

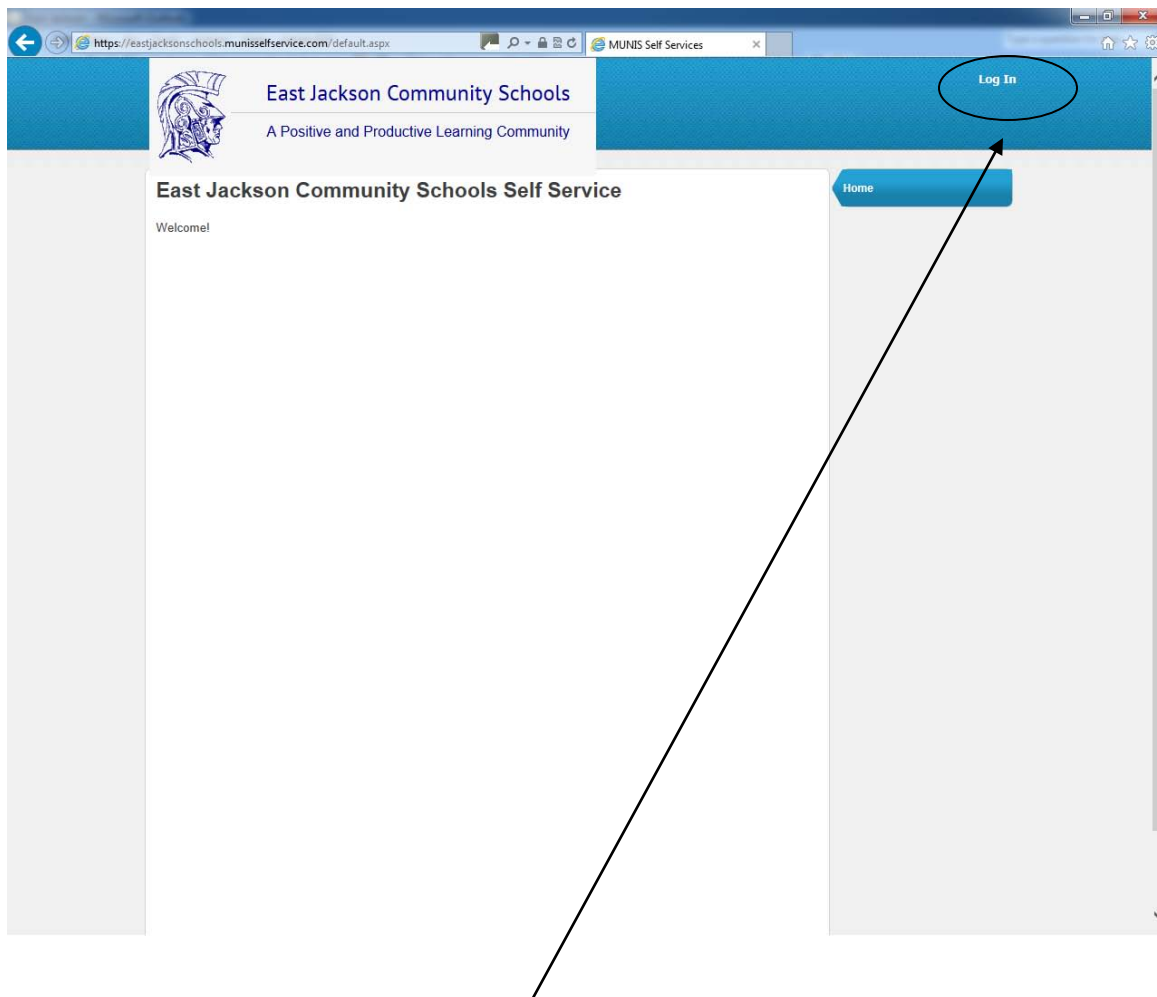
THE ESS WEBSITE – <https://eastjacksonschools.munisselfservice.com/>

Accessing the Site

There are several ways to access the ESS website:

- Entering the URL directly into a browser's address bar
- Saving the site as one of a browser's Favorites or Bookmarks
- Accessing a Link from a MUNIS customer's homepage

Any of these actions will bring up the ESS main page.



