



## Munis Self Service

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*Employee Self Service User Guide  
Version 11.1*

For questions regarding Munis Self Service and TimeCard, Please  
email [helpdesk@wcps.k12.md.us](mailto:helpdesk@wcps.k12.md.us)

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## Employee Self Service

Employee Self Service (ESS) is the Munis® Self Service application created specifically for current employees and job applicants. ESS accesses information from, and stores information in, the Munis HR/Payroll programs.

For employees, ESS provides access to personal information, pay and tax information, benefits, as well as certification.

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 and your email. (Typically, the first 5 letters of your last name and first three of your first name and the password that you created.)

## ESS Home Page

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

### Resources

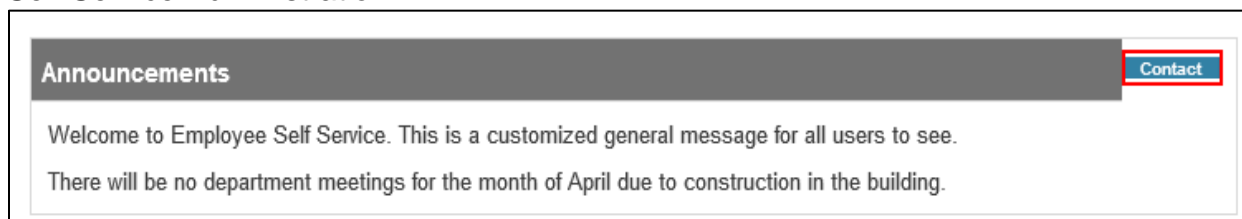
The Resources option in the ESS banner displays links to available employee resources, which can be helpful websites (such as health-insurer home pages), company pay schedules, or individual documents that are applicable to your organization (such as employee handbooks).



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

### Announcements

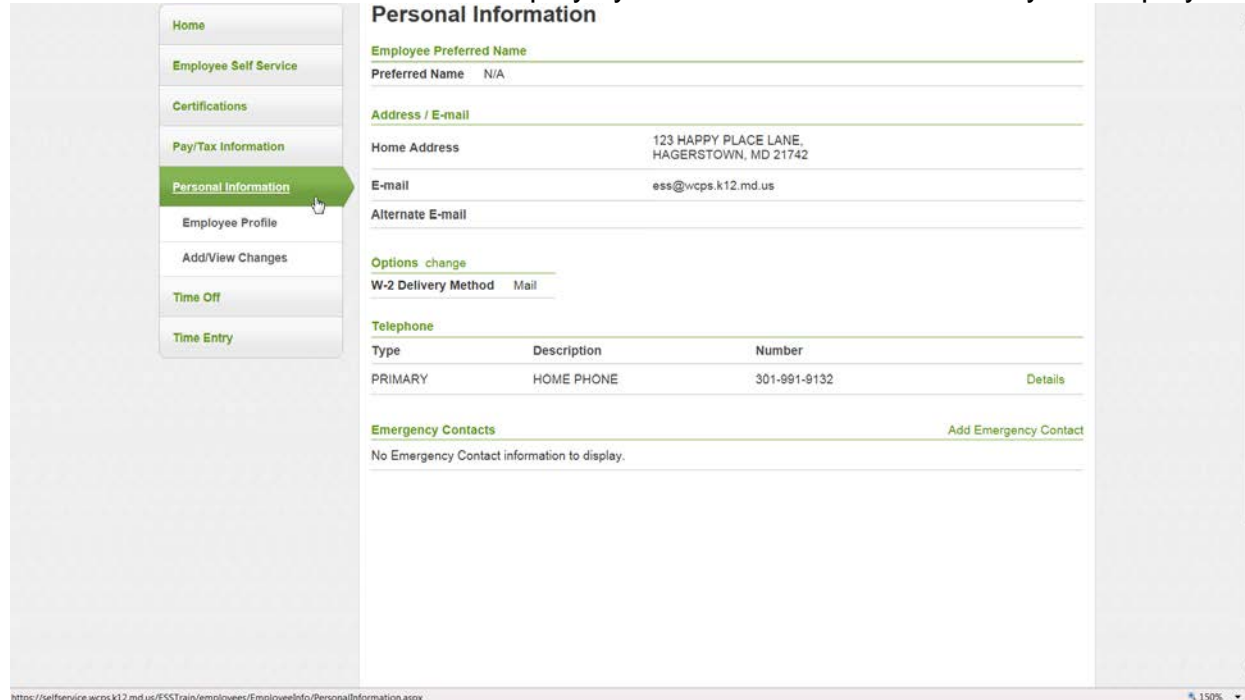
The Announcements section displays announcements that have been entered in Employee Self Service Administration.



If you have questions or comments regarding an announcement, or to submit an announcement, click **Contact** to open your default email application with a message addressed to your administration contact.

## Personal Information

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



**Personal Information**

**Employee Preferred Name**

Preferred Name N/A

**Address / E-mail**

Home Address 123 HAPPY PLACE LANE,  
HAGERSTOWN, MD 21742

E-mail ess@wcps.k12.md.us

Alternate E-mail

**Options** [change](#)

W-2 Delivery Method Mail

**Telephone**

Type	Description	Number	
PRIMARY	HOME PHONE	301-991-9132	<a href="#">Details</a>

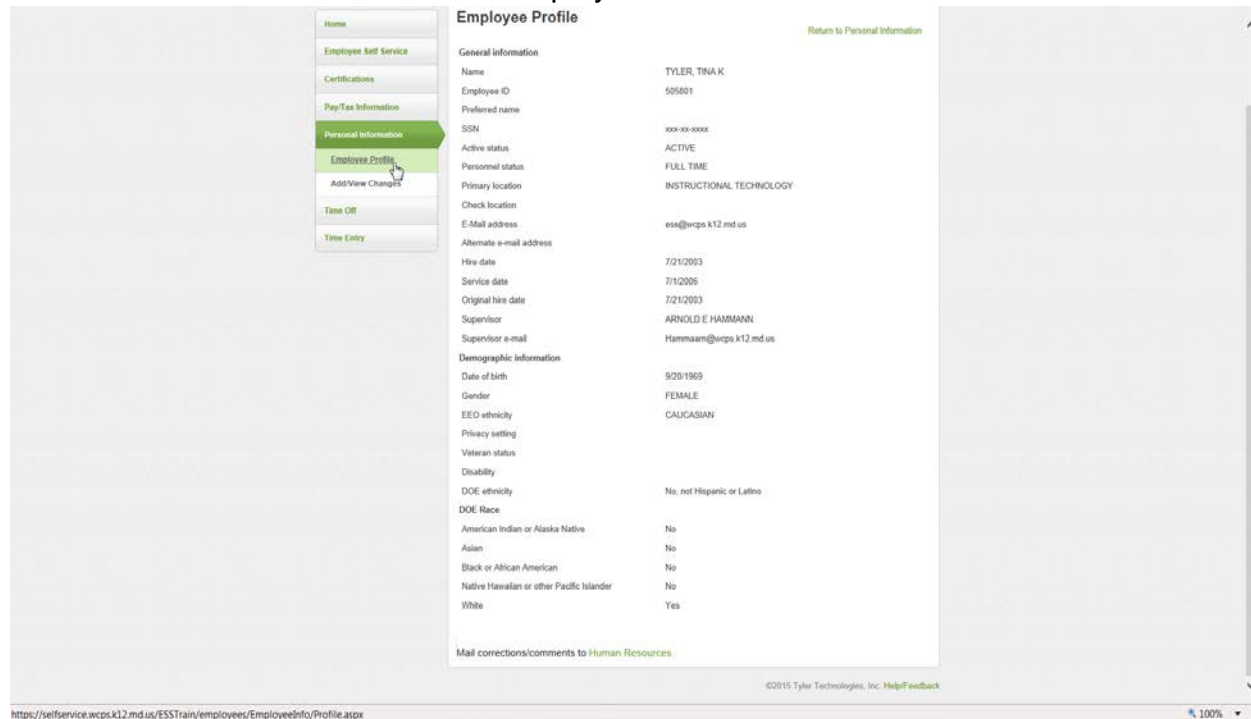
**Emergency Contacts** [Add Emergency Contact](#)

No Emergency Contact information to display.

