



Employee Self Service (ESS) Log in Instructions and Training Course Information

JULY

2019

EMPLOYEE SELF SERVICE (ESS) LOG IN INSTRUCTIONS AND TRAINING COURSE INFORMATION

Link for Employee Self Service Guide

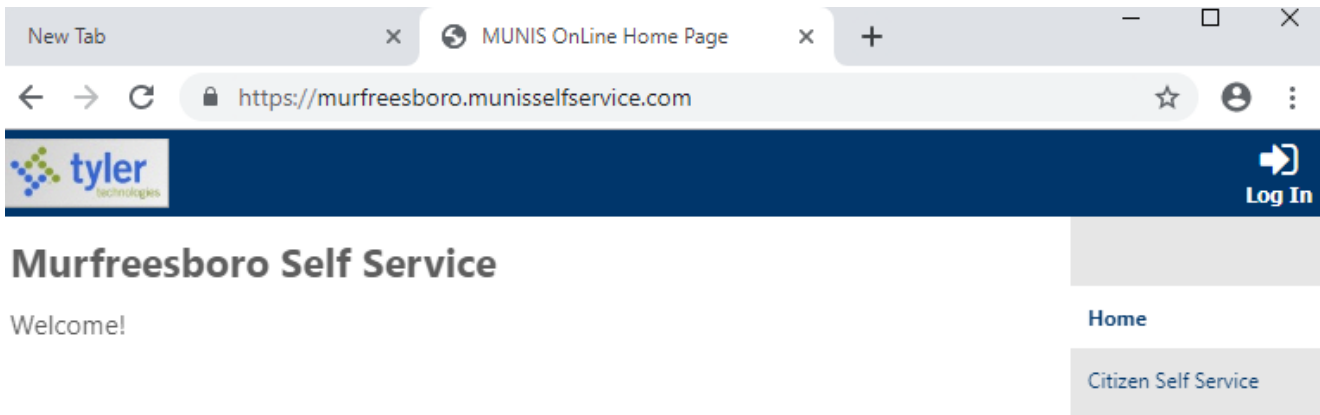
<http://www.murfreesborotn.gov/DocumentCenter/View/8207/City-of-Murfreesboro-ESS-User-Guide-050118>

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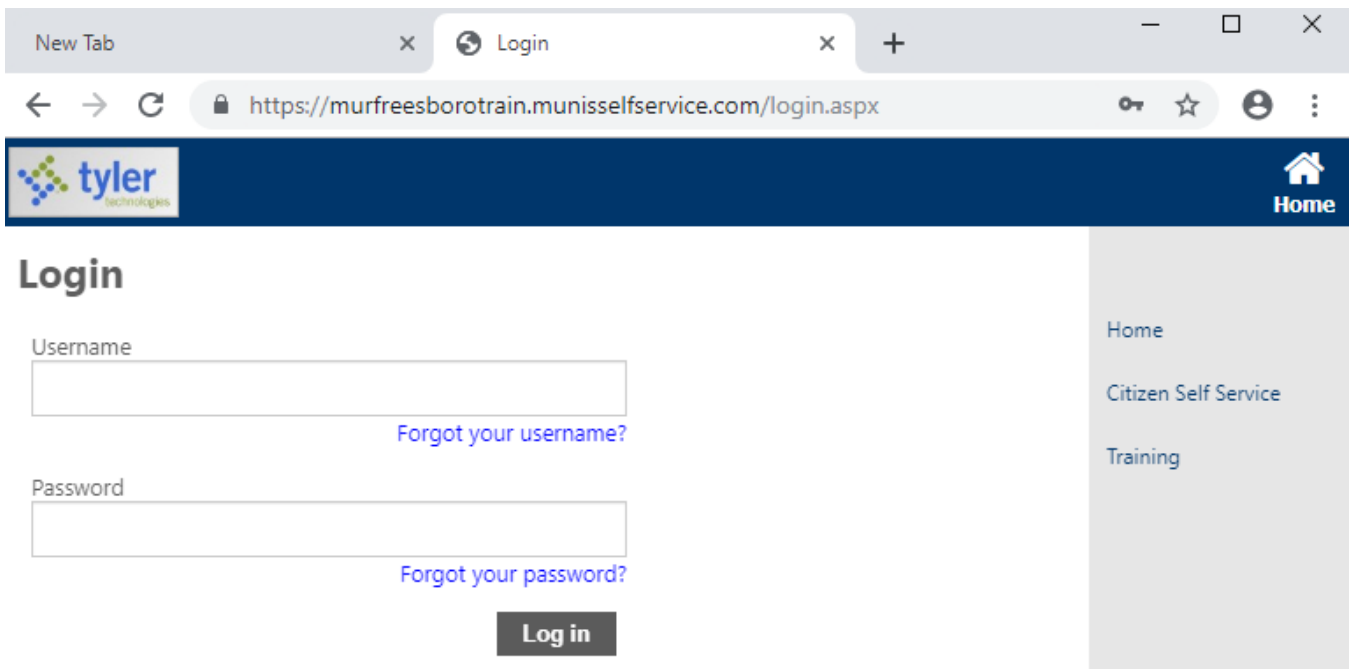
EMPLOYEE SELF SERVICE (ESS) LOG IN INSTRUCTIONS AND TRAINING COURSE INFORMATION

Accessing Employee Self Service (ESS)

1. In the internet browser window, type (<https://murfreesboro.munisselfservice.com>) into the search engine window.
2. City of Murfreesboro Munis Self Service page will appear.



