



Munis Self Service

*Employee Self Service User Guide
Version 11.1*

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Navigating to Employee Self Service

Employees may navigate to the Employee Self Service (ESS) module by going to the Human Resources page on the Town's website: <http://www.westerlyri.gov/263/Human-Resources>

From the Human Resources homepage, click on Human Resources Information Systems and then click on Employee Self Service (ESS).

Alternatively, you are able to access the self service page directly by going to: <https://westerlyri.munisselfservice.com>

Username:

Your username is the following:

[First Initial of First Name] + [Complete Last Name] + [Employee Number]

Your employee number can be found on your paycheck/paystub.

Ex: John Smith Employee # 1234 = jsmith1234

Password:

Your initial password is the last 4 digits of your SSN. You will be asked to change your password after your first log-in.

Employee Self Service

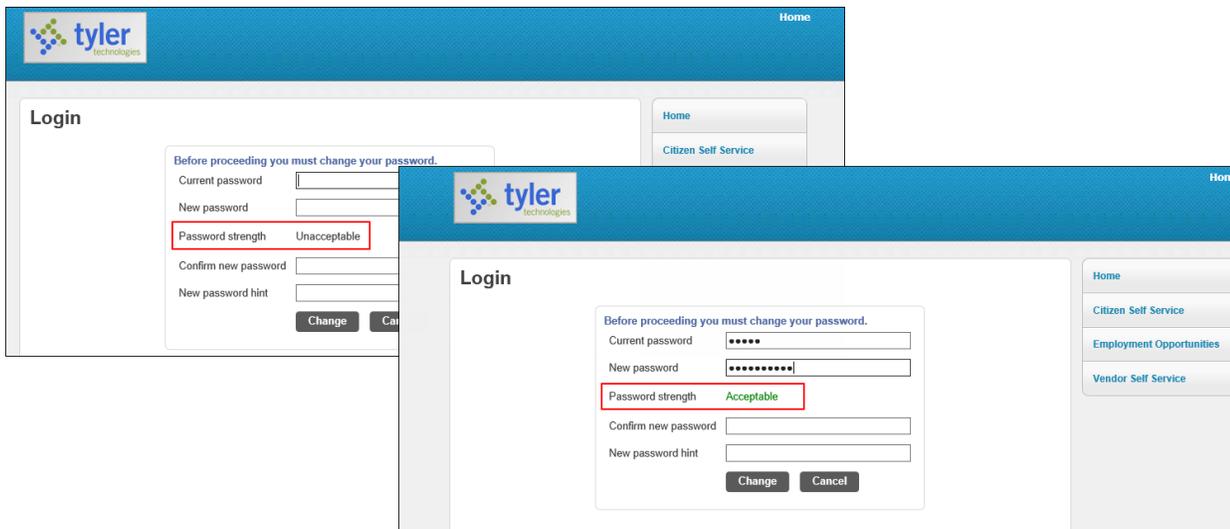
Employee Self Service (ESS) is the Munis® Self Service application created specifically for current employees and job applicants. ESS accesses information from, and stores information in, the Munis HR/Payroll programs. When you update information in ESS, the updates also occur in the applicable Munis programs.

For employees, ESS provides access to personal information, pay and tax information, benefits, as well as training, certification, and performance information. For applicants, ESS provides information on current job opportunities, manages applicant information, and provides automatic distribution of future employment information.

Passwords

Password criteria for your organization is determined by your system administrator. Typically, when you are provided an ESS user account, your administrator will require that you change your password at your first login.

When you change your password, you must enter a password that meets your organization's password security policy. The Change Password page indicates if the new password meets the enforcement criteria.

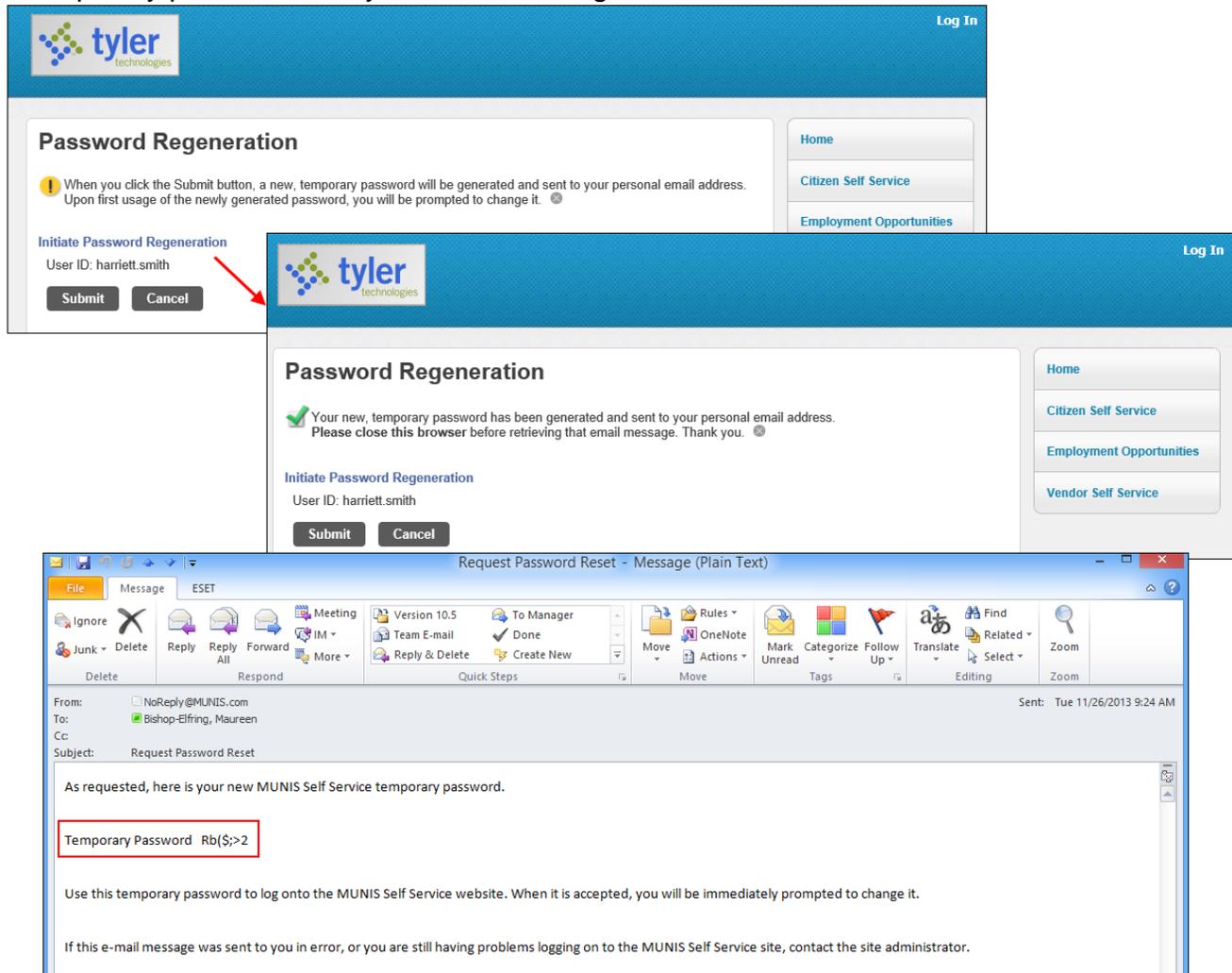


On the Change Password page, you must also enter a password hint. If you forget your password, click the **Forgot Your Password?** option on the Login page. This causes the application to send you an email message that contains your password hint.

The screenshot illustrates the process of retrieving a password hint. It is divided into three main sections:

- Top Left:** A login form with fields for "User name" and "Password". A red box highlights the "Forgot your password?" link, with a red arrow pointing to the next step.
- Top Right:** A secondary login screen with a "Retrieve hint" button highlighted in a red box. The text above the button reads: "Enter your user name in the textbox below and click 'Retrieve Hint'. An email containing your password hint will be sent to you." Below this is a "User name" input field and a "Back to login screen" link.
- Bottom:** An email client window titled "Request Password Hint - Message (Plain Text)". The email header shows it is from "NoReply@MUNIS.com" to "Bishop-Elfiring, Maureen" on "Tue 11/26/2013 9:23 AM". The body of the email contains:
 - "As requested, here is your MUNIS Self Service password hint."
 - A red box highlights the text: "Password Hint: cereal"
 - Instructions for what to do if the email was sent in error or if there are still login problems.

If the password hint does not cause you to remember your password, click the link in the email message to generate a new password. In this case, the Password Regeneration page displays and when you select Initiate Password Regeneration, the application sends you an email with a temporary password that you can use to log in.



The image shows a sequence of three screenshots illustrating the password regeneration process:

- Top Screenshot:** The 'Password Regeneration' page. A warning icon indicates that clicking 'Submit' will generate a temporary password sent to the user's email. The 'Initiate Password Regeneration' section shows the user ID 'harriett.smith' and 'Submit' and 'Cancel' buttons. A red arrow points to the 'Submit' button.
- Middle Screenshot:** The 'Password Regeneration' page after successful completion. A green checkmark icon indicates the new temporary password has been generated and sent to the user's email. The 'Initiate Password Regeneration' section shows the user ID 'harriett.smith' and 'Submit' and 'Cancel' buttons.
- Bottom Screenshot:** An email window titled 'Request Password Reset - Message (Plain Text)'. The email content includes:
 - From: NoReply@MUNIS.com
 - To: Bishop-Elfring, Maureen
 - Subject: Request Password Reset
 - Body: 'As requested, here is your new MUNIS Self Service temporary password. Temporary Password Rb(S;>2'. The text 'Temporary Password Rb(S;>2' is highlighted with a red box.
 - Body: 'Use this temporary password to log onto the MUNIS Self Service website. When it is accepted, you will be immediately prompted to change it.'
 - Body: 'If this e-mail message was sent to you in error, or you are still having problems logging on to the MUNIS Self Service site, contact the site administrator.'

In this case, you are forced to reset the password immediately upon login.

ESS Home Page

The home page of the ESS application displays personal information, organizational announcements, time-off, and pay details. If you are a supervisor and the Names Level box is properly defined in Employee Administration, the page displays time-off details for all employees who report to you.

Resources

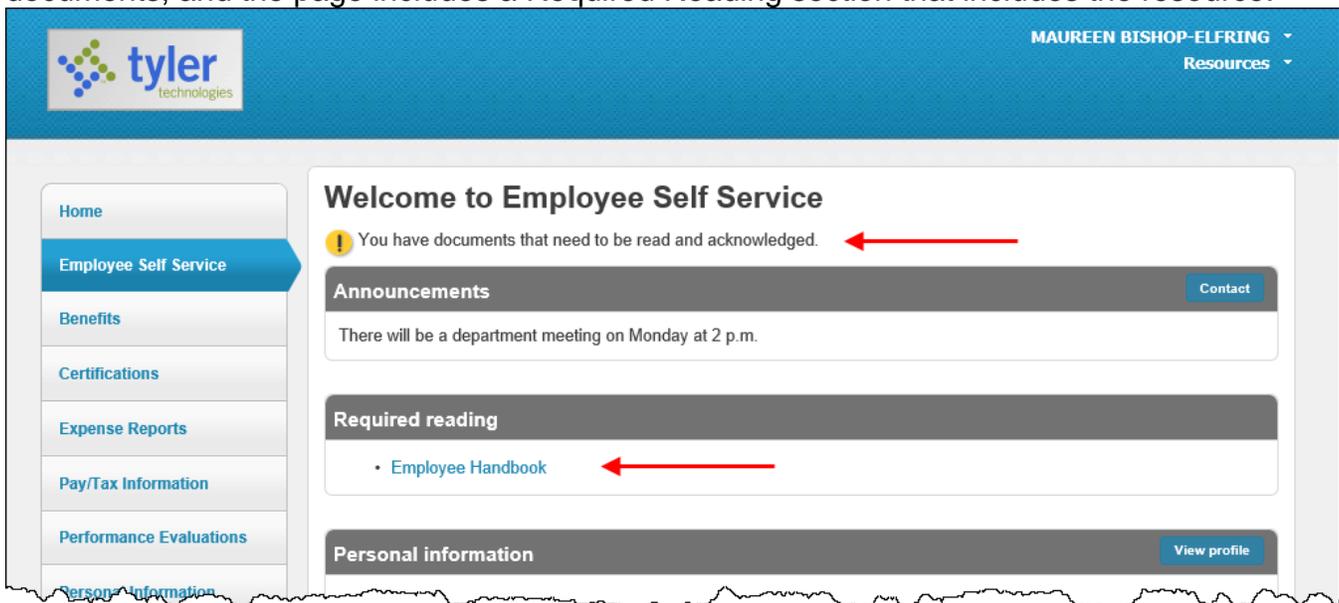
The Resources option in the ESS banner displays links to available employee resources, which can be helpful websites (such as health-insurer home pages), company pay schedules, or individual documents that are applicable to your organization (such as employee handbooks).



When you click a resources link, ESS opens it in a new browser window. Resources are added and maintained in Employee Self Service–Administration.

Document Acknowledgement

When your organization adds documents or other linked resources to ESS and they identify these resources as required, your Home page includes an announcement alerting you to the documents, and the page includes a Required Reading section that includes the resource.



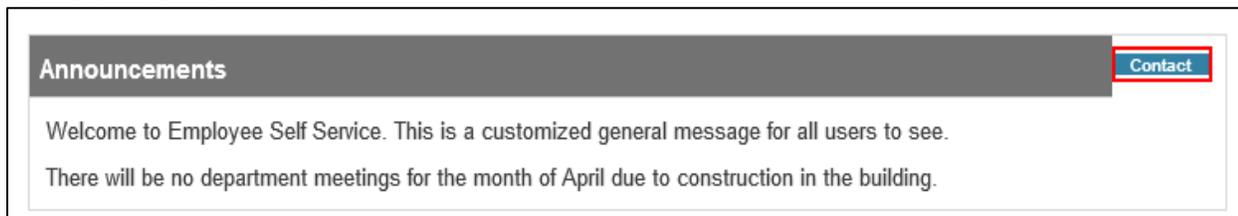
In this case, when you select the required item, the program provides the View Document option, and then an Acknowledge option.



Once you acknowledge receipt of the resource item, the acknowledgement is transferred to and stored in Munis.

Announcements

The Announcements section displays announcements that have been entered in Employee Self Service Administration.



If you have questions or comments regarding an announcement, or to submit an announcement, click **Contact** to open your default email application with a message addressed to your administration contact.

Personal Information

The Personal Information section displays your information as stored in your employee record.

Personal Information

[Address / E-mail change](#)

Home Address ONE TYLER DRIVE,
YARMOUTH, ME 04096

E-mail tylert Tyler170@gmail.com

Alternate E-mail

[Options change](#)

W-2 Delivery Method Self service only

Telephone [Add Telephone Number](#)

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE		No	Change
CELL PHONE		556-644-6666	No	Change Delete

Dependents [Add Dependent](#)

No Dependent information to display.

Emergency Contacts [Add Emergency Contact](#)

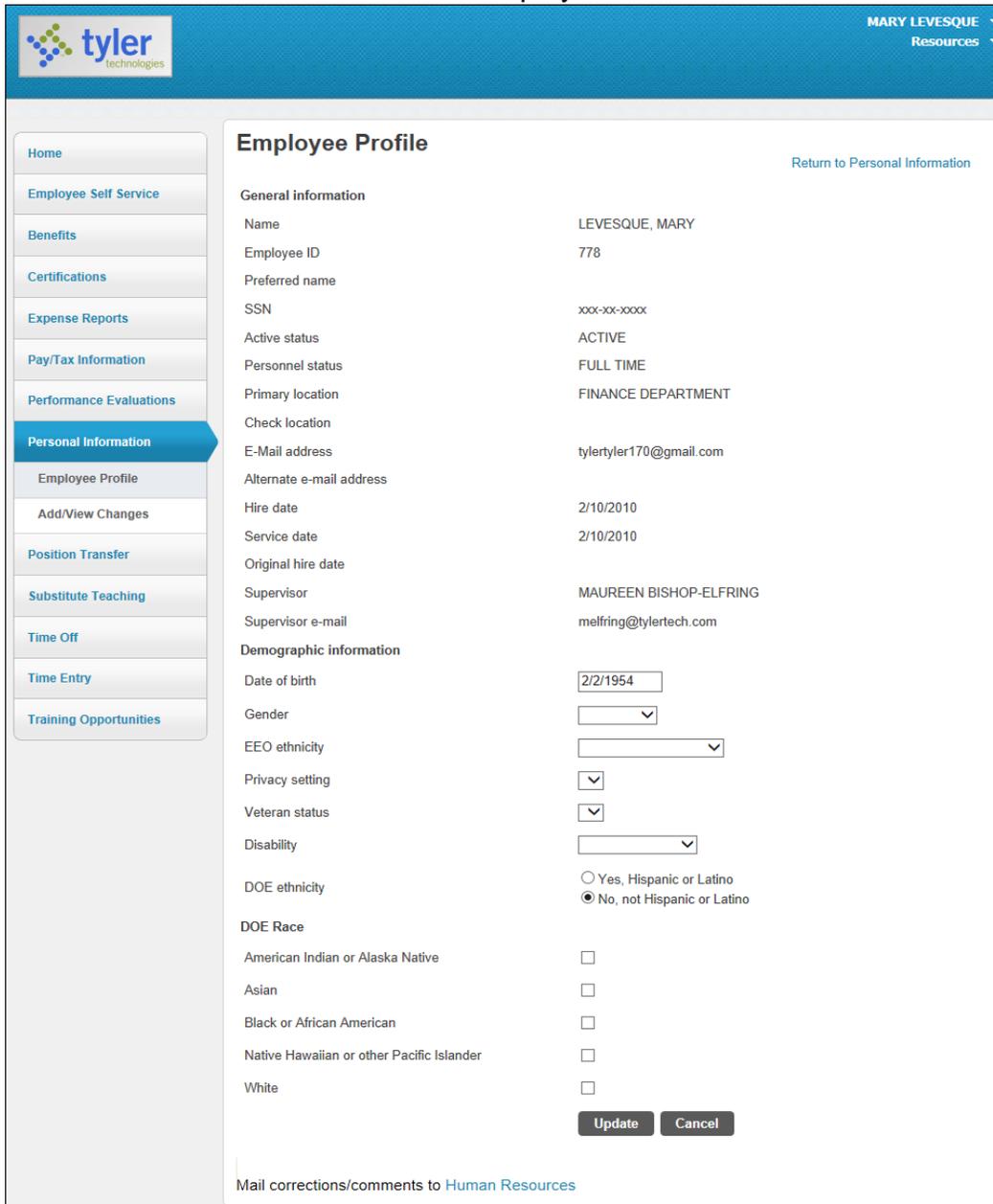
Name	Relationship	Phone	Comments	
MARTIN LEVESQUE	SPOUSE	555-555-5555		Change Delete

Skills [Add Skill](#)

Type	Area	Level	Years	
EDUCATOR	MATHEMATICS	HIGH LEVEL	4.0	Change Delete
INFORMATION TECHNOLOGY	MICROSOFT WORD	HIGH LEVEL	5.0	Change Delete

For those sections that provide a Change or Add option, you can update or add additional information. When you do update or add information, the updates are transferred to the appropriate programs in Munis.

From the Personal Information menu, click **Employee Profile** to view your employee information as it is stored in Munis Employee Master.



Employee Profile [Return to Personal Information](#)

General information

Name	LEVESQUE, MARY
Employee ID	778
Preferred name	
SSN	xxx-xx-xxxx
Active status	ACTIVE
Personnel status	FULL TIME
Primary location	FINANCE DEPARTMENT
Check location	
E-Mail address	tylertyer170@gmail.com
Alternate e-mail address	
Hire date	2/10/2010
Service date	2/10/2010
Original hire date	
Supervisor	MAUREEN BISHOP-ELFRING
Supervisor e-mail	melfring@tylertech.com

Demographic information

Date of birth	<input type="text" value="2/2/1954"/>
Gender	<input type="text" value=""/>
EEO ethnicity	<input type="text" value=""/>
Privacy setting	<input type="text" value=""/>
Veteran status	<input type="text" value=""/>
Disability	<input type="text" value=""/>
DOE ethnicity	<input type="radio"/> Yes, Hispanic or Latino <input checked="" type="radio"/> No, not Hispanic or Latino

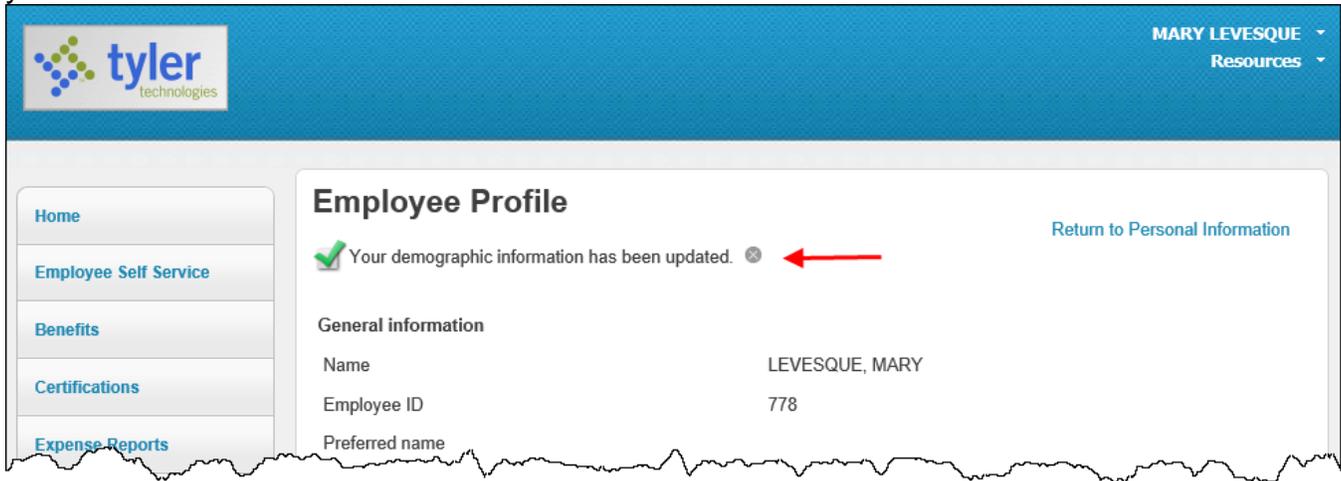
DOE Race

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"/>

Mail corrections/comments to [Human Resources](#)

You cannot update the General Information from your Employee Profile page. To update this information, click **Human Resources** at the bottom of the page to send a change notice to your Human Resources department.

With the appropriate settings defined in Employee Administration, the Demographic Information and DOE Race information are available for update. Make any required changes and click **Update**; the program displays a confirmation notice at the top of the page and sends you a confirmation email.

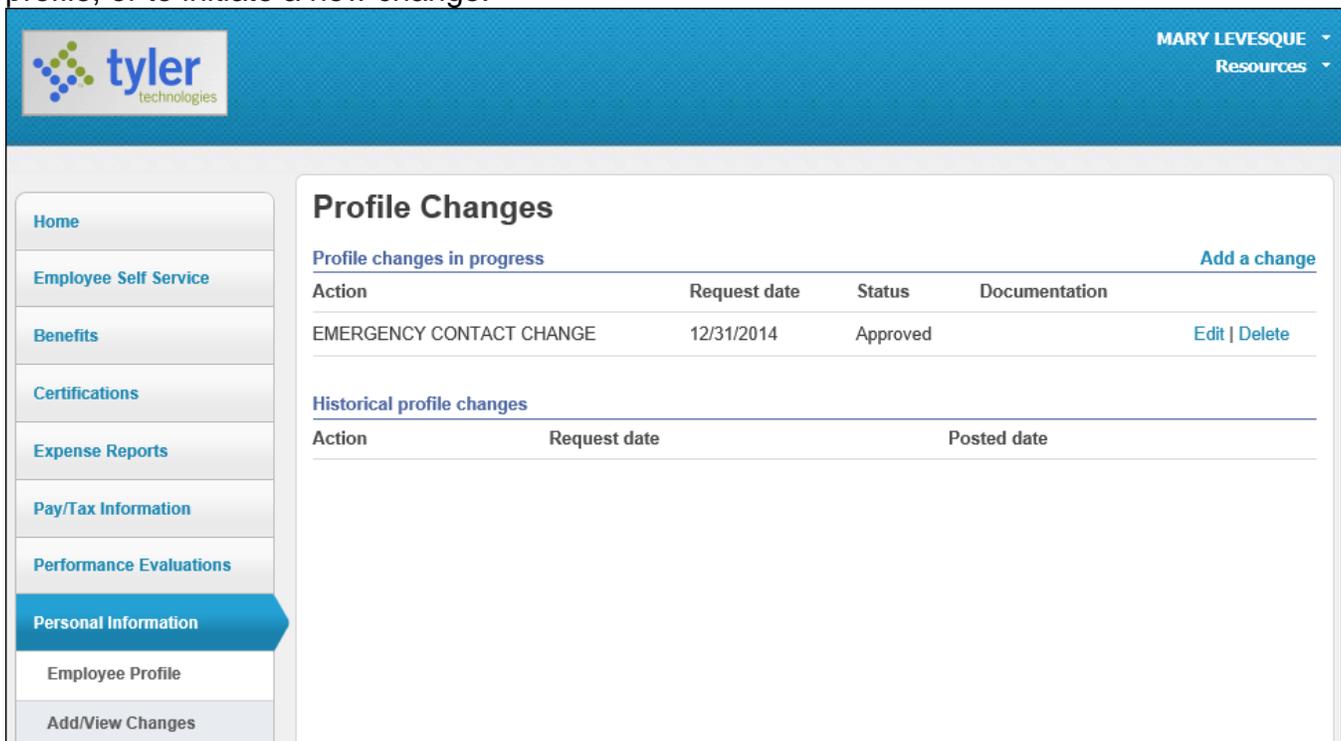


The screenshot shows the 'Employee Profile' page. At the top right, the user is identified as 'MARY LEVESQUE' with a 'Resources' dropdown menu. On the left is a navigation menu with options: Home, Employee Self Service, Benefits, Certifications, and Expense Reports. The main content area is titled 'Employee Profile' and includes a confirmation message: 'Your demographic information has been updated.' with a green checkmark icon and a red arrow pointing to it. Below this is a 'General information' section with the following details:

General information	
Name	LEVESQUE, MARY
Employee ID	778
Preferred name	

A 'Return to Personal Information' link is located at the top right of the profile section.

Use the Add/View Changes option on the menu to review pending or previous changes to your profile, or to initiate a new change.



The screenshot shows the 'Profile Changes' page. At the top right, the user is identified as 'MARY LEVESQUE' with a 'Resources' dropdown menu. On the left is a navigation menu with options: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, Personal Information (highlighted), Employee Profile, and Add/View Changes. The main content area is titled 'Profile Changes' and includes two sections:

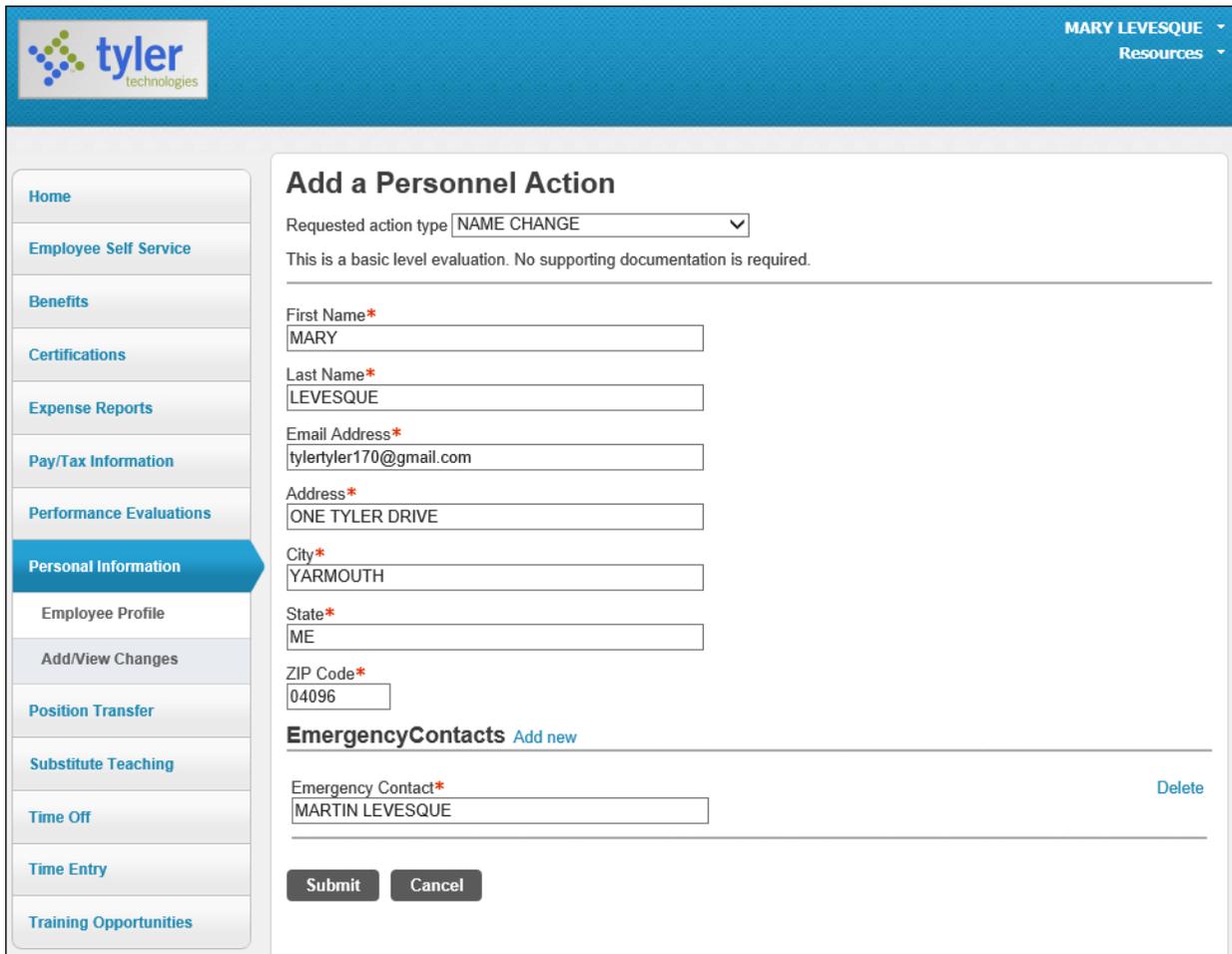
Profile changes in progress [Add a change](#)

Action	Request date	Status	Documentation
EMERGENCY CONTACT CHANGE	12/31/2014	Approved	Edit Delete

Historical profile changes

Action	Request date	Posted date

When you select Add a Change, the Requested Action Type list provides the action options available to add.



tyler technologies MARY LEVESQUE Resources

Add a Personnel Action

Requested action type: NAME CHANGE

This is a basic level evaluation. No supporting documentation is required.

First Name*: MARY

Last Name*: LEVESQUE

Email Address*: tylert Tyler170@gmail.com

Address*: ONE TYLER DRIVE

City*: YARMOUTH

State*: ME

ZIP Code*: 04096

Emergency Contacts [Add new](#)

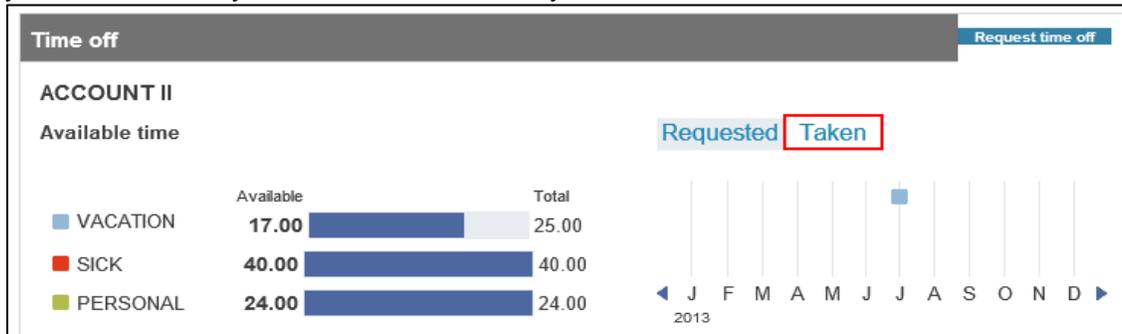
Emergency Contact*: MARTIN LEVESQUE [Delete](#)

If an action requires supporting documentation, use the Choose File options in the Attachments group to navigate to the file to upload. If there are existing attachments, use the Remove option to delete them, as applicable.

Change items are supported by ESS Templates that are maintained in the ESS Action Templates program in Munis. This program defines the actions and fields that are available for update. When you complete a change action in ESS, the Employee Initiated check box in the Munis Actions Entry program is automatically selected.

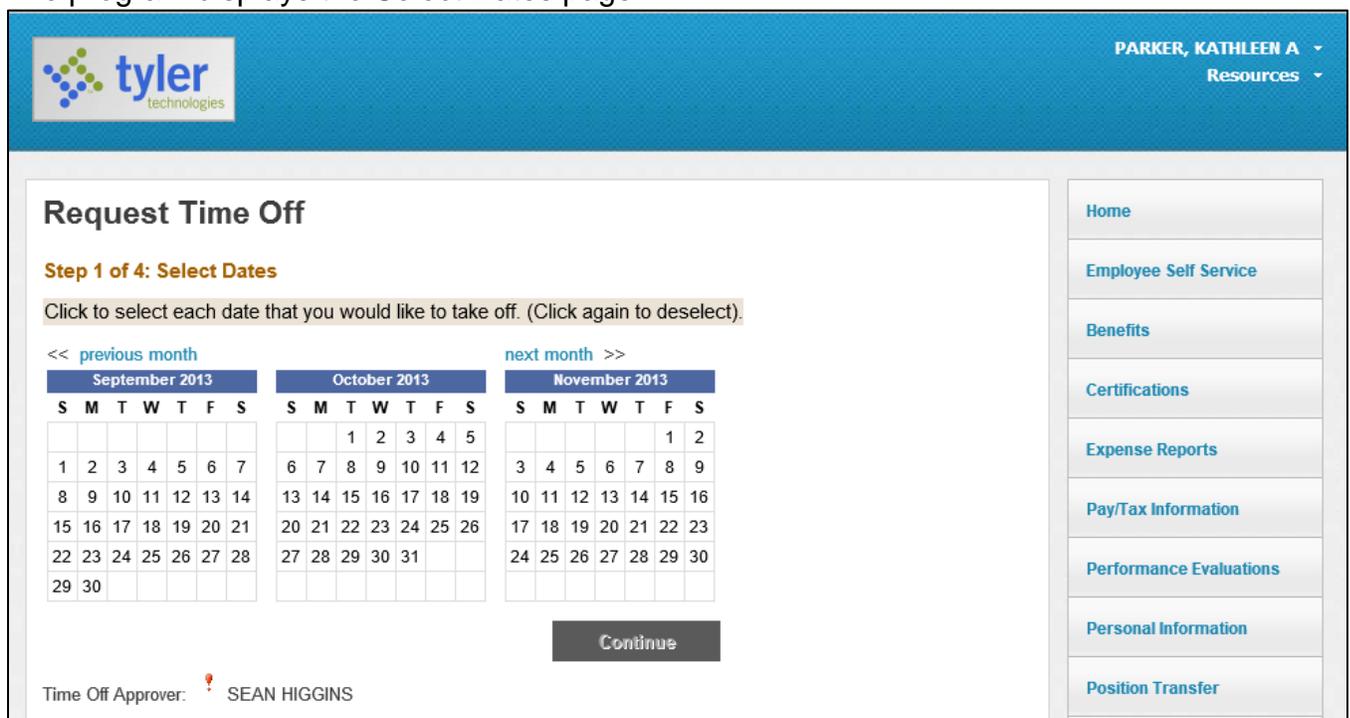
Time Off

The Time Off section displays your vacation, sick, and personal time off. Initially, it displays the time-off that you have requested. Click **Taken** and the pane refreshes to display the time-off you have already taken for the current year.



To request time off:

1. Click **Request Time Off**.
The program displays the Select Dates page.



Request Time Off

Step 1 of 4: Select Dates

Click to select each date that you would like to take off. (Click again to deselect).

<< previous month next month >>

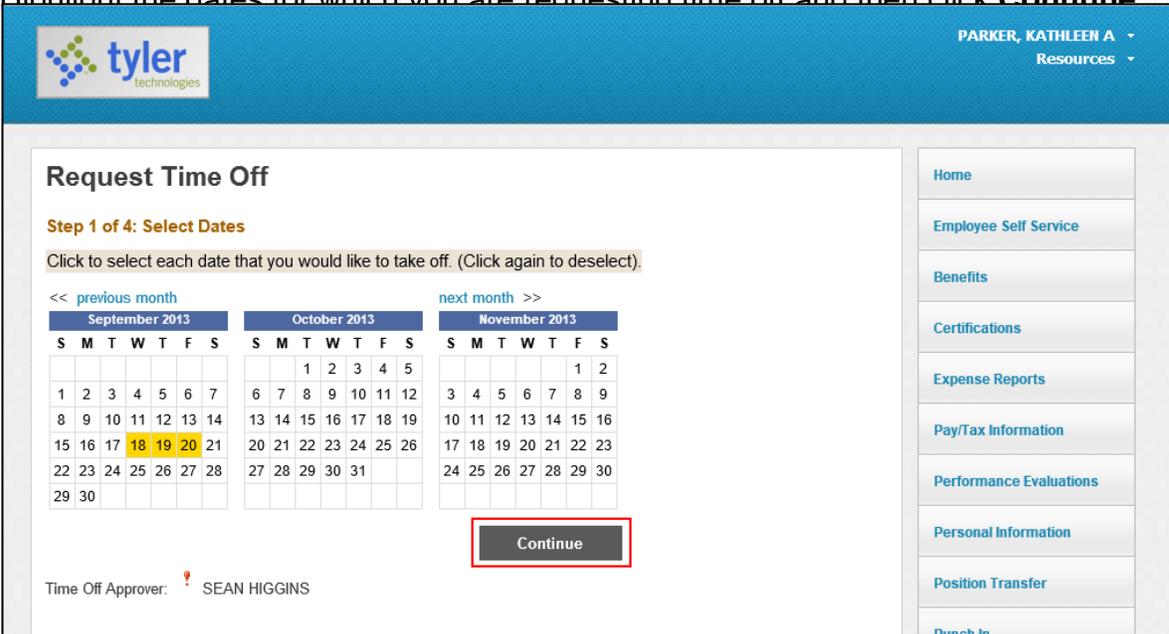
September 2013							October 2013							November 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
									1	2	3	4	5						1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30
29	30																			

Continue

Time Off Approver:  SEAN HIGGINS

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information
- Performance Evaluations
- Personal Information
- Position Transfer

- Highlight the dates for which you are requesting time off and then click **Continue**



Request Time Off

Step 1 of 4: Select Dates

Click to select each date that you would like to take off. (Click again to deselect).

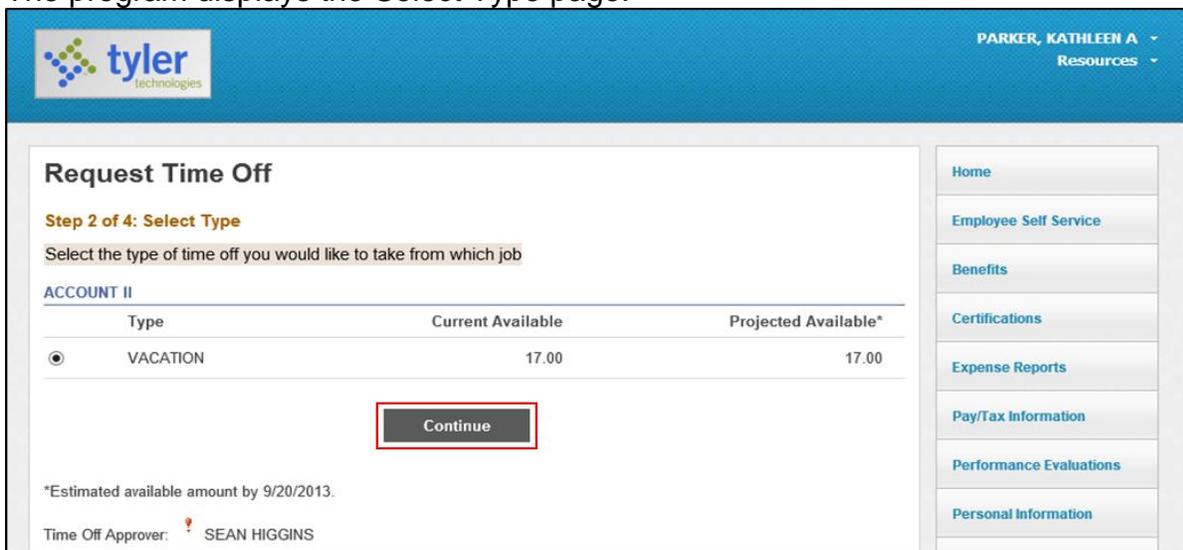
<< previous month next month >>

September 2013							October 2013							November 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30
29	30																			

Continue

Time Off Approver:  SEAN HIGGINS

The program displays the Select Type page.



Request Time Off

Step 2 of 4: Select Type

Select the type of time off you would like to take from which job

ACCOUNT II

Type	Current Available	Projected Available*
<input checked="" type="radio"/> VACATION	17.00	17.00

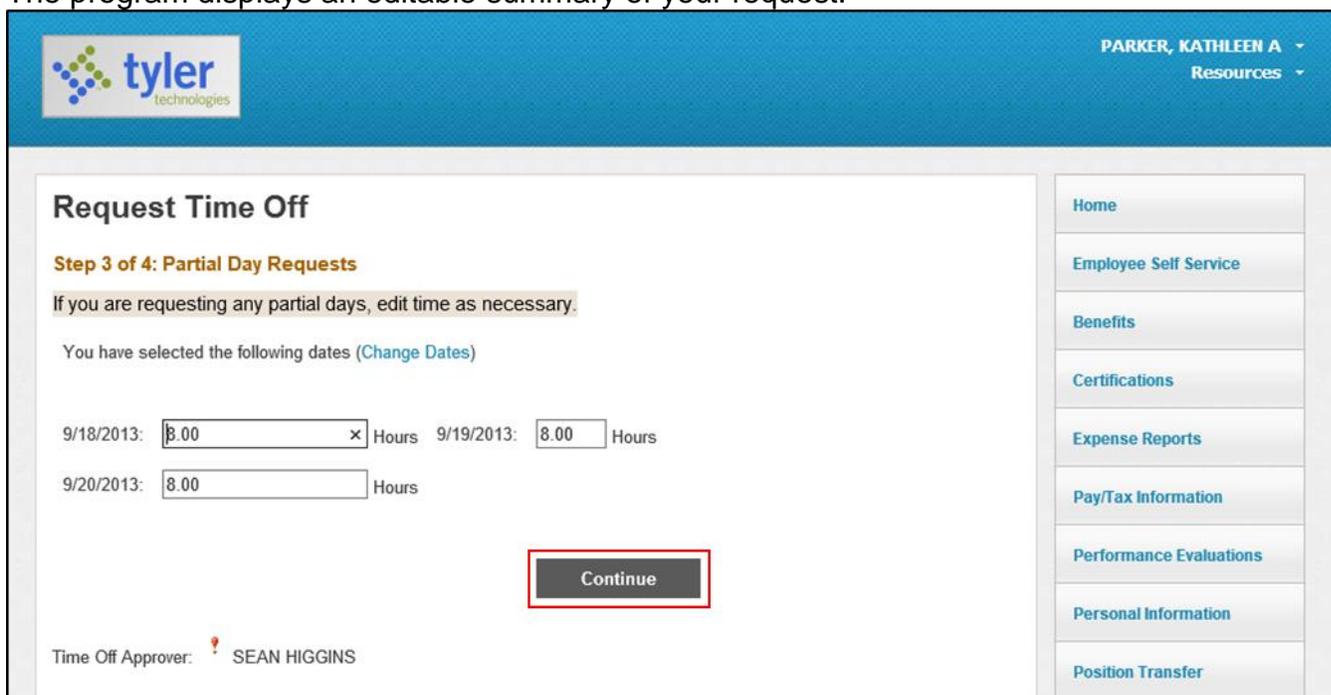
Continue

*Estimated available amount by 9/20/2013.

Time Off Approver:  SEAN HIGGINS

- Select the type of time-off you are requesting.
The program displays only the types of time-off that are available. For example, if you only have vacation time available, the program only displays the vacation option; if you have vacation time and personal time available, the program displays an option for each.

- Click **Continue**.
The program displays an editable summary of your request.



Request Time Off

Step 3 of 4: Partial Day Requests

If you are requesting any partial days, edit time as necessary.

You have selected the following dates ([Change Dates](#))

9/18/2013: Hours 9/19/2013: Hours

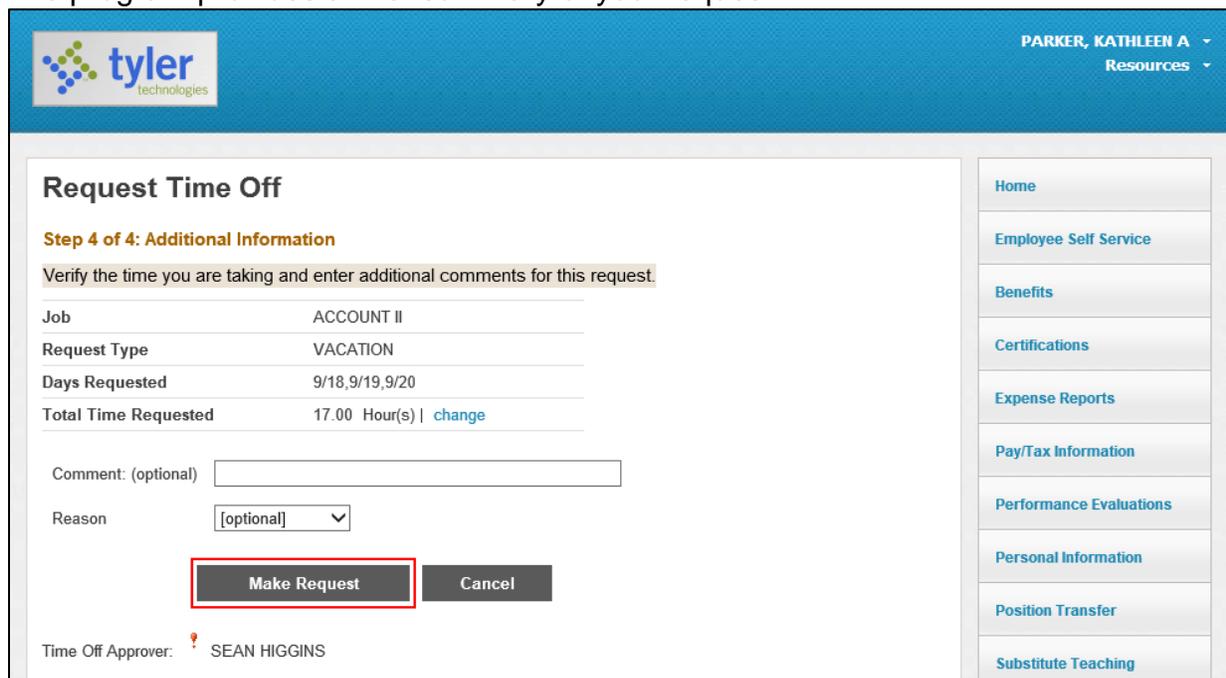
9/20/2013: Hours

Continue

Time Off Approver:  SEAN HIGGINS

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information
- Performance Evaluations
- Personal Information
- Position Transfer

- Verify that you have entered your request correctly. If necessary, change the numbers of hours requested.
- Click **Continue**.
The program provides a final summary of your request.



Request Time Off

Step 4 of 4: Additional Information

Verify the time you are taking and enter additional comments for this request.