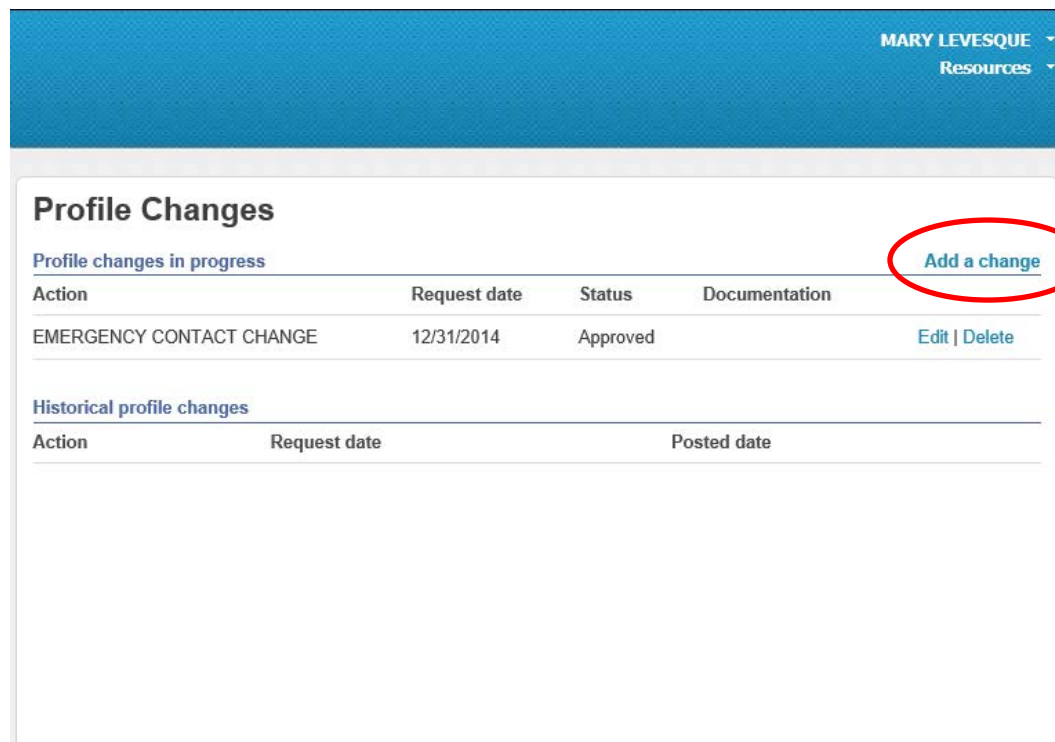
<https://selfservice.wcps.k12.md.us/ESSTrain/employees/EmployeeInfo/PersonalInformation.aspx>

For those sections that provide a Change or Add option, you can update or add additional information. When you do update or add information, the updates are transferred to the appropriate programs in Munis.

From the Personal Information menu, click **Employee Profile** to view your employee information as it is stored in Munis Employee Master.



You cannot update the General Information from your Employee Profile page. To update this information, click **Human Resources** at the bottom of the page to send a change notice to your Human Resources department. Use the **Add/View Changes** option on the menu to review pending or previous changes to your profile, or to initiate a new change.



When you select Add a Change, the Requested Action Type list provides the action options available to add.

MARY LEVESQUE ▾  
 Resources ▾

### Add a Personnel Action

Requested action type NAME CHANGE ▾

This is a basic level evaluation. No supporting documentation is required.

---

First Name\* MARY

Last Name\* LEVESQUE

Email Address\* tylertyler170@gmail.com

Address\* ONE TYLER DRIVE

City\* YARMOUTH

State\* ME

ZIP Code\* 04096

**EmergencyContacts** [Add new](#)

---

Emergency Contact\* MARTIN LEVESQUE [Delete](#)

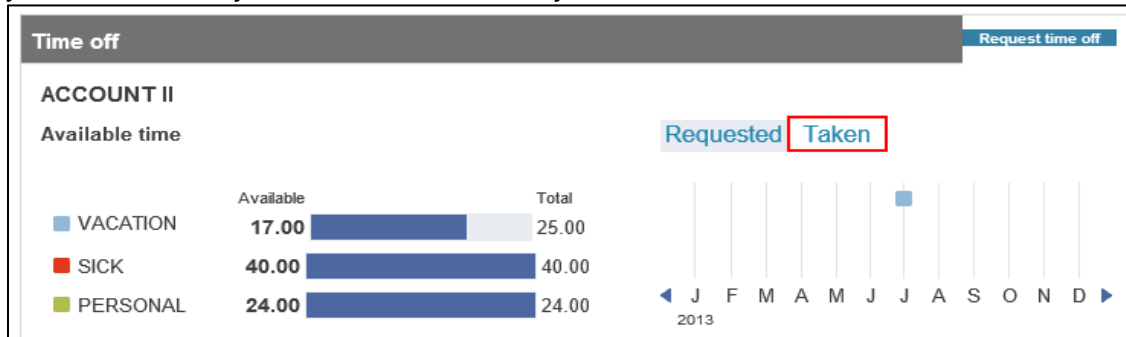
---

Submit
Cancel

If an action requires supporting documentation, use the Choose File options in the Attachments group to navigate to the file to upload. If there are existing attachments, use the Remove option to delete them, as applicable.

## Time Off

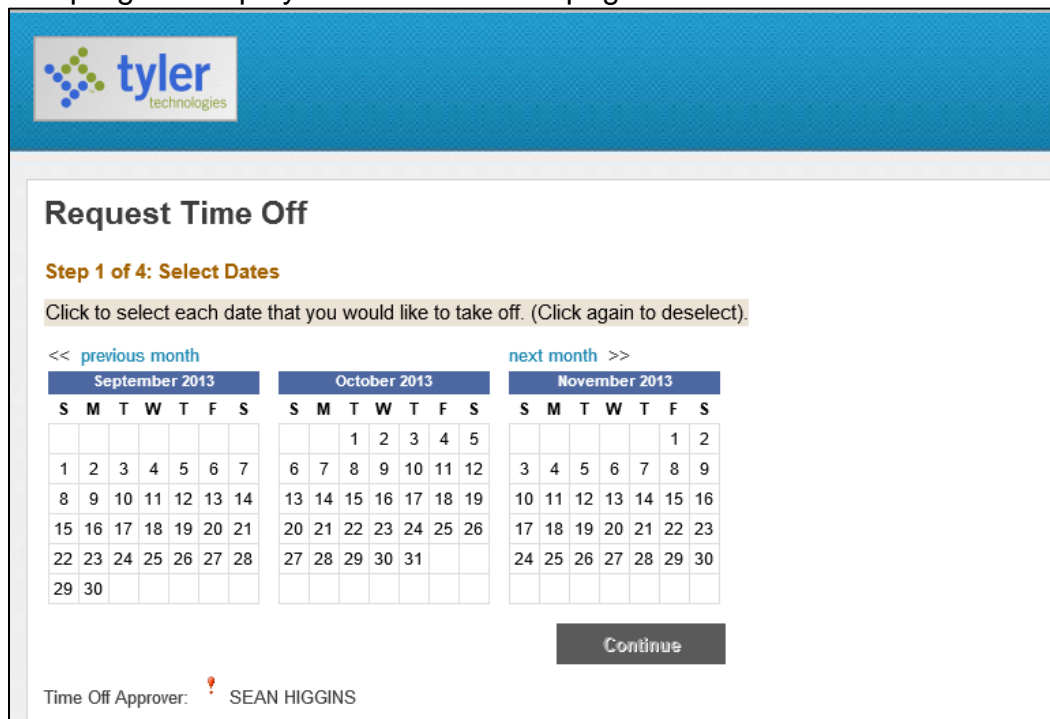
The Time Off section displays your vacation, sick, and personal time off. Initially, it displays the time-off that you have requested. Click **Taken** and the pane refreshes to display the time-off you have already taken for the current year.



To request time off:

1. Click **Request Time Off**.

The program displays the Select Dates page.



**Request Time Off**


**Step 1 of 4: Select Dates**

Click to select each date that you would like to take off. (Click again to deselect).

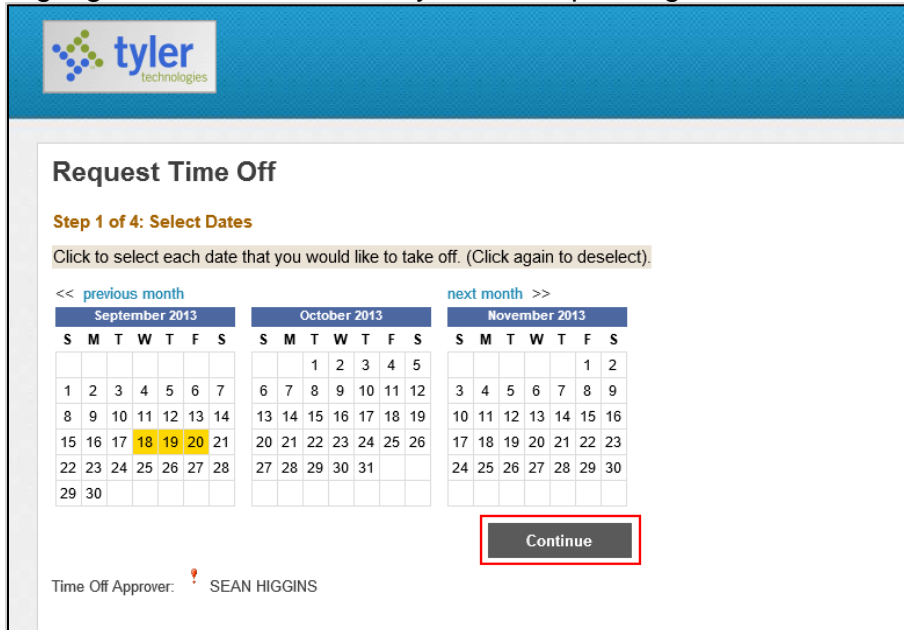
<< previous month      next month >>

September 2013							October 2013							November 2013						
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						1	2
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30
29	30																			

**Continue**

Time Off Approver:  SEAN HIGGINS

Highlight the dates for which you are requesting time off and then click **Continue**.



**Request Time Off**


**Step 1 of 4: Select Dates**

Click to select each date that you would like to take off. (Click again to deselect).

