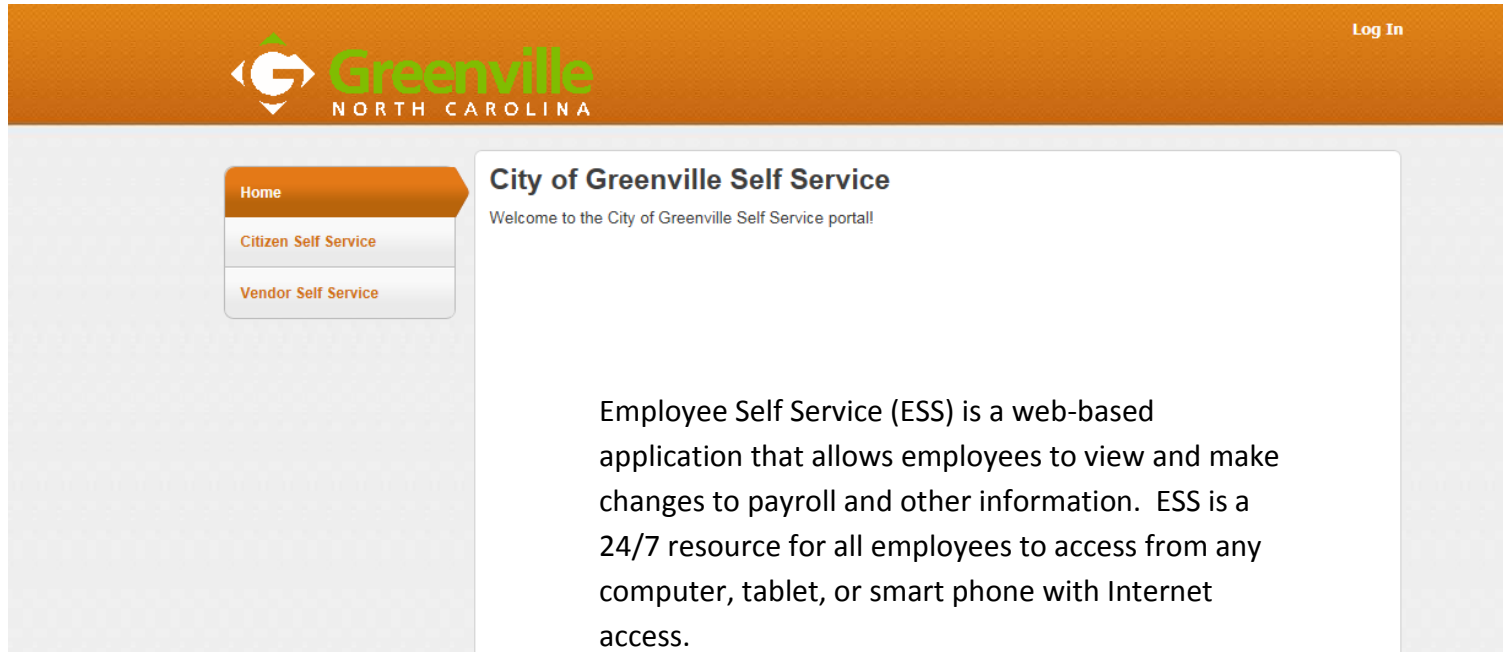


City of Greenville

MUNIS Employee Self Service Training

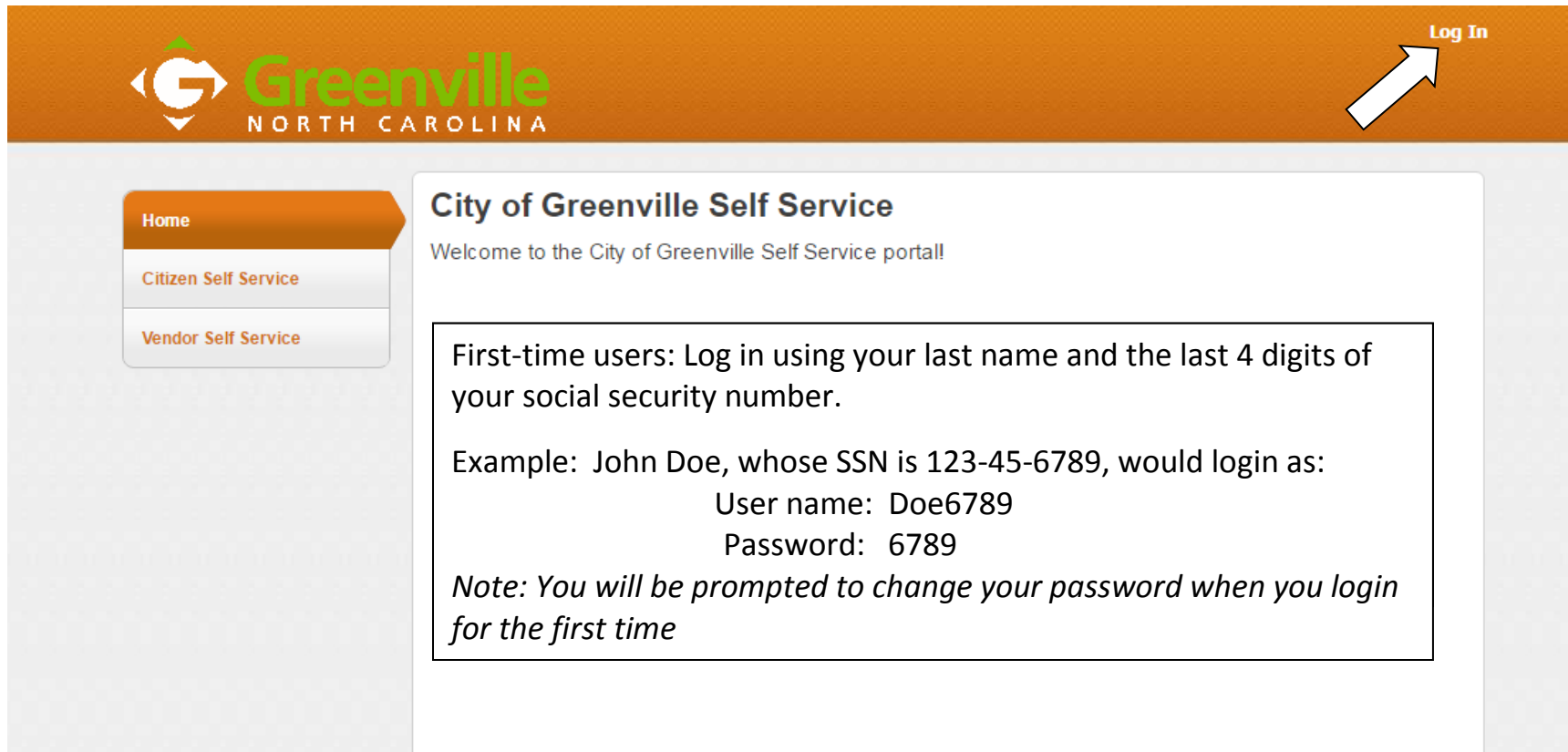


This tutorial will explain how you can:

- Make Tax Changes
- View paychecks
- Use Paycheck Simulator
- View Total Compensation
- Make Direct Deposit Changes
- Make Changes to your Personal Information

To access ESS from the Internet, log-in to MUNIS ESS by entering this address into your web browser: <https://selfservice.greenvillenc.gov/MSS/>

