



FAIRFIELD PUBLIC SCHOOLS

Munis Self Service

Employee Self Service User Guide

Version 10.5

<https://fairfieldboe.munisselfservice.com/default.aspx>

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

TABLE OF CONTENTS

Employee Self Service 3
 Employee Self Service URL Information..... 3
 Employee Self Service Users 3
 Passwords 3

ESS Home Page 6
 Resources 6
 Announcements..... 6
 Personal Information 7
 Time Off..... 8
 Paychecks 9

ESS Menu Options..... 11
 Certifications..... 11
 Pay/Tax Information..... 12
 YTD Information..... 13
 W-2 13
 W-4 14
 Change Your W-4 14
 1095-C..... 15
 Changing your W-2/1095-C Delivery Option 16
 Personal Information 17
 Time Off..... 19
 Employee History..... 21

Fairfield Public Schools Electronic W-2/109-c Consent Form..... 22

Logging Off..... 223

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

.

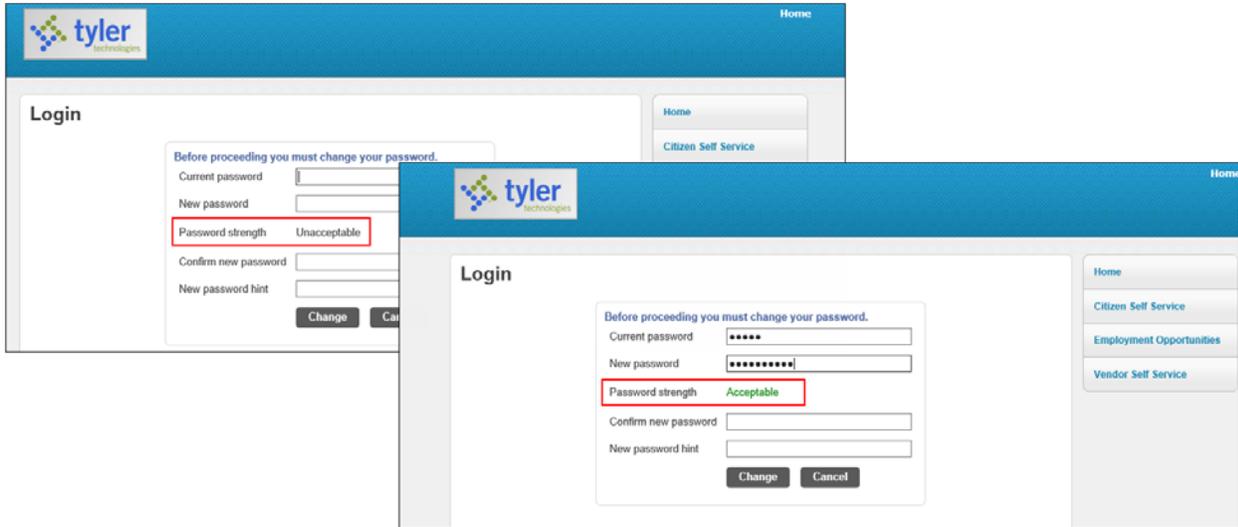
Passwords

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.

