaluation for Later** to save the evaluation and return to it at a later time.
5. Click **Submit Evaluation for Approval** to submit a completed evaluation.

If your organization has not configured workflow, submitted evaluations are automatically marked as approved. Otherwise, they are forwarded to a supervisor for approval. The Employee Evaluations page displays the status of all current employee evaluations. Click **Edit** for any evaluation that you have created, but that has not yet been approved, to edit that evaluation.

Personal Information

The Personal Information page displays your contact information, as well as dependent information and emergency contacts. A system administrator may restrict the ability to update information on this page. This restriction is established in Employee Self Service–Administration.

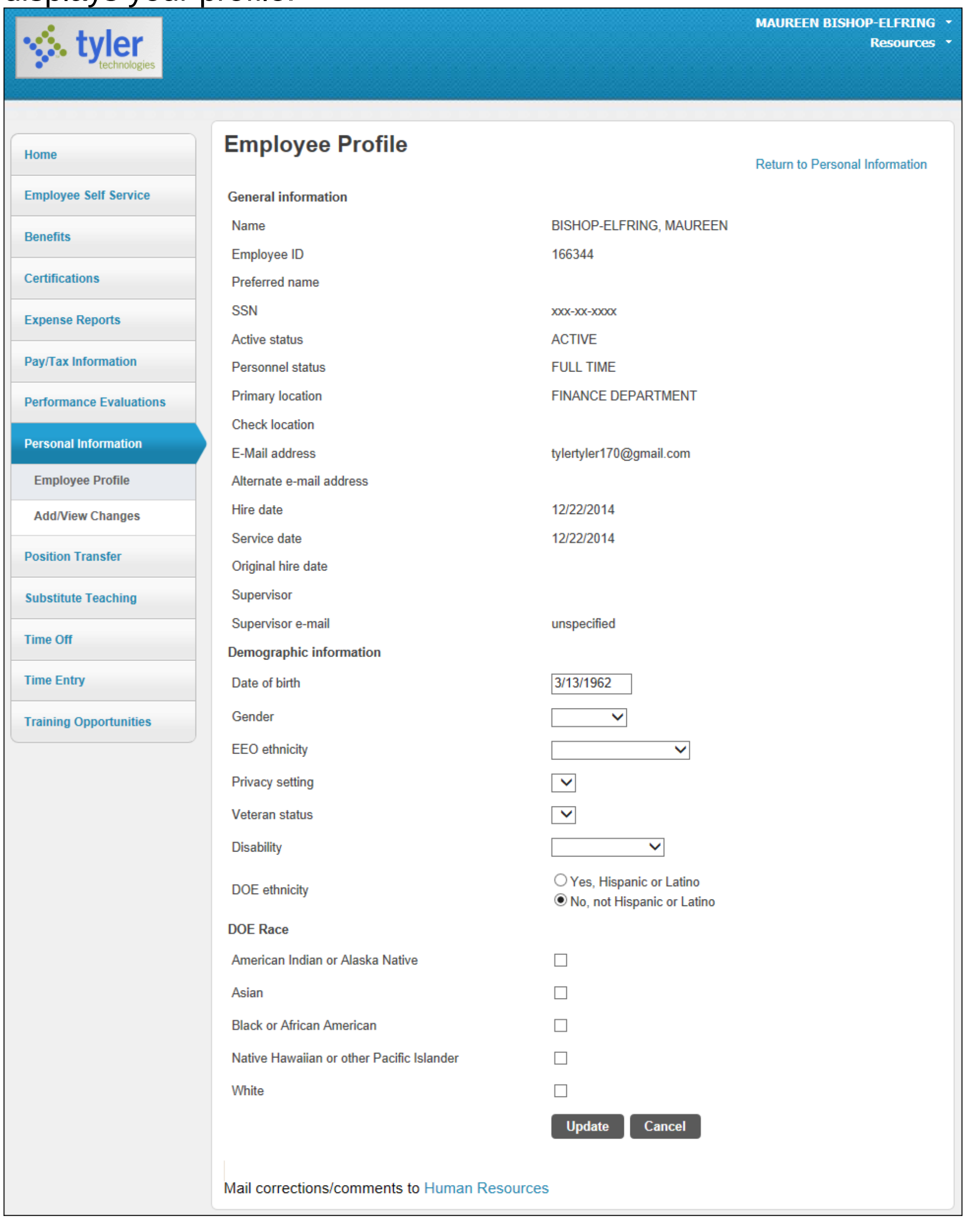
The information found under Personal Information and Employee Profile is located in the Munis Employee Master program. When you change any of the information on these pages, the corresponding Employee Master record is updated.



According to permissions granted in Employee Administration, you can add or update personal information, including dependents, emergency contacts, and skills.

Employee 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 your Human Resources organization. If you are a supervisor, and you have the appropriate permissions, you can view profiles of employees who report to you by selecting a name from the Employee list; otherwise, the Employee list is not available and the page displays your profile.

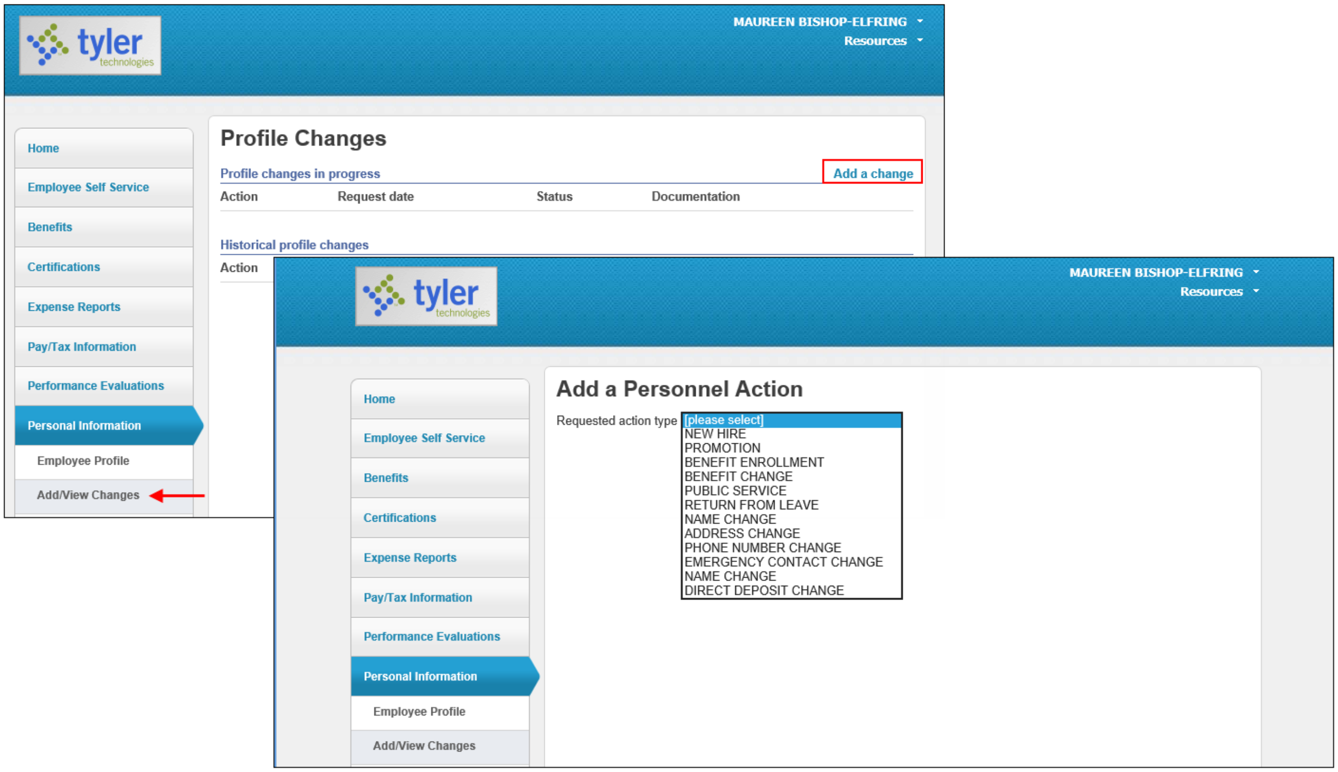


The fields are available according to the permissions established in the Employee Administration program. Update available fields, as required, and then click Update. Use the Human Resources link to notify your HR/Personnel Department of changes that you cannot enter directly.

Add/View Changes

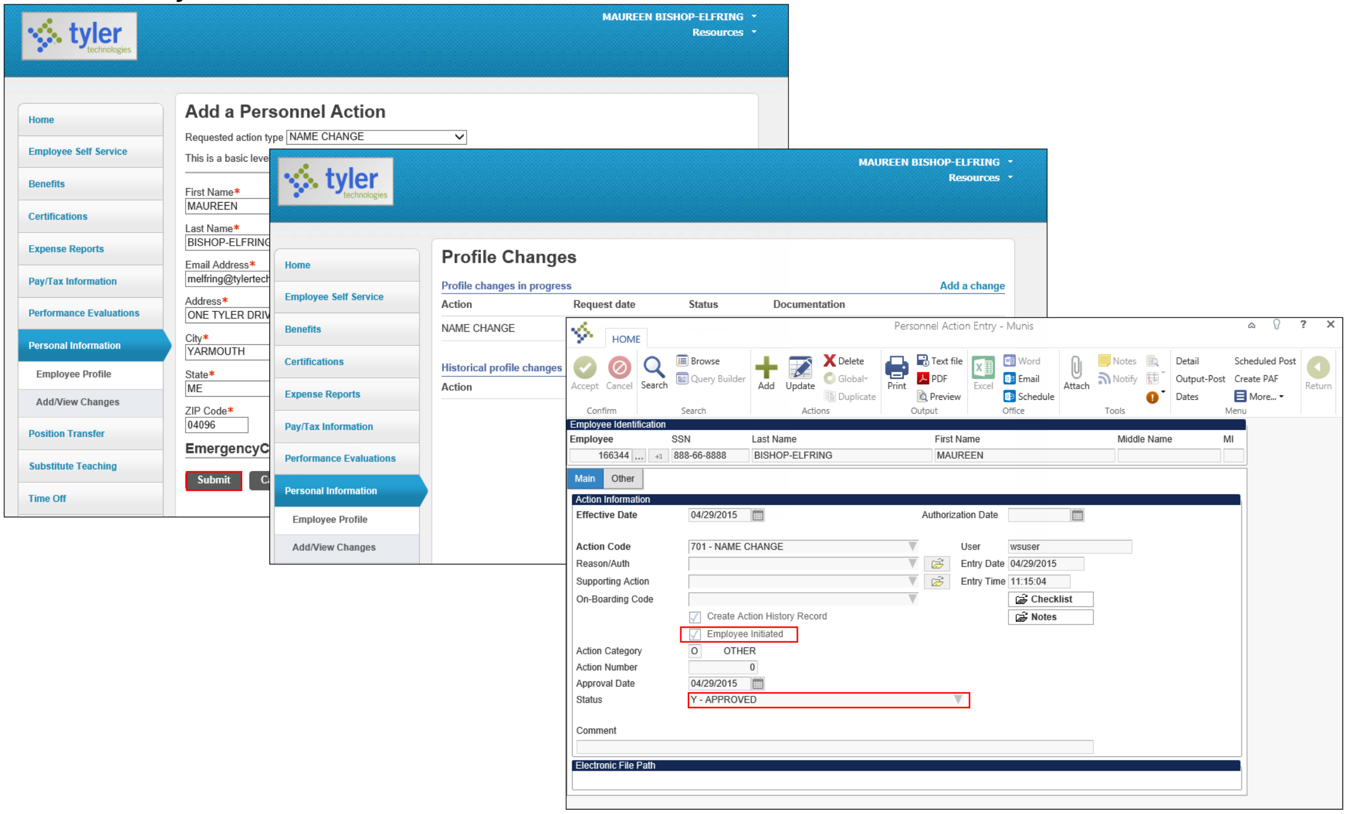
If the Allow Access to Personnel Actions check box is selected in ESS–Administration, you can update personal profile information according to the fields made available by your Human Resources department using the ESS Action Templates program.

With the Personnel Actions permission granted, the Add View Changes option is available on the Personal Information menu.



When templates support available changes, you can initiate and complete the action directly from ESS. For example, select the Name Change option from the Requested Action Type list, enter the new details, and when you submit the action, it is complete and stored in Munis

Actions Entry.

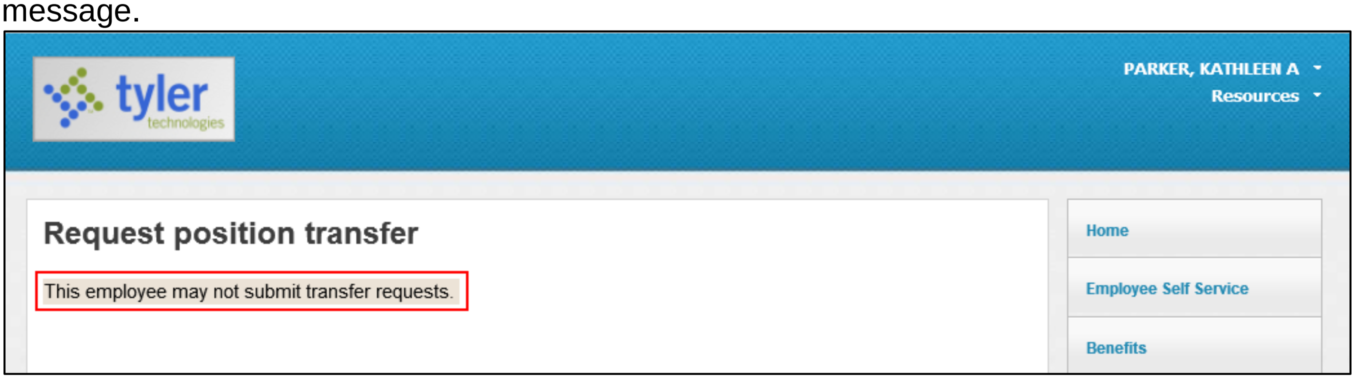


When employees complete personnel action in ESS, the Employee Initiated check box in the Actions Entry program is automatically selected; this indicator is also included in the Personnel Action Form (PAF) and the Actions History program, if applicable.

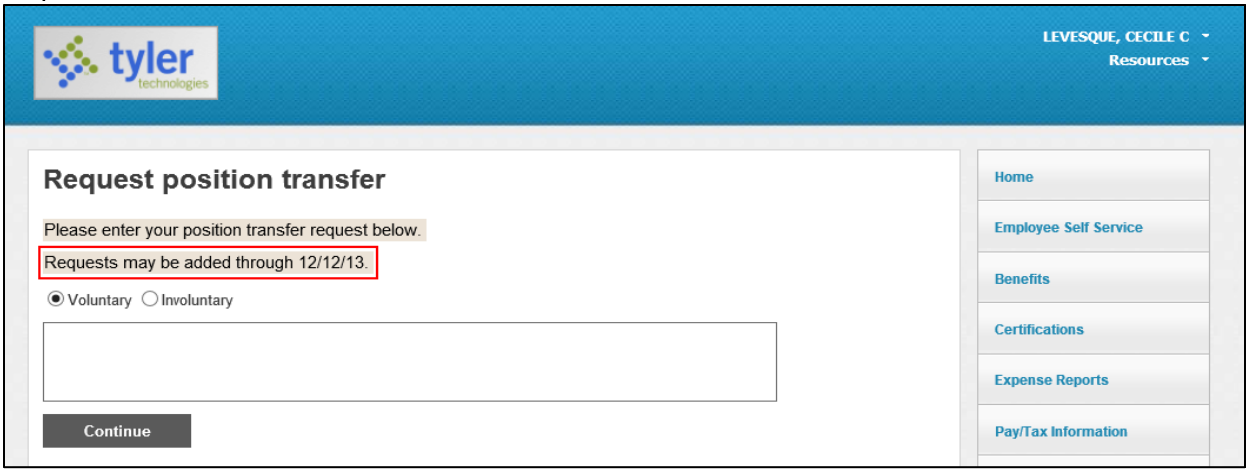
Position Transfer

Position Transfer provides staff members a means of requesting a transfer to another position. The settings for the Position Transfer page are available according to the Munis Position Transfer Processing programs.

If this function has not been enabled by your organization, the program displays a warning message.

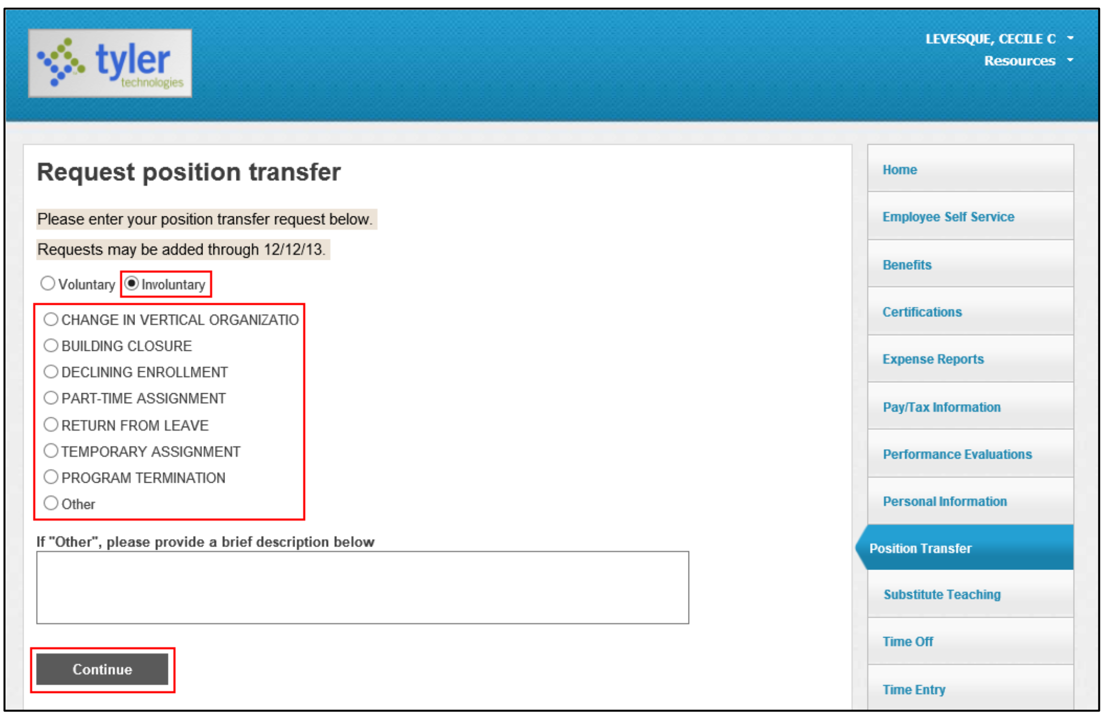


If this function has been enabled, the program displays the end date for the submission of requests.

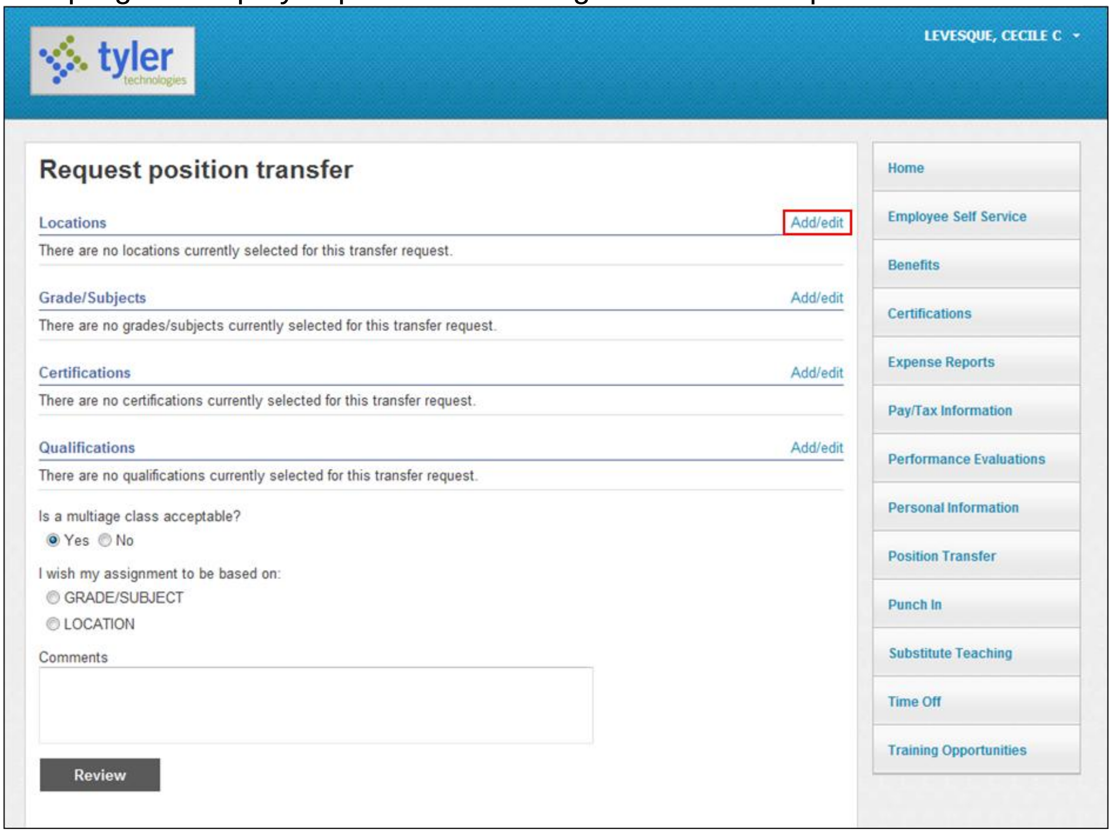


To submit a transfer request:

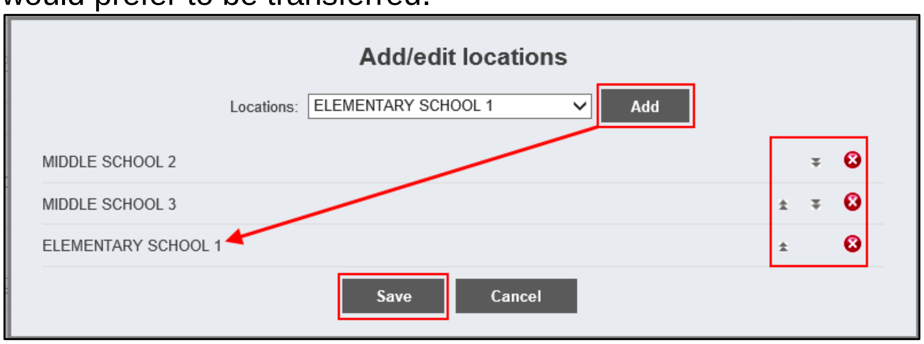
1. Select the **Voluntary** or **Involuntary** option.
2. If you select **Involuntary**, you must select a reason. The list of reasons is configured by your organization. If the reason is Other, provide a brief description in the text box.