Logging In

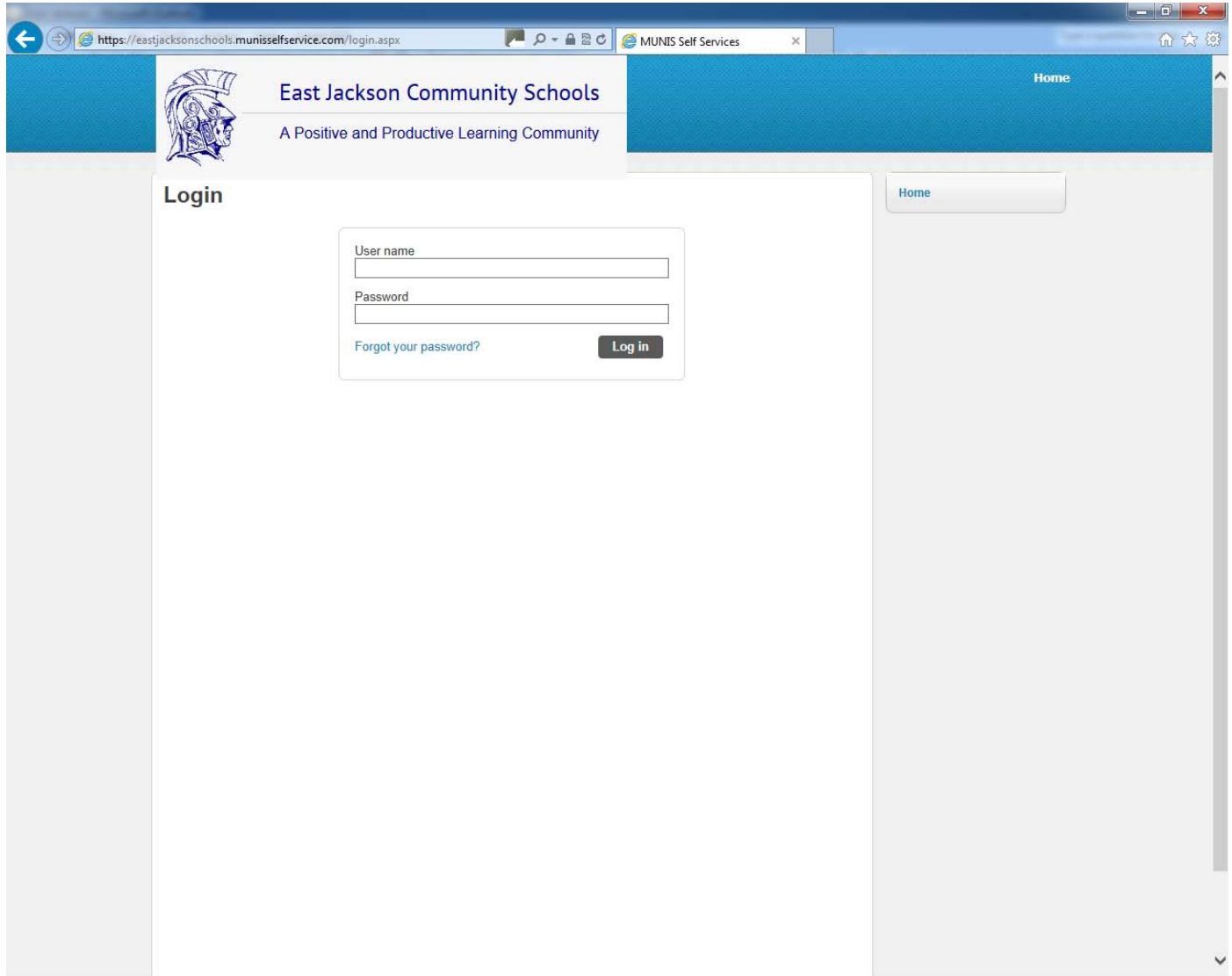
To Log in to the site, click the **Log In** link in the upper right-hand corner of the screen.