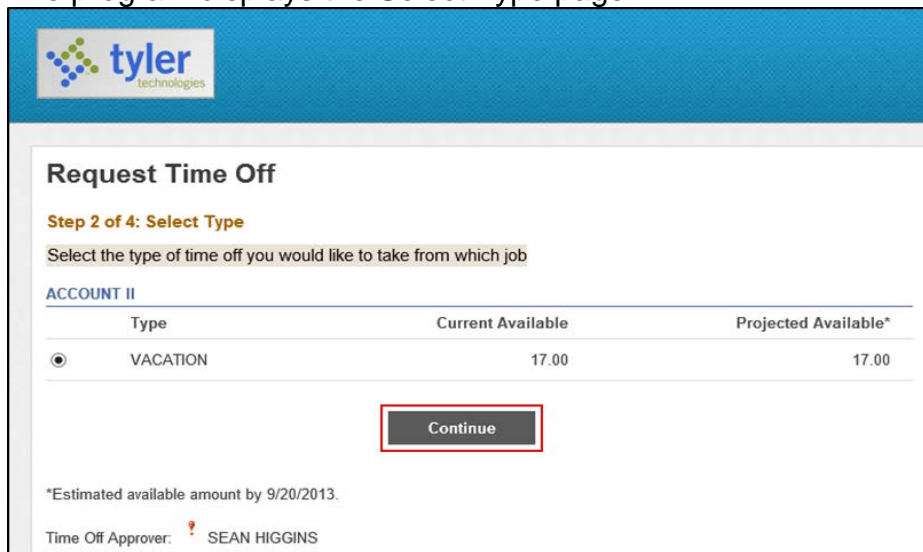
<< previous month      next month >>

September 2013							October 2013							November 2013						
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	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31		24	25	26	27	28	29	30	
29	30																			

**Continue**

Time Off Approver:  SEAN HIGGINS

The program displays the Select Type page.



**Request Time Off**

**Step 2 of 4: Select Type**


Select the type of time off you would like to take from which job

**ACCOUNT II**

Type	Current Available	Projected Available*
<input checked="" type="radio"/> VACATION	17.00	17.00

**Continue**

\*Estimated available amount by 9/20/2013.

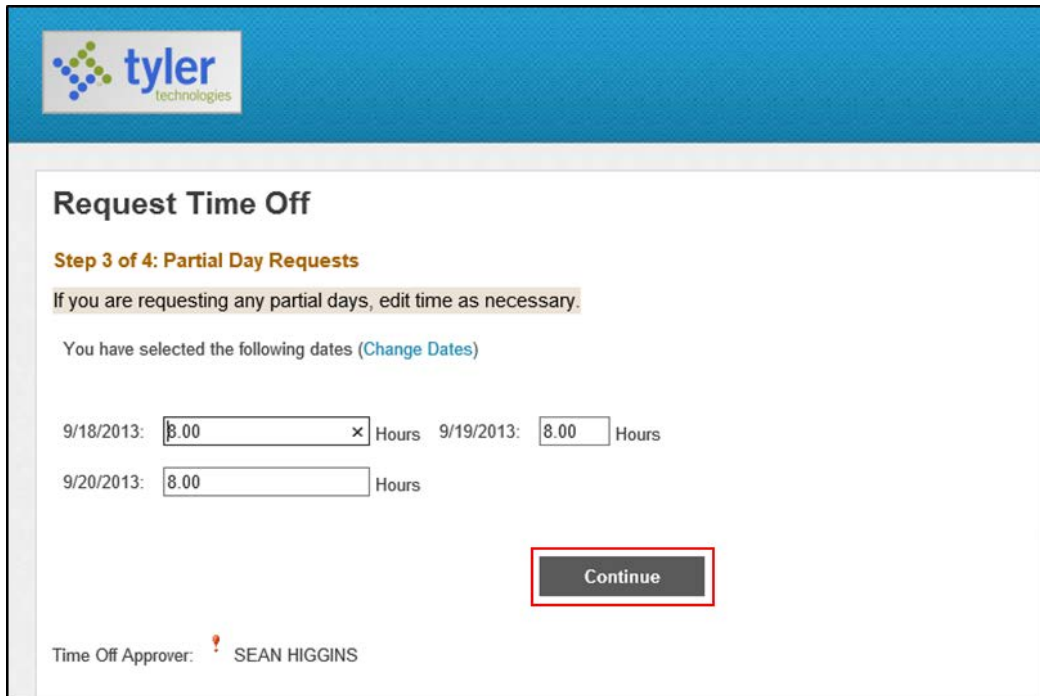
Time Off Approver:  SEAN HIGGINS

2. Select the type of time-off you are requesting.

The program displays only the types of time-off that are available. For example, if you only have vacation time available, the program only displays the vacation option; if you have vacation time and personal time available, the program displays an option for each.



3. Click **Continue**.  
The program displays an editable summary of your request.



**Request Time Off**

**Step 3 of 4: Partial Day Requests**


If you are requesting any partial days, edit time as necessary.

You have selected the following dates ([Change Dates](#))

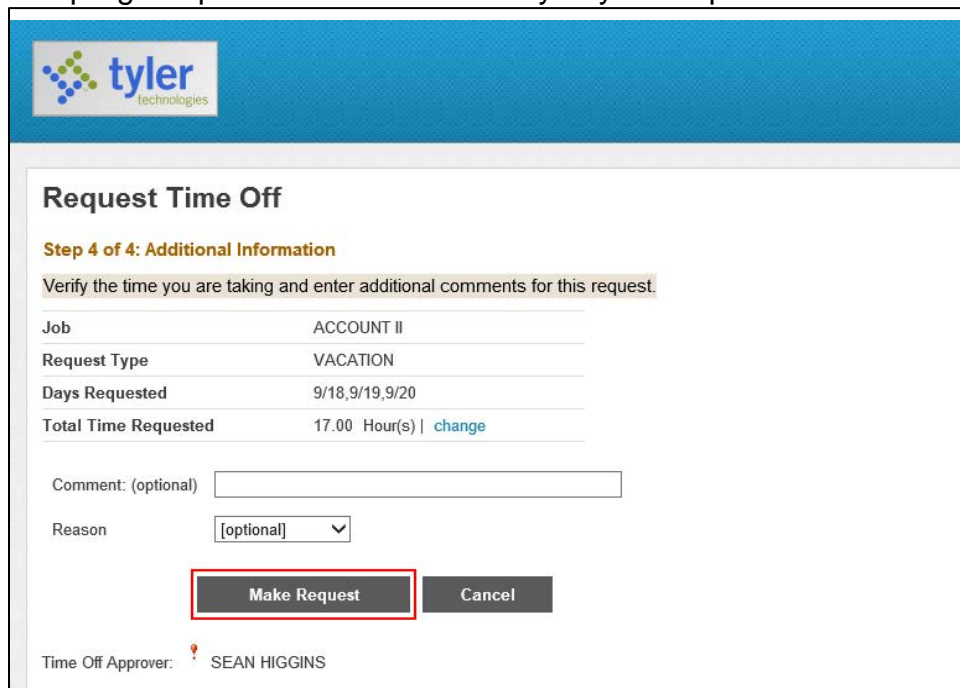
9/18/2013:  x Hours 9/19/2013:  Hours

9/20/2013:  Hours

**Continue**

Time Off Approver:  SEAN HIGGINS

4. Verify that you have entered your request correctly. If necessary, change the numbers of hours requested.
5. Click **Continue**.  
The program provides a final summary of your request.



**Request Time Off**

**Step 4 of 4: Additional Information**


Verify the time you are taking and enter additional comments for this request.

Job	ACCOUNT II
Request Type	VACATION
Days Requested	9/18, 9/19, 9/20
Total Time Requested	17.00 Hour(s)   <a href="#">change</a>

Comment: (optional)

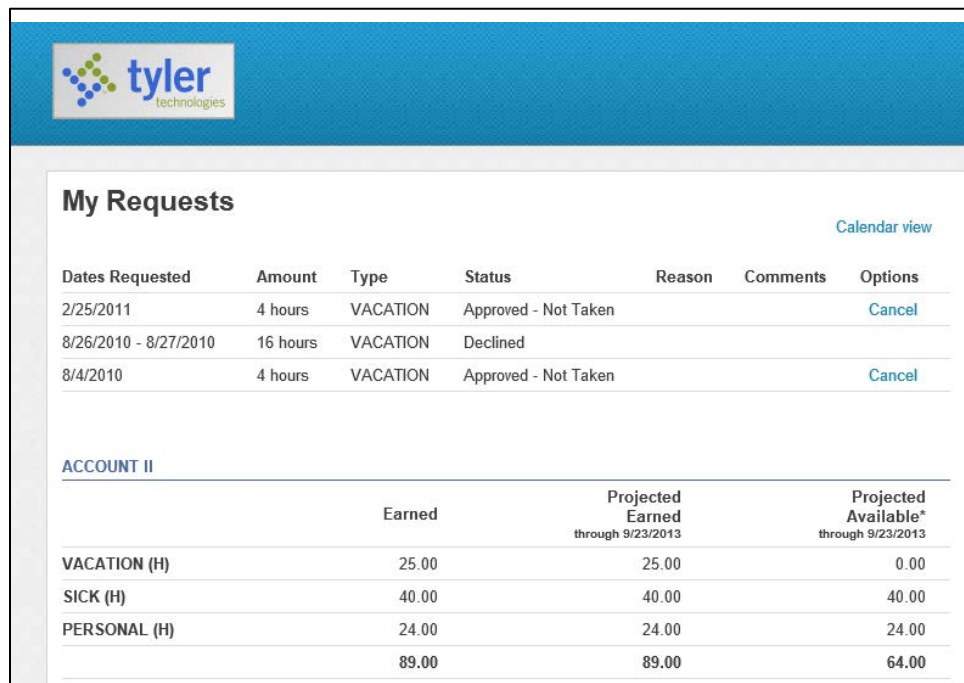
Reason  ▼

**Make Request** **Cancel**

Time Off Approver:  SEAN HIGGINS

6. Click **Make Request**.

The program processes the request, generates an email to your supervisor indicating that approval is required, and displays the My Requests page with your most recent request included.



