

MUNIS

Guide to

Using

Employee Self Service

For New Employees



What is Employee Self Service?

Employee Self Service also called ESS. ESS allows City of Bloomington employees to do the following through any computer, either City or home, that has access to the internet.

Computers are available in Public Works, Park Maintenance and Human Resources for employees who do not normally use a City computer.

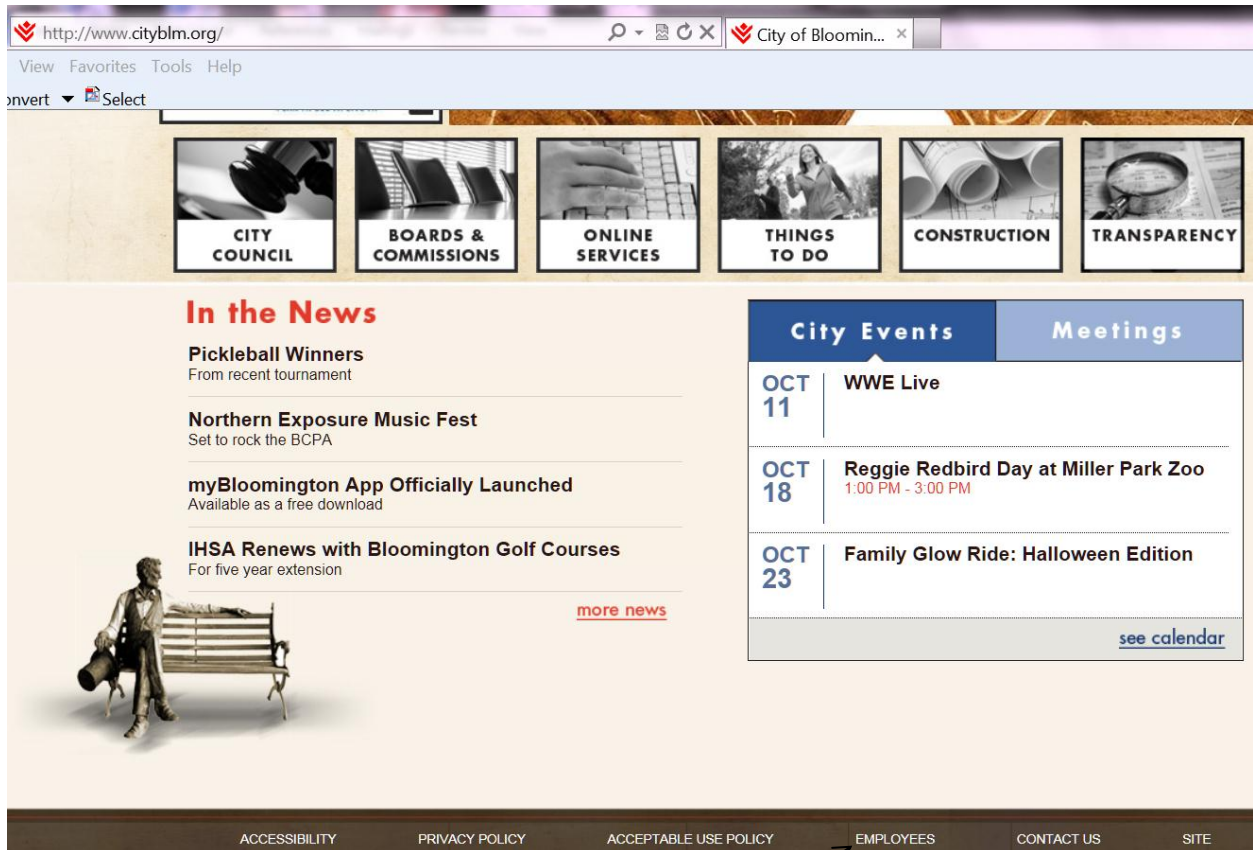
As a City employee you can:

- View your pay information online
- Make changes to your phone number and update your address
- Use the Paycheck Simulator to see “what if” scenarios to take home pay if you make changes to tax exemptions or retirement contributions
- W2 information will be available on ESS. You’ll get an email when your W2 is ready for you to review it online
- Make benefit changes during fall open enrollment
- Make changes to your retirement contribution
- More features of ESS will become available in the future

This document shows step by step how to log into Employee Self Service, review pay check information and view/update your personal information.

Here is how to access MUNIS Employee Self Service from any computer inside the City or at home.

