



FAIRFIELD PUBLIC SCHOOLS

Munis Self Service

Employee Self Service User Guide

Version 10.5 rev 5-15-17

<https://fairfieldboe.munisselfservice.com>

LOG IN:

Username: first initial, last name, last 4 of your social security
ie: jsmith1234

Password: first time log on – the last 4 of your social security
You will be prompted to change it – please make note
of it

**PLEASE DO NOT CHANGE THE HOME PHONE THAT SAYS PRIMARY. THERE SHOULD BE ONE LISTED
BELOW IT – THAT ONE CAN BE CHANGED.**

PLEASE DO NOT CHANGE YOUR WORK E-MAIL – ONLY ADD OR UPDATE THE ALTERNATE E-MAIL

PLEASE ADD EMERGENCY CONTACT INFORMATION.

HELP:

Technical Support e-mail contactess@fairfieldschools.org

For questions regarding personal information e-mail hress@fairfieldschools.org

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Employee Self Service

Employee Self Service (ESS) is the Munis Self Service application created specifically for current employees. 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, time off and certification information.

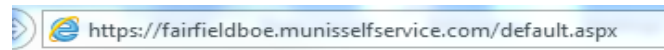
Employees must have a valid ESS login to access the ESS application

Employee Self Service URL Information.

Use the following url to access the Employee Self Service application

<https://fairfieldboe.munisselfservice.com/default.aspx> you can use ctrl + click(or enter) to follow

this link or copy and paste in Internet Explorer.



Save to your favorites.

Click Log In in the upper right hand corner.



Employee Self Service Users

The Employee Self Service application requires users to have a unique username and password. Your username is:

Your first initial + your last name + the last four digits of your social security number.

Example: Joseph Smith = Jsmith1234

.

Passwords

Passwords must be at least 6 characters long. They must include at least 1 uppercase letter and at least 1 number. For security purposes, passwords will need to be changed once a year.

Your password for the first time you log in is:

The last four digits of your social security number

Example=1234

The left screenshot shows the 'Change Password' form with the following fields: Current password, New password, Password strength (Unacceptable), Confirm new password, and New password hint. The 'Password strength' field is highlighted in red.

The right screenshot shows the same form with the 'Password strength' field highlighted in red and labeled 'Acceptable'.

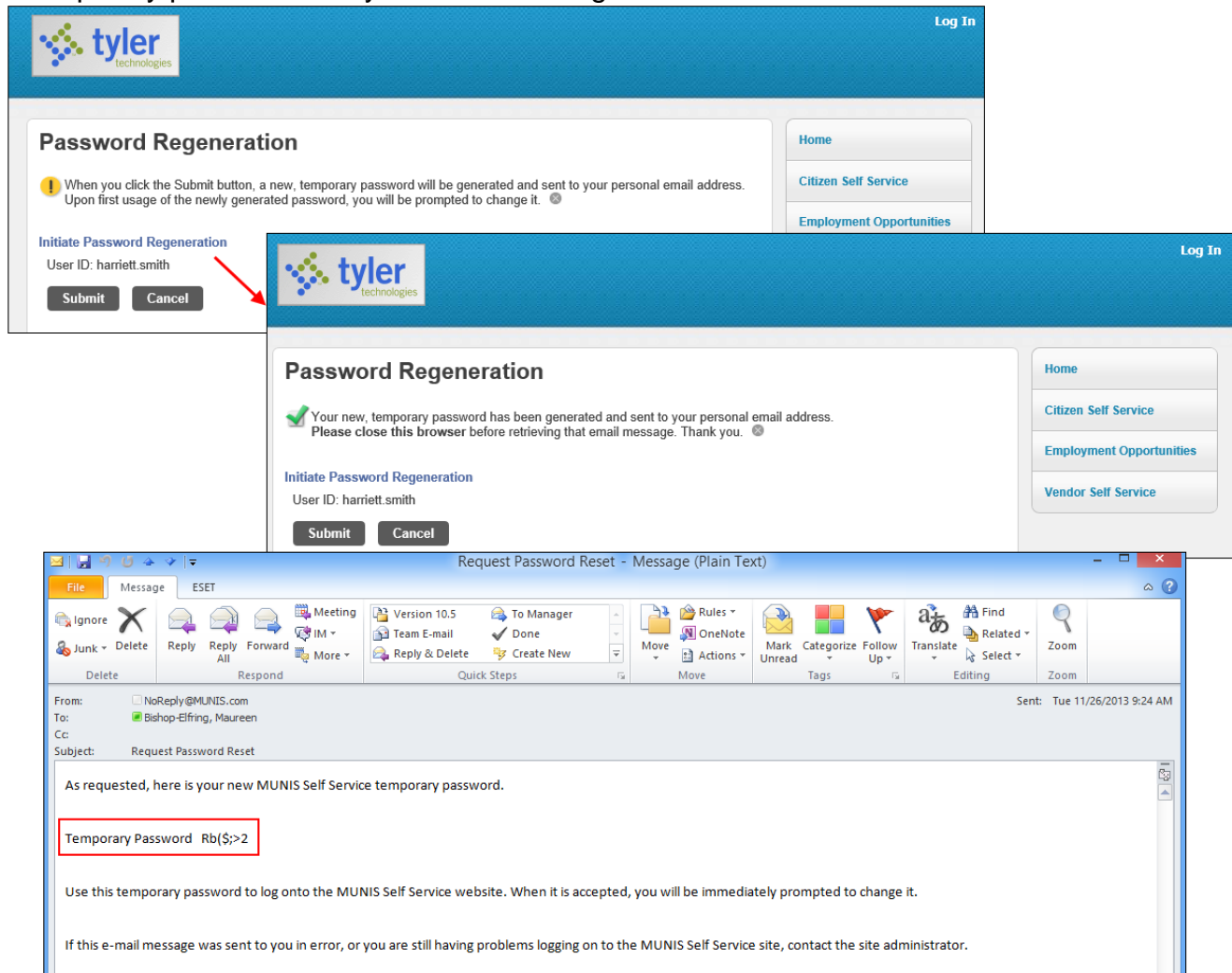
On the change password page, you must also enter a password hint. If you forget your password, click the **Forgot Your Password?** option on the login page. This causes the application to send you an email message that contains your password hint.