Job	ACCOUNT II
Request Type	VACATION
Days Requested	9/18, 9/19, 9/20
Total Time Requested	17.00 Hour(s) change

Comment: (optional)

Reason

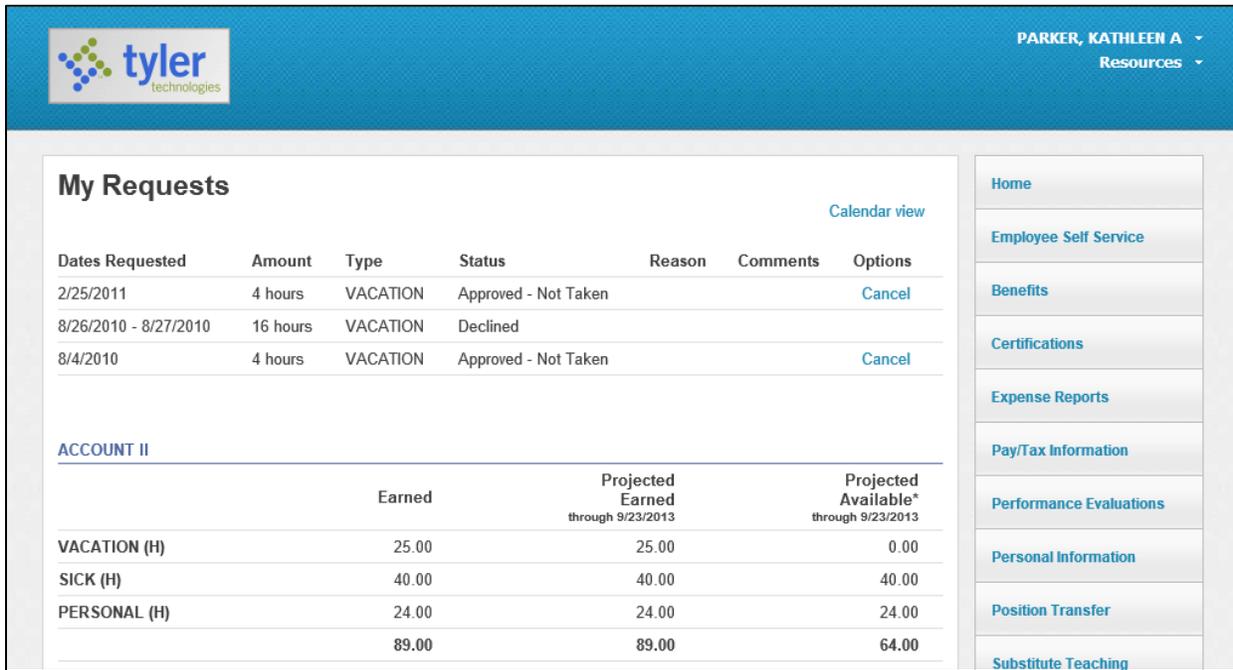
Make Request **Cancel**

Time Off Approver:  SEAN HIGGINS

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information
- Performance Evaluations
- Personal Information
- Position Transfer
- Substitute Teaching

7. Click **Make Request**.

The program processes the request, generates an email to your supervisor indicating that approval is required, and displays the My Requests page with your most recent request included.



My Requests [Calendar view](#)

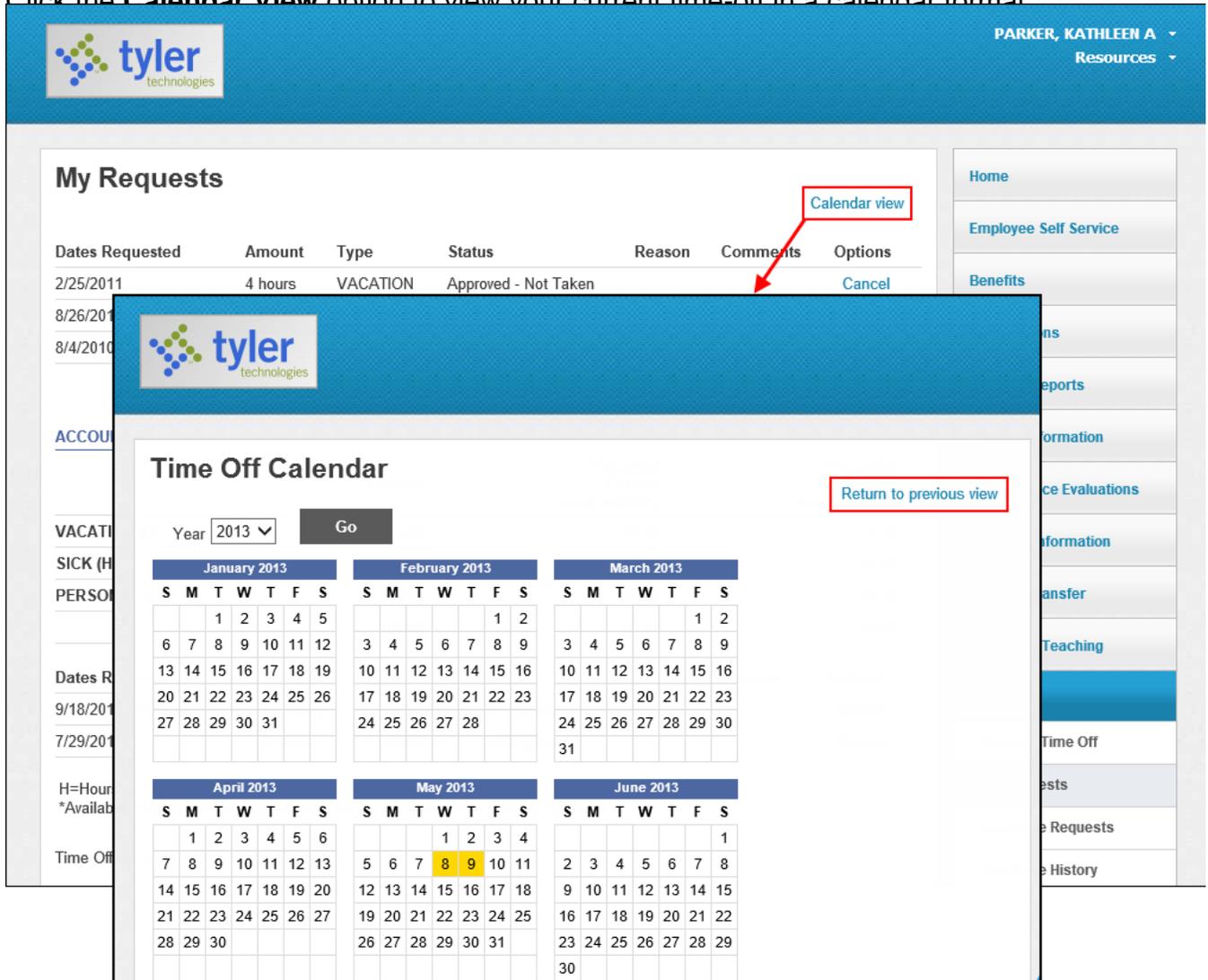
Dates Requested	Amount	Type	Status	Reason	Comments	Options
2/25/2011	4 hours	VACATION	Approved - Not Taken			Cancel
8/26/2010 - 8/27/2010	16 hours	VACATION	Declined			
8/4/2010	4 hours	VACATION	Approved - Not Taken			Cancel

ACCOUNT II

	Earned	Projected Earned through 9/23/2013	Projected Available* through 9/23/2013
VACATION (H)	25.00	25.00	0.00
SICK (H)	40.00	40.00	40.00
PERSONAL (H)	24.00	24.00	24.00
	89.00	89.00	64.00

- [Home](#)
- [Employee Self Service](#)
- [Benefits](#)
- [Certifications](#)
- [Expense Reports](#)
- [Pay/Tax Information](#)
- [Performance Evaluations](#)
- [Personal Information](#)
- [Position Transfer](#)
- [Substitute Teaching](#)

8. Click the **Calendar View** option to view your current time-off in a calendar format



The screenshot shows the 'My Requests' page with a table of requests. A red box highlights the 'Calendar view' link in the 'Options' column of the first request row. A red arrow points from this link to a pop-up window titled 'Time Off Calendar'. Inside this window, a red box highlights the 'Return to previous view' link in the top right corner.

Dates Requested	Amount	Type	Status	Reason	Comments	Options
2/25/2011	4 hours	VACATION	Approved - Not Taken			Cancel
8/26/2011						
8/4/2010						

Time Off Calendar

Year:

January 2013							February 2013							March 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5							1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
													31							

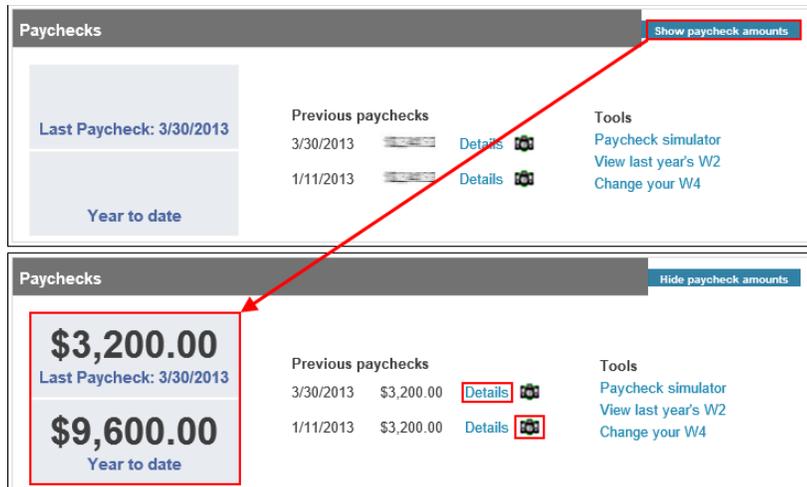
April 2013							May 2013							June 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
													30							

9. On the Time Off Calendar page, click **Return to Previous View** to return to the My Requests page.

Paychecks

The Paychecks section displays information for the most recent pay periods in which you received pay. In the Tools section, options are available for simulating your paycheck and viewing W-2 and W-4 data. For more on these functions, refer to the [Pay/Tax Information](#) section of this document.

For security purposes, year-to-date and last-paycheck earnings do not display initially. Click **Show Paycheck Amounts** to show the dollar amount; click **Hide Paycheck Amounts** to hide the amount.



Paychecks Show paycheck amounts

Last Paycheck: 3/30/2013

Year to date

Previous paychecks

3/30/2013		Details
1/11/2013		Details

Tools

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

Paychecks Hide paycheck amounts

\$3,200.00
Last Paycheck: 3/30/2013

\$9,600.00
Year to date

Previous paychecks

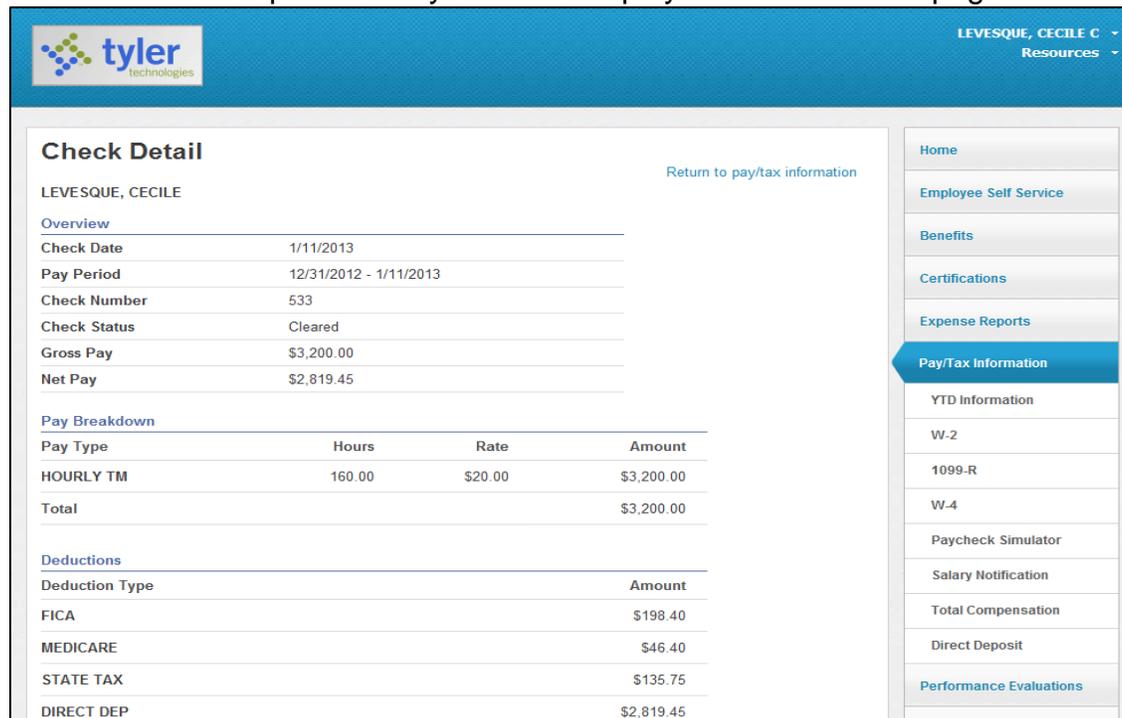
3/30/2013	\$3,200.00	Details
1/11/2013	\$3,200.00	Details

Tools

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

If your organization uses Tyler Content Manager, click the TCM button to view a check image.

Click the **Details** option for any check to display the Check Detail page.



Check Detail Return to pay/tax information

LEVESQUE, CECILE

Overview

Check Date	1/11/2013
Pay Period	12/31/2012 - 1/11/2013
Check Number	533
Check Status	Cleared
Gross Pay	\$3,200.00
Net Pay	\$2,819.45

Pay Breakdown

Pay Type	Hours	Rate	Amount
HOURLY TM	160.00	\$20.00	\$3,200.00
Total			\$3,200.00

Deductions

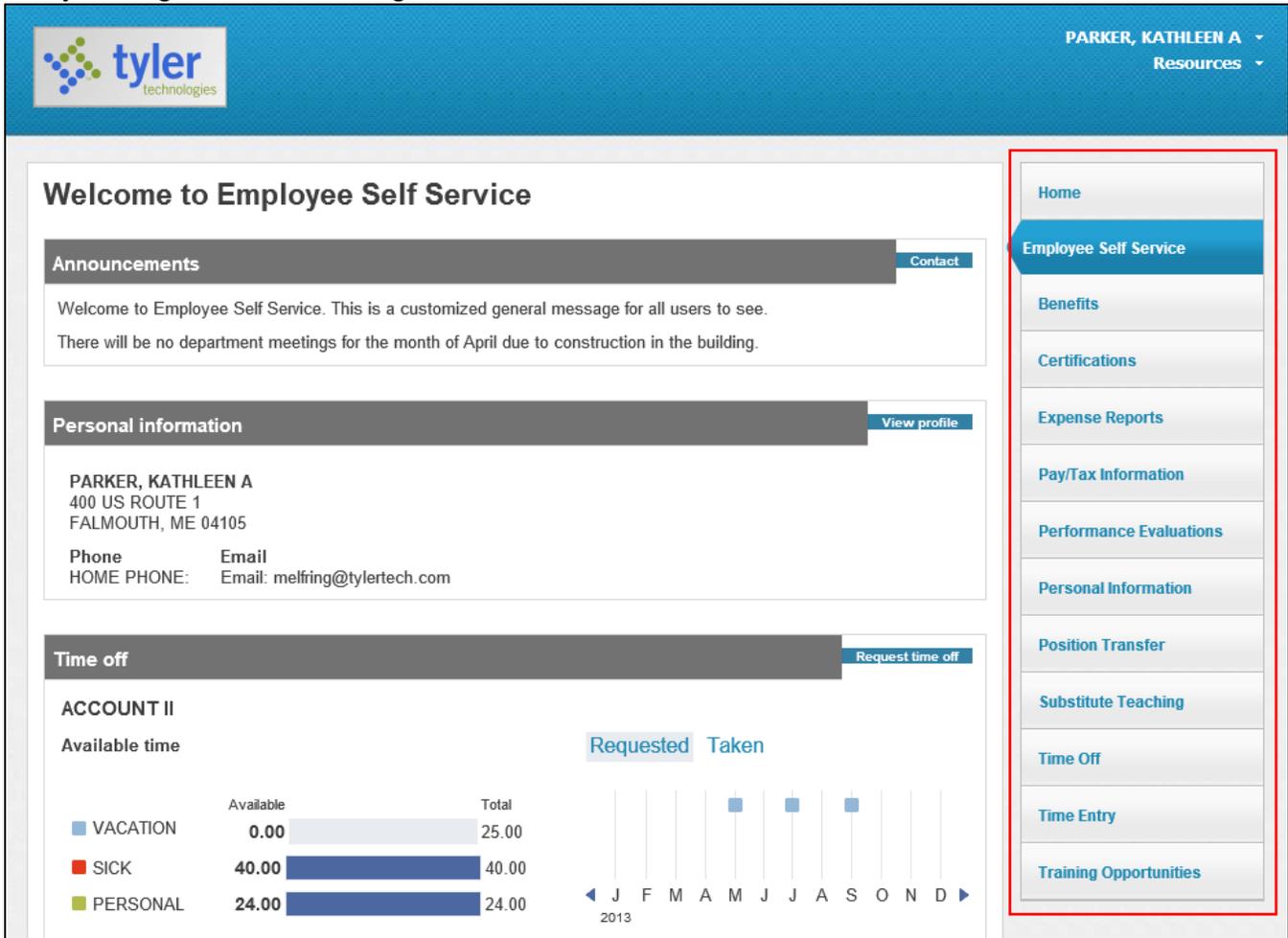
Deduction Type	Amount
FICA	\$198.40
MEDICARE	\$46.40
STATE TAX	\$135.75
DIRECT DEP	\$2,819.45

Navigation Menu:

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information**
 - YTD Information
 - W-2
 - 1099-R
 - W-4
 - Paycheck Simulator
 - Salary Notification
 - Total Compensation
 - Direct Deposit
 - Performance Evaluations

ESS Menu Options

The ESS menu includes the following options: Benefits, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, Personal Information, Position Transfer, Punch In/Out, Substitute Teaching, Time Off, Time Entry, and Training Opportunities. Your list of options may vary according to the permissions and settings established for your user account and your organization's configuration of ESS.



tyler technologies PARKER, KATHLEEN A Resources

Welcome to Employee Self Service

Announcements [Contact](#)

Welcome to Employee Self Service. This is a customized general message for all users to see.
There will be no department meetings for the month of April due to construction in the building.

Personal information [View profile](#)

PARKER, KATHLEEN A
400 US ROUTE 1
FALMOUTH, ME 04105

Phone: HOME PHONE: Email: melfring@tylertech.com

Time off [Request time off](#)

ACCOUNT II

Available time

	Available	Total
VACATION	0.00	25.00
SICK	40.00	40.00
PERSONAL	24.00	24.00

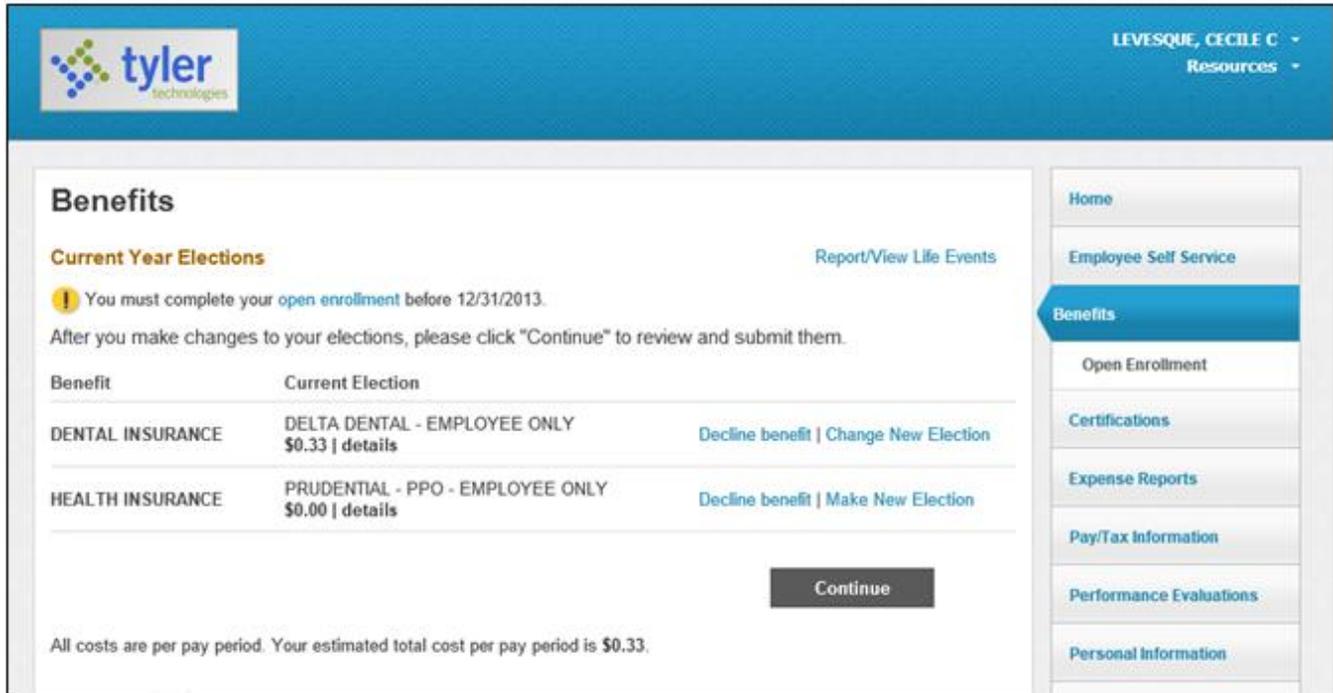
Requested Taken

2013 J F M A M J J A S O N D

- Home
- Employee Self Service**
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information
- Performance Evaluations
- Personal Information
- Position Transfer
- Substitute Teaching
- Time Off
- Time Entry
- Training Opportunities

Benefits

Benefits provides a summary of your current-year benefit elections. Using this option, you can view and change current-year benefits elections and, if you are eligible, make elections for the upcoming year during the open enrollment period or petition to change current-year elections with a qualifying life event.



tyler technologies LEVESQUE, CECILE C Resources

Benefits

Current Year Elections [Report/View Life Events](#)

! You must complete your [open enrollment](#) before 12/31/2013.
After you make changes to your elections, please click "Continue" to review and submit them.

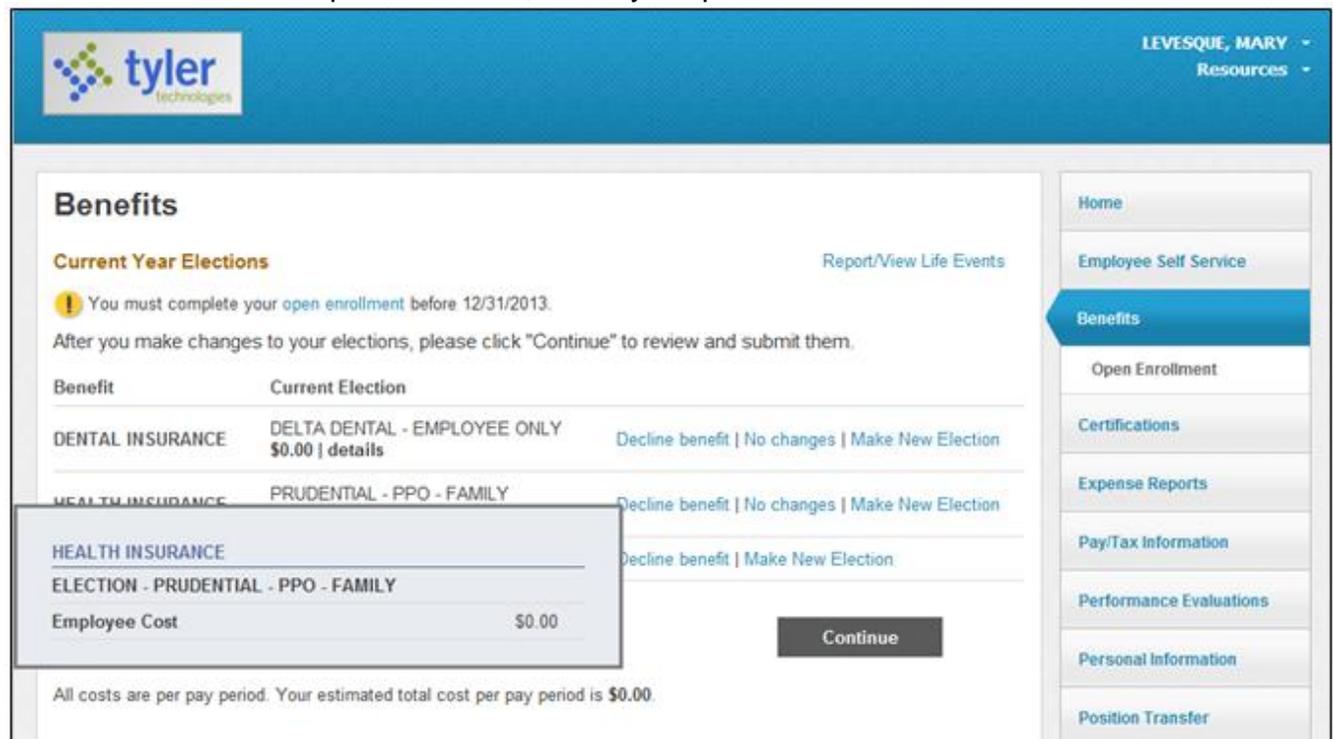
Benefit	Current Election	
DENTAL INSURANCE	DELTA DENTAL - EMPLOYEE ONLY \$0.33 details	Decline benefit Change New Election
HEALTH INSURANCE	PRUDENTIAL - PPO - EMPLOYEE ONLY \$0.00 details	Decline benefit Make New Election

Continue

All costs are per pay period. Your estimated total cost per pay period is **\$0.33**.

- Home
- Employee Self Service
- Benefits**
- Open Enrollment
- Certifications
- Expense Reports
- Pay/Tax Information
- Performance Evaluations
- Personal Information

For more details on a specific benefit, hover your pointer over the **Details** text.



tyler technologies LEVESQUE, MARY Resources

Benefits

Current Year Elections [Report/View Life Events](#)

! You must complete your [open enrollment](#) before 12/31/2013.
After you make changes to your elections, please click "Continue" to review and submit them.

Benefit	Current Election	
DENTAL INSURANCE	DELTA DENTAL - EMPLOYEE ONLY \$0.00 details	Decline benefit No changes Make New Election
HEALTH INSURANCE	PRUDENTIAL - PPO - FAMILY \$0.00 details	Decline benefit No changes Make New Election

HEALTH INSURANCE
ELECTION - PRUDENTIAL - PPO - FAMILY
Employee Cost \$0.00

Continue

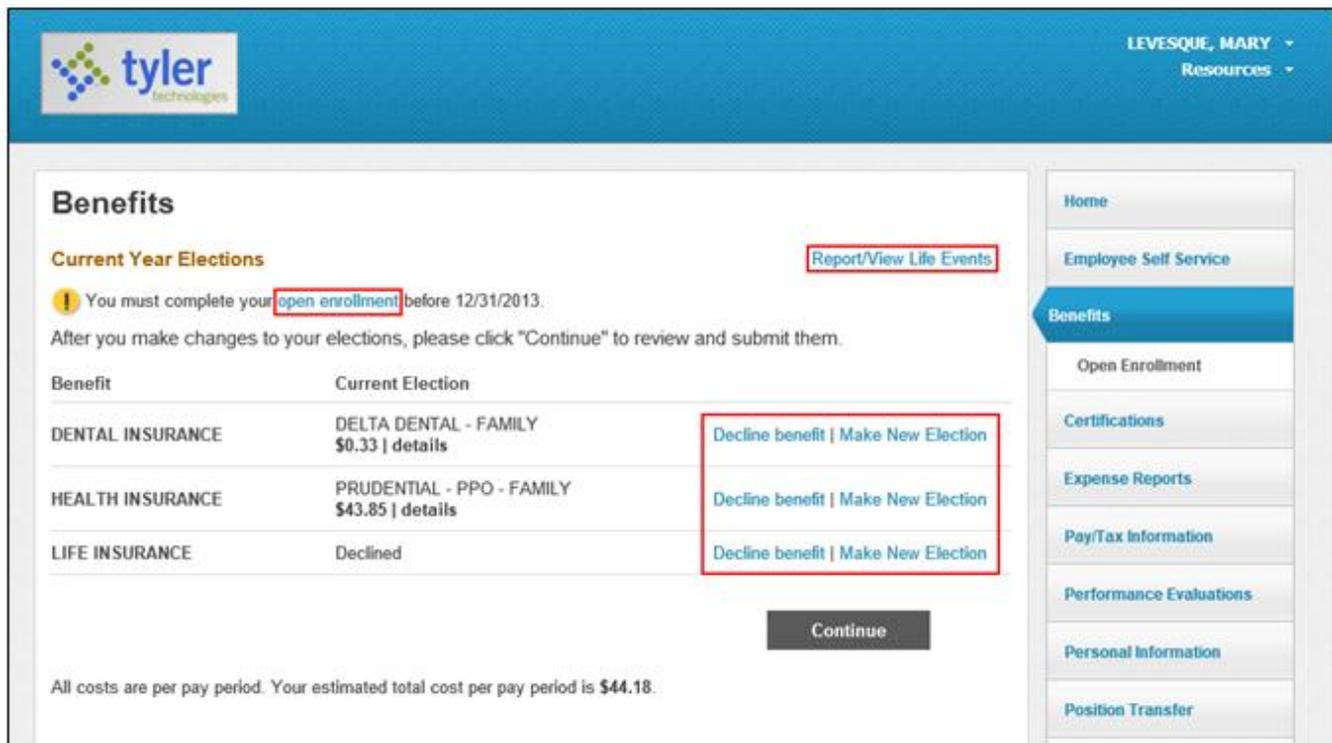
All costs are per pay period. Your estimated total cost per pay period is **\$0.00**.

- Home
- Employee Self Service
- Benefits**
- Open Enrollment
- Certifications
- Expense Reports
- Pay/Tax Information
- Performance Evaluations
- Personal Information
- Position Transfer

Different options are available for a benefit depending on how it is designated in the Munis Enrollment Sections program. If a benefit is designated as Always Available, then the **Make New Election**, **No Changes**, and **Decline Benefit** options display. If a benefit is designated as Available for Life Events Changes, then the **Report/View Life Events** option displays.

When you are updating benefits and you increases benefit amounts, the program displays a message indicating any supplemental forms that must be completed. The program also indicates any amount or increment restrictions for the acceptable values (for example, if an amount must be between \$n and \$\$nn or if an amount must be entered in specific increments).

If there is an active open enrollment period in process, the **Open Enrollment** option is available.



Benefits

Current Year Elections [Report/View Life Events](#)

! You must complete your [open enrollment](#) before 12/31/2013.
After you make changes to your elections, please click "Continue" to review and submit them.

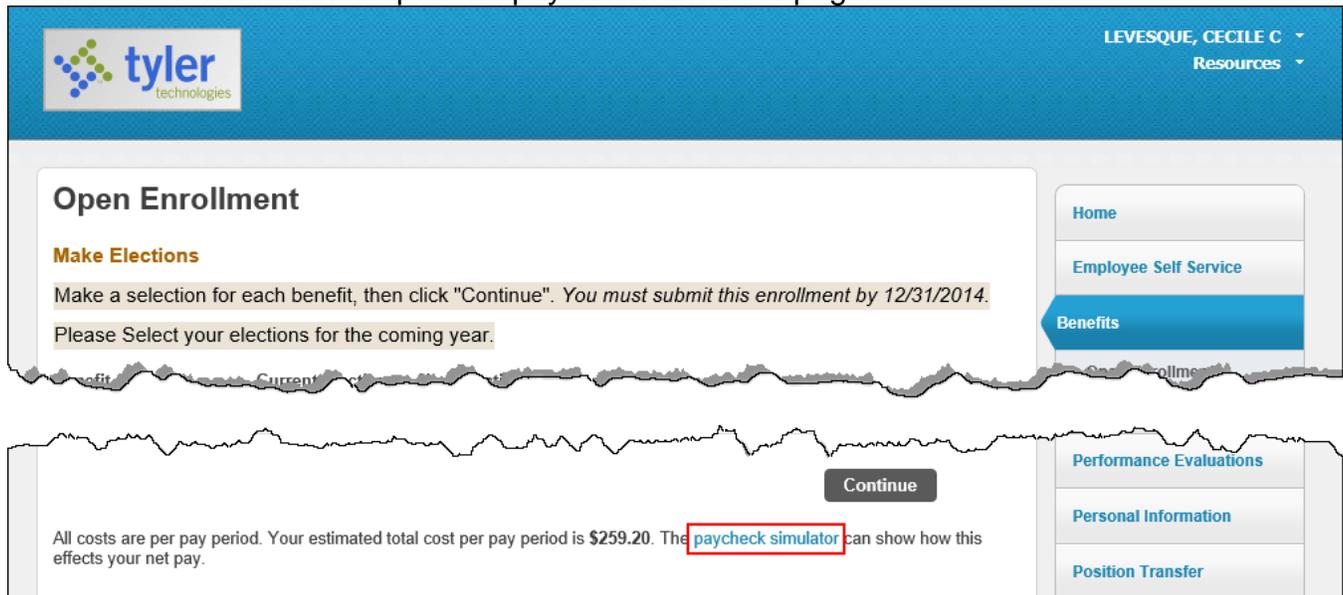
Benefit	Current Election	
DENTAL INSURANCE	DELTA DENTAL - FAMILY \$0.33 details	Decline benefit Make New Election
HEALTH INSURANCE	PRUDENTIAL - PPO - FAMILY \$43.85 details	Decline benefit Make New Election
LIFE INSURANCE	Declined	Decline benefit Make New Election

[Continue](#)

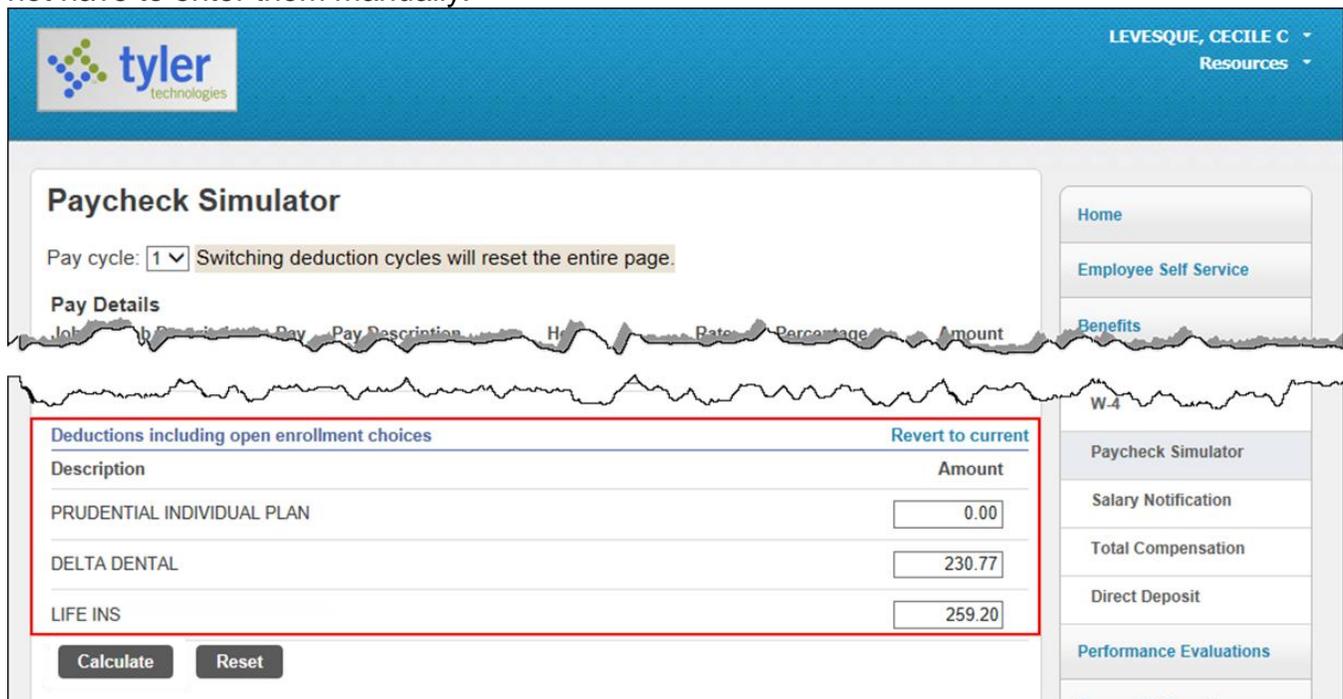
All costs are per pay period. Your estimated total cost per pay period is **\$44.18**.

Navigation sidebar: Home, Employee Self Service, **Benefits**, Open Enrollment, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, Personal Information, Position Transfer.

Depending on your organization's ESS settings, the **Paycheck Simulator** link may be available. Click this link to open the paycheck simulator page.



ESS automatically carries over the amounts from your new selections to this page so you do not have to enter them manually.

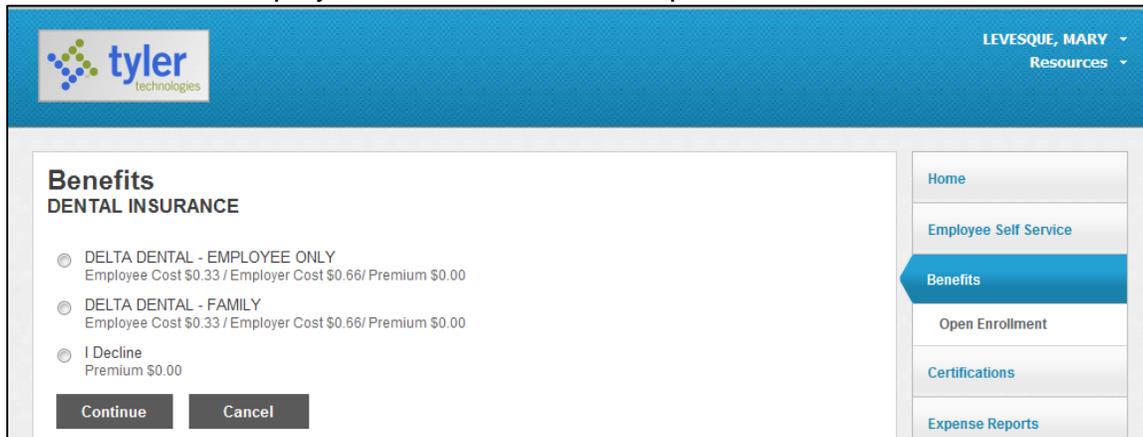


Deductions including open enrollment choices		Revert to current
Description	Amount	
PRUDENTIAL INDIVIDUAL PLAN	0.00	
DELTA DENTAL	230.77	
LIFE INS	259.20	

See the [Pay/Tax Information](#) section of this document for more information on using the Paycheck Simulator.

Make New Election

On the Benefits page, click **Make New Election** for a benefit and the program displays the available options, including cost information. For example, if you Make New Election for dental insurance, ESS displays the dental insurance options.



The screenshot shows the Tyler Technologies ESS interface. At the top, the user is identified as 'LEVESQUE, MARY' with a 'Resources' dropdown. The main content area is titled 'Benefits' and 'DENTAL INSURANCE'. It contains three radio button options:

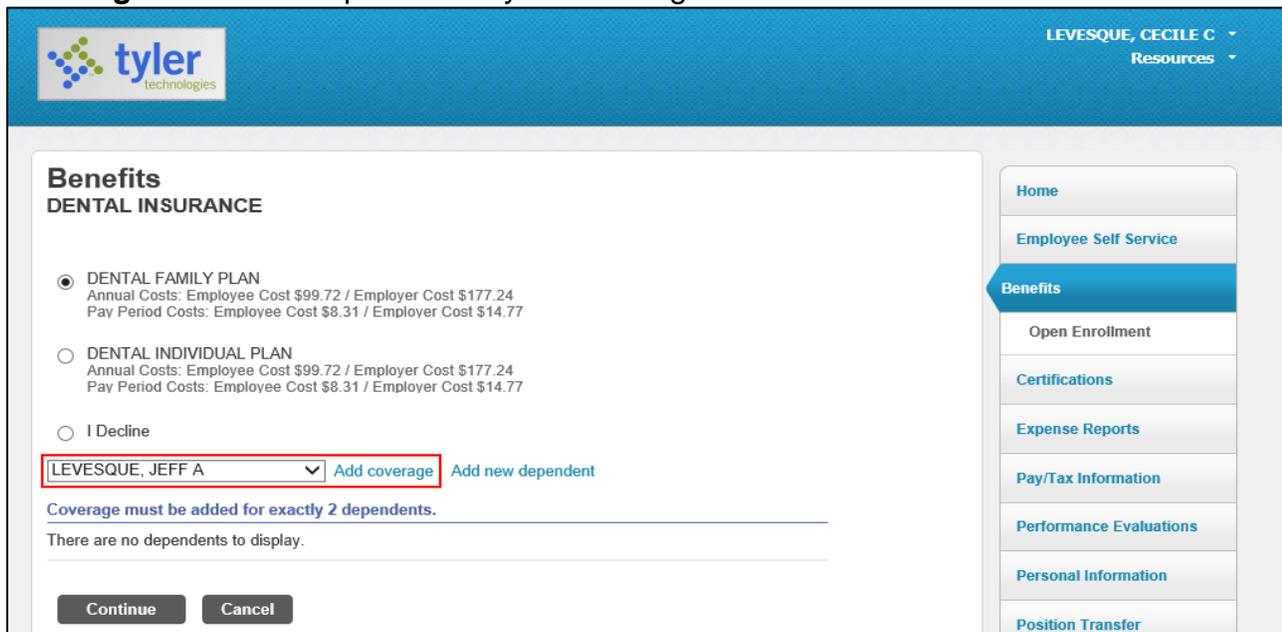
- DELTA DENTAL - EMPLOYEE ONLY
Employee Cost \$0.33 / Employer Cost \$0.66 / Premium \$0.00
- DELTA DENTAL - FAMILY
Employee Cost \$0.33 / Employer Cost \$0.66 / Premium \$0.00
- I Decline
Premium \$0.00

At the bottom of the options are 'Continue' and 'Cancel' buttons. On the right, a navigation pane includes 'Home', 'Employee Self Service', 'Benefits' (highlighted), 'Open Enrollment', 'Certifications', and 'Expense Reports'.

Depending on your organization's ESS configuration, ESS may display the costs for options both annually and by pay period.

When an employee is making benefit selections in ESS and has a remaining amount after all selections are made for a cafeteria plan, the summary page displays the description for the deduction used for the remainder.

If the benefit option you select requires that you specify one or more dependents, ESS displays this information on the selection page. Select a dependent from the list and click **Add Coverage** to add the dependent to your coverage.

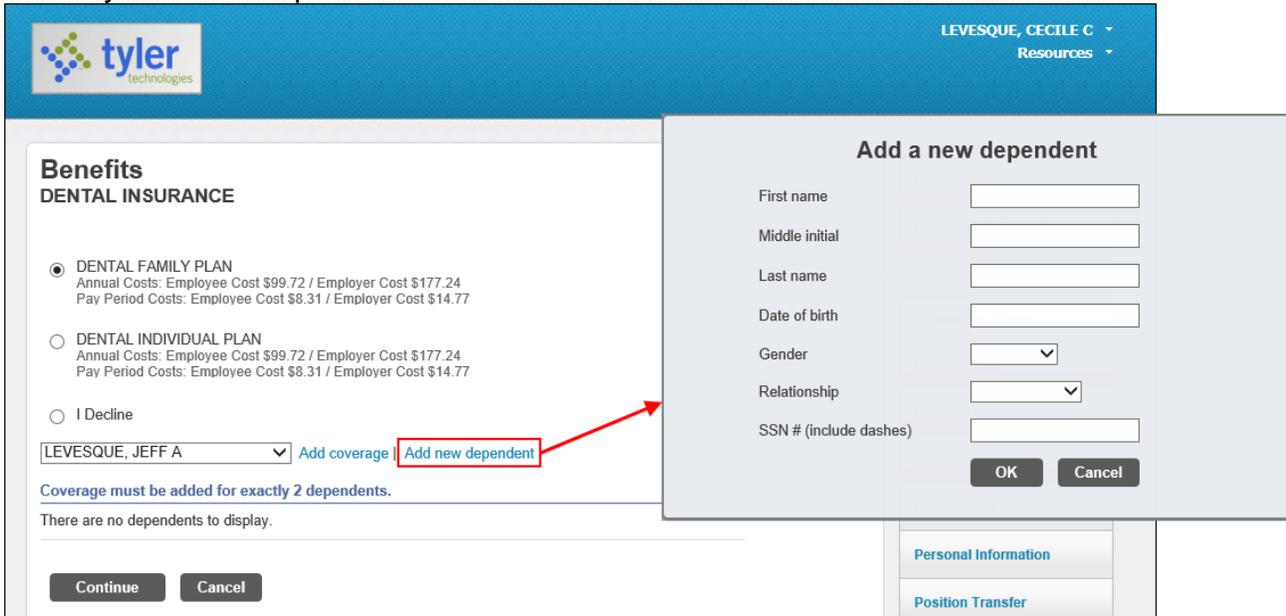


This screenshot shows the Tyler Technologies ESS interface for 'Benefits' and 'DENTAL INSURANCE'. The user is 'LEVESQUE, CECILE C'. The options are:

- DENTAL FAMILY PLAN
Annual Costs: Employee Cost \$99.72 / Employer Cost \$177.24
Pay Period Costs: Employee Cost \$8.31 / Employer Cost \$14.77
- DENTAL INDIVIDUAL PLAN
Annual Costs: Employee Cost \$99.72 / Employer Cost \$177.24
Pay Period Costs: Employee Cost \$8.31 / Employer Cost \$14.77
- I Decline

Below the options is a dropdown menu showing 'LEVESQUE, JEFF A' and an 'Add coverage' button. A blue link 'Add new dependent' is also present. A message states: 'Coverage must be added for exactly 2 dependents. There are no dependents to display.' At the bottom are 'Continue' and 'Cancel' buttons. The right-hand navigation pane includes 'Home', 'Employee Self Service', 'Benefits' (highlighted), 'Open Enrollment', 'Certifications', 'Expense Reports', 'Pay/Tax Information', 'Performance Evaluations', 'Personal Information', and 'Position Transfer'.

To add a new dependent, click **Add New Dependent** and complete the Add a New Dependent dialog box. Complete the fields, as required, to add coverage for the dependent. The Social Security number is optional.



Benefits
DENTAL INSURANCE

DENTAL FAMILY PLAN
 Annual Costs: Employee Cost \$99.72 / Employer Cost \$177.24
 Pay Period Costs: Employee Cost \$8.31 / Employer Cost \$14.77

DENTAL INDIVIDUAL PLAN
 Annual Costs: Employee Cost \$99.72 / Employer Cost \$177.24
 Pay Period Costs: Employee Cost \$8.31 / Employer Cost \$14.77

I Decline

LEVESQUE, JEFF A [Add coverage](#) [Add new dependent](#)

Coverage must be added for exactly 2 dependents.

There are no dependents to display.