Navigate to the City's website: www.cityblm.org



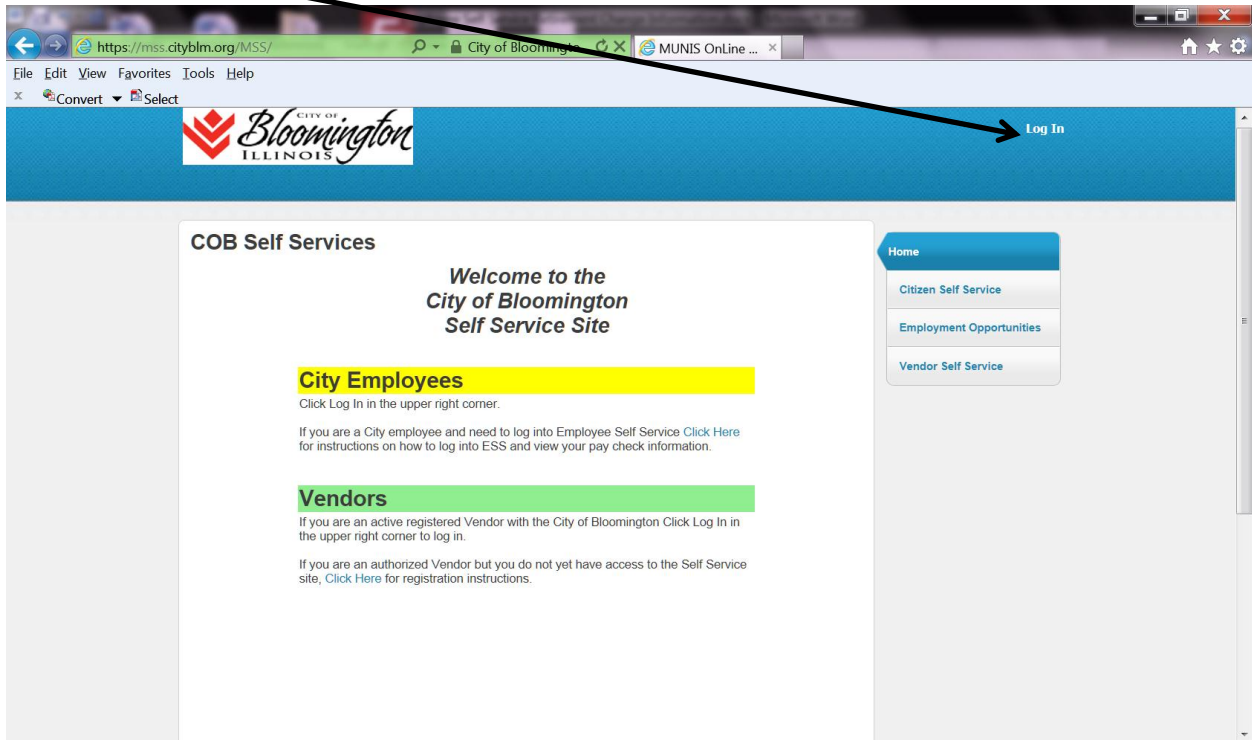
At the very bottom of the page is a link that says "**Employees**", this link will take you to the Employee Self Service website.

The following screen will display.