3. Click **Continue**.
   The program displays options for defining the transfer request.

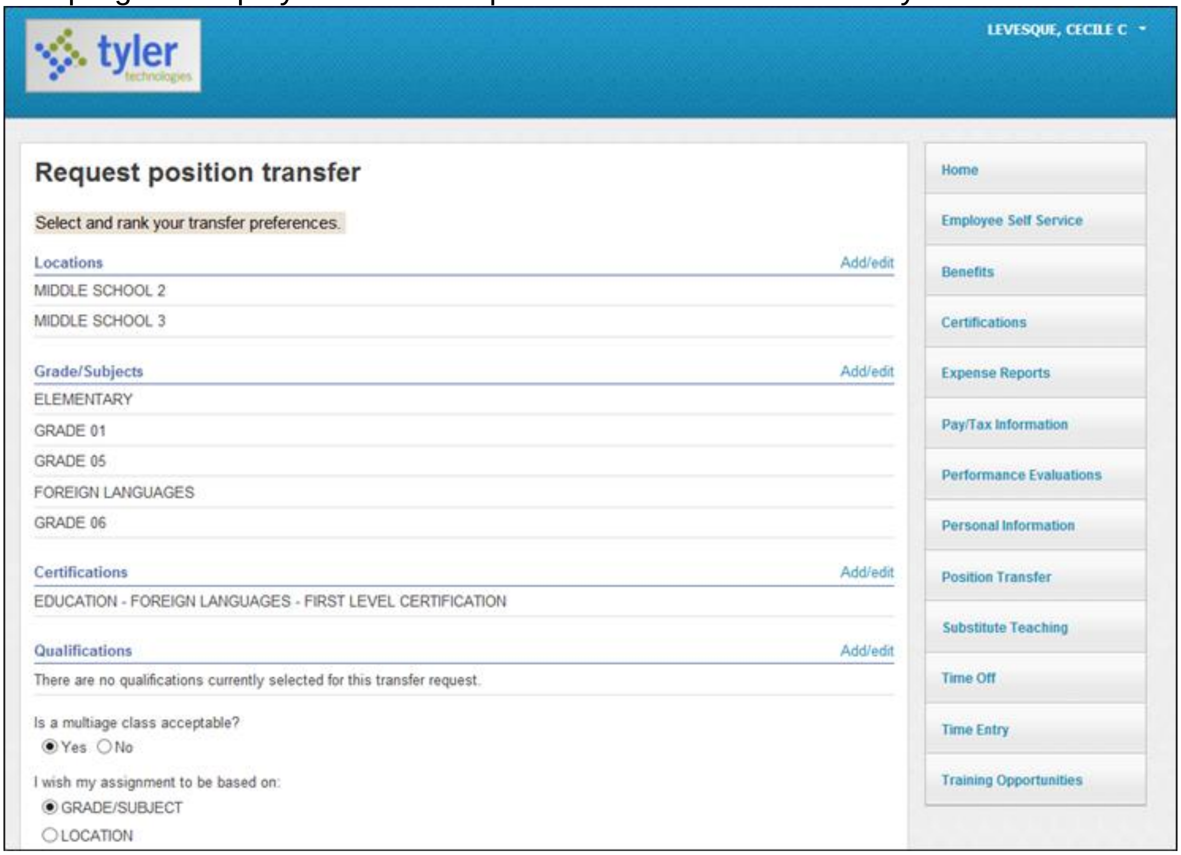


4. Click **Add/Edit** for the locations section.
   The program displays a dialog box where you can add and rank the locations to which you would prefer to be transferred.

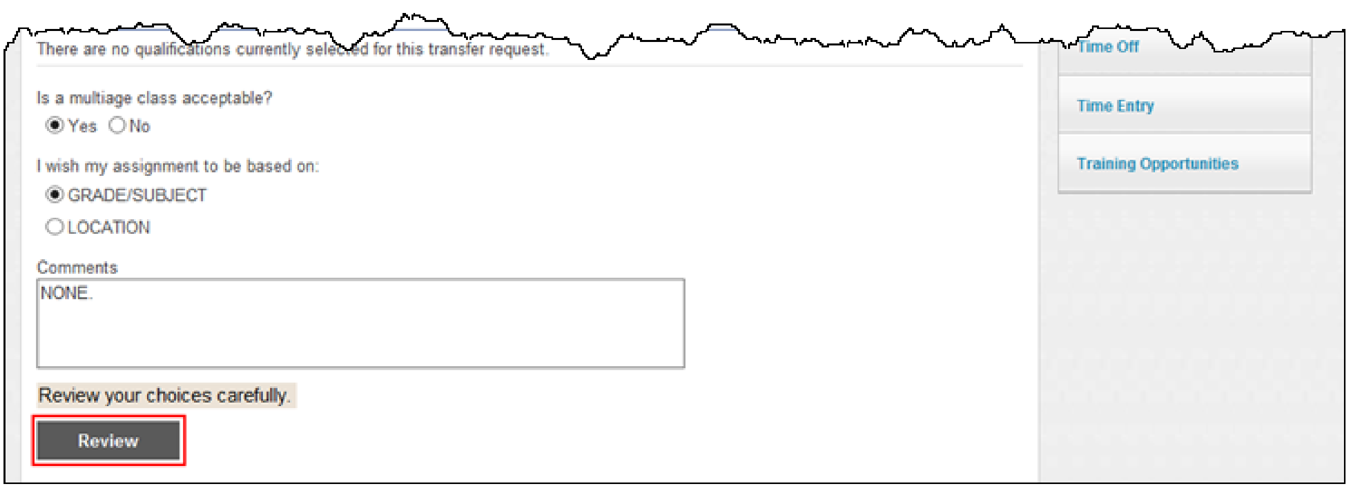


5. Select an option and click **Add**.
   The program displays your selections in a list.
6. To change the ranking of the options you have selected, click the arrow buttons next to any option to move the option up or down in the list. Click the **Delete** button to remove an option.
7. Click **Save**.

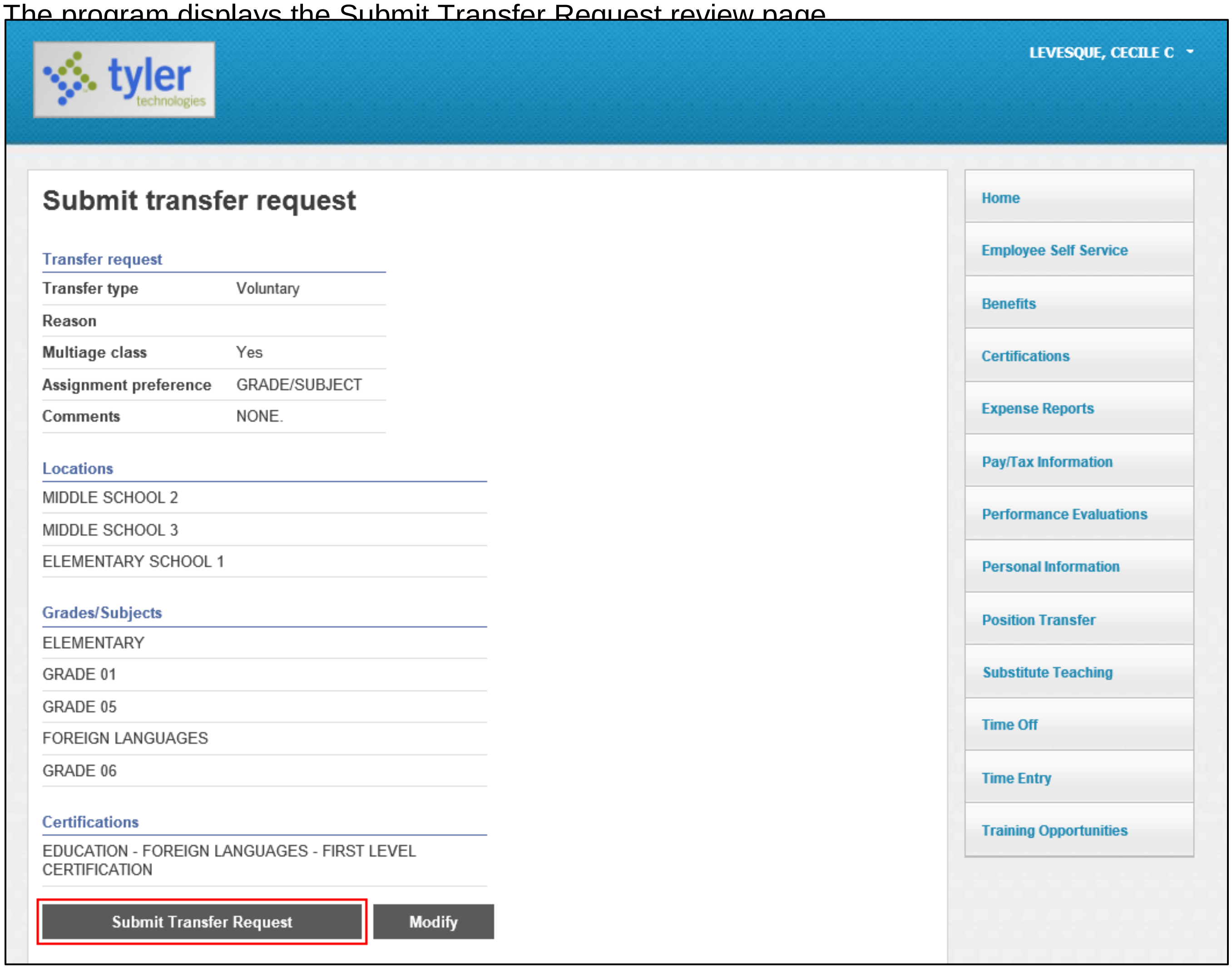
8. Define your preferences for all applicable sections.
   The program displays all selected preferences in the order that you ranked them.



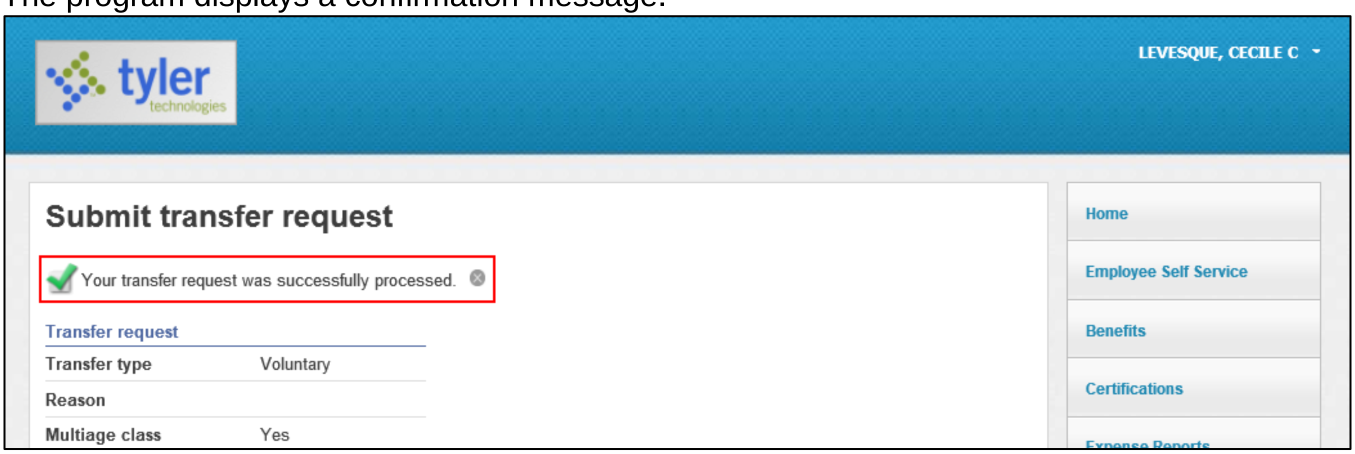
9. Once you have finished defining your transfer request, click **Review**.



The program displays the Submit Transfer Request review page.



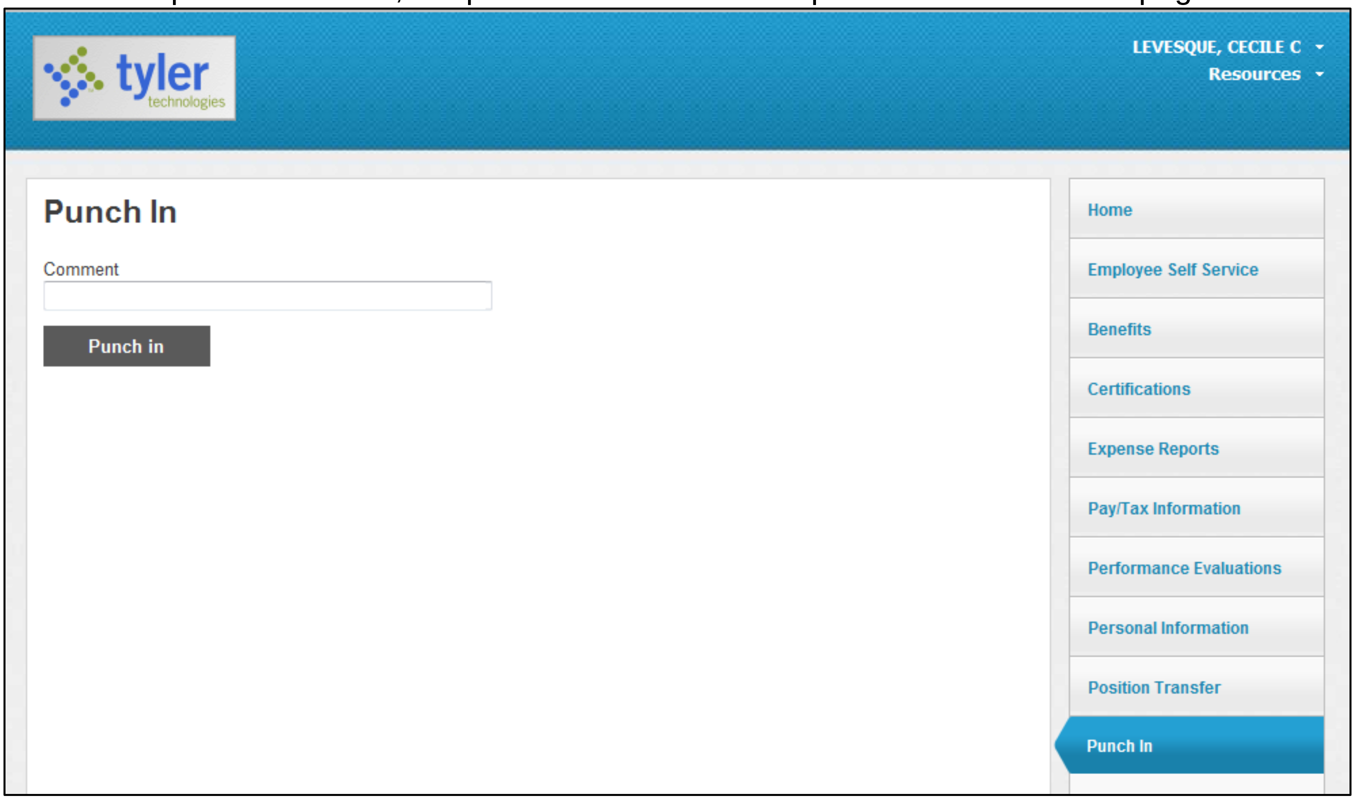
10. Review your preferences, and then click **Submit Transfer Request**.
    The program displays a confirmation message.



Punch In/Punch Out

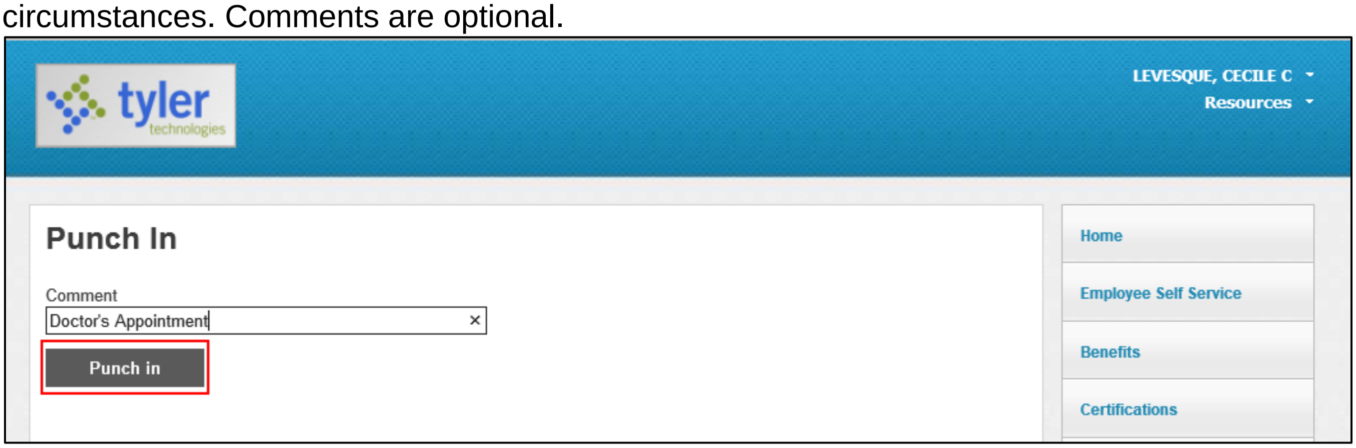
The Punch In/Punch Out option tracks your hours worked by allowing you to punch in at the beginning of a shift and punch out at the end. For this option to be enabled, the ESS Time Entry option must be set to P-Punch In/Out within the Munis Job Class Master program.

When this option is enabled, it replaces the Time Sheet option on the ESS main page.

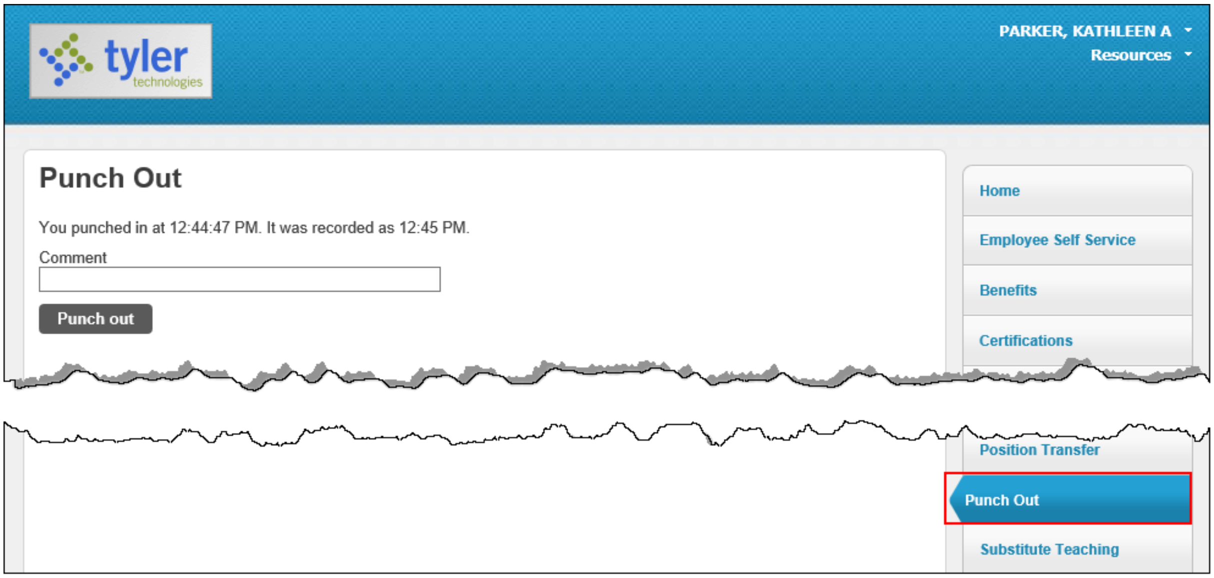


To track your time worked:

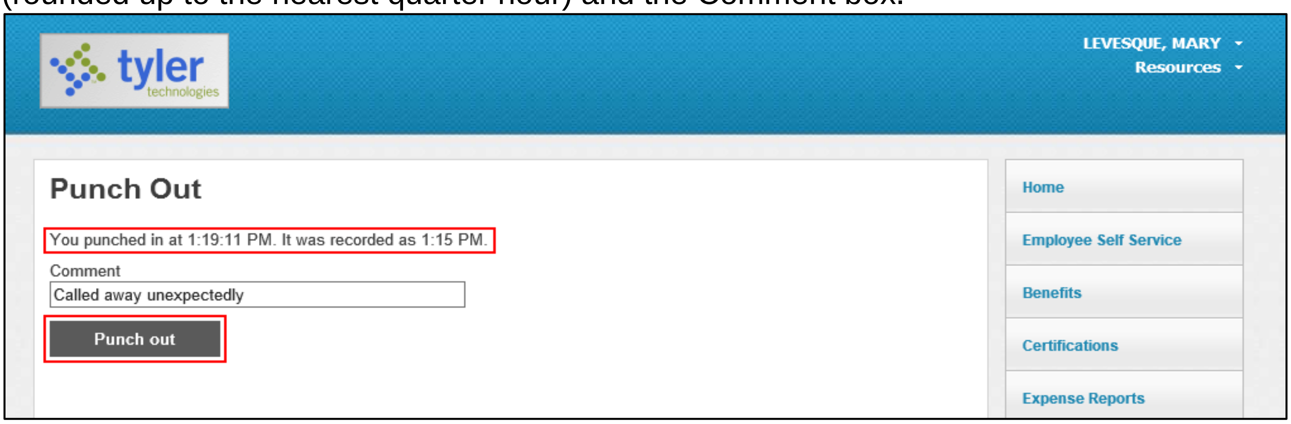
1. Use the **Comment** box to provide brief explanations for work interruptions or other circumstances. Comments are optional.



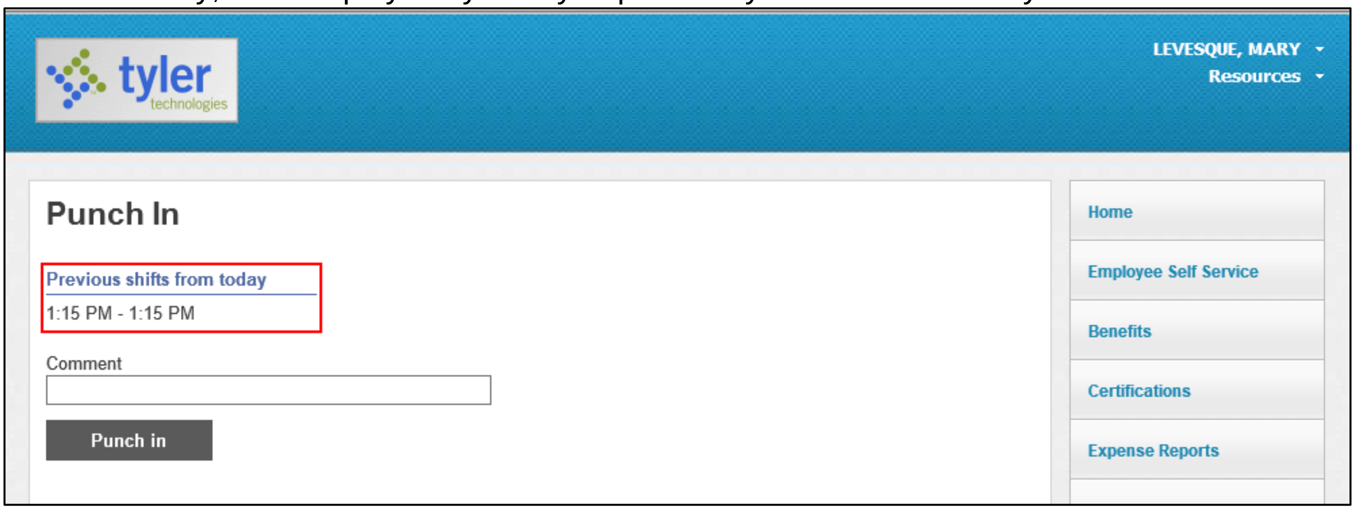
2. Click **Punch In**.
   The program displays your punch in information and the ESS menu option changes to Punch Out.