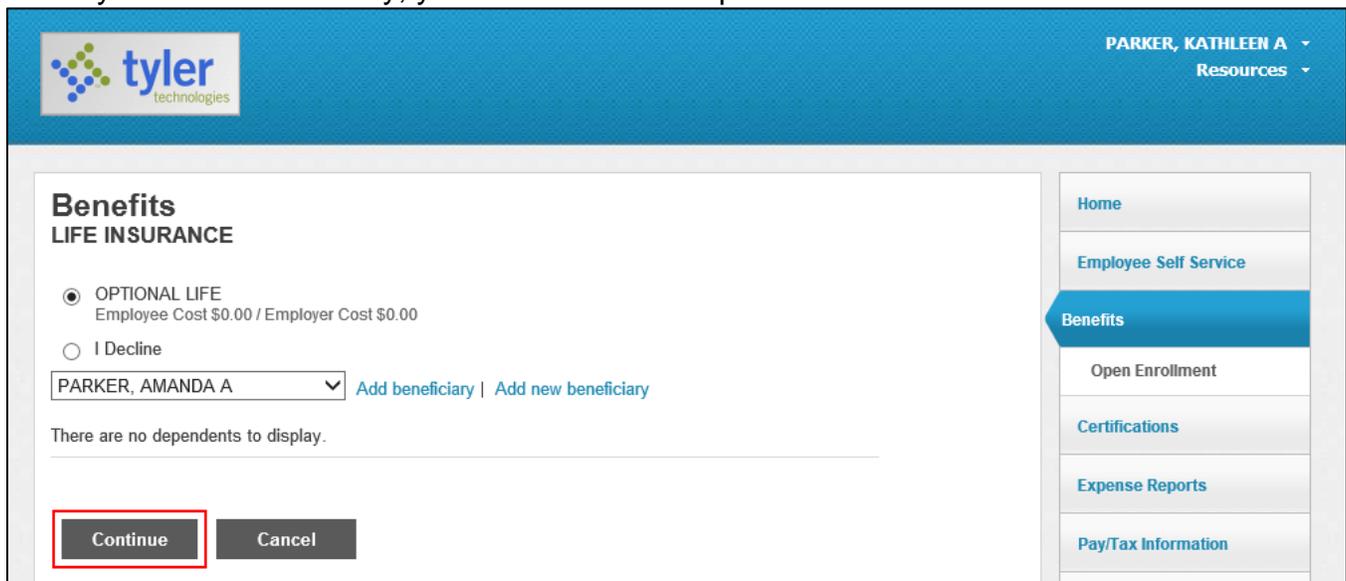
[Continue](#) [Cancel](#)

Add a new dependent

First name
 Middle initial
 Last name
 Date of birth
 Gender
 Relationship
 SSN # (include dashes)

[OK](#) [Cancel](#)

If you select a benefit that requires a beneficiary, the **Add Beneficiary** option is available. When you add a beneficiary, you must enter basic personal details.



Benefits
LIFE INSURANCE

OPTIONAL LIFE
 Employee Cost \$0.00 / Employer Cost \$0.00

I Decline

PARKER, AMANDA A [Add beneficiary](#) | [Add new beneficiary](#)

There are no dependents to display.

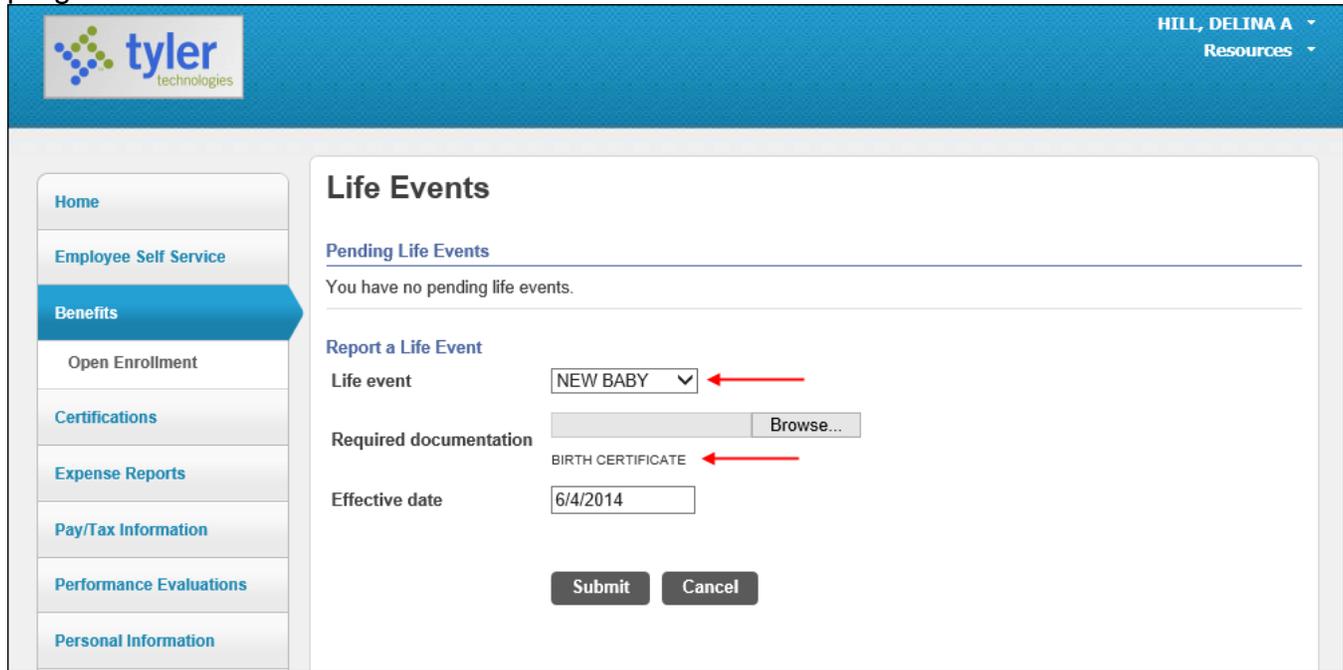
[Continue](#) [Cancel](#)

[Home](#)
[Employee Self Service](#)
[Benefits](#)
[Open Enrollment](#)
[Certifications](#)
[Expense Reports](#)
[Pay/Tax Information](#)

Click **Continue** after selecting an option or adding dependent or beneficiary details to submit your selection.

Report/View Life Events

When you select **Report/View Life Events**, the program displays the change options offered by your organization. Life event codes are maintained in the Munis Qualifying Event Codes program.



Life Events

Pending Life Events

You have no pending life events.

Report a Life Event

Life event: NEW BABY

Required documentation: BIRTH CERTIFICATE

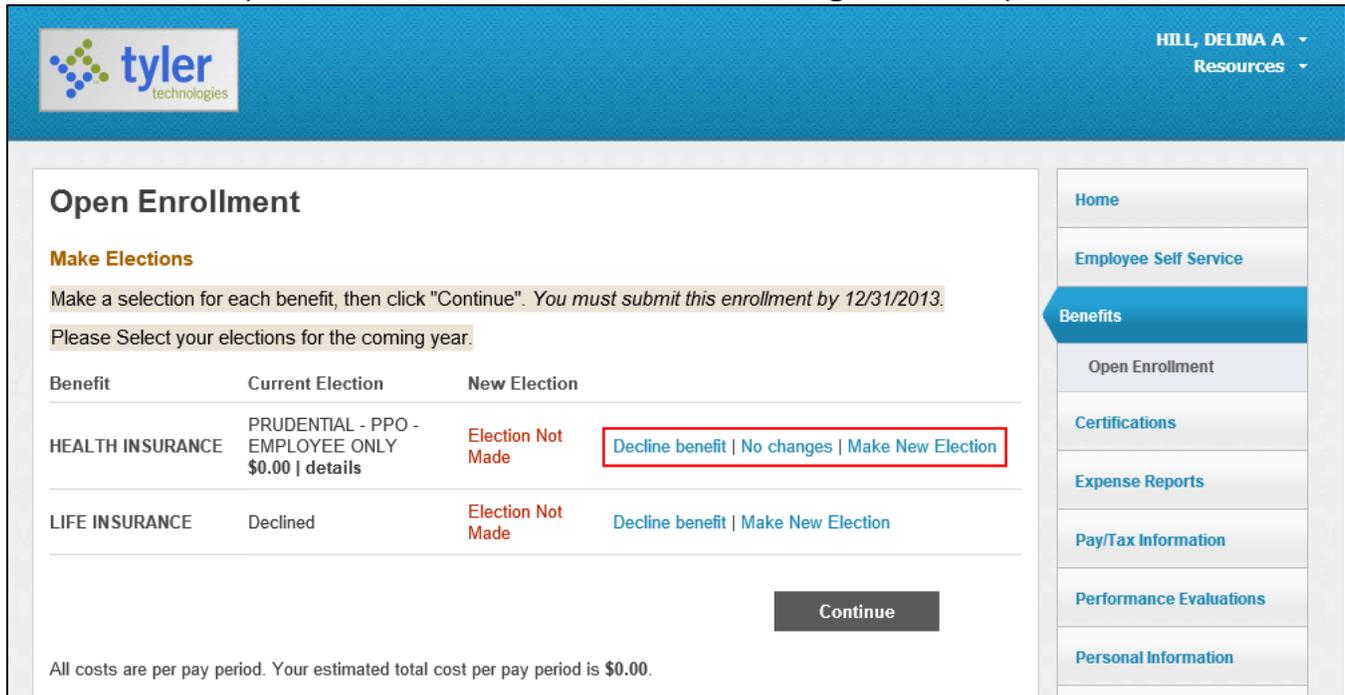
Effective date: 6/4/2014

Submit Cancel

When you select the life event, the page refreshes to indicate the documentation required to support the change. Use the Required Documentation box to upload the required documentation. The default value for the Effective Date field is the current date, but you can update this. Click **Submit** to save the change and display a summary of the event submitted.

Open Enrollment

For Open Enrollment, you can review current elections, make new elections, or change current elections. To keep the same benefit choice, click **No Changes**, if that option is available.




HILL, DELINA A
Resources

Open Enrollment

Make Elections

Make a selection for each benefit, then click "Continue". *You must submit this enrollment by 12/31/2013.*

Please Select your elections for the coming year.

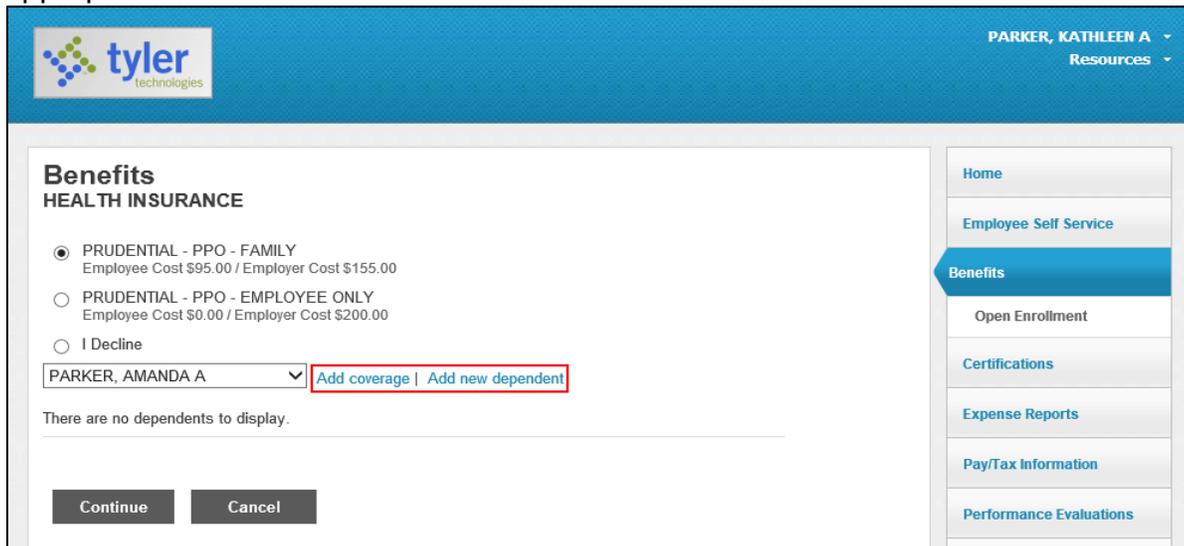
Benefit	Current Election	New Election
HEALTH INSURANCE	PRUDENTIAL - PPO - EMPLOYEE ONLY \$0.00 details	Election Not Made Decline benefit No changes Make New Election
LIFE INSURANCE	Declined	Election Not Made Decline benefit Make New Election

[Continue](#)

All costs are per pay period. Your estimated total cost per pay period is \$0.00.

[Home](#)
[Employee Self Service](#)
[Benefits](#)
[Open Enrollment](#)
[Certifications](#)
[Expense Reports](#)
[Pay/Tax Information](#)
[Performance Evaluations](#)
[Personal Information](#)

For a specified benefit, click **Make New Election** to make your election for the upcoming year. The program displays the appropriate benefits selection page. To make an election, select the appropriate choice for each section.




PARKER, KATHLEEN A
Resources

Benefits

HEALTH INSURANCE

- PRUDENTIAL - PPO - FAMILY
Employee Cost \$95.00 / Employer Cost \$155.00
- PRUDENTIAL - PPO - EMPLOYEE ONLY
Employee Cost \$0.00 / Employer Cost \$200.00
- I Decline

PARKER, AMANDA A [Add coverage | Add new dependent](#)

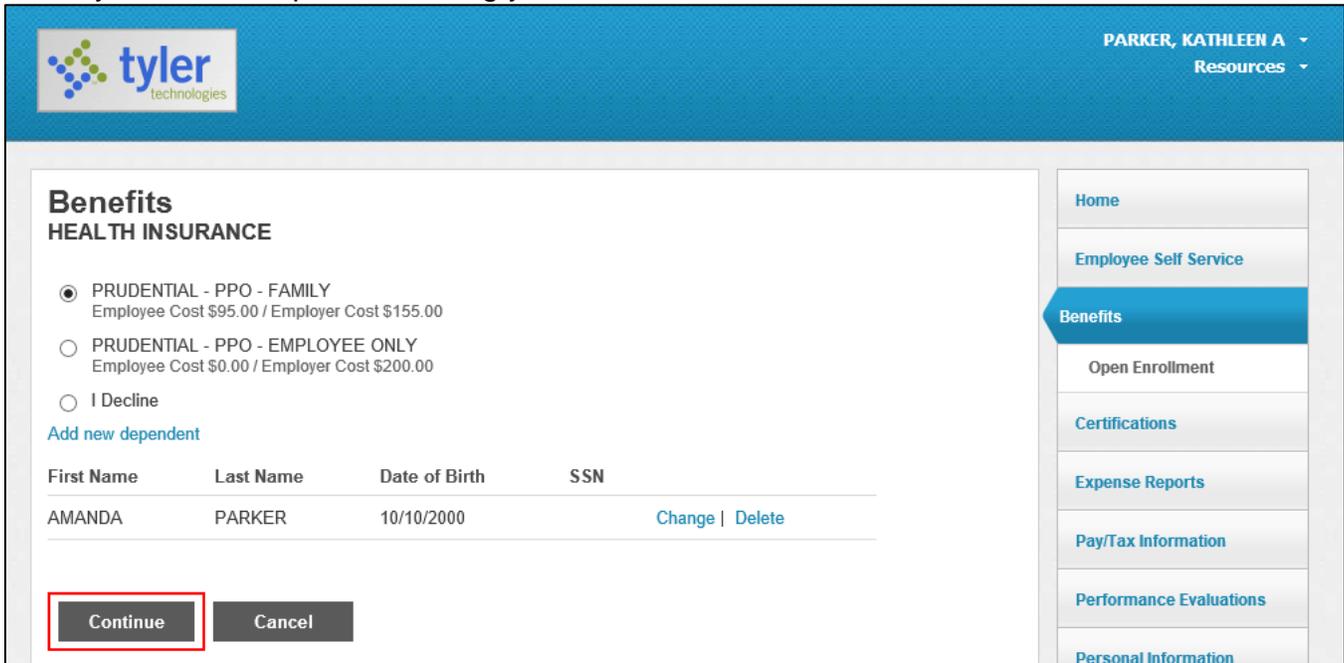
There are no dependents to display.

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

[Home](#)
[Employee Self Service](#)
[Benefits](#)
[Open Enrollment](#)
[Certifications](#)
[Expense Reports](#)
[Pay/Tax Information](#)
[Performance Evaluations](#)

If the benefit you select requires that you specify dependents or beneficiaries, select a name from the list and click **Add Coverage**. Click **Add New Dependent**, as applicable, to enter personal details for dependents not already in the system. Click **Add New Beneficiary**, as applicable, to add a beneficiary.

When you have completed defining your new election, click **Continue**.



Benefits
HEALTH INSURANCE

PRUDENTIAL - PPO - FAMILY
Employee Cost \$95.00 / Employer Cost \$155.00

PRUDENTIAL - PPO - EMPLOYEE ONLY
Employee Cost \$0.00 / Employer Cost \$200.00

I Decline

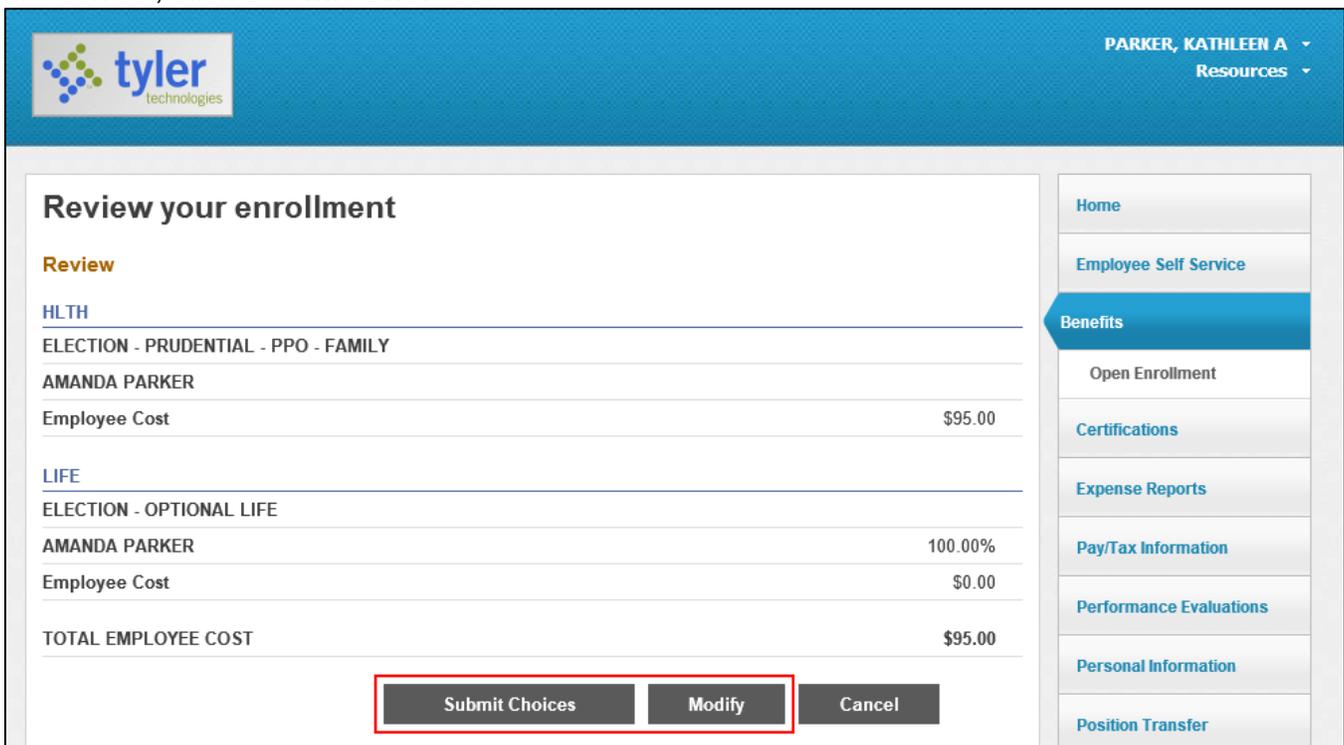
[Add new dependent](#)

First Name	Last Name	Date of Birth	SSN
AMANDA	PARKER	10/10/2000	Change Delete

[Home](#)
[Employee Self Service](#)
[Benefits](#)
[Open Enrollment](#)
[Certifications](#)
[Expense Reports](#)
[Pay/Tax Information](#)
[Performance Evaluations](#)
[Personal Information](#)

The program refreshes the page with the updated information.

When you have completed your open enrollment choices, the program displays a summary for each benefit type. To make changes, click **Modify**. Once you have verified that your selections are correct, click **Submit Choices**.



Review your enrollment

Review

HLTH

ELECTION - PRUDENTIAL - PPO - FAMILY

AMANDA PARKER

Employee Cost	\$95.00
---------------	---------

LIFE

ELECTION - OPTIONAL LIFE

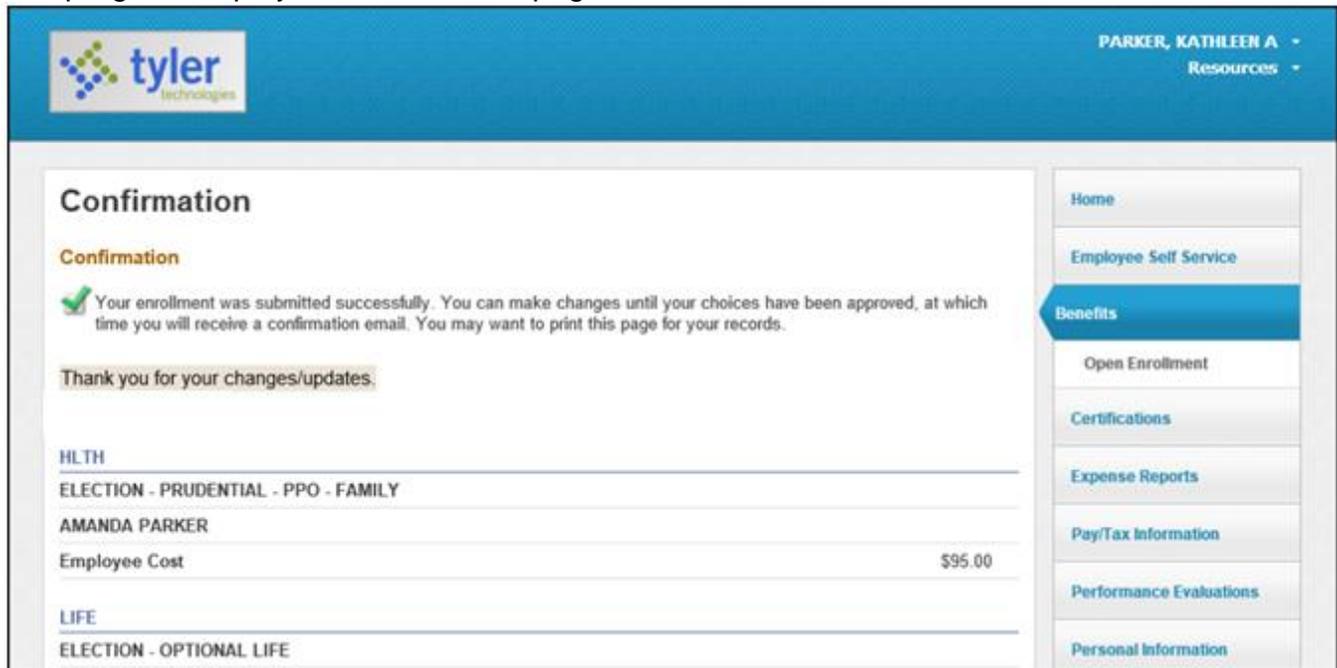
AMANDA PARKER

Employee Cost	100.00%
Employee Cost	\$0.00

TOTAL EMPLOYEE COST \$95.00

[Home](#)
[Employee Self Service](#)
[Benefits](#)
[Open Enrollment](#)
[Certifications](#)
[Expense Reports](#)
[Pay/Tax Information](#)
[Performance Evaluations](#)
[Personal Information](#)
[Position Transfer](#)

The program displays a Confirmation page.



Confirmation

Confirmation

 Your enrollment was submitted successfully. You can make changes until your choices have been approved, at which time you will receive a confirmation email. You may want to print this page for your records.

Thank you for your changes/updates.

HLTH

ELECTION - PRUDENTIAL - PPO - FAMILY

AMANDA PARKER

Employee Cost \$95.00

LIFE

ELECTION - OPTIONAL LIFE

Home

Employee Self Service

Benefits

Open Enrollment

Certifications

Expense Reports

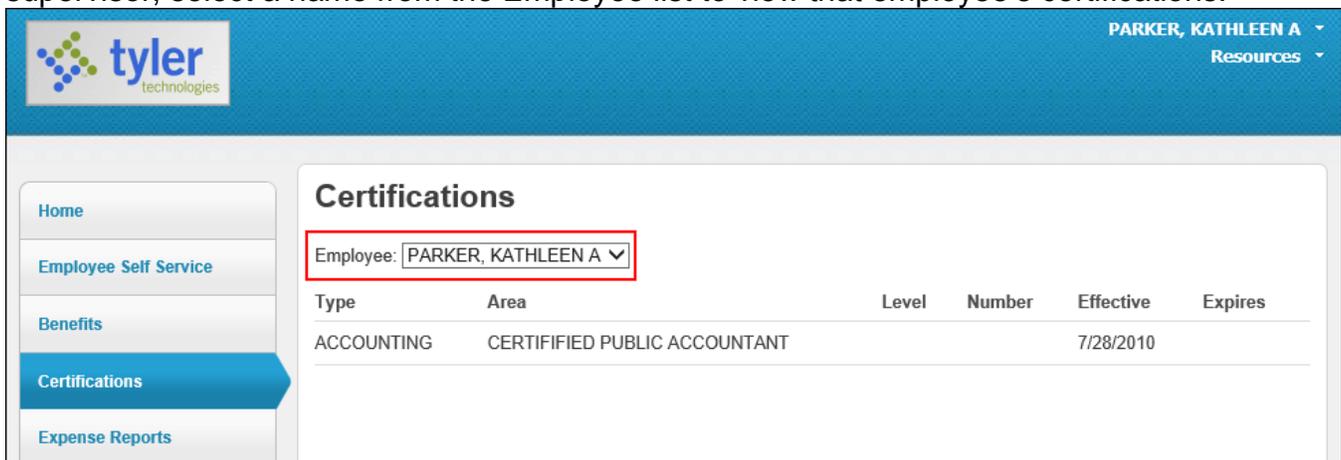
Pay/Tax Information

Performance Evaluations

Personal Information

Certifications

Certifications displays a list of your education or training certifications. This list includes the certification type, area, level, number, and effective and expiration dates. If you are a supervisor, select a name from the Employee list to view that employee's certifications.



Certifications

Employee: PARKER, KATHLEEN A ▼

Type	Area	Level	Number	Effective	Expires
ACCOUNTING	CERTIFIED PUBLIC ACCOUNTANT			7/28/2010	

Home

Employee Self Service

Benefits

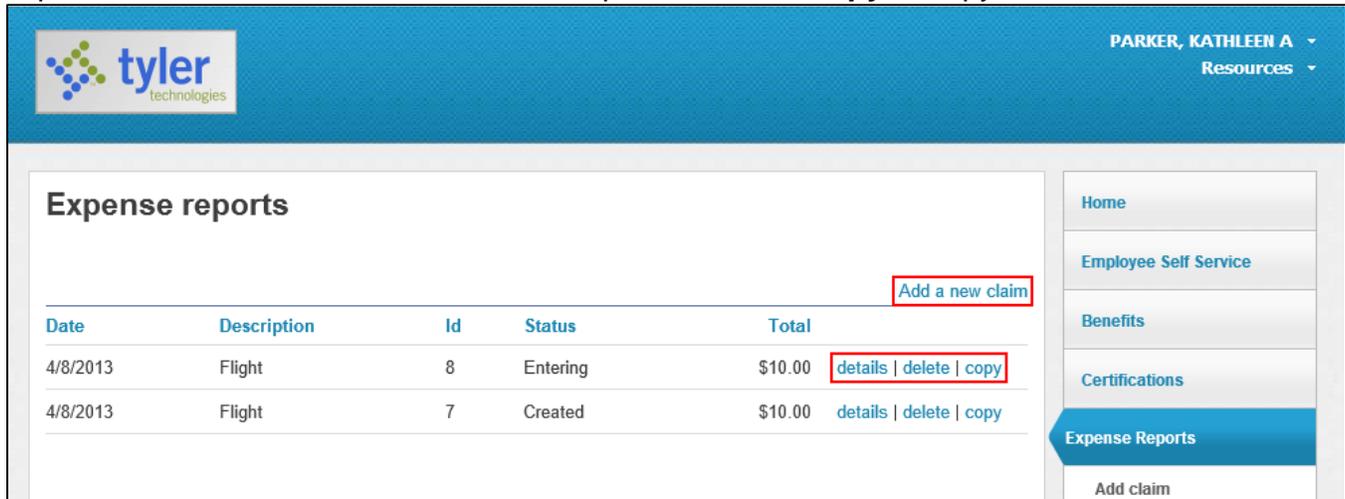
Certifications

Expense Reports

Expense Reports

Expense Reports allows you to submit expenses for reimbursement. To submit a new expense report, click **Add a New Claim**.

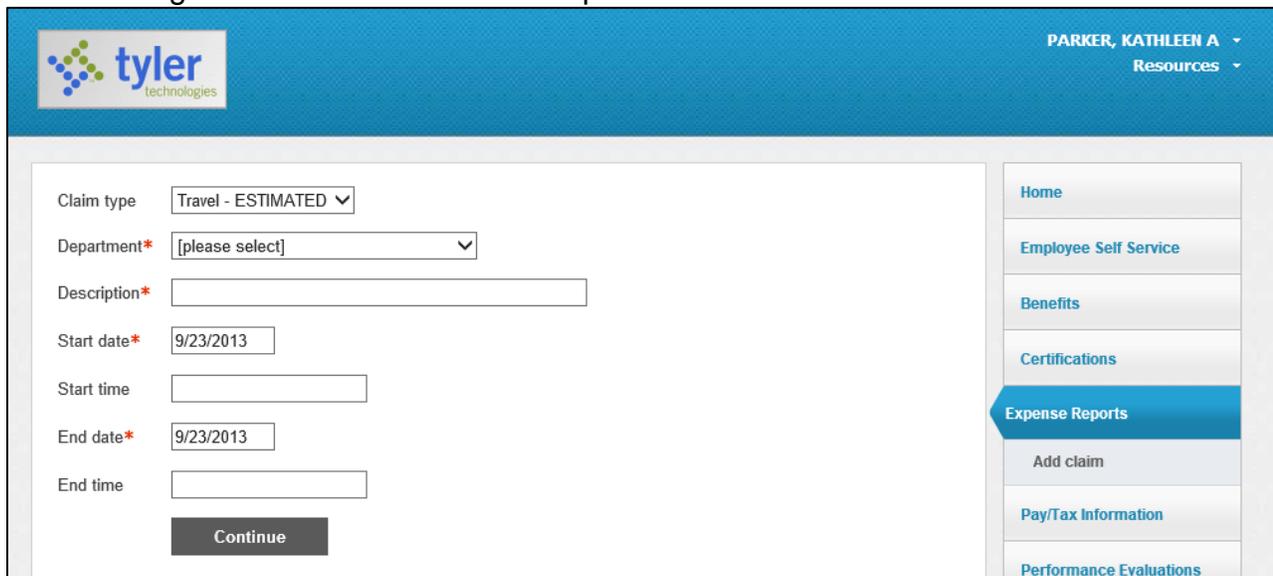
If existing expense reports are in process, click **Details** to view the specific details for the expense item. Click **Delete** to delete an expense item or **Copy** to copy it.



Date	Description	Id	Status	Total	
4/8/2013	Flight	8	Entering	\$10.00	details delete copy
4/8/2013	Flight	7	Created	\$10.00	details delete copy

New Claim

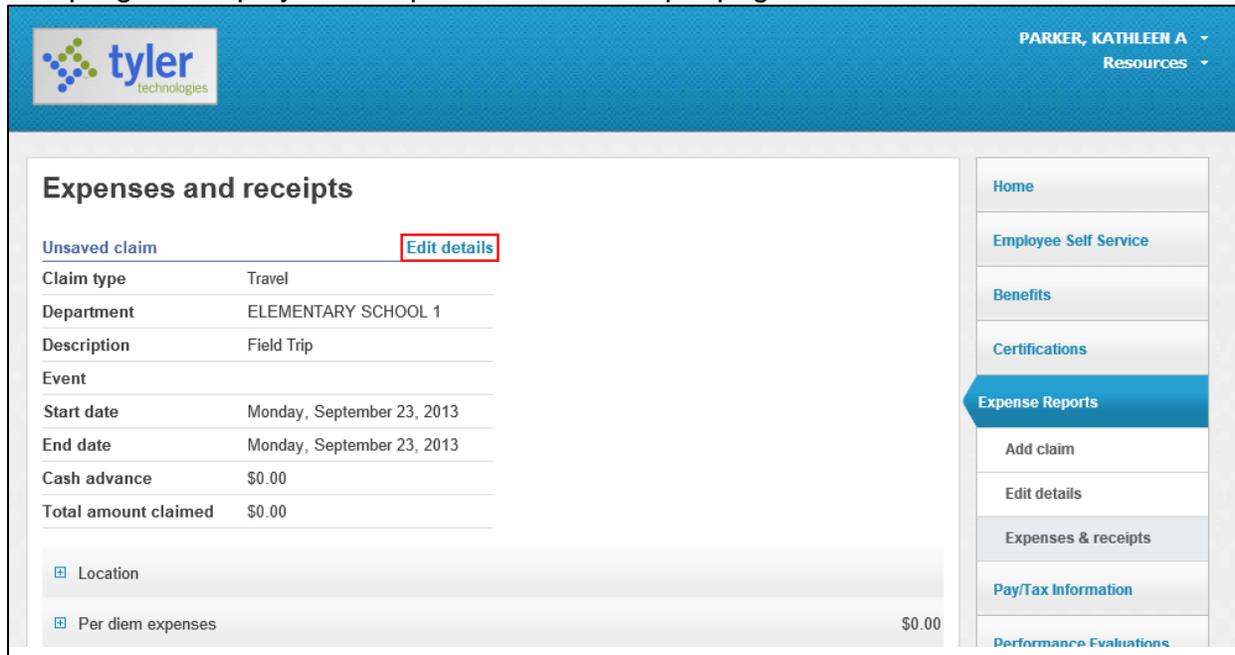
For new claims, select **Add a New Claim**. The program displays the Add Claim page, which defines the general information for the expense claim.



To add a claim:

1. Enter your claim details.
The fields marked with the asterisk (*) are required. If you add a start and end time, you must include AM or PM as part of the time value.

- Click **Continue**.
The program displays the Expenses and Receipts page.



Expenses and receipts

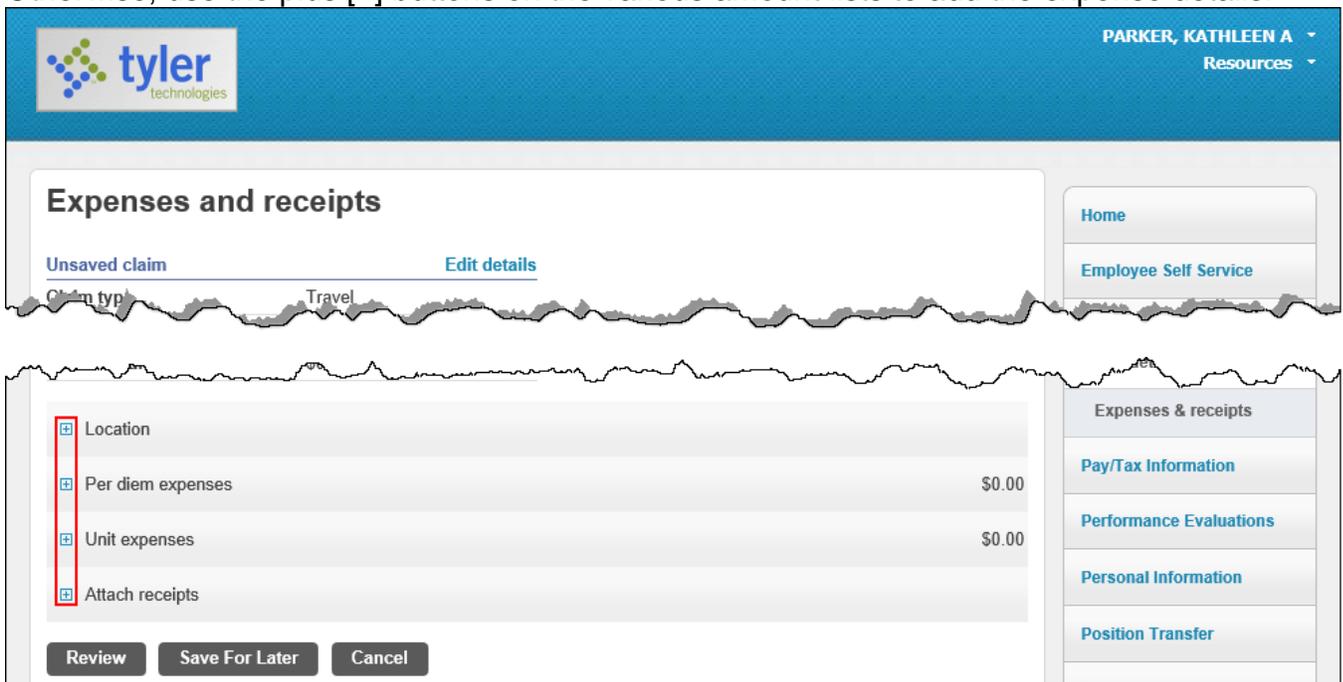
Unsaved claim [Edit details](#)

Claim type	Travel
Department	ELEMENTARY SCHOOL 1
Description	Field Trip
Event	
Start date	Monday, September 23, 2013
End date	Monday, September 23, 2013
Cash advance	\$0.00
Total amount claimed	\$0.00

Location
 Per diem expenses \$0.00

Home
 Employee Self Service
 Benefits
 Certifications
Expense Reports
 Add claim
 Edit details
 Expenses & receipts
 Pay/Tax Information
 Performance Evaluations

- Review your claim details. If necessary, click **Edit Details** to update the claim description. Otherwise, use the plus [+] buttons on the various amount lists to add the expense details.



Expenses and receipts

Unsaved claim [Edit details](#)

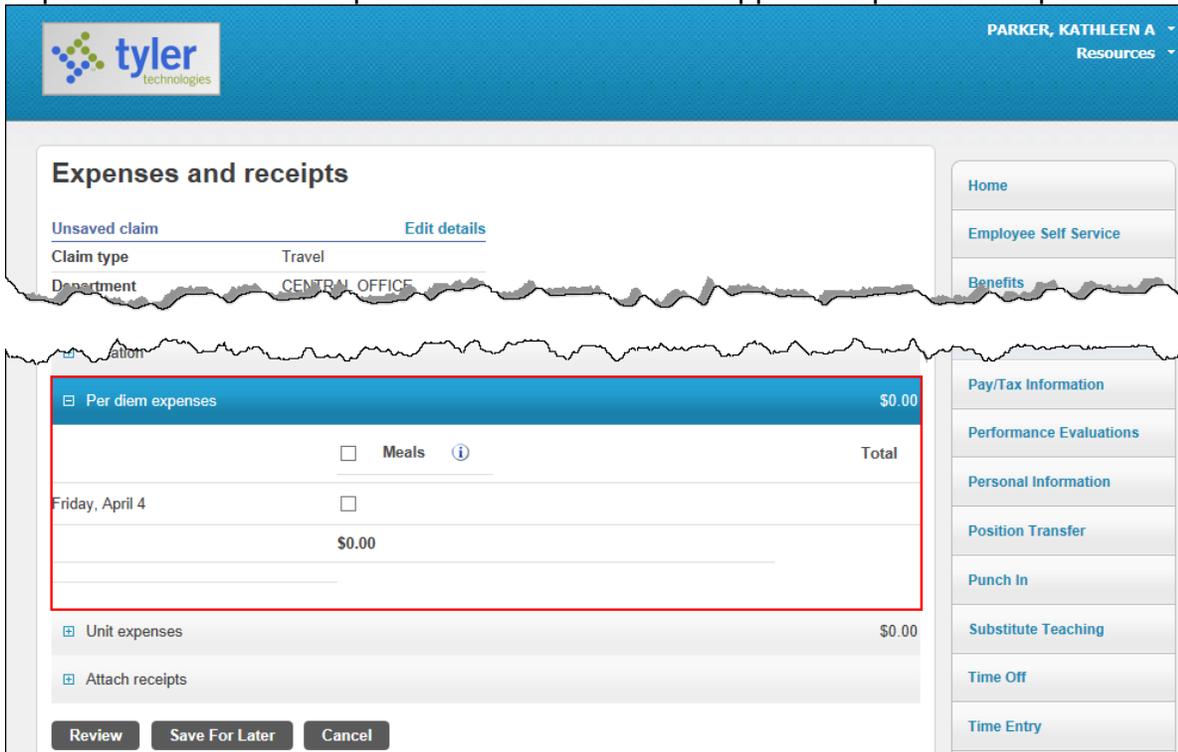
Claim type: Travel

Location
 Per diem expenses \$0.00
 Unit expenses \$0.00
 Attach receipts

Review Save For Later Cancel

Home
 Employee Self Service
Expenses & receipts
 Pay/Tax Information
 Performance Evaluations
 Personal Information
 Position Transfer

4. Expand the Per Diem Expenses list and select the applicable per diem expenses.



Expenses and receipts

Unsaved claim [Edit details](#)

Claim type: Travel

Department: CENTRAL OFFICE

Per diem expenses \$0.00

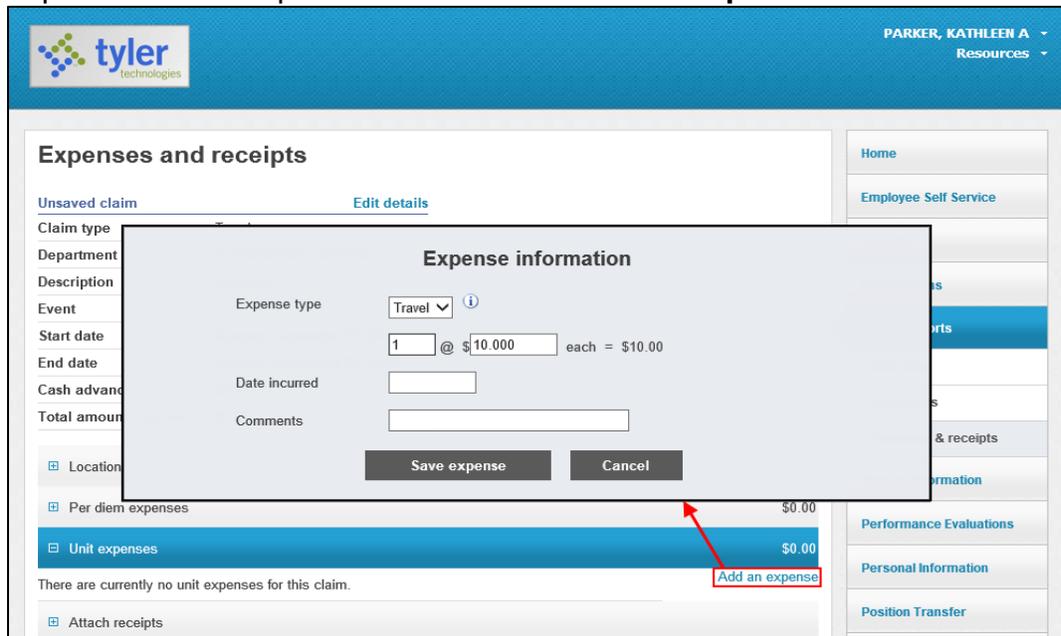
	<input type="checkbox"/> Meals i	Total
Friday, April 4	<input type="checkbox"/>	\$0.00

Unit expenses \$0.00

Attach receipts

[Review](#) [Save For Later](#) [Cancel](#)

5. Expand the Unit Expenses list and click **Add an Expense**.



Expenses and receipts

Unsaved claim [Edit details](#)

Claim type: Travel

Department: CENTRAL OFFICE

Unit expenses \$0.00

There are currently no unit expenses for this claim.

Attach receipts

Expense information

Expense type: [i](#)

Start date: @ \$10.000 each = \$10.00

End date:

Date incurred:

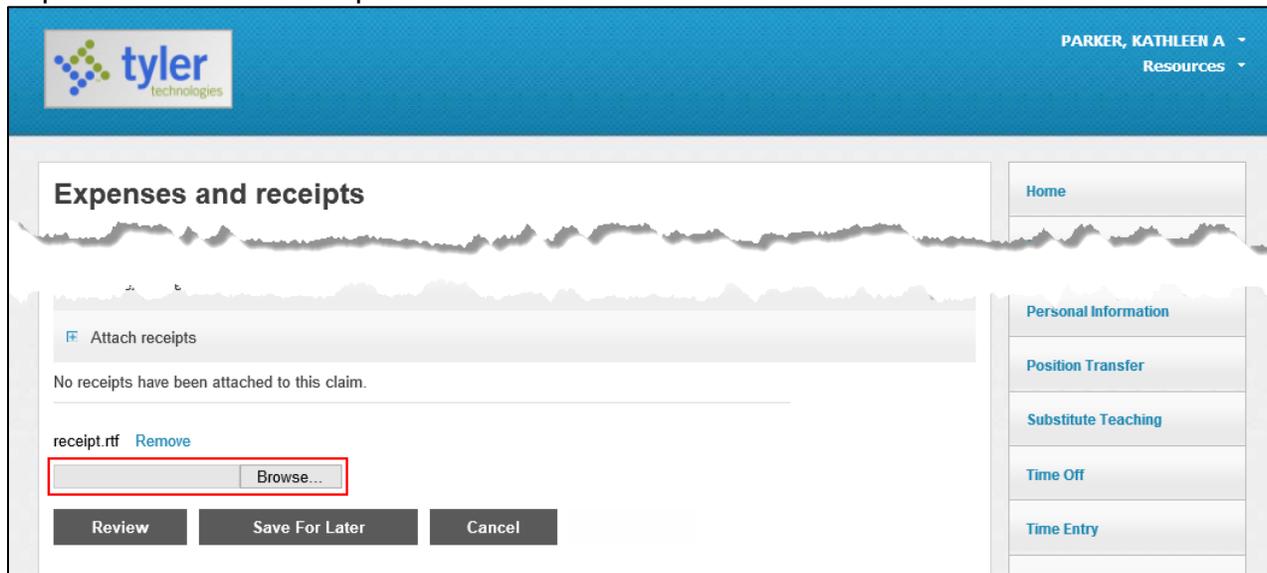
Comments:

[Save expense](#) [Cancel](#)

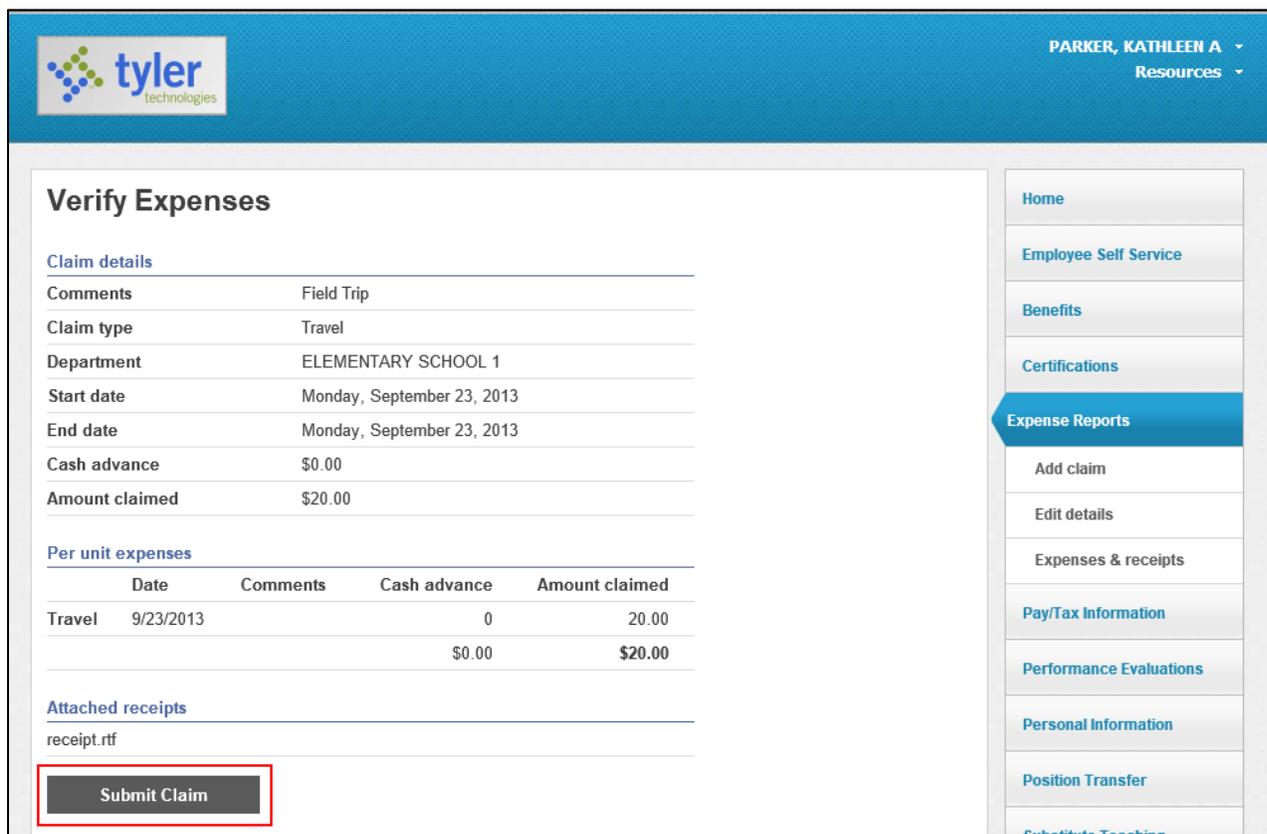
[Add an expense](#)

6. Complete the Expense Information box with details.

- Expand the Attach Receipts list and click **Browse**.