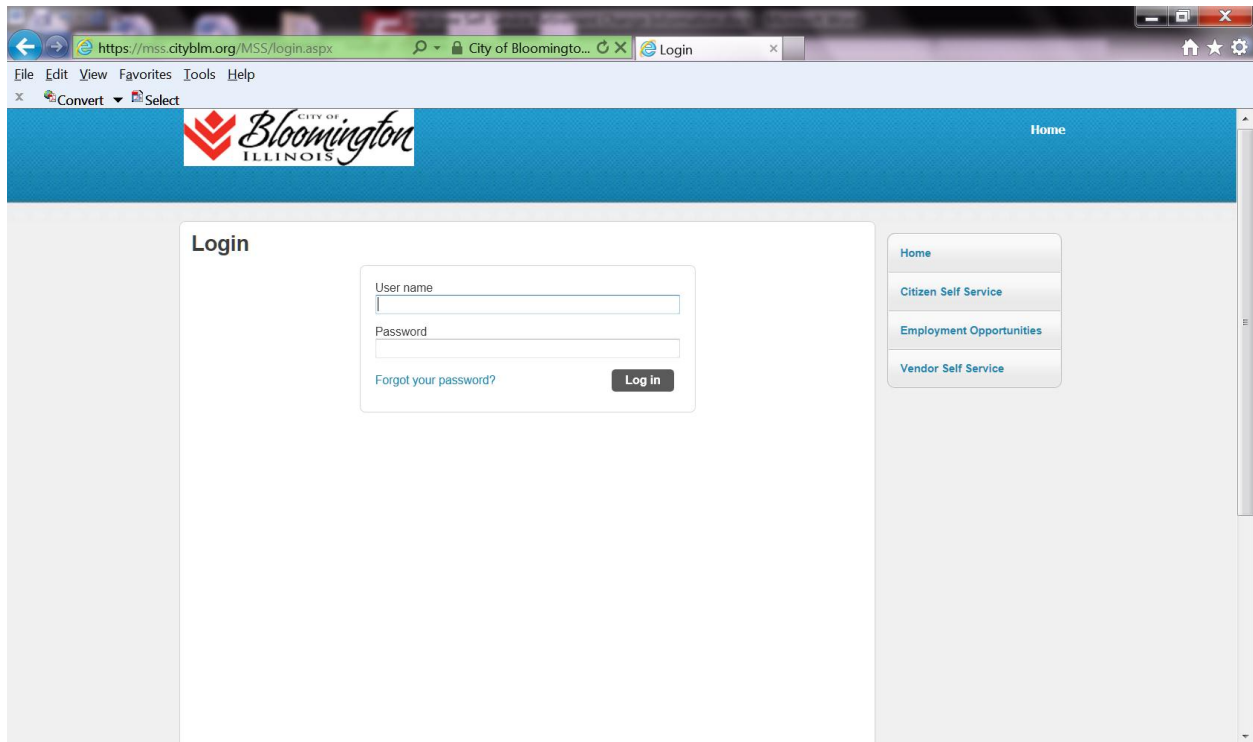
Here is the main Self Service Screen.

To access your Employee information you will need to log in.

Click the **log in**.



The following screen will display.



This is the login page for Employee Self Service.

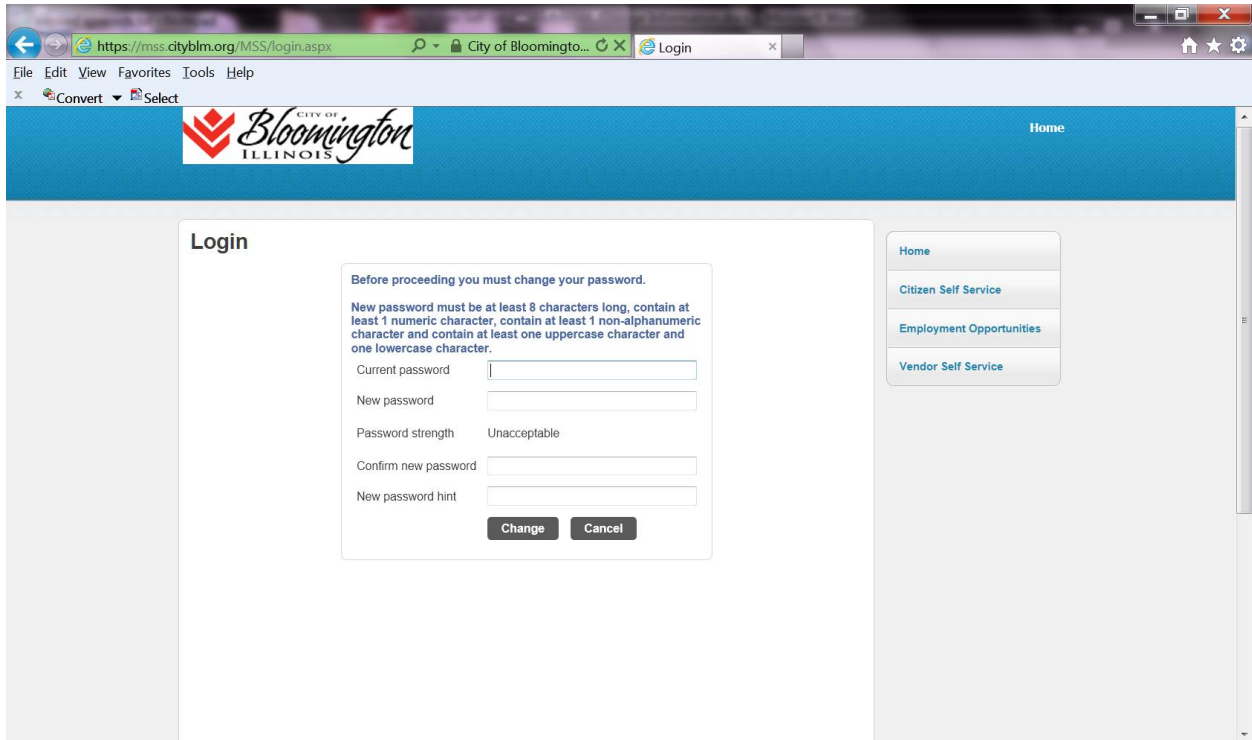
Your **Username** is the First Initial of your First Name, Middle Initial and your Last Name.