The top screenshot shows the login page with the 'Forgot your password?' link highlighted in red.

The middle screenshot shows the login page with the 'Retrieve hint' button highlighted in red.

The bottom screenshot shows an email titled 'Request Password Hint - Message (Plain Text)' from 'NoReply@MUNIS.com' to 'Bishop-Elfring, Maureen'. The email body contains the password hint: 'Password Hint: cereal', which is highlighted in red.

If the password hint does not help 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 user is forced to reset the password immediately upon login.

Once you are logged in, you will see the Welcome screen below. Click on the Employee Self Service button to get to your ESS Home Page.

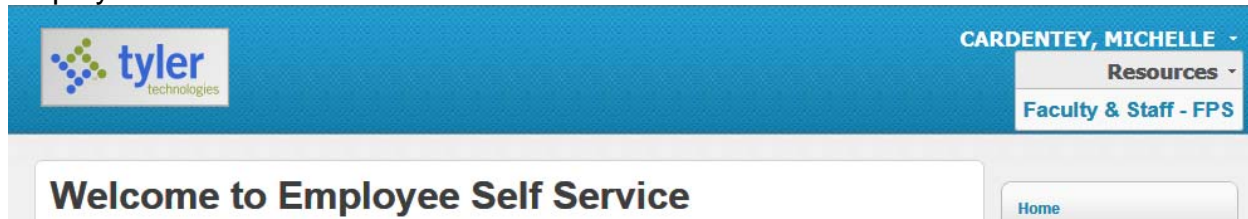


ESS Home Page

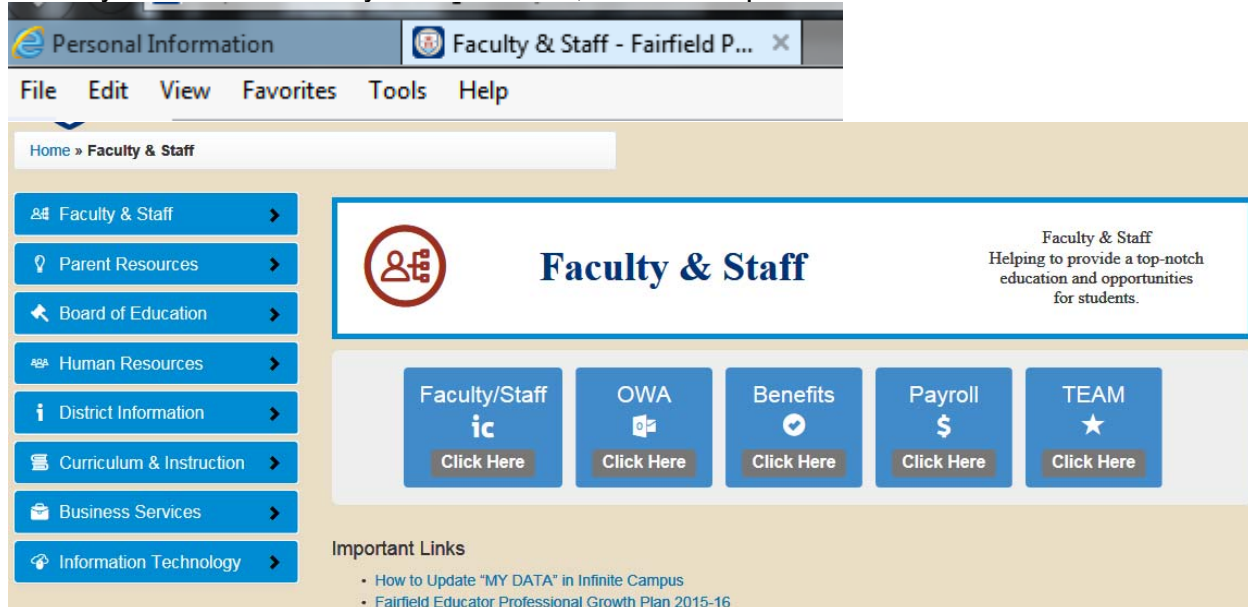
The Home Page of the ESS application displays personal information, organizational announcements, time-off, and pay details. If you are a supervisor, the Employee Time Off section displays the time-off details for the employees who report to you.

Resources

The Resources option in the upper-right corner of the screen displays the link to the Fairfield Public Schools website and will bring you directly to the Faculty & Staff area where all employee resources are available.