- Navigate to the receipt record and upload it.
- Once you have uploaded all necessary receipts, click **Review**. ESS displays the Verify Expenses page.

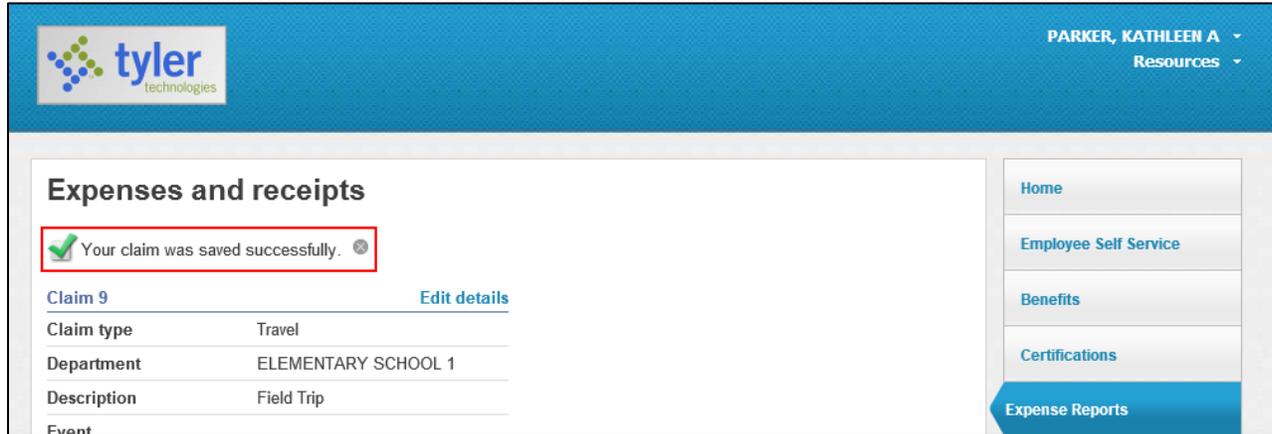


If you submit a new claim using an expense template that has an annual spending limit and

your claim causes you to exceed that limit, the Verify Expenses page displays a warning message that notes the annual spending limit for the claim type and the sum of your claim amounts.

10. Click **Submit Claim** to complete the process.

The program displays a confirmation message at the top of the page.



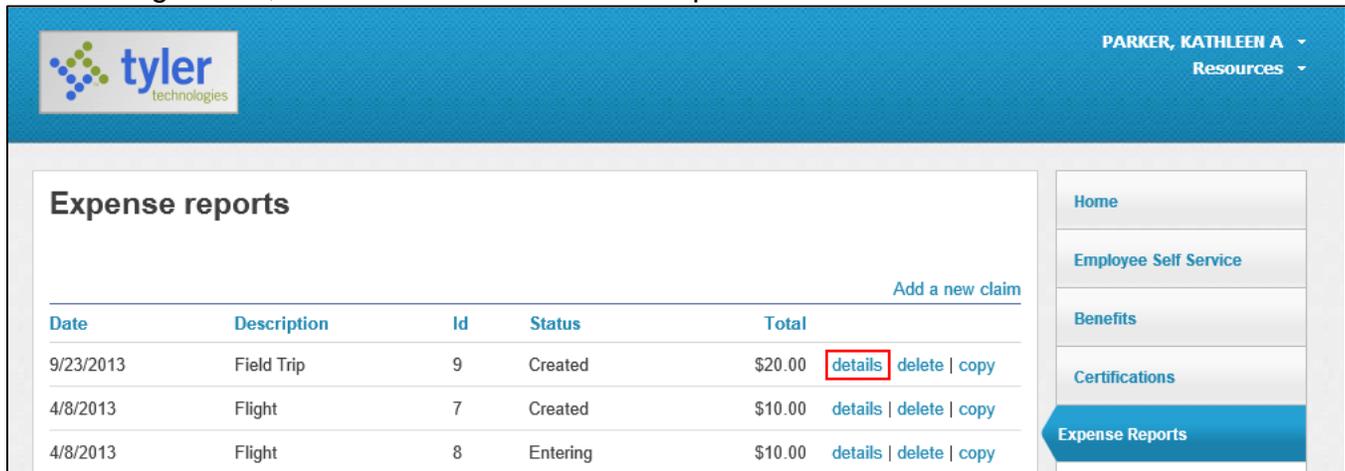
The screenshot shows the Tyler Technologies interface. At the top right, the user is identified as PARKER, KATHLEEN A with a Resources dropdown. The main content area is titled "Expenses and receipts". A green checkmark icon is next to the message "Your claim was saved successfully." with a close button. Below this is a table for "Claim 9" with the following details:

Claim 9		Edit details
Claim type	Travel	
Department	ELEMENTARY SCHOOL 1	
Description	Field Trip	
Event		

On the right side, there is a navigation menu with the following items: Home, Employee Self Service, Benefits, Certifications, and Expense Reports (highlighted in blue).

Existing Claims

For existing claims, click **Details** to review the expense item.

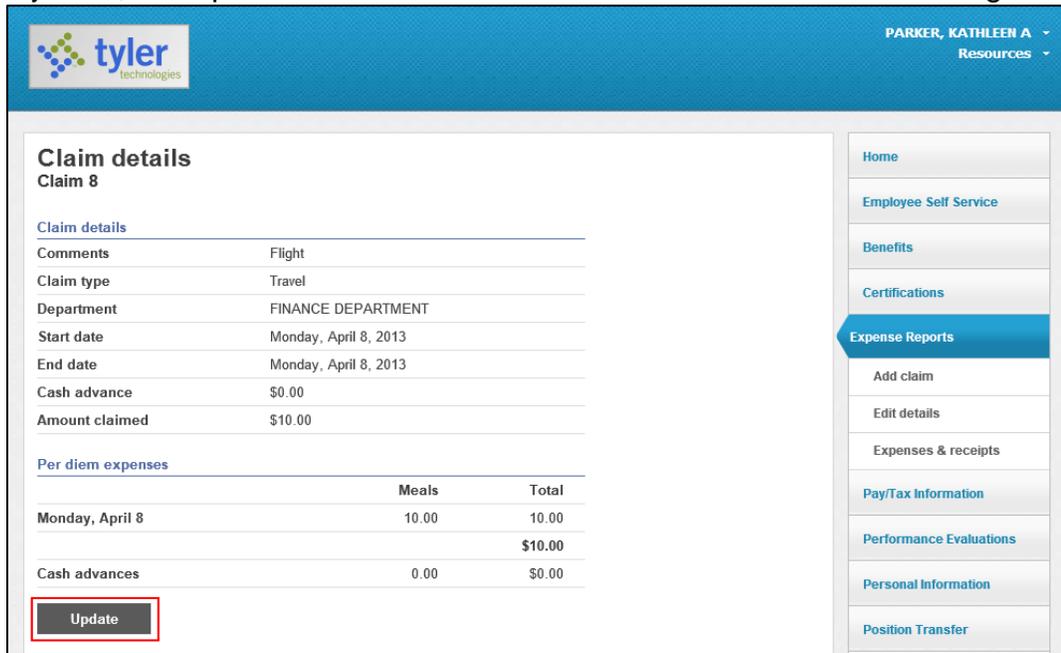


The screenshot shows the Tyler Technologies interface. At the top right, the user is identified as PARKER, KATHLEEN A with a Resources dropdown. The main content area is titled "Expense reports". There is a link "Add a new claim" in the top right corner. Below is a table with the following data:

Date	Description	Id	Status	Total	
9/23/2013	Field Trip	9	Created	\$20.00	details delete copy
4/8/2013	Flight	7	Created	\$10.00	details delete copy
4/8/2013	Flight	8	Entering	\$10.00	details delete copy

On the right side, there is a navigation menu with the following items: Home, Employee Self Service, Benefits, Certifications, and Expense Reports (highlighted in blue).

The program displays the Claim Details page. If the claim has not yet been accepted or rejected, the Update button is available. Use this button to make changes to the claim.



Claim details
Claim 8

Claim details

Comments	Flight
Claim type	Travel
Department	FINANCE DEPARTMENT
Start date	Monday, April 8, 2013
End date	Monday, April 8, 2013
Cash advance	\$0.00
Amount claimed	\$10.00

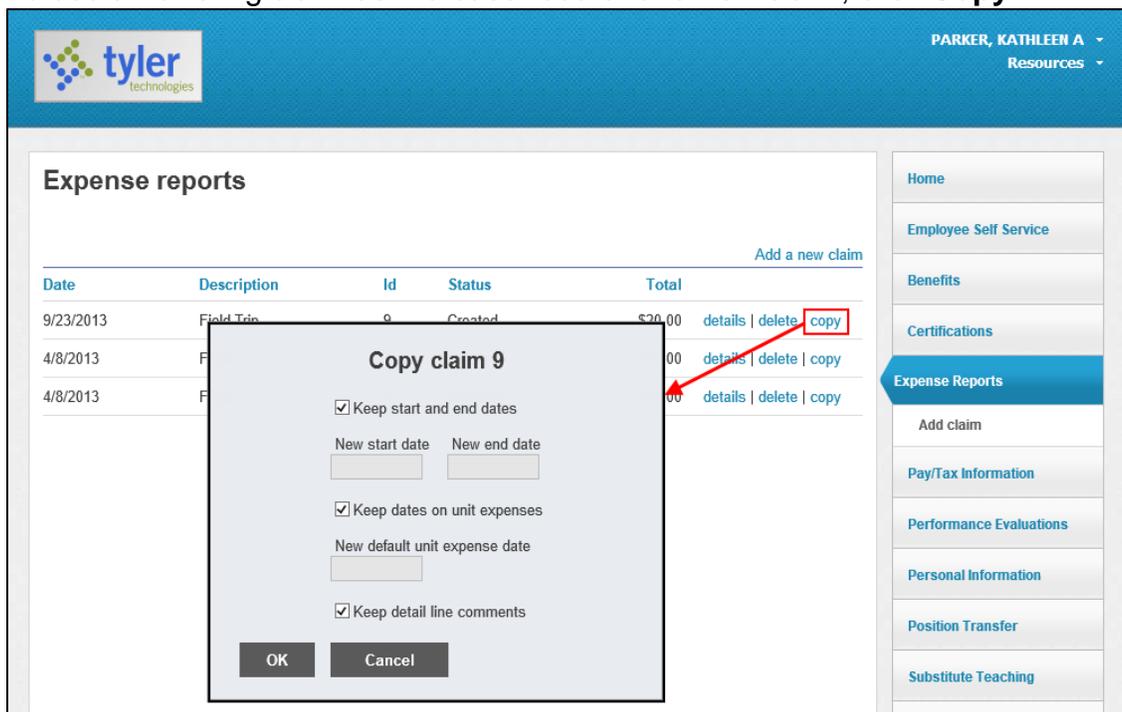
Per diem expenses

	Meals	Total
Monday, April 8	10.00	10.00
		\$10.00
Cash advances	0.00	\$0.00

Update

Copy Claim

To use an existing claim as the base record for a new claim, click **Copy**.



Expense reports

Add a new claim

Date	Description	Id	Status	Total	
9/23/2013	Field Trip	9	Created	\$20.00	details delete copy
4/8/2013	F			00	details delete copy
4/8/2013	F			00	details delete copy

Copy claim 9

Keep start and end dates

New start date New end date

Keep dates on unit expenses

New default unit expense date

Keep detail line comments

OK **Cancel**

Enter the details for the new claim in the Copy Claim box and click **OK**; the program displays the new claim record. Update the details or amounts, as appropriate.

Pay/Tax Information

Pay/Tax Information provides current payroll and payroll history details. The payroll history is stored in the Munis Employee Pay History program.

If you are a supervisor and you have the appropriate permissions, you can view information for any employees who report to you by selecting a name from the Employee list.

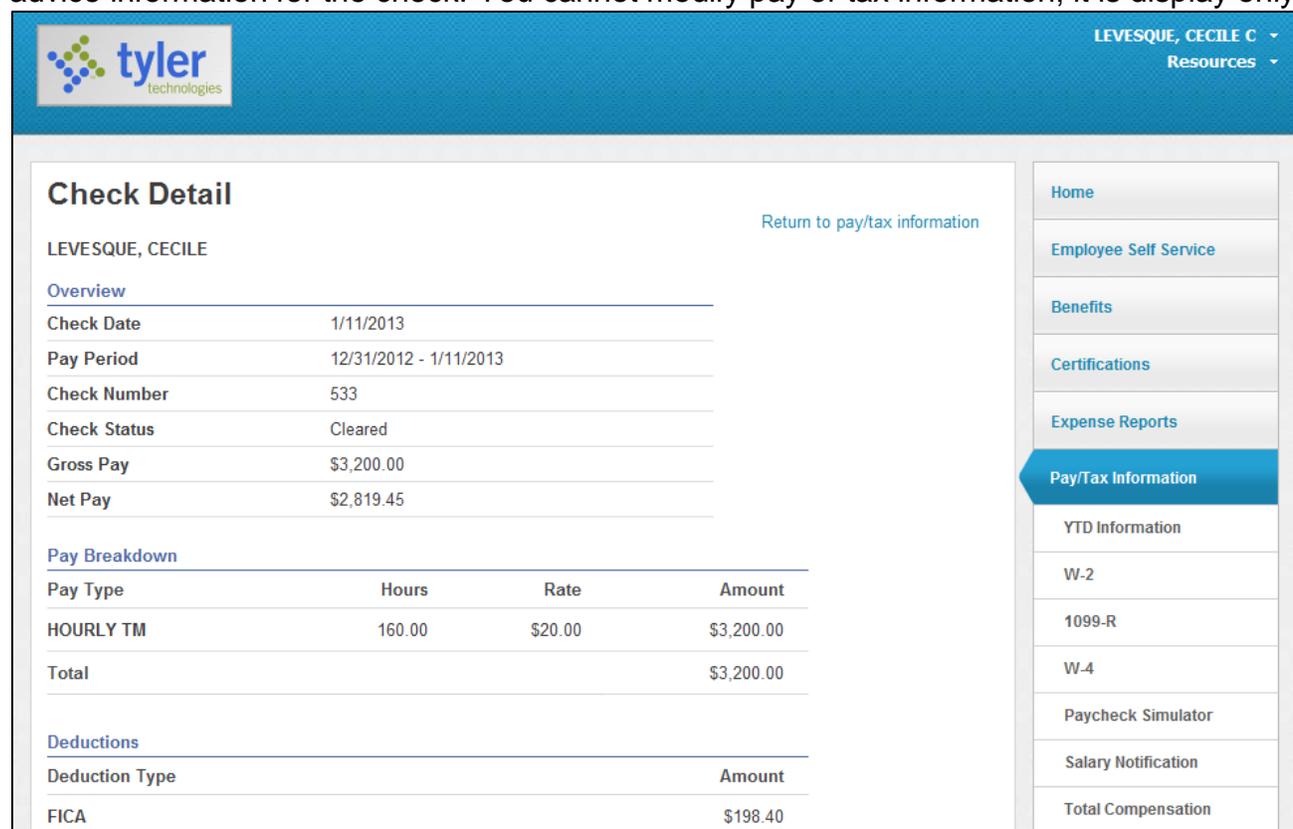


The screenshot shows the Tyler Technologies interface for the 'Pay/Tax Information' page. At the top right, the user is identified as 'PARKER, KATHLEEN A' with a 'Resources' dropdown. The main content area is titled 'Pay/Tax Information' and features a dropdown menu for 'Employee:' currently set to 'PARKER, KATHLEEN A'. Below this, it states 'Showing pay checks for the last 6 months'. A table displays the following data:

Check Date	Pay Period	Status	Gross Pay	Net Pay	
3/30/2013	3/26/2013 - 3/29/2013	Cleared	\$3,200.00	\$2,801.45	Details

On the right side, there is a vertical navigation menu with the following items: Home, Employee Self Service, Benefits, and Certifications.

When you click **Details**, the program displays the Check Detail page, which contains the pay advice information for the check. You cannot modify pay or tax information; it is display only.



The screenshot shows the Tyler Technologies interface for the 'Check Detail' page. At the top right, the user is identified as 'LEVESQUE, CECILE C' with a 'Resources' dropdown. The main content area is titled 'Check Detail' and includes a 'Return to pay/tax information' link. The employee name 'LEVESQUE, CECILE' is displayed. Below this, there are two sections: 'Overview' and 'Pay Breakdown'.

Overview

Check Date	1/11/2013
Pay Period	12/31/2012 - 1/11/2013
Check Number	533
Check Status	Cleared
Gross Pay	\$3,200.00
Net Pay	\$2,819.45

Pay Breakdown

Pay Type	Hours	Rate	Amount
HOURLY TM	160.00	\$20.00	\$3,200.00
Total			\$3,200.00

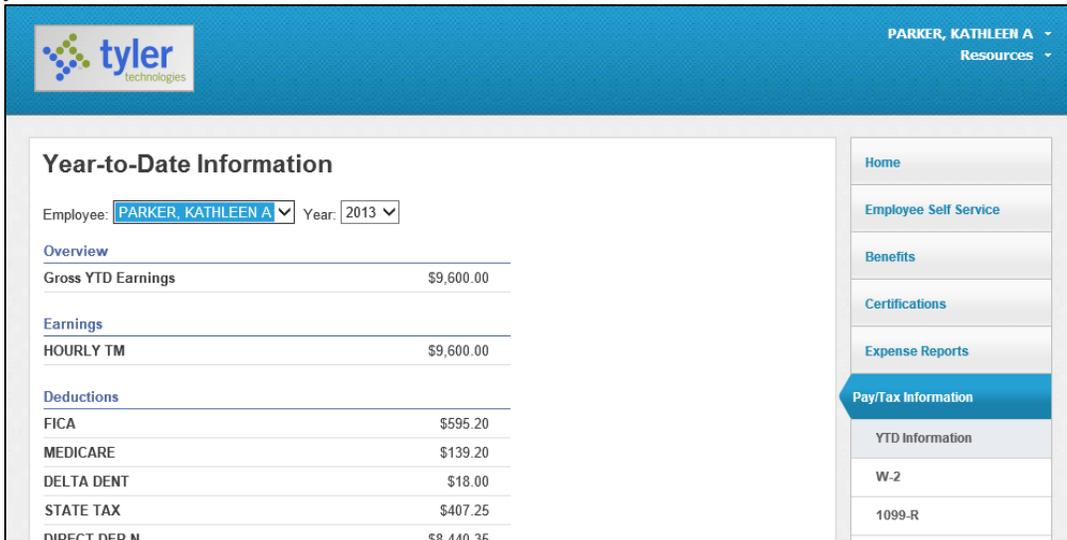
Deductions

Deduction Type	Amount
FICA	\$198.40

On the right side, there is a vertical navigation menu with the following items: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information (highlighted), YTD Information, W-2, 1099-R, W-4, Paycheck Simulator, Salary Notification, and Total Compensation.

YTD Information

The Year-to-Date Information page contains a cumulative view of payroll figures for a specific year.



Year-to-Date Information

Employee: **PARKER, KATHLEEN A** Year: **2013**

Overview

Gross YTD Earnings	\$9,600.00
--------------------	------------

Earnings

HOURLY TM	\$9,600.00
-----------	------------

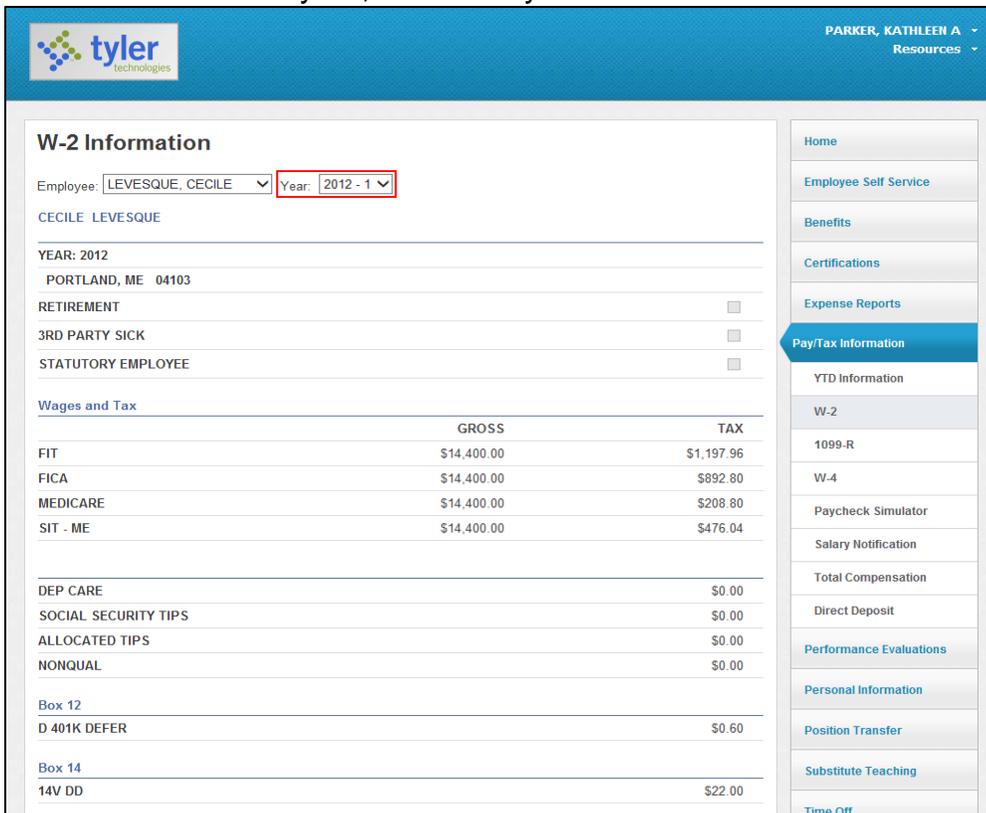
Deductions

FICA	\$595.20
MEDICARE	\$139.20
DELTA DENT	\$18.00
STATE TAX	\$407.25
DIRECT DEFER	\$8,440.35

Navigation Menu: Home, Employee Self Service, Benefits, Certifications, Expense Reports, **Pay/Tax Information**, YTD Information, W-2, 1099-R

W-2 and 1099-R

The W-2 and 1099-R pages display information regarding federal and state taxes and withholdings. This information is drawn in the Munis W-2 and 1099-R programs. To view details for a different year, select the year from the Year list.



W-2 Information

Employee: **LEVESQUE, CECILE** Year: **2012 - 1**

CECILE LEVESQUE

YEAR: 2012
PORTLAND, ME 04103

RETIREMENT
3RD PARTY SICK
STATUTORY EMPLOYEE

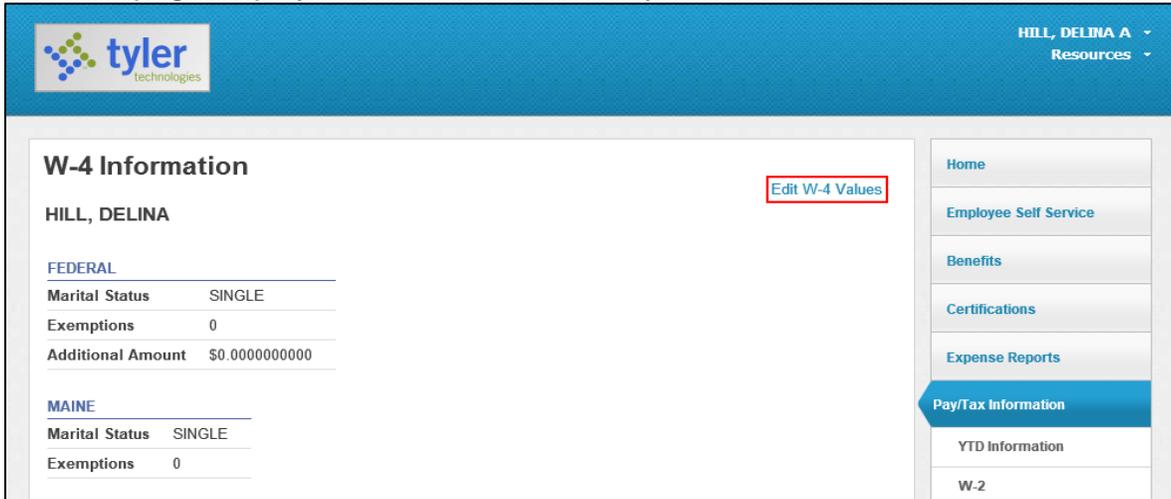
Wages and Tax

	GROSS	TAX
FIT	\$14,400.00	\$1,197.96
FICA	\$14,400.00	\$892.80
MEDICARE	\$14,400.00	\$208.80
SIT - ME	\$14,400.00	\$476.04
DEP CARE		\$0.00
SOCIAL SECURITY TIPS		\$0.00
ALLOCATED TIPS		\$0.00
NONQUAL		\$0.00
Box 12		
D 401K DEFER		\$0.60
Box 14		
14V DD		\$22.00

Navigation Menu: Home, Employee Self Service, Benefits, Certifications, Expense Reports, **Pay/Tax Information**, YTD Information, **W-2**, 1099-R, W-4, Paycheck Simulator, Salary Notification, Total Compensation, Direct Deposit, Performance Evaluations, Personal Information, Position Transfer, Substitute Teaching, Time Off

W-4

The W-4 page displays information related to your W-4.



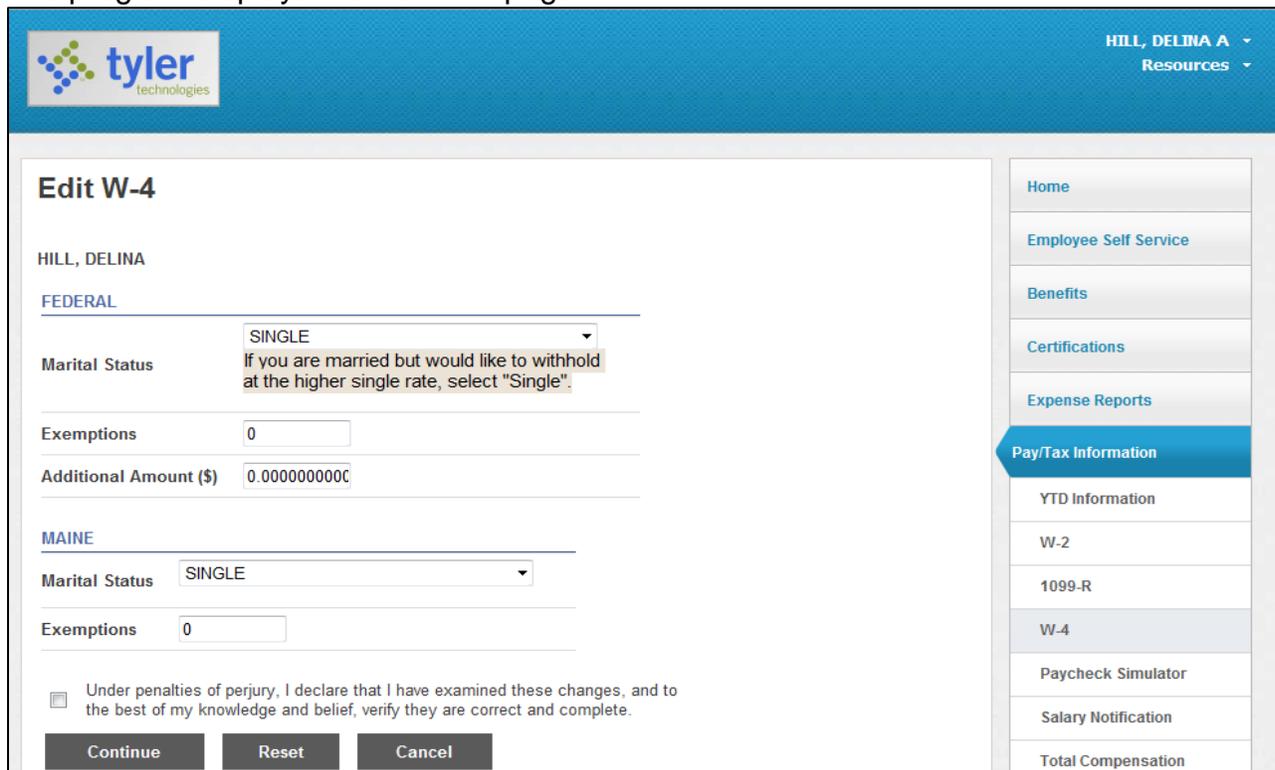
The screenshot shows the 'W-4 Information' page for user HILL, DELINA A. The page is divided into two sections: FEDERAL and MAINE. Each section displays the user's Marital Status (SINGLE), Exemptions (0), and Additional Amount (\$0.0000000000). A red box highlights the 'Edit W-4 Values' link. On the right side, there is a navigation menu with options: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information (highlighted), YTD Information, and W-2.

Change Your W-4

To update your W-4 Information:

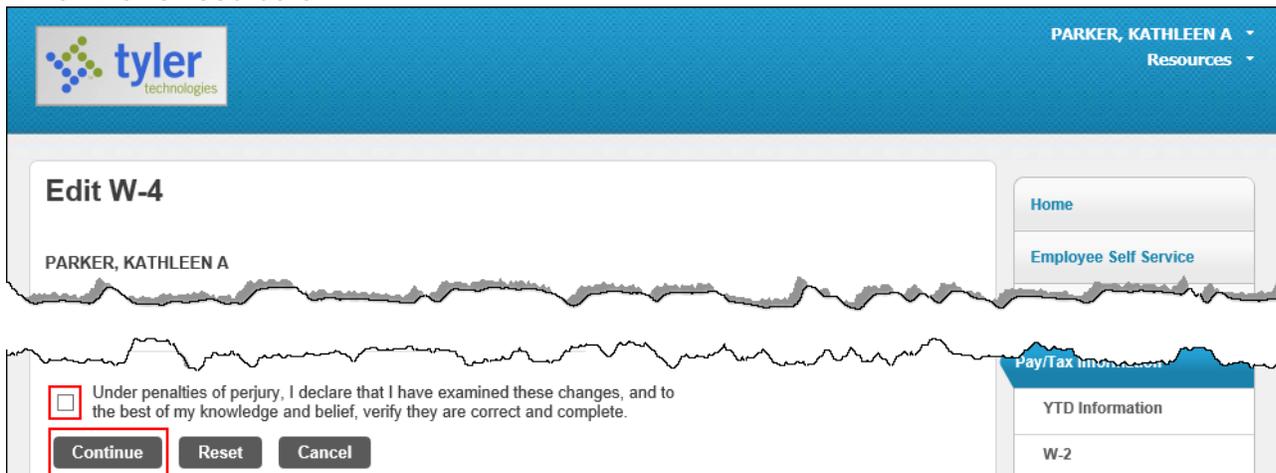
1. Click **Edit W-4 Values**.

The program displays the Edit W-4 page.



The screenshot shows the 'Edit W-4' page for user HILL, DELINA A. The page is divided into two sections: FEDERAL and MAINE. Each section has a dropdown menu for Marital Status (currently set to SINGLE) and a text input field for Exemptions (set to 0). The Additional Amount (\$) is also a text input field (set to 0.0000000000). A note below the FEDERAL Marital Status dropdown reads: "If you are married but would like to withhold at the higher single rate, select 'Single'". At the bottom, there is a checkbox for a declaration: "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." Below the checkbox are three buttons: Continue, Reset, and Cancel. On the right side, there is a navigation menu with options: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information (highlighted), YTD Information, W-2, 1099-R, W-4 (highlighted), Paycheck Simulator, Salary Notification, and Total Compensation.

2. Enter the revised data.



tyler technologies PARKER, KATHLEEN A Resources

Edit W-4

PARKER, KATHLEEN A

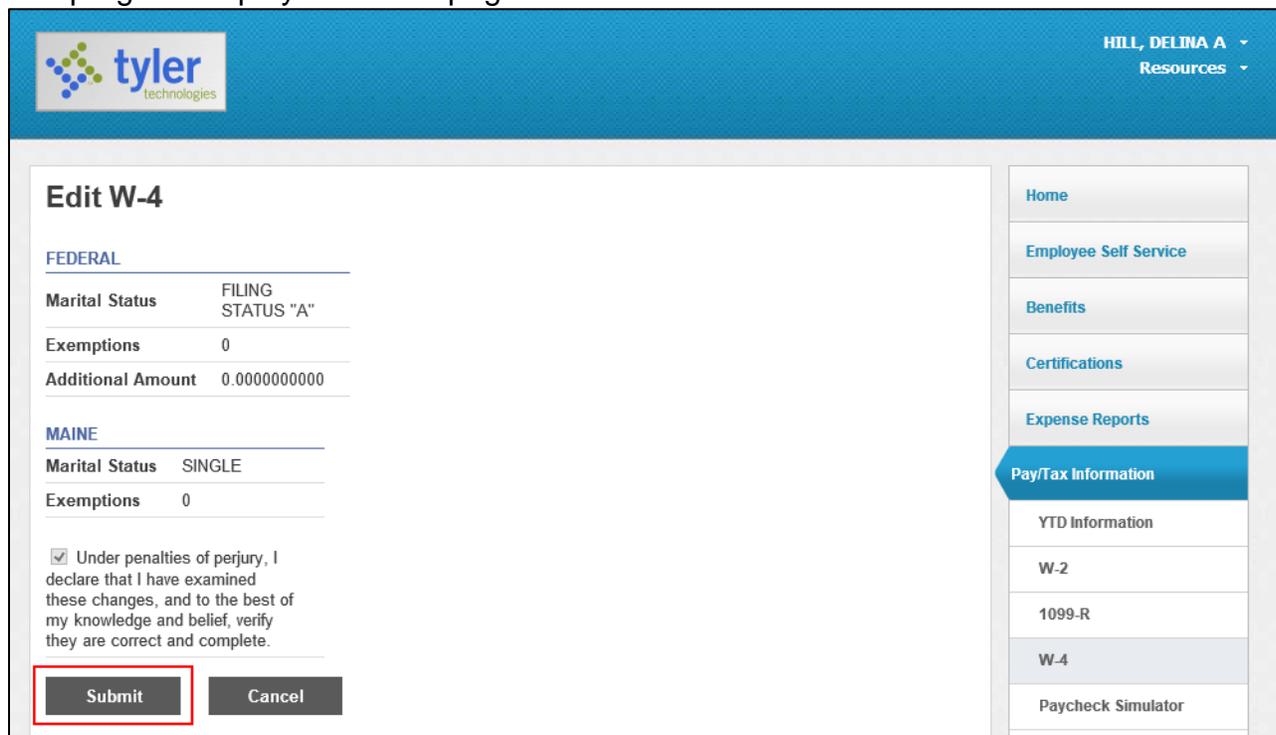
Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.

Continue Reset Cancel

Home
Employee Self Service
Pay/Tax Information
YTD Information
W-2

3. Verify that the information is correct by selecting the acknowledgement check box and then click **Continue**.

The program displays a review page.



tyler technologies HILL, DELINA A Resources

Edit W-4

FEDERAL

Marital Status	FILING STATUS "A"
Exemptions	0
Additional Amount	0.0000000000

MAINE

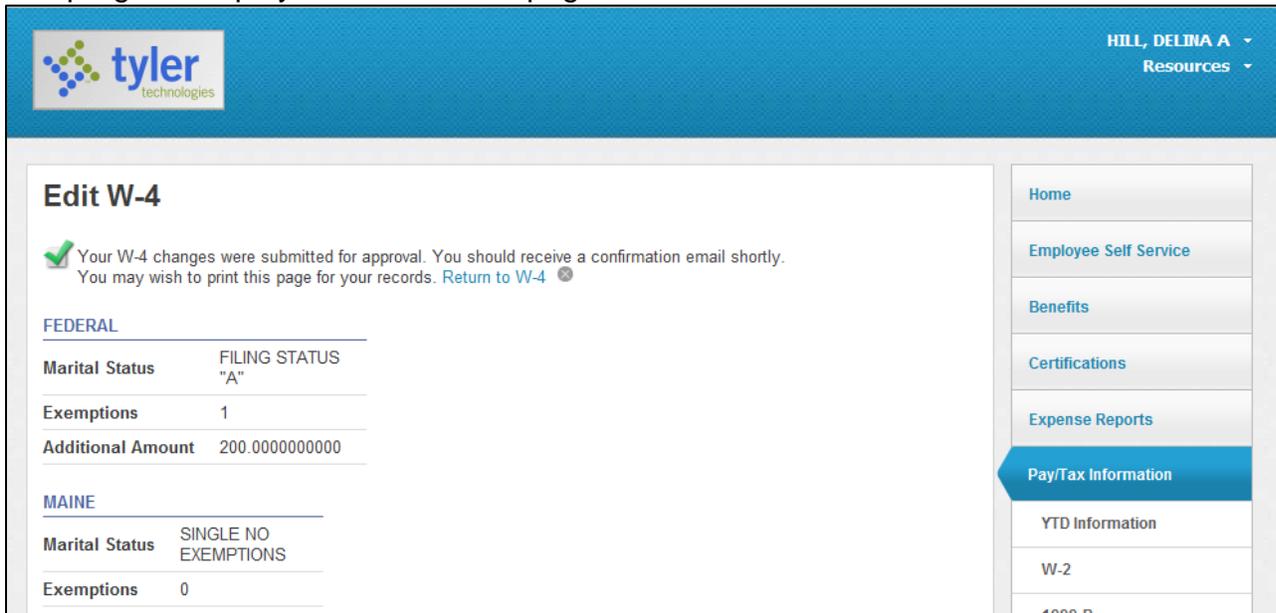
Marital Status	SINGLE
Exemptions	0

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.

Submit Cancel

Home
Employee Self Service
Benefits
Certifications
Expense Reports
Pay/Tax Information
YTD Information
W-2
1099-R
W-4
Paycheck Simulator

- Review your data to ensure its accuracy and click **Submit**. The program displays a confirmation page.



Edit W-4

✓ Your W-4 changes were submitted for approval. You should receive a confirmation email shortly. You may wish to print this page for your records. [Return to W-4](#)

FEDERAL

Marital Status	FILING STATUS "A"
Exemptions	1
Additional Amount	200.0000000000

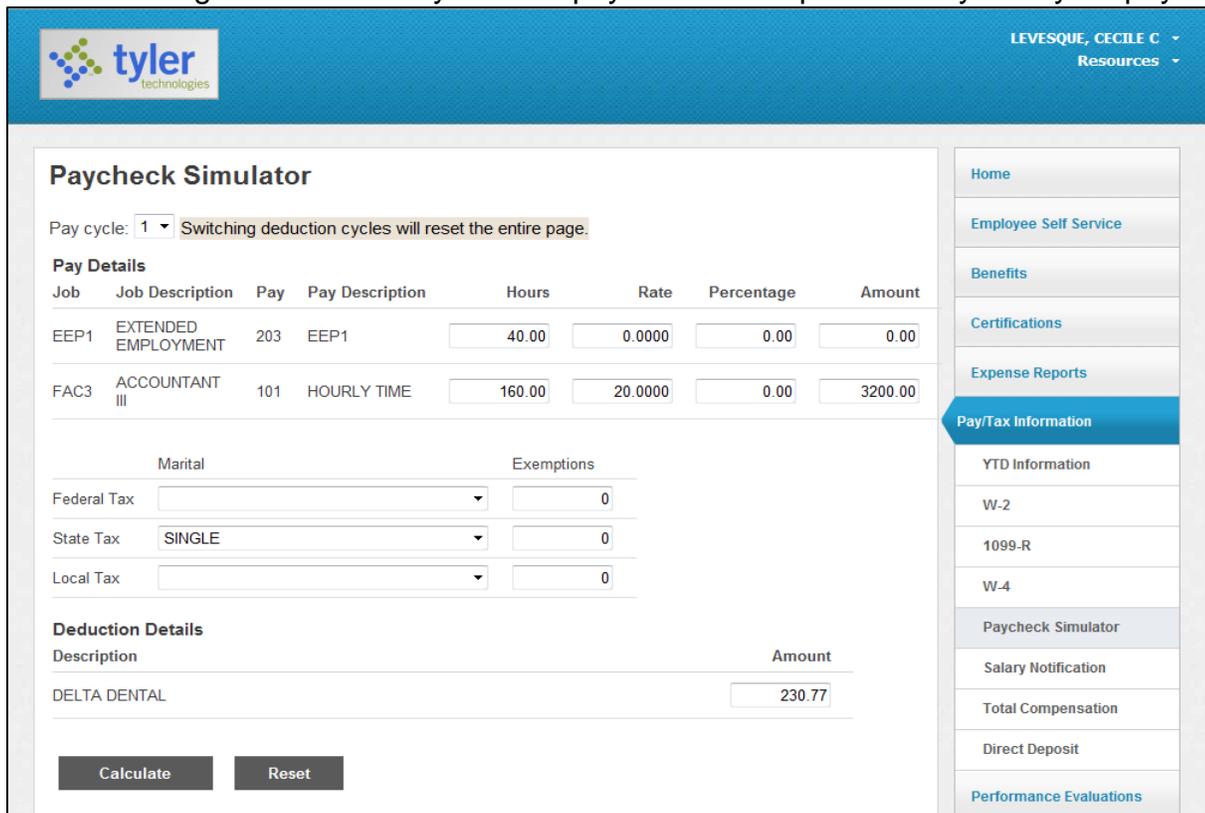
MAINE

Marital Status	SINGLE NO EXEMPTIONS
Exemptions	0

Navigation menu: Home, Employee Self Service, Benefits, Certifications, Expense Reports, **Pay/Tax Information**, YTD Information, W-2, 1099-R

Paycheck Simulator

The Paycheck Simulator simulates adjustments to your pay, tax, or deductions to demonstrate how the changes would affect your total pay. It does not permanently alter your pay records.



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
EEP1	EXTENDED EMPLOYMENT	203	EEP1	40.00	0.0000	0.00	0.00
FAC3	ACCOUNTANT III	101	HOURLY TIME	160.00	20.0000	0.00	3200.00

Tax and Exemption Settings

	Marital	Exemptions
Federal Tax	[Dropdown]	0
State Tax	SINGLE	0
Local Tax	[Dropdown]	0

Deduction Details

Description	Amount
DELTA DENTAL	230.77

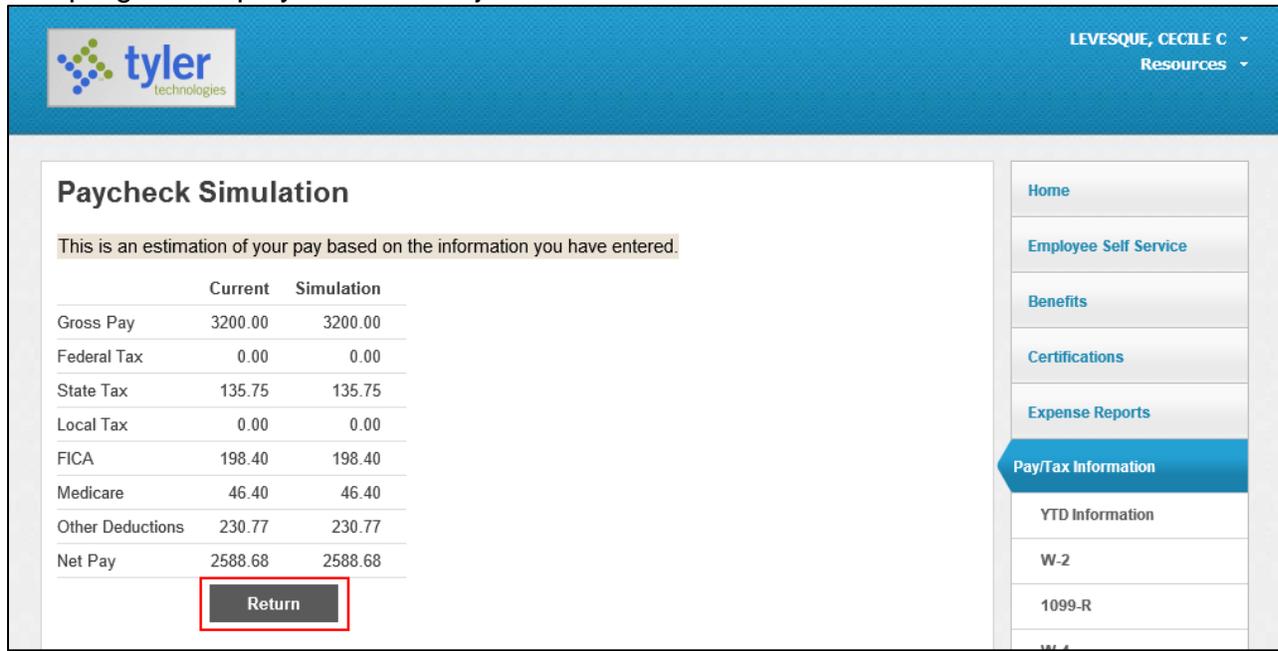
Buttons: Calculate, Reset

Navigation menu: Home, Employee Self Service, Benefits, Certifications, Expense Reports, **Pay/Tax Information**, YTD Information, W-2, 1099-R, **Paycheck Simulator**, Salary Notification, Total Compensation, Direct Deposit, Performance Evaluations

To simulate changes to your paycheck:

1. Select the pay cycle for which you are simulating a change, and then enter the pay, tax, or deduction changes.
2. 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	3200.00	3200.00
Federal Tax	0.00	0.00
State Tax	135.75	135.75
Local Tax	0.00	0.00
FICA	198.40	198.40
Medicare	46.40	46.40
Other Deductions	230.77	230.77
Net Pay	2588.68	2588.68

[Return](#)

3. Click **Return** to return to the Paycheck Simulator.

Salary Notification

The Salary Notification page displays information about your salary schedule. Salary notifications are created and generated in the Munis Employee Salary Notifications program.



LEVESQUE, CECILE C ▾
Resources ▾

Salary Notification

Date 2/15/2013

Name LEVESQUE, CECILE

Address 371 US ROUTE 1
CASCO, ME 04015

Telephone 123-456-7890

Tyler Technologies has approved the 2009 Salary Schedule. A copy of this schedule has been sent to all managers and can also be found on the Tyler website. We are advising you of your salary for the 2009 year based on this salary schedule. You should compare our calculation with the salary schedule to make sure the salary information is accurate and promptly report any discrepancies in writing to the Human Resources Department. If you have questions concerning your salary, write your concern/question on this form. Keep a copy for your file. Send this copy with your questions or concerns in writing within 7 days from date of receipt to Human Resources Employee Records. Your concerns will be addressed as soon as possible.

Annual Pay 300.00

Start 08/04/2010

End 12/31/9999

Location FINANCE DEPARTMENT

Position 13503

Days per Year 260.00

Degree

[Print this page](#)

[Send an email to the human resources department](#)

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

Total Compensation

The Total Compensation page displays the details of the compensation you receive from your organization. The Compensation section displays your compensation broken up into paid compensation and benefits. The Benefit Contributions section displays your benefit contributions and your employer's benefit contributions. The Paid Compensation Breakdown section displays a pie chart that shows what percentage of your total compensation each specific compensation type comprises.

