



CITY OF MURFREESBORO

Munis Self Service

Employee Self Service

User Guide

3/11/2016

Table of Contents

Employee Self Service Overview.....	3
ESS User Interface.....	3
Accessing MUNIS Employee Self Service.....	3
Logging In to MUNIS Self Service	3
Changing your password.....	5
ESS Homepage.....	7
Paychecks and Pay/Tax Information	6
Paycheck Simulator.....	9

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. 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.

Employees must have a valid, unique ESS login to access the ESS application.

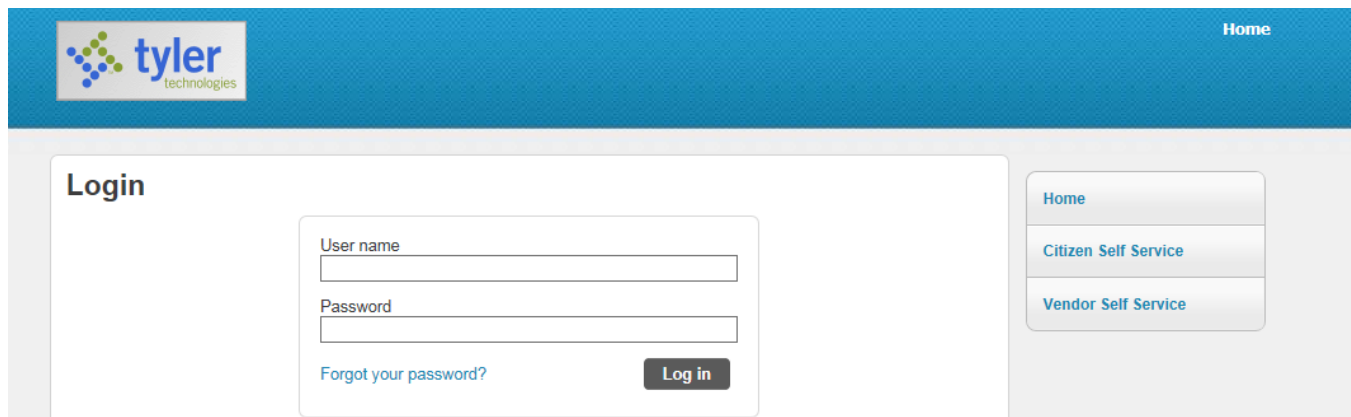
ESS User Interface

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

Logging In to MUNIS Self Service <https://munisselfservice.murfreesborotn.gov/MSSCH>

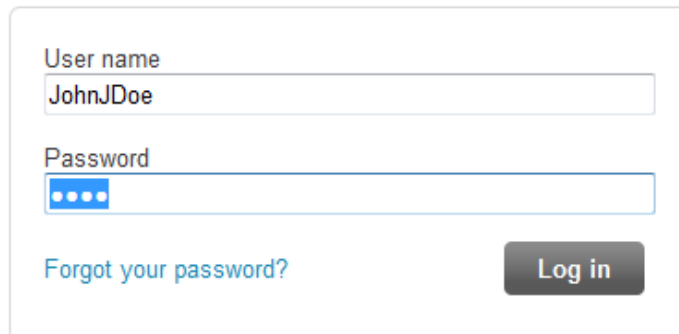
1. Click the **Log In** link located above the gray bar on the top right-hand side of the screen.



The screenshot shows the login interface for the Munis Employee Self Service application. At the top, there is a blue header bar containing the Tyler Technologies logo on the left and a 'Home' link on the right. Below the header, the main content area is white. On the left side of this area, there is a 'Login' section with a title 'Login'. This section contains two input fields: 'User name' and 'Password'. Below the password field, there is a link for 'Forgot your password?' and a 'Log in' button. On the right side of the main content area, there is a vertical menu with three buttons: 'Home', 'Citizen Self Service', and 'Vendor Self Service'.

