



Munis Self Service

*Employee Self Service Open Enrollment
User Guide - Version 11.1*

<https://selfservice.wcps.k12.md.us/ess>

*For questions regarding Munis Open Enrollment,
please email: WCPS_Benefits@wcps.k12.md.us*

Employee Self Service – Open Enrollment

<https://selfservice.wcps.k12.md.us/ESS>

Employee Self Service (ESS) is the Munis® Self Service application created specifically for current employees to access personal benefit information.

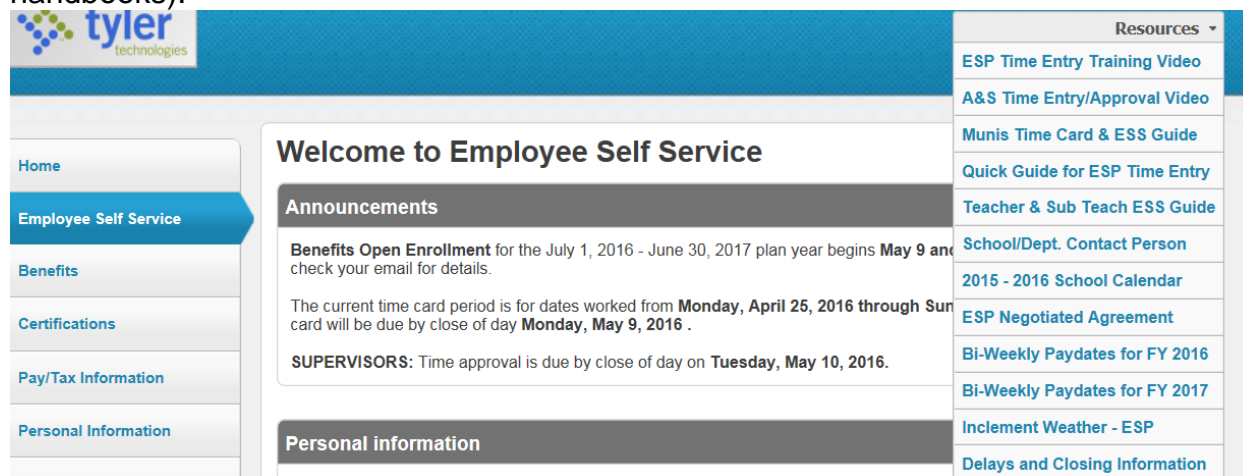
Employees must have a valid login to access the ESS application. This will be the same username and password that you use to login to your computer, email and pay information. **(Typically, the first 5 letters of your last name and first three of your first name and the password that you created.)** If you have any issues logging in, please contact the HELPDESK at 301-766-8911.

ESS Home Page

The home page of the ESS application displays personal information, organizational announcements, time-off, and pay details.

Resources

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



The screenshot shows the ESS application interface. On the left is a vertical navigation menu with options: Home, Employee Self Service (highlighted), Benefits, Certifications, Pay/Tax Information, and Personal Information. The main content area features a 'Welcome to Employee Self Service' header, followed by an 'Announcements' section with text about 'Benefits Open Enrollment' and 'SUPERVISORS: Time approval is due by close of day on Tuesday, May 10, 2016.' Below this is a 'Personal information' section. On the right side, a 'Resources' dropdown menu is open, listing various links such as 'ESP Time Entry Training Video', 'A&S Time Entry/Approval Video', 'Munis Time Card & ESS Guide', 'Quick Guide for ESP Time Entry', 'Teacher & Sub Teach ESS Guide', 'School/Dept. Contact Person', '2015 - 2016 School Calendar', 'ESP Negotiated Agreement', 'Bi-Weekly Paydates for FY 2016', 'Bi-Weekly Paydates for FY 2017', 'Inclement Weather - ESP', and 'Delays and Closing Information'.

When you click a resources link, ESS opens it in a new browser window.

Benefits

When you click on the Benefits link, it will show your current benefit elections for the 7/1/17 – 6/30/18 plan year.