MSS-Employee Self Service Guide

Enter a Username and password and click the Log In button.

ESS usernames are created using the first name and last name of the employee (example: Joseph Smith = 'josephsmith').

The initial password is set to the last four digits of the employee's Social Security Number.



The screenshot shows a web browser window with the URL <https://eastjacksonschools.muniselfservice.com/login.aspx>. The page features a blue header with the East Jackson Community Schools logo and the text "East Jackson Community Schools" and "A Positive and Productive Learning Community". A "Home" link is visible in the top right corner. The main content area is titled "Login" and contains a form with two input fields: "User name" and "Password". Below the "Password" field is a link for "Forgot your password?". A "Log in" button is located to the right of the "Password" field.

East Jackson Community Schools
A Positive and Productive Learning Community

Home

Login

User name

Password

[Forgot your password?](#)

MSS-Employee Self Service Guide

Click on Employee Self Service to expand the menu

The screenshot displays the East Jackson Community Schools Employee Self Service portal. The browser address bar shows the URL: <https://eastjacksonschools.munisselfservice.com/employees/default.aspx>. The page header includes the school logo and name, "East Jackson Community Schools", and the tagline "A Positive and Productive Learning Community". The user's name, "HERRINGTON, ERIN M", is displayed in the top right corner.

The main content area is titled "Welcome to Employee Self Service". It features several sections:

- Announcements**: A section for displaying announcements.
- Personal information**: A section containing the user's contact information: "HERRINGTON, ERIN M", "7680 MCCAIN ROAD", "PARMA, MI 49269". It also lists the phone number "HOME PHONE: 517-531-3542" and the email address "Email: erin.herrington@eastjacksonschools.org". A "View profile" button is located in the top right corner of this section.
- Paychecks**: A section for displaying paychecks. It includes a "Show paycheck amounts" button and a "Previous paychecks" section with a "Year to date" button. A "Tools" section is also present, containing links for "Paycheck simulator", "View last year's W2", and "Change your W4".

A black arrow points to the "Employee Self Service" menu item in the right sidebar, which is highlighted in blue. The sidebar also includes links for "Home", "Certifications", "Pay/Tax Information", "Personal Information", and "Time Off".

ESS-Specific Pages

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.

East Jackson Community Schools
A Positive and Productive Learning Community

HERRINGTON, ERIN M

Personal Information

[Address / E-mail change](#)

Home Address 7680 MCCAIN ROAD,
PARMA, MI 49269

E-mail erin.herrington@eastjacksonschools.org

Alternate E-mail

Telephone [Add Telephone Number](#)

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE	517-531-3542	No	Change

Dependents [Add Dependent](#)

No Dependent information to display.

Emergency Contacts [Add Emergency Contact](#)

No Emergency Contact information to display.

Navigation:
[Home](#)
[Employee Self Service](#)
[Certifications](#)
[Pay/Tax Information](#)
[Personal Information](#)
[Employee Profile](#)
[Time Off](#)

If changes are allowed, you can make changes to your mailing address and email address. You can also maintain your telephone numbers, dependents, and emergency contacts.




Employee Profile

[Return to Personal Information](#)

Employee: PARKER, KATHLEEN A ▼

General information

Name	PARKER, KATHLEEN A
Employee ID	9876
Preferred name	
SSN	001-44-9999
Active status	ACTIVE
Personnel status	FULL TIME
Office location	
E-Mail address	melfring@tylertech.com
Alternate e-mail address	
Hire date	7/1/2009
Service date	7/1/2009
Original hire date	
Supervisor	 SEAN HIGGINS
Supervisor e-mail	

Demographic information

Date of birth	3/13/1962
Gender	FEMALE ▼
EEO ethnicity	BLACK ▼
Marital status	HEAD OF HOUSEHOLD ▼
Privacy setting	▼
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"/>

[Update](#)[Cancel](#)Mail corrections/comments to [Human Resources](#)[Home](#)[Employee Self Service](#)[Benefits](#)[Certifications](#)[Expense Reports](#)[Pay/Tax Information](#)[Performance Evaluations](#)**[Personal Information](#)**[Employee Profile](#)[Position Transfer](#)[Substitute Teaching](#)[Time Off](#)[Time Entry](#)[Training Opportunities](#)

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.