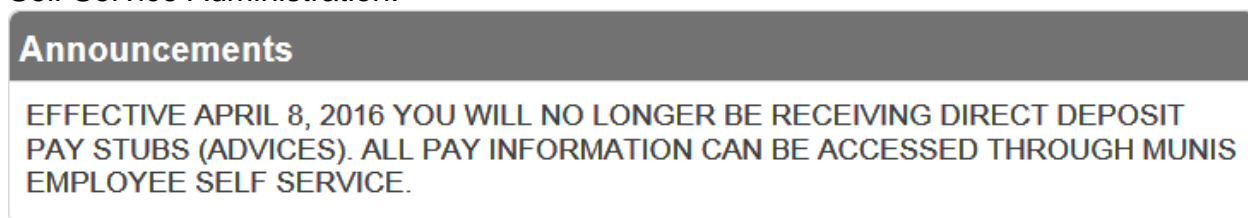


When you click on Faculty & Staff - FPS, ESS will open it in a new browser window.



Announcements

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



Personal Information

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

The screenshot shows a 'Personal information' section with a grey header. Below the header, the following information is displayed:

LEVESQUE, CECILE
372 ROUTE 1
MONTREAL, QC B5B 6A8

Phone
HOME PHONE: 123-456-7890
: 111-111-1111

Email
Email: sean.higgins@tylertech.com

On the right side, there is a blue button labeled 'Personal Information' and a white button labeled 'Employee Profile'.

Click **Employee Profile** to view a more detailed personal profile on the Employee Profile page. 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 the human resources contact.

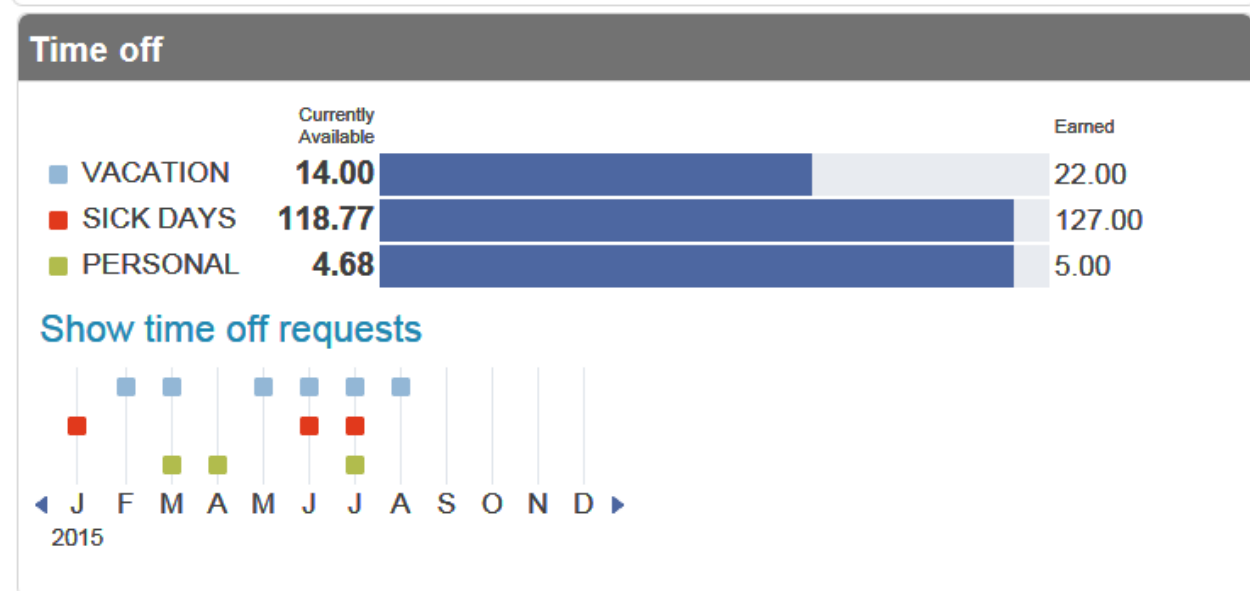
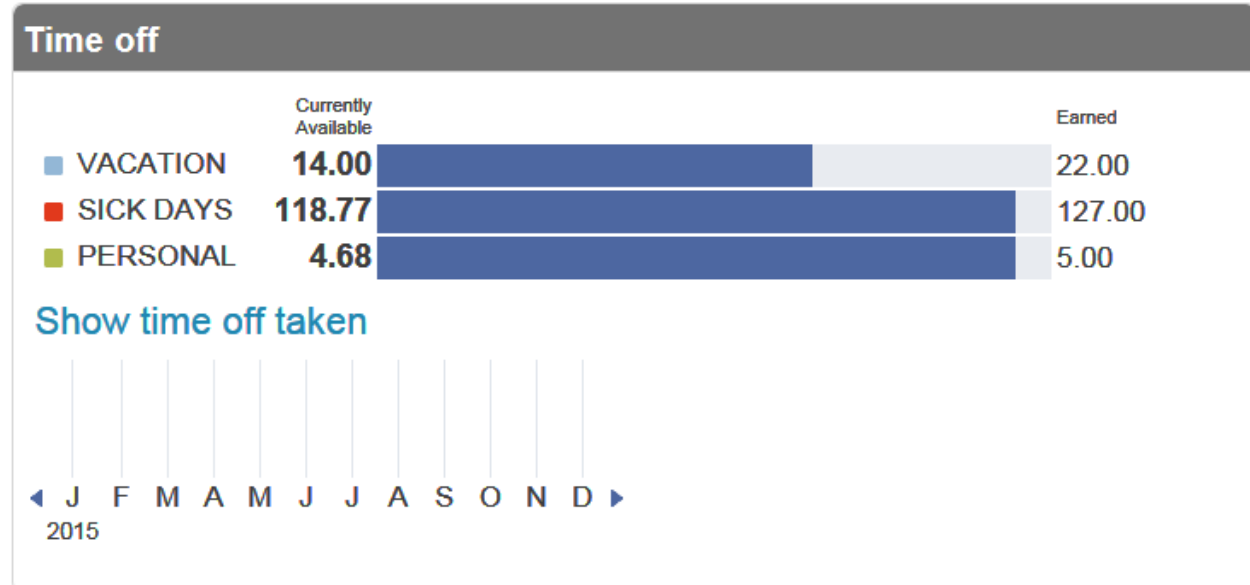
The screenshot shows the 'Employee Profile' page. At the top, there is a blue header with the Tyler Technologies logo and the user's name 'PARKER, KATHLEEN A' and 'Resources' dropdown. Below the header, the 'Employee Profile' section is displayed. It includes a 'Return to Personal Information' link and a list of navigation options: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Time Off, Time Entry, and Training Opportunities. The 'General Information' section shows the employee's name as 'PARKER, KATHLEEN A', Employee ID as '9876', and Preferred name as 'KATHLEEN A'. The 'Demographic information' section includes fields for Date of birth (3/13/1962), Gender (FEMALE), EEO ethnicity (BLACK), Marital status (HEAD OF HOUSEHOLD), Privacy setting (dropdown), DOE ethnicity (radio buttons for Yes, Hispanic or Latino and No, not Hispanic or Latino), and DOE Race (checkboxes for American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, and White). At the bottom, there are 'Update' and 'Cancel' buttons, and a link to 'Human Resources' for mail corrections/comments.