Home

Employee Self Service

Benefits

Open Enrollment

Certifications

Pay/Tax Information


Personal Information

Time Off

Time Entry

Benefits

Current Year Elections

 You must complete your [open enrollment](#) before 5/20/2016.

Benefit	Current Election
MEDICAL	STANDARD MEDICAL - EMPLOYEE + CHILD(REN) 26 DEDUCTIONS \$72.09 details
DENTAL	DENTAL - EMPLOYEE + CHILD(REN) 26 DEDUCTIONS \$3.32 details
VISION	VISION - EMPLOYEE + FAMILY 26 DEDUCTIONS \$3.29 details
DEPENDENT LIFE INS FULL-TIME	DEPENDENT LIFE INSURANCE - 26 DEDUCTIONS \$1.29 details
LONG TERM DISABILITY	LONG TERM DISABILITY - A&S 26 DEDUCTIONS \$2.80 details

All costs are per pay period. Your estimated total cost per pay period is **\$82.79**.

Open Enrollment

By clicking on 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. You will have to make an election of Decline benefit, No changes, or Make New Election of each coverage offered.

Home

Employee Self Service

Benefits

Open Enrollment

Certifications

Pay/Tax Information

Personal Information

Time Off

Time Entry

Open Enrollment

Make Elections

Make a selection for each benefit, then click "Continue". *You must submit this enrollment by 5/20/2016.*

Benefit	Current Election	New Election	
MEDICAL	STANDARD MEDICAL - EMPLOYEE + CHILD(REN) 26 DEDUCTIONS \$72.09 details	Election Not Made	Decline benefit No changes Make New Election
DENTAL	DENTAL - EMPLOYEE + CHILD(REN) 26 DEDUCTIONS \$3.32 details	Election Not Made	Decline benefit No changes Make New Election
VISION	VISION - EMPLOYEE + FAMILY 26 DEDUCTIONS \$3.29 details	Election Not Made	Decline benefit No changes Make New Election
SUPPLEMENTAL LIFE INSURANCE	No Election Made	Election Not Made	Decline benefit Make New Election
VOLUNTARY AD&D	No Election Made	Election Not Made	Decline benefit Make New Election
DEPENDENT LIFE INSURANCE	DEPENDENT LIFE INSURANCE - 26 DEDUCTIONS \$1.29 details	Election Not Made	Decline benefit No changes Make New Election
LONG TERM DISABILITY	LONG TERM DISABILITY - A&S 26 DEDUCTIONS	Election Not Made	Decline benefit No changes Make New Election

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.

- Home
- Employee Self Service
- Benefits**
- Open Enrollment
- Certifications
- Pay/Tax Information
- Personal Information
- Time Off
- Time Entry

Benefits MEDICAL

WCPS medical plan comparison | Cigna website

Please choose from one of the available medical/rx plans. Make sure to choose the correct level of coverage. *Employee only; *Employee + Child(ren) - no spouse; *Employee + Spouse - no children; *Family - employee, spouse and one or more children.

- PREMIUM MEDICAL - EMPLOYEE ONLY 26 DEDUCTIONS
Annual Costs: Employee Cost \$1,722.24 / Employer Cost \$7,488.00
Pay Period Costs: Employee Cost \$66.24 / Employer Cost \$288.00
- PREMIUM MEDICAL - EMPLOYEE + CHILD(REN) 26 DEDUCTIONS
Annual Costs: Employee Cost \$2,638.48 / Employer Cost \$11,471.72
Pay Period Costs: Employee Cost \$101.48 / Employer Cost \$441.22
- PREMIUM MEDICAL - EMPLOYEE + SPOUSE 26 DEDUCTIONS
Annual Costs: Employee Cost \$3,444.48 / Employer Cost \$14,976.00
Pay Period Costs: Employee Cost \$132.48 / Employer Cost \$576.00
- PREMIUM MEDICAL - EMPLOYEE + FAMILY 26 DEDUCTIONS
Annual Costs: Employee Cost \$4,361.24 / Employer Cost \$18,960.50
Pay Period Costs: Employee Cost \$167.74 / Employer Cost \$729.25
- STANDARD MEDICAL - EMPLOYEE ONLY 26 DEDUCTIONS
Annual Costs: Employee Cost \$1,321.32 / Employer Cost \$7,488.00
Pay Period Costs: Employee Cost \$50.82 / Employer Cost \$288.00

If the benefit you select requires that you specify dependents or beneficiaries, select a name from the list and click **Add Coverage**.

