

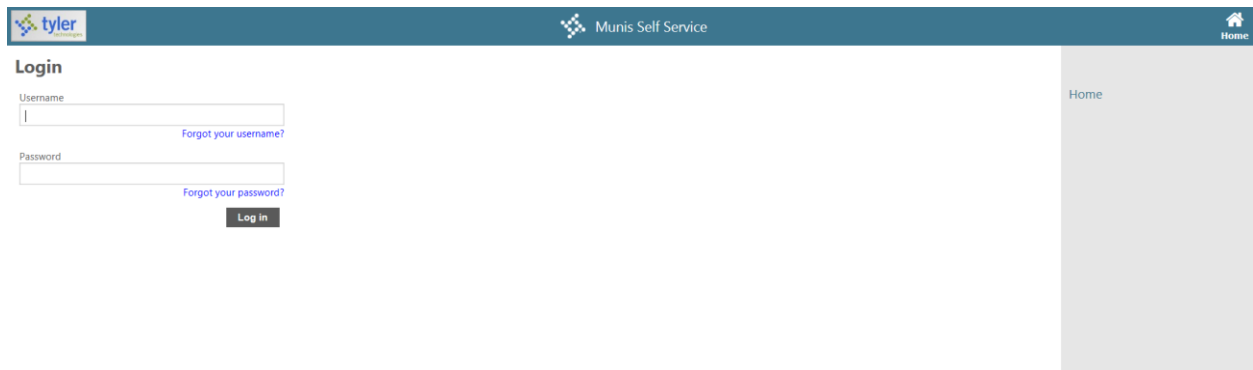
Accessing MUNIS Employee Self Service

From your web browser, type

<https://eastjacksonschools.munisselfservice.com/login.aspx>

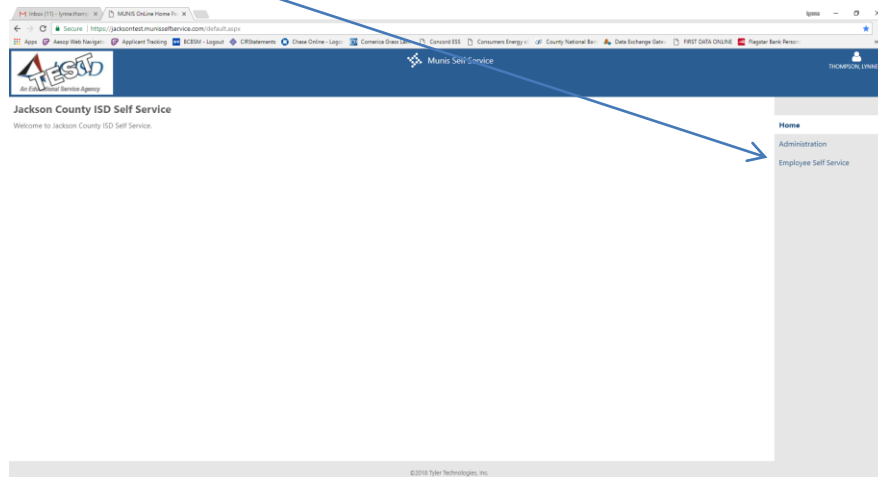
The Munis Self Service page will appear. The ESS Menu options are listed at the right side of the Employee Self Service page.

1. Enter your **Username** FirstNameLastName no spaces or period.
 1. Johnsmith for example
2. Password is last 4 digits of your SSN#, you will be prompted to change this once you sign in
3. Click **Log In** to continue.



The screenshot shows the login page for Munis Self Service. At the top, there is a dark blue header with the Tyler logo on the left, the text "Munis Self Service" in the center, and a "Home" link with a house icon on the right. Below the header, the page is divided into two main sections. On the left, there is a "Login" section with two input fields: "Username" and "Password". Below the "Username" field is a link that says "Forgot your username?". Below the "Password" field is a link that says "Forgot your password?". At the bottom of the login section is a black "Log in" button. On the right side of the page, there is a vertical grey sidebar with a "Home" link and a house icon.

Click on Employee Self Service to expand the menu



Click on Pay/tax information, then click W-4

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

W-4 Information

HILL, DELINA

FEDERAL

Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000000000

MAINE

Marital Status	SINGLE
Exemptions	0

Edit W-4 Values

Home

Employee Self Service

Benefits

Certifications

Expense Reports

Pay/Tax Information

YTD Information

W-2

To Make Changes Your W-4

To update your W-4 Information:

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

The program displays the Edit W-4 screen.

Edit W-4

HILL, DELINA

FEDERAL

Marital Status	SINGLE	<small>If you are married but would like to withhold at the higher single rate, select "Single".</small>
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.

Continue **Reset** **Cancel**

Home

Employee Self Service

Benefits

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YTD Information

W-2

1099-R

W-4

Paycheck Simulator

Salary Notification

Total Compensation

2. Enter the revised data. Verify that the information is correct by selecting the acknowledgement check box and then click **Continue**.

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HILL, DELINA A ▾
Resources ▾

Edit W-4

HILL, DELINA

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
Benefits
Paycheck Simulator
Salary Notification
Total Compensation

3. The program displays a review screen.

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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

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

Direct Deposit – Under Pay/Tax information click on Direct Deposit.