If your organization has configured it, the Total Compensation section displays information regarding other benefits in the Additional Benefits section. The options for this page are managed in the Munis Total Compensation Report program.

LEVESQUE, CECILE C ▾
 Resources ▾

Total Compensation

Compensation

99%
PAID COMPENSATION

1%
BENEFITS

PAID COMPENSATION

\$6,400.00
PAID COMPENSATION

+

\$92.80
BENEFITS

\$6,492.80
COMPENSATION & BENEFITS

Benefit Contributions

BENEFIT	EMPLOYER	EMPLOYEE
FICA	-	396.80
Medicare	92.80	92.80
TOTAL CONTRIBUTIONS	\$92.80	\$489.60

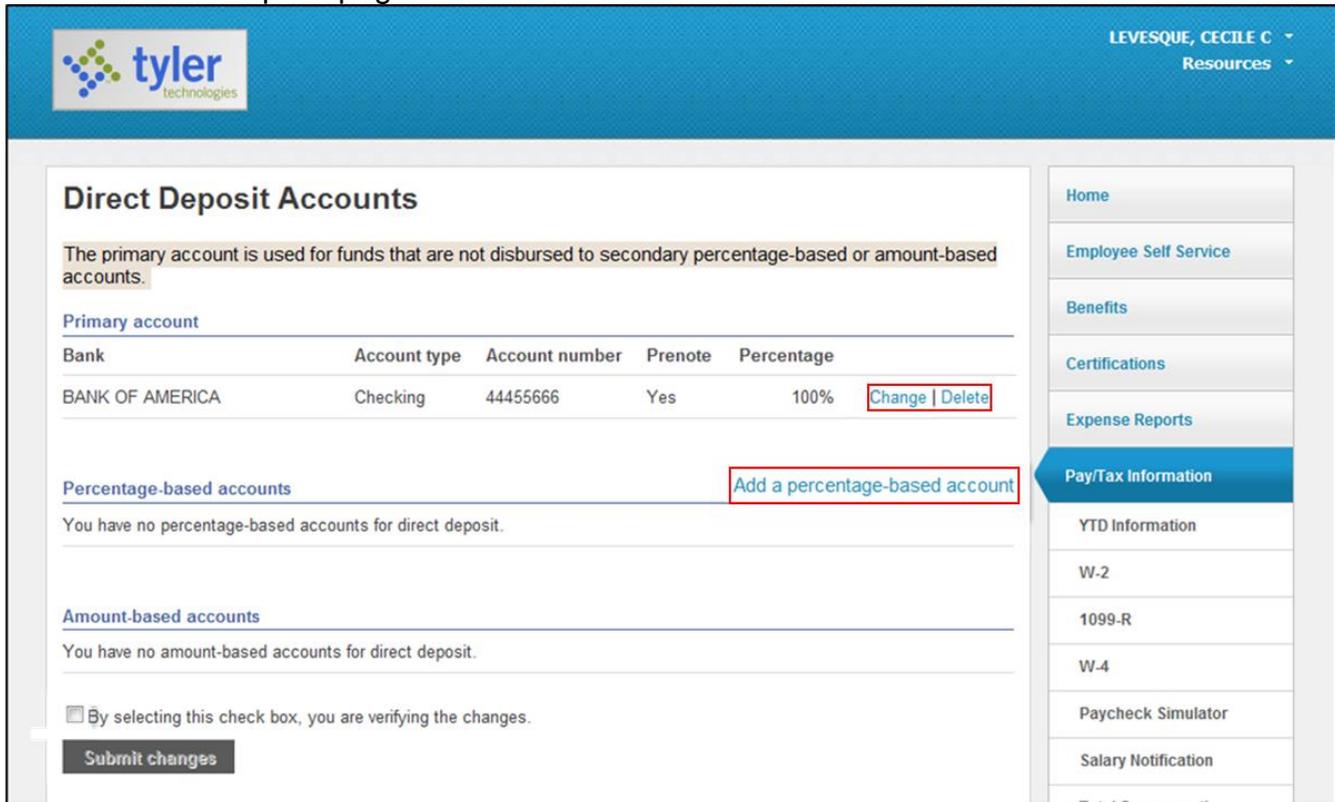
Paid Compensation Breakdown

Hourly Time 100.0%

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information
- YTD Information
- W-2
- 1099-R
- W-4
- Paycheck Simulator
- Salary Notification
- Total Compensation
- Direct Deposit
- Performance Evaluations
- Personal Information
- Position Transfer
- Punch In
- Substitute Teaching
- Time Off
- Time Sheet
- Training Opportunities

Direct Deposit

The Direct Deposit page provides the details for your direct deposit accounts. If your organization allows, you can update the accounts and amounts allotted to each account using the ESS Direct Deposit page.



Direct Deposit Accounts

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

Primary account

Bank	Account type	Account number	Prenote	Percentage	
BANK OF AMERICA	Checking	44455666	Yes	100%	Change Delete

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

You have no percentage-based accounts for direct deposit.

Amount-based accounts

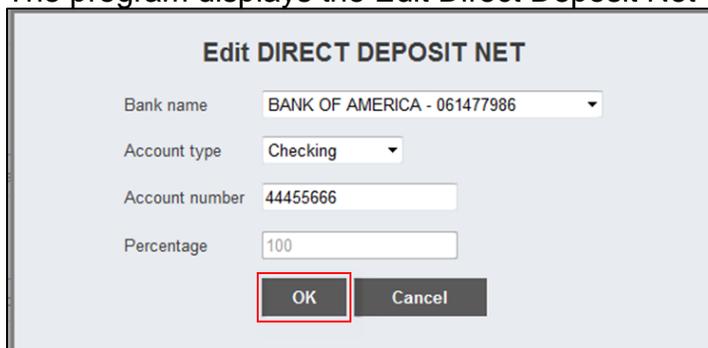
You have no amount-based accounts for direct deposit.

By selecting this check box, you are verifying the changes.

[Submit changes](#)

To modify your direct deposit information:

1. Click the **Change** option for the account.
The program displays the Edit Direct Deposit Net dialog box.



Edit DIRECT DEPOSIT NET

Bank name: BANK OF AMERICA - 061477986

Account type: Checking

Account number: 44455666

Percentage: 100

[OK](#) [Cancel](#)

2. Update the information and click **OK**.

To deposit amounts to more than one account:

1. Click the **Add a Percentage-Based Account** option.
The program displays the Add a New Account dialog box.

Add a new account

Bank name:

Account type:

Account number:

Percentage:

2. Enter the new account details, establish the percentage of the total deposit to be allotted to this account, and click **OK**.

The program accepts the new account and adjusts the percentage to the existing account so that the total deposit amount remains at 100%.



LEVESQUE, CECILE C ▾
 Resources ▾

Direct Deposit Accounts

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

Primary account

Bank	Account type	Account number	Prenote	Percentage	
BANK OF AMERICA	Checking	44455666	Yes	50%	Change Delete

Percentage-based accounts

Bank	Account type	Account number	Prenote	Percentage	
BANK OF AMERICA	Checking	66666666	Yes	50%	Change Delete

Amount-based accounts

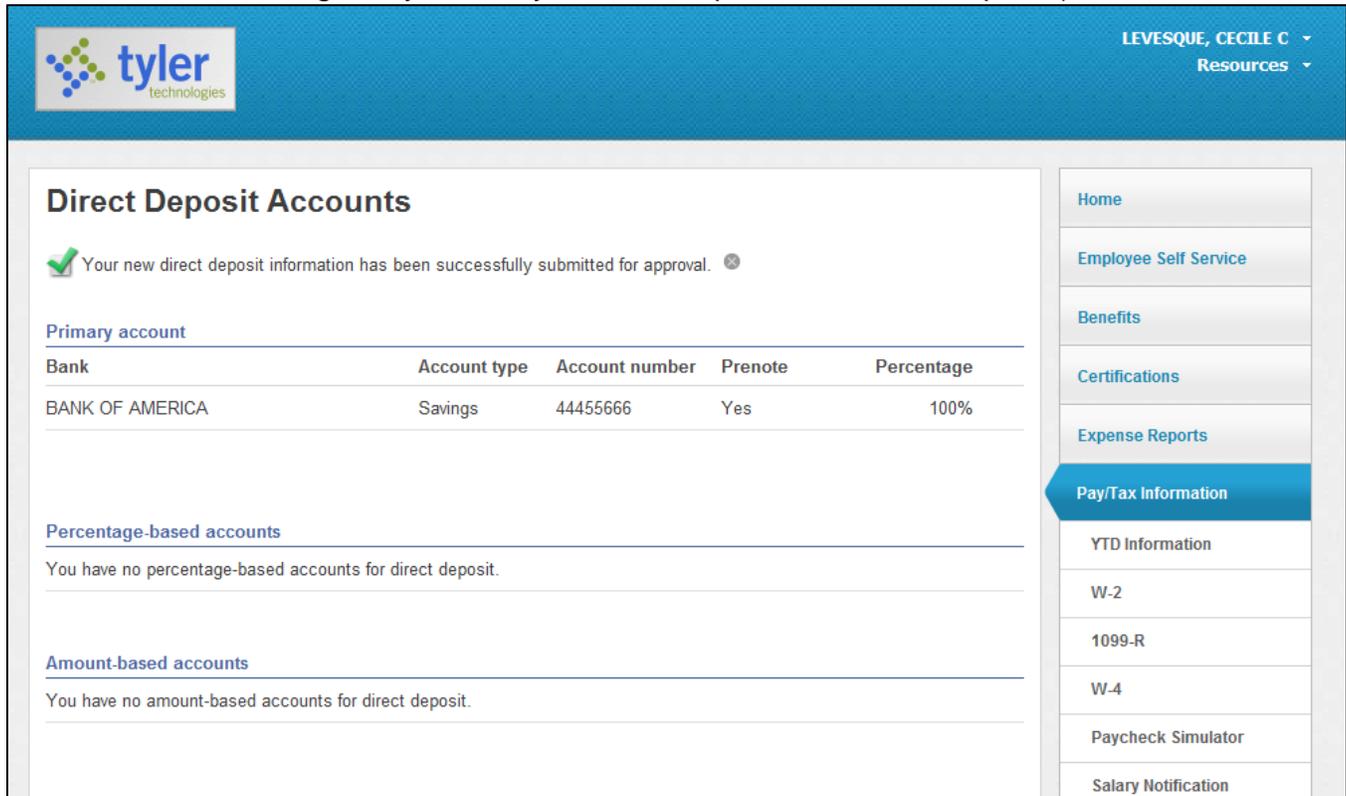
You have no amount-based accounts for direct deposit.

By selecting this check box, you are verifying the changes.

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information
- YTD Information
- W-2
- 1099-R
- W-4
- Paycheck Simulator
- Salary Notification
- Total Compensation
- Direct Deposit

To verify the changes to your direct deposit account details, select the change verification check box. The label for this check box is user defined and is assigned by your organization. As a result, the label text for this check box varies.

When you click Submit Changes, the program submits the changes to your Human Resources department for approval. Once they are approved, the changes are effective to the next payroll cycle. (**Note:** If your organization uses the prenote process for verifying direct deposit transactions, the change may be delayed until the prenote test is complete.)

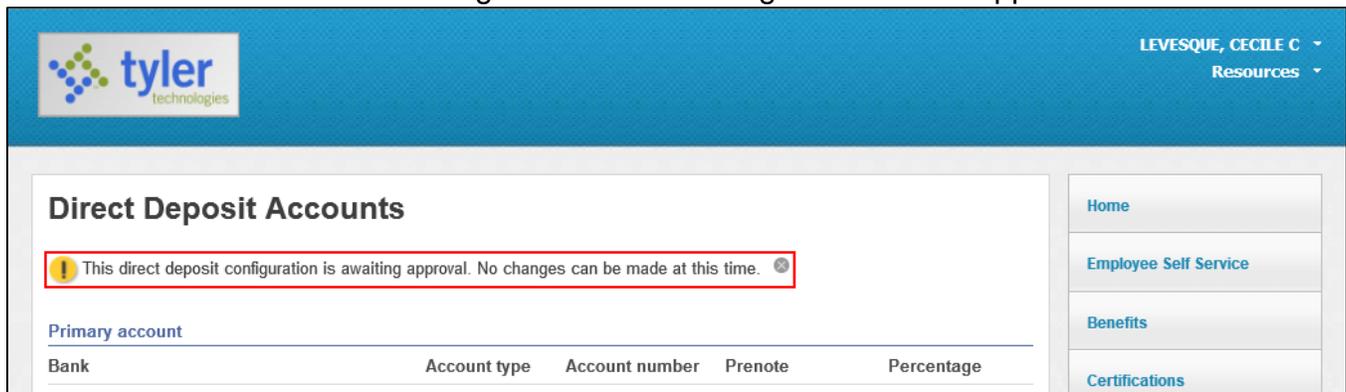


The screenshot shows the 'Direct Deposit Accounts' page in the Tyler Technologies Employee Self Service system. The user is identified as LEVESQUE, CECILE C. The page displays a success message: 'Your new direct deposit information has been successfully submitted for approval.' Below this, there are three sections: 'Primary account', 'Percentage-based accounts', and 'Amount-based accounts'. The 'Primary account' section contains a table with one entry for 'BANK OF AMERICA'.

Bank	Account type	Account number	Prenote	Percentage
BANK OF AMERICA	Savings	44455666	Yes	100%

The right-hand sidebar contains navigation links: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information (highlighted), YTD Information, W-2, 1099-R, W-4, Paycheck Simulator, and Salary Notification.

You cannot make additional changes until these changes have been approved.



The screenshot shows the 'Direct Deposit Accounts' page in the Tyler Technologies Employee Self Service system. The user is identified as LEVESQUE, CECILE C. The page displays a warning message: 'This direct deposit configuration is awaiting approval. No changes can be made at this time.' Below this, there are three sections: 'Primary account', 'Percentage-based accounts', and 'Amount-based accounts'. The 'Primary account' section contains a table with one entry for 'BANK OF AMERICA'.

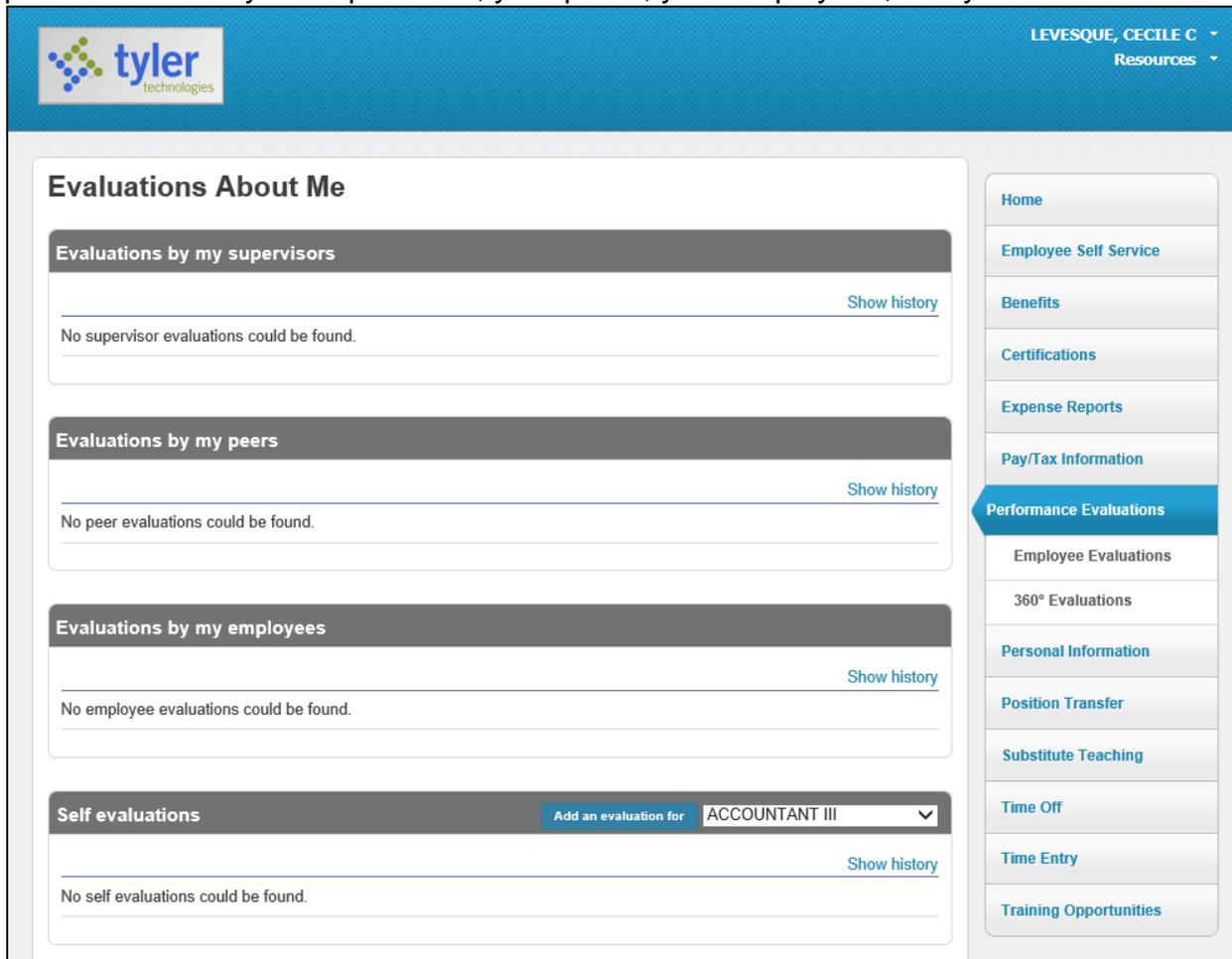
Bank	Account type	Account number	Prenote	Percentage
BANK OF AMERICA	Savings	44455666	Yes	100%

The right-hand sidebar contains navigation links: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information, YTD Information, W-2, 1099-R, W-4, Paycheck Simulator, and Salary Notification.

Performance Evaluations

The Performance Evaluations group on the menu provides access to all evaluation functionality. You can view evaluations you have received and given. If you are a supervisor, you can view evaluations your employees have received. With the appropriate permissions, you can also create evaluations. For evaluations to be available in Employee Self Service, the Post Online check box must be selected in the Munis Employee Evaluations program.

The Performance Evaluations option displays the Evaluations About Me page, which lists evaluations that have been given to you. The evaluations are grouped according to who performed them: your supervisors, your peers, your employees, and yourself.



The screenshot displays the 'Evaluations About Me' page. At the top left is the Tyler Technologies logo. At the top right, the user name 'LEVESQUE, CECILE C' and a 'Resources' dropdown are visible. The main content area is titled 'Evaluations About Me' and contains four sections:

- Evaluations by my supervisors:** A message states 'No supervisor evaluations could be found.' with a 'Show history' link.
- Evaluations by my peers:** A message states 'No peer evaluations could be found.' with a 'Show history' link.
- Evaluations by my employees:** A message states 'No employee evaluations could be found.' with a 'Show history' link.
- Self evaluations:** A message states 'No self evaluations could be found.' with a 'Show history' link. Above this message is a button labeled 'Add an evaluation for' followed by a dropdown menu currently showing 'ACCOUNTANT III'.

On the right side, there is a vertical navigation menu with the following items: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations (highlighted in blue), Employee Evaluations, 360° Evaluations, Personal Information, Position Transfer, Substitute Teaching, Time Off, Time Entry, and Training Opportunities.

To view more evaluations of any type, click **Show History**.

To review an evaluation, click **Acknowledge** to display a review page.



PARKER, KATHLEEN A ▾
Resources ▾

PARKER, KATHLEEN A - ACCOUNTANT II

Basic Information

Completion Date	08/01/2010
Rating	EXCELLENT
Review Type	

Evaluation Criteria Used

Overall Text	This is the overall comment for a new employee performance review.
--------------	--

Events

Event Date	
Comments	

Your Recommendation

Job Class	
Position	CLERK I

Competencies

PUNCTUALITY	Good
TEAMWORK	Excellent
SKILL	Great

Employee Comments and Acknowledgement

Employee comments (optional)

I acknowledge that I have reviewed my performance evaluation and that I have had the opportunity to add any comments.

Acknowledge Evaluation

Home

Employee Self Service

Benefits

Certifications

Expense Reports

Pay/Tax Information

Performance Evaluations

Employee Evaluations

Personal Information

Position Transfer

Punch In

Substitute Teaching

Time Off

Time Entry

Training Opportunities

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Use the Employee Comments and Acknowledgement box to enter your comments, and then select the **I Acknowledge** check box to indicate that you have reviewed the evaluation and have had an opportunity to enter comments.

Employee Comments and Acknowledgement

Employee comments (optional)

I acknowledge that I have reviewed my performance evaluation and that I have had the opportunity to add any comments.

Acknowledge Evaluation

Click **Acknowledge Evaluation** to submit the acknowledgement.

To add a self evaluation, use the **Add An Evaluation For** button in the Self Evaluation group. If you have more than one assigned job class for which you can evaluate yourself, ESS displays a list of the job classes. Select the proper job class before clicking Add an Evaluation For.


LEVESQUE, CECILE C ▾
Resources ▾

Evaluations About Me

Evaluations by my supervisors

Self evaluations

Add an evaluation for

ACCOUNTANT III ▾

[Show history](#)

No self evaluations could be found.

[Home](#)

[Employee Self Service](#)

[Time Off](#)

[Time Entry](#)

[Training Opportunities](#)

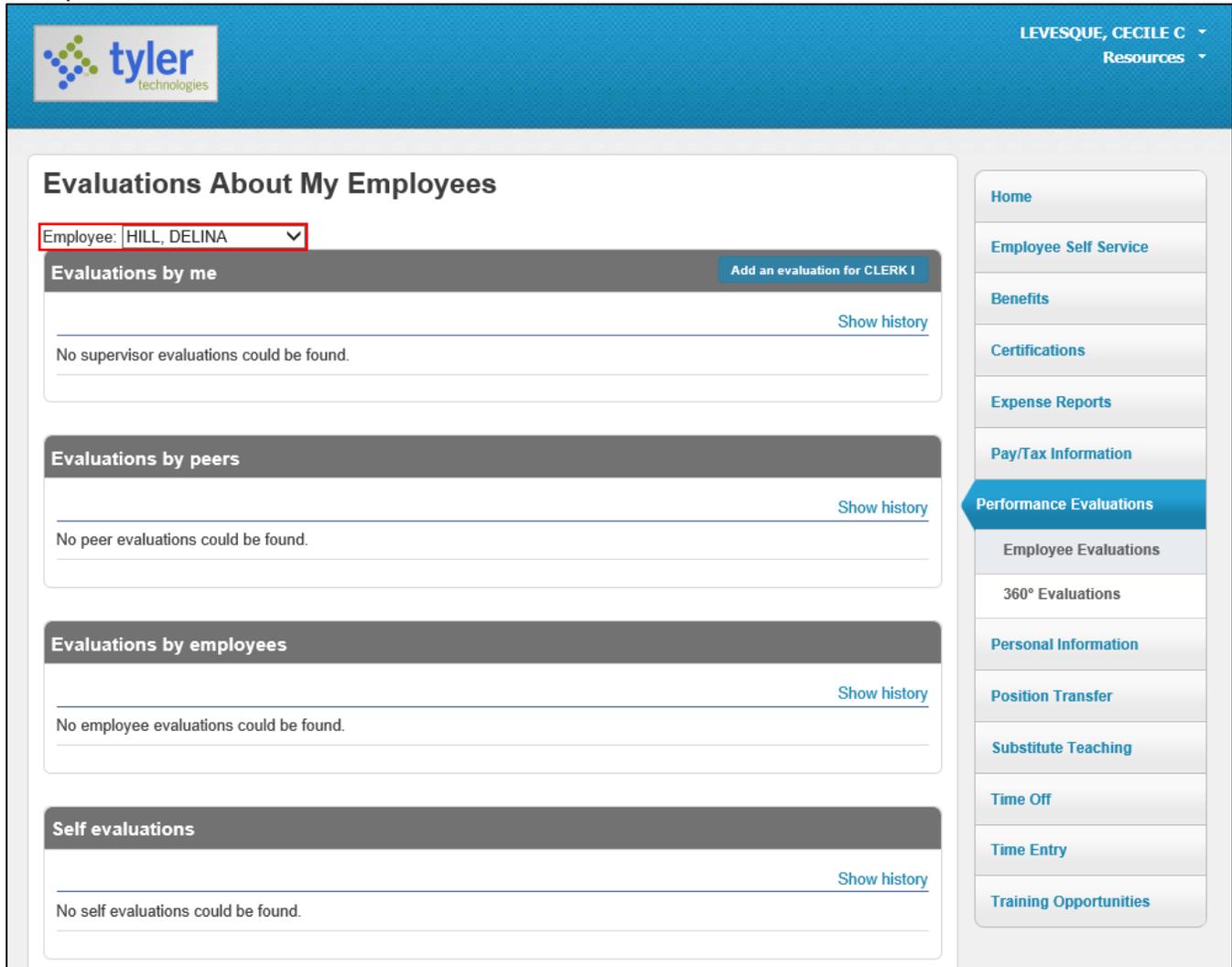
Munis Employee Self Service User Guide, Version 11.1

Page 49

Employee Evaluations

If you are a supervisor, you can use Employee Self Service to manage evaluations given to your employees.

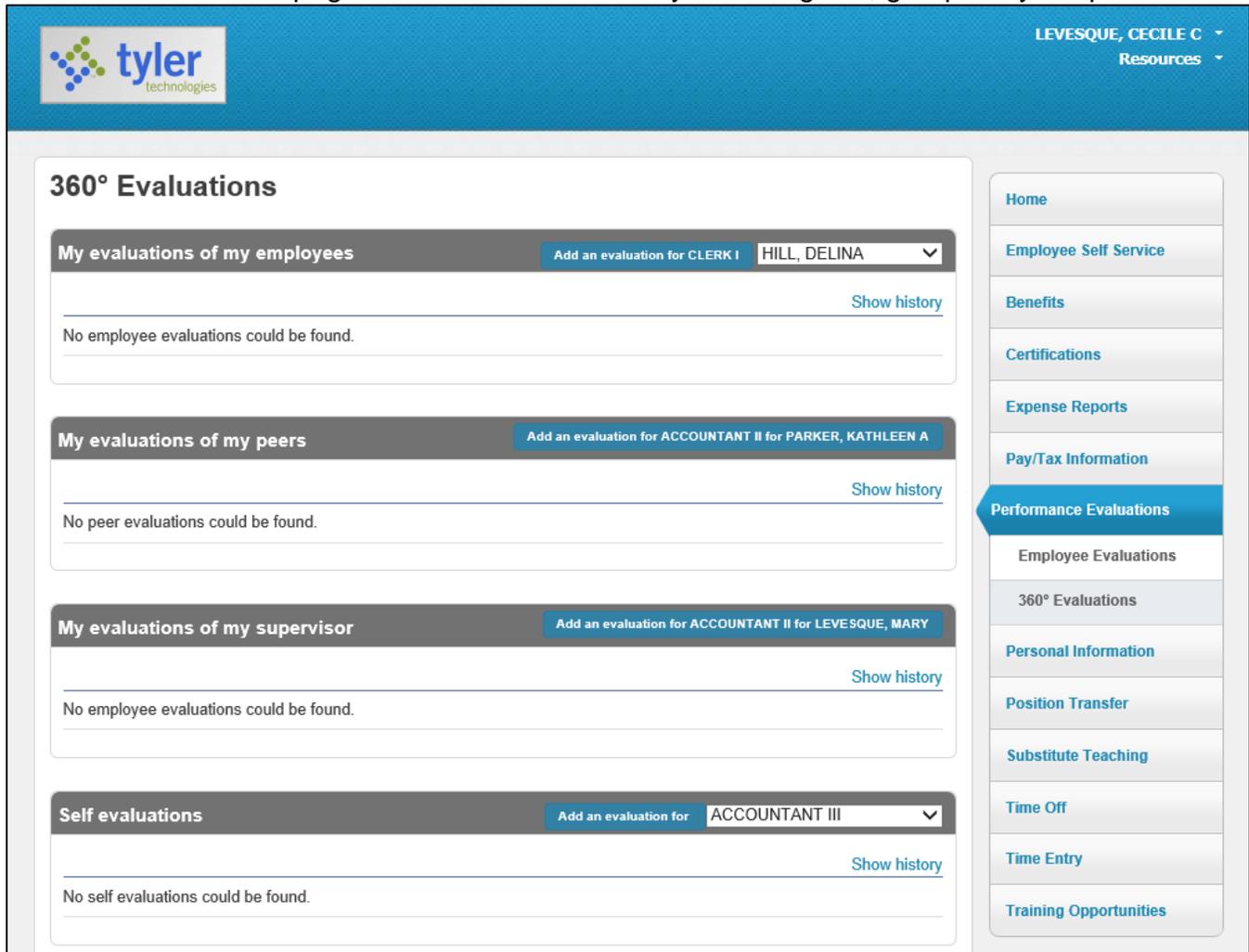
Click the Employee Evaluations option on the ESS menu to display the Employee Evaluations page. This page provides a list of evaluations given to your employees, grouped according to who performed them.



The screenshot shows the 'Evaluations About My Employees' page. At the top left is the Tyler Technologies logo. At the top right, the user name 'LEVESQUE, CECILE C' and a 'Resources' dropdown menu are visible. The main content area is titled 'Evaluations About My Employees' and features a dropdown menu for 'Employee: HILL, DELINA'. Below this, there are four sections: 'Evaluations by me', 'Evaluations by peers', 'Evaluations by employees', and 'Self evaluations'. Each section has a 'Show history' link and a message stating 'No [supervisor/peer/employee/self] evaluations could be found.' A blue button 'Add an evaluation for CLERK I' is located in the top right of the 'Evaluations by me' section. On the right side, there is a vertical navigation menu with options: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations (highlighted), Employee Evaluations, 360° Evaluations, Personal Information, Position Transfer, Substitute Teaching, Time Off, Time Entry, and Training Opportunities.

360° Evaluations

The 360° Evaluations page lists all the evaluations you have given, grouped by recipient.



The screenshot displays the '360° Evaluations' interface. At the top, the Tyler Technologies logo is on the left, and the user's name 'LEVESQUE, CECILE C' and a 'Resources' dropdown are on the right. The main content area is titled '360° Evaluations' and contains four sections:

- My evaluations of my employees:** Includes a button 'Add an evaluation for CLERK I' and a dropdown menu showing 'HILL, DELINA'. Below is a 'Show history' link and the message 'No employee evaluations could be found.'
- My evaluations of my peers:** Includes a button 'Add an evaluation for ACCOUNTANT II for PARKER, KATHLEEN A'. Below is a 'Show history' link and the message 'No peer evaluations could be found.'
- My evaluations of my supervisor:** Includes a button 'Add an evaluation for ACCOUNTANT II for LEVESQUE, MARY'. Below is a 'Show history' link and the message 'No employee evaluations could be found.'
- Self evaluations:** Includes a button 'Add an evaluation for' and a dropdown menu showing 'ACCOUNTANT III'. Below is a 'Show history' link and the message 'No self evaluations could be found.'

The right sidebar contains a vertical menu with the following items: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations (highlighted), Employee Evaluations, 360° Evaluations, Personal Information, Position Transfer, Substitute Teaching, Time Off, Time Entry, and Training Opportunities.

If you have existing evaluations, use the Show History/Show Current link to toggle the view.

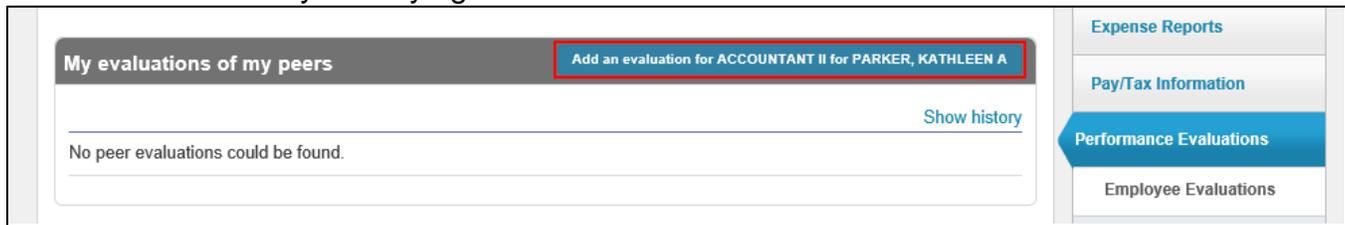
Creating an Evaluation

If you have permission to perform an evaluation, the header for the pertinent group includes the Add an Evaluation For button. For example, if you have permission to perform employee evaluations, this button displays for the My Evaluations of My Employees group.



The screenshot shows the Tyler Technologies interface for '360° Evaluations'. The user is logged in as 'LEVESQUE, CECILE C' with a 'Resources' dropdown menu. The main content area is titled 'My evaluations of my employees' and features a button labeled 'Add an evaluation for CLERK I' with a dropdown menu showing 'HILL, DELINA' and 'LEVESQUE, CECILE'. Below the button, it states 'No employee evaluations could be found.' and includes a 'Show history' link. A sidebar on the right contains links for 'Home', 'Employee Self Service', 'Benefits', and 'Certifications'.

If there is more than one individual you can evaluate, ESS displays a list that allows you to select the name of the correct individual. If the individual has more than one job class, ESS displays a list of job classes as well. If there is only one individual you can evaluate, the button includes all necessary identifying information for that individual.



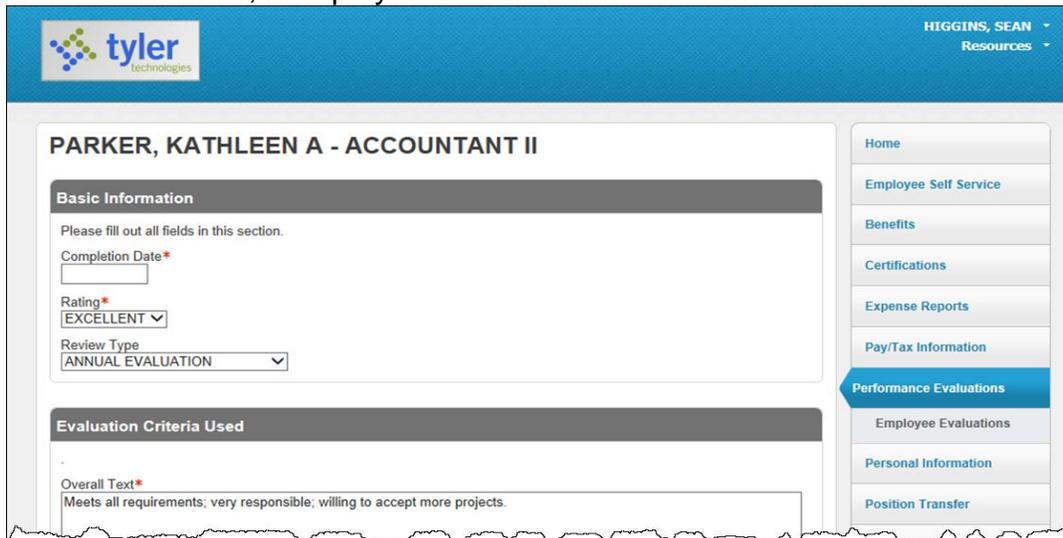
The screenshot shows the Tyler Technologies interface for '360° Evaluations' under the 'My evaluations of my peers' section. It features a button labeled 'Add an evaluation for ACCOUNTANT II for PARKER, KATHLEEN A'. Below the button, it states 'No peer evaluations could be found.' and includes a 'Show history' link. A sidebar on the right contains links for 'Expense Reports', 'Pay/Tax Information', 'Performance Evaluations' (which is highlighted), and 'Employee Evaluations'.

To create an evaluation:

1. Select the name and job class from the available lists, if applicable.

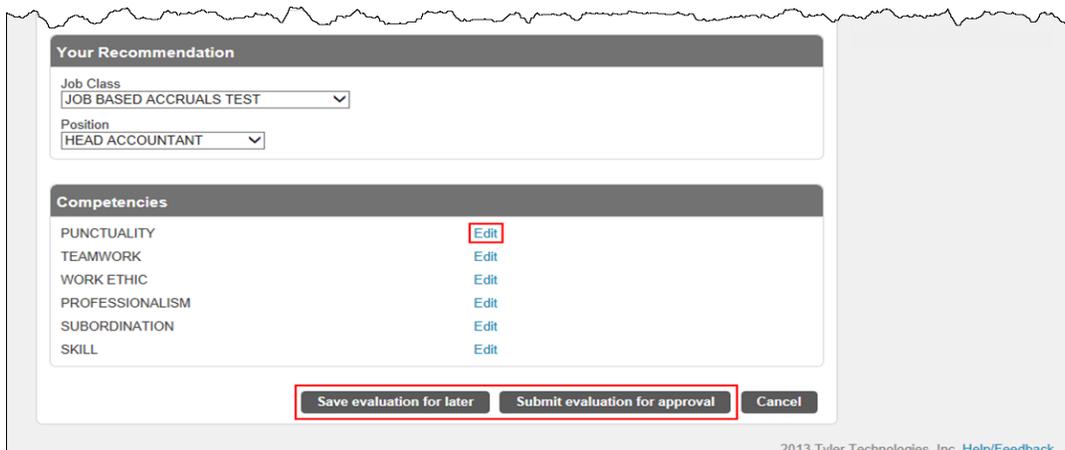
2. Click **Add an Evaluation For**.

The program refreshes to display the evaluation form defined for that job class, if one exists. Otherwise, it displays a default form.



3. Complete the fields, as appropriate, to define the evaluation.

Use the **Add** or **Edit** options, if available, to add new data or edit existing data in a section.



4. At any point, click **Save Evaluation for Later** to save the evaluation and return to it at a later time.

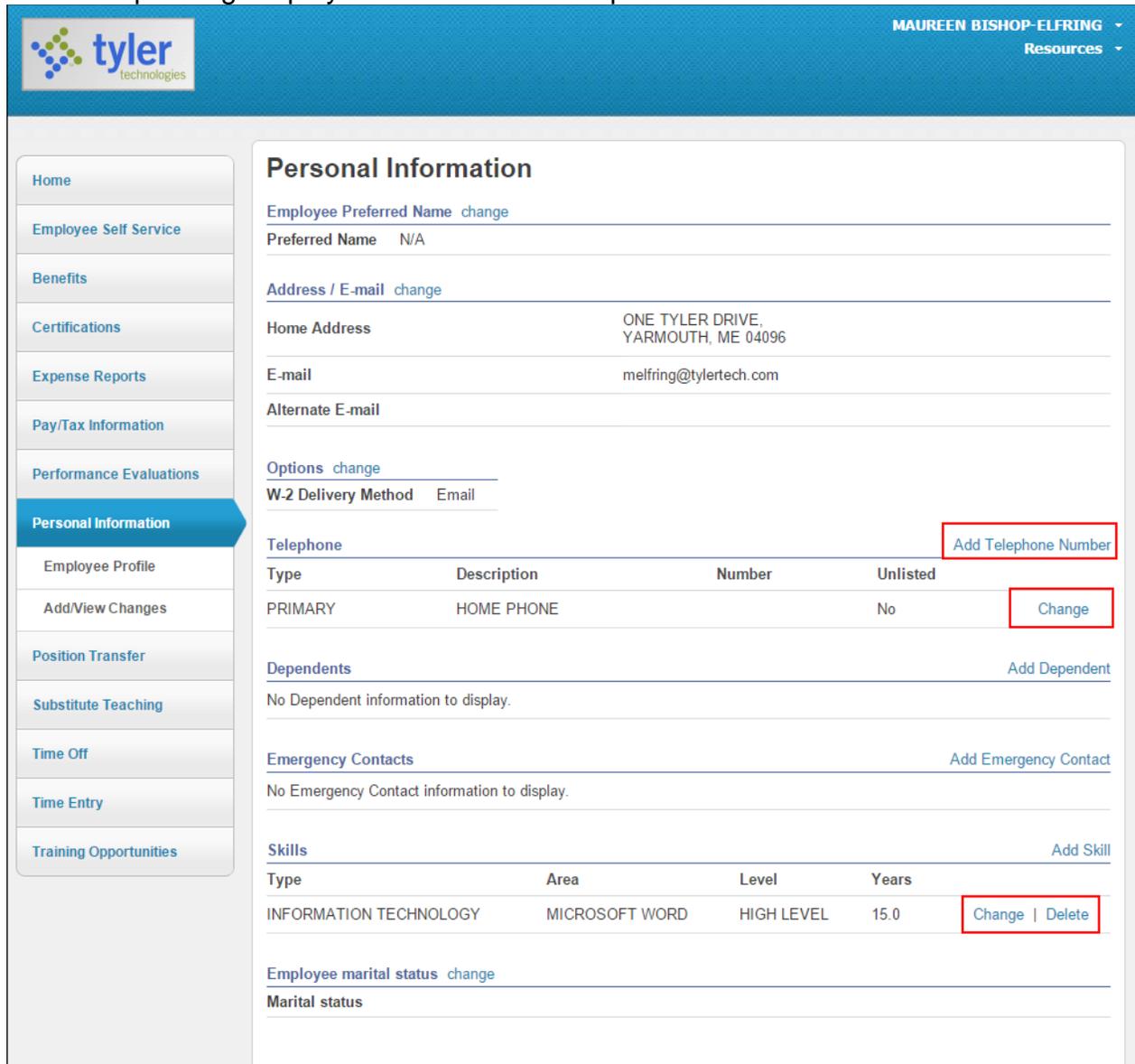
5. Click **Submit Evaluation for Approval** to submit a completed evaluation.

If your organization has not configured workflow, submitted evaluations are automatically marked as approved. Otherwise, they are forwarded to a supervisor for approval. The Employee Evaluations page displays the status of all current employee evaluations. Click **Edit** for any evaluation that you have created, but that has not yet been approved, to edit that evaluation.

Personal Information

The Personal Information page displays your contact information, as well as dependent information and emergency contacts. A system administrator may restrict the ability to update information on this page. This restriction is established in Employee Self Service–Administration.

The information found under Personal Information and Employee Profile is located in the Munis Employee Master program. When you change any of the information on these pages, the corresponding Employee Master record is updated.



MAUREEN BISHOP-ELFRING Resources

Personal Information

Employee Preferred Name [change](#)

Preferred Name N/A

Address / E-mail [change](#)

Home Address ONE TYLER DRIVE,
YARMOUTH, ME 04096

E-mail melfring@tylertech.com

Alternate E-mail

Options [change](#)

W-2 Delivery Method Email

Telephone [Add Telephone Number](#)

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE		No	Change

Dependents [Add Dependent](#)

No Dependent information to display.

Emergency Contacts [Add Emergency Contact](#)

No Emergency Contact information to display.

Skills [Add Skill](#)

Type	Area	Level	Years	
INFORMATION TECHNOLOGY	MICROSOFT WORD	HIGH LEVEL	15.0	Change Delete

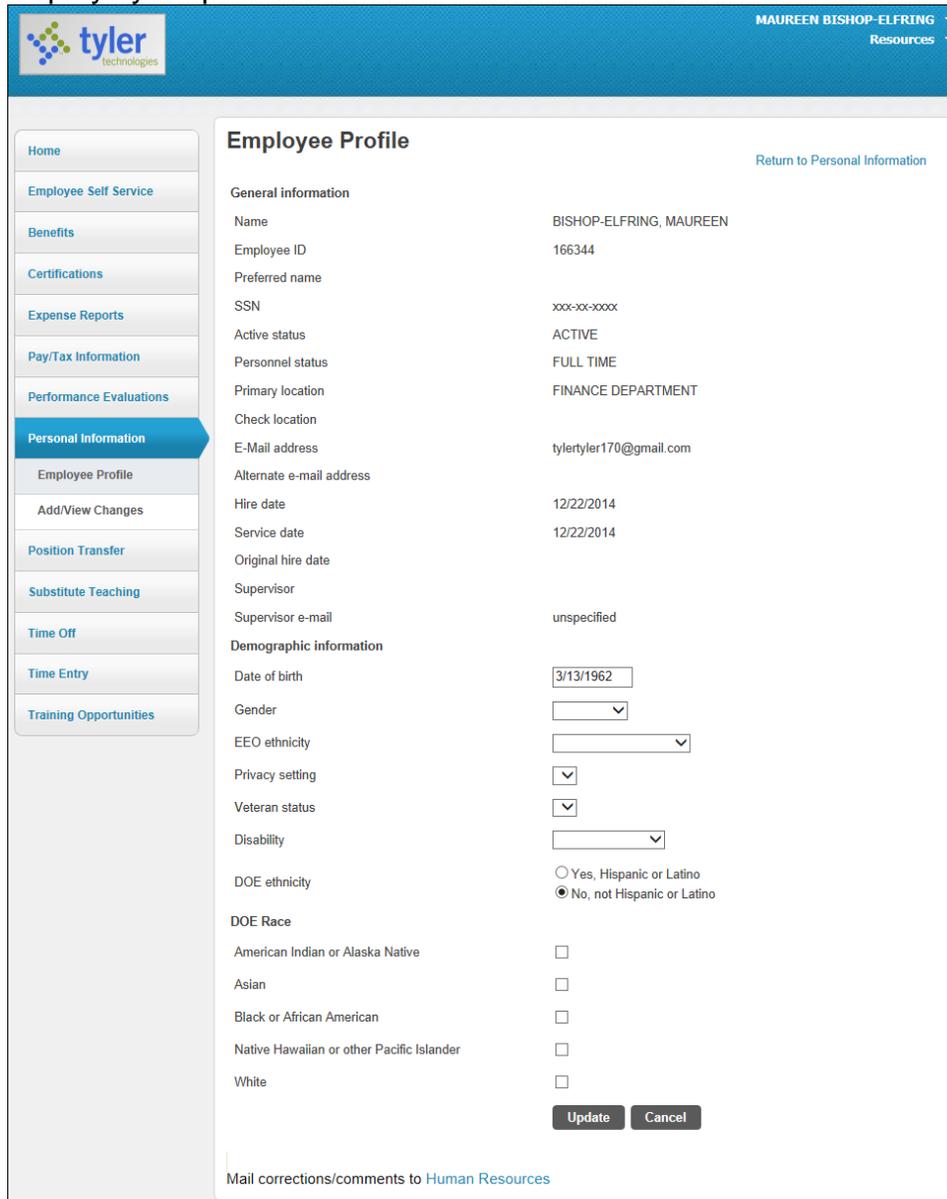
Employee marital status [change](#)

Marital status

According to permissions granted in Employee Administration, you can add or update personal information, including dependents, emergency contacts, and skills.

Employee Profile

The Employee Profile page displays general and demographic information, such as hire date and date of birth, as well as race and ethnicity information. This page also contains an option for contacting your Human Resources organization. If you are a supervisor, and you have the appropriate permissions, you can view profiles of employees who report to you by selecting a name from the Employee list; otherwise, the Employee list is not available and the page displays your profile.