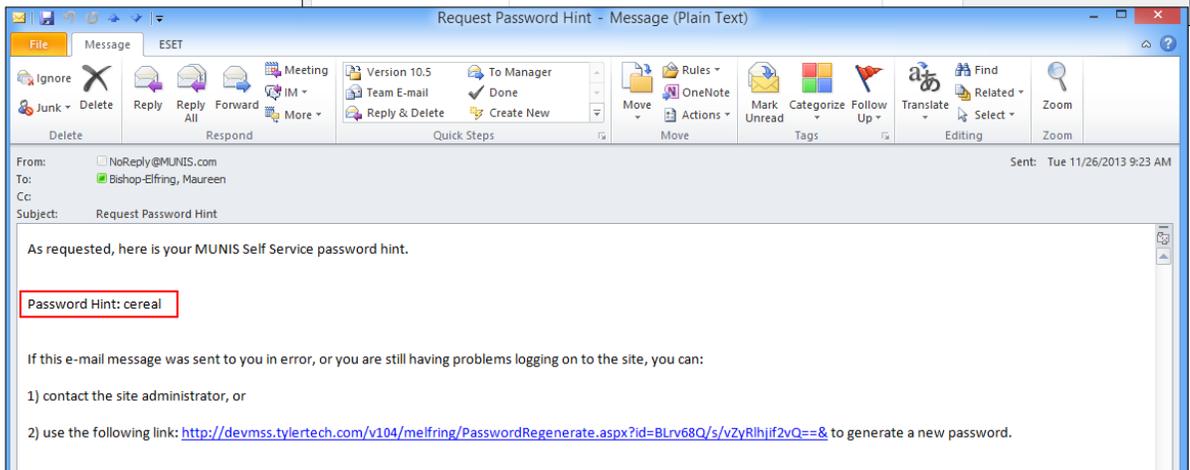
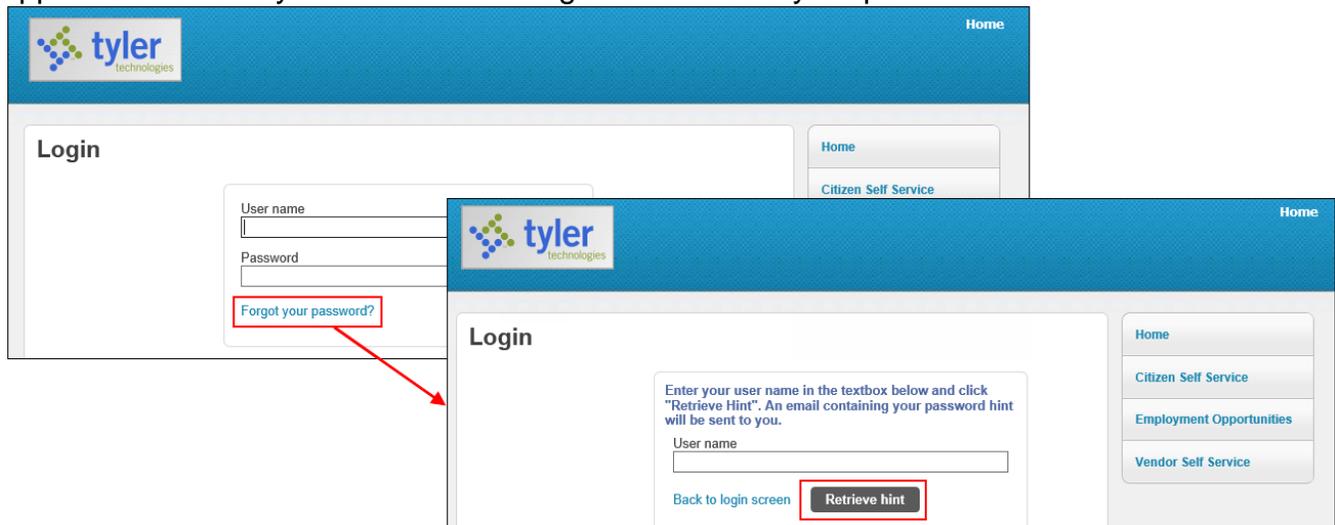
Your password for the first time you log in is:

The last four digits of your social security number

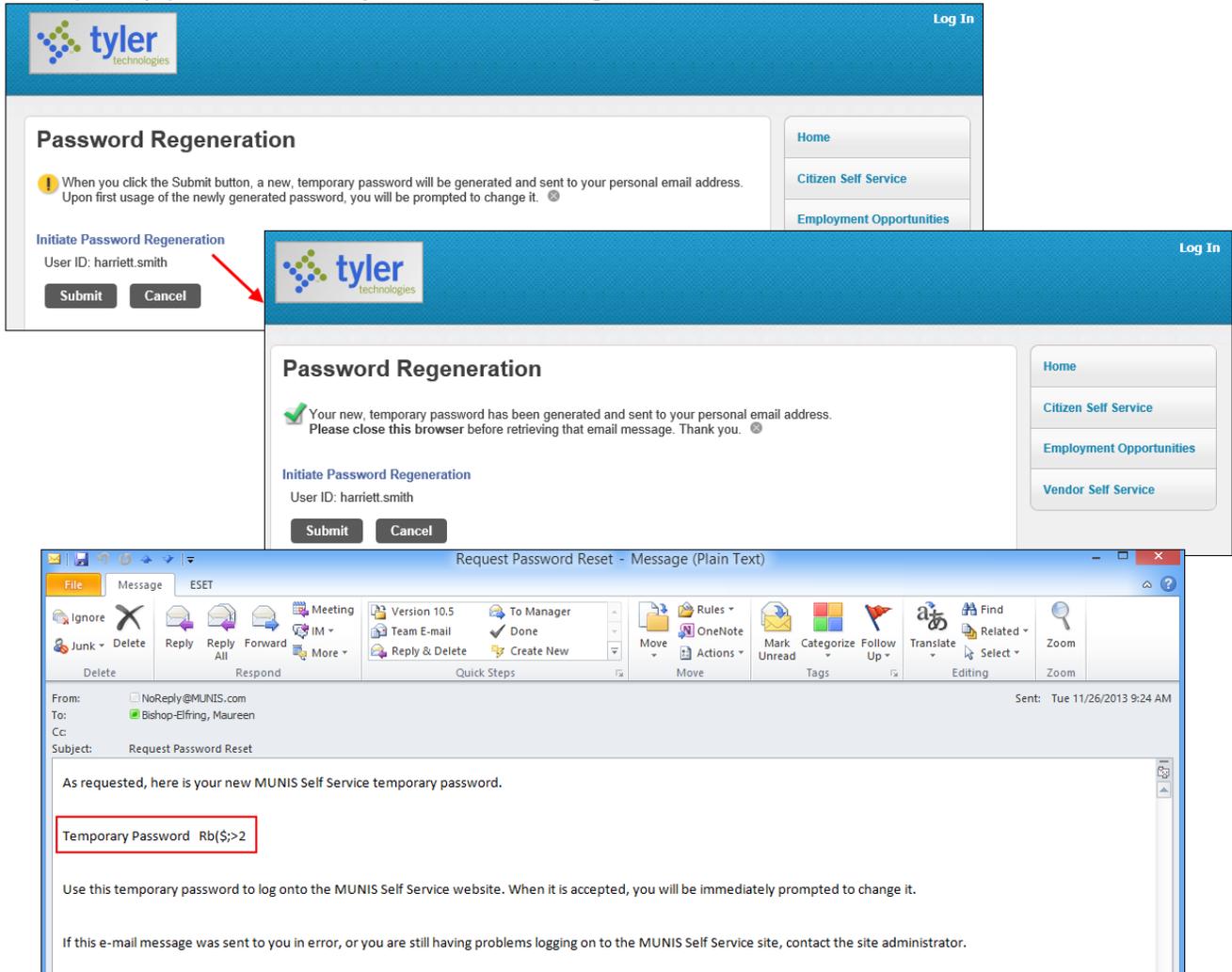
Example=1234



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.



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.