Example: **keswanberg**

If you **do not** have a middle initial, then your User Name is First Initial of your first name and your Last Name. As an example, **kswanberg**.

The first time logging into Employee Self Service your **password** is the last 4 digits of you Social Security Number, such as **1234**.

After entering the initial password and selecting **Log In** button, the employee will be taken to a screen to change their password to one of their choosing.



If this is the first time you are logging into ESS,

Current Password Current password

The last 4 digits of your social security number.

New Password New password

Password requirements

New password must be at least 8 characters long, contain at least 1 numeric character, contain at least 1 non-alphanumeric character and contain at least one uppercase character and one lowercase character.

Here are some examples to help you:

Robin_01

Packers_1

Note Packers_1 is nine characters long. Your new password can be longer than 8.

As the employee enters a New Password, the Password Strength will change from Unacceptable to

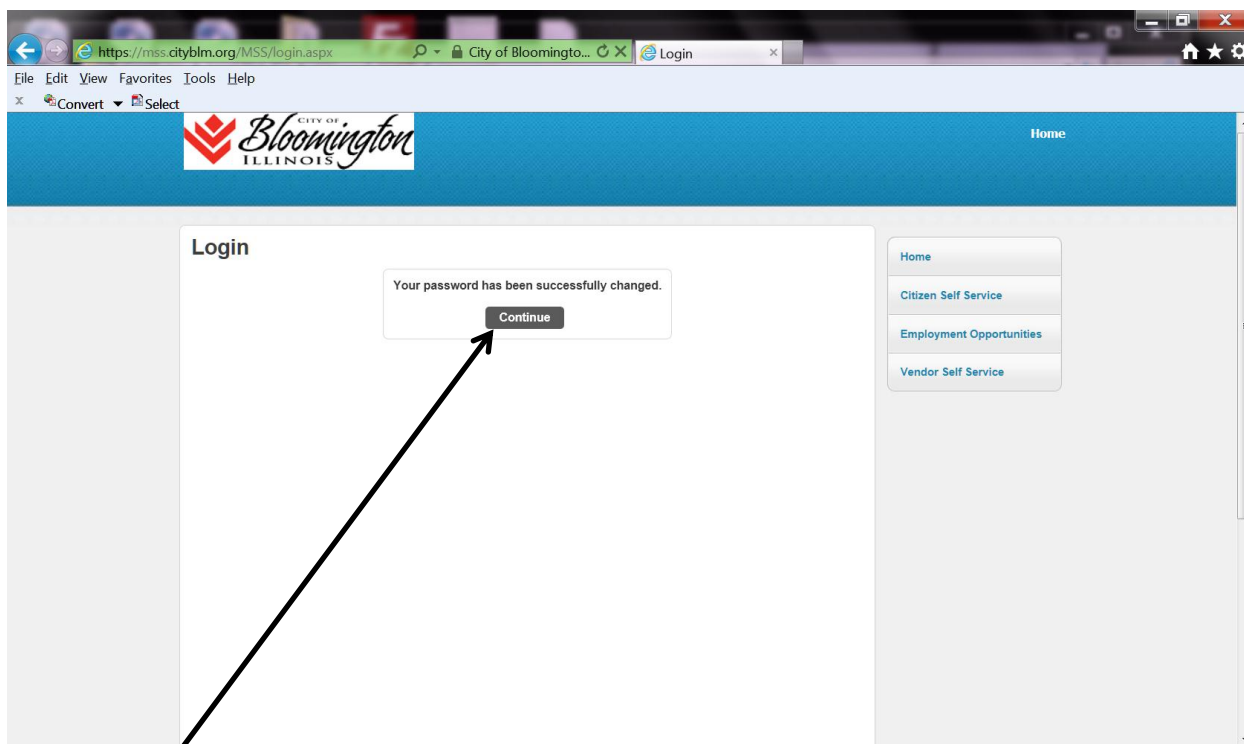
Acceptable Password strength **Acceptable**

