



CITY OF MURFREESBORO

Munis Self Service

Employee Self Service User Guide

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Employee Self Service Overview

Employee Self Service (ESS) is the Munis Self Service application created specifically for employees to access information from and store information in the Munis HR/Payroll programs.

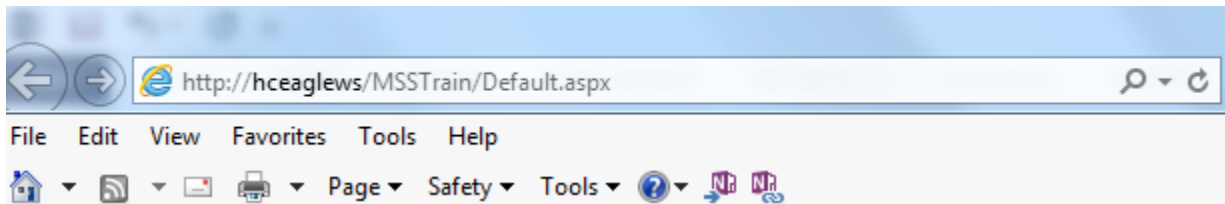
For employees, ESS provides access to personal information, pay and tax information, benefits, as well as training, certification, and performance information.

ESS User Interface

The ESS user interface is designed to make employee 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.

Accessing MUNIS Employee Self Service – for Training Purposes

1. From the Internet, type (<https://murfreesboro.munisselfservice.com>).



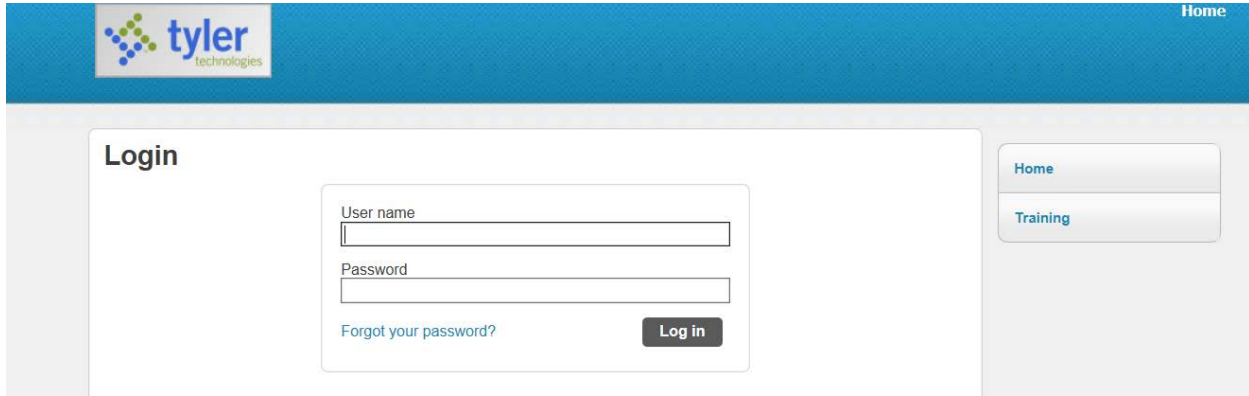
2. City of Murfreesboro Munis Self Service page will appear.



Do not log into the Vendor Self Service or Citizens Self Service. These are not employee modules.

Logging In to MUNIS Self Service

1. Click the **Log In** link located above the gray bar on the top right-hand side of the screen.



The screenshot shows the Tyler Technologies login interface. At the top, there is a blue header with the Tyler Technologies logo on the left and a 'Home' link on the right. Below the header is a gray bar. The main content area is white and contains a 'Login' section on the left and a navigation menu on the right. The 'Login' section has two input fields: 'User name' and 'Password'. Below the 'Password' field is a link for 'Forgot your password?' and a 'Log in' button. The navigation menu on the right has two buttons: 'Home' and 'Training'.

2. Enter your Employee Name (First, middle initial, last) as your User Name.



The screenshot shows the Tyler Technologies login interface with the 'User name' field filled. The 'User name' field contains the text '"Employee Number" For example: 537'. The 'Password' field contains seven dots. The 'Log in' button is visible.