Employee Profile [Return to Personal Information](#)

General information

Name: BISHOP-ELFRING, MAUREEN
 Employee ID: 166344
 Preferred name:
 SSN: xxx-xx-xxxx
 Active status: ACTIVE
 Personnel status: FULL TIME
 Primary location: FINANCE DEPARTMENT
 Check location:
 E-Mail address: tylertylert170@gmail.com
 Alternate e-mail address:
 Hire date: 12/22/2014
 Service date: 12/22/2014
 Original hire date:
 Supervisor:
 Supervisor e-mail: unspecified

Demographic information

Date of birth: 3/13/1962
 Gender:
 EEO ethnicity:
 Privacy setting:
 Veteran status:
 Disability:
 DOE ethnicity: Yes, Hispanic or Latino
 No, not Hispanic or Latino
 DOE Race:
 American Indian or Alaska Native:
 Asian:
 Black or African American:
 Native Hawaiian or other Pacific Islander:
 White:

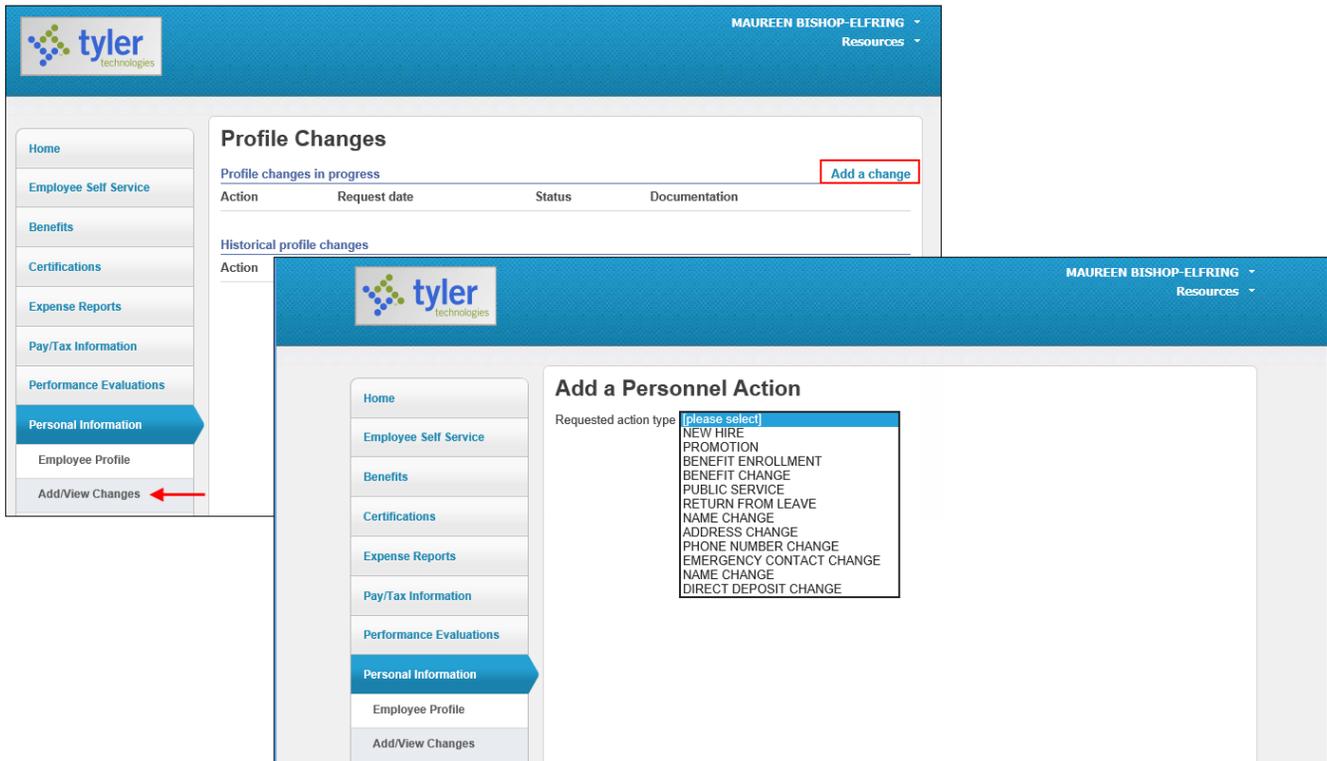
Mail corrections/comments to [Human Resources](#)

The fields are available according to the permissions established in the Employee Administration program. Update available fields, as required, and then click Update. Use the Human Resources link to notify your HR/Personnel Department of changes that you cannot enter directly.

Add/View Changes

If the Allow Access to Personnel Actions check box is selected in ESS–Administration, you can update personal profile information according to the fields made available by your Human Resources department using the ESS Action Templates program.

With the Personnel Actions permission granted, the Add View Changes option is available on the Personal Information menu.



The screenshot displays two overlapping screenshots of the Tyler Technologies ESS interface. The top screenshot shows the 'Profile Changes' page for user MAUREEN BISHOP-ELFRING. It features a sidebar with navigation options: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, Personal Information (highlighted), Employee Profile, and Add/View Changes (indicated by a red arrow). The main content area includes a table for 'Profile changes in progress' with columns for Action, Request date, Status, and Documentation, and a red-bordered 'Add a change' button. Below this is a section for 'Historical profile changes' with an 'Action' column.

The bottom screenshot shows the 'Add a Personnel Action' page for the same user. It features a similar sidebar. The main content area has a 'Requested action type' dropdown menu with a list of options: NEW HIRE, PROMOTION, BENEFIT ENROLLMENT, BENEFIT CHANGE, PUBLIC SERVICE, RETURN FROM LEAVE, NAME CHANGE, ADDRESS CHANGE, PHONE NUMBER CHANGE, EMERGENCY CONTACT CHANGE, NAME CHANGE, and DIRECT DEPOSIT CHANGE.

When templates support available changes, you can initiate and complete the action directly from ESS. For example, select the Name Change option from the Requested Action Type list, enter the new details, and when you submit the action, it is complete and stored in Munis

Actions Entry.

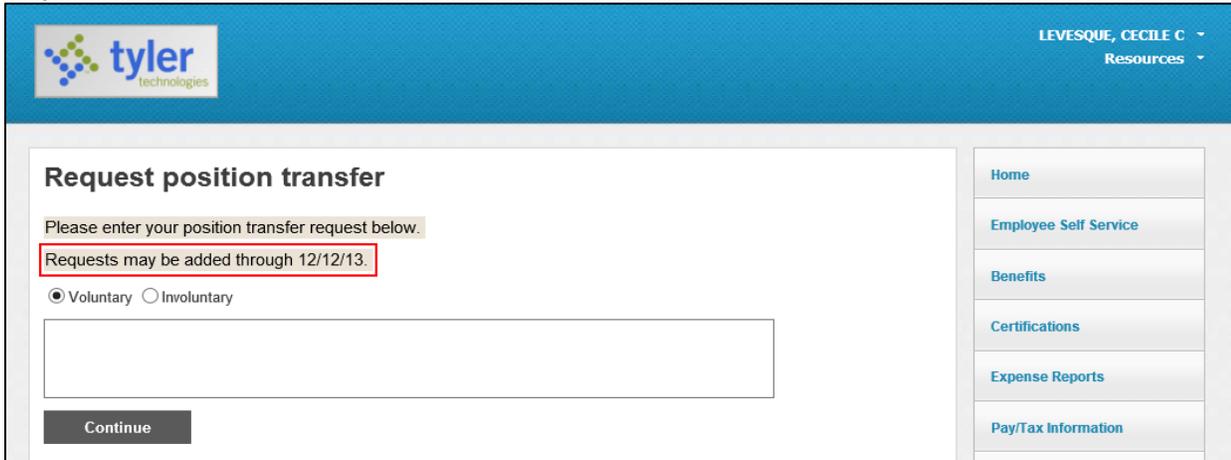
When employees complete personnel action in ESS, the Employee Initiated check box in the Actions Entry program is automatically selected; this indicator is also included in the Personnel Action Form (PAF) and the Actions History program, if applicable.

Position Transfer

Position Transfer provides staff members a means of requesting a transfer to another position. The settings for the Position Transfer page are available according to the Munis Position Transfer Processing programs.

If this function has not been enabled by your organization, the program displays a warning message.

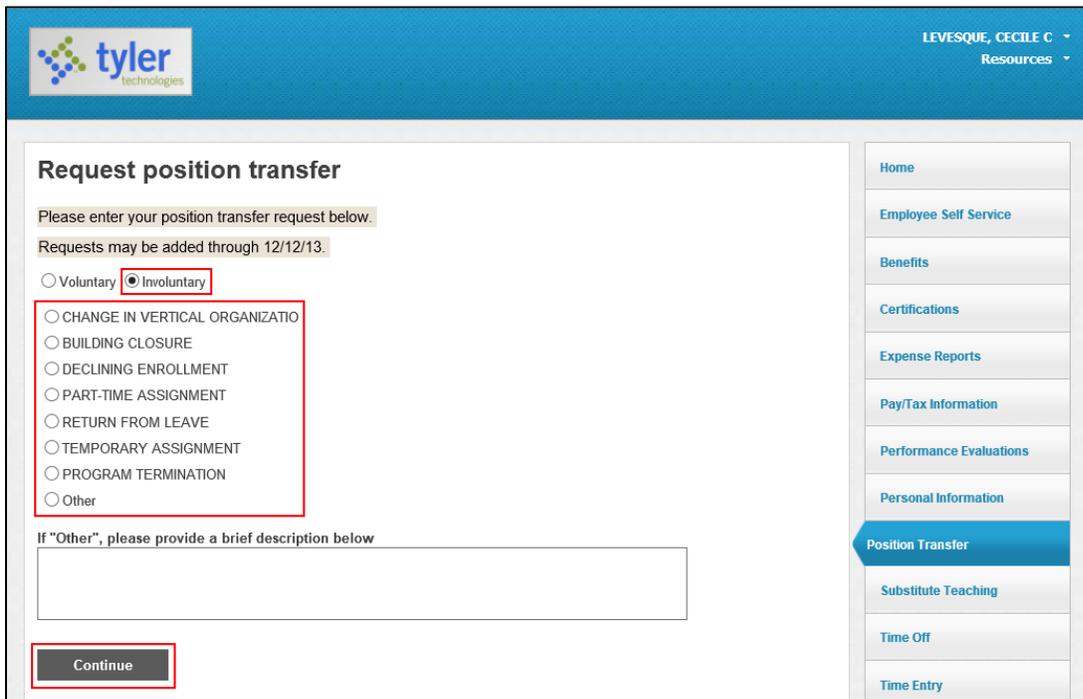
If this function has been enabled, the program displays the end date for the submission of requests.



The screenshot shows the 'Request position transfer' form. At the top left is the Tyler Technologies logo. At the top right, the user name 'LEVESQUE, CECILE C' and a 'Resources' dropdown menu are visible. The main heading is 'Request position transfer'. Below it, a prompt says 'Please enter your position transfer request below.' A red box highlights the text 'Requests may be added through 12/12/13.' Below this, there are two radio buttons: 'Voluntary' (selected) and 'Involuntary'. A large empty text box is provided for the request details. At the bottom left, there is a 'Continue' button.

To submit a transfer request:

1. Select the **Voluntary** or **Involuntary** option.
2. If you select **Involuntary**, you must select a reason. The list of reasons is configured by your organization. If the reason is Other, provide a brief description in the text box.

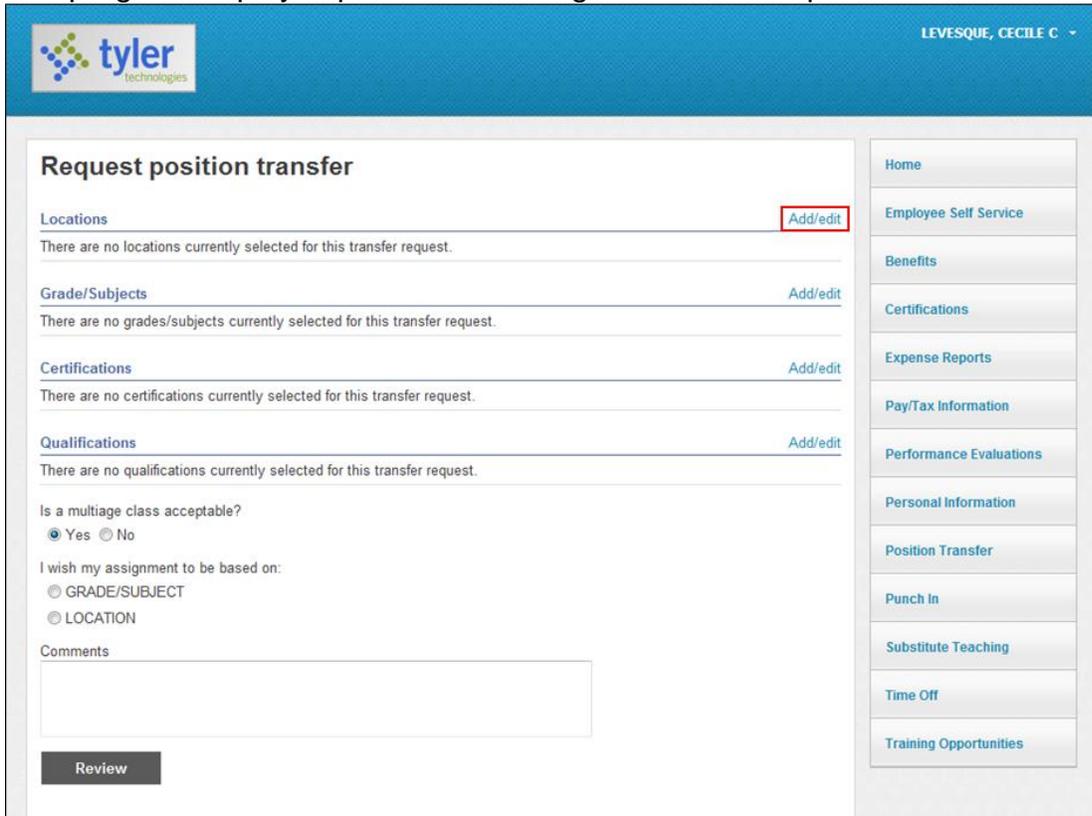


This screenshot shows the 'Request position transfer' form with the 'Involuntary' option selected. A red box highlights the 'Involuntary' radio button. Below it, a list of reasons is shown, with a red box around the entire list:

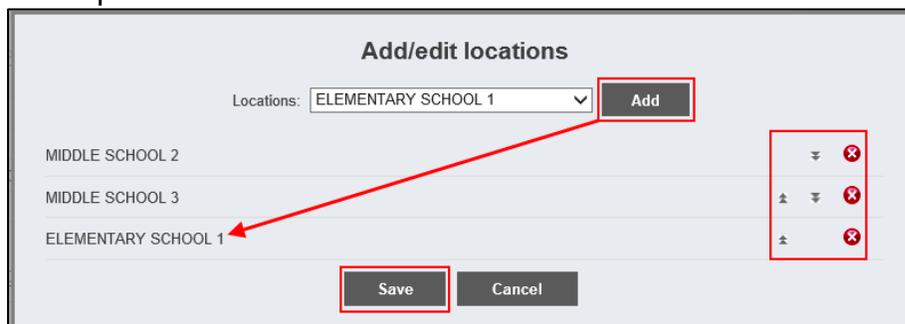
- CHANGE IN VERTICAL ORGANIZATIO
- BUILDING CLOSURE
- DECLINING ENROLLMENT
- PART-TIME ASSIGNMENT
- RETURN FROM LEAVE
- TEMPORARY ASSIGNMENT
- PROGRAM TERMINATION
- Other

 Below the list, a prompt says 'If "Other", please provide a brief description below' followed by a large empty text box. At the bottom left, there is a 'Continue' button. The right-hand sidebar menu is updated, with 'Position Transfer' highlighted in blue.

3. Click **Continue**.
The program displays options for defining the transfer request.

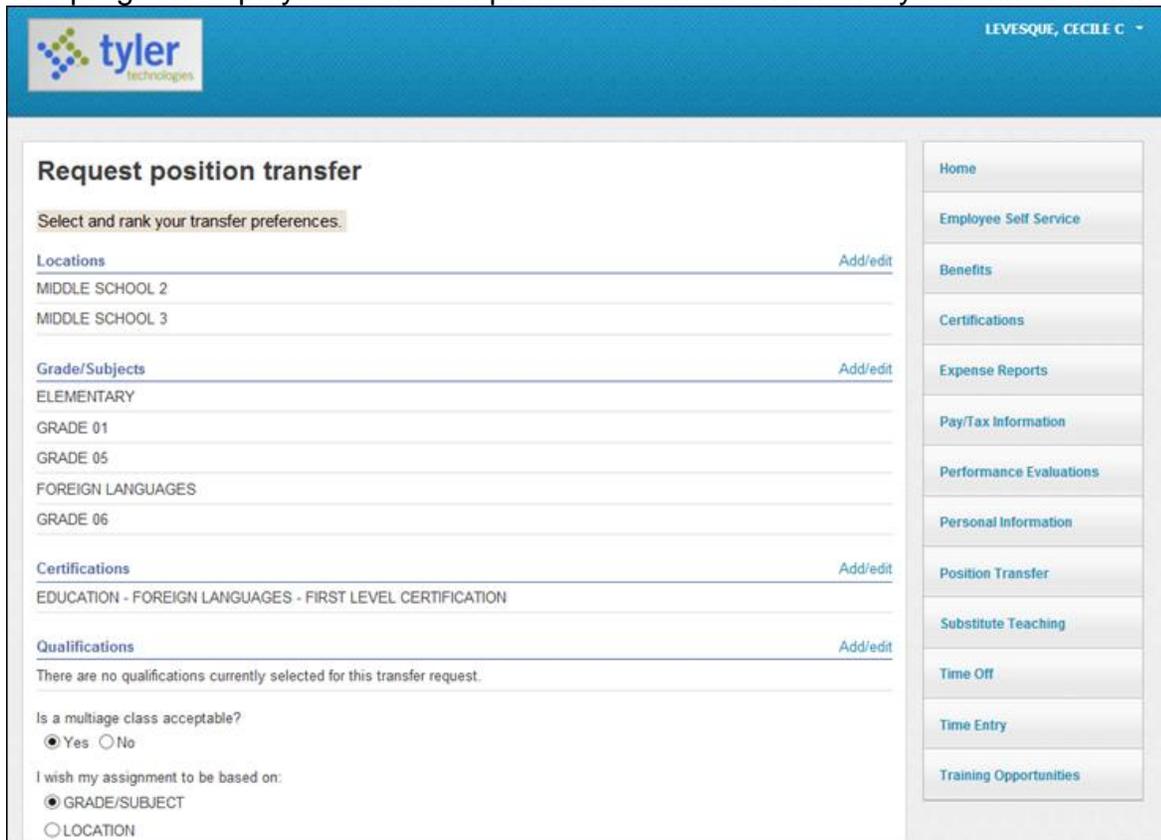


4. Click **Add/Edit** for the locations section.
The program displays a dialog box where you can add and rank the locations to which you would prefer to be transferred.



5. Select an option and click **Add**.
The program displays your selections in a list.
6. To change the ranking of the options you have selected, click the arrow buttons next to any option to move the option up or down in the list. Click the **Delete** button to remove an option.
7. Click **Save**.

- Define your preferences for all applicable sections.
The program displays all selected preferences in the order that you ranked them.



Request position transfer

Select and rank your transfer preferences.

Locations [Add/edit](#)

MIDDLE SCHOOL 2

MIDDLE SCHOOL 3

Grade/Subjects [Add/edit](#)

ELEMENTARY

GRADE 01

GRADE 05

FOREIGN LANGUAGES

GRADE 06

Certifications [Add/edit](#)

EDUCATION - FOREIGN LANGUAGES - FIRST LEVEL CERTIFICATION

Qualifications [Add/edit](#)

There are no qualifications currently selected for this transfer request.

Is a multiage class acceptable?

Yes No

I wish my assignment to be based on:

GRADE/SUBJECT

LOCATION

Home

Employee Self Service

Benefits

Certifications

Expense Reports

Pay/Tax Information

Performance Evaluations

Personal Information

Position Transfer

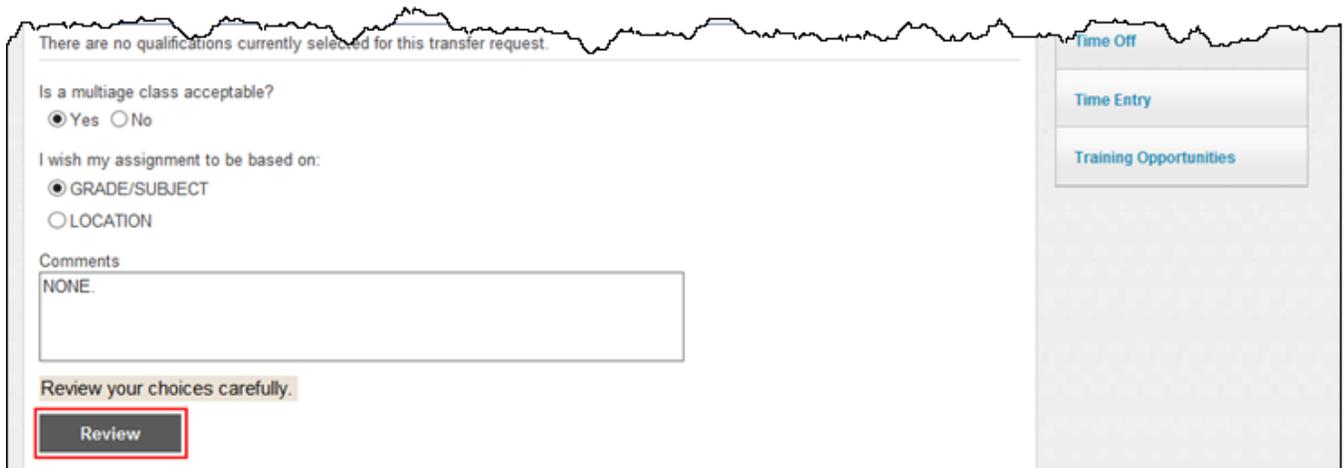
Substitute Teaching

Time Off

Time Entry

Training Opportunities

- Once you have finished defining your transfer request, click **Review**.



There are no qualifications currently selected for this transfer request.

Is a multiage class acceptable?

Yes No

I wish my assignment to be based on:

GRADE/SUBJECT

LOCATION

Comments

NONE.

Review your choices carefully.

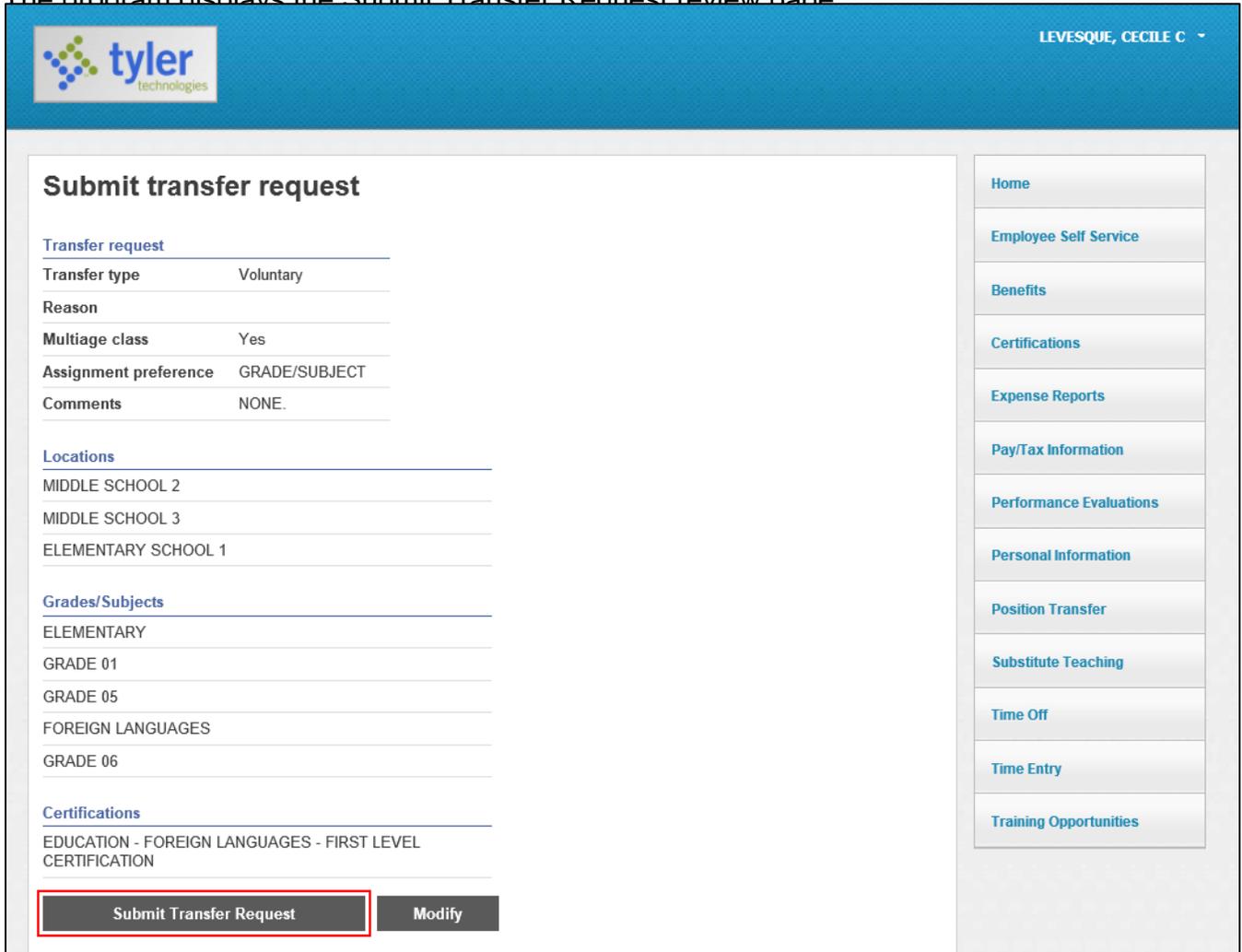
Review

Time Off

Time Entry

Training Opportunities

The program displays the Submit Transfer Request review page



Submit transfer request

Transfer request

Transfer type	Voluntary
Reason	
Multiage class	Yes
Assignment preference	GRADE/SUBJECT
Comments	NONE.

Locations

MIDDLE SCHOOL 2

MIDDLE SCHOOL 3

ELEMENTARY SCHOOL 1

Grades/Subjects

ELEMENTARY

GRADE 01

GRADE 05

FOREIGN LANGUAGES

GRADE 06

Certifications

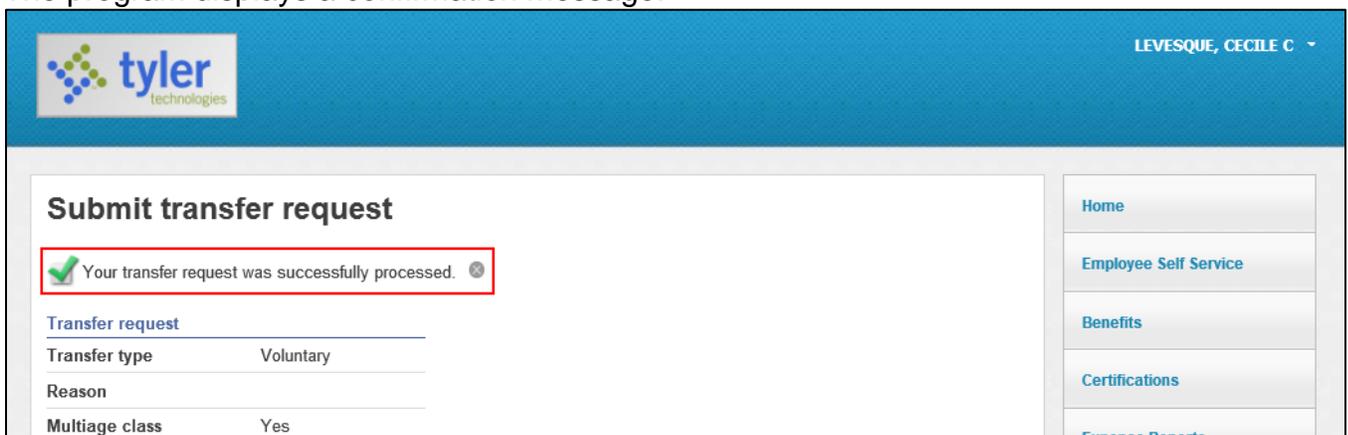
EDUCATION - FOREIGN LANGUAGES - FIRST LEVEL CERTIFICATION

Submit Transfer Request **Modify**

LEVESQUE, CECILE C

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information
- Performance Evaluations
- Personal Information
- Position Transfer
- Substitute Teaching
- Time Off
- Time Entry
- Training Opportunities

- Review your preferences, and then click **Submit Transfer Request**. The program displays a confirmation message.



Submit transfer request

✓ Your transfer request was successfully processed. ✕

Transfer request

Transfer type	Voluntary
Reason	
Multiage class	Yes

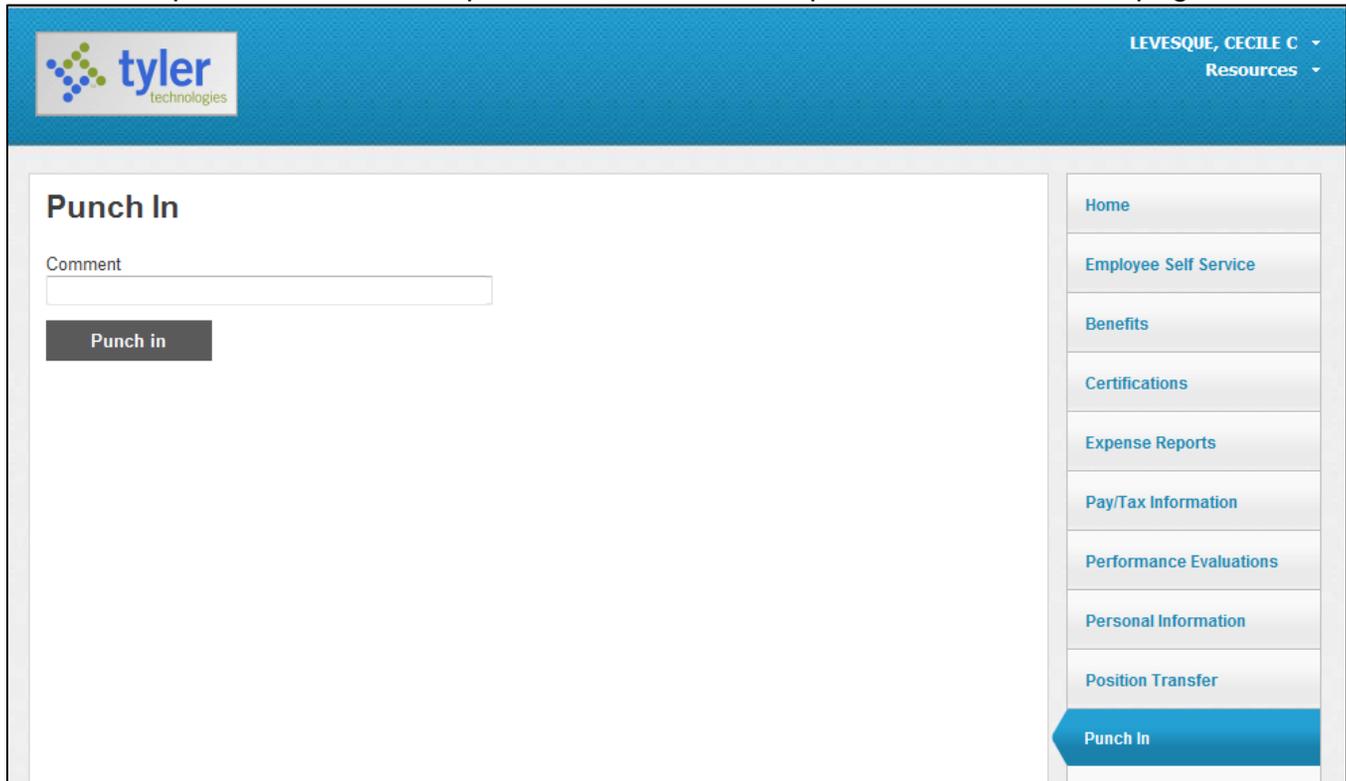
LEVESQUE, CECILE C

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports

Punch In/Punch Out

The Punch In/Punch Out option tracks your hours worked by allowing you to punch in at the beginning of a shift and punch out at the end. For this option to be enabled, the ESS Time Entry option must be set to P-Punch In/Out within the Munis Job Class Master program.

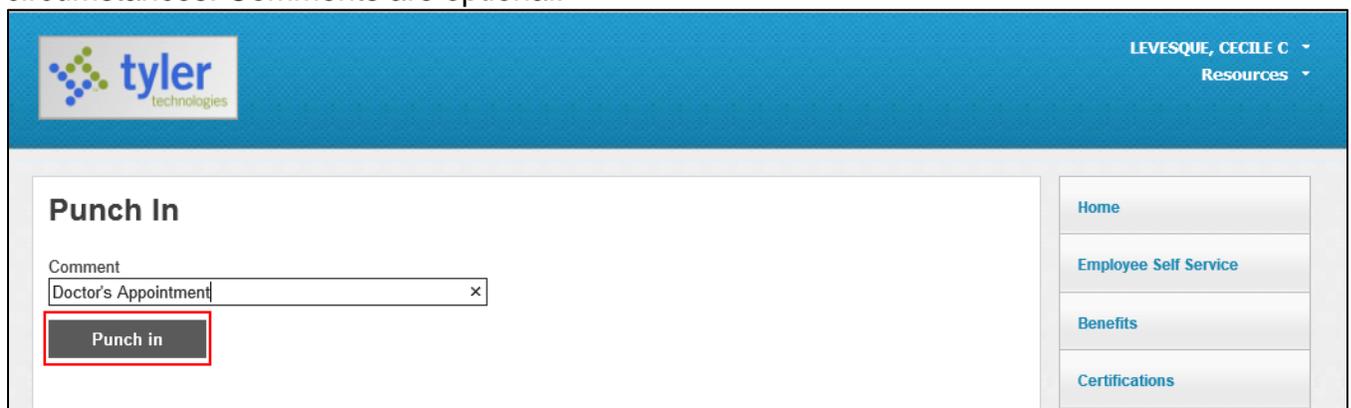
When this option is enabled, it replaces the Time Sheet option on the ESS main page.



The screenshot shows the Tyler Technologies ESS interface. At the top left is the Tyler Technologies logo. At the top right, the user name 'LEVESQUE, CECILE C' and 'Resources' are displayed. The main content area is titled 'Punch In' and contains a 'Comment' text box and a 'Punch in' button. On the right side, there is a vertical navigation menu with the following items: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, Personal Information, Position Transfer, and Punch In (which is highlighted in blue).

To track your time worked:

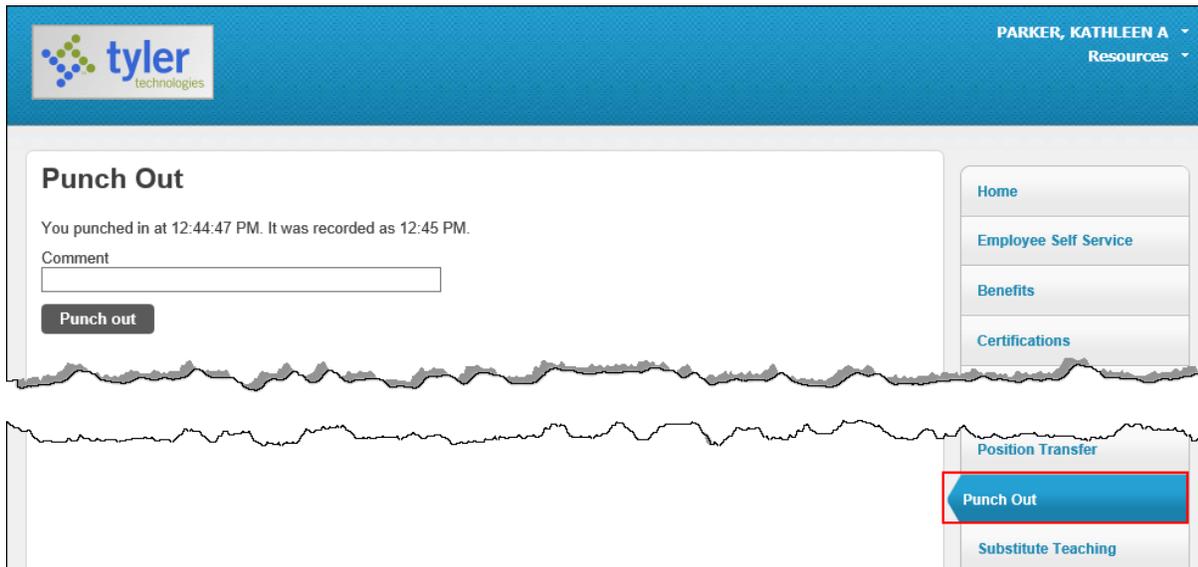
1. Use the **Comment** box to provide brief explanations for work interruptions or other circumstances. Comments are optional.



This screenshot is similar to the previous one but shows the 'Punch In' form with a comment entered in the 'Comment' text box: 'Doctor's Appointment'. The 'Punch in' button is highlighted with a red rectangular box.

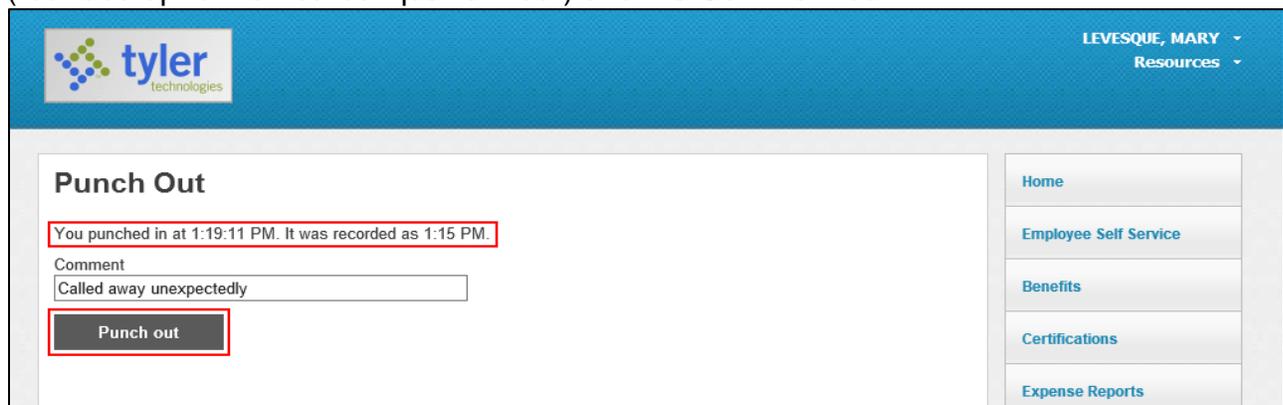
2. Click **Punch In**.

The program displays your punch in information and the ESS menu option changes to Punch Out.

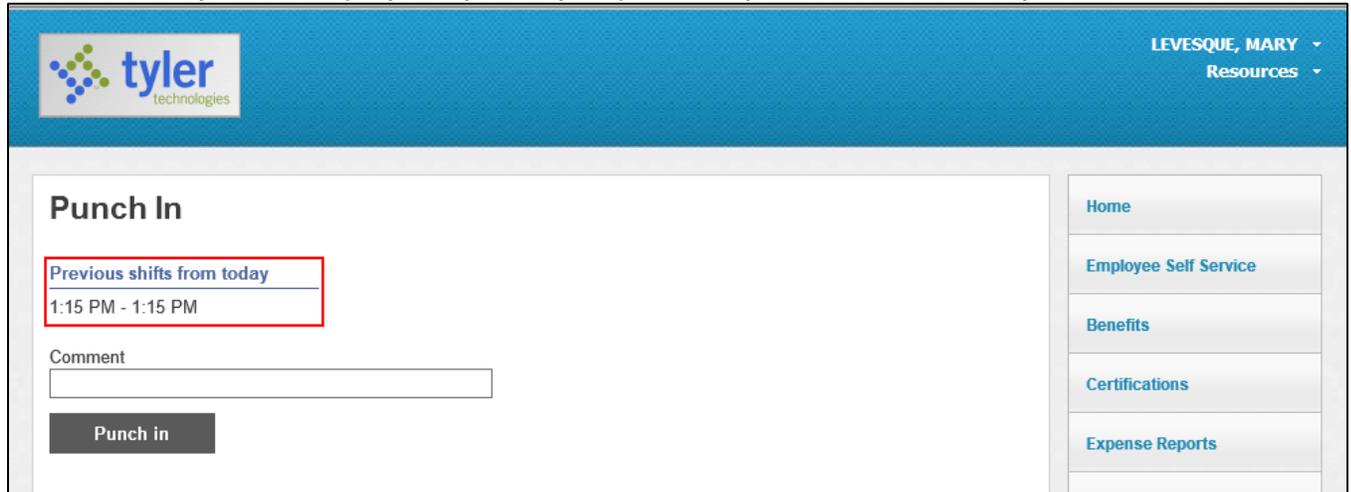


3. At the end of your shift, click **Punch Out** on the main Employee Self Service menu.

The program displays the **Punch Out** page, which indicates the time that you punched in (rounded up to the nearest quarter hour) and the Comment box.



4. If necessary, use the **Comment** box to provide brief explanations for work interruptions or other circumstances.
5. Click **Punch Out**.
The ESS main menu now displays the Punch In option. If you return to the Punch In page later in the day, ESS displays any time you previously entered for the day.



tyler technologies

LEVESQUE, MARY
Resources

Punch In

Previous shifts from today
1:15 PM - 1:15 PM

Comment

Punch in

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports

Substitute Teaching

Substitute Teaching provides a view of your substitute teaching shifts for a specified year, as well as a list of any payroll checks that were processed. This information is stored in the Munis Employee Substitute Pay History program. The current year displays by default, but you can select another year.

Click a date in the Check Date column to view the Pay/Tax information for a specific substitute shift. If you are a supervisor, you can view substitute teaching information for employees who report to you.


SULLIVAN, ABIGAIL N ▾
Resources ▾

Substitute Teaching

Year: 2010 ▾

From	To	Hours Worked	For	Pay Code	School	Check Date
7/12/2010	7/12/2010	2.000	Not Found	S202	HIGH	
7/23/2010	7/23/2010	150.000	Not Found	S202	HIGH	

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information
- Performance Evaluations

The Substitute Calendar page provides a calendar view of your substitute shifts.


SULLIVAN, ABIGAIL N ▾
Resources ▾

Substitute Teaching Calendar

Year: 2010 ▾

January 2010

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2010

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

May 2010

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

June 2010

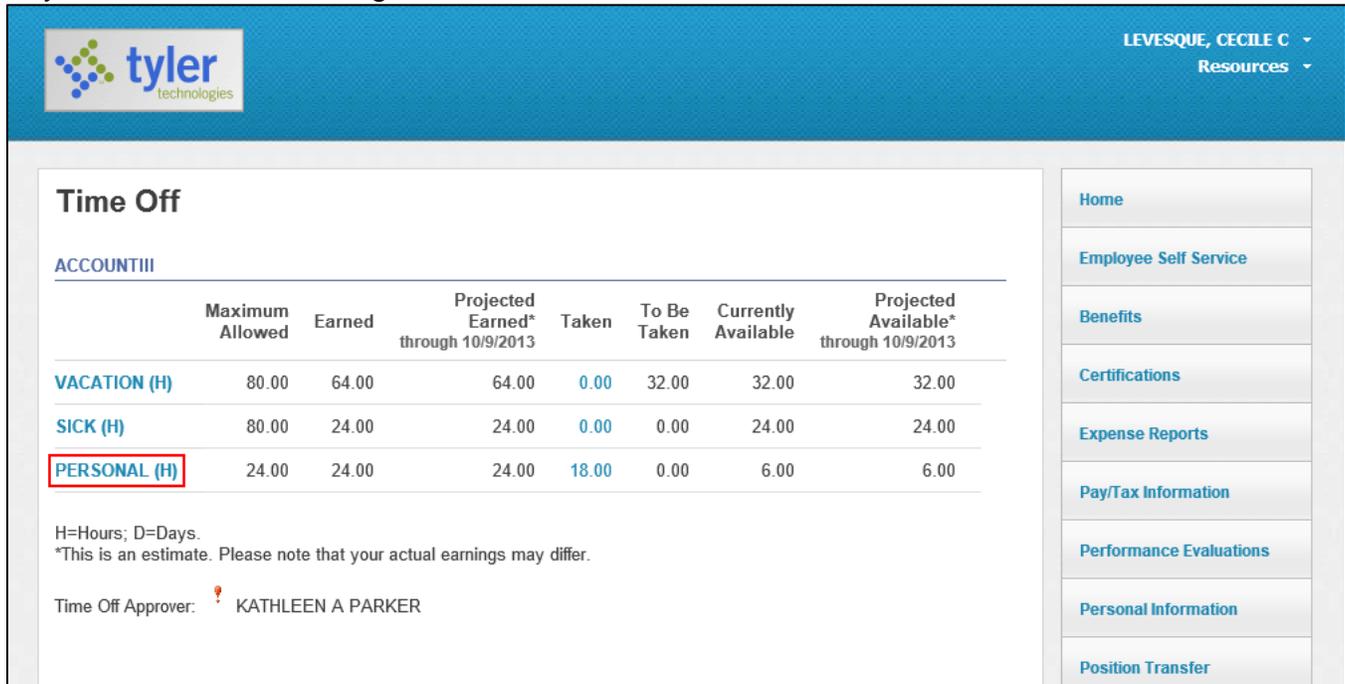
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information
- Performance Evaluations
- Personal Information
- Position Transfer

Time Off

Time Off provides accrual information, allowing you to request time-off and to view your accrual requests. If you are a supervisor, select an employee name from the Employee list to view accrual requests for that employee. For information about requesting time off, see the Request Time Off procedure in the

Paychecks section of this guide.



Time Off

ACCOUNTIII

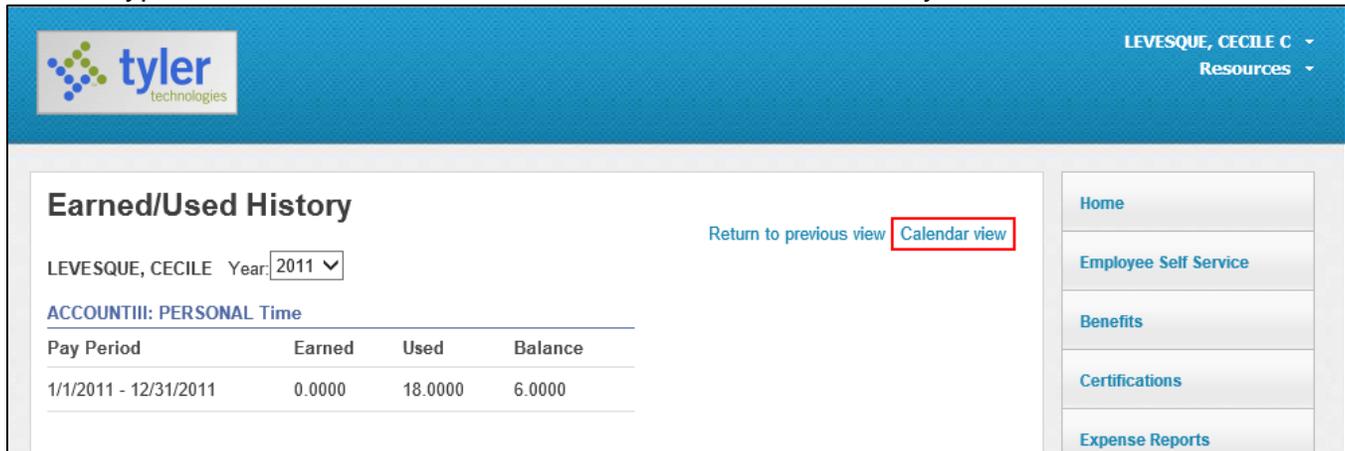
	Maximum Allowed	Earned	Projected Earned* through 10/9/2013	Taken	To Be Taken	Currently Available	Projected Available* through 10/9/2013
VACATION (H)	80.00	64.00	64.00	0.00	32.00	32.00	32.00
SICK (H)	80.00	24.00	24.00	0.00	0.00	24.00	24.00
PERSONAL (H)	24.00	24.00	24.00	18.00	0.00	6.00	6.00

H=Hours; D=Days.
*This is an estimate. Please note that your actual earnings may differ.

Time Off Approver:  KATHLEEN A PARKER

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information
- Performance Evaluations
- Personal Information
- Position Transfer

When you select Time Off, the page displays a list of your accrual information. Click the text of any accrual type to display the Earned/Used History page. The page displays history for that accrual type. Click **Calendar View** to view the earned/used history in a calendar format.



Earned/Used History

LEVESQUE, CECILE Year: 2011

Return to previous view **Calendar view**

ACCOUNTIII: PERSONAL Time

Pay Period	Earned	Used	Balance
1/1/2011 - 12/31/2011	0.0000	18.0000	6.0000

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports

Click **My Requests** on the ESS menu to view a list of requests currently pending. Click **Cancel** to cancel a request.