3. At the end of your shift, click **Punch Out** on the main Employee Self Service menu**.**
   The program displays the **Punch Out** page, which indicates the time that you punched in (rounded up to the nearest quarter hour) and the Comment box.



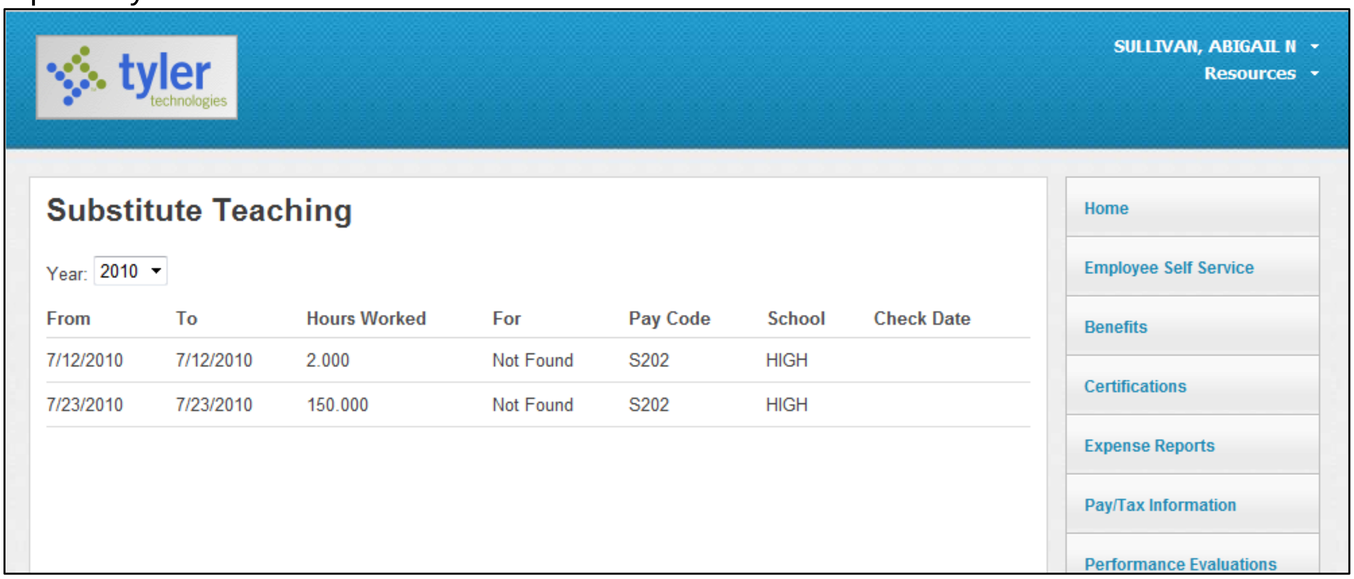
4. If necessary, use the **Comment** box to provide brief explanations for work interruptions or other circumstances.
5. Click **Punch Out.**
   The ESS main menu now displays the Punch In option. If you return to the Punch In page later in the day, ESS displays any time you previously entered for the day.



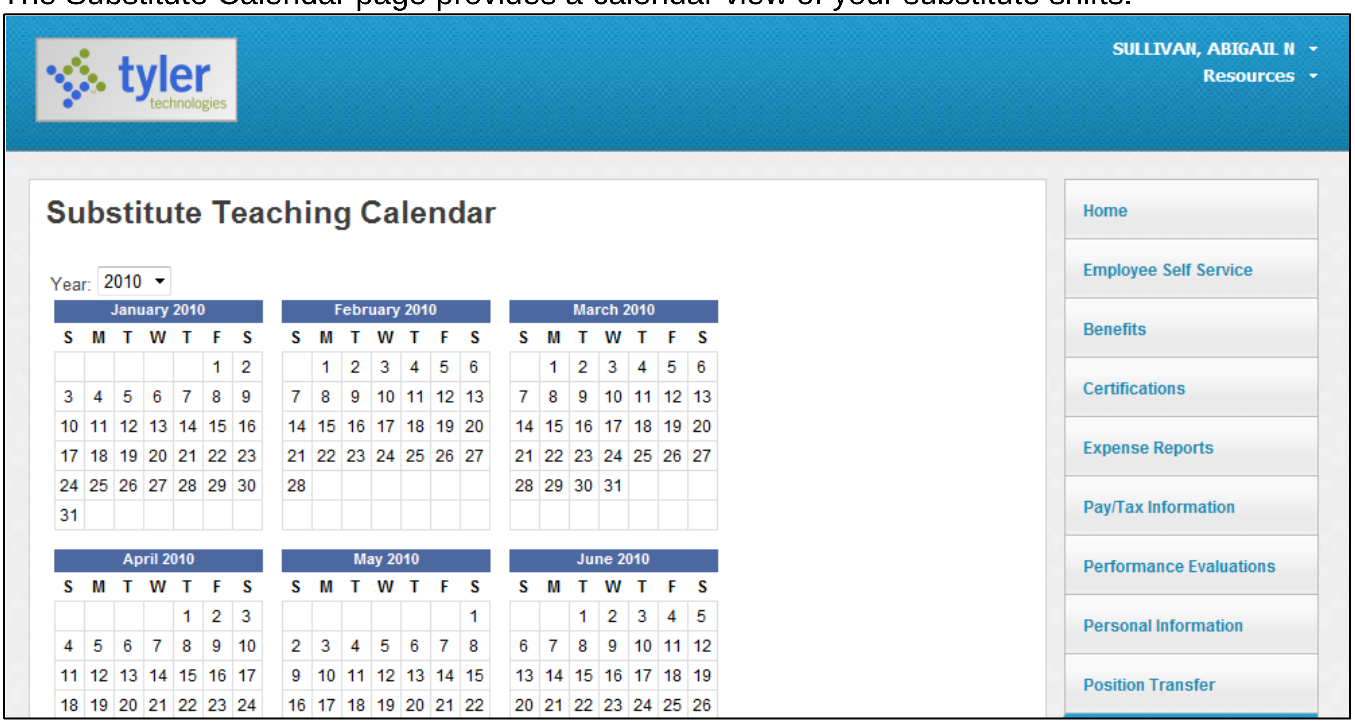
Substitute Teaching

Substitute Teaching provides a view of your substitute teaching shifts for a specified year, as well as a list of any payroll checks that were processed. This information is stored in the Munis Employee Substitute Pay History program. The current year displays by default, but you can select another year.

Click a date in the Check Date column to view the Pay/Tax information for a specific substitute shift. If you are a supervisor, you can view substitute teaching information for employees who report to you.



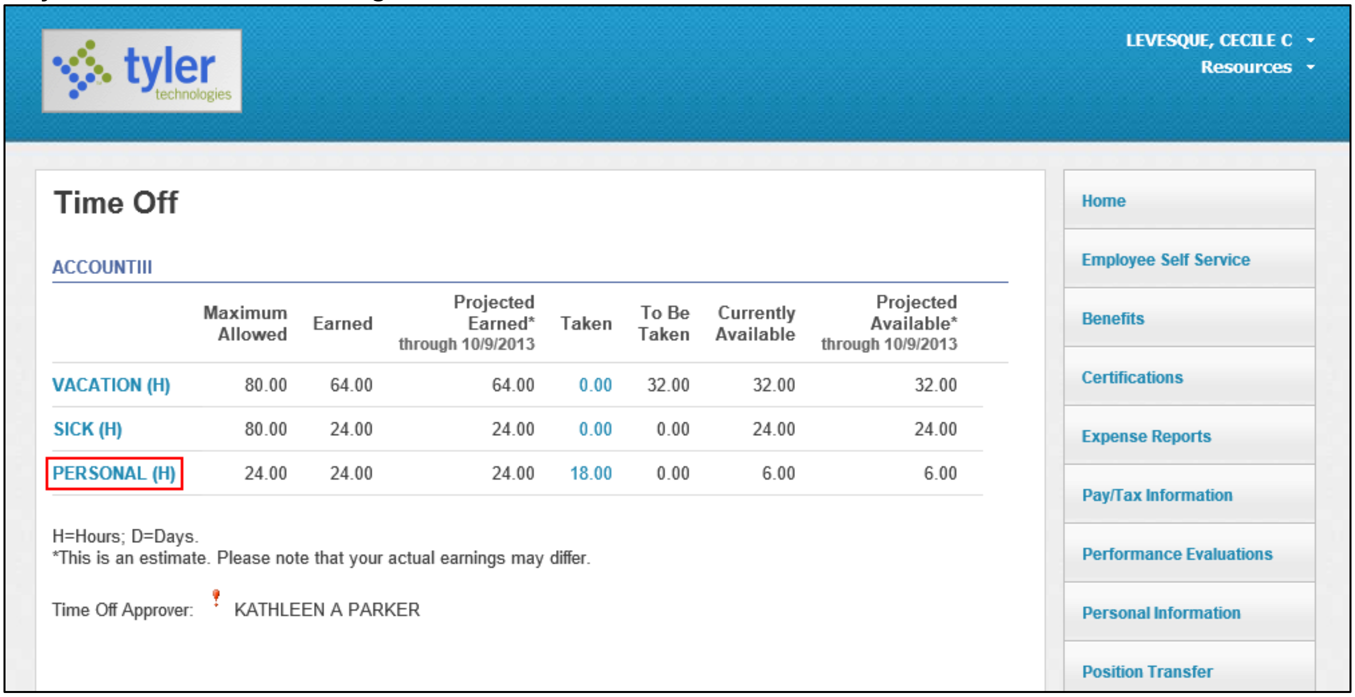
The Substitute Calendar page provides a calendar view of your substitute shifts.



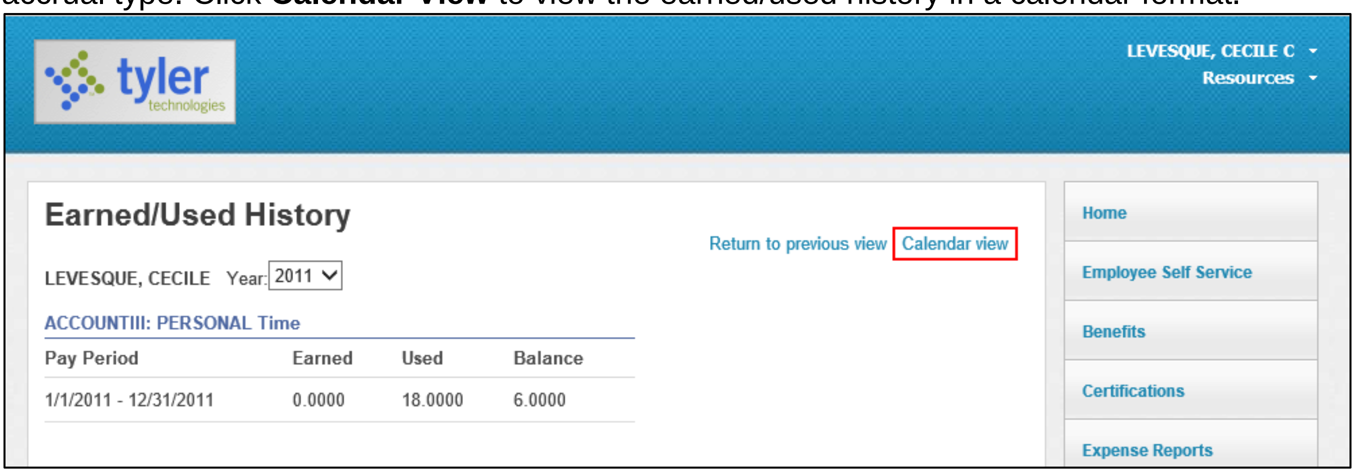
Time Off

Time Off provides accrual information, allowing you to request time-off and to view your accrual requests. If you are a supervisor, select an employee name from the Employee list to view accrual requests for that employee. For information about requesting time off, see the Request Time Off procedure in the

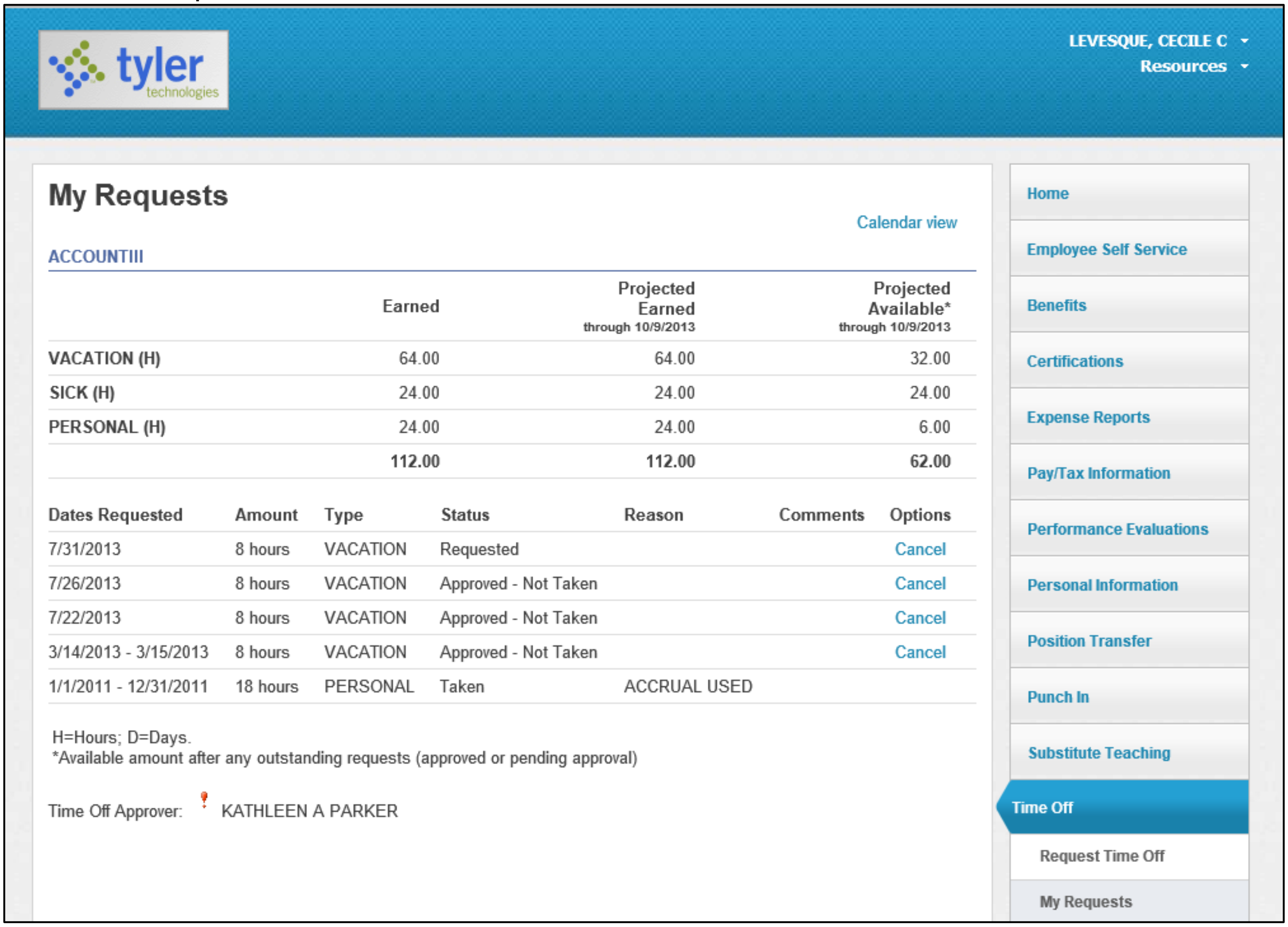
Paychecks section of this guide.



When you select Time Off, the page displays a list of your accrual information. Click the text of any accrual type to display the Earned/Used History page. The page displays history for that accrual type. Click **Calendar View** to view the earned/used history in a calendar format.



Click **My Requests** on the ESS menu to view a list of requests currently pending. Click **Cancel** to cancel a request.


LEVESQUE, CECILE C
Resources

My Requests

Calendar view

ACCOUNTIII

	Earned	Projected Earned through 10/9/2013	Projected Available* through 10/9/2013
VACATION (H)	64.00	64.00	32.00
SICK (H)	24.00	24.00	24.00
PERSONAL (H)	24.00	24.00	6.00
	112.00	112.00	62.00

Dates Requested	Amount	Type	Status	Reason	Comments	Options
7/31/2013	8 hours	VACATION	Requested			Cancel
7/26/2013	8 hours	VACATION	Approved - Not Taken			Cancel
7/22/2013	8 hours	VACATION	Approved - Not Taken			Cancel
3/14/2013 - 3/15/2013	8 hours	VACATION	Approved - Not Taken			Cancel
1/1/2011 - 12/31/2011	18 hours	PERSONAL	Taken	ACCRUAL USED		

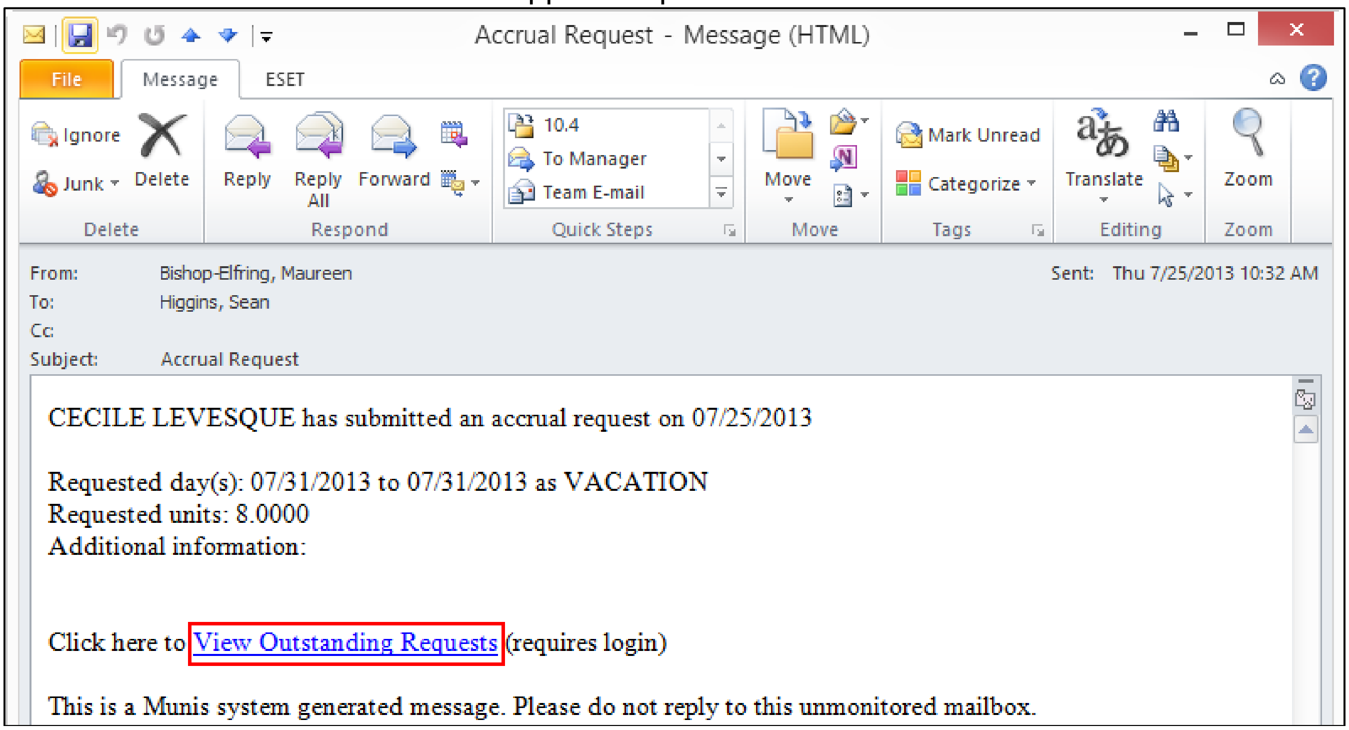
H=Hours; D=Days.
*Available amount after any outstanding requests (approved or pending approval)

Time Off Approver: KATHLEEN A PARKER

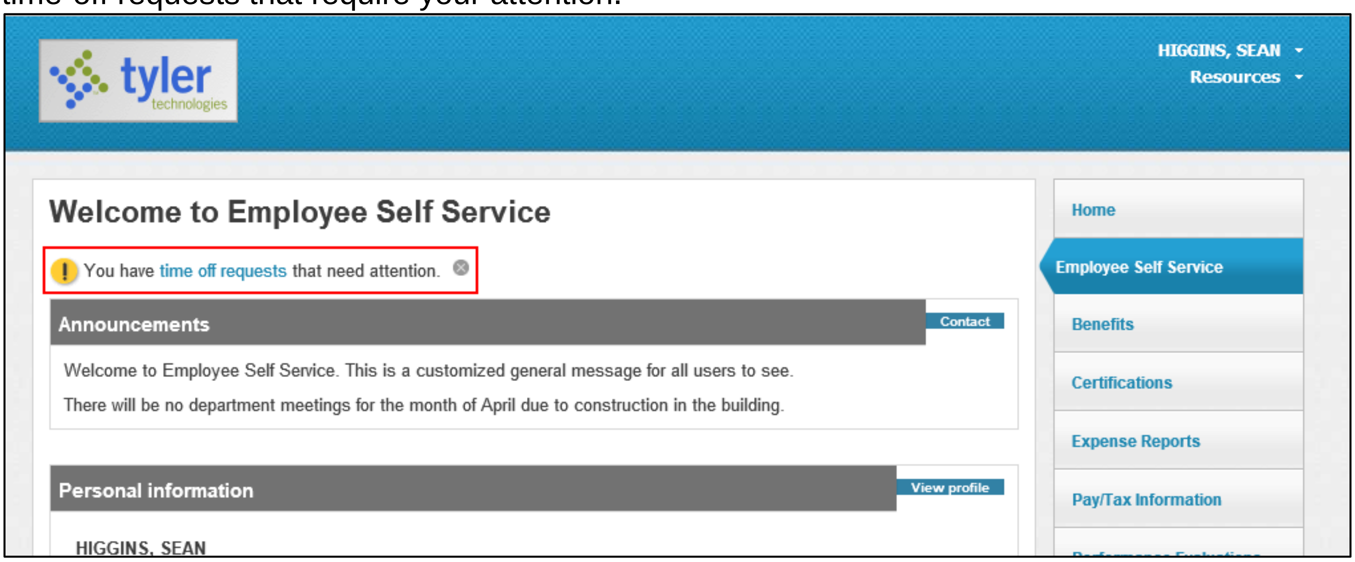
Home
Employee Self Service
Benefits
Certifications
Expense Reports
Pay/Tax Information
Performance Evaluations
Personal Information
Position Transfer
Punch In
Substitute Teaching
Time Off
Request Time Off
My Requests

Time Off Approvals

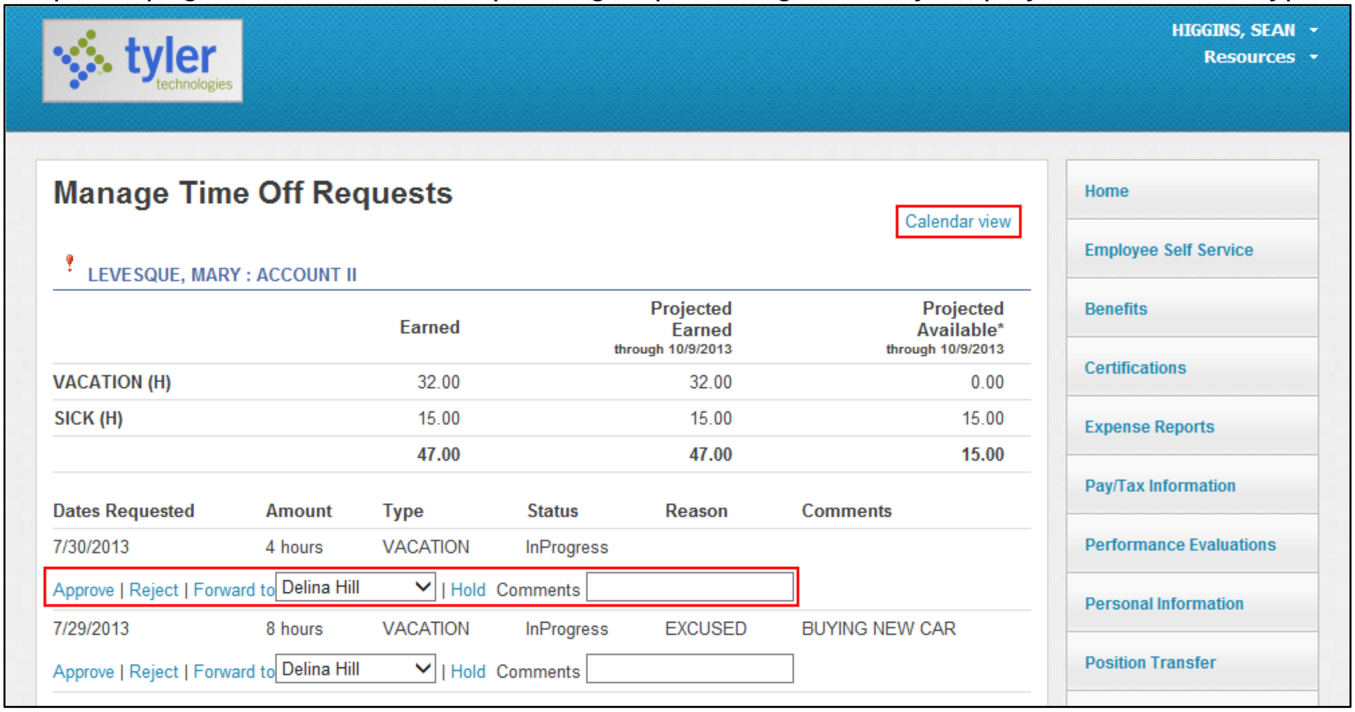
If you are a supervisor who manages employees, you can approve time-off requests using ESS. When an employee requests time off using ESS, the program sends you an email that contains a link to the ESS Time Off Approval option.