Logging into ESS – Click on “Log In” in the upper right of webpage

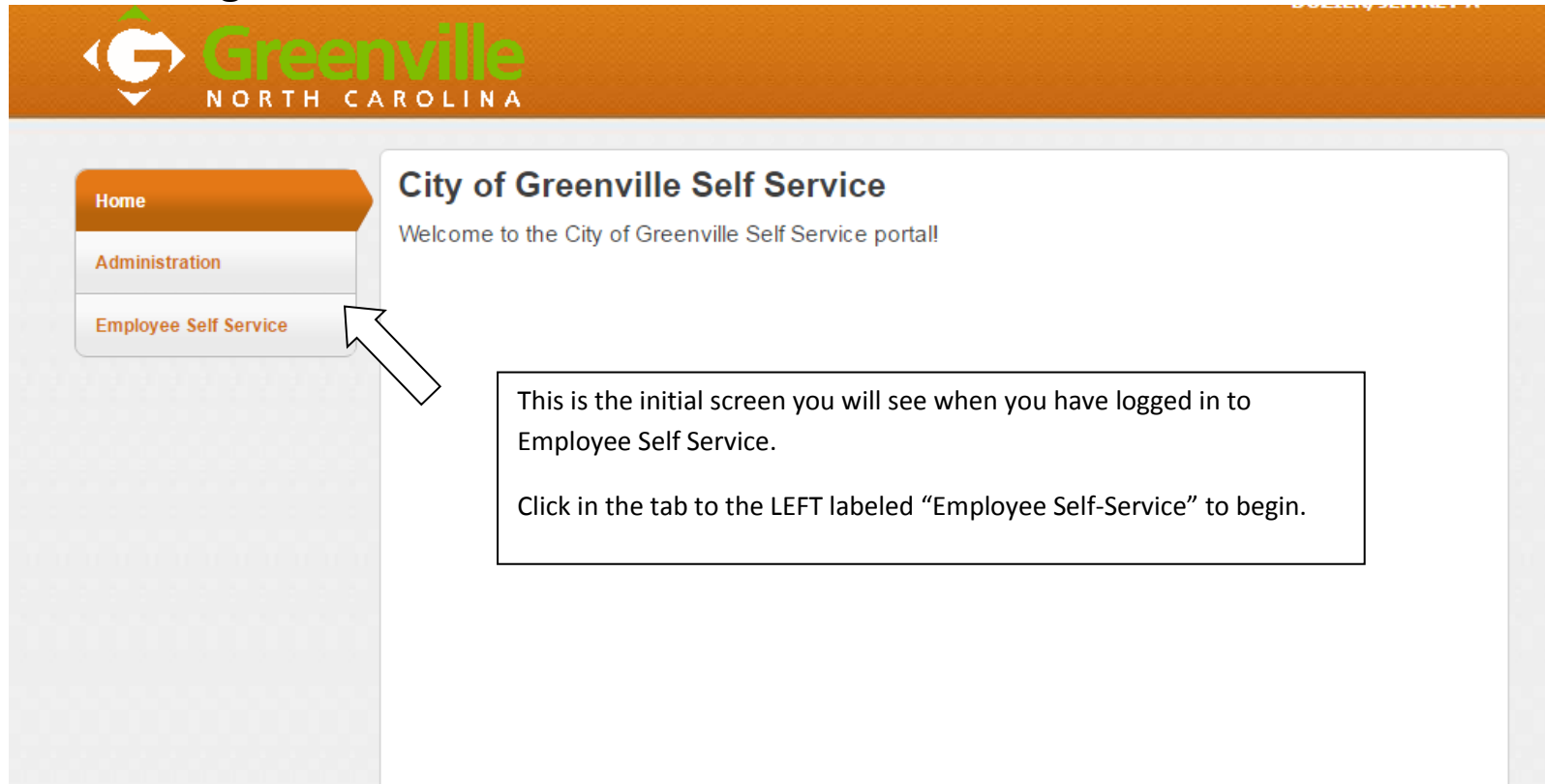


When you initially log-in you will be asked to change your password. Follow the instructions on the screen and give yourself a “hint” to remember the password.

If you forget your password, select “Forgot your Password?” and then you will receive your password hint in your email. The system sent email will allow for you to change your password as well. You will then have to create a NEW Password and password “hint”.

If you are still having problems logging in, contact Frank Salvato in Human Resources at 329-4493.

Munis Home Page



Welcome to ESS HOME

Home

Employee Self Service

Pay/Tax Information

Performance Evaluations

Personal Information

Time Off

Time Entry

Welcome to Employee Self Service

Announcements

Personal information

View profile

DUCK, DONALD T
123 THE MAGIC KINGDOM
GREENVILLE, NC 27858
Phone HOME PHONE: 252-555-4522 Email theduck@disney.com

Time off

Request time off

Show current balances

	Projected Available	Projected Earned
VACATION	108.00	108.00
SICK	575.00	575.00

Show time off taken

J F M A M J J A S O N D 2016

Paychecks

Show paycheck amounts

Year to date

Previous paychecks


Tools
Paycheck simulator
View last year's W2
Change your W4

Click on the "View Profile" button on the RIGHT to see your information that is "Pre-loaded" in the payroll system

Your previous paychecks can be viewed here. See page 7 for further instructions.

Employee Profile Information

(For Review of Information Only – Can Not Make Changes Here)

DUCK, DONALD D ▾

Home

Employee Self Service

Pay/Tax Information

Performance Evaluations

Personal Information

Employee Profile

Time Off

Time Entry


Employee Profile

[Return to Personal Information](#)

General information	
Name	DUCK, DONALD T
Employee ID	11111
Preferred name	
SSN	xxx-xx-xxxx
Active status	ACTIVE
Personnel status	FULL TIME
Office location	
E-Mail address	theduck@disney.com
Alternate e-mail address	
Hire date	7/1/2016
Service date	7/1/2016
Original hire date	7/1/2016
Supervisor	Mickey Mouse
Supervisor e-mail	Mmouse@greenvillnc.gov
Demographic information	
Date of birth	1/1/1955
Gender	MALE
EEO ethnicity	OTHER RACE
Marital status	MARRIED
Privacy setting	
Veteran status	

Click on the Personal Information Tab and then click on the “employee profile” tab to view your system information such as your name, email address, your supervisor’s name, and your supervisor’s email address.