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

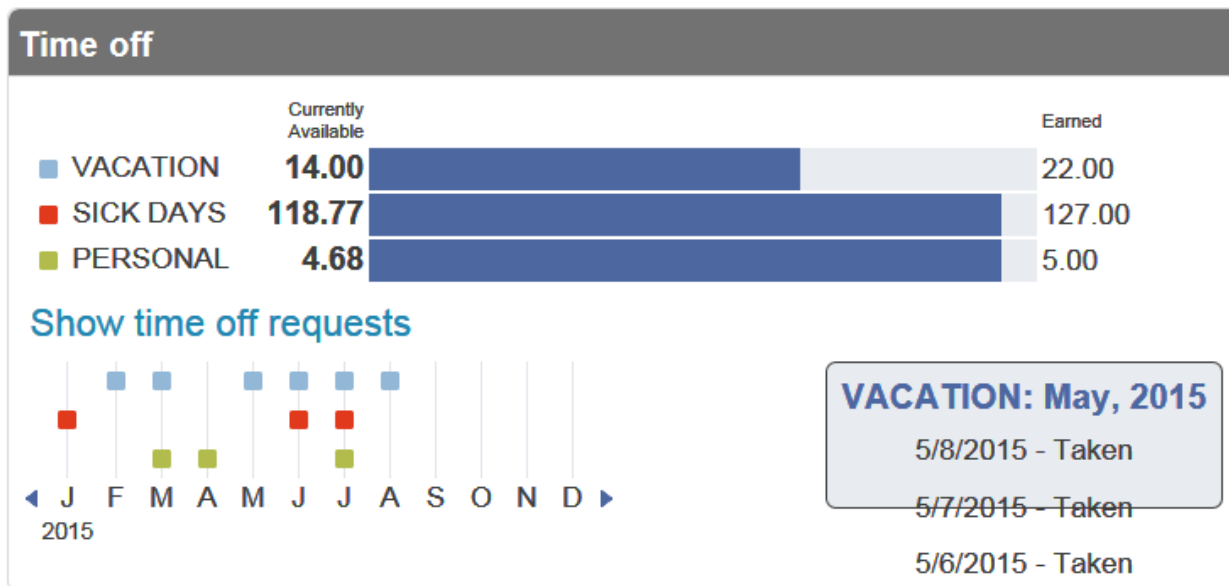
For more information about the Personal Information area and what can be changed please see the [Personal Information](#) section of this document (pg 17).

Time Off

The Time Off pane displays your vacation, sick, and personal time off. Click “Show time off taken” to refresh the pane to display time off taken for the current calendar year. This can be up to 2 weeks behind due to time entry processing. WE ARE CURRENTLY NOT REQUESTING TIME OFF THROUGH THE EMPLOYEE SELF SERVICE PROGRAM. (You may see time charges for June 30 and July 1 that you did not take. These are system generated time entered during fiscal year end rollover)



Click on one of the squares to see the actual dates



To see the detail in a calendar year view go to the [Time Off](#) section of this document (pg 19).

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 viewing your W-2 and W-4 data. For more on these functions, refer to the [Pay/Tax Information](#) section of this document (pg 12).

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](#)

Click the Camera button to view a check image.

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



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
Total	\$380.55

[Home](#)

[Employee Self Service](#)

[Certifications](#)

[Pay/Tax Information](#)

[YTD Information](#)

[W-2](#)

[1095-B](#)

[1095-C](#)

[W-4](#)

[Personal Information](#)

[Time Off](#)

ESS Menu Options

The ESS menu includes the following options: Benefits, Certifications, Pay/Tax Information, Personal Information, and Time Off. This list will be evolving as we move forward with ESS. You can expect to receive email notification as well as documentation about any added features to ESS.



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.

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.
[Printer friendly page](#)

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

tyler technologies
LEVESQUE, CECILE C
Resources

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

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

[Continue](#)

All costs are per pay period. Your estimated total cost per pay period is \$0.00.
[Printer friendly page](#)

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Employee Self Service
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Personal Information
Position Transfer

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LEVESQUE, MARY
Resources

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

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.