In addition, when you access ESS, the Personal Information page displays a notice if there are time-off requests that require your attention.

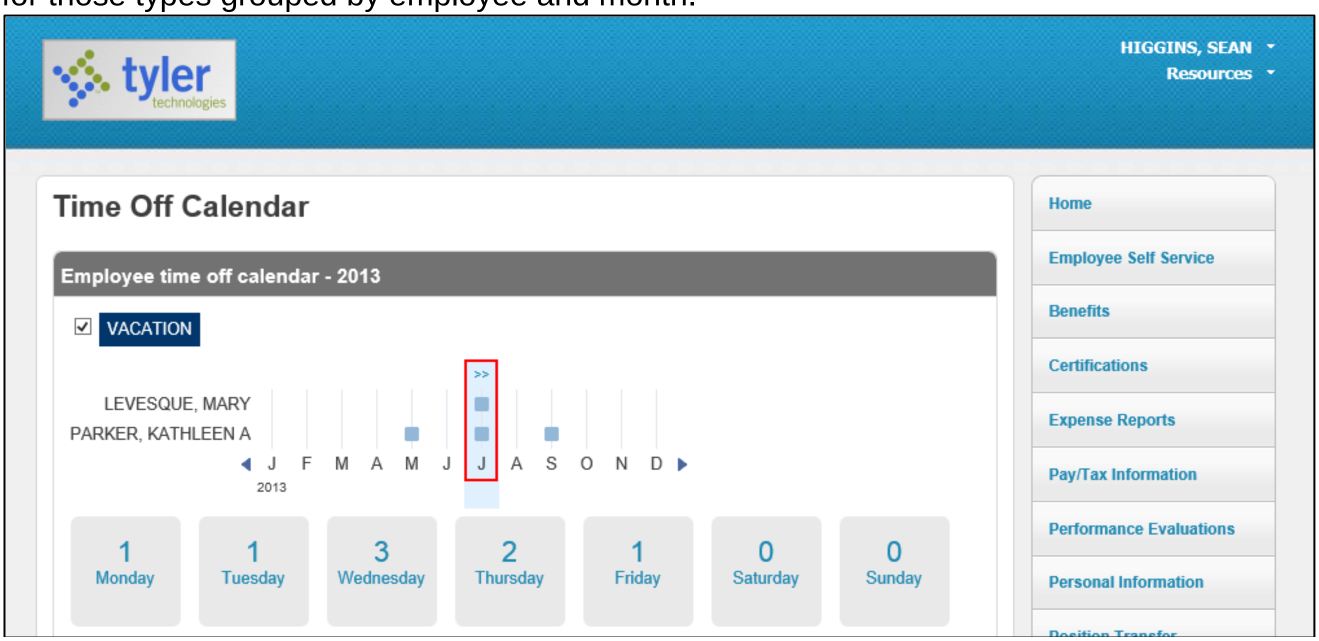


Click the link in the email or on the Personal Information page to display the Manage Time Off Requests page, which includes all pending requests organized by employee and accrual type.

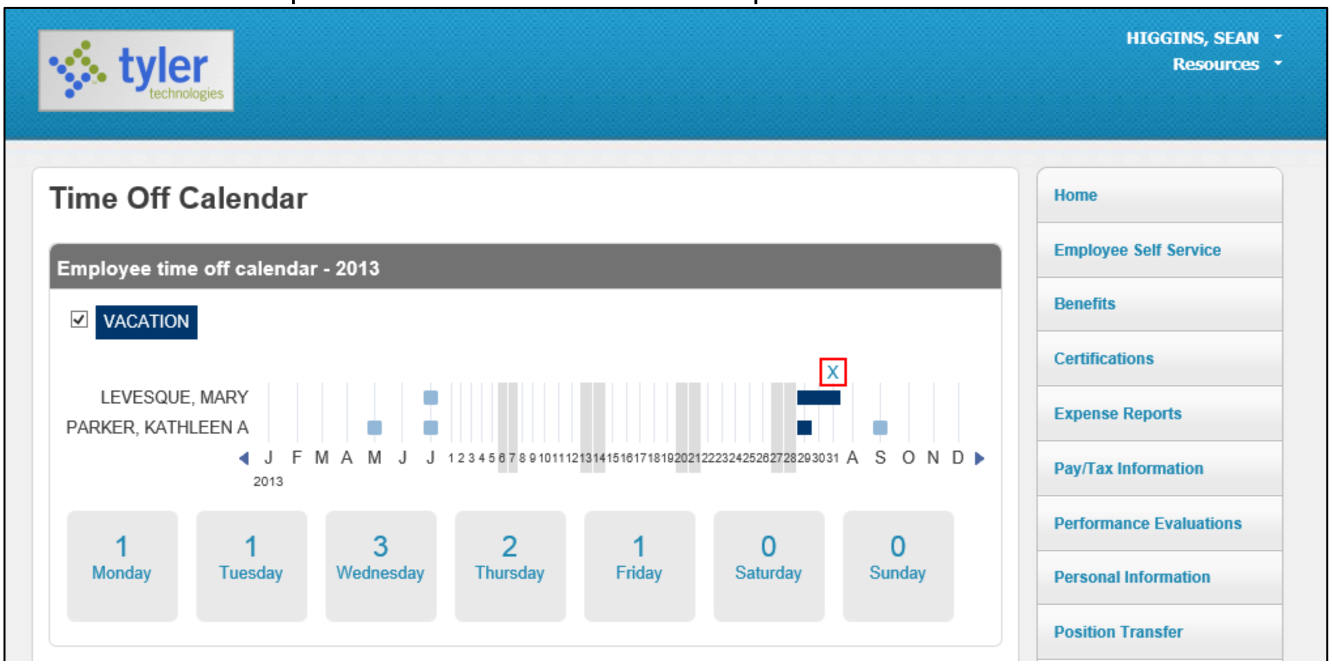


If your organization has enabled workflow functionality for ESS accrual requests, click the **Approve**, **Reject**, **Forward**, and **Hold** options for any request to complete the workflow process.

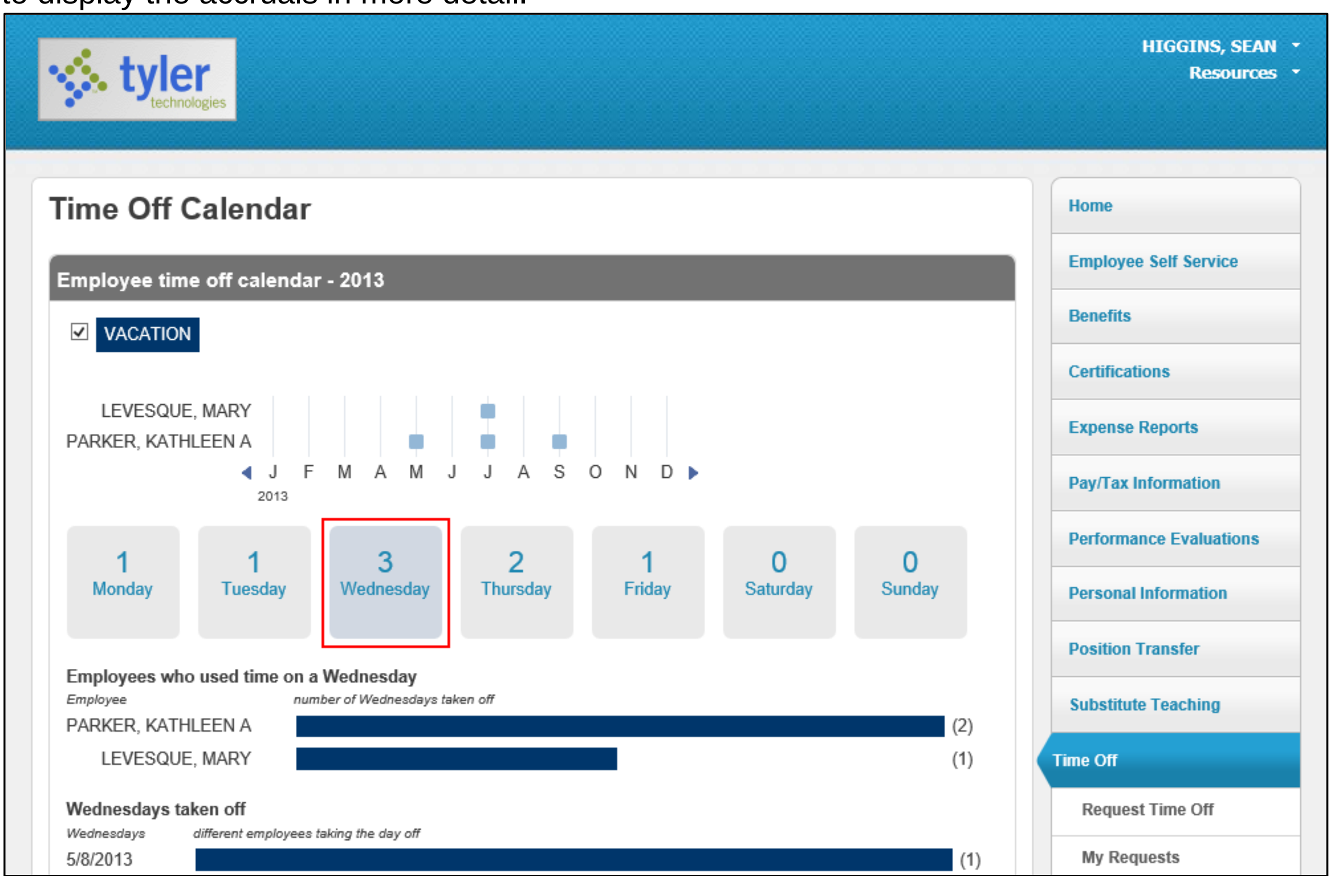
Click **Calendar View** to display the Time Off Calendar page, which displays information for all accrual requests in a calendar view. Select accrual types and the program displays requests for those types grouped by employee and month.



Months that contain accrual requests display a blue square. Hover your pointer over any of these months and click the blue arrows to expand it and display the specific days for which there are accrual requests. Click the **X** button to collapse the month.

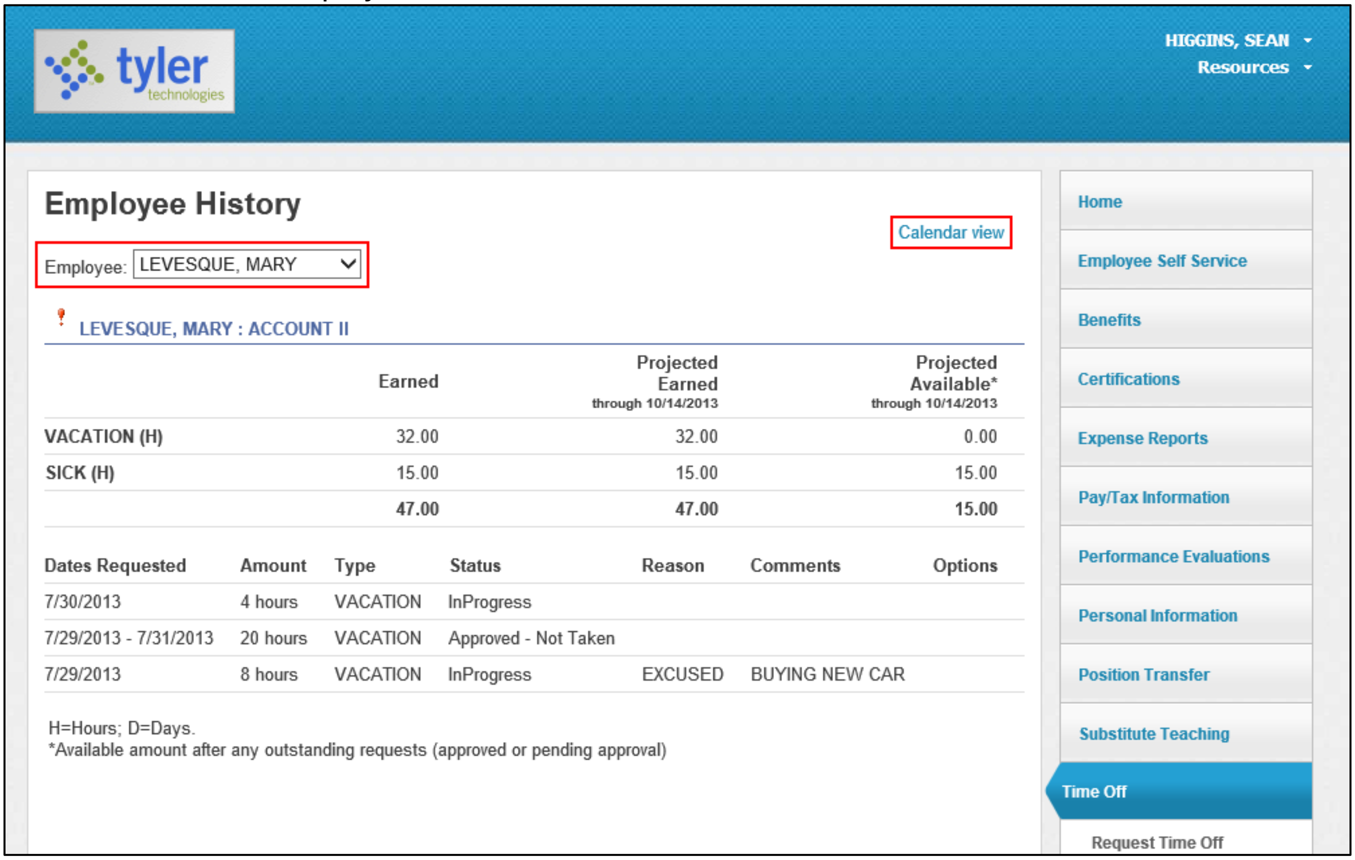


The page also displays how many accrual requests exist for each day of the week. Click a day to display the accruals in more detail.



Employee History

If you supervise employees, the Employee History page displays the time-off taken summary for your employees for the current year. Select a name from the Employee list to display information for that employee.

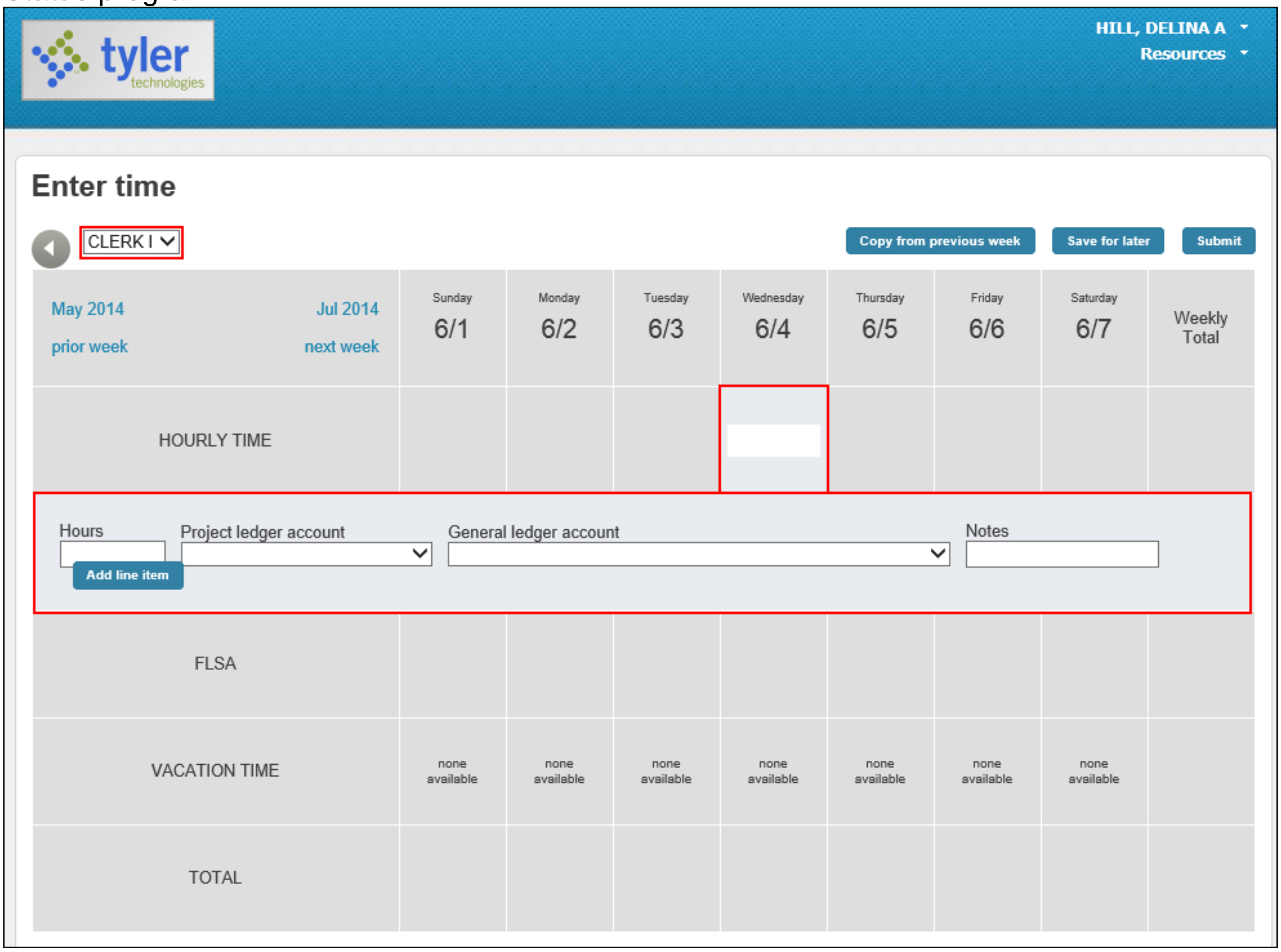


Click **Calendar View** to review the details in a monthly calendar format.

Time Entry

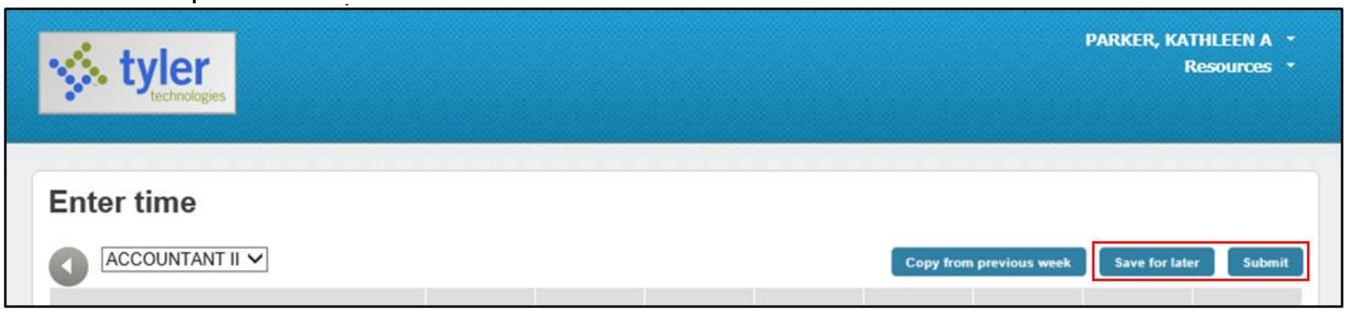
Time Entry allows you to enter exceptions to your regular work schedule. When you select Enter Time in the Time Entry group, the program displays those exception items for which you can enter time. This includes accrual time, for example, sick or vacation time.

For the time sheets to be accepted into the Munis Time Entry program, the payroll for time entry must have been started and be the active payroll selected in the Munis Payroll Start and Status program.

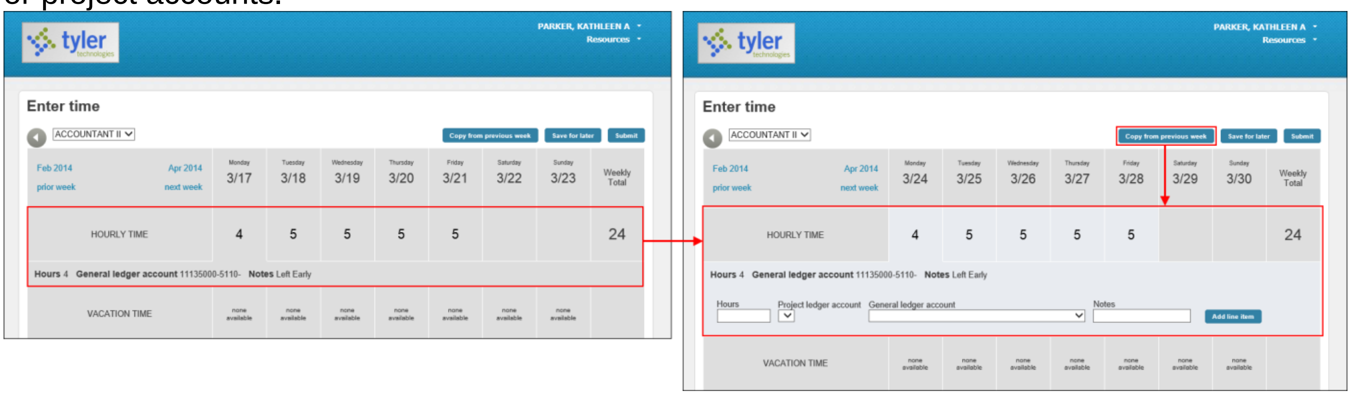


To complete a time sheet, select the job for which you are entering time and enter hours in the grid. To enter hours and additional details, select a box in the grid and complete the fields configured by your organization, for example, General Ledger Account or Notes. Enter time worked, sick time, vacation time, and so on, directly from the Time Entry page. When you click Submit, all time entry and time-off requests are submitted.