ESS – Personal Information

DUCK, DONALD D ▾

Home

Employee Self Service

Pay/Tax Information

Performance Evaluations

Personal Information

Employment Profile

Time Entry

Personal Information

Employee Preferred Name

Preferred Name N/A

Address / Email [change](#)

Home Address123 THE MAGIC KINGDOM,
GREENVILLE, NC 27858

Emailtheduck@disney.com

Alternate Email

Telephone

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE	252-555-4522	No	Change

[Add Telephone Number](#)

Dependents

No Dependent information to display.

[Add Dependent](#)

Emergency Contacts

No Emergency Contact information to display.

[Add Emergency Contact](#)

On the main personal information page, you can change your information by selecting the “change” links:

- * Home Address/Email – add an alternate email address
- * Add or change Telephone Numbers
- * Add Dependent information
- * Add Emergency contacts

Select the “Personal Information” tab to go to your personal information that can be updated in ESS

Welcome to ESS HOME PAGE– How to view your paychecks



DUCK, DONALD D

Welcome to Employee Self Service




Paychecks

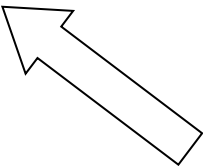
\$1,012.80

Last Paycheck: 7/29/2016

\$3,038.40

Year to date

Previous paychecks			
7/29/2016	\$1,012.80	Details	
7/15/2016	\$1,012.80	Details	
7/1/2016	\$1,012.80	Details	



Click “Details” or on the Camera Icons to view your previous check stubs. The Camera Icon will give you a PDF copy of your past check stub and the “details” link will just give you the dollar totals in your web browser. From these links you can print a copy of your previous check stubs.

ESS – Pay/Tax Information – W4

DUCK, DONALD D ▾

Home

Employee Self Service

Pay/Tax Information

YTD Information

W-2

1099-R

W-4

Paycheck Simulator

Total Compensation

Direct Deposit

Performance Evaluations

Personal Information

Time Off

Time Entry

W-4 Information

DUCK, DONALD T

FEDERAL

Marital Status	MARRIED
Exemptions	1
Additional Amount	\$0.0000000000

NORTH CAROLINA


Marital Status	MARRIED
Exemptions	0
Additional Amount	\$0.0000000000

[Edit W-4 Values](#)

Click on the “Pay/Tax Information” tab on the LEFT to reveal a list of additional tabs with information you can change. Click on the “W-4” Tab to view or edit your tax withholdings.

To change your tax withholdings, select “edit W-4 Values” at the top right.

ESS – Pay/Tax Information – W4

DUCK, DONALD D ▾

Home

Employee Self Service

Pay/Tax Information

YTD Information

W-2

1099-R

W-4

Paycheck Simulator

Total Compensation

Direct Deposit

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Personal Information

Time Off

Time Entry

Edit W-4

DUCK, DONALD T

FEDERAL

Marital Status MARRIED ▾
If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions 1

Additional Amount (\$) 0.000000000

NORTH CAROLINA

Marital Status MARRIED ▾

Exemptions 0

Additional Amount (\$) 0.000000000

☐ 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

If you click the “Edit W-4 Values” link you will be moved to this screen. Here you can make changes to your FEDERAL and STATE tax withholdings.

- * Marital status
- * Number of exemptions
- * Amount of additional withholding for taxes

Be sure to **checkmark the confirmation box** BEFORE you click CONTINUE.

Pay/Tax Information – Paycheck Simulator

Home

Employee Self Service

Pay/Tax Information

YTD Information

W-2

1099-R

W-4

Paycheck Simulator

Total Compensation

Direct Deposit

Performance Evaluations

Personal Information

Time Off

Time Entry

Paycheck Simulator

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

Pay Details

Job	Pay	Hours	Rate	Percentage	Amount
REFUSE COLLECTOR (1244)	HOURLY NONEXEMPT (105)	80.00	12.6600	0.00	1012.80

Marital

Exemptions

Federal Tax

MARRIED

1

State Tax

MARRIED

0

Local Tax

0

Deductions

Description	Amount
DENTAL PRETAX	3.54
HEALTH PRETAX	7.37

Calculate

Reset


By clicking on the Paycheck Simulator Tab, you can make changes to your most recent pay check and see how these changes would affect your net pay or “take home pay”. You can make changes to:

- * Hours worked
- * Pay rate
- * Marital status & exemptions
- * Increases and/or decreases in deductions

Once you have finished making changes, select the “CALCULATE” button to see how it would affect your paycheck compared to your last paycheck.

The Paycheck Simulator allows you to simulate adjustments to your pay, tax, or deductions in order to see how the changes would affect your net pay. The adjustments do not alter your pay or deduction records.