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

jin



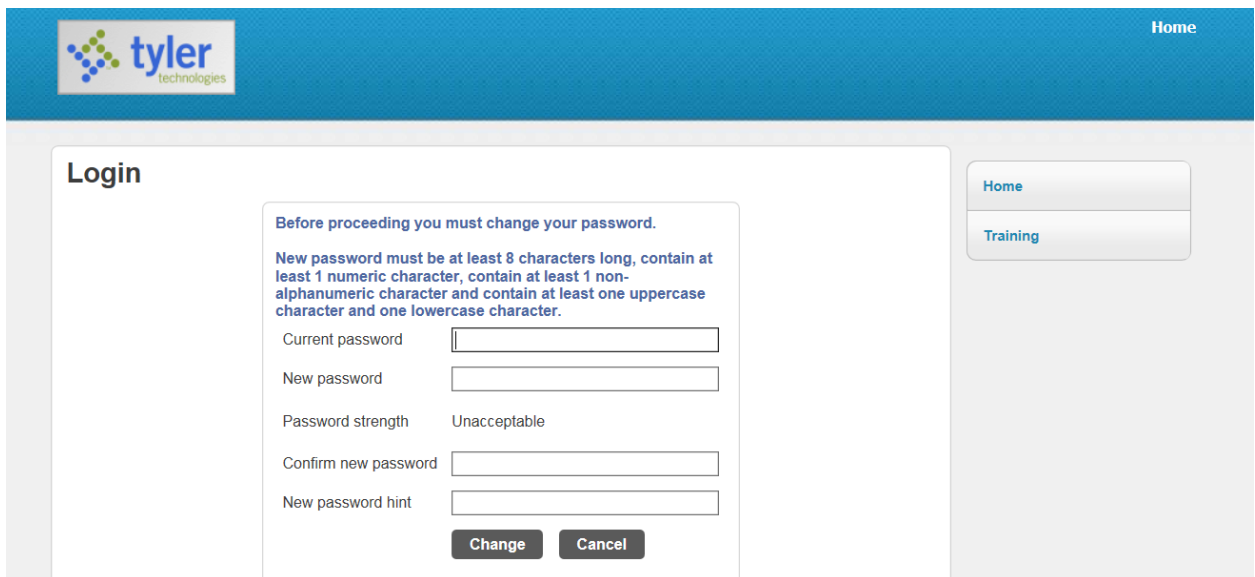
User name
JohnJDoe

Password
••••

[Forgot your password?](#)

3. You will use the last 4 digits of their Social Security Number as your password the first time you enter the system. The first time you enter the system, you will be prompted to change your password.