The image displays two screenshots of the Paychecks section in the MSS-Employee Self Service Guide. The top screenshot shows the 'Paychecks' header with a 'Show paycheck amounts' button. Below the header, there are sections for 'Last Paycheck: 3/30/2013', 'Year to date', 'Previous paychecks' (listing 3/30/2013 and 1/11/2013 with 'Details' links and check icons), and 'Tools' (Paycheck simulator, View last year's W2, Change your W4). The bottom screenshot shows the 'Paychecks' header with a 'Hide paycheck amounts' button. Below the header, the 'Last Paycheck' section displays '\$3,200.00' and 'Last Paycheck: 3/30/2013'. The 'Year to date' section displays '\$9,600.00'. The 'Previous paychecks' section lists 3/30/2013 and 1/11/2013 with amounts of \$3,200.00 and 'Details' links. The 'Tools' section remains the same. A red arrow points from the 'Show paycheck amounts' button in the top screenshot to the 'Hide paycheck amounts' button in the bottom screenshot.

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

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



LEVESQUE, CECILE C ▾
Resources ▾

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

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

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, you can view information for any employees who report to you by selecting a name from the Employee list.



PARKER, KATHLEEN A ▾
Resources ▾

Pay/Tax Information


Employee: PARKER, KATHLEEN A ▾

[Showing pay checks for the last 6 months](#)

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

[Home](#)
[Employee Self Service](#)
[Benefits](#)
[Certifications](#)

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



LEVESQUE, CECILE C ▾
Resources ▾

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
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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

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YTD Information

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



PARKER, KATHLEEN A ▾
Resources ▾

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 DEPOSIT	\$8,440.35

Home

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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, which is available in the Munis W-2 and 1099-R programs. To view details for a different year, select the year from the Year list.



PARKER, KATHLEEN A ▾
Resources ▾

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
<u>Box 12</u>		
D 401K DEFER		\$0.60
<u>Box 14</u>		
14V DD		\$22.00

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W-4

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

W-4 Information

HILL, DELINA

[Edit W-4 Values](#)

FEDERAL

Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000000000

MAINE

Marital Status	SINGLE
Exemptions	0

Navigation: 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
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.

Buttons: Continue, Reset, Cancel

Navigation: 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

2. Enter the revised data.

MSS-Employee Self Service Guide

tyler technologies

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

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Paycheck Simulator
Salary Notification
Total Compensation

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

The program displays a review screen.

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HILL, DELINA A ▾
Resources ▾