The screenshot shows the 'Direct Deposit Accounts' page in the Munis Self Service application. The page includes sections for adding primary, percentage-based, and amount-based accounts. A red box highlights the 'Add a primary account' button, and a blue arrow points from it to the text below. The right sidebar contains a navigation menu with 'Direct Deposit' highlighted. The footer includes a 'Submit changes' button and a copyright notice for Tyler Technologies, Inc.

Click the **Add a primary account** option for the account. The program displays an add new account box.

Add a new account

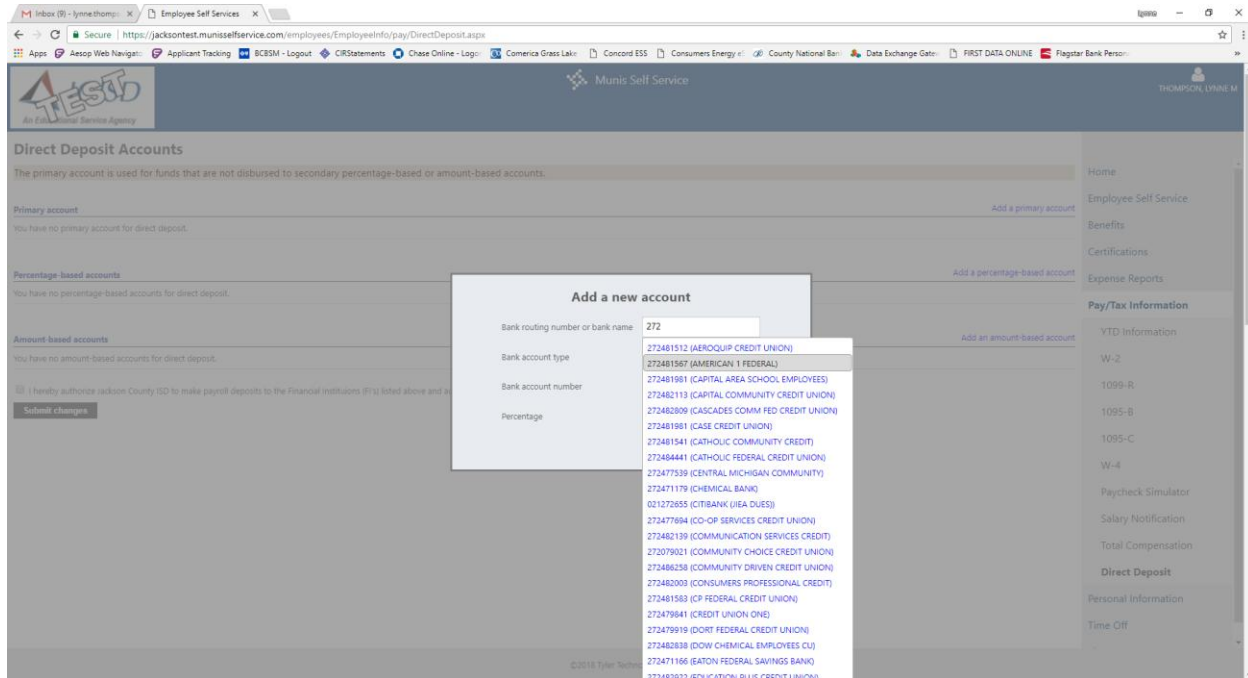
Bank routing number or bank name

Bank account type

Bank account number

Percentage

5. Start to enter routing number of your bank – list will appear.



Be sure to select the bank with the correct routing number.

- Select bank account type – checking or savings
- Enter bank account number
- Leave percentage at 100.
- Click OK

To verify the changes to your direct deposit account details, select the change-verification check box.

The screenshot shows the 'Direct Deposit Accounts' section of the Munis Self Service portal. It includes a table for primary accounts, sections for percentage-based and amount-based accounts, and a 'Submit changes' button. A blue arrow points to the 'Change' link in the table row for FLAGSTAR BANK.

Bank	Account type	Account number	Prenote	Active	Percentage
FLAGSTAR BANK	Checking	****8456	Yes	No	100% Change Delete

I hereby authorize Jackson County ISD to make payroll deposits to the Financial Institutions (FI) listed above and authorize the FI to accept these deposits. Adjusting entries to correct errors are also authorized.



Submit changes

Click Submit Changes.

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LEVESQUE, CECILE C
Resources

Direct Deposit Accounts

 Your new direct deposit information has been successfully submitted for approval. 

Primary account

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

Percentage-based accounts
You have no percentage-based accounts for direct deposit.

Amount-based accounts
You have no amount-based accounts for direct deposit.



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- Benefits
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- Pay/Tax Information**
 - YTD Information
 - W-2
 - 1099-R
 - W-4
 - Paycheck Simulator
 - Salary Notification

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

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Resources

Direct Deposit Accounts

 This direct deposit configuration is awaiting approval. No changes can be made at this time. 

Primary account

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

Percentage-based accounts
You have no percentage-based accounts for direct deposit.

Amount-based accounts
You have no amount-based accounts for direct deposit.

- Home
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Log off when completed.