4. Click **Log In**.



tyler technologies

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

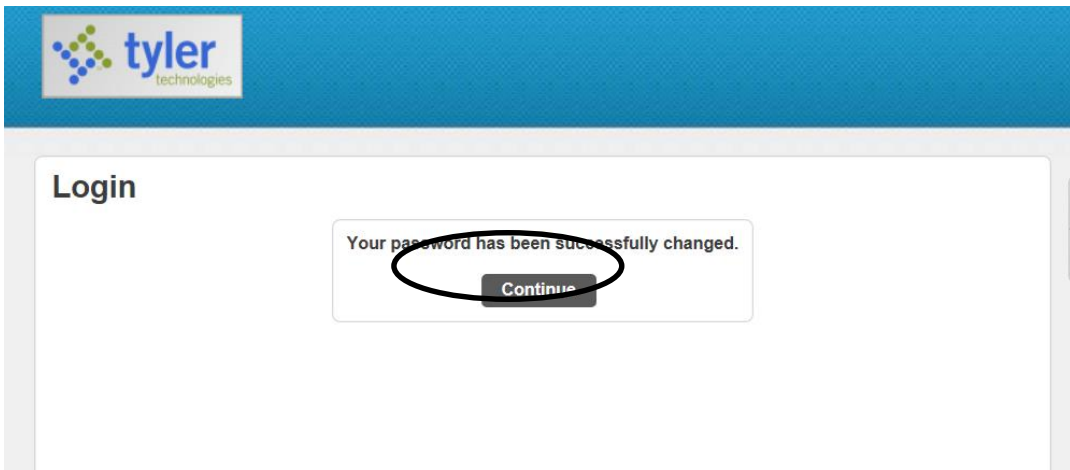
Confirm new password

New password hint

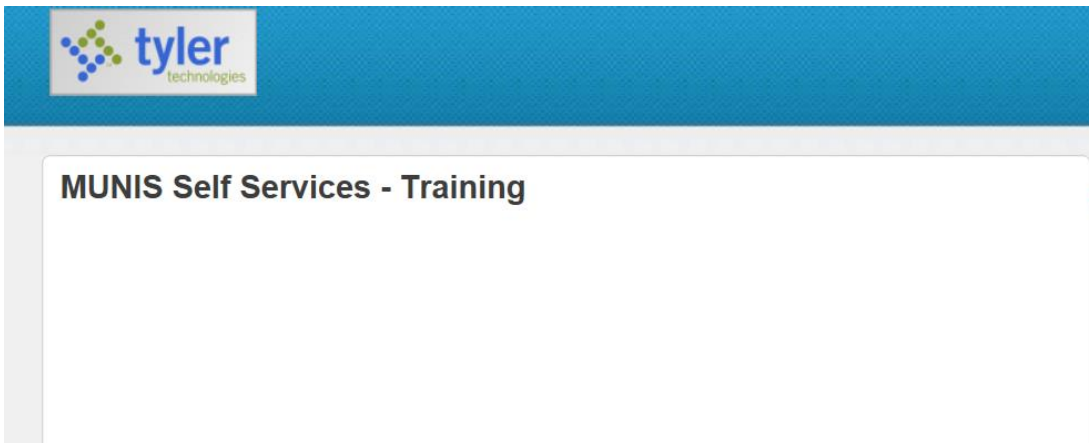
Home

Training

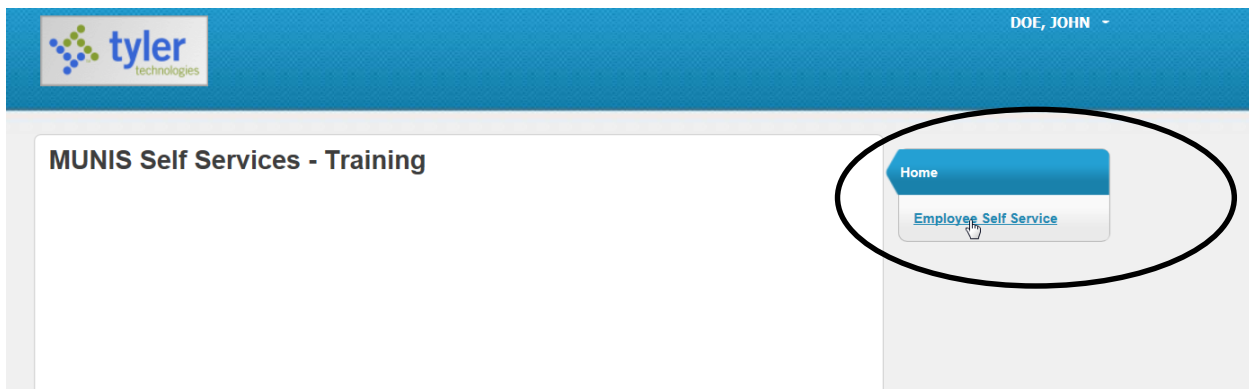
You will then be asked to change your password.



Once you successfully change your password, click continue.