3. Click the Log In link located above the gray bar on the top right-hand side of the screen.
4. Enter the Employee Name (First, middle initial, last) as your User Name.



5. You will use the last 4 digits of your Social Security number as your password the first time you log onto ESS.

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Home

Login

Before proceeding you must change your password.

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.

Current password

New password

Password strength Unacceptable

Confirm new password

New password hint

Change Cancel

Home

Training

6. The first time you log into the system, you will be prompted to change the password.

7. Click Log In.

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Resources

Welcome to Employee Self Service

Announcements

Welcome to the Murfreesboro Employee Self Service home page. Please, take a moment to review your personal information. Please notify payroll of any necessary changes. Address changes to this site will not result in a medical provider address change. You will need to contact your provider or stop by human resources to request that change. Thank you!

Personal information [More](#)

Phone

Email

Paychecks [Show paycheck amounts](#)

Previous paychecks	Tools
<input type="checkbox"/> 7/5/2019 Details	Paycheck simulator
<input type="checkbox"/> 6/21/2019 Details	View last year's W2
<input type="checkbox"/> 6/7/2019 Details	
<input type="checkbox"/> 5/24/2019 Details	
<input type="checkbox"/> 5/10/2019 Details	

Employee Self Service

- Certifications
- Employee Notifications
- Pay/Tax Information
- Personal Information
- Training Opportunities

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Employee Self Service

Employee Self Service

The screen to the right is the next screen seen. Certifications and Training Opportunities are Training related.

Certifications – provides information on any certification and or annual required training that is being tracked by the city of Murfreesboro. The certification name, number and effective and expiration dates can be found in this tab. Not all certifications are tracked through ESS at this time

Certifications

Employee Notifications

Pay/Tax Information

Personal Information

Training Opportunities

Training Opportunities

Courses Calendar

My Training

My Points

Training Opportunities – This tab provides the open training opportunities available for everyone and the training sessions that employees have been enrolled in as an individual. Classes are listed in a calendar format. The classes that each employee is registered for are also listed here, along with classes they have taken.

Training opportunities display classes that are currently scheduled. Online classes are scheduled in December and can be taken at any time. Instructor led classes will be listed in ESS as they become available.

Enrolling - Choose the open enrollment class you would like to register for and click the details / enroll link. The next screen is the training detail screen that provides the class location, begin time, directions to the class and contact information for the class.

Once you enroll in the class you can also select to add the class to your calendar.

Monday 5/13/2019					Close
	Course	Starts	Time	Ends	Additional Info
Select	ONBOARDING CLASS ON BLOODBORNE PATHOGENS	5/13/2019	8:30 AM	5/13/2019	

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Training Details

ONBOARDING CLASS ON BLOODBORNE PATHOGENS

MURFREESBORO POLICE DEPARTMENT
1004 N HIGHLAND AVENUE MURFREESBORO, TN 37130
Room Community

Date
5/13/2019

Days
M

Time
8:30 AM

Length
1 HOUR

Instructor
KURT FREDERICK

Contact
kfrederick@murfreesorotn.gov

Accredited hours
0.00

Accredited points
0.0000

Directions
From City Hall: Head east on W Vine Street for .6 miles Turn left onto S Highland Ave, proceed .8 miles Destination will be on your right (1004 N Highland Avenue) [2019-05-03 09:11:22 4863kfrederick]:

Enrollment deadline
5/10/2019

Enroll

Other offerings for this course

No other offerings were found.

- Employee Self Service
- Certifications
- Employee Notifications
- Pay/Tax Information
- Personal Information
- Training Opportunities**
- Courses Calendar
- My Training
- My Points

Course Calendar

provides details on all open enrollment classes that are scheduled.

My Training

provides a detailed accounting of courses you are registered for and a history of courses you have taken.

My Points

(not active at this time)

Training Frequently Asked Questions (FAQs)

1. How do I sign up for a training class?

Once on the Employee Self Service web site:

Click on training opportunities / Courses calendar

Click on the details / enroll link of the class you are interested in and you will be able to enroll.

An e-mail will be sent to you letting you know that you are enrolled.

2. Will you send me a reminder of upcoming trainings?

Yes, an e-mail will be sent when you register and then one week prior to training.

3. Can I take classes available even if I'm not required to attend?

Yes. All classes that are posted on ESS are open for enrollment and can be attended with your supervisor's approval.

4. What if I cannot attend a training session I've registered for?

If you are unable to attend a training class, click on the class that you have registered for and cancel enrollment

5. Will I be able to see all of training I've completed?

Yes. Once you have completed a class and the attendees have been verified your training history will be updated. The classes that you have attended can be viewed by clicking My Training. Past training sessions are listed from January 1, 2018.

6. Can I print the trainings I've completed?

Yes. Under the training opportunities heading click on My Training.

While on the My Training page right click and select the print option to print your training history. Your ESS training history will begin from January 1, 2018.

7. How do I take an online class?

Click on Training Opportunities.

If the class has a direct link, click the link to begin.

If the class has a course number, take note of the course number

- 1) Click the course name link, which will take you to the Midland Safety Source website
- 2) Click login in in the upper right corner
- 3) Username: Murfreesboro
- 4) Password: Training
- 5) Scroll down to the search box
- 6) Enter the number of the desired class
- 7) Click the class name
- 8) Click the play arrow to begin.

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