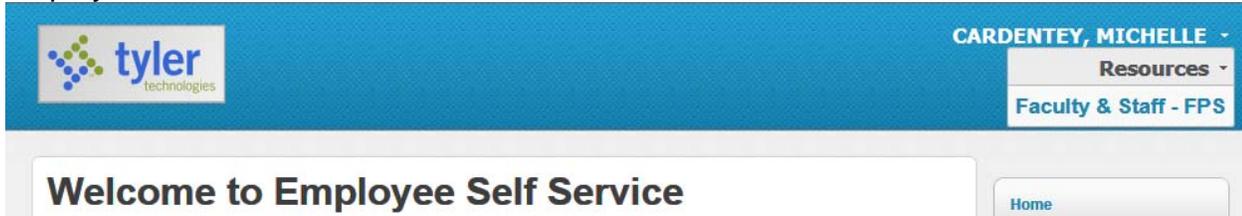


ESS Home Page

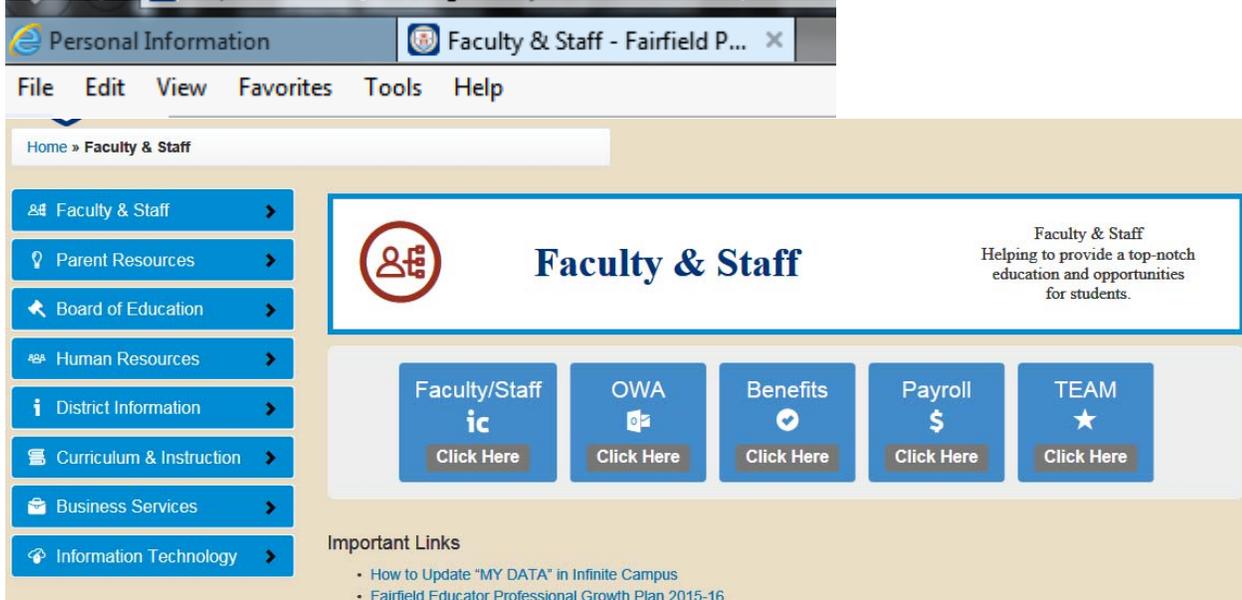
The Home Page of the ESS application displays personal information, organizational announcements, time-off, and pay details. If you are a supervisor, the Employee Time Off section displays the time-off details for the employees who report to you.

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.

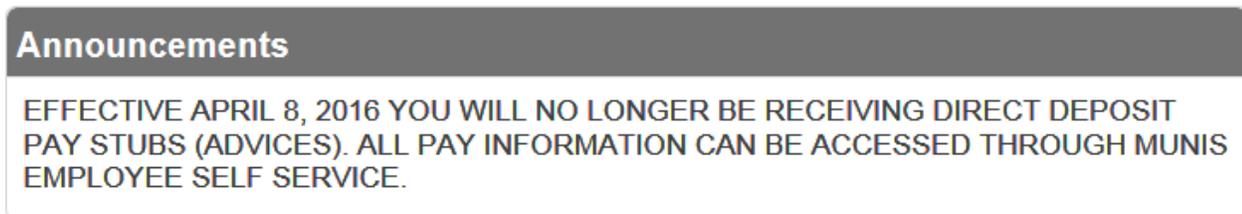


When you click on Faculty & Staff - FPS, ESS will open it in a new browser window.



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.

Personal information

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

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

Email
Email: sean.higgins@tylertech.com

Personal Information

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.