If there is an active open-enrollment period, the **Open Enrollment** option is available. Click **Printer Friendly Page** to print your benefit selections.

The screenshot shows the 'Benefits' section of the Tyler Technologies employee self-service portal. The user is Mary Levesque. The page displays 'Current Year Elections' with a warning that the open enrollment period ends on 12/31/2013. A table lists three benefits: Dental Insurance (Delta Dental - Family, \$0.33), Health Insurance (Prudential - PPO - Family, \$43.85), and Life Insurance (Declined). For each benefit, there are links to 'Decline benefit | Make New Election'. A 'Report/View Life Events' link is also present. A 'Continue' button is at the bottom. A 'Printer friendly page' link is at the bottom left. A sidebar on the right contains links to Home, Employee Self Service, Benefits, Open Enrollment, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, Personal Information, and Position Transfer.

Benefit	Current Election	Actions
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.

Printer friendly page

Make New Election

Click **Make New Election** for a benefit and the program displays the available options, including cost information.

The screenshot shows the 'Make New Election' screen for Dental Insurance. The user is Mary Levesque. The page displays three 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), and I Decline (Premium \$0.00). There are 'Continue' and 'Cancel' buttons at the bottom. A sidebar on the right contains links to Home, Employee Self Service, Benefits, Open Enrollment, Certifications, and Expense Reports.

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

Continue Cancel

If your organization has configured it, ESS displays the costs for options both annually and by pay period.

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

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LEVESQUE, CECILE C
Resources

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](#)

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

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LEVESQUE, CECILE C
Resources

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](#)

Personal Information
Position Transfer

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.

The screenshot shows the Tyler Technologies Benefits page. The user is logged in as PARKER, KATHLEEN A. The page title is "Benefits LIFE INSURANCE". There are two radio button options: "OPTIONAL LIFE" (selected) with costs "Employee Cost \$0.00 / Employer Cost \$0.00", and "I Decline". Below the options is a dropdown menu showing "PARKER, AMANDA A" with links to "Add beneficiary" and "Add new beneficiary". A message states "There are no dependents to display." At the bottom, there are "Continue" and "Cancel" buttons. The "Continue" button is highlighted with a red box. On the right, a sidebar contains links: Home, Employee Self Service, Benefits (highlighted), Open Enrollment, Certifications, Expense Reports, and 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.

The screenshot shows the Tyler Technologies Life Events page. The user is logged in as PARKER, KATHLEEN A. The page title is "Life Events". Under "Pending Life Events", it says "You have no pending life events." Below this is the "Report a Life Event" section. It has a "Life event" dropdown menu set to "NEW BABY". Below this is a red-bordered box containing the text "Required documentation" and "Send required document to Human Resources", with "BIRTH CERTIFICATE" entered next to it. Below the box is an "Effective date" field set to "3/27/2014" with a clear button. At the bottom, there are "Submit" and "Cancel" buttons. The "Submit" button is highlighted with a red box. On the right, a sidebar contains links: Home, Employee Self Service, Benefits (highlighted), Open Enrollment, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, Personal Information, and Position Transfer.

Select the life event and enter the effective date. If there is documentation that must be submitted to HR when reporting the life event, review and make note of this information. Click **Submit**. The program refreshes the screen with a summary of the event submitted.



LEVESQUE, CECILE C ▾
Resources ▾

Life Events

Pending Life Events

Code	Description	Effective Date	Election End Date	Status
BABY	NEW BABY	3/8/2013	4/7/2013	SUBMITTED


Report a Life Event

Life events are processed one at a time. When your pending life event is processed, you will be able to add another.

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Pay/Tax Information
Performance Evaluations

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
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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.

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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
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Expense Reports
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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**.

tyler technologies

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

[Add new dependent](#)

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

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

Home
Employee Self Service
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Personal Information

The program refreshes the screen 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**.

tyler technologies PARKER, KATHLEEN A Resources

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

Submit Choices Modify Cancel

Home
Employee Self Service
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Performance Evaluations
Personal Information
Position Transfer

The program displays a Confirmation page. Use the **Printer Friendly Page** option to print a copy of your selections.

tyler technologies PARKER, KATHLEEN A Resources

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.