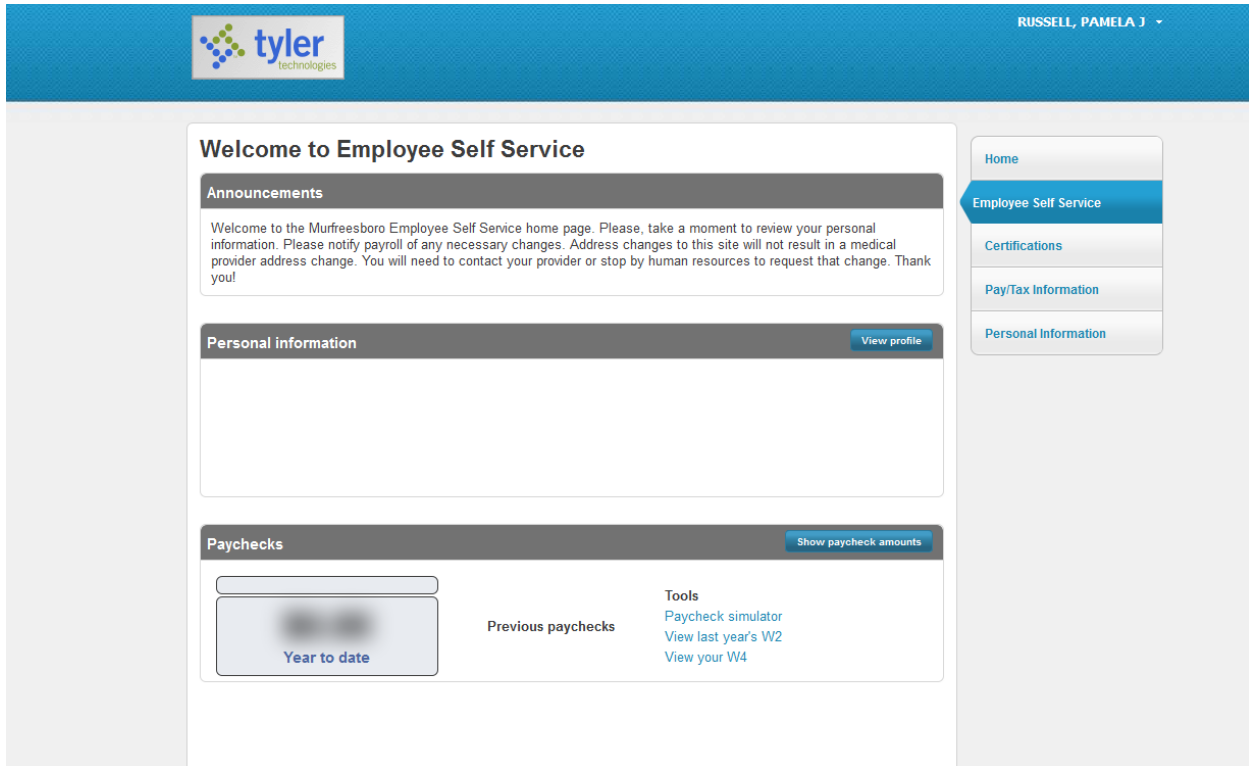


This will then bring you to the Home page and your name will appear in the top right corner! Click Employee Self Service to access your personal information.



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.



City of Murfreesboro
 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						Current		YTD
BASE	33.5627	60.00	2,013.76	4,530.96				
OT 1.5	51.2211	10.00	512.21	1,677.49				
VACATI	33.5627	7.50	251.72	251.72				
HOLIDA								
	33.5627	7.50	251.72	503.44				
EX LIF								
			8.60	8.60				
OT 1.0								
				151.03				
Deductions						Current		YTD
CITY FICA						182.71		430.35
CG MEDICARE						42.73		100.65
FSA						46.15		92.30
HEALTH INS						35.59		71.18
DEL DENTAL						6.41		12.82
VISION						2.87		5.74
CG FED WH						482.05		1,198.10
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 in order to see how the changes would affect your total pay. The program does not permanently alter your pay records.

To use the simulator:

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

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

Tax Information

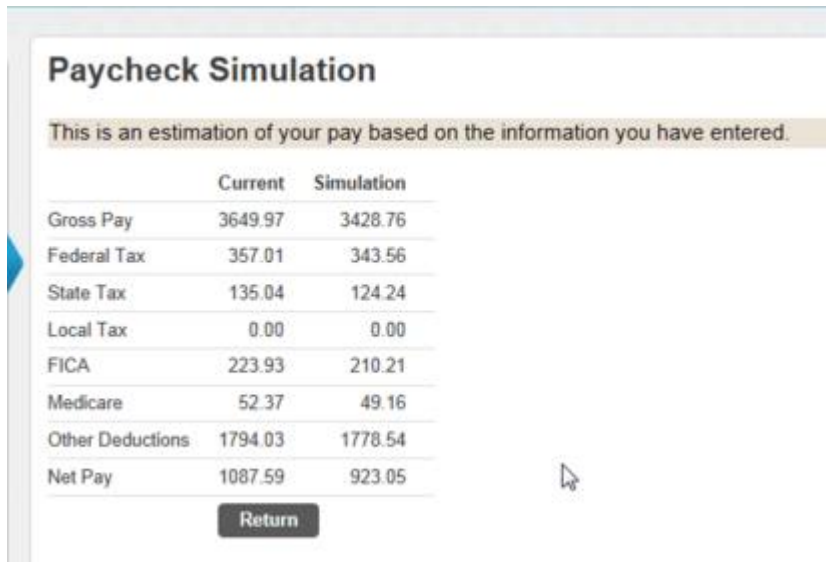
	Marital	Exemptions
Federal Tax	SINGLE	2
State Tax	SINGLE	9
Local Tax		0

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

Buttons: 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.