Employee Profile

Employee: PARKER, KATHLEEN A

Return to Personal Information

General information

Name: PARKER, KATHLEEN A
Employee ID: 9876
Preferred name:

Demographic information

Date of birth: 3/13/1962
Gender: FEMALE
EEO ethnicity: BLACK
Marital status: HEAD OF HOUSEHOLD
Privacy setting: [v]
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

Update Cancel

Mail corrections/comments to **Human Resources**

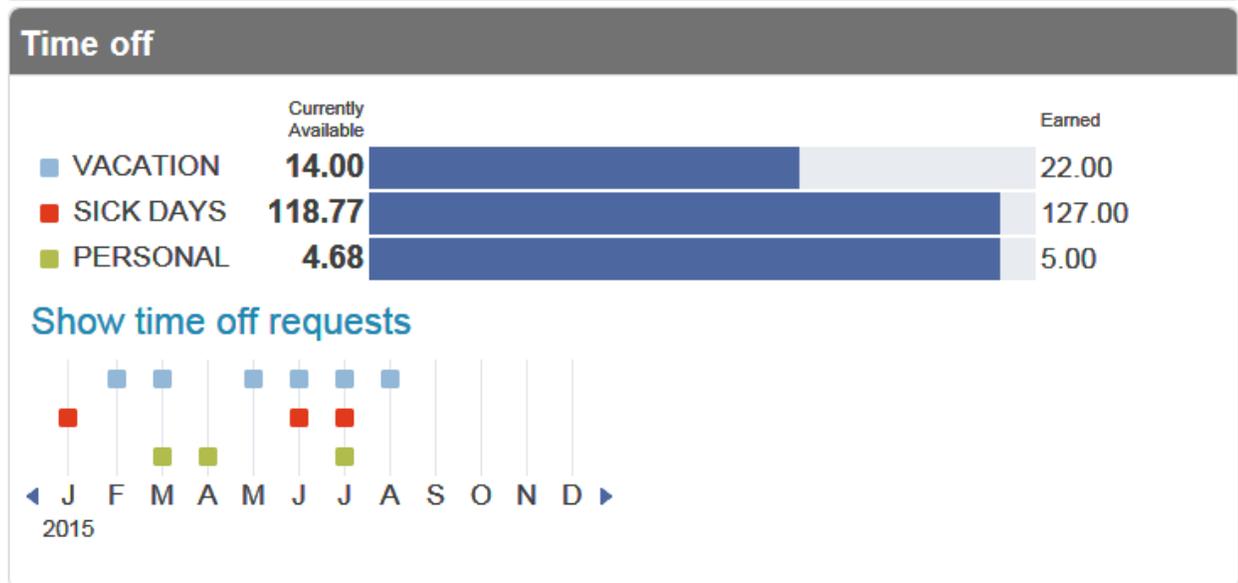
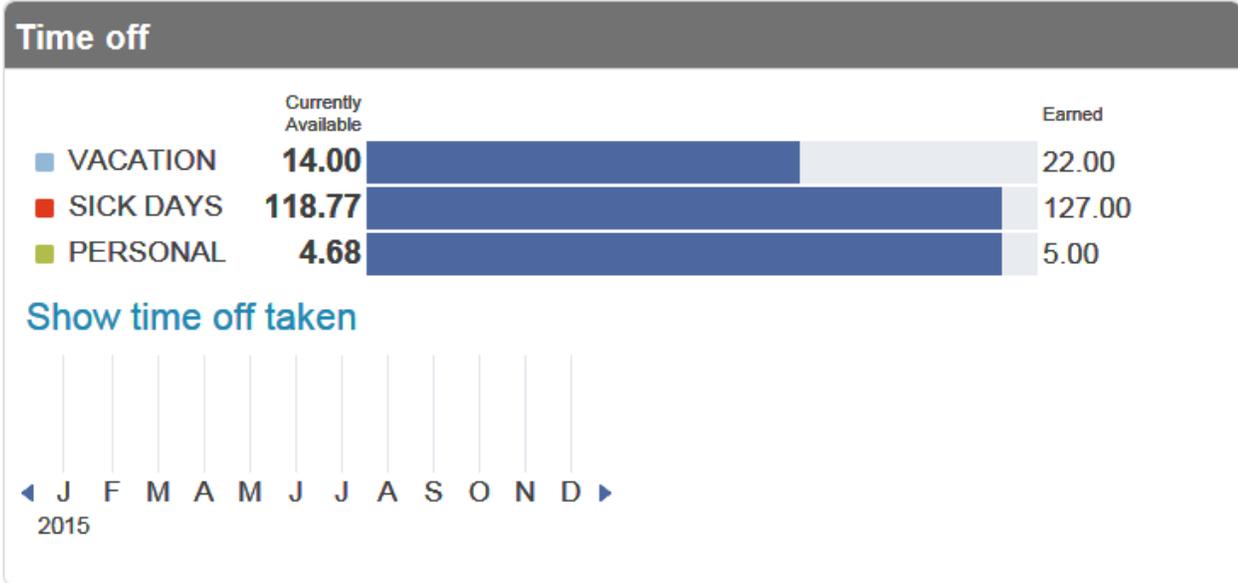
2014 Tyler Technologies, Inc. Help/Feedback