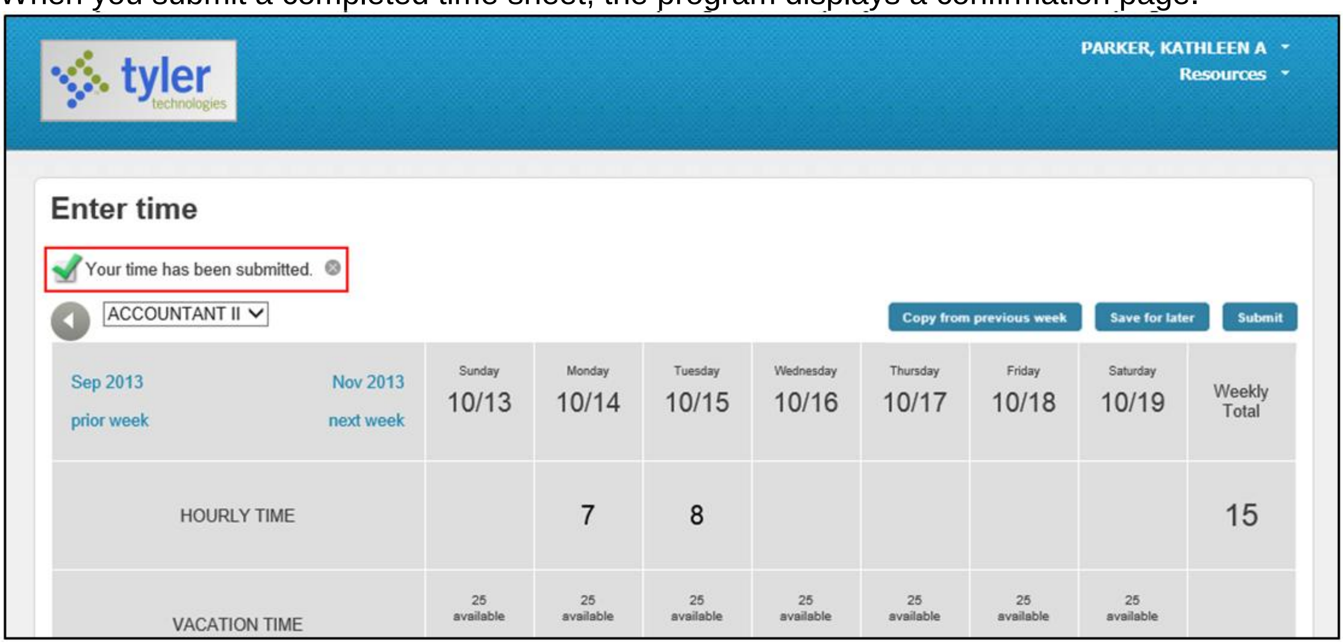
Click **Save for Later** to save the time sheet for completion at a later time. Click **Submit** to submit a completed time sheet.



Click **Copy From Previous Week** to copy the time sheet entered for the previous week. The function copies any line entries that you have used to specify notes, general ledger accounts, or project accounts.



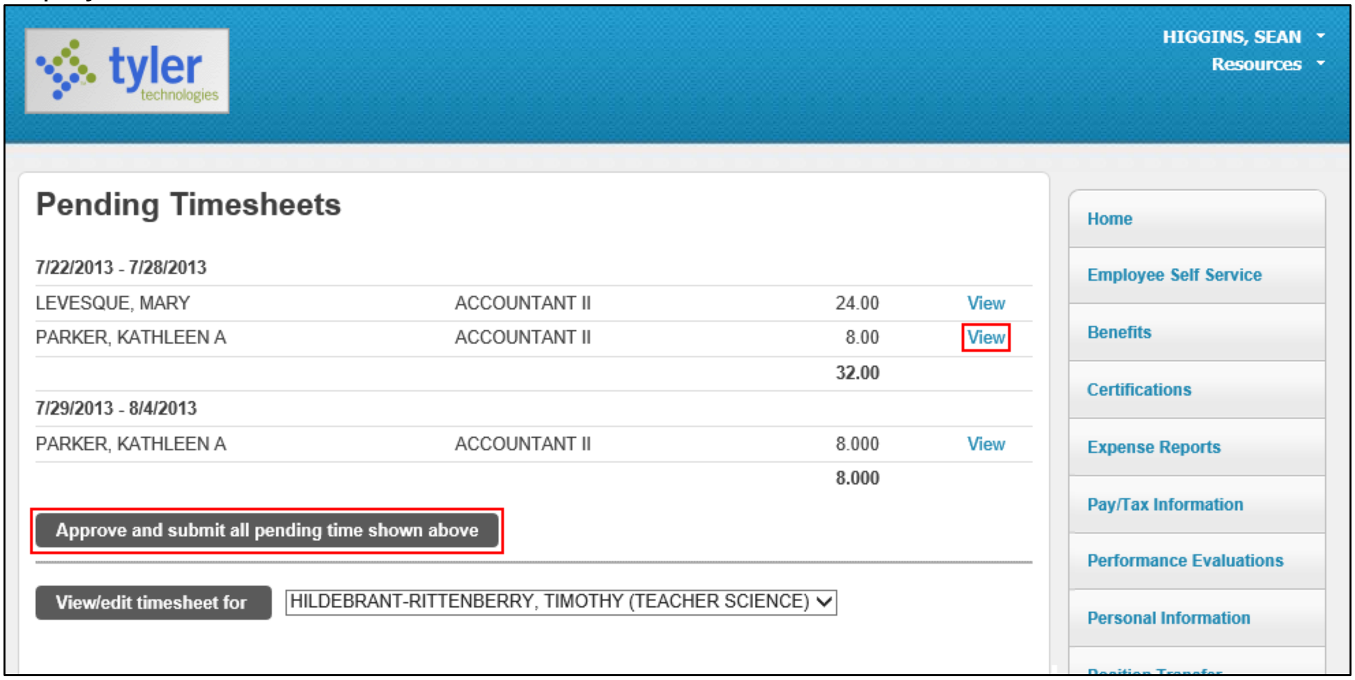
When you submit a completed time sheet, the program displays a confirmation page.



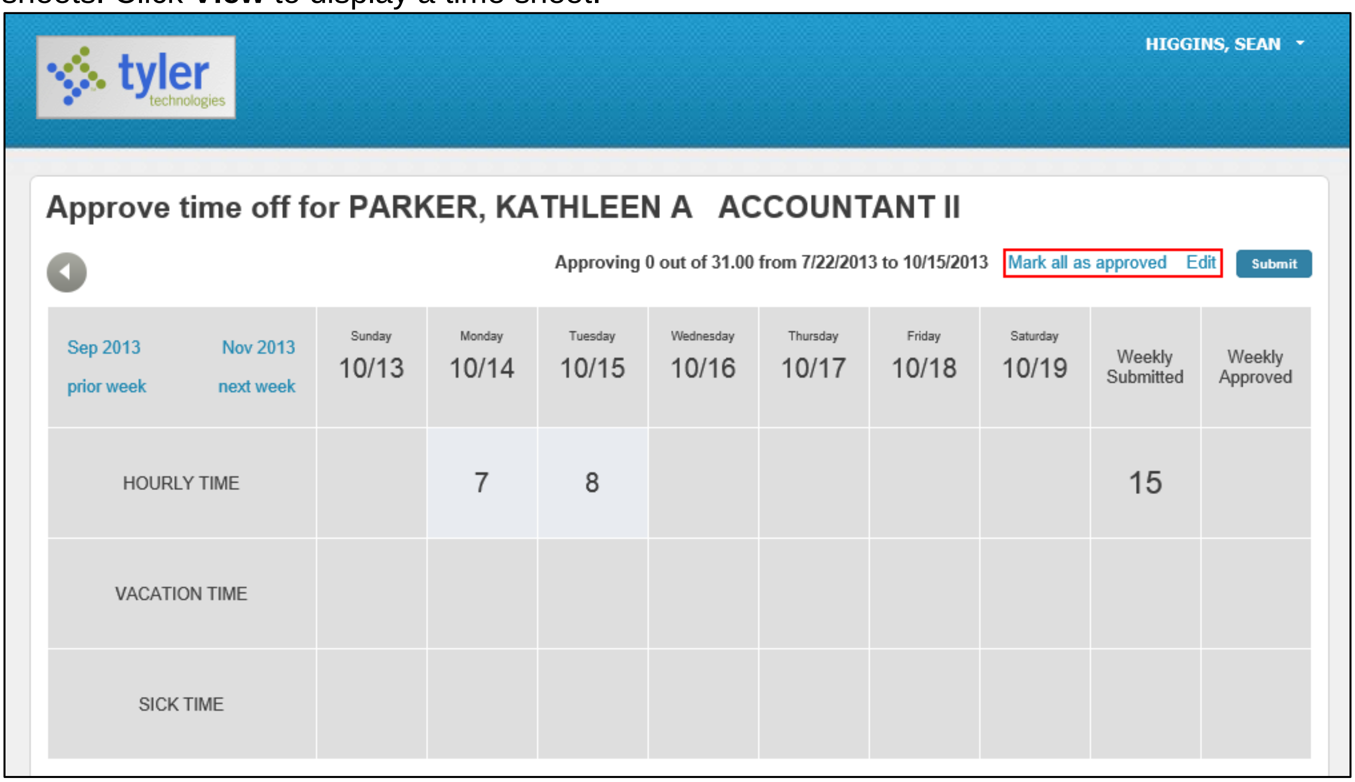
If your organization has not configured workflow, time sheet entries are automatically approved. Otherwise, time sheets require the approval of a supervisor.

Approve Time

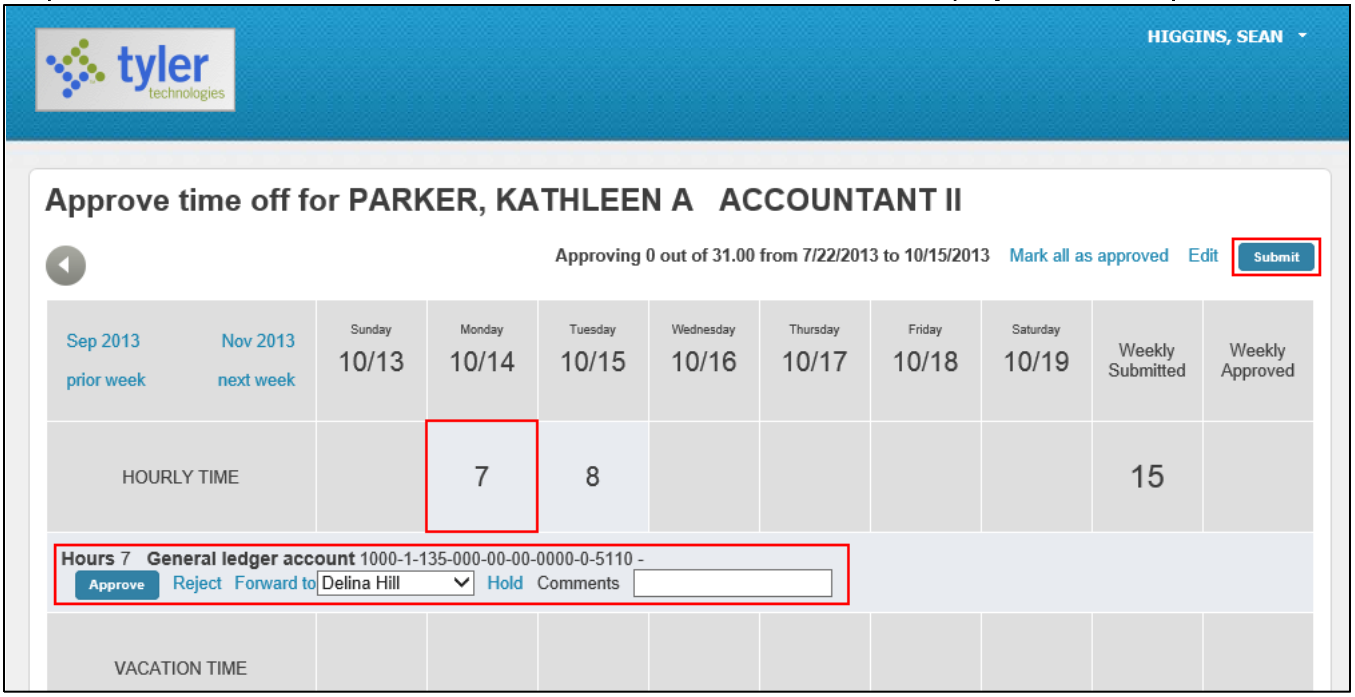
If you are a supervisor or other personnel with permissions to verify time sheets, the Approve Time page displays all pending time sheets organized by week and then employee. The page displays totals for individual time sheets



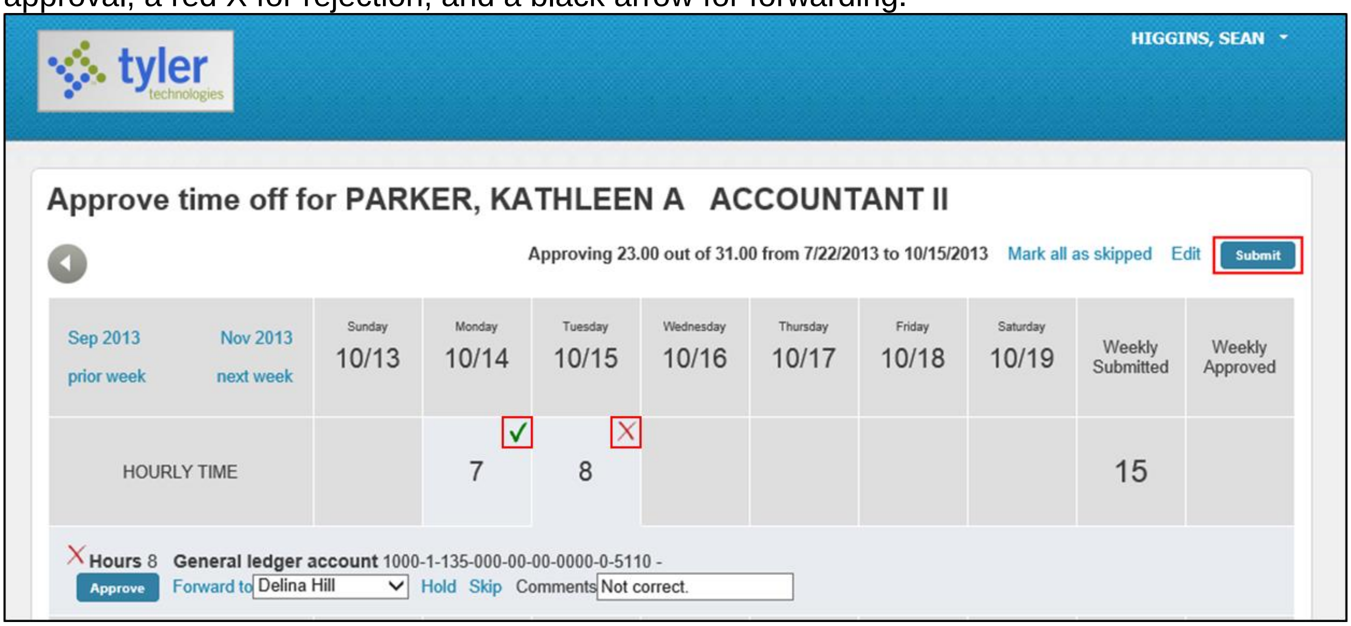
Click **Approve and Submit all Pending Time Shown Above** to approve all displayed time sheets. Click **View** to display a time sheet.



Click **Edit** to edit the time sheet. Click **Mark All as Approved** to approve the full time sheet. To respond to an individual item on the time sheet, click the item to display workflow options.



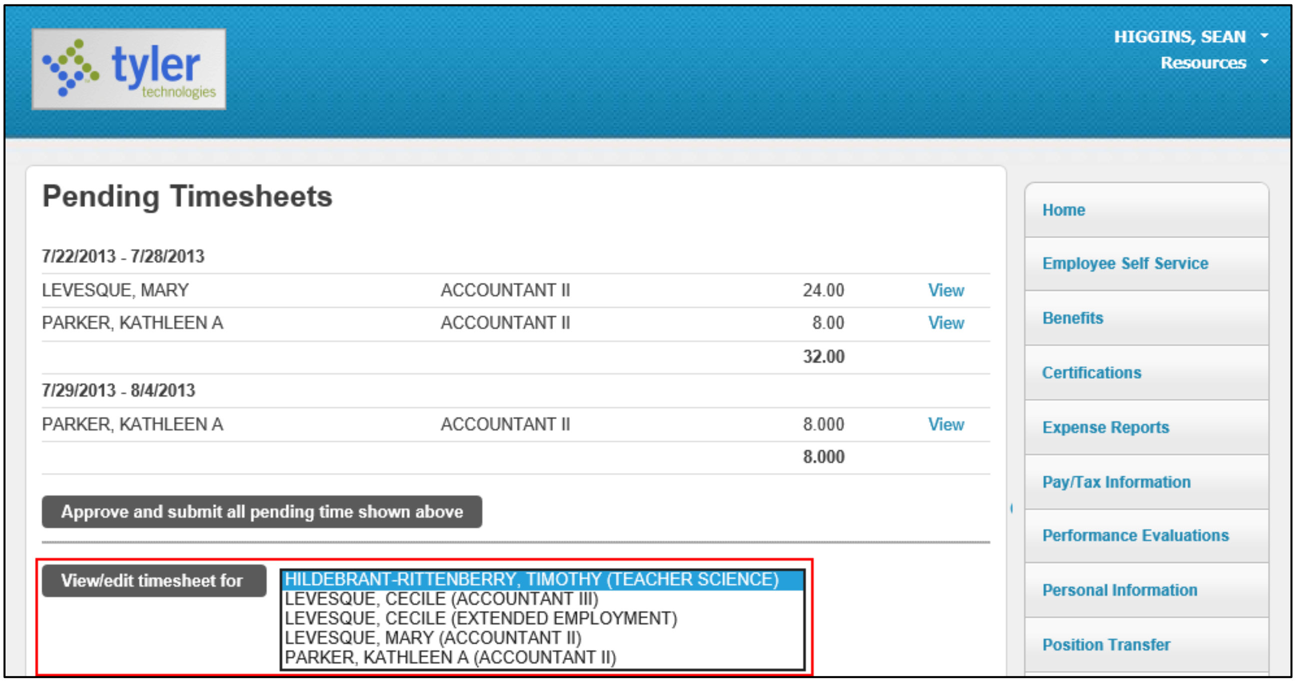
If you select the **Hold** and **Reject** options, ESS requires an entry in the Comments box. When you select a workflow option for an entry, the program displays a green check mark for approval, a red X for rejection, and a black arrow for forwarding.



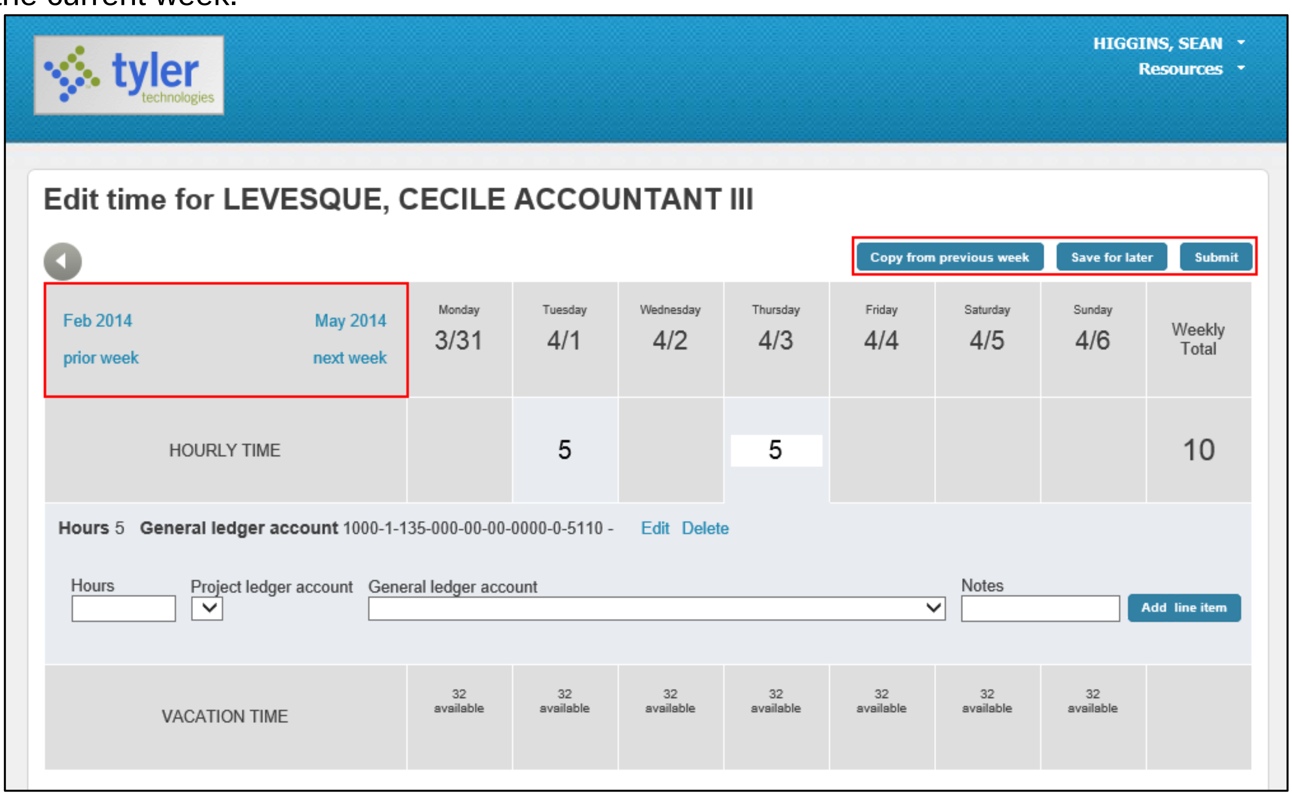
Once you have responded to all or part of the time sheet, click **Submit.**

Enter Time for an Employee

To enter a time sheet for an employee, for example, because of an unforeseen absence, select the name of the employee and the appropriate job class from the **View/Edit Timesheet For** list.