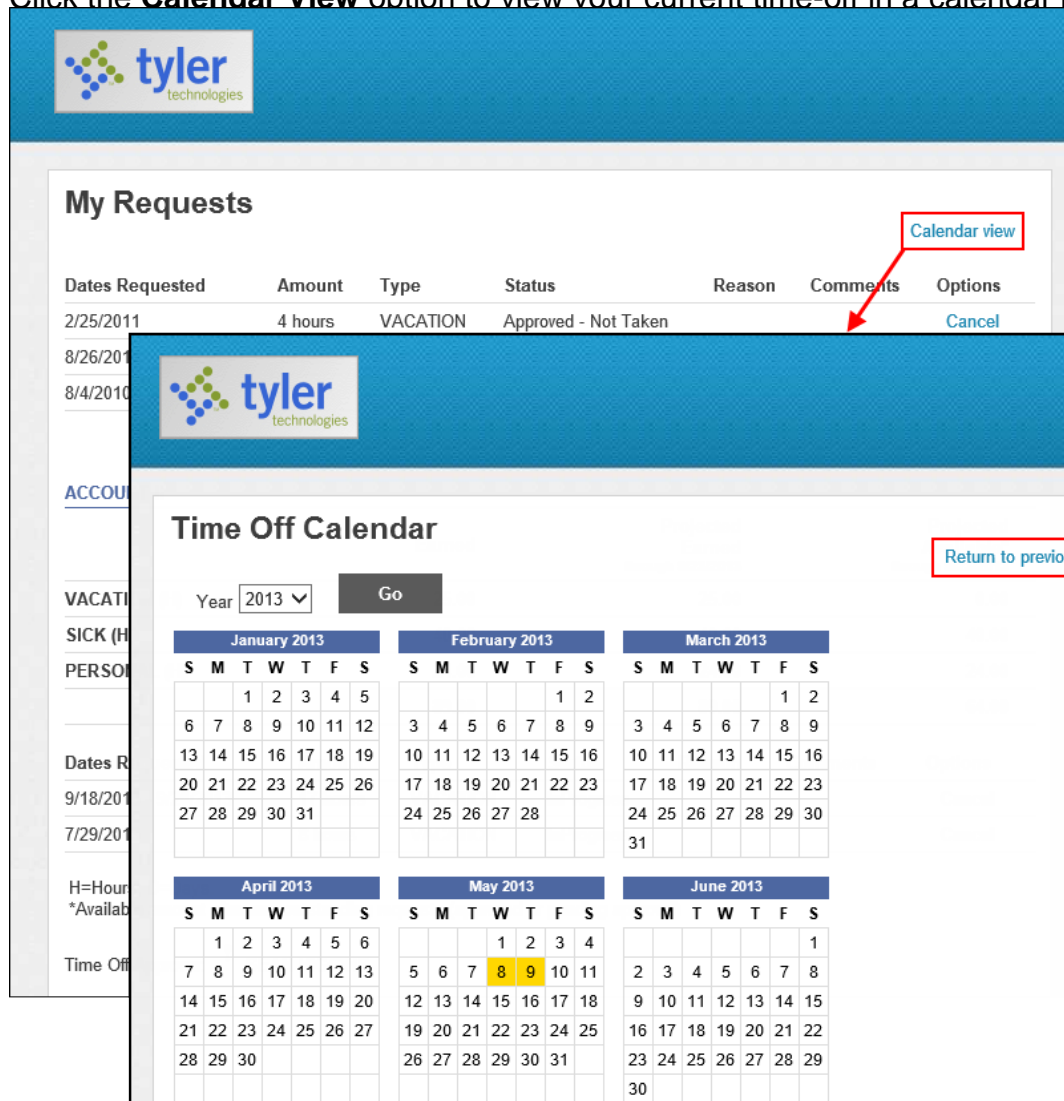
**My Requests** [Calendar view](#)

Dates Requested	Amount	Type	Status	Reason	Comments	Options
2/25/2011	4 hours	VACATION	Approved - Not Taken			<a href="#">Cancel</a>
8/26/2010 - 8/27/2010	16 hours	VACATION	Declined			
8/4/2010	4 hours	VACATION	Approved - Not Taken			<a href="#">Cancel</a>

**ACCOUNT II**

	Earned	Projected Earned through 9/23/2013	Projected Available* through 9/23/2013
VACATION (H)	25.00	25.00	0.00
SICK (H)	40.00	40.00	40.00
PERSONAL (H)	24.00	24.00	24.00
	<b>89.00</b>	<b>89.00</b>	<b>64.00</b>

7. Click the **Calendar View** option to view your current time-off in a calendar format.



**My Requests**

Dates Requested	Amount	Type	Status	Reason	Comments	Options
2/25/2011	4 hours	VACATION	Approved - Not Taken			<a href="#">Calendar view</a> <a href="#">Cancel</a>
8/26/2011						
8/4/2010						

**Time Off Calendar**

Year:

January 2013							February 2013							March 2013						
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						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						

April 2013							May 2013							June 2013						
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				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

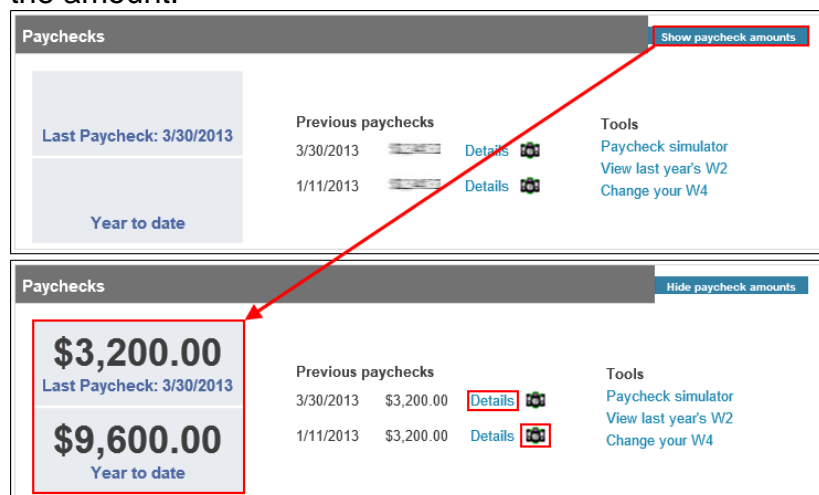
[Return to previous view](#)

8. On the Time Off Calendar page, click **Return to Previous View** to return to the My Requests page.

## 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.



**Paychecks** [Show paycheck amounts](#)

Last Paycheck: 3/30/2013

Year to date

Previous paychecks

Date	Amount	Details	Camera
3/30/2013		<a href="#">Details</a>	
1/11/2013		<a href="#">Details</a>	

Tools

- [Paycheck simulator](#)
- [View last year's W2](#)
- [Change your W4](#)

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**Paychecks** [Hide paycheck amounts](#)

**\$3,200.00**  
Last Paycheck: 3/30/2013

**\$9,600.00**  
Year to date

Previous paychecks

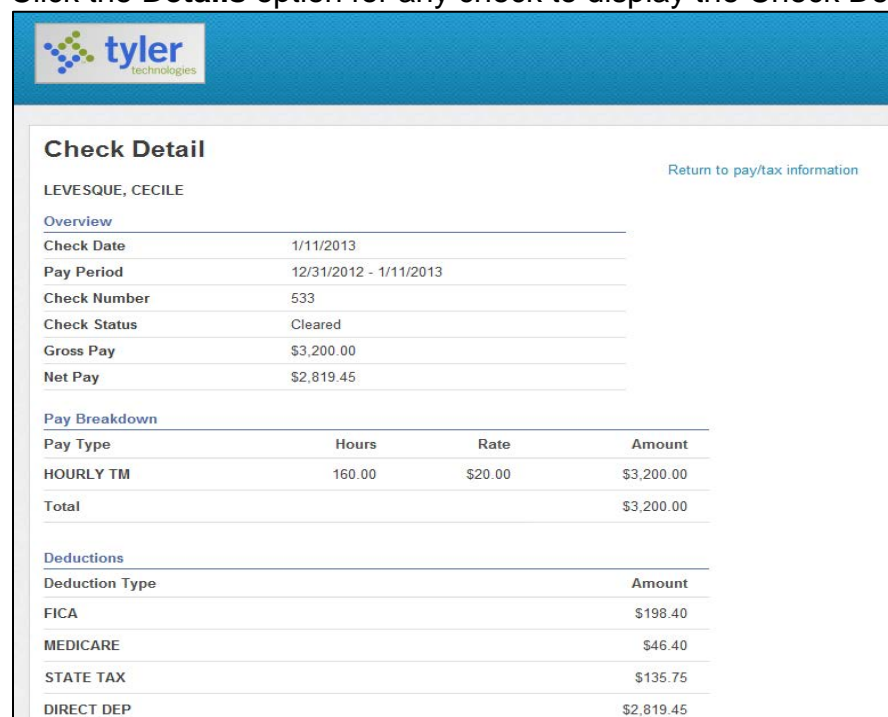
Date	Amount	Details	Camera
3/30/2013	\$3,200.00	<a href="#">Details</a>	
1/11/2013	\$3,200.00	<a href="#">Details</a>	