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.

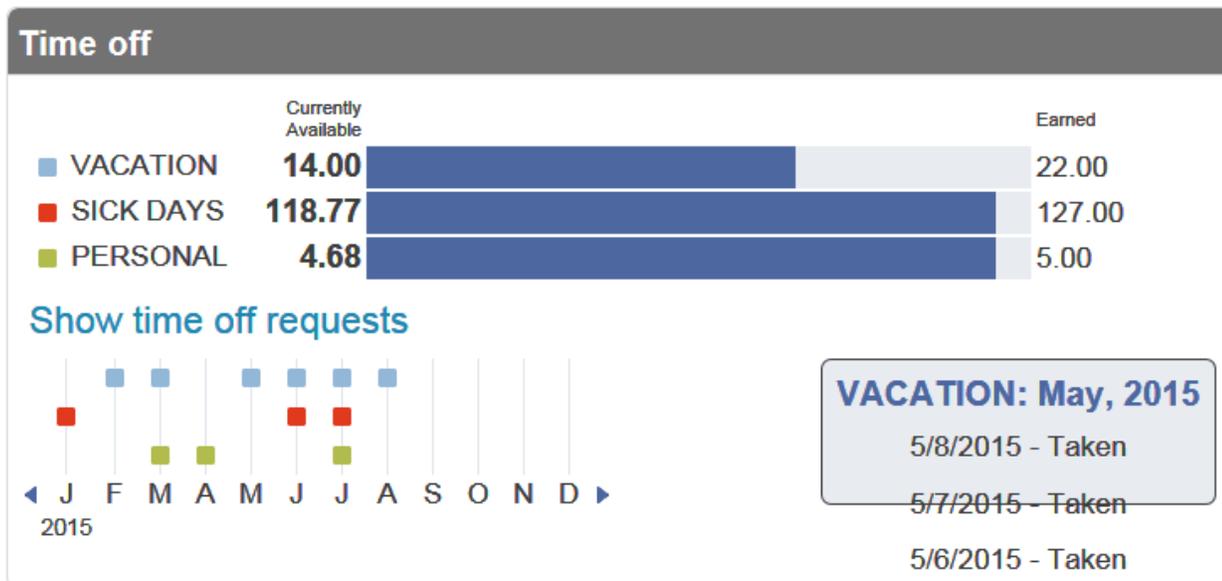
For more information about the Personal Information area and what can be changed please see the [Personal Information](#) section of this document (pg 17).

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	Camera
1/11/2013	Details	Camera

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

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](#)

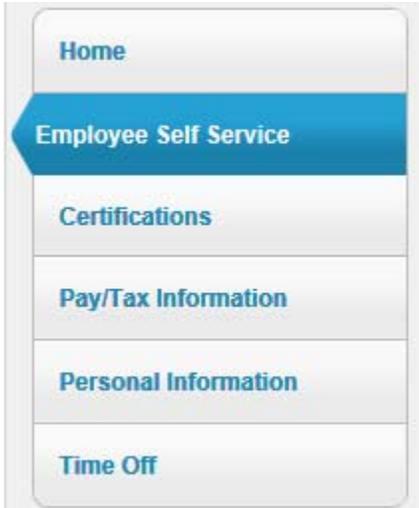
[W-4](#)

[Personal Information](#)

[Time Off](#)