Edit W-4

FEDERAL

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

MAINE

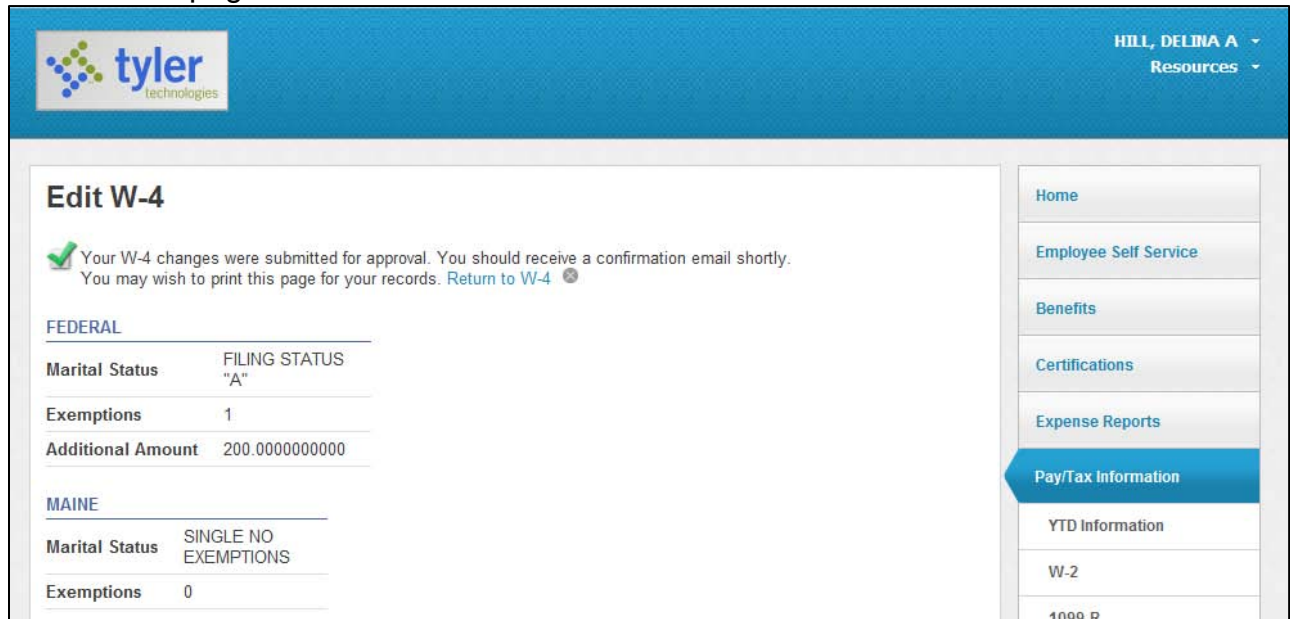
Marital Status	SINGLE
Exemptions	0

☒ 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

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1099-R
W-4
Paycheck Simulator

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



The screenshot shows the 'Edit W-4' page in the Tyler Technologies system. The header is blue with the Tyler Technologies logo on the left and the user name 'HILL, DELINA A' and 'Resources' on the right. The main content area is white and contains a confirmation message with a green checkmark icon. Below the message are two sections: 'FEDERAL' and 'MAINE', each with a table of tax information. A right-hand sidebar contains a list of navigation links, with 'Pay/Tax Information' highlighted in blue.

tyler technologies

HILL, DELINA A
Resources

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

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1099-B

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.