Coverage can be added for additional dependents.

Name	Date of Birth	ID	
TERRI TYLER	1/2/2016	123-45-6789	Change Delete
TOMMY TYLER	1/2/2016	123-45-6789	Change Delete

Click **Add New Dependent**, as applicable, to enter personal details for dependents not already in the system.

Add a new dependent

First name *

Middle initial

Last name *

Suffix

Date of birth *

Gender *

Relationship *

SSN # (include dashes)

Date of Birth Format is mm/dd/yyyy

SSN# Format is xxx-xx-xxxx

All fields with an * are required.

For Relationship field, ONLY select CHILD or SPOUSE. **DO NOT** select SELF, OTHER OR STEPCHILD

SUPPLEMENTAL LIFE INSURANCE	No Election Made	LIFE, 1 X SALARY - 26 DEDUCTIONS \$0.00 details	Decline benefit Change New Election
VOLUNTARY AD&D	No Election Made	VOLUNTARY ACCIDENTAL DEATH & DISMEMBERMENT \$50,000 26 DEDUCT \$0.46 details	Decline benefit Change New Election
DEPENDENT LIFE INSURANCE	No Election Made	DEPENDENT LIFE INSURANCE - 26 DEDUCTIONS \$1.29 details	Decline benefit Change New Election
LONG TERM DISABILITY	No Election Made	LONG TERM DISABILITY - A&S 26 DEDUCTIONS \$0.00 details	Decline benefit Change New Election

[Continue](#)

All costs are per pay period. Your estimated total cost per pay period is **\$172.16**. The [paycheck simulator](#) can show how this effects your net pay.

When you have completed defining your new election, click **Continue**. The program refreshes the page with the updated information. Continue making all of your appropriate enrollment choices. When you have completed your open enrollment choices, the program displays a summary for each benefit type.

Review your enrollment

Review

MEDICAL

ELECTION - PREMIUM MEDICAL - EMPLOYEE + FAMILY 26 DEDUCTIONS

TERRI TYLER

TOMMY TYLER

Pay Period Employee Cost	\$167.74
Pay Period Employer Cost	\$729.25
Annual Employee Cost	\$4,361.24
Annual Employer Cost	\$18,960.50


[Submit Choices](#)
[Modify](#)
[Cancel](#)

PLEASE MAKE SURE ALL OF YOUR COVERED DEPENDENTS ARE LISTED ON EACH COVERAGE YOU WANT THEM TO HAVE. IF THEIR NAMES ARE NOT LISTED ON THE COVERAGE, YOU HAVE NOT SELECTED FOR THEM TO HAVE THAT COVERAGE FOR THE NEW PLAN YEAR. To make changes, click **Modify**. Once you have verified that your selections are correct, click **Submit Choices**.

The program displays a Confirmation page. You are encouraged to take a screen shot of this confirmation page or print it for your records.

Confirmation

Confirmation

 Your enrollment was submitted successfully. You can make changes until your choices have been approved. You may want to print this page for your records.

If you have added dependents, please send proof of dependent status to the Benefits Office.

Changes / Additions of LTD and Supplemental Life require EIO form.

MEDICAL

ELECTION - PREMIUM MEDICAL - EMPLOYEE + FAMILY 26 DEDUCTIONS

TERRI TYLER

TOMMY TYLER

Pay Period Employee Cost	\$167.74
Pay Period Employer Cost	\$729.25
Annual Employee Cost	\$4,361.24
Annual Employer Cost	\$18,960.50

We hope you find this process is relatively easy to use.