Tools

- [Paycheck simulator](#)
- [View last year's W2](#)
- [Change your W4](#)

If your organization uses Tyler Content Manager, click the TCM button to view a check image. (The camera icon)

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



**tyler technologies**

**Check Detail** [Return to pay/tax information](#)

LEVESQUE, CECILE

Overview

Field	Value
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
<b>Total</b>			<b>\$3,200.00</b>

Deductions

Deduction Type	Amount
FICA	\$198.40
MEDICARE	\$46.40
STATE TAX	\$135.75
<b>DIRECT DEP</b>	<b>\$2,819.45</b>

# ESS Menu Options

The ESS menu includes the following options: Certifications, Pay/Tax Information, Personal Information, Time Off, and Time Entry. Your list of options may vary according to the permissions and settings established for your user account and your organization's configuration of ESS.



## Welcome to Employee Self Service

**Announcements**
[Contact](#)

Welcome to Employee Self Service. This is a customized general message for all users to see.

There will be no department meetings for the month of April due to construction in the building.

**Personal information**
[View profile](#)

PARKER, KATHLEEN A  
400 US ROUTE 1  
FALMOUTH, ME 04105

Phone      Email  
HOME PHONE:      Email: melfring@tylertech.com

**Time off**
[Request time off](#)

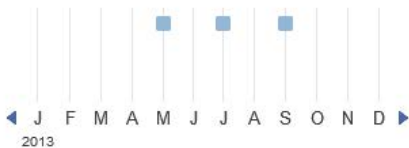
ACCOUNT II

Available time

	Available	Total
VACATION	0.00	25.00
SICK	40.00	40.00
PERSONAL	24.00	24.00

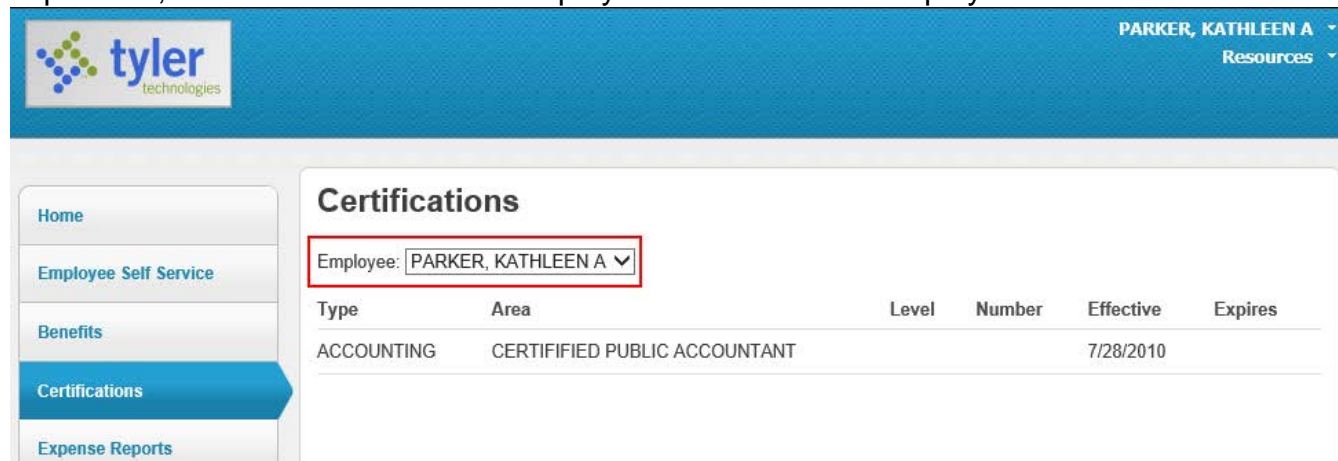
Requested

Taken



## Certifications

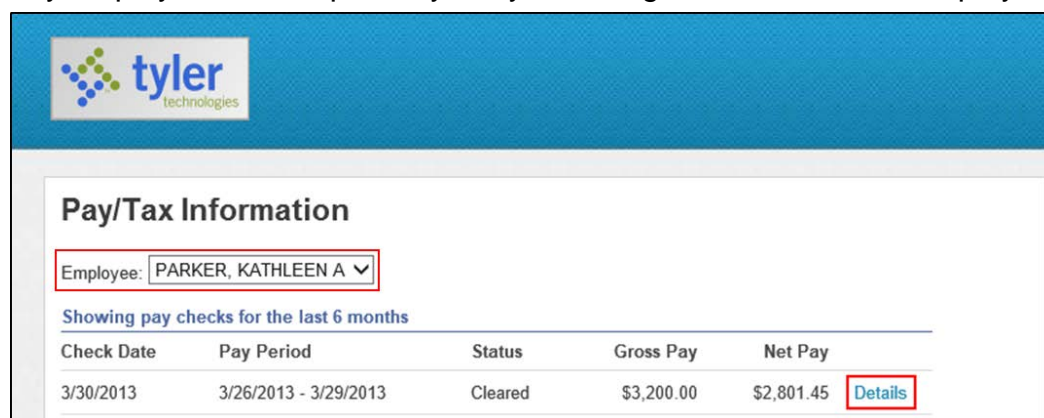
Certifications displays a list of your education or training certifications. This list includes the certification type, area, level, number, and effective and expiration dates. If you are a supervisor, select a name from the Employee list to view that employee's certifications.




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



When you click **Details**, the program displays the Check Detail page, 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


Pay Type	Hours	Rate	Amount
HOURLY TM	160.00	\$20.00	\$3,200.00
<b>Total</b>			<b>\$3,200.00</b>

Deductions

Deduction Type	Amount
FICA	\$198.40

## YTD Information

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



## Year-to-Date Information

Employee: PARKER, KATHLEEN A Year: 2013

Overview

Gross YTD Earnings	\$9,600.00
--------------------	------------

Earnings

HOURLY TM	\$9,600.00
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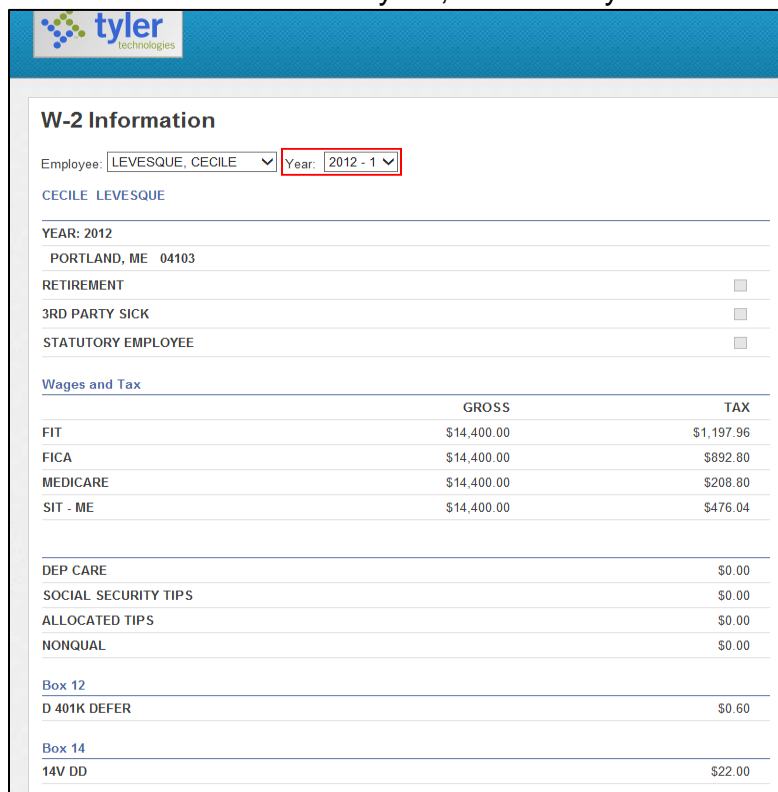
Deductions