LEVESQUE, CECILE C
Resources

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

Marital

Exemptions

Federal Tax		0
State Tax	SINGLE	0
Local Tax		0

Deduction Details

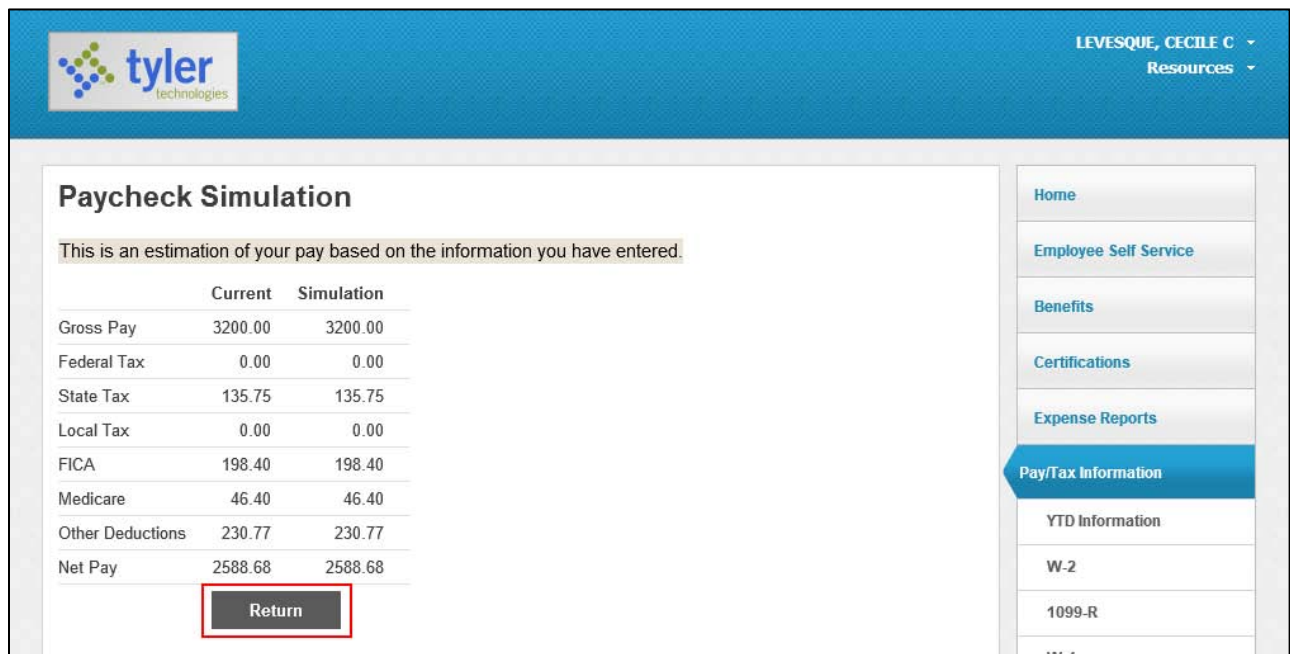
Description	Amount
DELTA DENTAL	230.77

Calculate
Reset

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To simulate changes to your paycheck:

- Select the pay cycle for which you are simulating a change, then enter the pay, tax, or deduction changes.
- Click **Calculate**.
The program displays the new adjusted amounts.



tyler technologies

LEVESQUE, CECILE C
Resources

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](#)

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

Direct Deposit

The Direct Deposit page provides the details for your direct deposit accounts. **All changes will be made 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

Navigation Sidebar: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information (selected), YTD Information, W-2, 1099-R, W-4, Paycheck Simulator, Salary Notification, Total Compensation.

To modify your direct deposit information:

- Click the **Change** option for the account.
The program displays a Change box.

Edit DIRECT DEPOSIT NET

Bank name: BANK OF AMERICA - 061477986

Account type: Checking

Account number: 44455666

Percentage: 100

OK **Cancel**

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

To deposit amounts to more than one account:

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

Add a new account

Bank name BANK OF AMERICA - 111000025

Account type Checking


Account number 66666666

Percentage 50

OK
Cancel

11. 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.


Submit changes

Pay/Tax Information

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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 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.)



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



LEVESQUE, CECILE C
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.

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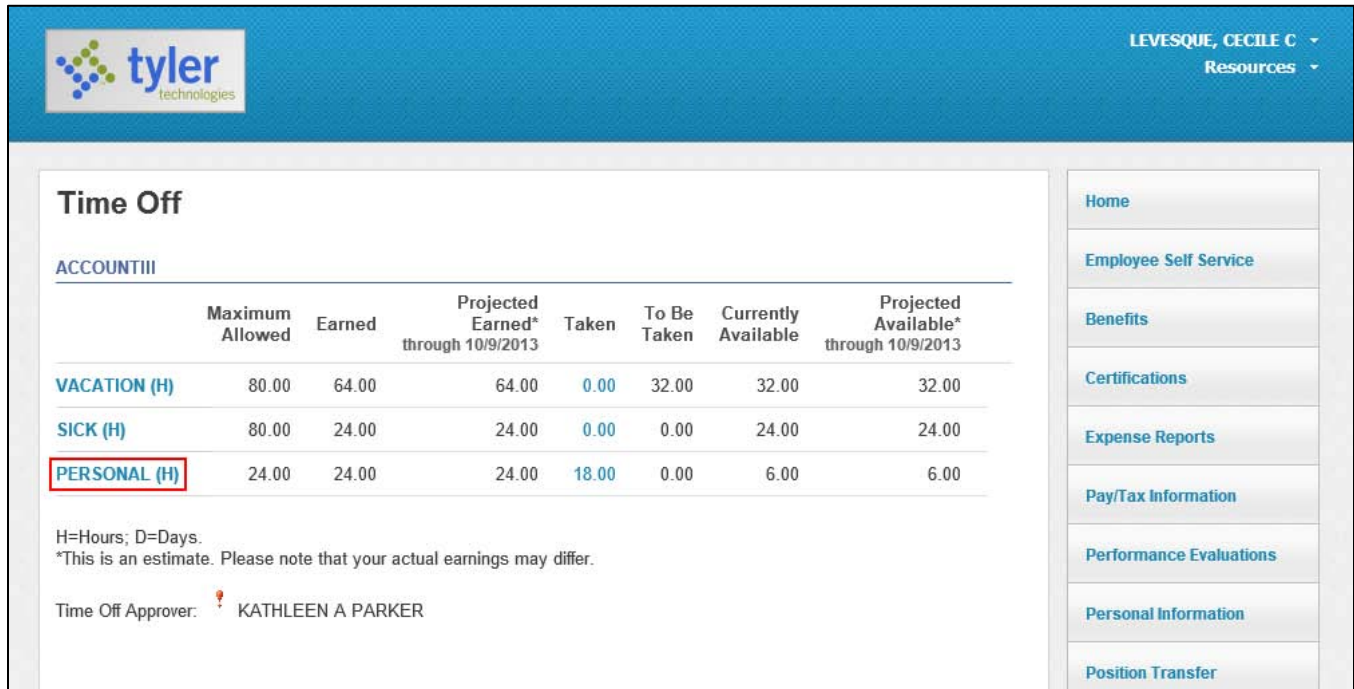
W-2