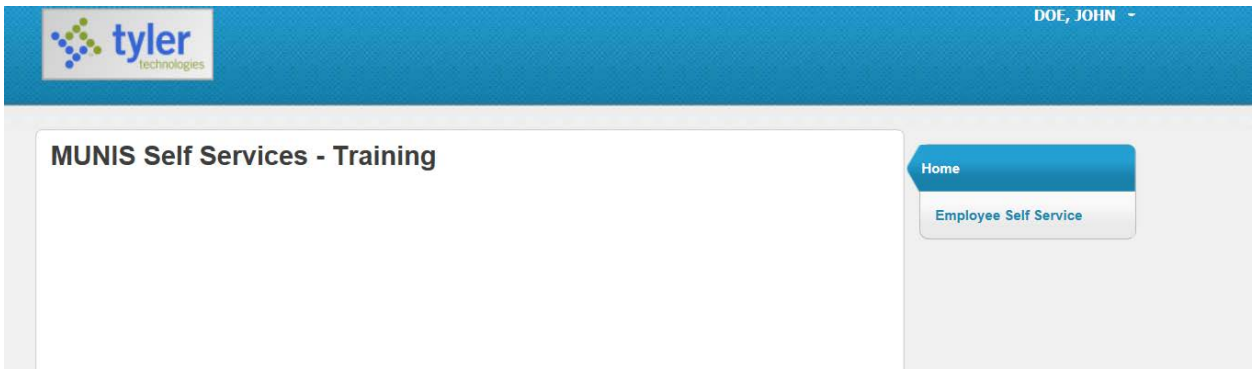
3. Users will use the last 4 digits of their Social Security Number as their password the first time they enter the system. The first time you enter the system, you will be prompted to change your password.
4. Click **Log In**.

The screenshot shows the Tyler Technologies login interface. At the top left is the Tyler Technologies logo, and at the top right is a 'Home' link. The main content area is titled 'Login'. A central box contains the following text: 'Before proceeding you must change your password.' Below this, it states: '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.' There are four input fields: 'Current password', 'New password', 'Confirm new password', and 'New password hint'. The 'Password strength' is displayed as 'Unacceptable'. At the bottom of the box are two buttons: 'Change' and 'Cancel'. To the right of the main content area are two buttons: 'Home' and 'Training'.

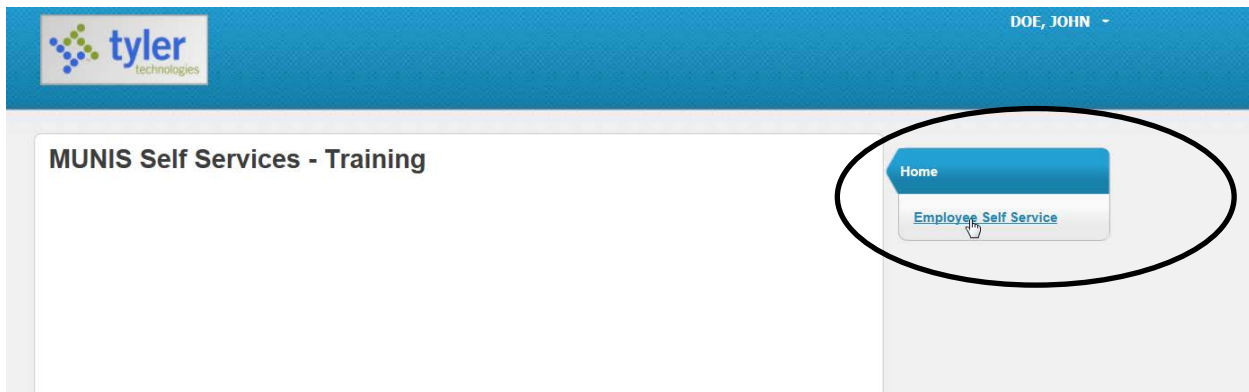
You will then be asked to change your password. It is **STRONGLY** recommended that you use the same password that you use for signing into your computer login (assuming you have a username and sign-on already).

The screenshot shows the Tyler Technologies login interface after a successful password change. At the top left is the Tyler Technologies logo, and at the top right is a 'Home' link. The main content area is titled 'Login'. A central box contains the text: 'Your password has been successfully changed.' Below this text is a button labeled 'Continue', which is circled in black. To the right of the main content area are two buttons: 'Home' and 'Training'.

Once you successfully change your password, click continue.