LEVESQUE, CECILE C ▾
Resources ▾

My Requests

Calendar view

ACCOUNTIII

	Earned	Projected Earned <small>through 10/9/2013</small>	Projected Available* <small>through 10/9/2013</small>
VACATION (H)	64.00	64.00	32.00
SICK (H)	24.00	24.00	24.00
PERSONAL (H)	24.00	24.00	6.00
	112.00	112.00	62.00

Dates Requested	Amount	Type	Status	Reason	Comments	Options
7/31/2013	8 hours	VACATION	Requested			Cancel
7/26/2013	8 hours	VACATION	Approved - Not Taken			Cancel
7/22/2013	8 hours	VACATION	Approved - Not Taken			Cancel
3/14/2013 - 3/15/2013	8 hours	VACATION	Approved - Not Taken			Cancel
1/1/2011 - 12/31/2011	18 hours	PERSONAL	Taken	ACCRUAL USED		

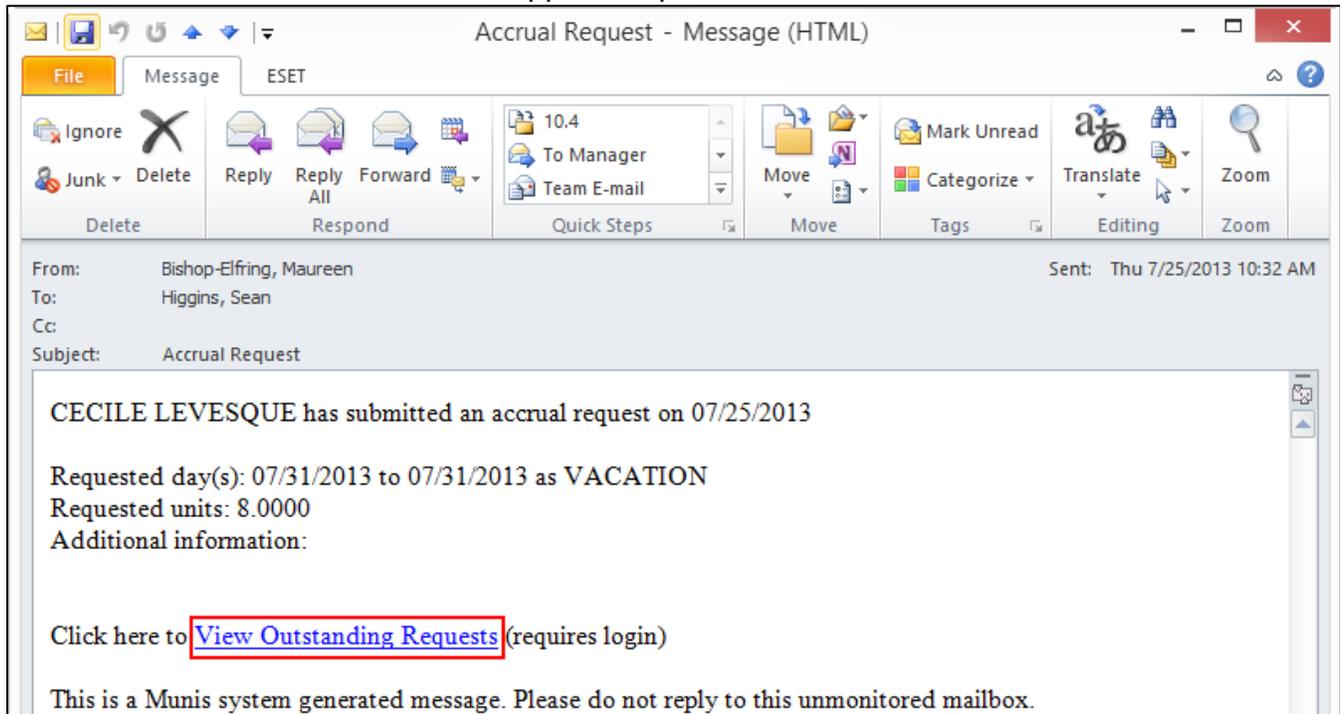
H=Hours; D=Days.
*Available amount after any outstanding requests (approved or pending approval)

Time Off Approver: KATHLEEN A PARKER

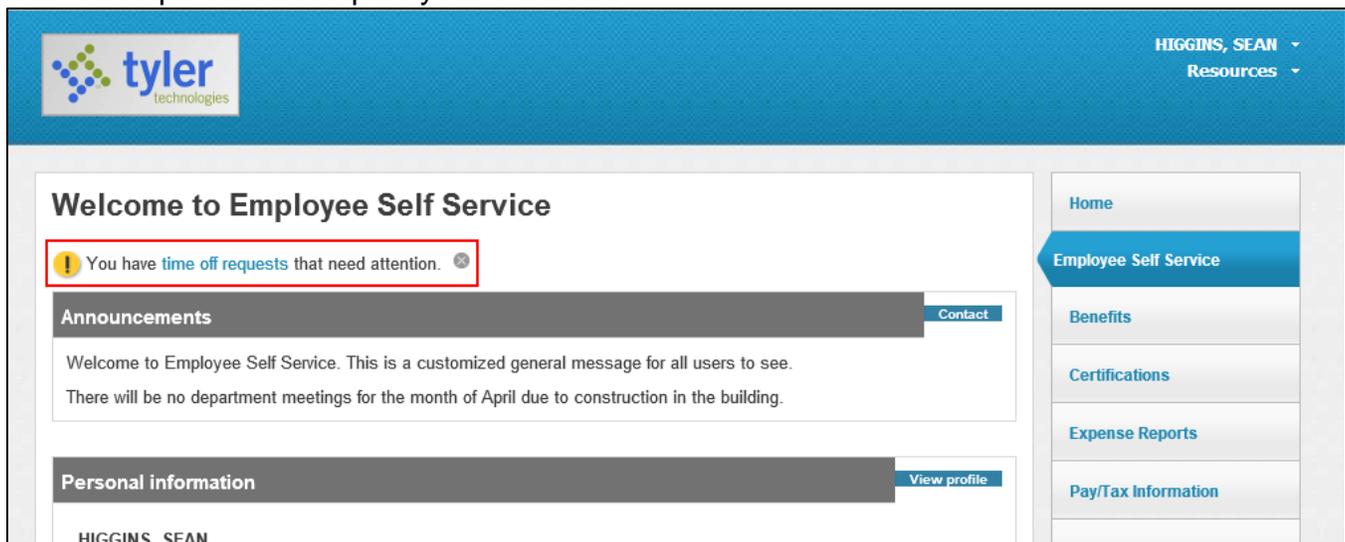
- [Home](#)
- [Employee Self Service](#)
- [Benefits](#)
- [Certifications](#)
- [Expense Reports](#)
- [Pay/Tax Information](#)
- [Performance Evaluations](#)
- [Personal Information](#)
- [Position Transfer](#)
- [Punch In](#)
- [Substitute Teaching](#)
- Time Off**
- [Request Time Off](#)
- My Requests**

Time Off Approvals

If you are a supervisor who manages employees, you can approve time-off requests using ESS. When an employee requests time off using ESS, the program sends you an email that contains a link to the ESS Time Off Approval option.



In addition, when you access ESS, the Personal Information page displays a notice if there are time-off requests that require your attention.



Click the link in the email or on the Personal Information page to display the Manage Time Off Requests page, which includes all pending requests organized by employee and accrual type.

Manage Time Off Requests [Calendar view](#)

LEVESQUE, MARY : ACCOUNT II

	Earned	Projected Earned through 10/9/2013	Projected Available* through 10/9/2013
VACATION (H)	32.00	32.00	0.00
SICK (H)	15.00	15.00	15.00
	47.00	47.00	15.00

Dates Requested	Amount	Type	Status	Reason	Comments
7/30/2013	4 hours	VACATION	InProgress		
Approve Reject Forward to Delina Hill Hold <input type="text"/>					
7/29/2013	8 hours	VACATION	InProgress	EXCUSED	BUYING NEW CAR
Approve Reject Forward to Delina Hill Hold <input type="text"/>					

If your organization has enabled workflow functionality for ESS accrual requests, click the **Approve**, **Reject**, **Forward**, and **Hold** options for any request to complete the workflow process.

Click **Calendar View** to display the Time Off Calendar page, which displays information for all accrual requests in a calendar view. Select accrual types and the program displays requests for those types grouped by employee and month.

Time Off Calendar

Employee time off calendar - 2013

VACATION

LEVESQUE, MARY
PARKER, KATHLEEN A

2013

1 Monday | 1 Tuesday | 3 Wednesday | 2 Thursday | 1 Friday | 0 Saturday | 0 Sunday

Months that contain accrual requests display a blue square. Hover your pointer over any of these months and click the blue arrows to expand it and display the specific days for which there are accrual requests. Click the **X** button to collapse the month.

Time Off Calendar

Employee time off calendar - 2013

VACATION

LEVESQUE, MARY
PARKER, KATHLEEN A

2013

1 Monday 1 Tuesday 3 Wednesday 2 Thursday 1 Friday 0 Saturday 0 Sunday

HIGGINS, SEAN Resources

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information
- Performance Evaluations
- Personal Information
- Position Transfer

The page also displays how many accrual requests exist for each day of the week. Click a day to display the accruals in more detail.

Time Off Calendar

Employee time off calendar - 2013

VACATION

LEVESQUE, MARY
PARKER, KATHLEEN A

2013

1 Monday 1 Tuesday 3 Wednesday 2 Thursday 1 Friday 0 Saturday 0 Sunday

HIGGINS, SEAN Resources

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information
- Performance Evaluations
- Personal Information
- Position Transfer
- Substitute Teaching
- Time Off**
 - Request Time Off
 - My Requests

Employees who used time on a Wednesday

Employee	number of Wednesdays taken off
PARKER, KATHLEEN A	(2)
LEVESQUE, MARY	(1)

Wednesdays taken off

Wednesdays	different employees taking the day off
5/8/2013	(1)

Employee History

If you supervise employees, the Employee History page displays the time-off taken summary for your employees for the current year. Select a name from the Employee list to display information for that employee.


HIGGINS, SEAN ▾
Resources ▾

Employee History

Calendar view

Employee: LEVESQUE, MARY ▾

LEVESQUE, MARY : ACCOUNT II

	Earned	Projected Earned through 10/14/2013	Projected Available* through 10/14/2013
VACATION (H)	32.00	32.00	0.00
SICK (H)	15.00	15.00	15.00
	47.00	47.00	15.00

Dates Requested	Amount	Type	Status	Reason	Comments	Options
7/30/2013	4 hours	VACATION	InProgress			
7/29/2013 - 7/31/2013	20 hours	VACATION	Approved - Not Taken			
7/29/2013	8 hours	VACATION	InProgress	EXCUSED	BUYING NEW CAR	

H=Hours; D=Days.
*Available amount after any outstanding requests (approved or pending approval)

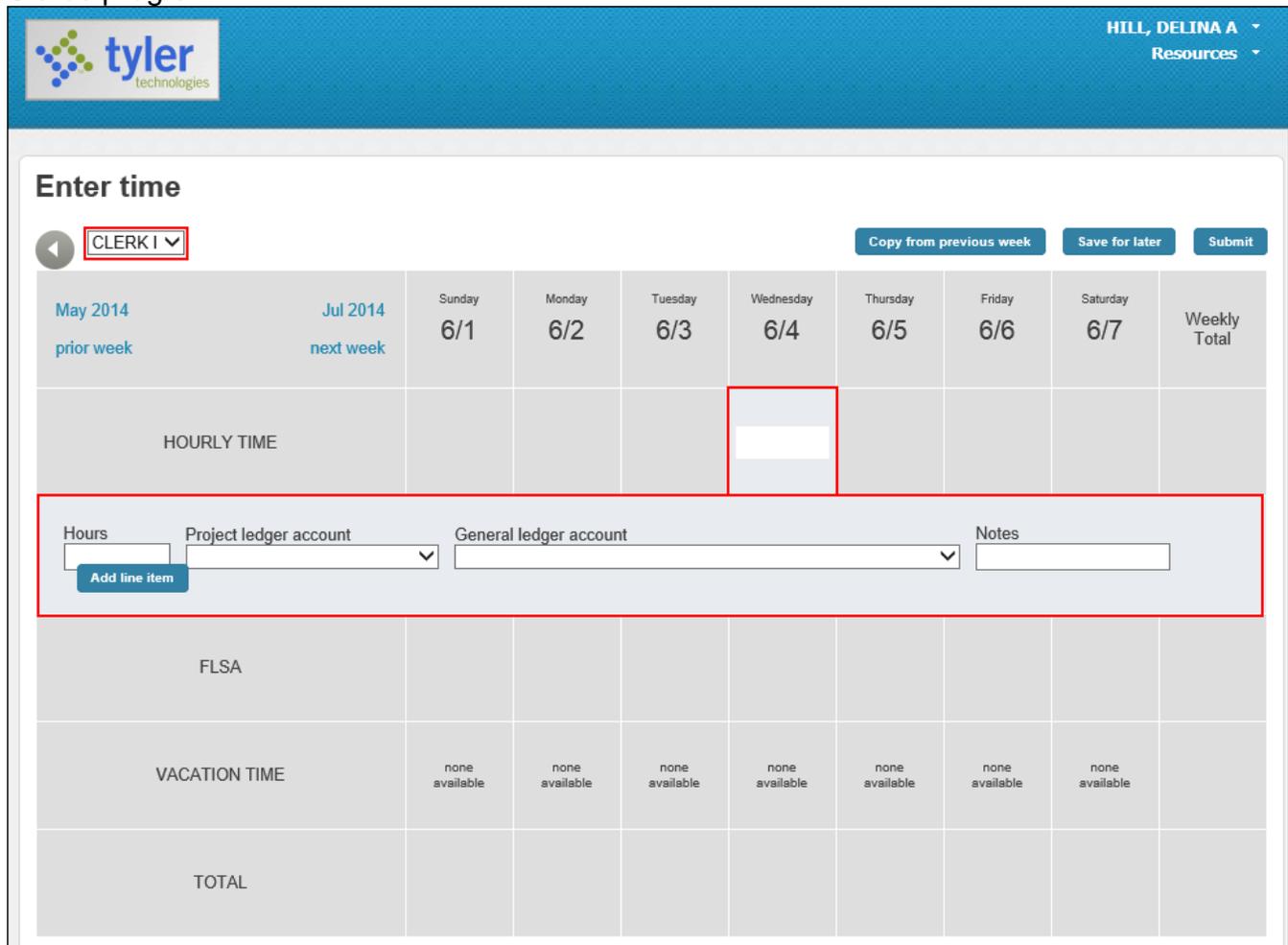
- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information
- Performance Evaluations
- Personal Information
- Position Transfer
- Substitute Teaching
- Time Off
- Request Time Off

Click **Calendar View** to review the details in a monthly calendar format.

Time Entry

Time Entry allows you to enter exceptions to your regular work schedule. When you select Enter Time in the Time Entry group, the program displays those exception items for which you can enter time. This includes accrual time, for example, sick or vacation time.

For the time sheets to be accepted into the Munis Time Entry program, the payroll for time entry must have been started and be the active payroll selected in the Munis Payroll Start and Status program.



Enter time

CLERK I

Copy from previous week Save for later Submit

May 2014 prior week	Jul 2014 next week	Sunday 6/1	Monday 6/2	Tuesday 6/3	Wednesday 6/4	Thursday 6/5	Friday 6/6	Saturday 6/7	Weekly Total
HOURLY TIME									
Hours	Project ledger account	General ledger account		Notes					
FLSA									
VACATION TIME		none available	none available	none available	none available	none available	none available	none available	
TOTAL									

Add line item

To complete a time sheet, select the job for which you are entering time and enter hours in the grid. To enter hours and additional details, select a box in the grid and complete the fields configured by your organization, for example, General Ledger Account or Notes. Enter time worked, sick time, vacation time, and so on, directly from the Time Entry page. When you click Submit, all time entry and time-off requests are submitted.

Approve Time

If you are a supervisor or other personnel with permissions to verify time sheets, the Approve Time page displays all pending time sheets organized by week and then employee. The page displays totals for individual time sheets

Pending Timesheets

7/22/2013 - 7/28/2013

LEVESQUE, MARY	ACCOUNTANT II	24.00	View
PARKER, KATHLEEN A	ACCOUNTANT II	8.00	View
		32.00	

7/29/2013 - 8/4/2013

PARKER, KATHLEEN A	ACCOUNTANT II	8.000	View
		8.000	

Approve and submit all pending time shown above

View/edit timesheet for: HILDEBRANT-RITTENBERRY, TIMOTHY (TEACHER SCIENCE)

Click **Approve and Submit all Pending Time Shown Above** to approve all displayed time sheets. Click **View** to display a time sheet.

Approve time off for PARKER, KATHLEEN A ACCOUNTANT II

Approving 0 out of 31.00 from 7/22/2013 to 10/15/2013 [Mark all as approved](#) [Edit](#) [Submit](#)

	Sep 2013 prior week	Nov 2013 next week	Sunday 10/13	Monday 10/14	Tuesday 10/15	Wednesday 10/16	Thursday 10/17	Friday 10/18	Saturday 10/19	Weekly Submitted	Weekly Approved
HOURLY TIME				7	8					15	
VACATION TIME											
SICK TIME											

Click **Edit** to edit the time sheet. Click **Mark All as Approved** to approve the full time sheet. To respond to an individual item on the time sheet, click the item to display workflow options.

Approve time off for PARKER, KATHLEEN A ACCOUNTANT II

Approving 0 out of 31.00 from 7/22/2013 to 10/15/2013 [Mark all as approved](#) [Edit](#) [Submit](#)

Sep 2013 prior week	Nov 2013 next week	Sunday 10/13	Monday 10/14	Tuesday 10/15	Wednesday 10/16	Thursday 10/17	Friday 10/18	Saturday 10/19	Weekly Submitted	Weekly Approved
HOURLY TIME			7	8					15	
Hours 7 General ledger account 1000-1-135-000-00-00-0000-0-5110 - Approve Reject Forward to <input type="text" value="Delina Hill"/> Hold Comments <input type="text"/>										
VACATION TIME										

If you select the **Hold** and **Reject** options, ESS requires an entry in the Comments box. When you select a workflow option for an entry, the program displays a green check mark for approval, a red X for rejection, and a black arrow for forwarding.

Approve time off for PARKER, KATHLEEN A ACCOUNTANT II

Approving 23.00 out of 31.00 from 7/22/2013 to 10/15/2013 [Mark all as skipped](#) [Edit](#) [Submit](#)

Sep 2013 prior week	Nov 2013 next week	Sunday 10/13	Monday 10/14	Tuesday 10/15	Wednesday 10/16	Thursday 10/17	Friday 10/18	Saturday 10/19	Weekly Submitted	Weekly Approved
HOURLY TIME			7	8					15	
Hours 8 General ledger account 1000-1-135-000-00-00-0000-0-5110 - Approve Forward to <input type="text" value="Delina Hill"/> Hold Skip Comments <input type="text" value="Not correct."/>										

Once you have responded to all or part of the time sheet, click **Submit**.

Enter Time for an Employee

To enter a time sheet for an employee, for example, because of an unforeseen absence, select the name of the employee and the appropriate job class from the **View/Edit Timesheet For** list.

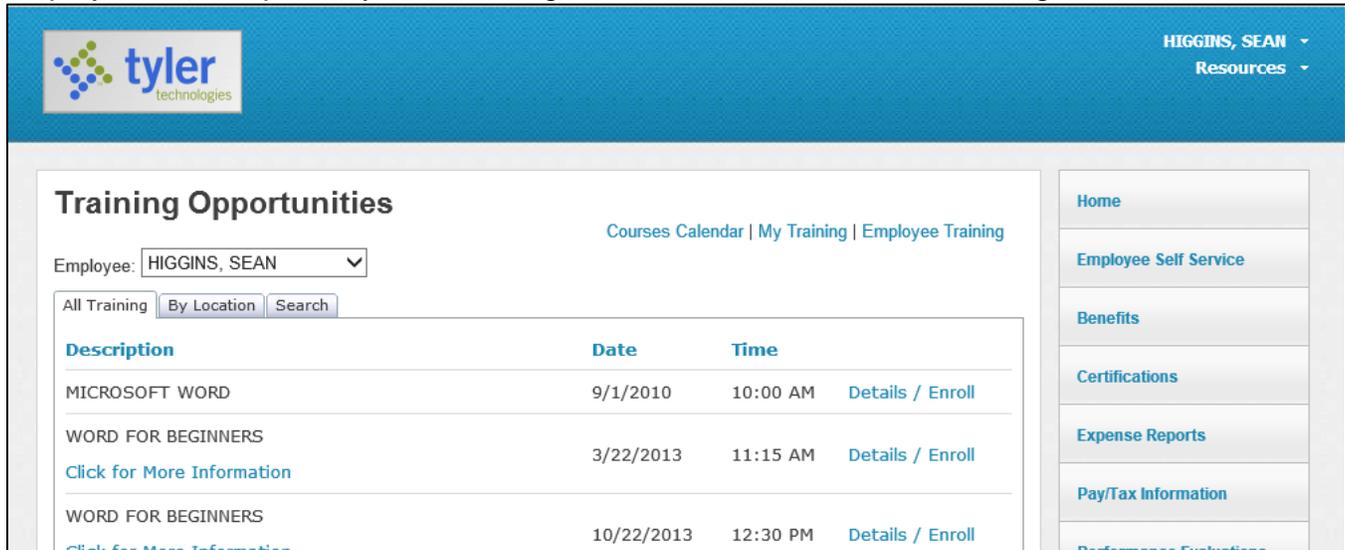
Click the **View/Edit Timesheet For** button and ESS displays that employee's time sheet for the current week.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly Total
Feb 2014 prior week	3/31	4/1	4/2	4/3	4/4	4/5	4/6	
May 2014 next week								
HOURLY TIME		5		5				10
VACATION TIME	32 available							

Use the Prior Week, Next Week, and month links to navigate. You can select a week for which the employee has already entered a time sheet and edit it. Click the **Copy from Previous Week** option to copy the timesheet from the previous week. Click **Save for Later** to save the time sheet for later or click **Submit** to complete.

Training Opportunities

Training Opportunities allows you to view and enroll in available training, as well as view and cancel training for which you are currently enrolled. If you are a supervisor, you can enroll employees who report to you in training courses, as well as cancel training on their behalf.

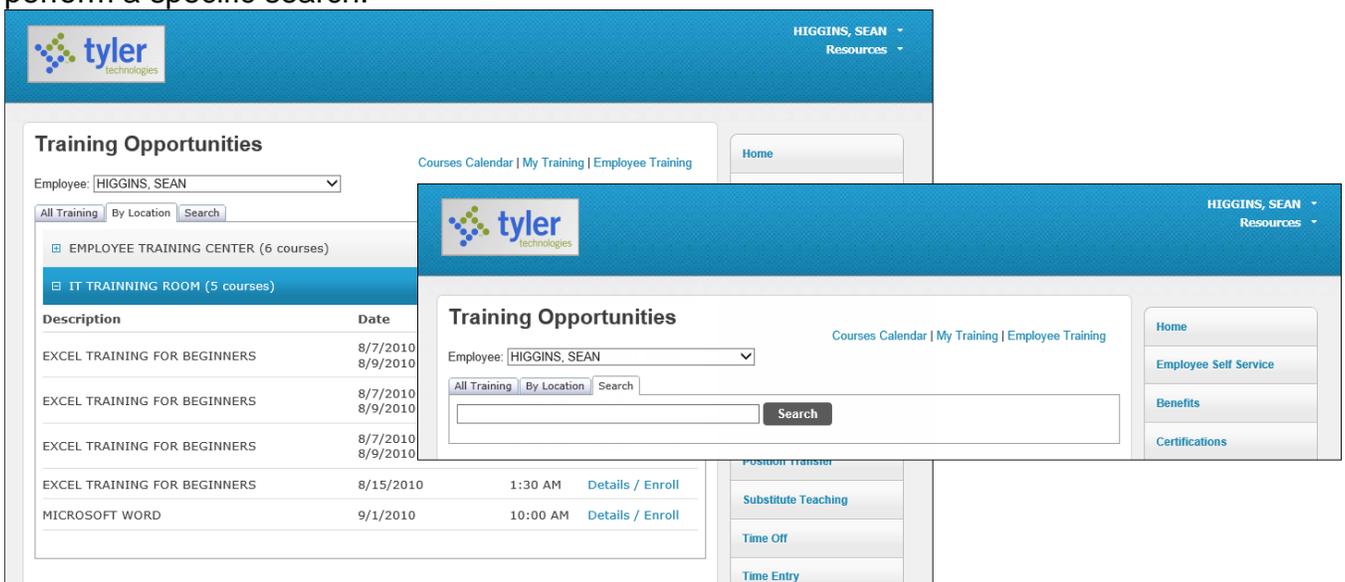


The screenshot shows the 'Training Opportunities' page for employee HIGGINS, SEAN. The page includes a navigation bar with the Tyler Technologies logo and the employee's name. Below the navigation bar, there are links for 'Home', 'Employee Self Service', 'Benefits', 'Certifications', 'Expense Reports', 'Pay/Tax Information', and 'Performance Evaluations'. The main content area displays a table of training opportunities. The 'All Training' tab is selected, showing a list of courses with columns for Description, Date, and Time. The courses listed are:

Description	Date	Time	Details / Enroll
MICROSOFT WORD	9/1/2010	10:00 AM	Details / Enroll
WORD FOR BEGINNERS	3/22/2013	11:15 AM	Details / Enroll
WORD FOR BEGINNERS	10/22/2013	12:30 PM	Details / Enroll

The Training Opportunities page displays the All Training tab as the default view, which includes all training that is available to you.

Click the By Location tab to view the trainings sorted by location, or click the Search tab to perform a specific search.



The screenshot shows the 'Training Opportunities' page for employee HIGGINS, SEAN. The 'By Location' tab is selected, showing a list of training courses sorted by location. The courses listed are:

Description	Date	Time	Details / Enroll
EXCEL TRAINING FOR BEGINNERS	8/7/2010 8/9/2010		
EXCEL TRAINING FOR BEGINNERS	8/7/2010 8/9/2010		
EXCEL TRAINING FOR BEGINNERS	8/7/2010 8/9/2010		
EXCEL TRAINING FOR BEGINNERS	8/15/2010	1:30 AM	Details / Enroll
MICROSOFT WORD	9/1/2010	10:00 AM	Details / Enroll

When you click **Details/Enroll** for any course, the program displays the Training Details page for that course. Use this page to view additional details and to enroll. If you are already enrolled in a course, only the Details option is available.



 HIGGINS, SEAN ▾
 Resources ▾

Training Details

[Return to previous view](#)

Description	WORD FOR BEGINNERS
Dates	10/22/2013 to 10/22/2013
Days	
Time	12:30 PM
Length	
Instructor	MAUREEN BISHOP
	EMPLOYEE TRAINING CENTER
Location	
	Room 205
	Phone
Accredited Hours	0.00
Accredited Points	20.0000
Points Type	ONGOING EDUCATION
Contact Email	humanresources@hr.com
Additional Information	
	Click for More Information
	<div style="border: 2px solid red; padding: 2px; display: inline-block;">Enroll Now</div> enrollment deadline: 10/15/2013

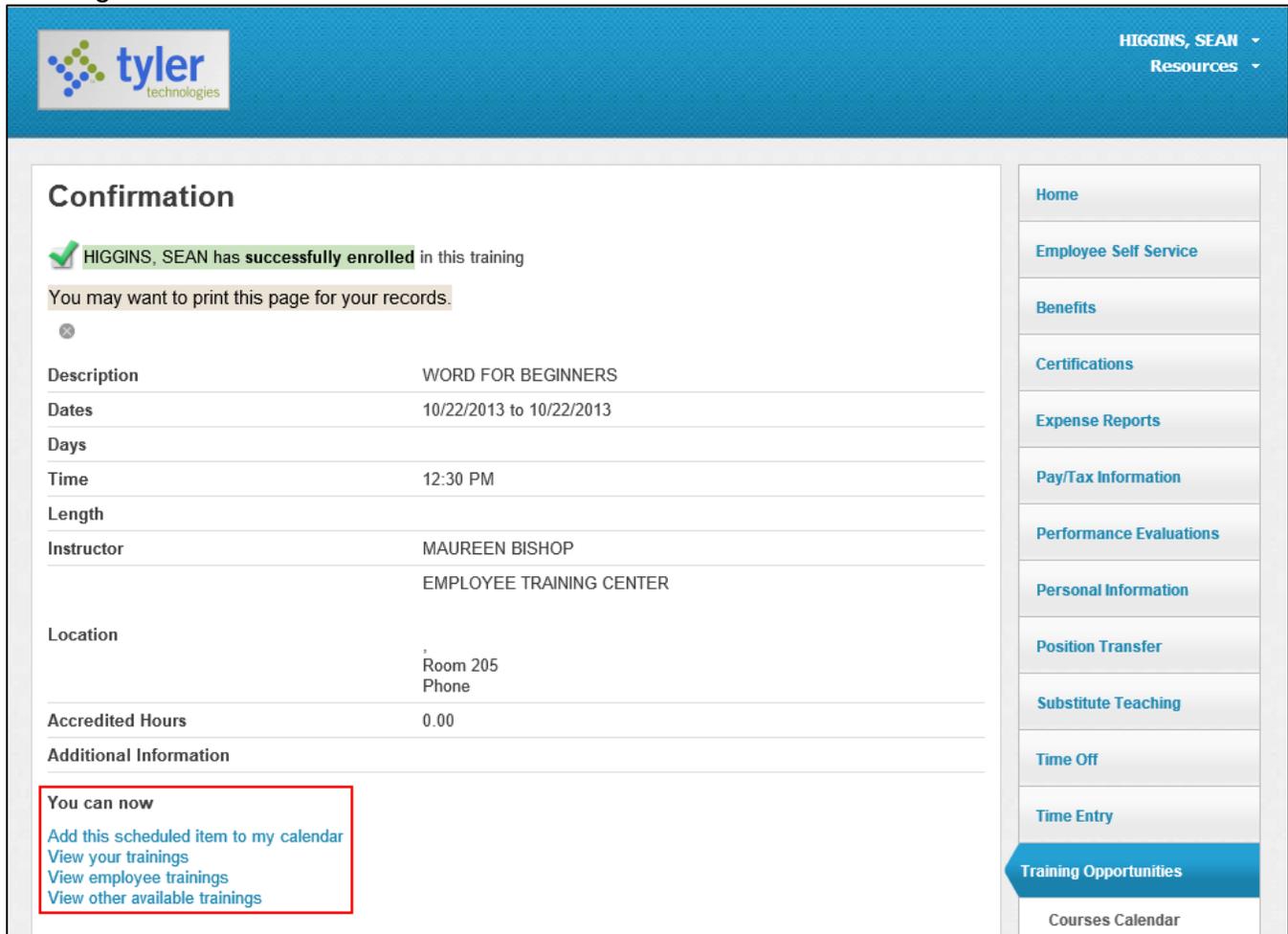
Other offerings for this course

	Course	Begins	Time	Ends
Select	MICROSOFT WORD	9/1/2010	10:00 AM	9/1/2010
Select	WORD FOR BEGINNERS	3/22/2013	11:15 AM	3/22/2013

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information
- Performance Evaluations
- Personal Information
- Position Transfer
- Substitute Teaching
- Time Off
- Time Entry
- Training Opportunities**
- Courses Calendar
- My Training
- My Points
- Employee Training

Click **Enroll Now** to enroll in the training.

When the enrollment is complete, the program refreshes the page with a confirmation message.



The screenshot shows the Tyler Technologies employee self-service portal. At the top right, the user is identified as HIGGINS, SEAN with a dropdown menu for Resources. The main content area is titled "Confirmation" and features a green checkmark icon followed by the text: "HIGGINS, SEAN has successfully enrolled in this training". Below this, a message suggests printing the page for records. A table provides details for the training event:

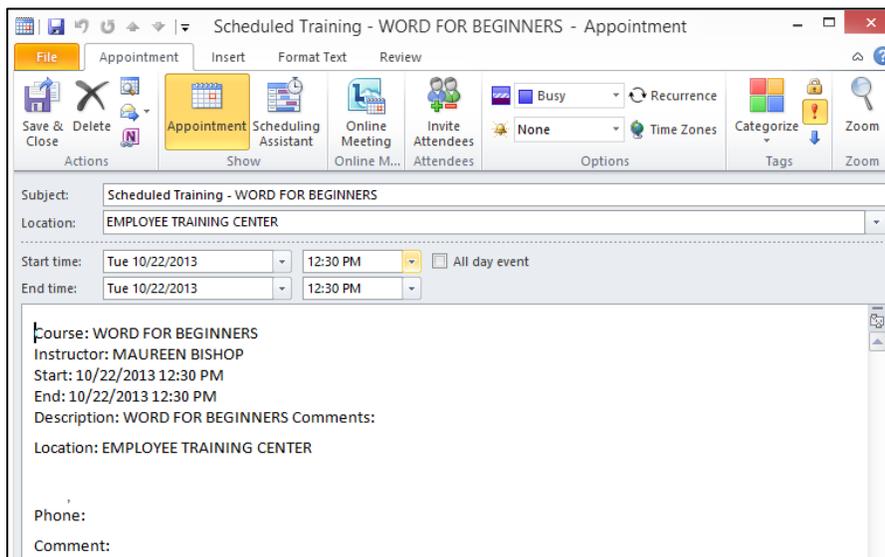
Description	WORD FOR BEGINNERS
Dates	10/22/2013 to 10/22/2013
Days	
Time	12:30 PM
Length	
Instructor	MAUREEN BISHOP
	EMPLOYEE TRAINING CENTER
Location	Room 205 Phone
Accredited Hours	0.00
Additional Information	

Below the table, a red-bordered box contains the following text:

You can now
[Add this scheduled item to my calendar](#)
[View your trainings](#)
[View employee trainings](#)
[View other available trainings](#)

On the right side of the page, there is a vertical navigation menu with the following items: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, Personal Information, Position Transfer, Substitute Teaching, Time Off, Time Entry, Training Opportunities (highlighted in blue), and Courses Calendar.

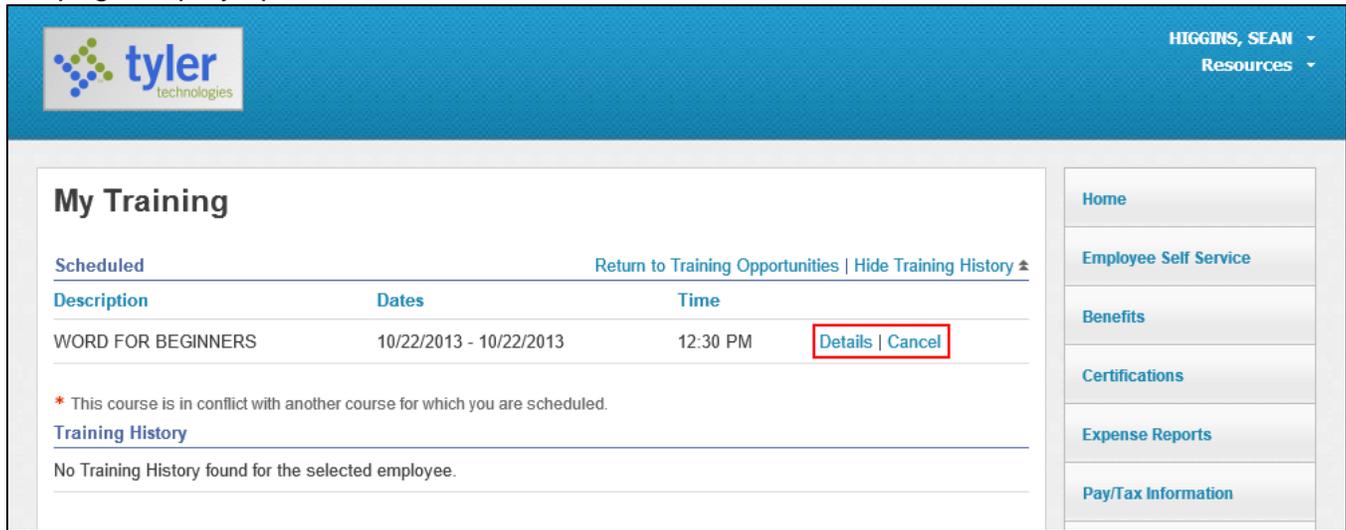
Click **Add This Scheduled Item to My Calendar** to export the training event to your Microsoft Outlook calendar.



The screenshot shows a Microsoft Outlook appointment window titled "Scheduled Training - WORD FOR BEGINNERS - Appointment". The window includes a ribbon with tabs for File, Appointment, Insert, Format Text, and Review. The appointment details are as follows:

- Subject:** Scheduled Training - WORD FOR BEGINNERS
- Location:** EMPLOYEE TRAINING CENTER
- Start time:** Tue 10/22/2013 12:30 PM
- End time:** Tue 10/22/2013 12:30 PM
- Course:** WORD FOR BEGINNERS
- Instructor:** MAUREEN BISHOP
- Start:** 10/22/2013 12:30 PM
- End:** 10/22/2013 12:30 PM
- Description:** WORD FOR BEGINNERS
- Comments:** Location: EMPLOYEE TRAINING CENTER
- Phone:**
- Comment:**

Click **View Your Trainings** to view the My Training page. Use this page to cancel scheduled training. If your organization has configured ESS to use points for tracking employee training, the page displays points information.



My Training

Scheduled [Return to Training Opportunities](#) | [Hide Training History](#) ▲

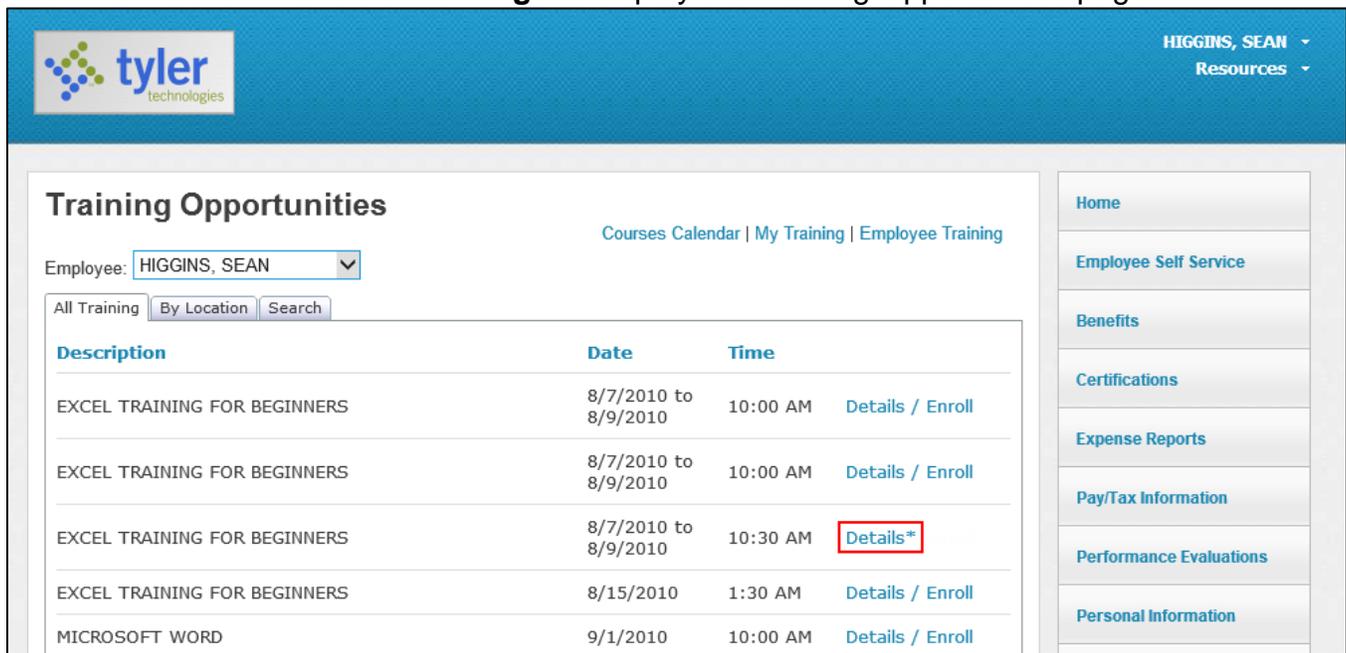
Description	Dates	Time	
WORD FOR BEGINNERS	10/22/2013 - 10/22/2013	12:30 PM	Details Cancel

* This course is in conflict with another course for which you are scheduled.

Training History

No Training History found for the selected employee.

Click **View Other Available Trainings** to display the Training Opportunities page.



Training Opportunities

Employee: ▼

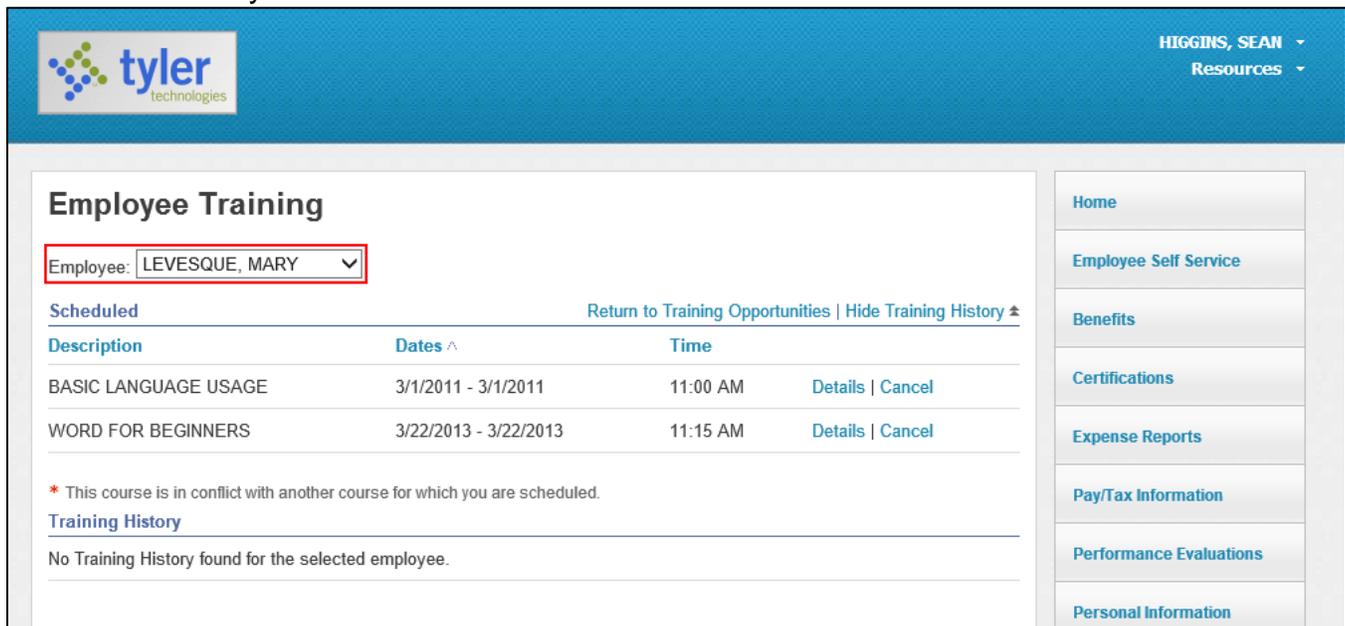
All Training

Description	Date	Time	
EXCEL TRAINING FOR BEGINNERS	8/7/2010 to 8/9/2010	10:00 AM	Details / Enroll
EXCEL TRAINING FOR BEGINNERS	8/7/2010 to 8/9/2010	10:00 AM	Details / Enroll
EXCEL TRAINING FOR BEGINNERS	8/7/2010 to 8/9/2010	10:30 AM	Details*
EXCEL TRAINING FOR BEGINNERS	8/15/2010	1:30 AM	Details / Enroll
MICROSOFT WORD	9/1/2010	10:00 AM	Details / Enroll

If you are enrolled in a course, only the **Details** option is available. The asterisk (*) indicates that you are already enrolled.

View Employee Training

If you supervise employees, click **Employee Training** to display course information for employees. Select a name from the Employee list to view that employee's scheduled courses and course history.



The screenshot shows the 'Employee Training' interface for user HIGGINS, SEAN. The employee selected is LEVESQUE, MARY. The page displays a table of scheduled training courses:

Description	Dates	Time	
BASIC LANGUAGE USAGE	3/1/2011 - 3/1/2011	11:00 AM	Details Cancel
WORD FOR BEGINNERS	3/22/2013 - 3/22/2013	11:15 AM	Details Cancel

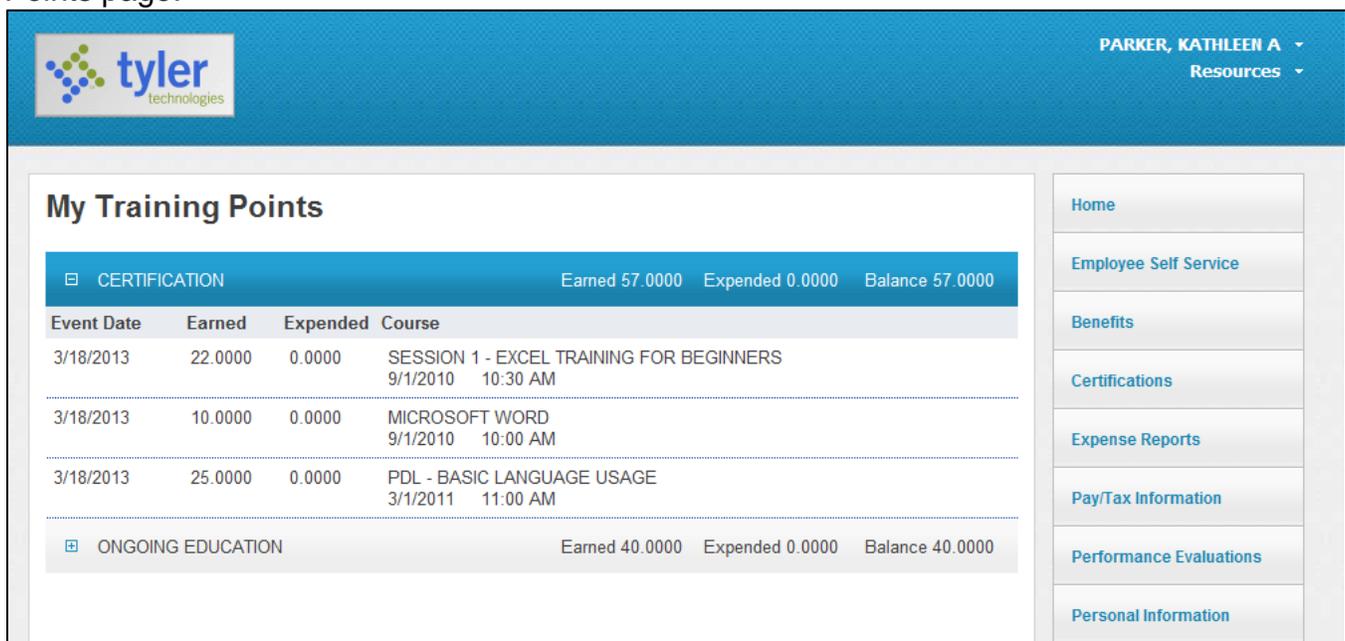
A note indicates: * This course is in conflict with another course for which you are scheduled.

The 'Training History' section shows: No Training History found for the selected employee.

Navigation links on the right include: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, and Personal Information.

My Points

My Points is available in the Training Opportunities group on the ESS menu if your organization uses points to track training courses. Click this option to display the My Training Points page.