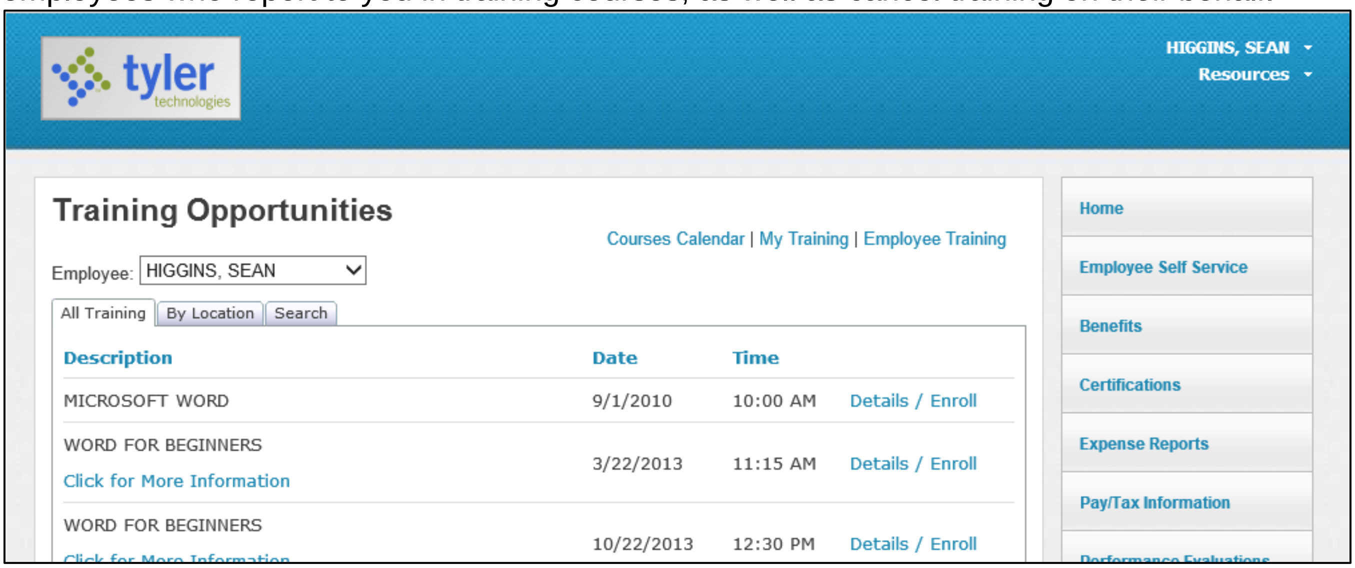
Click the **View/Edit Timesheet For** button and ESS displays that employee's time sheet for the current week.



Use the Prior Week, Next Week, and month links to navigate. You can select a week for which the employee has already entered a time sheet and edit it. Click the **Copy from Previous Week** option to copy the timesheet from the previous week. Click **Save for Later** to save the time sheet for later or click **Submit** to complete.

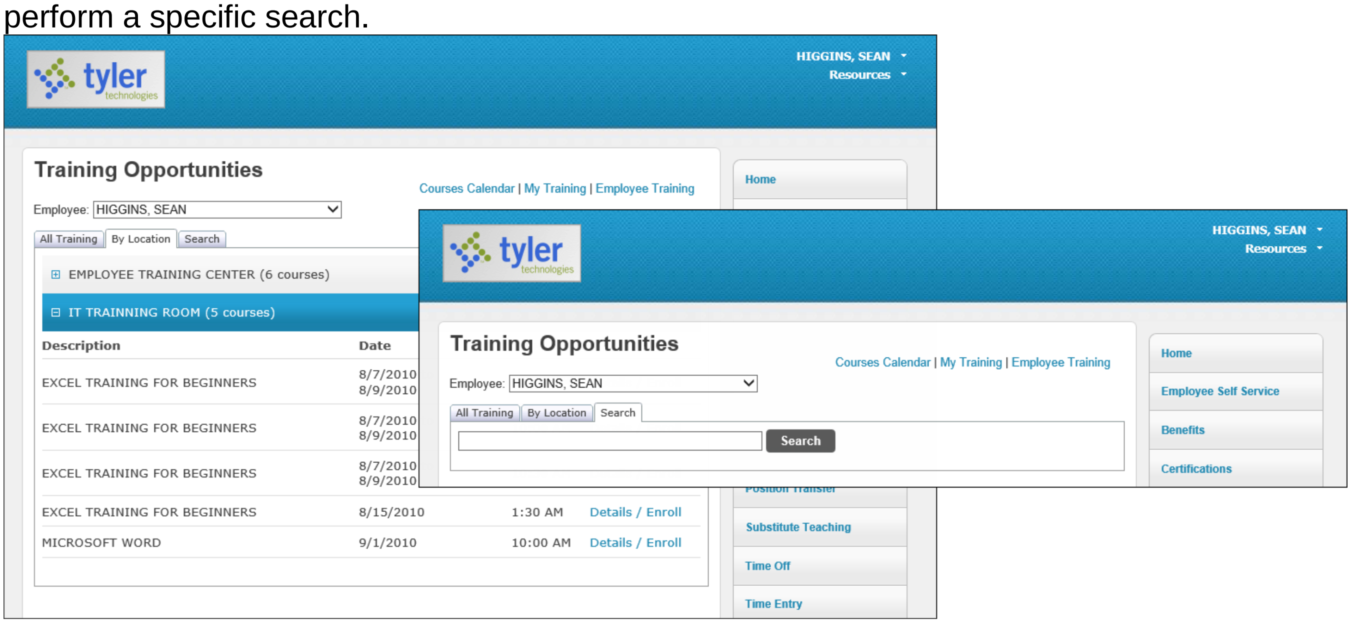
Training Opportunities

Training Opportunities allows you to view and enroll in available training, as well as view and cancel training for which you are currently enrolled. If you are a supervisor, you can enroll employees who report to you in training courses, as well as cancel training on their behalf.

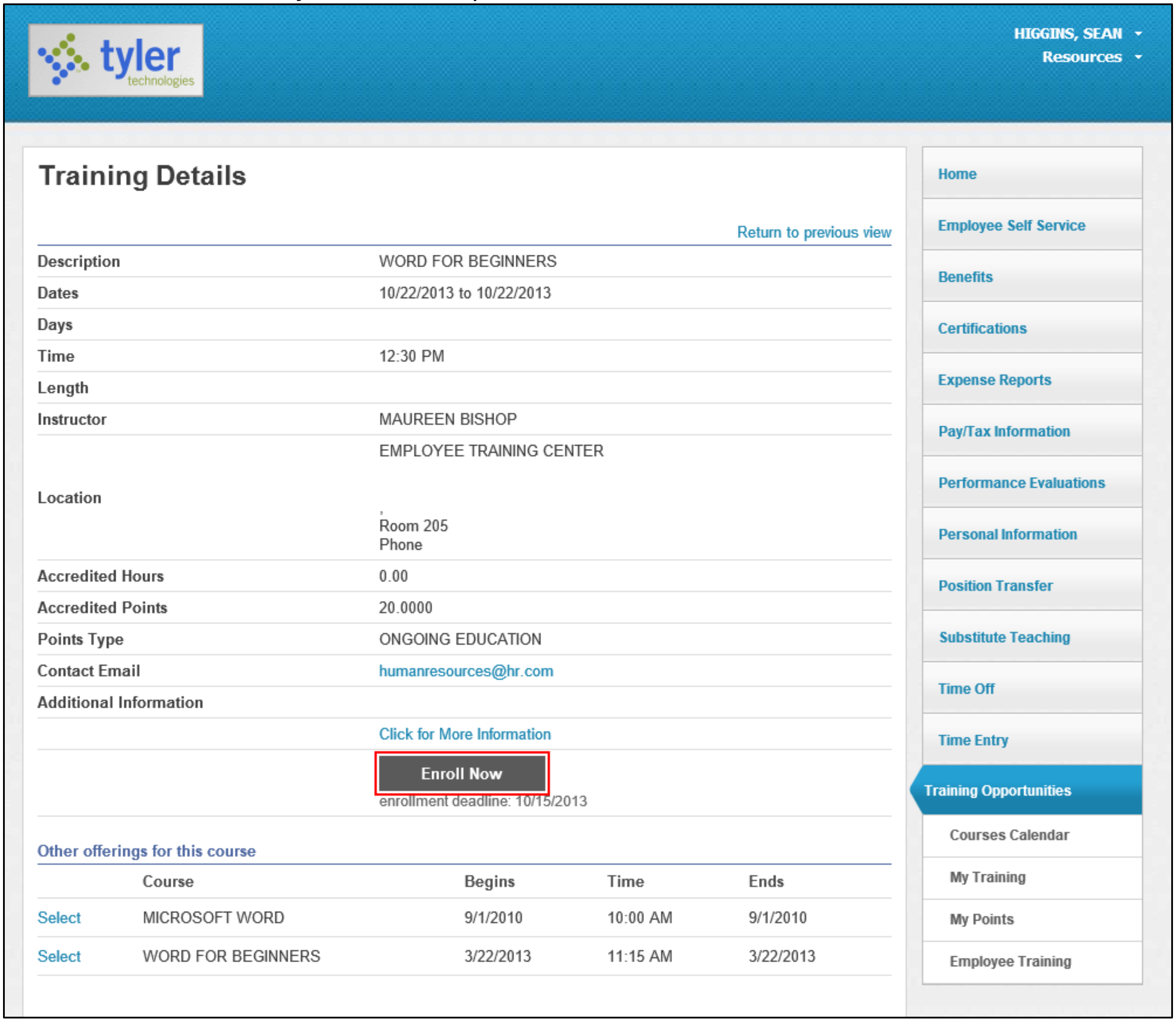


The Training Opportunities page displays the All Training tab as the default view, which includes all training that is available to you.

Click the By Location tab to view the trainings sorted by location, or click the Search tab to perform a specific search.

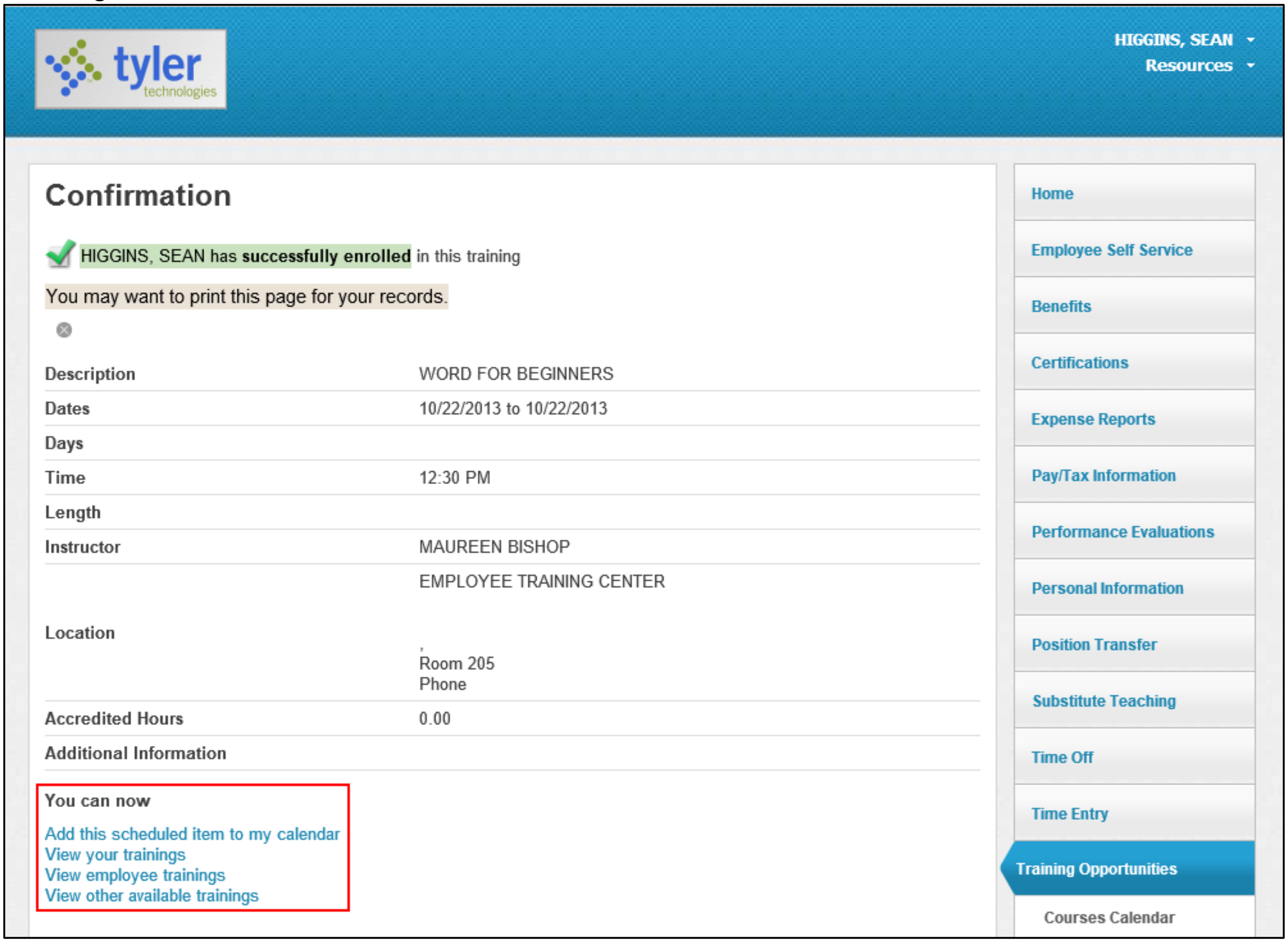


When you click **Details/Enroll** for any course, the program displays the Training Details page for that course. Use this page to view additional details and to enroll. If you are already enrolled in a course, only the Details option is available.

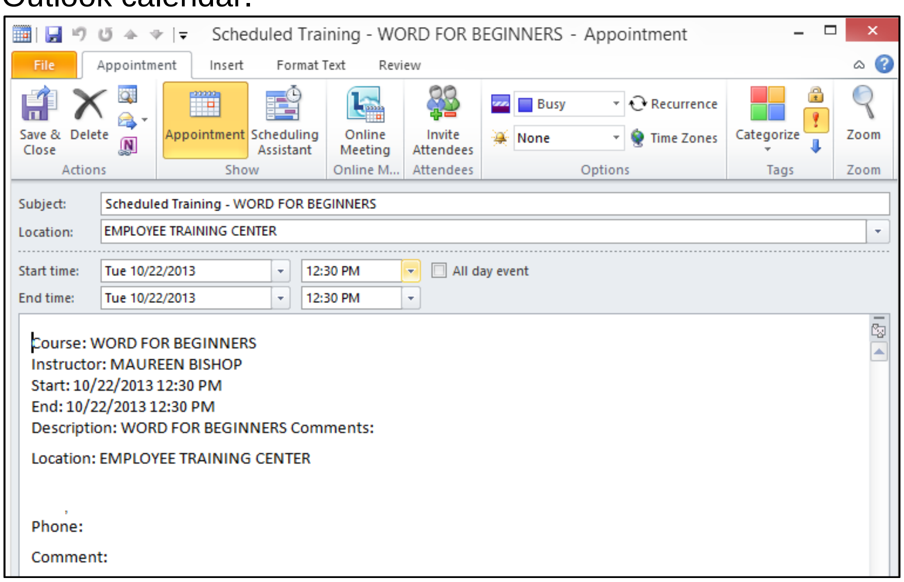


Click **Enroll Now** to enroll in the training.

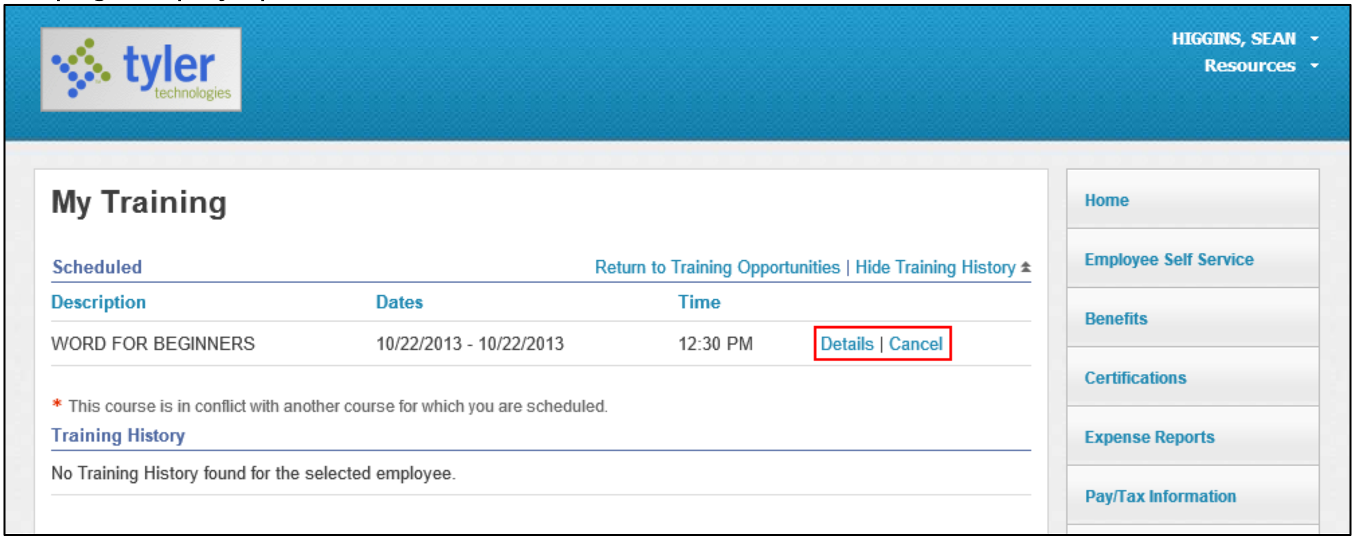
When the enrollment is complete, the program refreshes the page with a confirmation message.



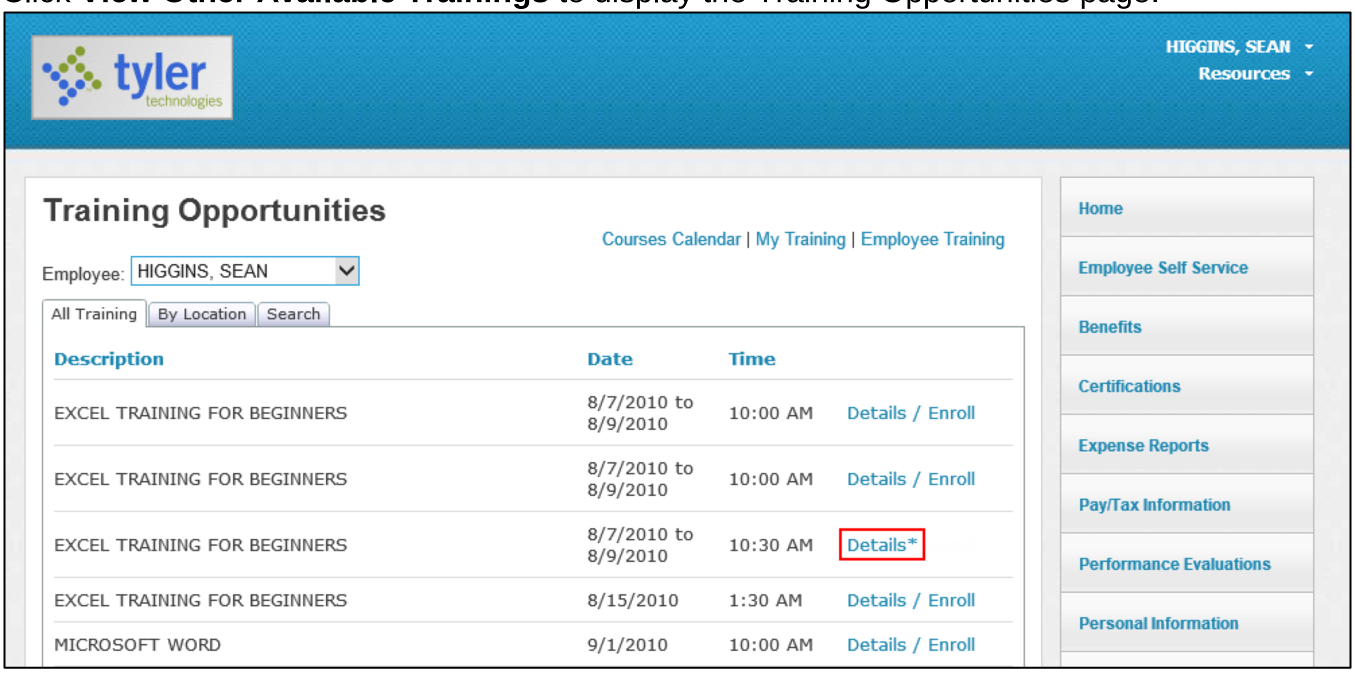
Click **Add This Scheduled Item to My Calendar** to export the training event to your Microsoft Outlook calendar.



Click **View Your Trainings** to view the My Training page. Use this page to cancel scheduled training. If your organization has configured ESS to use points for tracking employee training, the page displays points information.



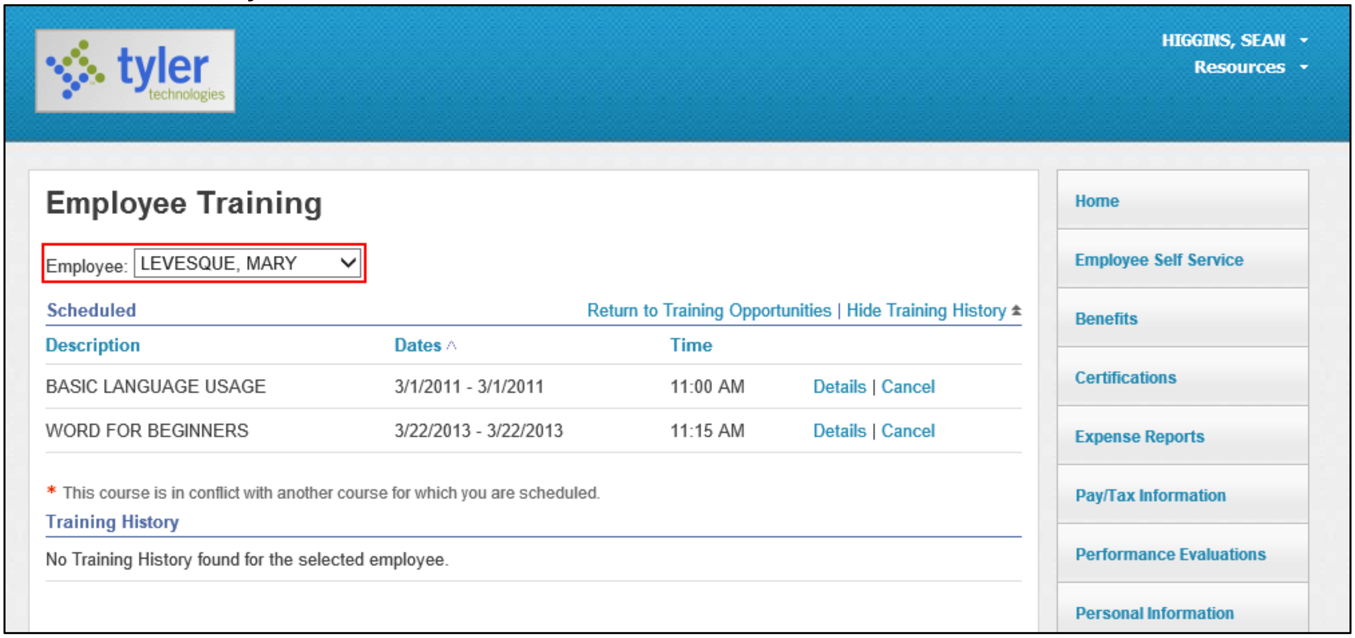
Click **View Other Available Trainings** to display the Training Opportunities page.