New password hint

New password hint

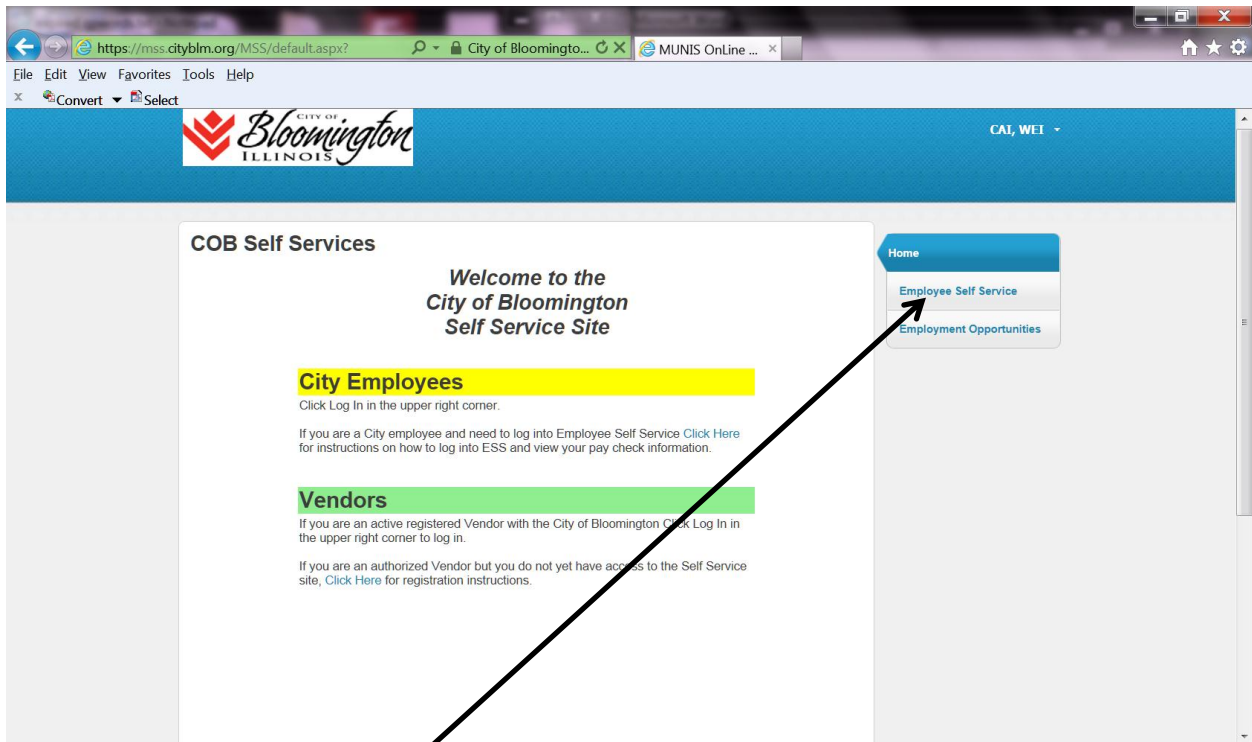
The employee is required to enter a New Password Hint that will be stored and emailed to the employee should they forget their password and need assistance.

When the employee has entered a valid New Password and New Password Hint and selected **Change**, a window will appear to confirm that password has been successfully changed.