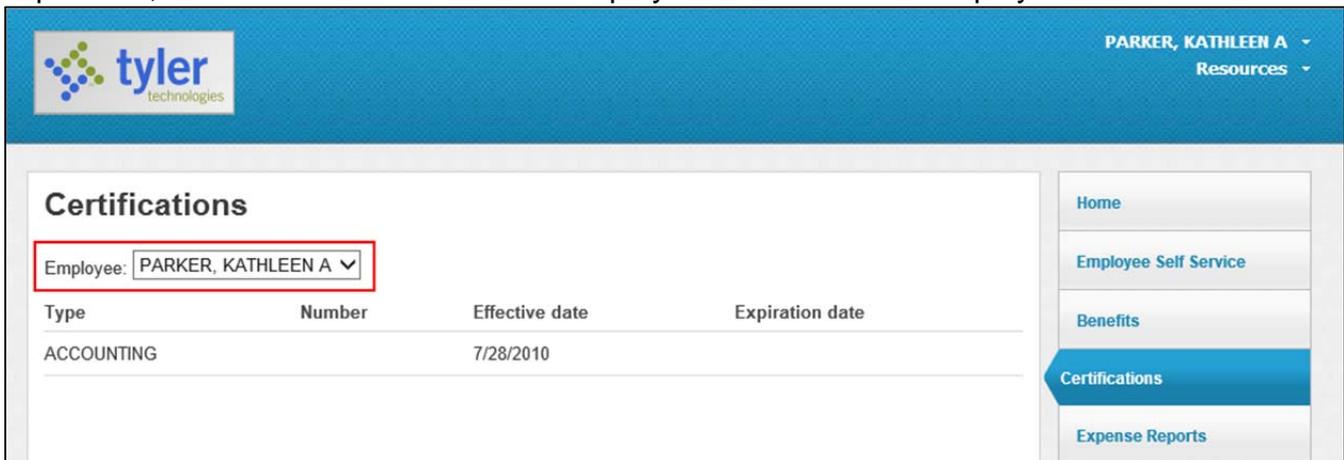
ESS Menu Options

The ESS menu includes the following options: 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.



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.



Pay/Tax Information

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

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.

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

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Total			\$3,200.00

Deductions

Deduction Type	Amount
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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

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 includes a navigation menu on the right with 'Pay/Tax Information' selected. The main content area displays a summary of earnings and deductions.

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 includes a navigation menu on the right with 'Pay/Tax Information' selected. The main content area displays detailed tax and wage 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

W-4

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

The screenshot shows the Tyler Technologies W-4 Information page. At the top left is the Tyler Technologies logo. At the top right, the user's name "HILL, DELINA A" and a "Resources" dropdown menu are visible. The main content area is titled "W-4 Information" and displays the name "HILL, DELINA". Below this, there are two sections: "FEDERAL" and "MAINE". Each section contains a table with the following fields: "Marital Status" (SINGLE), "Exemptions" (0), and "Additional Amount" (\$0.0000000000). To the right of the "FEDERAL" section is a red-bordered button labeled "Edit W-4 Values". On the right side of the page is a vertical navigation menu with the following items: "Home", "Employee Self Service", "Certifications", "Pay/Tax Information" (highlighted in blue), "YTD Information", and "W-2".

Change Your W-4

To update your W-4 Information go to Resources tab under your name, click

A screenshot of a "Resources" dropdown menu. The menu is open, showing the text "Resources" at the top and "Faculty & Staff - FPS" as the selected option.

this will bring you to the Fairfield Public Schools website. Click  to print out a W-4 and send into payroll.

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: [View 1095-C image](#)

Void Corrected

Employee

1095-C

Year:

Void Corrected

Employee

1. Name of employee								16. Applicable Section 4980H Safe Harbor							
2. Social security number								All 12 months							
3. Street address								Jan	Feb	Mar	Apr	May	Jun		
4. City or town								2C	2C	2C	2C	2C	2C		
5. State or province								Part IV - Covered Individuals							
6. Country and ZIP or foreign postal code								(a) Name of covered individual							
								(b) SSN							
								(c) DOB							
								(d) Covered all 12 months							
								(e) Months of coverage							
								Jan	Feb	Mar	Apr	May	Jun		
Plan Start Month 00								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14. Offer of Coverage								(a) Name of covered individual							
All 12 months								(b) SSN							
Jan	Feb	Mar	Apr	May	Jun	Jul									
1E	1E	1E	1E	1E	1E	1E									
15. Employee Share of Lowest Cost Monthly Premium,								(c) DOB							
All 12 months								(d) Covered all 12 months							
								(e) Months of coverage							
Jan	Feb	Mar	Apr	May	Jun	Jul	Jan	Feb	Mar	Apr	May	Jun			
\$97.24	\$97.24	\$97.24	\$97.24	\$97.24	\$97.24	\$110.15	<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

The screenshot shows the Tyler Technologies employee self-service portal. The top navigation bar includes the Tyler Technologies logo and the user name 'LEVESQUE, MARY' with a 'Resources' dropdown menu. The main content area is titled 'Personal Information' and contains several sections: 'Employee Preferred Name' with a 'change' link and a field showing 'N/A'; 'Address / E-mail' with a 'change' link; 'Home Address' (123 MERRY LANE, CHERRYFIELD, NJ 34567); 'E-mail' (melfring@tylertech.com); 'Alternate E-mail' (empty); and 'Options' with a 'W-2 Delivery Method' dropdown set to 'Email'. A right-hand sidebar contains navigation links: Home, Employee Self Service, Certifications, Pay/Tax Information, and Personal Information (highlighted in blue).

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

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

*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"/>

*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

	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

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.



The screenshot shows the Tyler Technologies Employee History page. At the top, there is a blue header with the Tyler Technologies logo on the left and the user name 'CARDENTY, MICHELLE' and 'Resources' on the right. Below the header, the page is titled 'Time Off'. There is a dropdown menu for 'Employee:' with a selected name. Below this is a table with columns: 'Maximum Allowed', 'Earned', 'Taken', 'To Be Taken', and 'Currently Available'. The table has three rows: 'VACATION (D)', 'SICK DAYS (D)', and 'PERSONAL (D)'. Below the table, there is a note: 'H=Hours; D=Days. *This is an estimate. Please note that your actual earnings may differ.' and 'Time Off Approver: MICHELLE CARDENTY'. On the right side, there is a vertical navigation menu with buttons for 'Home', 'Employee Self Service', 'Certifications', 'Pay/Tax Information', 'Personal Information', and 'Time Off' (which is highlighted in blue).

	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

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.

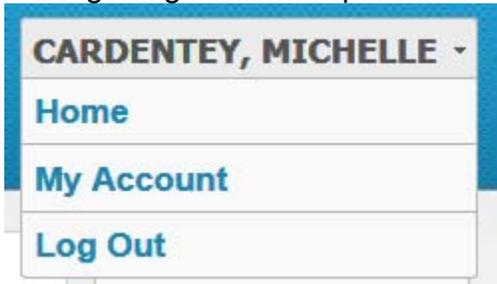
It is your responsibility to keep your contact information up to date. Address changes can be done on ESS. You will be notified of deadlines prior to the processing of W-2's/1095-c's.

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

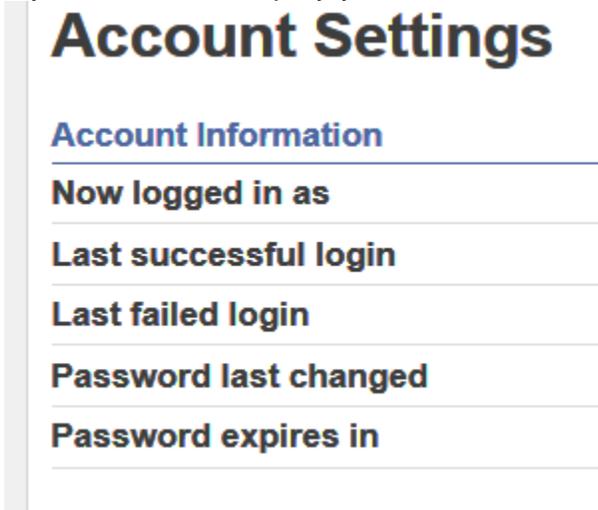
Logging Off

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.