Printer friendly page

HLTH

ELECTION - PRUDENTIAL - PPO - FAMILY

AMANDA PARKER

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

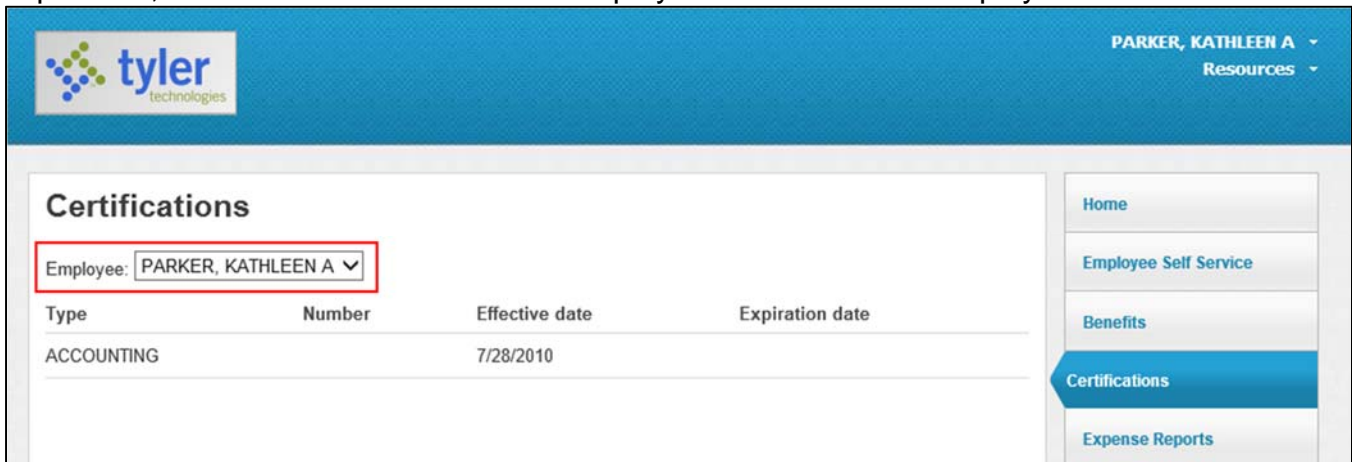
LIFE

ELECTION - OPTIONAL LIFE

Home
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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 the Employee list to view that employee's certifications.



Type	Number	Effective date	Expiration date
ACCOUNTING		7/28/2010	

Pay/Tax Information

Pay/Tax Information provides current payroll and payroll history details.

The screenshot shows the 'Pay/Tax Information' screen. At the top left is the Tyler Technologies logo. At the top right, the user 'PARKER, KATHLEEN A' is logged in, with a 'Resources' dropdown menu. The main content area has a title 'Pay/Tax Information' and a dropdown menu for 'Employee: PARKER, KATHLEEN A'. Below this, it says 'Showing pay checks for the last 6 months'. A table displays payroll data for a check dated 3/30/2013, with a gross pay of \$3,200.00 and a net pay of \$2,801.45. A 'Details' link is highlighted with a red box. On the right side, there is a vertical navigation menu with links for 'Home', 'Employee Self Service', 'Benefits', and 'Certifications'.

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

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.

The screenshot shows the 'Check Detail' screen for employee LEVESQUE, CECILE. At the top left is the Tyler Technologies logo. At the top right is a link to 'Return to pay/tax information'. The screen is divided into several sections: 'Overview' with fields for Check Date (1/11/2013), Pay Period (12/31/2012 - 1/11/2013), Check Number (533), Check Status (Cleared), Gross Pay (\$3,200.00), and Net Pay (\$2,819.45); 'Pay Breakdown' with a table showing 160 hours at a rate of \$20.00 for a total amount of \$3,200.00; and 'Deductions' with a table showing various deductions totaling \$380.55. On the right side, there is a vertical navigation menu with links for 'Home', 'Employee Self Service', 'Certifications', 'Pay/Tax Information' (which is highlighted), 'YTD Information', 'W-2', '1095-B', '1095-C', 'W-4', 'Personal Information', and 'Time Off'.

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

Deduction Type	Amount
FICA	\$198.40
MEDICARE	\$46.40
STATE TAX	\$135.75
DIRECT DEP	\$2,819.45
Total	\$380.55

YTD Information

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

The screenshot shows the 'Year-to-Date Information' page for employee PARKER, KATHLEEN A. in 2013. The page has a blue header with the Tyler Technologies logo and the employee's name. A sidebar on the right contains navigation links: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information (highlighted), YTD Information, and W-2. The main content area displays a table of payroll figures.

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

W-2

The W-2 pages display information regarding federal and state taxes and withholdings. To view details for a different calendar year, select the year from the Year list.

The screenshot shows the 'W-2 Information' page for employee LEVESQUE, CECILE in 2012. The page has a blue header with the Tyler Technologies logo. A sidebar on the right contains navigation links: Home, Employee Self Service, Certifications, Pay/Tax Information (highlighted), YTD Information, W-2 (highlighted), 1095-B, 1095-C, W-4, Personal Information, and Time Off. The main content area displays a table of tax and withholding information.

W-2 Information		
Employee:	LEVESQUE, CECILE	Year: 2012 - 1
CECILE LEVESQUE		
YEAR: 2012		
PORTLAND, ME 04103		
RETIREMENT		<input type="checkbox"/>
3RD PARTY SICK		<input type="checkbox"/>
STATUTORY EMPLOYEE		<input type="checkbox"/>
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
Box 12		
DEP CARE		\$0.00
SOCIAL SECURITY TIPS		\$0.00
ALLOCATED TIPS		\$0.00
NONQUAL		\$0.00
Box 14		
D 401K DEFER		\$0.60
14V DD		\$22.00

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. The page has a blue header with the Tyler Technologies logo and a user menu. A sidebar on the right contains navigation links: Home, Employee Self Service, Certifications, Pay/Tax Information (highlighted), YTD Information, and W-2. The main content area displays the user's name and a red-bordered button labeled 'Edit W-4 Values'. Below this, there are two sections: 'FEDERAL' and 'MAINE'. Each section contains fields for 'Marital Status' (set to SINGLE), 'Exemptions' (set to 0), and 'Additional Amount' (set to \$0.0000000000).

Change Your W-4

To update your W-4 Information:

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

The program displays the Edit W-4 screen.