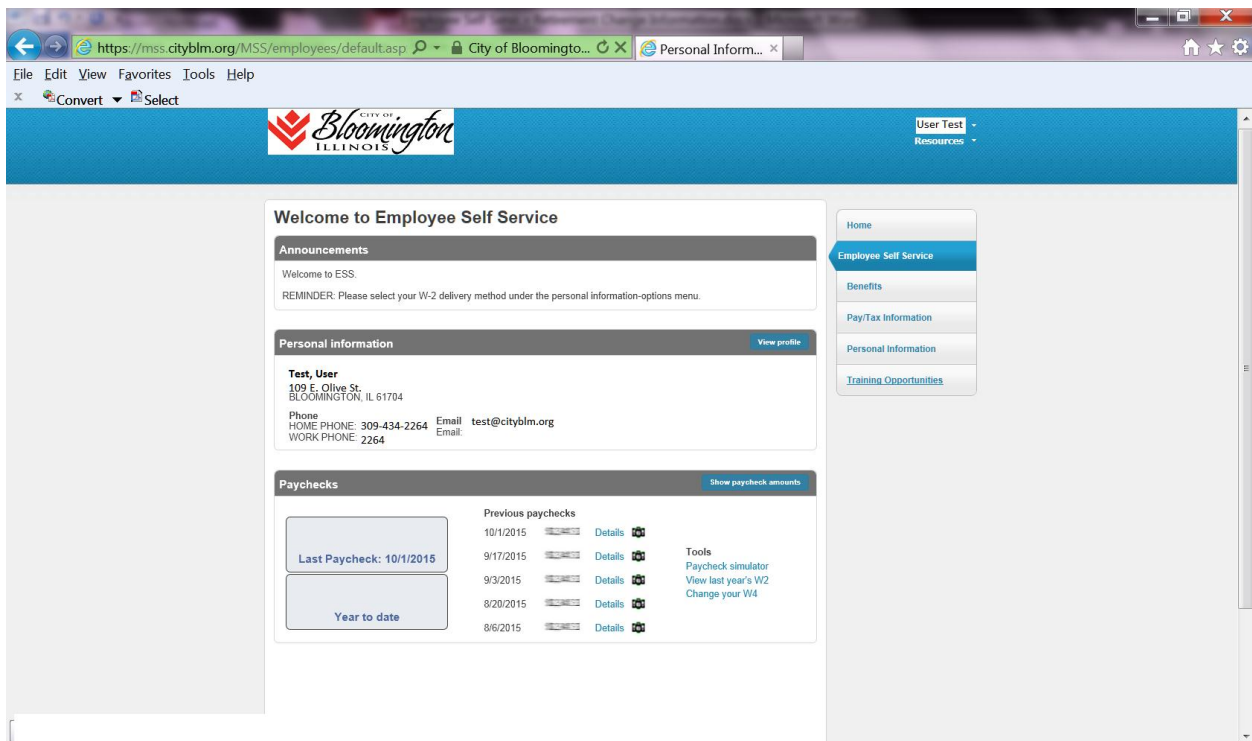


Click **Continue**.

The following screen will display.



Click on the **Employee Self Service** button and the following screen will display.



This is Welcome Screen which contains several sections of information to give the employee a quick overview of their personal data.

Announcements

The Announcement section allows the ESS Administrator to display a message to the employees accessing ESS. This is a universal message that is the same message for all employees.

Personal Information

The Personal Information section displays the employees' Name, Address, Phone Number(s) and Email address(s) on file.

Personal information [View profile](#)

BROCK, NINA M
123 MAIN STREET
MUNIS, ME 54321

Phone
HOME PHONE: 402-660-8117
CELL PHONE: 402-660-4234

Email
Email: pam.coleman@tylertech.com
Alt email: nbrock@yahoo.com

In the top right corner of the section there is a link, **View profile** to view the profile which contains additional personal information. If there is any information is incorrect, please contact Human Resource department by email to hremployee@cityblm.org.

Employee Profile

Home > Employee Self Service > Personal Information > Employee Profile

[Return to Personal Information](#)

General Information

Name	BROCK, NINA M
Employee ID	310
SSN	999-99-9999
Active status	ACTIVE
Personnel status	FULL TIME
Office location	pam.coleman@tylertech.com
E-Mail address	nbrock@cityblm.com
Hire date	8/18/2008
Service date	8/18/2008
Original hire date	8/18/2008
Supervisor	TERRY JONES - SUPER
Supervisor e-mail	tjones@tylertech.com

Demographic Information

Date of birth	8/23/1988
Gender	FEMALE
EEO ethnicity	ASIAN
Marital status	SINGLE
Privacy setting	[X]
OGE ethnicity	<input checked="" type="checkbox"/> Yes, Hispanic or Latino <input type="checkbox"/> No, Not Hispanic or Latino

EEO Race

American Indian or Alaska Native	<input type="checkbox"/>
Asian	<input type="checkbox"/>
Black or African American	<input type="checkbox"/>
Native Hawaiian or other Pacific Islander	<input type="checkbox"/>
White	<input type="checkbox"/>

Paychecks

The lower section of the Welcome Screen is a quick overview of the employee's most recent paycheck information.

Paychecks [Show paycheck amounts](#)

Last Paycheck: 10/1/2015

Year to date

Previous paychecks

10/1/2015		Details
9/17/2015		Details
9/3/2015		Details
8/20/2015		Details
8/6/2015		Details

Tools

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

On the left is a display of the most recent check gross and the employees Year To Date Gross. Notice that initially there are no amounts. This is for privacy purposes. To display the actual figures on the screen, click on the link **Show Paycheck Amounts** [Show paycheck amounts](#) in the top right of the section. Clicking again will hide the figures.