1099-R

W-4

Time Off

Time Off provides accrual information.



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

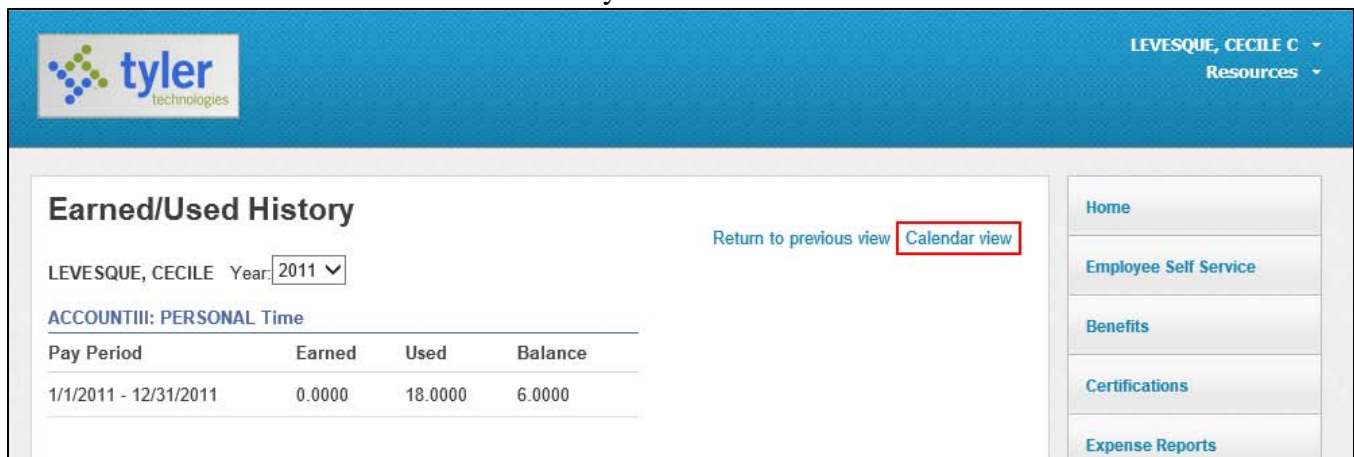
H=Hours; D=Days.
*This is an estimate. Please note that your actual earnings may differ.

Time Off Approver: KATHLEEN A PARKER

Navigation Menu:

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- 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

ACCOUNTIII: PERSONAL Time

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

Return to previous view **Calendar view**

Navigation Menu:

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