If you are enrolled in a course, only the **Details** option is available. The asterisk (*) indicates that you are already enrolled.

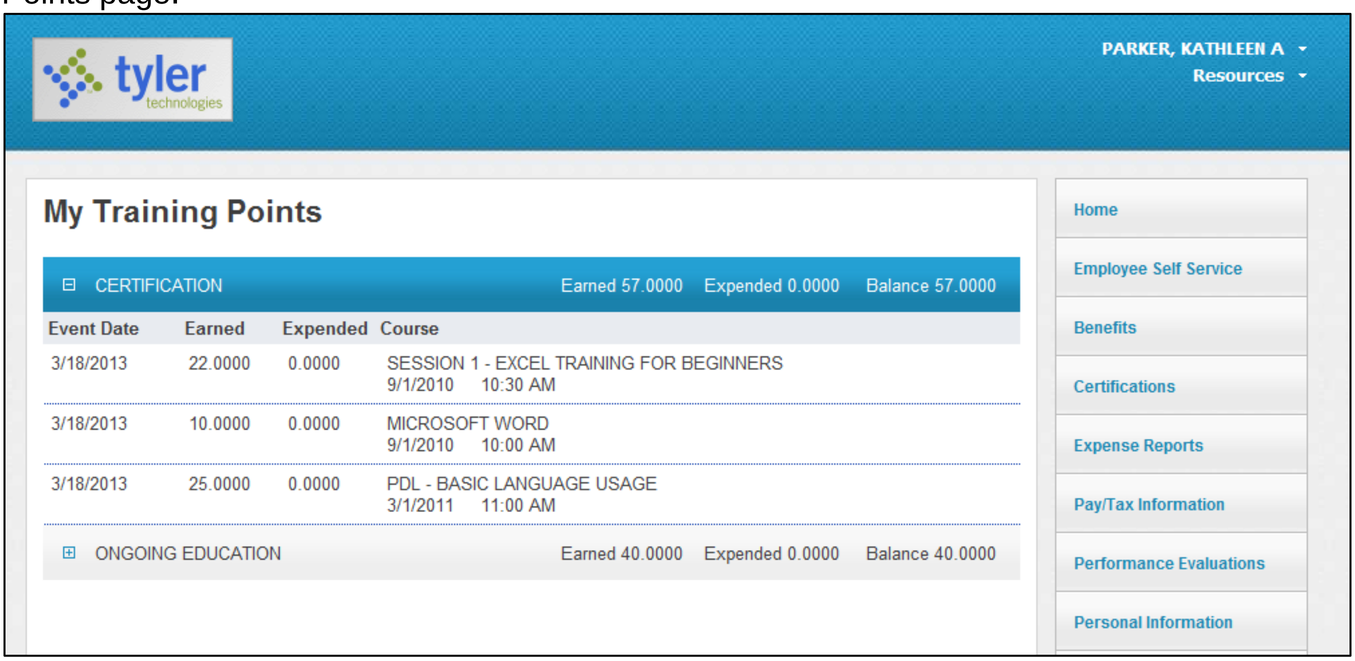
View Employee Training

If you supervise employees, click **Employee Training** to display course information for employees. Select a name from the Employee list to view that employee's scheduled courses and course history.



My Points

My Points is available in the Training Opportunities group on the ESS menu if your organization uses points to track training courses. Click this option to display the My Training Points page.

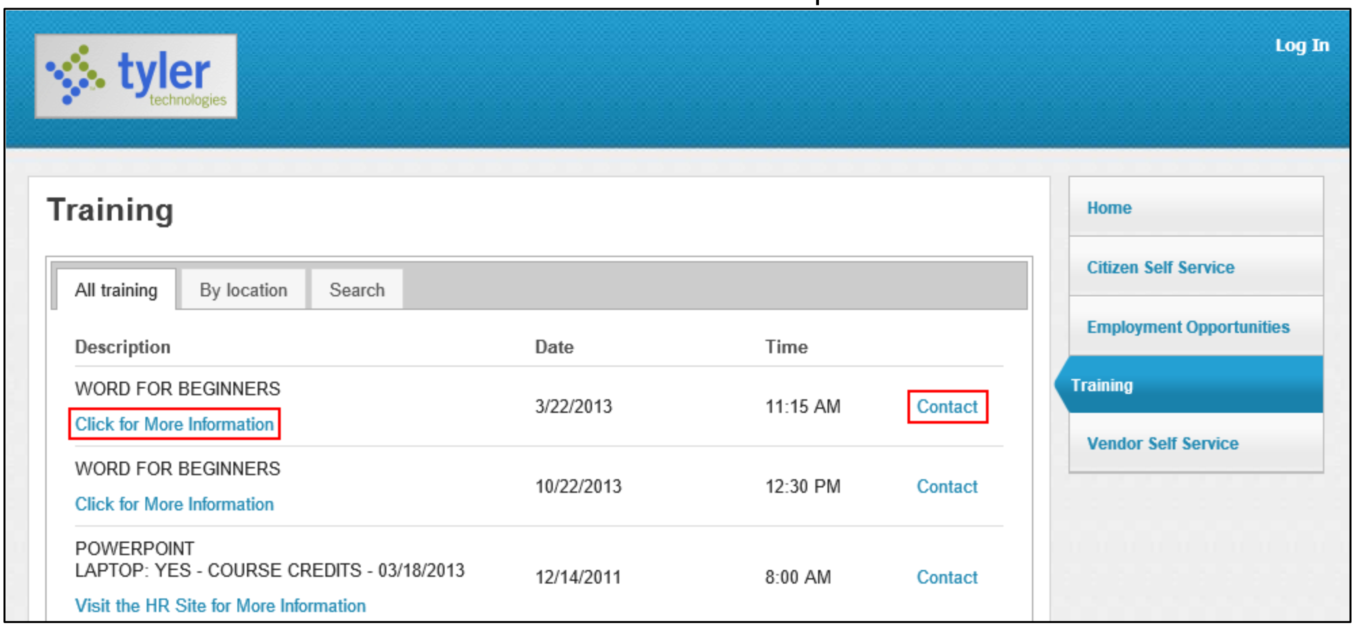


This page displays previously completed courses organized by points type. In addition, it displays points earned, points expended, and the resulting points balance.

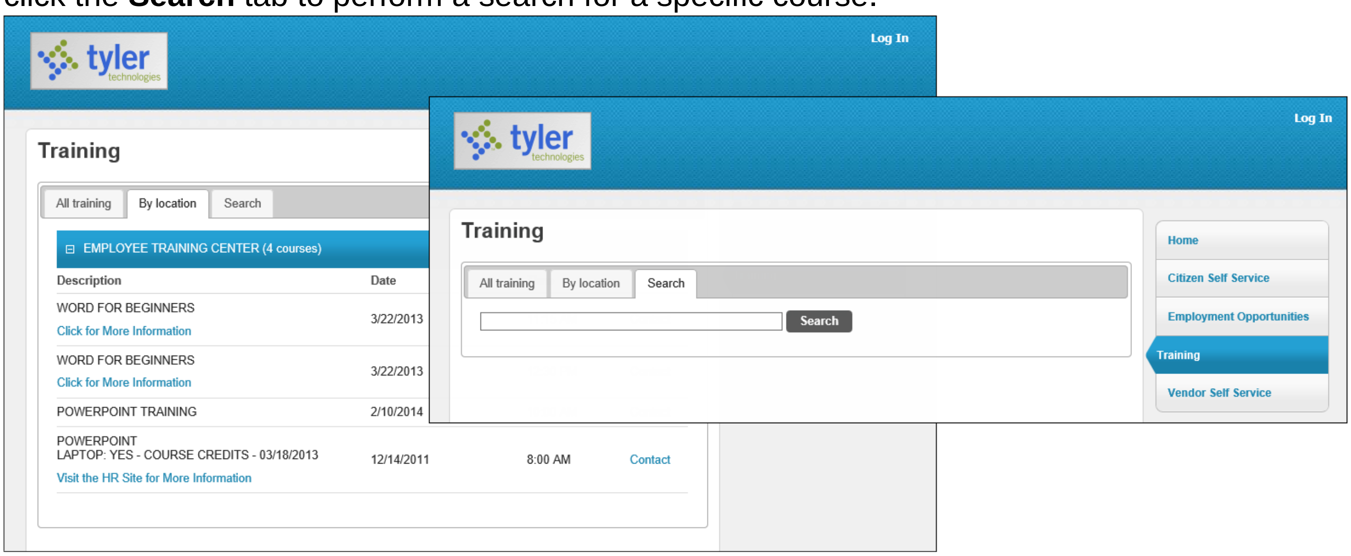
Training (Guest)

Training may be made available to individuals who are not employees of your organization. While it is considered a part of ESS, the Training option displays on the MSS Home page and is accessible without a user name and password. Guests cannot enroll in a course through ESS; they must email the course contact. The availability of courses is maintained in the Munis Training Courses program.

Use the **Click for More Information** option to display an information page related to that course. Click **Contact** to email the course contact and request enrollment in the course.



The Training page displays the All Training tab as the default view, which includes all training that is available to guests. Click the **By Location** tab to view the trainings sorted by location, or click the **Search** tab to perform a search for a specific course.



Employment Opportunities (Applicant Processing)

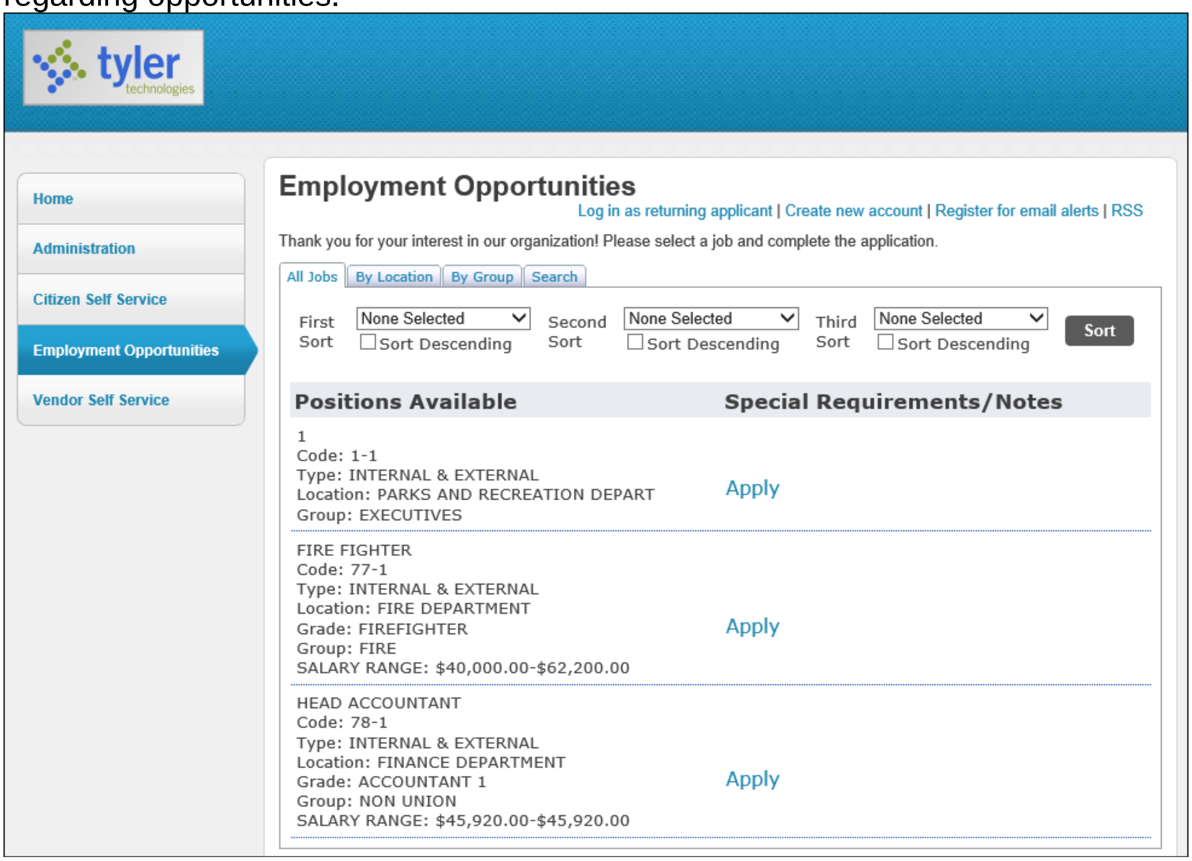
Employment Opportunities is the Munis Self Service interface for Munis Applicant Processing. It is considered a part of ESS; however, the Employment Opportunities option displays on the MSS Home page and is accessible without a username and password.

Employment Opportunities provides job openings for your organization. Using this feature, job applicants can view available jobs and apply for one or more jobs directly from the Employment Opportunities page. Your organization builds job applications using the Self Service Application program within Munis Applicant Processing.

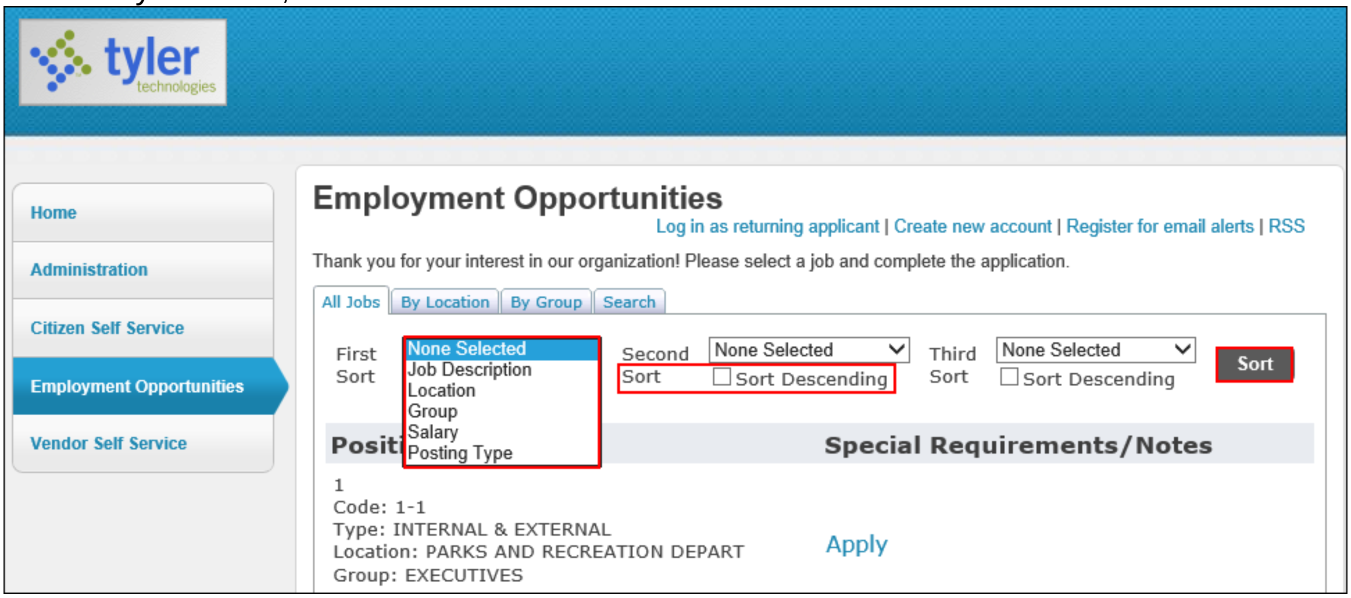
In addition to applying for positions, applicants can request to receive regular updates for job openings according to job categories.

When an applicant registers for an account, the program stores all of his or her information in the Munis database. Returning applicants do not have to re-enter information each time they apply for a job; however, they can update their applicant information to tailor it to a specific job or to add updated information.

If you use the Internet Rich Site Summary (RSS) application, click RSS to subscribe to an RSS feed for employment opportunities, or click Register for Email Alerts to get automatic updates regarding opportunities.

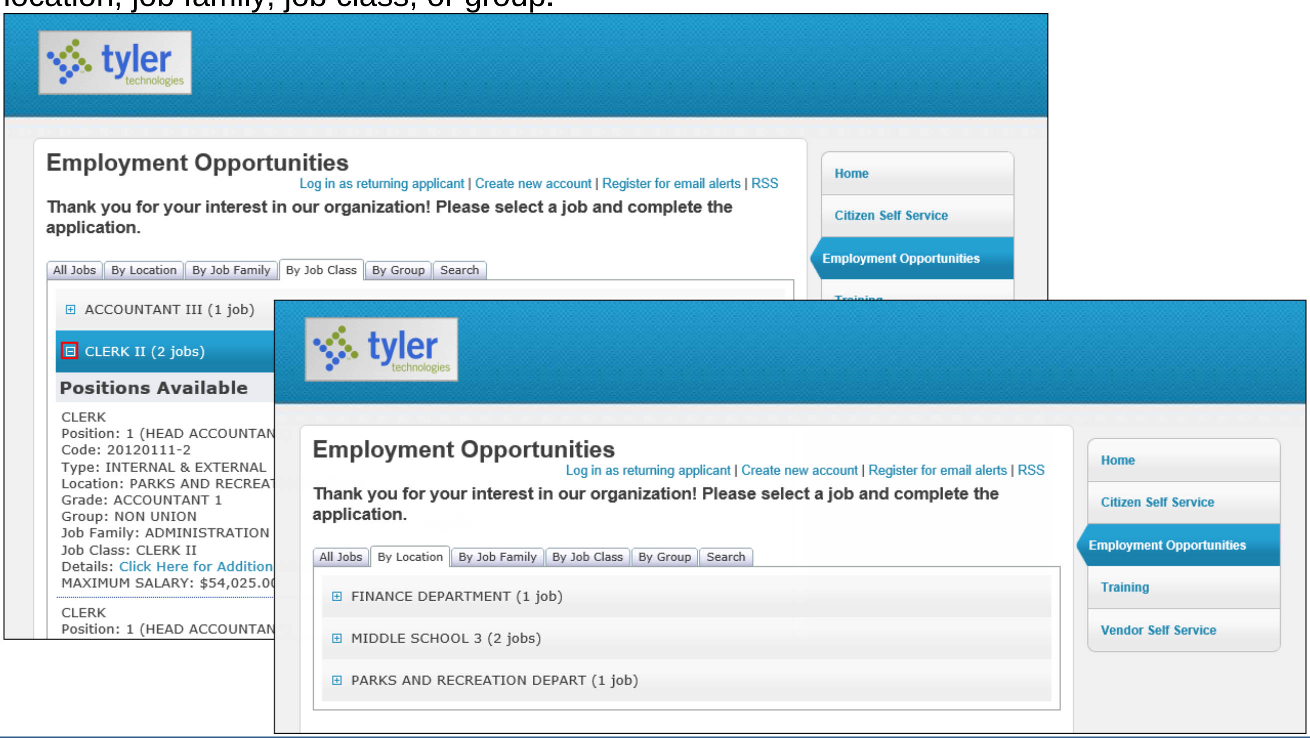


The Employment Opportunities page displays the All Jobs tab as the default view. This tab provides three Sort By lists. Select the names of fields from these lists to sort the available positions. The first list determines the primary sort field, the second list determines the secondary sort field, and so on.



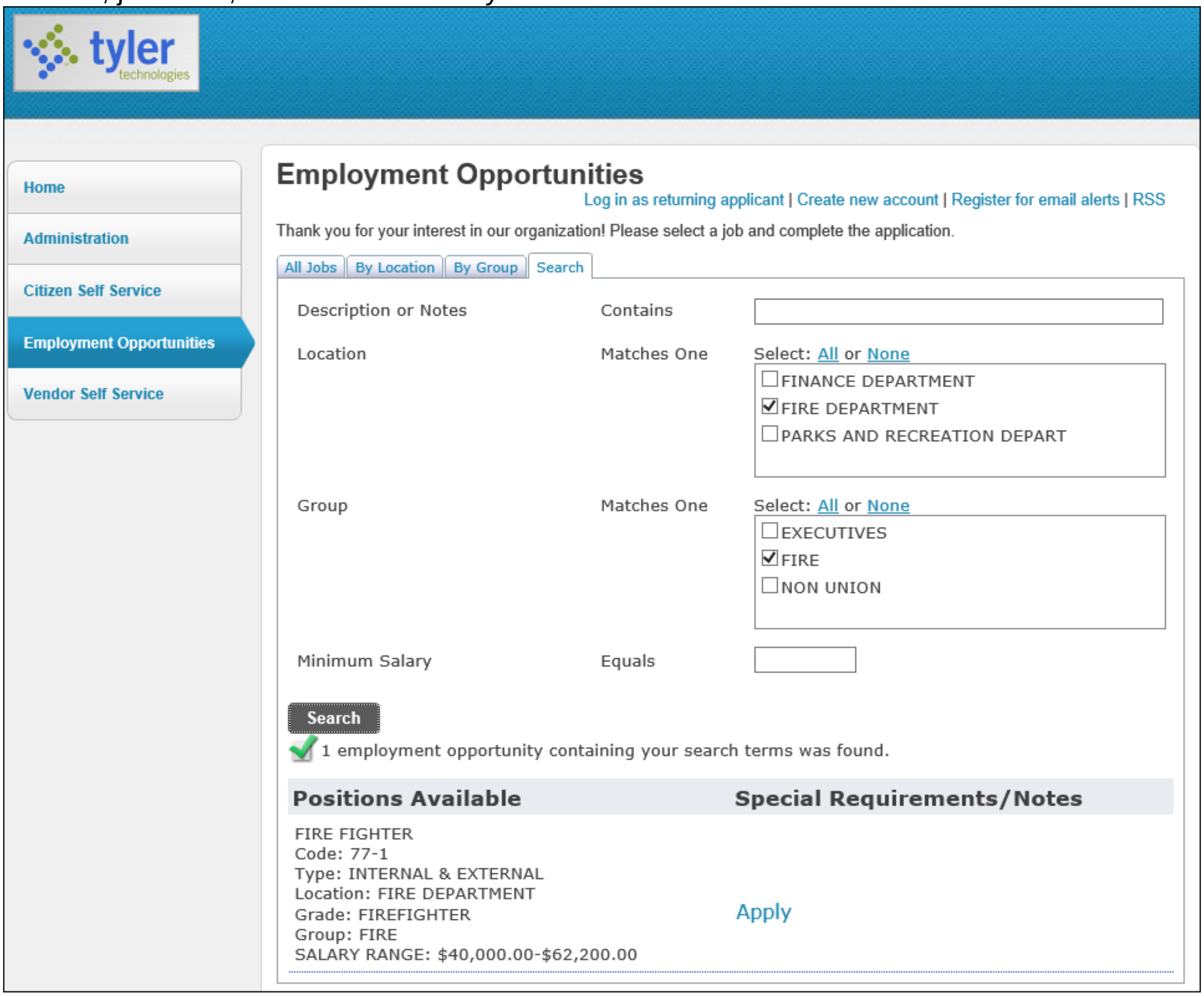
Click the Sort Descending check box under any of these lists to sort by the specified field in descending order rather than ascending order. Once you have configured your sort criteria, click Sort to sort the list.

Other tabs that group available jobs by different criteria may be available depending on how your organization configures self service. Click these tabs, as applicable, to view job listings by location, job family, job class, or group.



Each tab provides subgroups that further organize the job listings. For example, on the By Location tab, Munis Self Service displays a header for each location that has job openings. Each header shows the number of openings for that location. Click the more [+] button on a header to expand that list of jobs.