Pay/Tax Information – Total Compensation (Informational Only)

DUCK, DONALD D ▾

[Home](#)
[Employee Self Service](#)
[Pay/Tax Information](#)
[YTD Information](#)
[W-2](#)
[1099-R](#)
[W-4](#)
[Paycheck Simulator](#)
[Total Compensation](#)
[Direct Deposit](#)
[Performance Evaluations](#)
[Personal Information](#)
[Time Off](#)
[Time Entry](#)

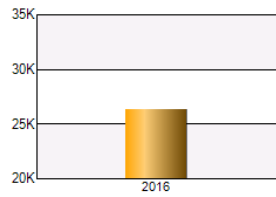
Total Compensation

71%

PAID COMPENSATION

29%

BENEFITS



\$45,000.00
PAID COMPENSATION

+

\$18,780.00
BENEFITS

\$63,780.00
COMPENSATION & BENEFITS

PAID COMPENSATION

Benefit Contributions


BENEFIT	EMPLOYER	EMPLOYEE
Social Security Tax	4,000.00	4,000.00
Medicare Tax	500.00	500.00
Health Insurance	10,000.00	1,000.00
Dental Insurance	500.00	50.00
401(k) Contribution	780.00	5,000.00
Pension Contribution	3,000.00	3,000.00
TOTAL CONTRIBUTIONS	\$18,780.00	\$13,550.00

Paid Compensation Breakdown

Total compensation represents the total amount the City contributes toward your wages and benefits. The total compensation amount may change each month because it includes the current month's wages and benefits plus the previous 11 months' wages and benefits.

In this example, the City has paid the employee \$45,000 in wages and has contributed \$18,780 towards the cost of the employee's benefits.

Pay/Tax Information – Direct Deposit

DUCK, DONALD D ▾

[Home](#)[Employee Self Service](#)[Pay/Tax Information](#)[YTD Information](#)[W-2](#)[1099-R](#)[W-4](#)[Paycheck Simulator](#)[Total Compensation](#)[Direct Deposit](#)[Performance Evaluations](#)[Personal Information](#)

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

[Primary account](#) [Add](#)

Bank	Account type	Account number	Prenote	Percentage	
FIRST COMMUNITY BANK	Checking	010101010101010	No	100%	Change Delete

[Percentage-based accounts](#) [Add a percentage-based account](#)

You have no percentage-based accounts for direct deposit.

[Amount-based accounts](#) [Add an amount-based account](#)

You have no amount-based accounts for direct deposit.

☐ I hereby acknowledge responsibility for the accuracy of the bank information provided and understand the requested changes will be applied on the next payroll cycle provided they are submitted prior to Noon on Monday of the pay week.

[Submit changes](#)


By clicking on the Direct Deposit tab you can make changes to your direct deposit accounts. You are allowed to enter as many as THREE (3) bank accounts. You can either enter a PERCENTAGE of your paycheck OR a SPECIFIC AMOUNT to go into each account.

Any amount left over will be deposited into your PRIMARY Account after completing your additional deposits.

Be sure to verify your changes as YOU are responsible for the accuracy of the information. Inaccurate information will result in your pay being delayed until the next pay date.

When you are ready to submit a change, check the box at the bottom of the page to confirm that you have verified the accuracy of the information, and then click the “**SUBMIT Changes**” button. Once submitted, you are “locked out” of making any further changes until these changes are processed.

Logging out of ESS



DUCK, DONALD D ▾

Home

My Account

Log Out

Home

Employee Self Service

Pay/Tax Information

Performance Evaluations

Personal Information

Employee Profile

Time Off

Time Entry

Personal Information

Employee Preferred Name

Preferred Name N/A

Address / Email [change](#)

Home Address 123 THE MAGIC KINGDOM,
GREENVILLE, NC 27858

Email theduck@disney.com

Alternate Email

Telephone [Add Telephone Number](#)

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE	252-555-4522	No	Change

Dependents [Add Dependent](#)

Name	Relationship	Date Of Birth	Gender	Student	
HEWEY DUCK	CHILD	7/4/2000	MALE	No	Details Change Delete
LOUIE DUCK	CHILD	7/2/2001	MALE	No	Details Change Delete
DEWEY DUCK	CHILD	7/3/2002	MALE	No	Details Change Delete

Emergency Contacts [Add Emergency Contact](#)

Name	Relationship	Phone	Comments	
DAISY DUCK	OTHER	252-111-1111		Change Delete

Don't forget to log out when finished. To do this, please click on your name in the upper right hand corner, and then select "Log Out".