The screenshot shows the 'Edit W-4' screen for user HILL, DELINA. The layout is similar to the previous page, with a blue header and a sidebar. The main content area is titled 'Edit W-4' and contains the same 'FEDERAL' and 'MAINE' sections. The 'Marital Status' field is now a dropdown menu showing 'SINGLE', with a tooltip that reads: 'If you are married but would like to withhold at the higher single rate, select "Single"'. The 'Exemptions' and 'Additional Amount (\$)' fields are text boxes containing '0' and '0.0000000000' respectively. At the bottom of the main content area, there is a declaration checkbox with the text: '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 this are three buttons: 'Continue', 'Reset', and 'Cancel'. The sidebar on the right is updated with additional links: Benefits, Expense Reports, YTD Information, W-2, 1099-R, W-4 (highlighted), Paycheck Simulator, Salary Notification, and Total Compensation.

2. Enter the revised data.

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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

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

The program displays a review screen.

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.

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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

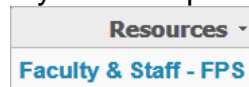
Marital Status	FILING STATUS "A"
Exemptions	1
Additional Amount	200.0000000000

MAINE

Marital Status	SINGLE NO EXEMPTIONS
Exemptions	0

Home
Employee Self Service
Benefits
Certifications
Expense Reports
Pay/Tax Information
YTD Information
W-2
1095-B

If you have questions regarding W-4 information go to Resources tab under your name, click



this will bring you to the Fairfield Public Schools website. Click  to view Federal and State W-4 forms.

1095-C

The Fairfield Public School System has a self-insured insurance program for the district. Therefore, you will receive a 1095-C. The 1095-B is for fully insured insurance programs so this area is blank.

The 1095-C page will display the insurance coverage information for you and your covered dependents.

1095-C

Year: 2015 [View 1095-C image](#)

Void ☐ Corrected ☐

Employee

1095-C

Year: 2015

Void ☐ Corrected ☐

Employee

1. Name of employee	
2. Social security number	
3. Street address	
4. City or town	
5. State or province	
6. Country and ZIP or foreign postal code	

Part II - Employee Offer and Coverage

Plan Start Month 00

14. Offer of Coverage

All 12 months

Jan	Feb	Mar	Apr	May	Jun	Jul
1E	1E	1E	1E	1E	1E	1E

15. Employee Share of Lowest Cost Monthly Premium,

All 12 months

Jan	Feb	Mar	Apr	May	Jun	Jul
\$97.24	\$97.24	\$97.24	\$97.24	\$97.24	\$97.24	\$110.15

16. Applicable Section 4980H Safe Harbor

All 12 months

Jan	Feb	Mar	Apr	May	Jun
2C	2C	2C	2C	2C	2C

Part IV - Covered Individuals

(a) Name of covered individual

(b) SSN

(c) DOB

(d) Covered all 12 months

(e) Months of coverage

Jan	Feb	Mar	Apr	May	Jun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(a) Name of covered individual

(b) SSN

(c) DOB

(d) Covered all 12 months

(e) Months of coverage

Jan	Feb	Mar	Apr	May	Jun
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Changing your W-2/1095-C Delivery Option

Go to Personal Information

LEVESQUE, MARY

Resources

Personal Information

Employee Preferred Name [change](#)

Preferred Name N/A

Address / E-mail [change](#)

Home Address 123 MERRY LANE, CHERRYFIELD, NJ 34567

E-mail melfring@tylertech.com

Alternate E-mail

Options

W-2 Delivery Method

Email

Home

Employee Self Service

Certifications

Pay/Tax Information

Personal Information

Go to Tax Form Delivery Options and click change.

[Tax Form Delivery Options](#) [change](#)

W-2 Delivery Method	Mail
1095 Delivery Method	Mail

Make your change if and then click update.

Edit Tax Form Delivery Options

W-2 Delivery Method

- ☒ Mail
☐ Self service only

1095 Delivery Method

- ☒ Mail
☐ Self service only

Update

Cancel

Personal Information

The Personal Information page displays your contact information, as well as dependent information and emergency contacts.

Changes are allowed to your Home Address, Alternate Email, Home Phone (not primary), Cell Phone, Emergency Contacts and the delivery of your W-2 and 1095-C.

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.

tyler technologies LEVESQUE, MARY Resources

Personal Information

Employee Preferred Name [change](#)
Preferred Name N/A

Address / E-mail [change](#)
Home Address 123 MERRY LANE, CHERRYFIELD, NJ 34567
E-mail melfring@tylertech.com
Alternate E-mail

Options
W-2 Delivery Method Email

Telephone [Add Telephone Number](#)

Type	Description	Number	Unlisted
PRIMARY			Change
OFFICE		555-555-5555	No Change Delete

Dependents [Add Dependent](#)

Name	Relationship	Date Of Birth	Gender	Student
TIMOTHY LEVESQUE	CHILD	10/10/2000	MALE	Yes

[Details](#) | [Change](#) | [Delete](#)

Emergency Contacts [Add Emergency Contact](#)
No Emergency Contact information to display.

Home
Employee Self Service
Certifications
Pay/Tax Information
Personal Information
Employee Profile
Time Off

PLEASE DO NOT CHANGE THE EMAIL LINE. MAKE CHANGES ONLY TO THE ALTERNATE EMAIL. IF YOU ARE A WORKFLOW APPROVER CHANGES TO THE E-MAIL THAT IS YOU WORK EMAIL WILL EFFECT MUNIS NOTIFICATIONS!!!

E-Mail

E-Mail Address

Alternate E-Mail Address

Update

Cancel

PLEASE DO NOT CHANGE THE HOME PHONE THAT SAYS PRIMARY. THERE SHOULD BE ONE LISTED BELOW – THAT ONE CAN BE CHANGED.