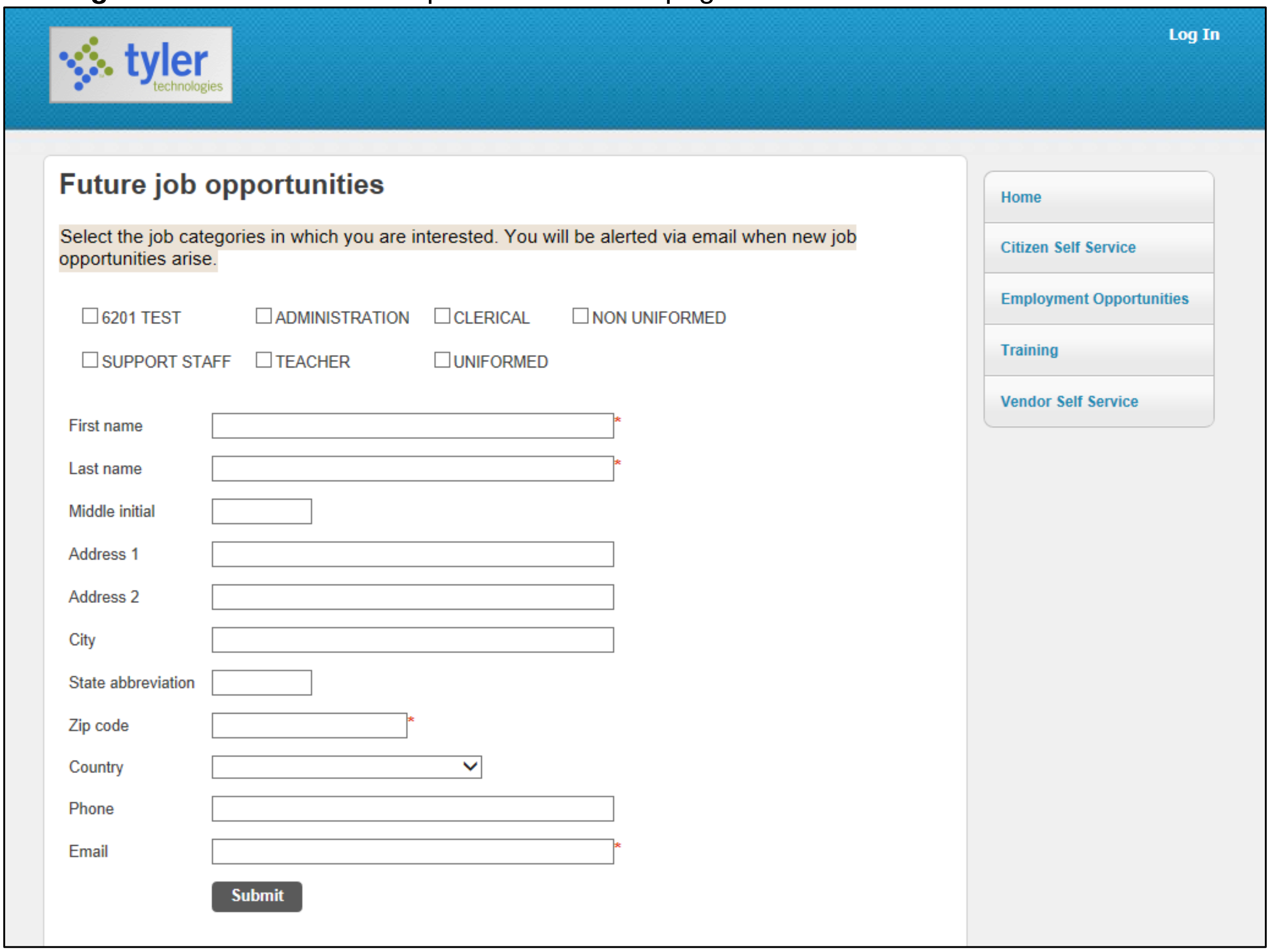
The Search tab allows you to search for job listings by specifying criteria including description, location, job class, and minimum salary.



Select the check boxes and complete the boxes to define your search. Click **Search** to view your results.

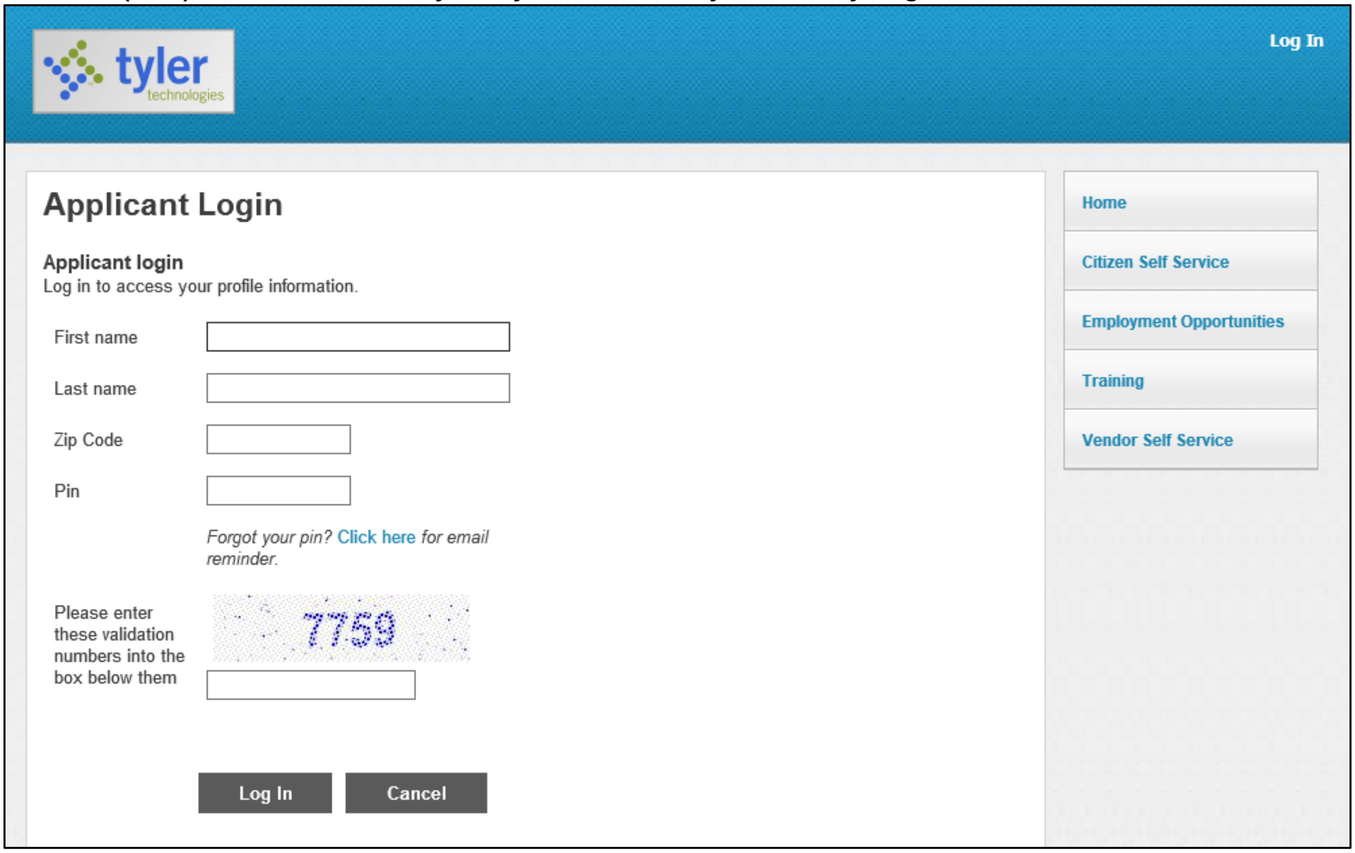
New Applicants

If you are a new applicant and you want to receive notifications of future job opportunities, use the **Register for Email Alerts** option on the main page to submit an interest card.



Returning Applicants

On the Employment Opportunities main page, click **Log In as Returning Applicant** to display the Applicant Login page. Enter your full name, ZIP Code™, and the personal identification number (PIN) that was sent to you by email when you initially registered.



If you have forgotten your assigned PIN, use the **Click Here** option to generate an automatic email containing a PIN hint. **Note:** PIN hints are established in the Munis Applicant Processing Settings program and depending upon an organization's requirements, may include the actual PIN.

If you have previously applied for a position, your details are stored in an applicant profile. The profile includes personal information, contact information, and availability and requirements details.

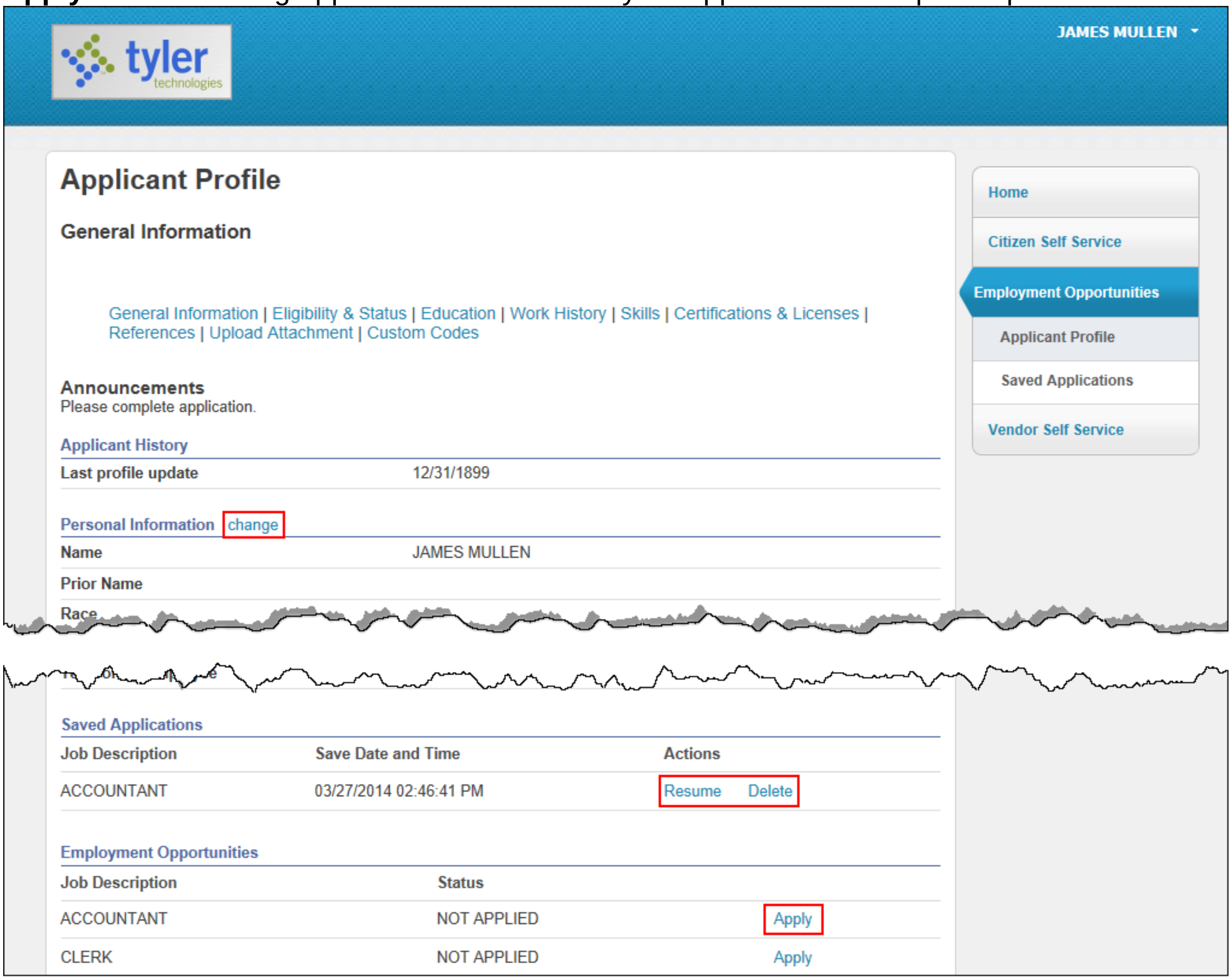
Applicant Profile

In the General Information section, there are multiple options for updating your application information, such as work history, educations, or references.

For each section of the profile (Personal Information, Contact Information, and Availability and Requirements), click **Change** to update the details.

If you have saved any incomplete job applications, a list displays in the Saved Applications section at the end of the page. Click **Resume** to finish the application (if the job opening has not been closed) or **Delete** to delete it.

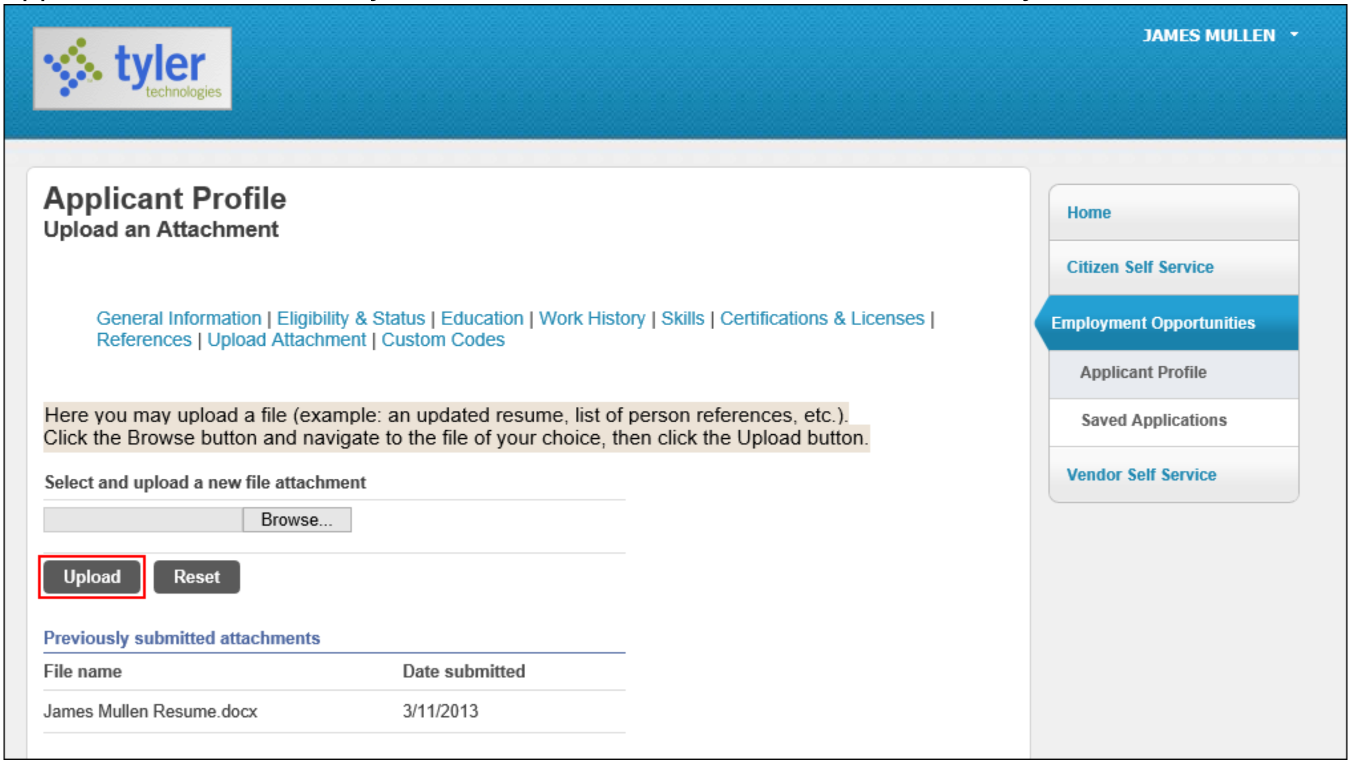
If opportunities are currently available, the list of openings is at the end of the page. Click **Apply** to view existing applications or to submit your application for a specific position.



In addition to allowing you to update information, the Applicant Profile page provides options for uploading attachments and updating or verifying custom application information.

Upload Attachments

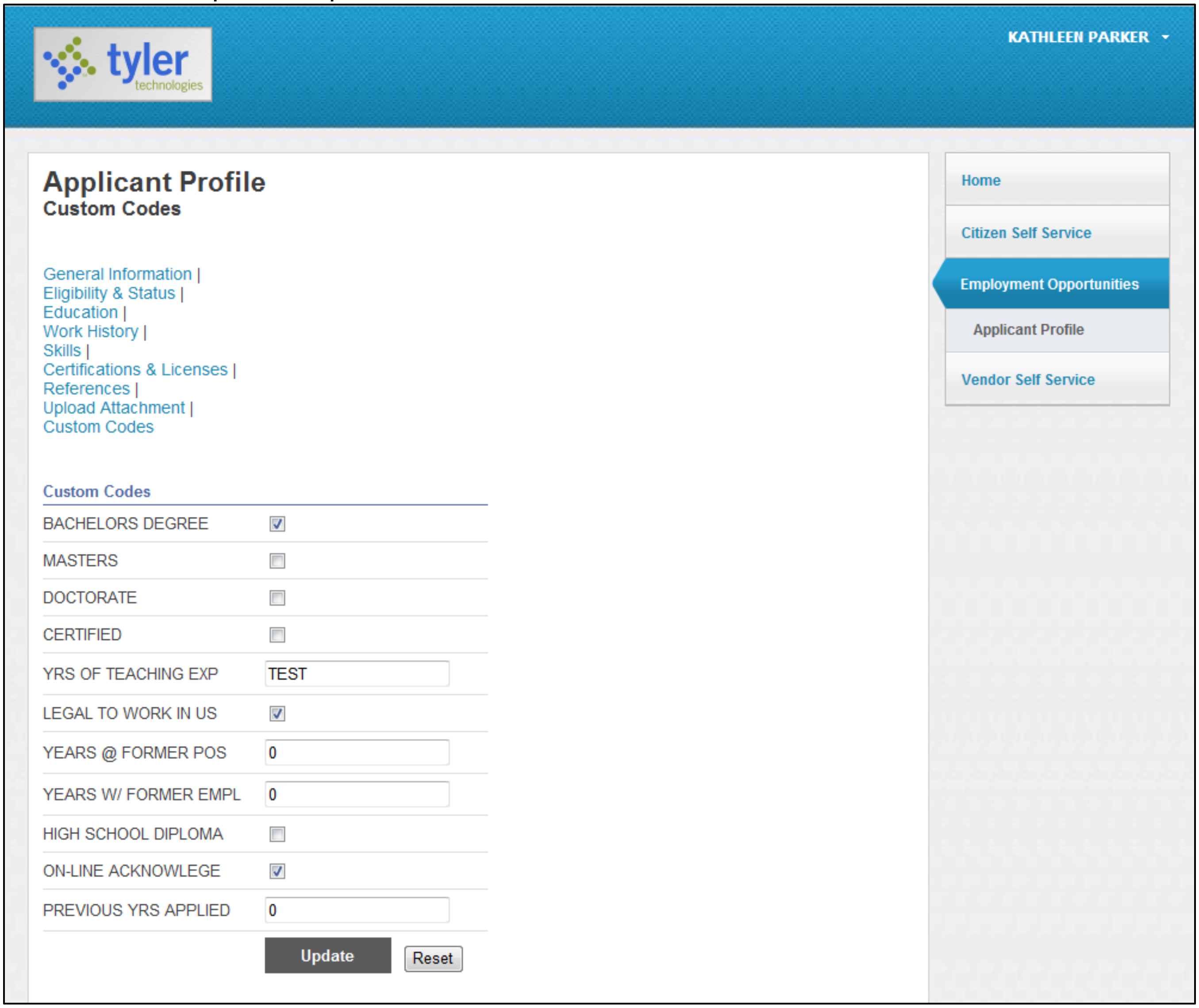
The Upload Attachments page allows you to upload documents associated with your application. This includes your resume, references, or educational history.



To attach a document, select the file and click **Upload**. Any documents previously attached are listed on the page.

Custom Codes

Custom codes are customized application items that are not predefined in Munis. Use the Custom Codes option to update this information.

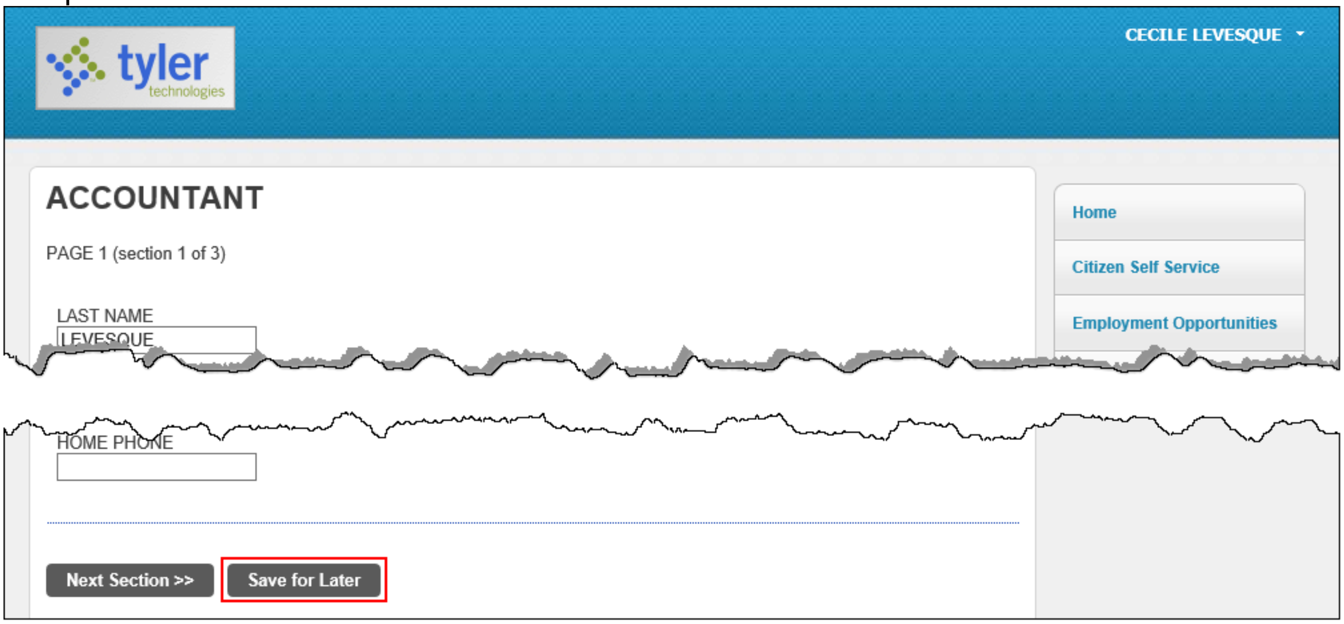


Applications

Applications are created in the Munis Self Service Application program. Using this program, you design the application sections, determine the fields to include in each section, and identify the order in which they display. As a result, fields available on the application vary according to how your organization manages the process.

Different sections of an application may display on separate pages. In this case, click **Next Section** to move through the pages, completing the fields, as required. When you have completed the application, click **Review Application**. The program displays all of the information that you completed on the application. If the information is correct, click **Submit.**

On any application section, click **Save for Later** to save your application and return to complete it at a later time.



Munis Self Service displays incomplete applications on the Saved Applications page under Employment Opportunities on the menu. Click **Resume** to resume an application or **Delete** to delete it.