The center part of the Paychecks section displays a list of the most recent paychecks, with the most recent check on top. The check date as well as the pay period date range is displayed along with the gross pay associated with each paycheck. To the right of each paycheck the employee can click **View Details** and the following screen will be displayed.

Check Detail			
Test User			Return to pay/tax information
Overview		View paycheck image	
Check Date	1/28/2012		
Pay Period	1/15/2012 - 1/28/2012		
Check Number	: 2086		
Check Status	Cleared		
Gross Pay	\$702.20		
Net Pay	: \$702.20		
Pay Breakdown			
Pay Type	Hours	Rate	Amount
ANNUAL	80.00	\$27.41	\$702.20
Total			\$702.20
Deductions			
Deduction Type	Amount		
FICA - OAS	\$92.11		
MEDICARE	\$92.11		
HEALTH BCB	\$92.11		
DENTAL	\$92.11		
VISION	\$92.11		
FED INC TA	\$92.11		
STATE INC	\$92.11		
IMRF PENSI	\$92.11		
UNITED WAY	\$92.11		
DIR DEPOSI	\$92.11		
Total	\$92.11		

You also can view and/or print the actual check stub/advice by clicking **View paycheck image** link on top right of **Check Detail** or the **camera** icon that next to the word **Detail** of any paycheck on **Paychecks** section.

On the right side of the Paychecks section there are quick links to several Tools available to the employee.

Paycheck Simulator:

The Paycheck Simulator gives the employee the ability to try out “what if” scenarios with their actual pay information.

Paycheck Simulator

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

Pay Details

Job	Job Description	Pay	Pay Description	Hours	Rate	Percentage	Amount
CST9	CUSTODIAN 9	100	ANNUAL SALARY	<input type="text" value="80.00"/>	<input type="text" value="23.00"/>	<input type="text" value="0.00"/>	<input type="text" value="23.00"/>

	Marital	Exemptions
Federal Tax:	<input type="text" value="MARRIED"/>	<input type="text" value="0"/>
State Tax:	<input type="text" value="MARRIED"/>	<input type="text" value="0"/>
Local Tax:	<input type="text" value=""/>	<input type="text" value="0"/>

Deductions

Description	Amount
UNITED WAY	<input type="text" value="23.00"/>
IMRF	<input type="text" value="23.00"/>
MONTH SHCK PAYOUT TO RHS ADGT	<input type="text" value="23.00"/>
VISION	<input type="text" value="4.48"/>
DENTAL	<input type="text" value="23.00"/>
HEALTH BLUE CROSS BLUE SHIELD	<input type="text" value="23.00"/>

When the screen is first displayed, the details from their last paycheck are displayed, including pay information, tax information, and deduction details. The employee can update various fields that would modify the information about their pay or deductions, and have Munis calculate what their pay amount would be based on those changes.

W-2 Information:

The employee can view detailed information and print copies of their current year or previous year W-2 forms from this screen. There will be a specific instruction on how to review your W2 information every year after W2 is distributed.

W-4 Information:

The W-4 Information screen displays the employee's current elections. The employee has the ability to update their marital status, number of exemptions being claimed and/or additional amount.

Edit W-4

BROCK, NINA M

FEDERAL

Marital Status	MARRIED ▼ <small>If you are married but would like to withhold at the higher single rate, select "Single".</small>
Exemptions	0
Additional Amount (\$)	0.0000000000

ILLINOIS

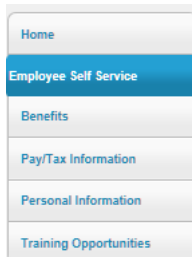
Marital Status	MARRIED ▼
Exemptions	2
Additional Amount (\$)	0.0000000000

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

[Continue](#) [Reset](#) [Cancel](#)

SIDE MENU OPTIONS

Along the side of the ESS Welcome Screen are various Side Menu Options that the employee can utilize.



Benefits

The Benefits screen allows the employee to see the benefit options that they currently have elected.

Benefits

Current Year Elections

[Report/View Life Events](#)

Benefit	Current Election
HEALTH INSURANCE	PRUDENTIAL - PPO (FAMILY) \$95.00 details
DENTAL INSURANCE	PRUDENTIAL - PPO (FAMILY) \$95.00 details
VSP VISION	PRUDENTIAL - PPO (FAMILY) \$95.00 details

All costs are per pay period. Your estimated total cost per pay period is \$285.88.