Telephone

[Add Telephone Number](#)

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE		No	Change
HOME PHONE	HOME PHONE	203-123-4567	No	Change Delete
CELL PHONE NUMBER	CELL PHONE	203-987-6543	Yes	Change Delete

Edit Telephone Number

Description

Number

Type *

Unlisted ☐

Update

Cancel

*required field

PLEASE ADD OR UPDATE EMERGENCY CONTACT INFORMATION.

Emergency Contacts

[Add Emergency Contact](#)

Name	Relationship	Phone	Comments	
JOHN	SPOUSE	203-789-1234	WORK PHONE	Change Delete

Emergency Contact Information

Name*	<input type="text"/>
Relationship	<input type="text" value="v"/>
Primary Telephone Number*	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Comments	<input type="text"/>
<div><div>Update</div><div>Cancel</div></div>	

*required fields

Click **Return to Personal Information** to display the personal information page.

For employee profile information please see [Personal Information](#) above (pg 7).

Time Off

Time Off

	Maximum Allowed	Earned	Taken	To Be Taken	Currently Available
VACATION (D)	20.00	22.00	8.00	0.00	14.00
SICK DAYS (D)	120.00	127.00	8.23	0.00	118.77
PERSONAL (D)	5.00	5.00	0.32	0.00	4.68

H=Hours; D=Days.

*This is an estimate. Please note that your actual earnings may differ.

Time Off Approver: 

Taken

Click on one of the numbers in the Taken column [8.00](#) to see a calendar view of your time taken.

Time Off Calendar

[Return to previous view](#)

Year

Go


VACATION Time

January 2015							February 2015							March 2015						
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	8	9	10	1	2	3	4	5	6	7	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28	22	23	24	25	26	27	28
														29	30	31				
April 2015							May 2015							June 2015						
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						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

On the Time Off Calendar page, click **Return to Previous View** to return to the Time Off summary page.

Employee History

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



CARDENTY, MICHELLE ▾
Resources ▾

Time Off

Employee:

	Maximum Allowed	Earned	Taken	To Be Taken	Currently Available
VACATION (D)	20.00	21.61	9.91	0.00	11.70
SICK DAYS (D)	150.00	19.75	1.35	0.00	18.40
PERSONAL (D)	5.00	5.00	0.00	0.00	5.00

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

Time Off Approver: MICHELLE CARDENTY

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

Click on one of the numbers in the Taken column ^{Taken} 8.00 to see a calendar view of the employee's time taken.

Fairfield Public Schools Electronic W-2/1095-c Consent Form

Internal Revenue Service (IRS) regulations require Fairfield Public Schools to obtain your consent before delivering your W-2 and/or 1095-c to you electronically. If you give consent, you will receive your W-2 and/or 1095-c through Employee Self Service (ESS).

Access to electronic W-2's/1095-c's is only available to active Fairfield Public Schools employees.

The hardware and software required to access your electronic W-2/1095-c's includes a computer with Internet connection, a web browser and an active Employee Self Service account.

Your electronic W-2/1095-c's will be available on ESS for at least five years after its posting date.

Your consent is effective for W-2's/1095-c's issued for the current calendar year and all future periods until (a) you withdraw your consent or (b) you are no longer employed by Fairfield Public Schools.

If you have consented to electronic delivery of your W-2/1095-c, you may change your mind and withdraw consent at any time by logging into ESS and changing your W-2 Delivery Method. You will be notified of deadlines prior to the processing of W-2's/1095-c's.

Withdrawal of consent will be effective on the date received by HR/Payroll and will only be effective for W-2's/1095-c's not yet issued.

If your employment at Fairfield Public Schools ends, you will no longer have access to electronic W-2's. If you consent to electronic-only delivery of your W-2/1095-c but leave Fairfield Public Schools before the electronic W-2/1095-c is available, you will receive a paper copy via U.S. mail. (see note below *)

If you have consented to electronic delivery of your W-2/1095-c, you may still print a paper copy of the W-2/1095-c from ESS.

It is your responsibility to keep your contact information up to date. Address changes can be done on ESS. You will be notified of deadlines prior to the processing of W-2's/1095-c's.

Choosing to receive your W-2 and/or 1095-c via ESS confirms your consent to receive said documents electronically.

*Note: Your access to the ESS system will end 30 days after your termination of employment with FPS. Prior to that date please print any documentation you may need from the system. We recommend that you print your W-2's, 1095-c's and 3 months of pay stubs

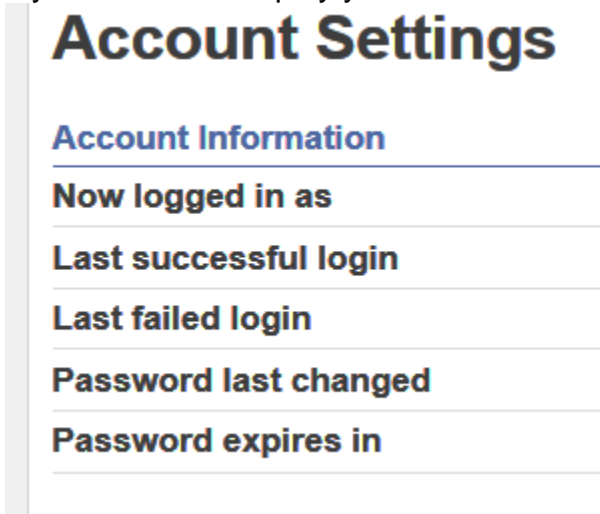
Logging Off

To Log Off go to the drop down arrow next to your name.



Home will bring you to the Welcome page.

My Account will display your Account Settings



Log Out to properly close out of your session.