FICA	\$595.20
MEDICARE	\$139.20
DELTA DENT	\$18.00
STATE TAX	\$407.25
DIRECT DEPOSIT	\$8,440.35



## W-2

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



**W-2 Information**

Employee: LEVESQUE, CECILE Year: 2012 - 1

CECILE LEVESQUE

YEAR: 2012

PORTLAND, ME 04103

RETIREMENT ☐

3RD PARTY SICK ☐

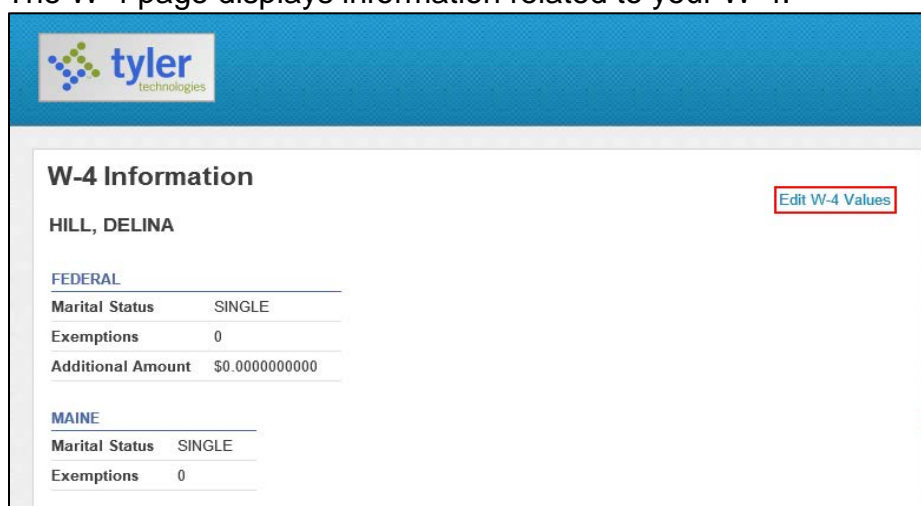
STATUTORY EMPLOYEE ☐

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

## 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

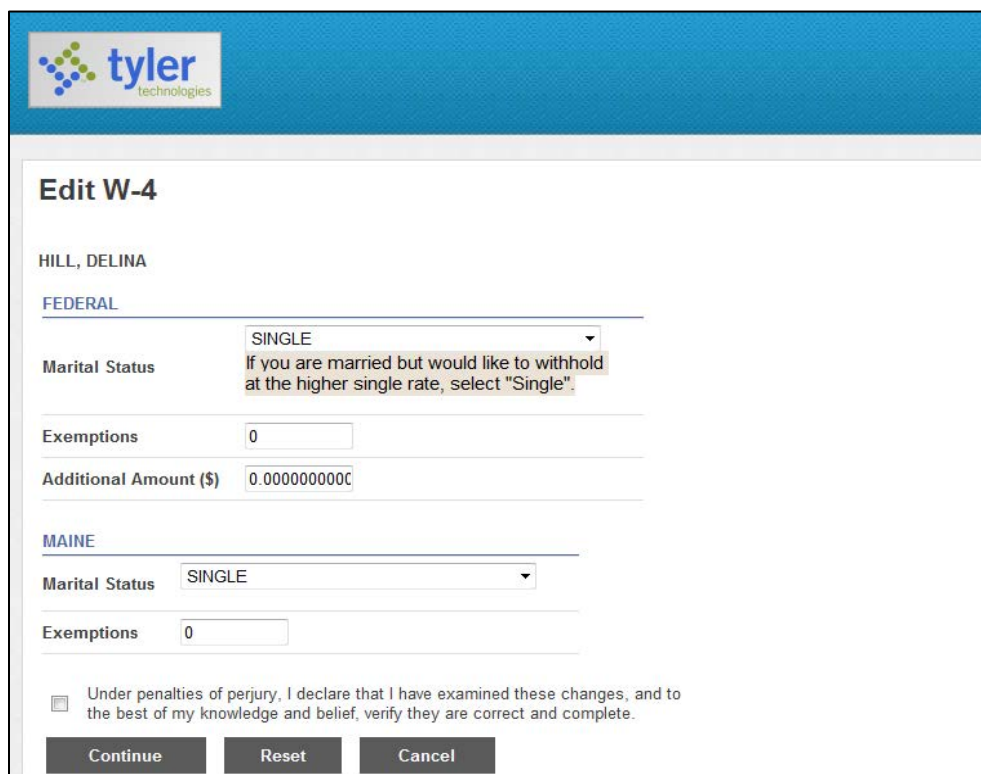
## Change Your W-4

To update your W-4 Information:

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

The program displays the Edit W-4 page.





**Edit W-4**

HILL, DELINA

**FEDERAL**

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

Exemptions: 0

Additional Amount (\$): 0.0000000000

**MAINE**

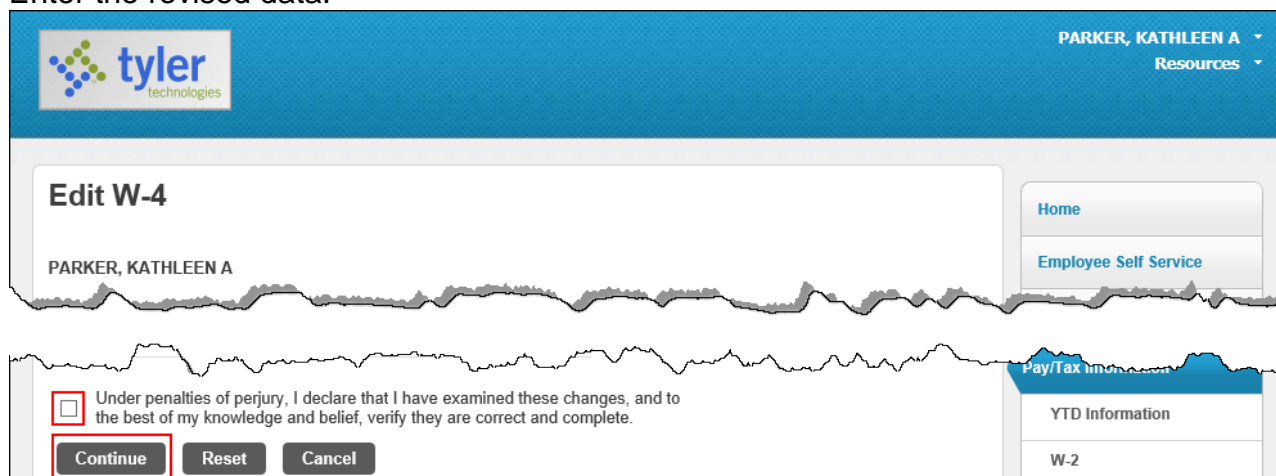
Marital Status: SINGLE

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.

**Continue** **Reset** **Cancel**

2. Enter the revised data.



**Edit W-4**

PARKER, KATHLEEN A

**FEDERAL**

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

Exemptions: 0

Additional Amount (\$): 0.0000000000

**MAINE**

Marital Status: SINGLE

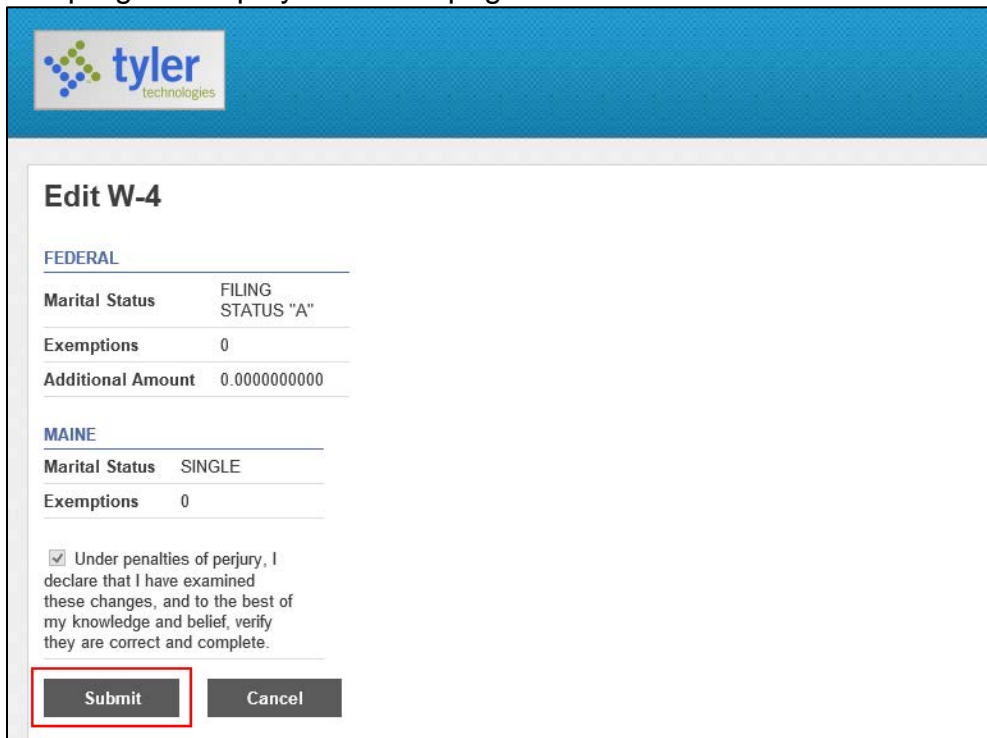
Exemptions: 0

☐ 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.

**Continue** **Reset** **Cancel**

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

The program displays a review page.