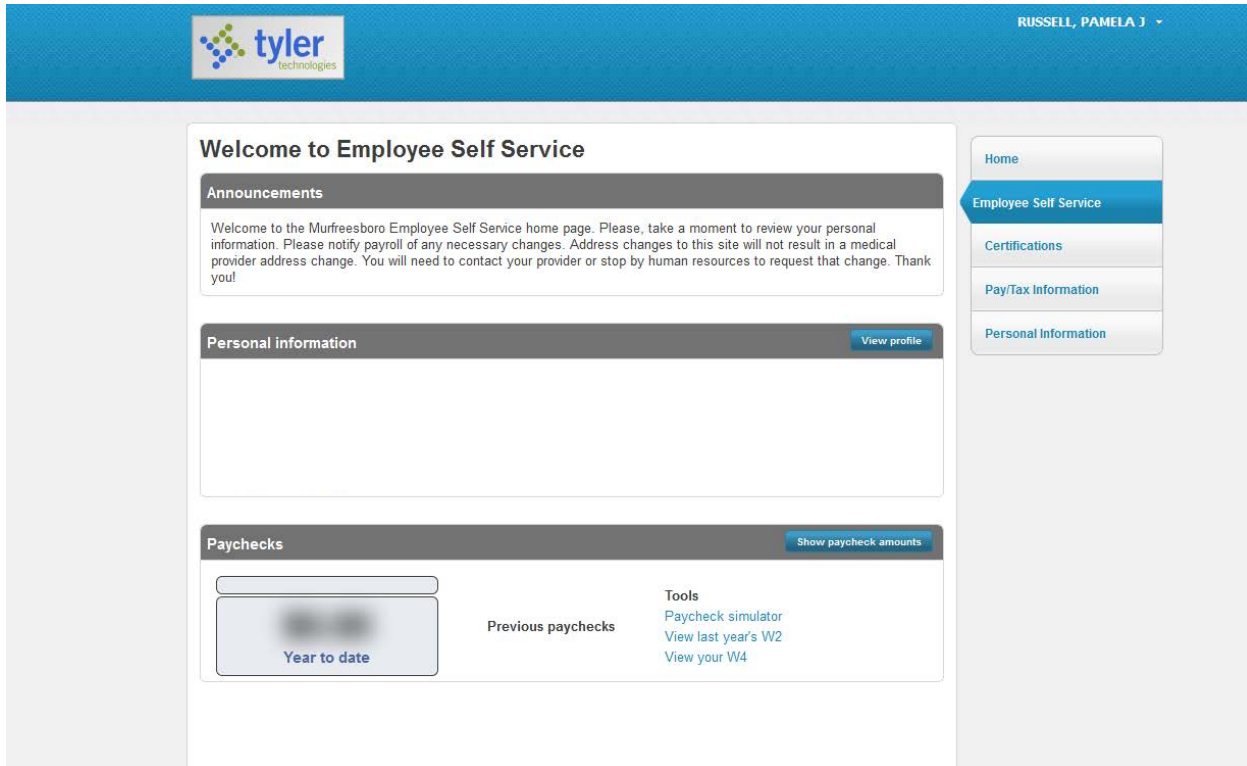
This will then bring you to the Home page and your name will appear in the top right corner!
Click Employee Self Service to access your personal information.



Click Employee Self Service.

ESS Home Page

The home page of the ESS application displays personal information, organizational announcements.



Paychecks and Pay/Tax Information

The Paychecks panel or Pay/Tax Information 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. W-2 information will be available in 2017 for the year 2016.

Please note this is a snapshot of your leave. Kronos is your official record of leave balances.

When paychecks have been processed and made available you can view a copy of your paycheck stub.



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 P.O. Box 1139
 111 West Vine Street
 Murfreesboro, TN 37133-1139

JANE MARY DOE
 123 MAIN STREET
 MURFREESBORO, TN 37190

**DIRECT DEPOSIT
 NON-NEGOTIABLE**

					Advice Amount		\$2,207.90		
Emp No	Employee Name			Dept.	Advice Date	Type	Advice No.		
1000	JANE MARY DOE			10118007	01/22/2016	MISC CITY	1023		
Earnings		Rate	Days/Hrs.	Current	YTD	Deductions		Current	YTD
BASE	33.5627	60.00		2,013.76	4,530.96	CITY FICA	182.71		430.35
OT 1.5	51.2211	10.00		512.21	1,677.49	CG MEDICARE	42.73		100.65
VACATI	33.5627	7.50		251.72	251.72	FSA	46.15		92.30
						HEALTH INS	35.59		71.18
HOLIDA	33.5627	7.50		251.72	503.44	DEL DENTAL	6.41		12.82
						VISION	2.87		5.74
EX LIF				8.60	8.60	CG FED WH	482.05		1,198.10
OT 1.0					151.03	UNITED WAY	5.00		10.00
						VOL LF BW	9.00		18.00
						SP VOL LIF B	9.00		18.00
						DEPOSITS:			
						DIRECT DEP	1,907.90		4,557.50
						REGIONS BANK			
						CREDIT UNION	300.00		600.00

Paycheck Simulator

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

To use the simulator:

1. Select the pay cycle for which you are simulating a change.
2. Enter the pay, tax, or deduction changes.

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
H005	ACCOUNTANT 4-18	100	REGULAR PAY	77.50	44.2421	0.00	3428.76

Marital: SINGLE Exemptions: 2
 Federal Tax: SINGLE Exemptions: 9
 State Tax: SINGLE Exemptions: 9
 Local Tax: Exemptions: 0

Deductions

Description	Amount
DIRECT DEPOSIT 2	600.00
WRS-GENERAL EMPLOYEE	240.01
ICMA FLAT AMOUNT	900.26
PRETAX FLEX MEDICAL	19.23
HEALTH INSURANCE PRETAX	19.04

Calculate **Reset**

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

Paycheck Simulation

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

	Current	Simulation
Gross Pay	3649.97	3428.76
Federal Tax	357.01	343.56
State Tax	135.04	124.24
Local Tax	0.00	0.00
FICA	223.93	210.21
Medicare	52.37	49.16
Other Deductions	1794.03	1778.54
Net Pay	1087.59	923.05

Return

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