The [Report/view Life Events](#) link is used when a change, such as a Marriage or Birth of a Child, that would need to be reported to the HR department to allow the employee to make changes to their current benefits. The employee would complete the pertinent information based on the life event that took place and Submit the information. The HR department will then be notified and will be able to begin necessary steps to confirm the life event and make available new benefit elections based on the type of life event. Only one Life Event can be processed at a time.

Life Events

Pending Life Events

You have no pending life events.

Report a Life Event

Life event

Effective date

Pay/Tax Information:

The Pay/Tax Information sections allows the employee to view various data regarding their current and previous years pay and tax information.

The initial screen will display a listing of all paychecks for the current year. The employee can change the year to show previous years records. By selecting to View Detail for any of the paychecks, the employee will be taken to the Detail screen as described earlier in this document, as well as YTD Information, W2, W4 and Paycheck Simulator.

Personal Information:

The Personal Information section allows the employee to see and update information such as their address, phone numbers and emergency contact information.

****** NOTE******

Please check and update your Home Address, Email Address and Phone numbers.

We are requiring that you update your emergency contact information.

Personal Information

[Employee Preferred Name](#) [change](#)

Preferred Name N/A

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

Home Address 123 MAIN STREET,
MUNIS, ME 54321

E-mail pam.coleman@tylertech.com

Alternate E-mail nbrock@yahoo.com

[Options](#) [change](#)

W-2 Delivery Method Email

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

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE	402-660-8117	No	Change
	WORK PHONE	402-660-8117	No	Change Delete

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

No Emergency Contact information to display.

Click on the link **Change** that next to Employee Preferred Name to add/change your preferred name.

Edit Preferred Name

Employee Preferred Name

Update

Cancel

Just right to the **Address / Email**, there is a link you can use that to make changes to your address and email information.

Edit Address / E-Mail

Home Address

Address line 1 123 MAIN STREET,

Address line 2

City BLOOMINGTON

State IL

Zip 54321

Mail Address 1

Address line 1

Address line 2

City

State

Zip

Mail Address 2

Address line 1

Address line 2

City

State

Zip

Mail Address 3

Address line 1

Address line 2

City

State

Zip

E-Mail

E-Mail Address nbrock@yahoo.com

Alternate E-Mail Address

Update Cancel

After you made the change, click on **Update** button to save the change.

To the right of the **Telephone** section, there is a link, **Add Telephone Number**, which will allow the employee to add additional phone numbers. Enter information and click on **Add** button to save it.

Add Telephone Number

Description

Number *

Type [Please select] *

Unlisted

Add Cancel

Also, there is a link that will allow the employee to change their home phone. They can also change or delete other phone numbers that are on file.

If you click on **Change**, the following screen popped up. Make change and click on Update button to save it.

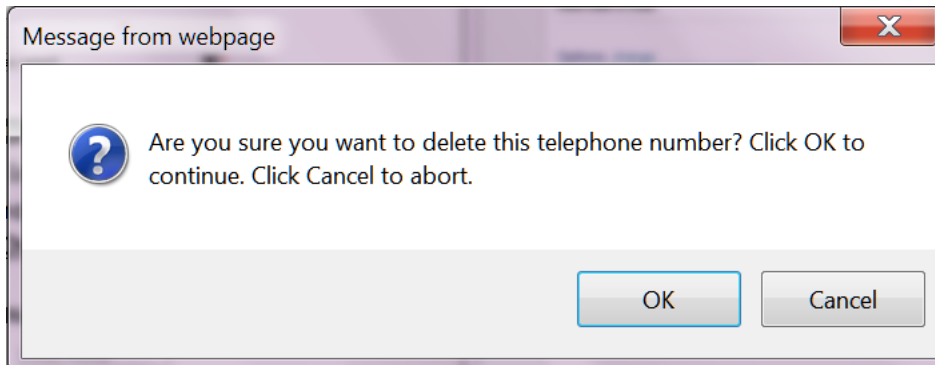
Edit Telephone Number

Description HOME PHONE

Number 402-660-8117

Update Cancel

If you click on **Delete**, a popup message window appeared to confirm the deletion.



The final section of the Personal Information is the **Emergency Contacts** area. The employee should be encouraged to add/update/delete this contact information should an emergency arise where you would need to contact a family member. The Emergency Contact information includes Name, Relationship, Phone number, and Comment fields.

Add Emergency Contact

Name*

Relationship

Primary Telephone Number*

Address

Address 2

City

State

Zip Code

Comments