**Edit W-4**

FEDERAL

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

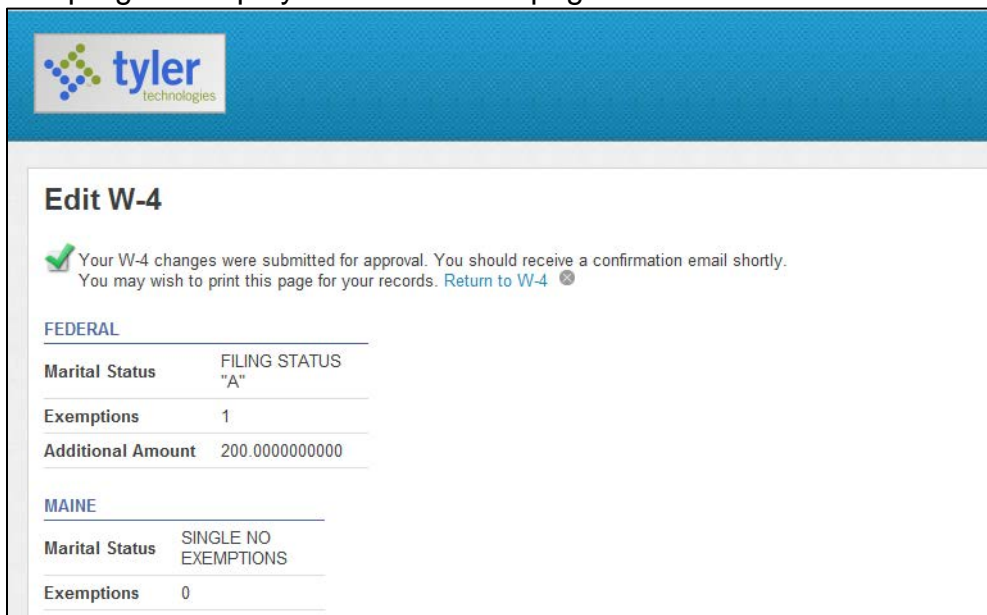
MAINE

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**

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



**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

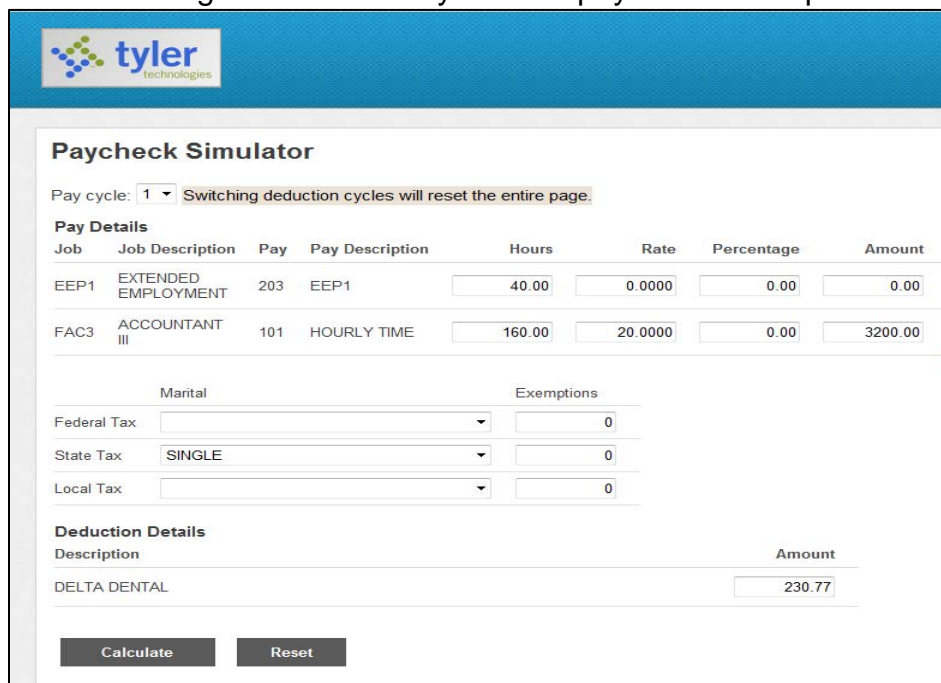
Marital Status	FILING STATUS "A"
Exemptions	1
Additional Amount	200.0000000000

MAINE

Marital Status	SINGLE NO EXEMPTIONS
Exemptions	0

## 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.



**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**

Federal Tax:  Exemptions:

State Tax: **SINGLE** Exemptions:

Local Tax:  Exemptions:

**Deduction Details**

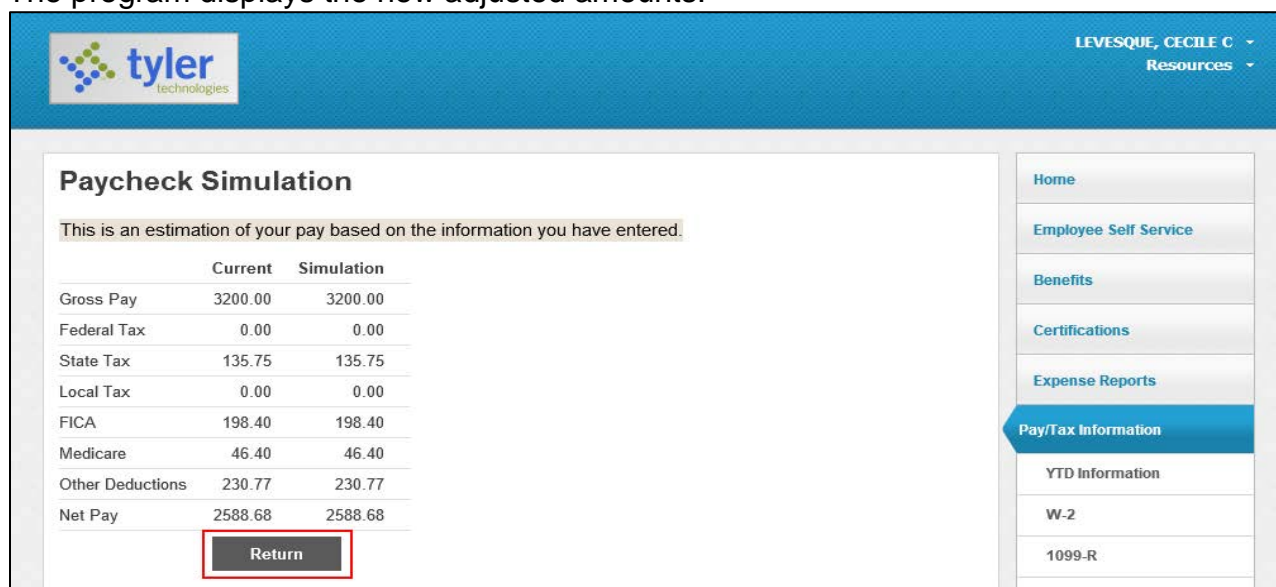
Description	Amount
DELTA DENTAL	230.77

**Calculate** **Reset**

To simulate changes to your paycheck:

1. Select the pay cycle for which you are simulating a change, and then enter the pay, tax, or deduction changes.
2. Click **Calculate**.

The program displays the new adjusted amounts.



**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**

LEVESQUE, CECILE C  
Resources

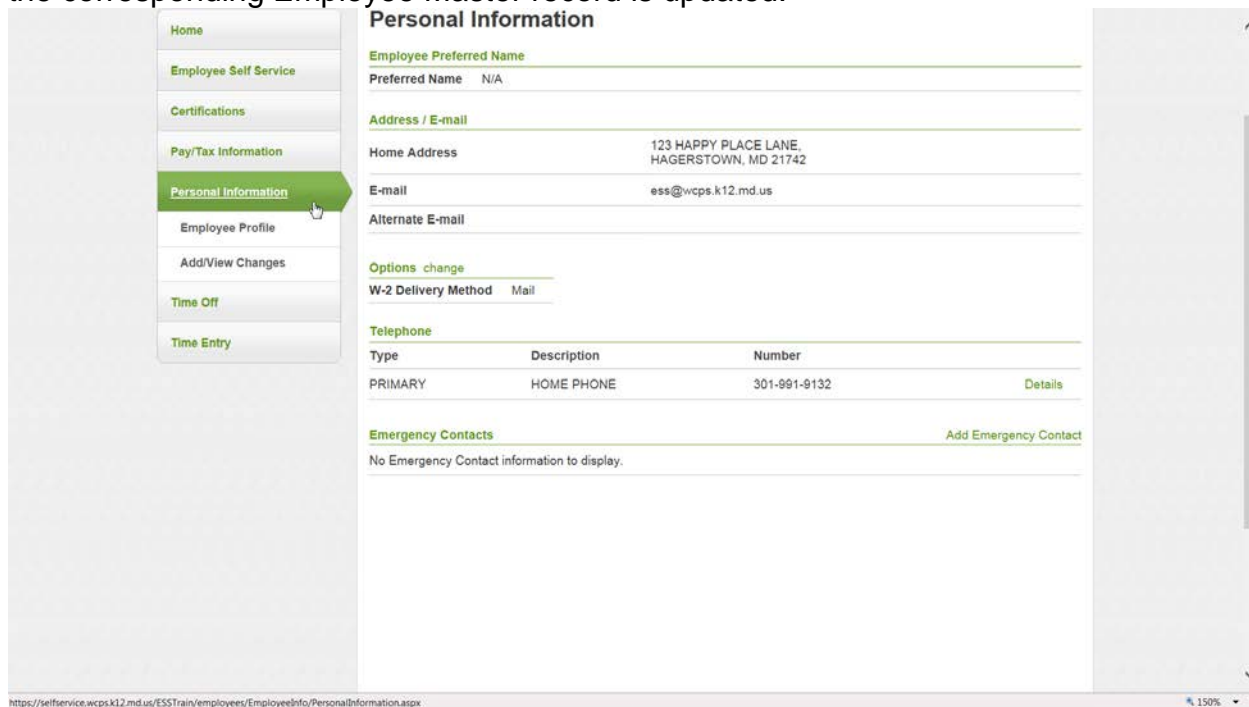
- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information**
  - YTD Information
  - W-2
  - 1099-R