The screenshot shows the 'My Training Points' interface for user PARKER, KATHLEEN A. It displays two categories of training points:

- CERTIFICATION**: Earned 57.0000, Expended 0.0000, Balance 57.0000
- ONGOING EDUCATION**: Earned 40.0000, Expended 0.0000, Balance 40.0000

The CERTIFICATION section includes the following table of completed courses:

Event Date	Earned	Expended	Course
3/18/2013	22.0000	0.0000	SESSION 1 - EXCEL TRAINING FOR BEGINNERS 9/1/2010 10:30 AM
3/18/2013	10.0000	0.0000	MICROSOFT WORD 9/1/2010 10:00 AM
3/18/2013	25.0000	0.0000	PDL - BASIC LANGUAGE USAGE 3/1/2011 11:00 AM

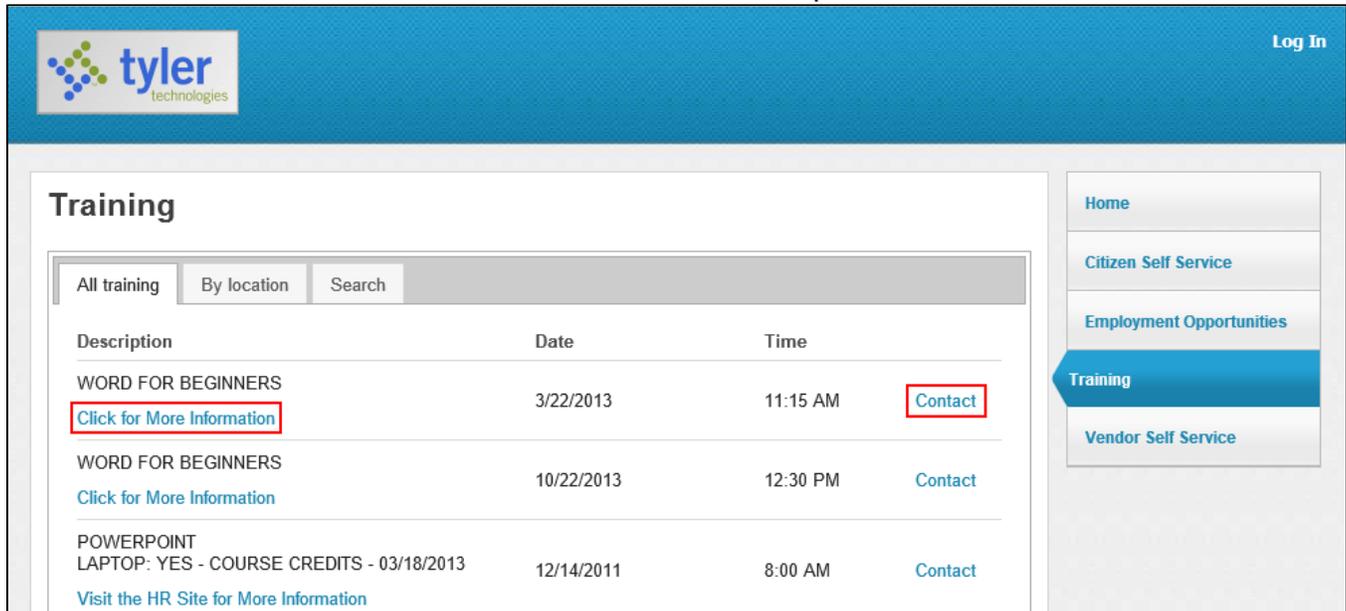
Navigation links on the right include: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, and Personal Information.

This page displays previously completed courses organized by points type. In addition, it displays points earned, points expended, and the resulting points balance.

Training (Guest)

Training may be made available to individuals who are not employees of your organization. While it is considered a part of ESS, the Training option displays on the MSS Home page and is accessible without a user name and password. Guests cannot enroll in a course through ESS; they must email the course contact. The availability of courses is maintained in the Munis Training Courses program.

Use the **Click for More Information** option to display an information page related to that course. Click **Contact** to email the course contact and request enrollment in the course.

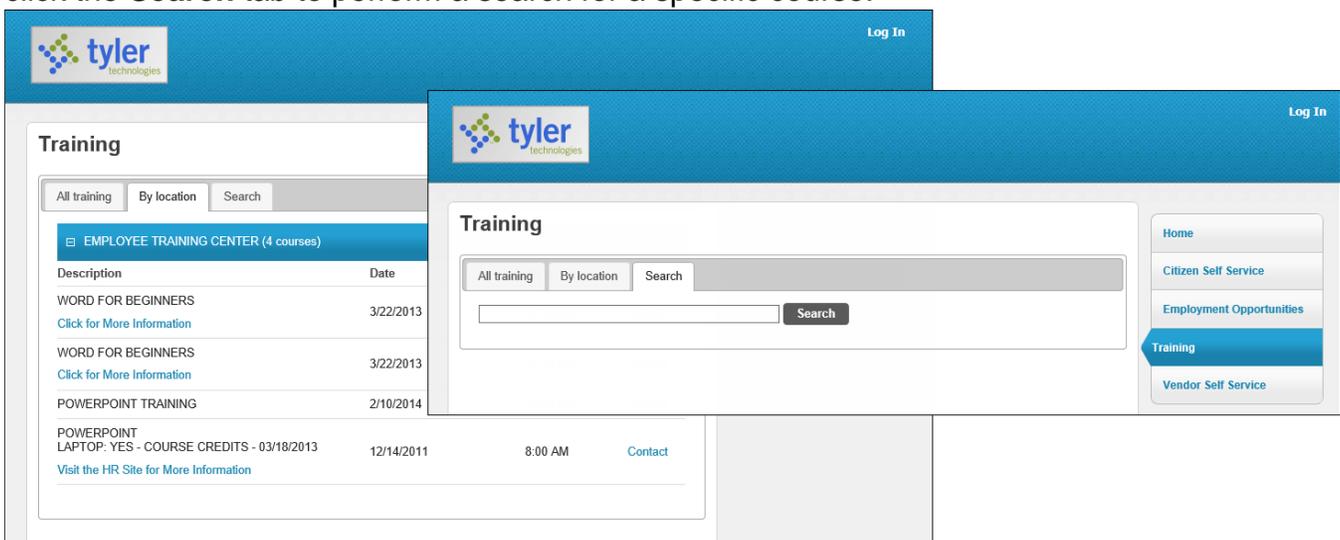


The screenshot shows the Tyler Technologies Training page. At the top left is the Tyler Technologies logo and a 'Log In' link. The main content area is titled 'Training' and features three tabs: 'All training', 'By location', and 'Search'. Below the tabs is a table of training courses:

Description	Date	Time	
WORD FOR BEGINNERS Click for More Information	3/22/2013	11:15 AM	Contact
WORD FOR BEGINNERS Click for More Information	10/22/2013	12:30 PM	Contact
POWERPOINT LAPTOP: YES - COURSE CREDITS - 03/18/2013 Visit the HR Site for More Information	12/14/2011	8:00 AM	Contact

On the right side, there is a vertical navigation menu with buttons for 'Home', 'Citizen Self Service', 'Employment Opportunities', 'Training' (highlighted), and 'Vendor Self Service'.

The Training page displays the All Training tab as the default view, which includes all training that is available to guests. Click the **By Location** tab to view the trainings sorted by location, or click the **Search** tab to perform a search for a specific course.



This screenshot shows the Training page with the 'By location' tab selected. The main content area is titled 'Training' and features three tabs: 'All training', 'By location', and 'Search'. Below the tabs, a dropdown menu shows 'EMPLOYEE TRAINING CENTER (4 courses)'. Below this, a table of training courses is displayed:

Description	Date	
WORD FOR BEGINNERS Click for More Information	3/22/2013	
WORD FOR BEGINNERS Click for More Information	3/22/2013	
POWERPOINT TRAINING	2/10/2014	
POWERPOINT LAPTOP: YES - COURSE CREDITS - 03/18/2013 Visit the HR Site for More Information	12/14/2011	8:00 AM Contact

The 'Search' tab is active, showing a search input field and a 'Search' button. The right-side navigation menu is also visible, with 'Training' highlighted.

Employment Opportunities (Applicant Processing)

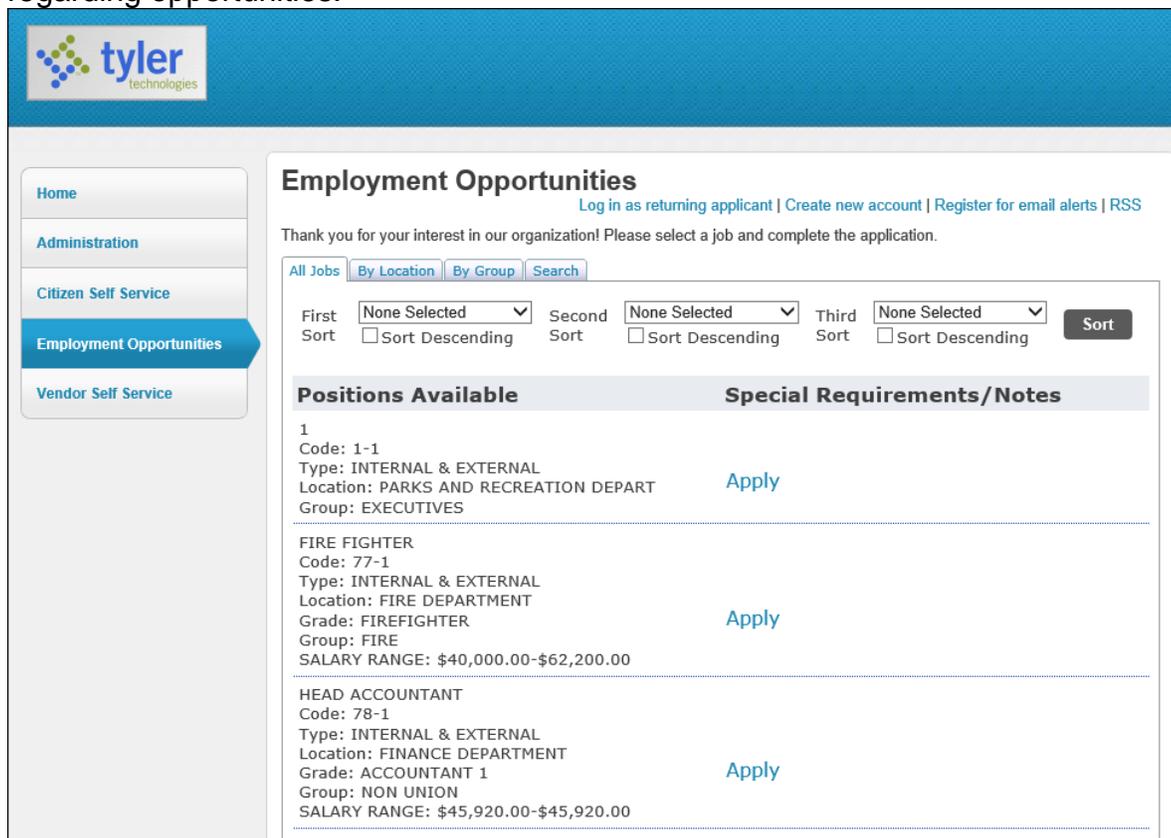
Employment Opportunities is the Munis Self Service interface for Munis Applicant Processing. It is considered a part of ESS; however, the Employment Opportunities option displays on the MSS Home page and is accessible without a username and password.

Employment Opportunities provides job openings for your organization. Using this feature, job applicants can view available jobs and apply for one or more jobs directly from the Employment Opportunities page. Your organization builds job applications using the Self Service Application program within Munis Applicant Processing.

In addition to applying for positions, applicants can request to receive regular updates for job openings according to job categories.

When an applicant registers for an account, the program stores all of his or her information in the Munis database. Returning applicants do not have to re-enter information each time they apply for a job; however, they can update their applicant information to tailor it to a specific job or to add updated information.

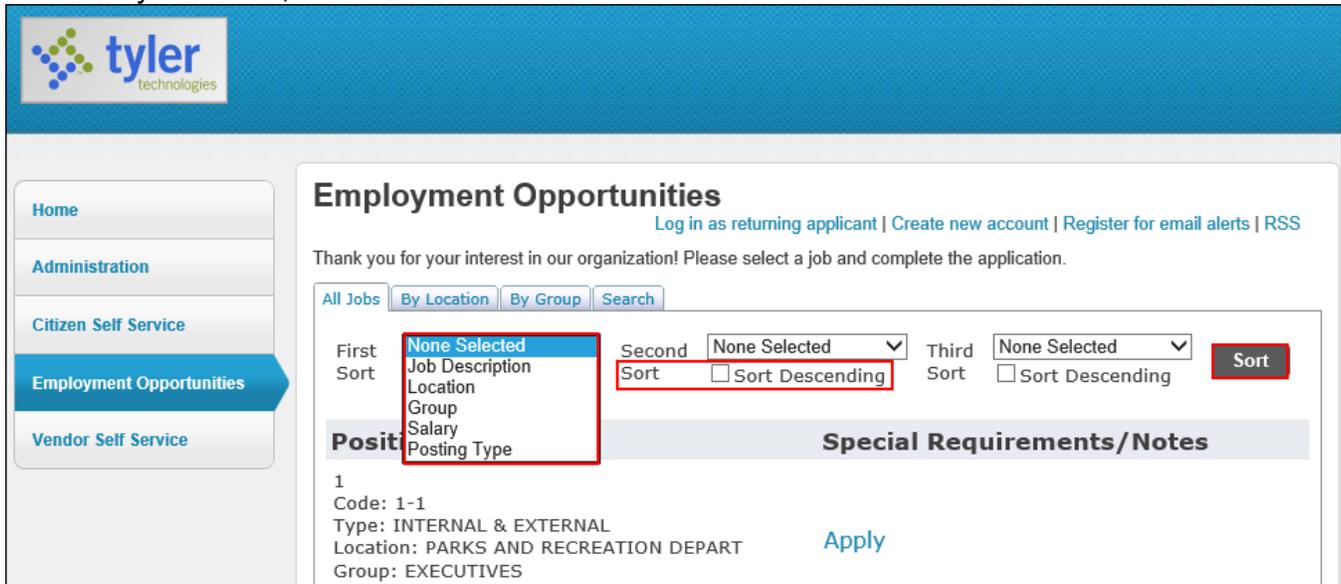
If you use the Internet Rich Site Summary (RSS) application, click RSS to subscribe to an RSS feed for employment opportunities, or click Register for Email Alerts to get automatic updates regarding opportunities.



The screenshot shows the 'Employment Opportunities' page. On the left is a navigation menu with options: Home, Administration, Citizen Self Service, Employment Opportunities (highlighted), and Vendor Self Service. The main content area is titled 'Employment Opportunities' and includes links for 'Log in as returning applicant', 'Create new account', 'Register for email alerts', and 'RSS'. Below this is a thank-you message and a search section with filters for 'All Jobs', 'By Location', 'By Group', and 'Search'. There are three dropdown menus for 'First Sort', 'Second Sort', and 'Third Sort', each with 'None Selected' and a 'Sort Descending' checkbox. A 'Sort' button is also present. The main table lists three job positions with their details and an 'Apply' button for each.

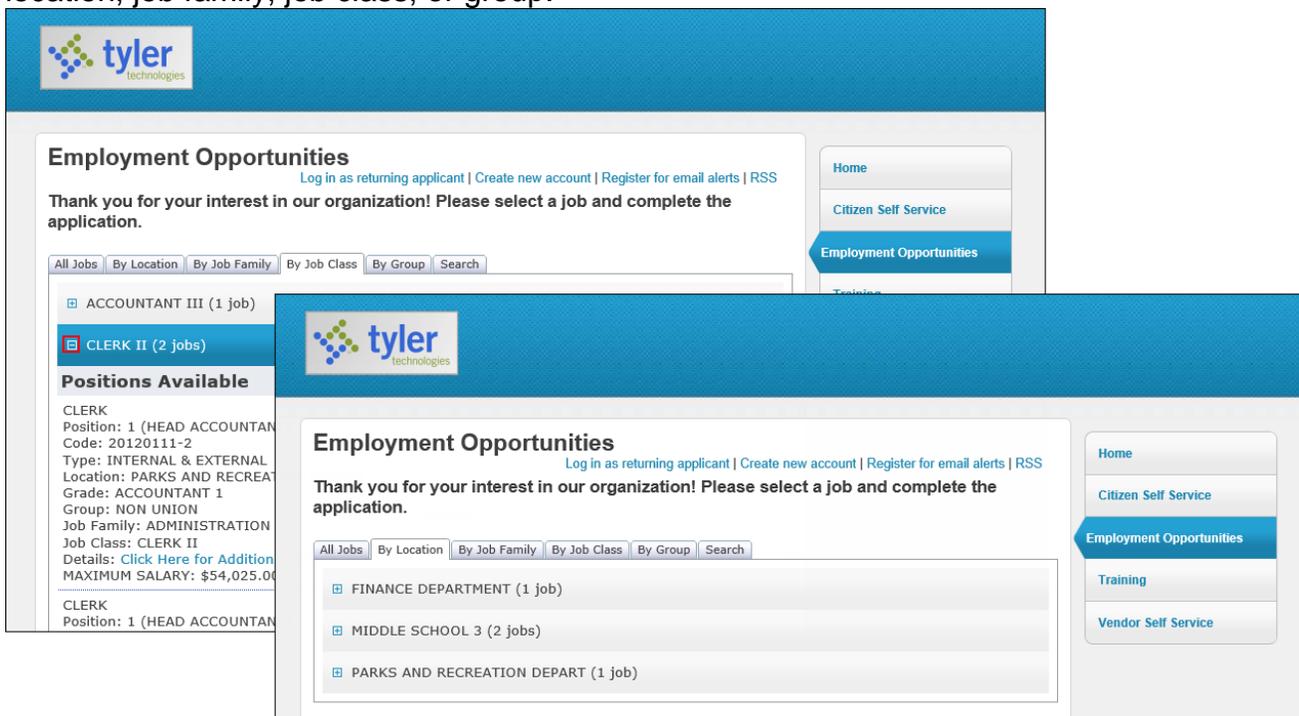
Positions Available	Special Requirements/Notes
1 Code: 1-1 Type: INTERNAL & EXTERNAL Location: PARKS AND RECREATION DEPART Group: EXECUTIVES	Apply
FIRE FIGHTER Code: 77-1 Type: INTERNAL & EXTERNAL Location: FIRE DEPARTMENT Grade: FIREFIGHTER Group: FIRE SALARY RANGE: \$40,000.00-\$62,200.00	Apply
HEAD ACCOUNTANT Code: 78-1 Type: INTERNAL & EXTERNAL Location: FINANCE DEPARTMENT Grade: ACCOUNTANT 1 Group: NON UNION SALARY RANGE: \$45,920.00-\$45,920.00	Apply

The Employment Opportunities page displays the All Jobs tab as the default view. This tab provides three Sort By lists. Select the names of fields from these lists to sort the available positions. The first list determines the primary sort field, the second list determines the secondary sort field, and so on.



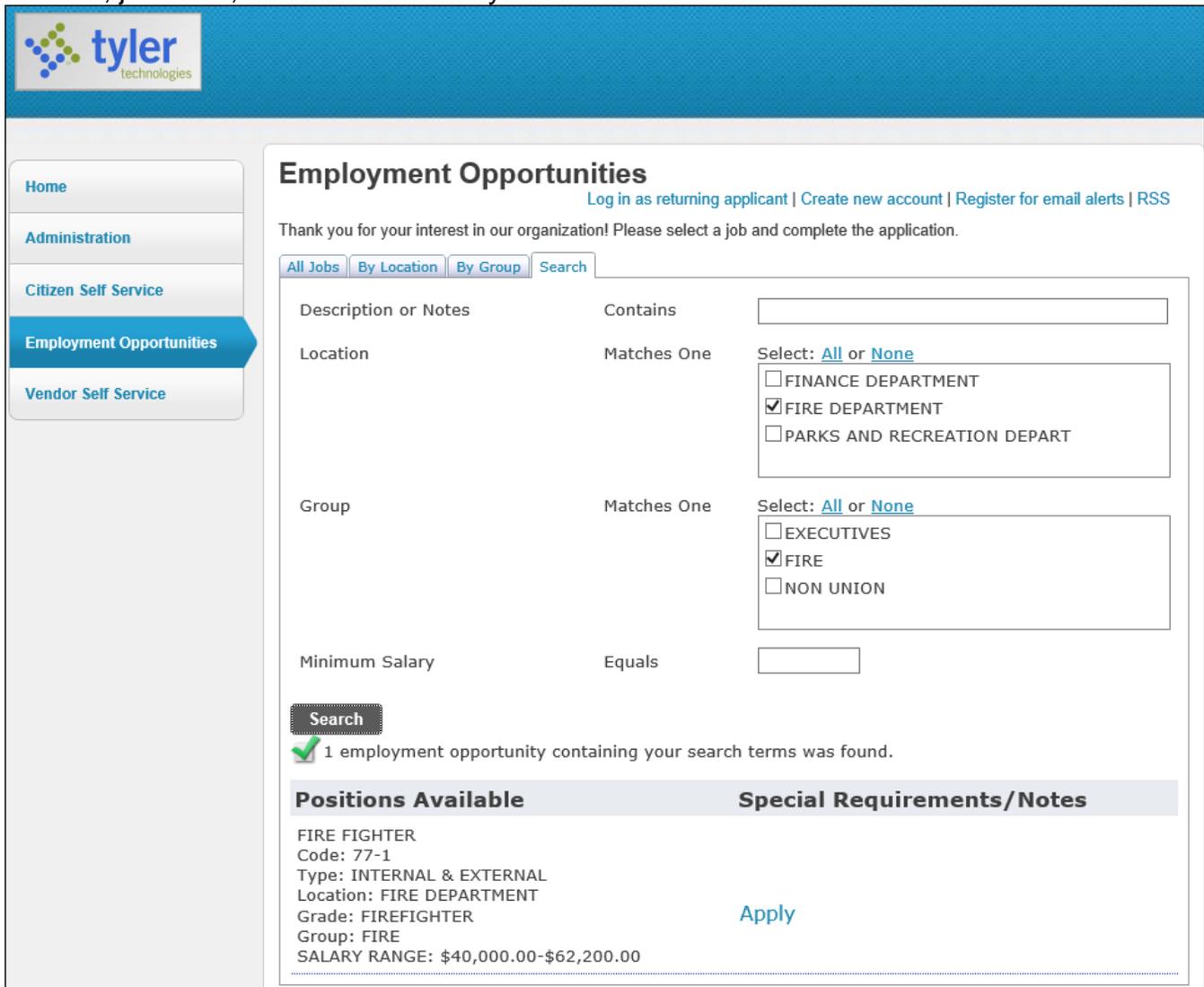
Click the Sort Descending check box under any of these lists to sort by the specified field in descending order rather than ascending order. Once you have configured your sort criteria, click Sort to sort the list.

Other tabs that group available jobs by different criteria may be available depending on how your organization configures self service. Click these tabs, as applicable, to view job listings by location, job family, job class, or group.



Each tab provides subgroups that further organize the job listings. For example, on the By Location tab, Munis Self Service displays a header for each location that has job openings. Each header shows the number of openings for that location. Click the more [+] button on a header to expand that list of jobs.

The Search tab allows you to search for job listings by specifying criteria including description, location, job class, and minimum salary.



Employment Opportunities
[Log in as returning applicant](#) | [Create new account](#) | [Register for email alerts](#) | [RSS](#)

Thank you for your interest in our organization! Please select a job and complete the application.

[All Jobs](#) | [By Location](#) | [By Group](#) | [Search](#)

Description or Notes: Contains

Location: Matches One
 Select: [All](#) or [None](#)
 FINANCE DEPARTMENT
 FIRE DEPARTMENT
 PARKS AND RECREATION DEPART

Group: Matches One
 Select: [All](#) or [None](#)
 EXECUTIVES
 FIRE
 NON UNION

Minimum Salary: Equals

Search

 1 employment opportunity containing your search terms was found.

Positions Available	Special Requirements/Notes
FIRE FIGHTER Code: 77-1 Type: INTERNAL & EXTERNAL Location: FIRE DEPARTMENT Grade: FIREFIGHTER Group: FIRE SALARY RANGE: \$40,000.00-\$62,200.00	Apply

Select the check boxes and complete the boxes to define your search. Click **Search** to view your results.

New Applicants

If you are a new applicant and you want to receive notifications of future job opportunities, use the **Register for Email Alerts** option on the main page to submit an interest card.



[Log In](#)

Future job opportunities

Select the job categories in which you are interested. You will be alerted via email when new job opportunities arise.

6201 TEST ADMINISTRATION CLERICAL NON UNIFORMED
 SUPPORT STAFF TEACHER UNIFORMED

First name

Last name

Middle initial

Address 1

Address 2

City

State abbreviation

Zip code

Country

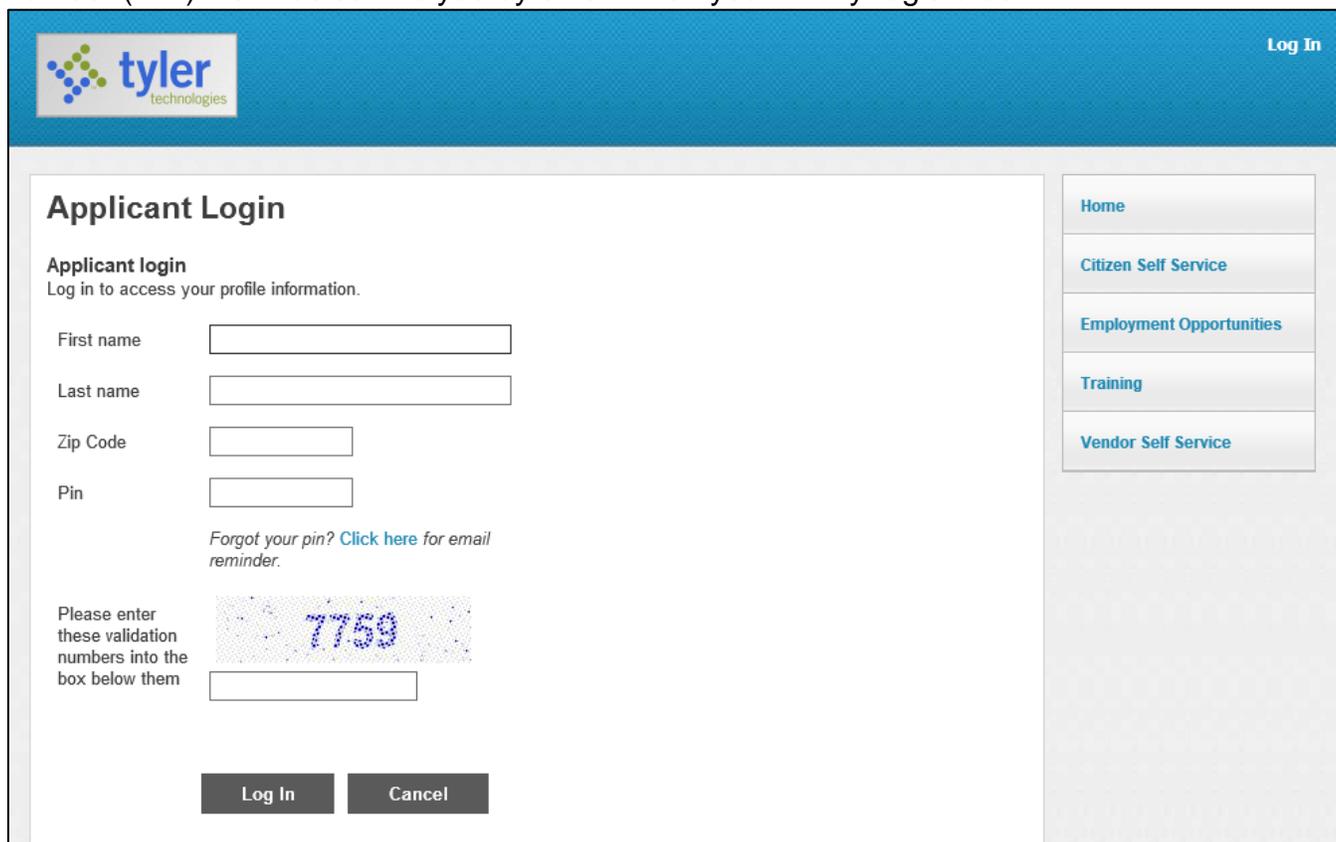
Phone

Email

- [Home](#)
- [Citizen Self Service](#)
- [Employment Opportunities](#)
- [Training](#)
- [Vendor Self Service](#)

Returning Applicants

On the Employment Opportunities main page, click **Log In as Returning Applicant** to display the Applicant Login page. Enter your full name, ZIP Code™, and the personal identification number (PIN) that was sent to you by email when you initially registered.



If you have forgotten your assigned PIN, use the **Click Here** option to generate an automatic email containing a PIN hint. **Note:** PIN hints are established in the Munis Applicant Processing Settings program and depending upon an organization's requirements, may include the actual PIN.

If you have previously applied for a position, your details are stored in an applicant profile. The profile includes personal information, contact information, and availability and requirements details.

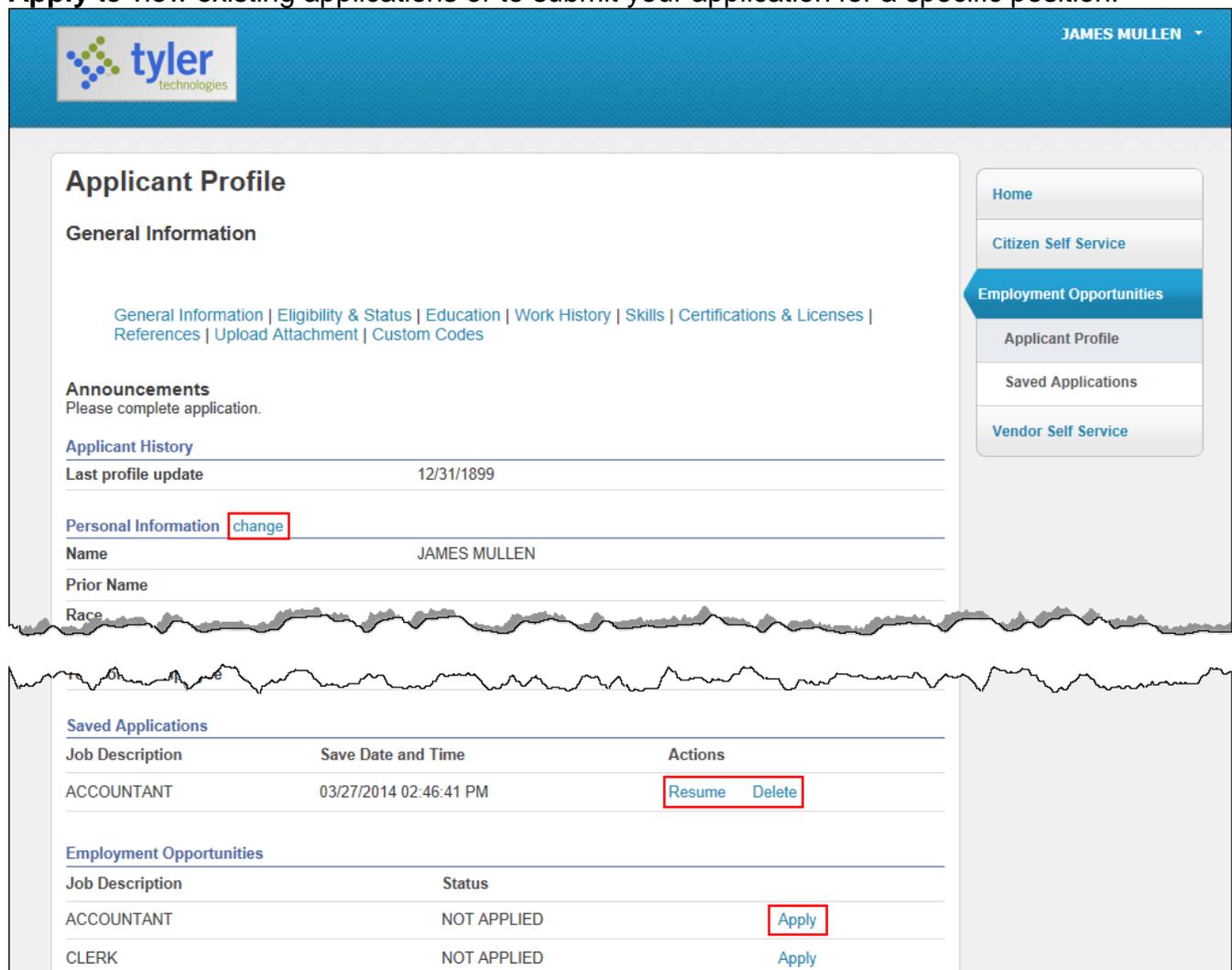
Applicant Profile

In the General Information section, there are multiple options for updating your application information, such as work history, educations, or references.

For each section of the profile (Personal Information, Contact Information, and Availability and Requirements), click **Change** to update the details.

If you have saved any incomplete job applications, a list displays in the Saved Applications section at the end of the page. Click **Resume** to finish the application (if the job opening has not been closed) or **Delete** to delete it.

If opportunities are currently available, the list of openings is at the end of the page. Click **Apply** to view existing applications or to submit your application for a specific position.



Applicant Profile

General Information

General Information | Eligibility & Status | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Announcements
Please complete application.

Applicant History

Last profile update	12/31/1899
---------------------	------------

Personal Information [change](#)

Name	JAMES MULLEN
Prior Name	
Race	

Saved Applications

Job Description	Save Date and Time	Actions
ACCOUNTANT	03/27/2014 02:46:41 PM	Resume Delete

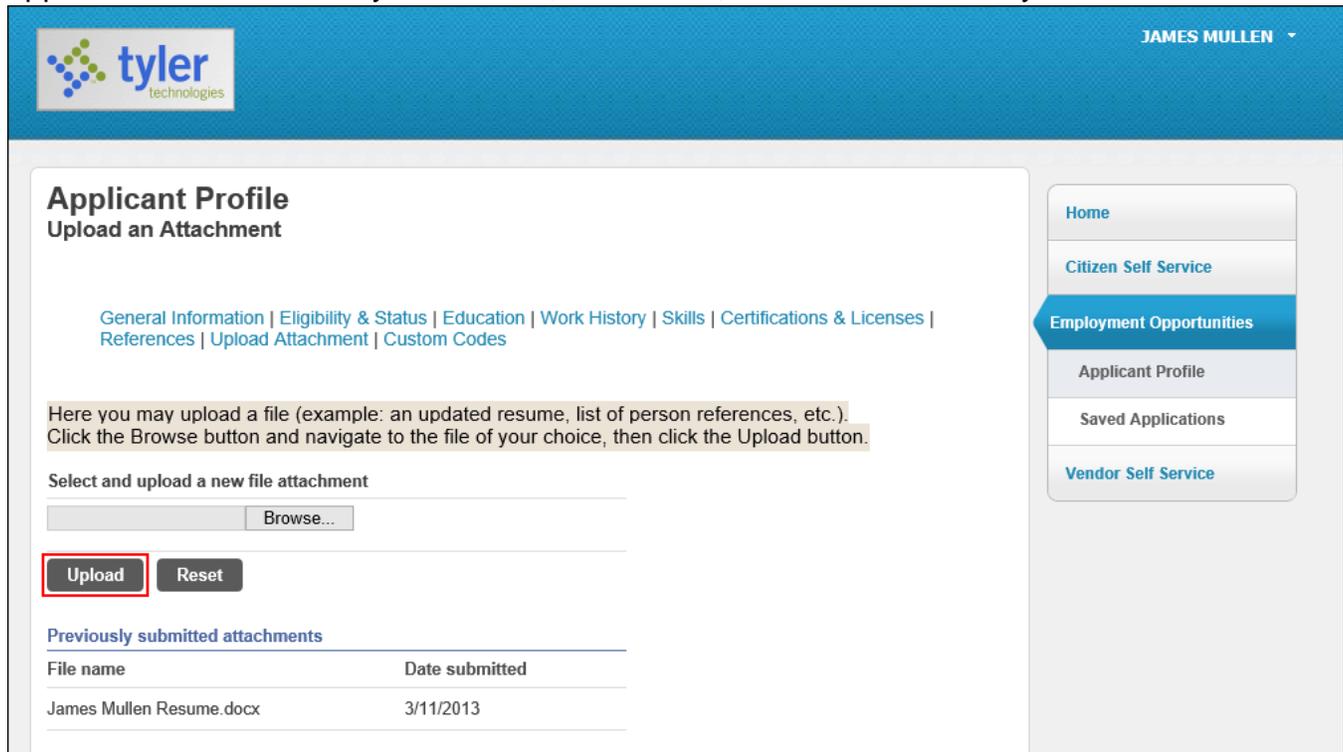
Employment Opportunities

Job Description	Status	
ACCOUNTANT	NOT APPLIED	Apply
CLERK	NOT APPLIED	Apply

In addition to allowing you to update information, the Applicant Profile page provides options for uploading attachments and updating or verifying custom application information.

Upload Attachments

The Upload Attachments page allows you to upload documents associated with your application. This includes your resume, references, or educational history.



Applicant Profile
Upload an Attachment

[General Information](#) | [Eligibility & Status](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

Here you may upload a file (example: an updated resume, list of person references, etc.). Click the Browse button and navigate to the file of your choice, then click the Upload button.

Select and upload a new file attachment

Browse...

Upload **Reset**

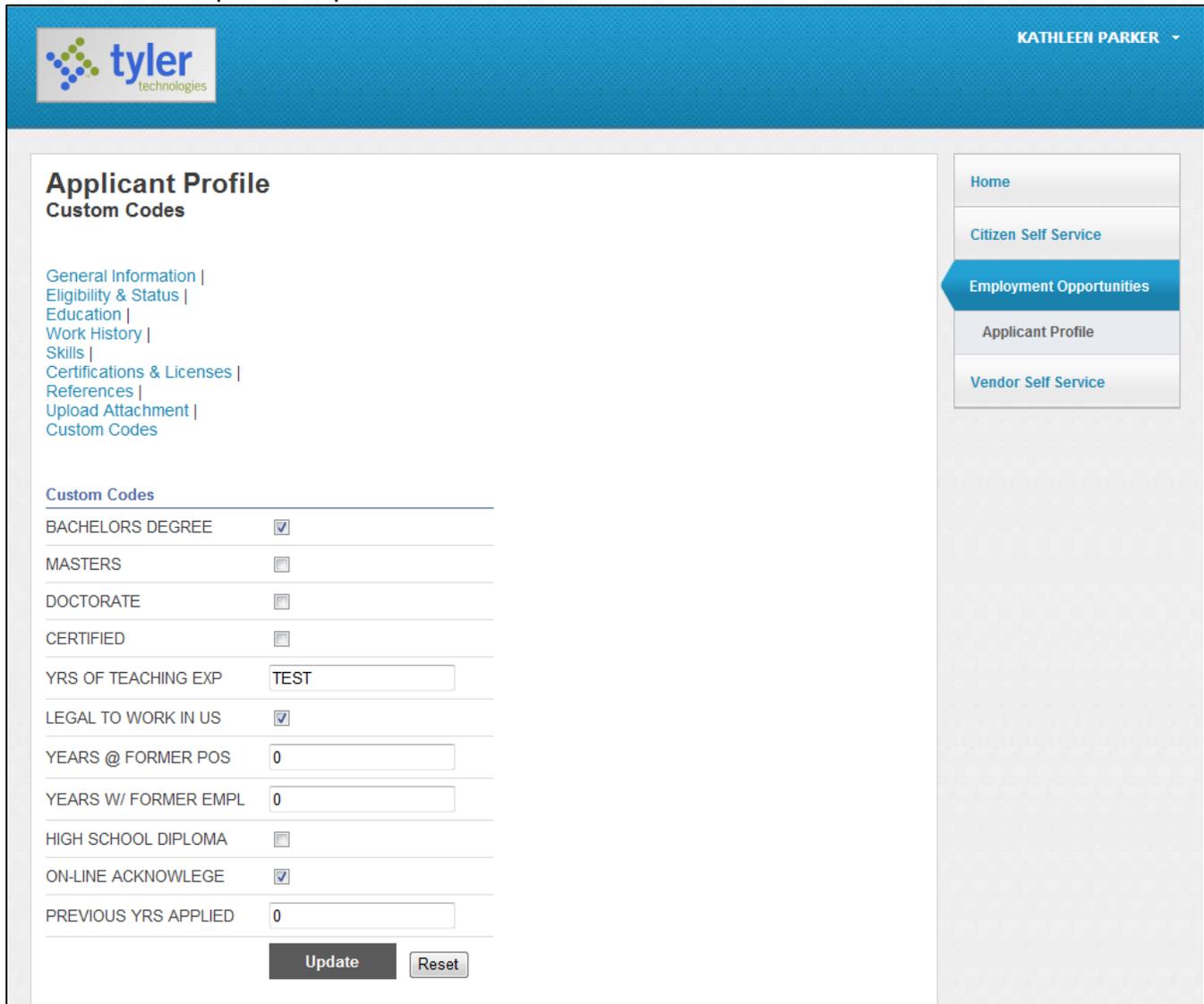
Previously submitted attachments

File name	Date submitted
James Mullen Resume.docx	3/11/2013

To attach a document, select the file and click **Upload**. Any documents previously attached are listed on the page.

Custom Codes

Custom codes are customized application items that are not predefined in Munis. Use the Custom Codes option to update this information.



Applicant Profile
Custom Codes

General Information | Eligibility & Status | Education | Work History | Skills | Certifications & Licenses | References | Upload Attachment | Custom Codes

Custom Codes

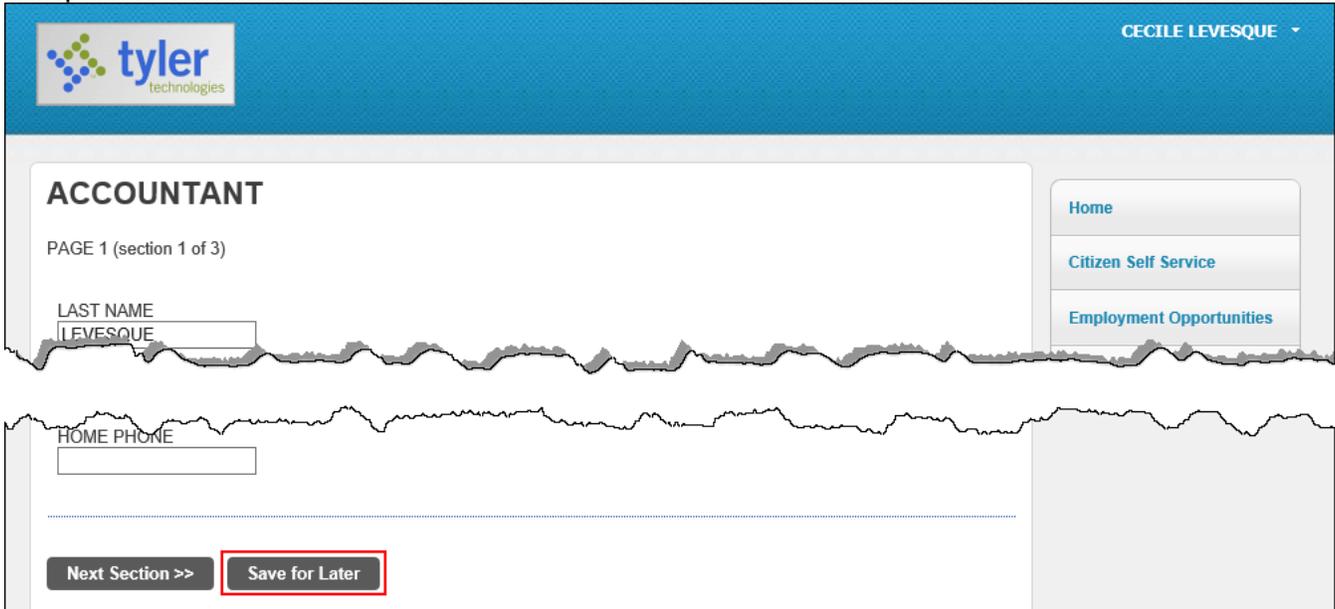
BACHELORS DEGREE	<input checked="" type="checkbox"/>
MASTERS	<input type="checkbox"/>
DOCTORATE	<input type="checkbox"/>
CERTIFIED	<input type="checkbox"/>
YRS OF TEACHING EXP	<input type="text" value="TEST"/>
LEGAL TO WORK IN US	<input checked="" type="checkbox"/>
YEARS @ FORMER POS	<input type="text" value="0"/>
YEARS W/ FORMER EMPL	<input type="text" value="0"/>
HIGH SCHOOL DIPLOMA	<input type="checkbox"/>
ON-LINE ACKNOWLEDGE	<input checked="" type="checkbox"/>
PREVIOUS YRS APPLIED	<input type="text" value="0"/>

Applications

Applications are created in the Munis Self Service Application program. Using this program, you design the application sections, determine the fields to include in each section, and identify the order in which they display. As a result, fields available on the application vary according to how your organization manages the process.

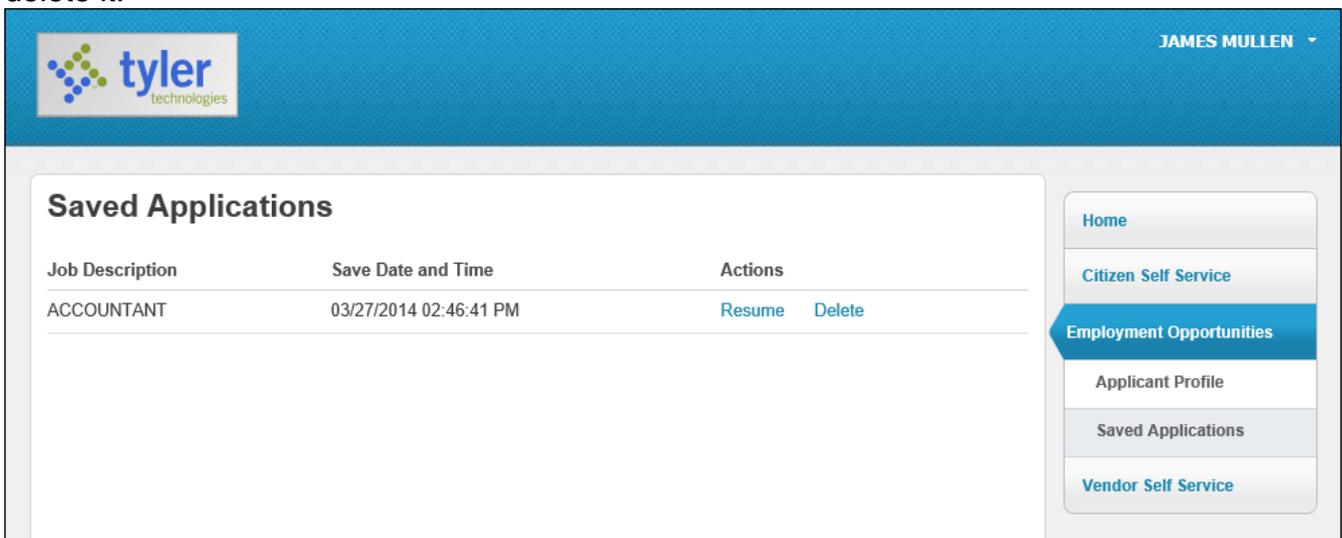
Different sections of an application may display on separate pages. In this case, click **Next Section** to move through the pages, completing the fields, as required. When you have completed the application, click **Review Application**. The program displays all of the information that you completed on the application. If the information is correct, click **Submit**.

On any application section, click **Save for Later** to save your application and return to complete it at a later time.



The screenshot shows the 'ACCOUNTANT' application form. At the top left is the Tyler Technologies logo. At the top right, the user name 'CECILE LEVESQUE' is displayed. The main content area is titled 'ACCOUNTANT' and includes 'PAGE 1 (section 1 of 3)'. There are input fields for 'LAST NAME' (containing 'LEVESQUE') and 'HOME PHONE'. At the bottom of the form, there are two buttons: 'Next Section >>' and 'Save for Later', with the latter highlighted by a red box. On the right side, there is a navigation menu with 'Home', 'Citizen Self Service', and 'Employment Opportunities'.

Munis Self Service displays incomplete applications on the Saved Applications page under Employment Opportunities on the menu. Click **Resume** to resume an application or **Delete** to delete it.



The screenshot shows the 'Saved Applications' page. At the top left is the Tyler Technologies logo. At the top right, the user name 'JAMES MULLEN' is displayed. The main content area is titled 'Saved Applications' and contains a table with the following data:

Job Description	Save Date and Time	Actions
ACCOUNTANT	03/27/2014 02:46:41 PM	Resume Delete

On the right side, there is a navigation menu with 'Home', 'Citizen Self Service', 'Employment Opportunities' (highlighted), 'Applicant Profile', 'Saved Applications', and 'Vendor Self Service'.