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

## 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.



**Personal Information**

**Employee Preferred Name**  
Preferred Name N/A

**Address / E-mail**  
Home Address 123 HAPPY PLACE LANE,  
HAGERSTOWN, MD 21742  
E-mail ess@wcps.k12.md.us  
Alternate E-mail

**Options** [change](#)  
W-2 Delivery Method Mail

**Telephone**

Type	Description	Number	
PRIMARY	HOME PHONE	301-991-9132	<a href="#">Details</a>

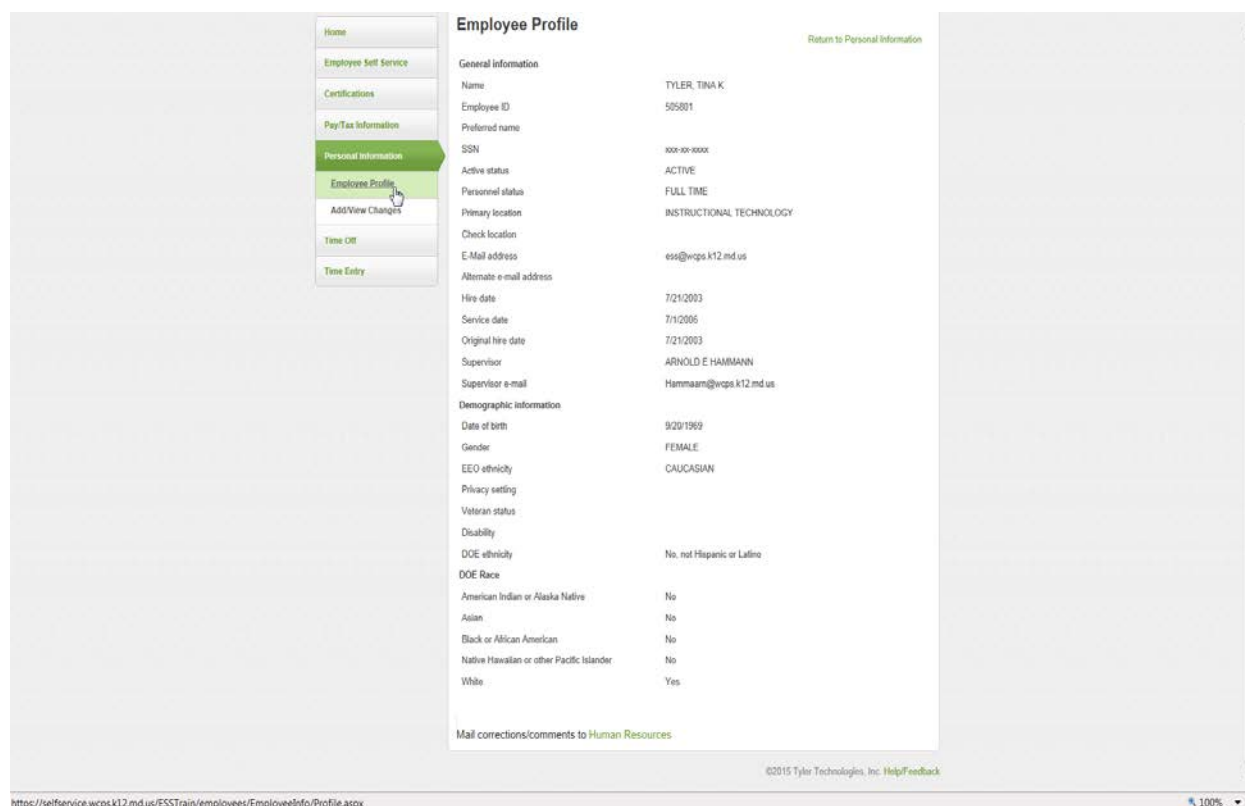
**Emergency Contacts** [Add Emergency Contact](#)  
No Emergency Contact information to display.

<https://selfservice.wcps.k12.md.us/ESSTrain/employees/EmployeeInfo/PersonalInformation.aspx>

According to permissions granted in Employee Administration, you can add or update personal information such as emergency contacts.

## Employee Profile

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 your Human Resources organization. If you are a supervisor, and you have the appropriate permissions, you can view profiles of employees who report to you by selecting a name from the Employee list; otherwise, the Employee list is not available and the page displays your profile.



**Employee Profile**

[Return to Personal Information](#)

Name	TYLER, TINA K.
Employee ID	505801
Preferred name	
SSN	xxx-xx-xxxx
Active status	ACTIVE
Personnel status	FULL TIME
Primary location	INSTRUCTIONAL TECHNOLOGY
Check location	
E-Mail address	ess@wcps.k12.md.us
Alternate e-mail address	
Hire date	7/21/2003
Service date	7/1/2006
Original hire date	7/21/2003
Supervisor	ARNOLD E HAMMANN
Supervisor e-mail	Hammaam@wcps.k12.md.us
Demographic information	
Date of birth	9/20/1969
Gender	FEMALE
EEO ethnicity	CAUCASIAN
Privacy setting	
Veteran status	
Disability	
DOE ethnicity	No, not Hispanic or Latino
DOE Race	
American Indian or Alaska Native	No
Asian	No
Black or African American	No
Native Hawaiian or other Pacific Islander	No
White	Yes

[Mail corrections/comments to Human Resources](#)

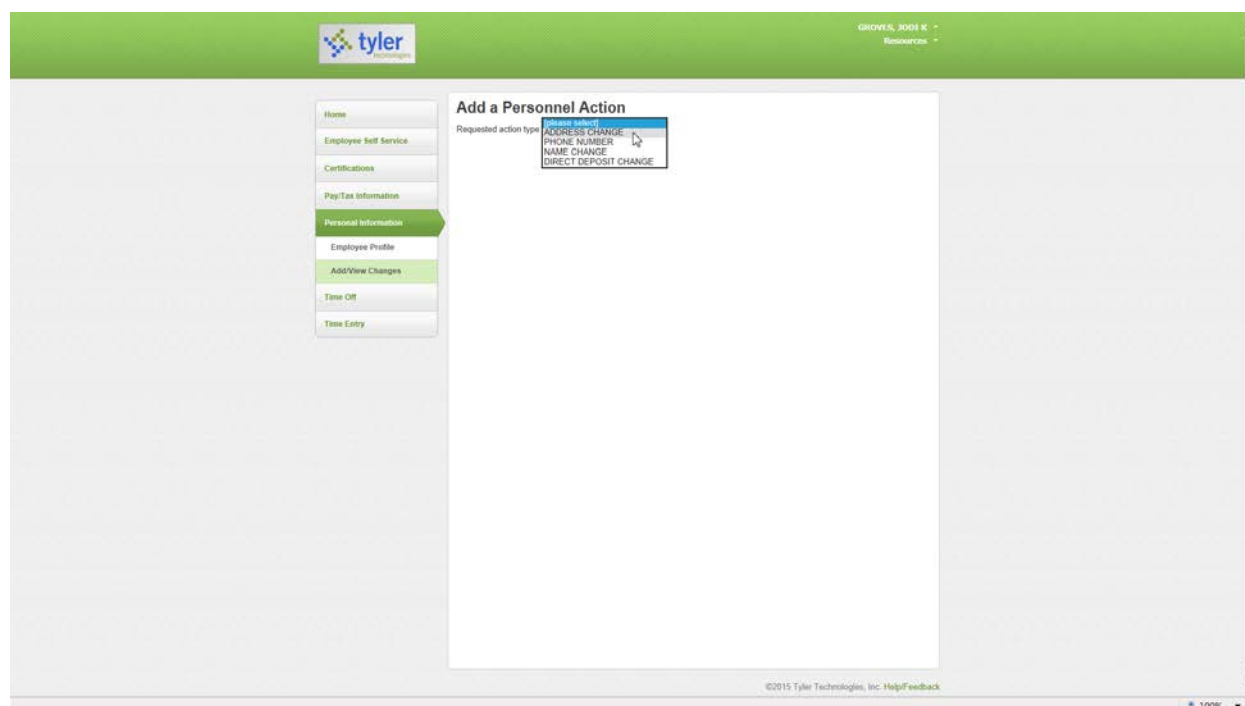
©2015 Tyler Technologies, Inc. [Help/Feedback](#)

The fields are available according to the permissions established in the Employee Administration program. Update available fields, as required, and then click Update. Use the Human Resources link to notify your HR/Personnel Department of changes that you cannot enter directly.

### Add/View Changes

If the Allow Access to Personnel Actions check box is selected in ESS–Administration, you can update personal profile information according to the fields made available by your Human Resources department using the ESS Action Templates program.

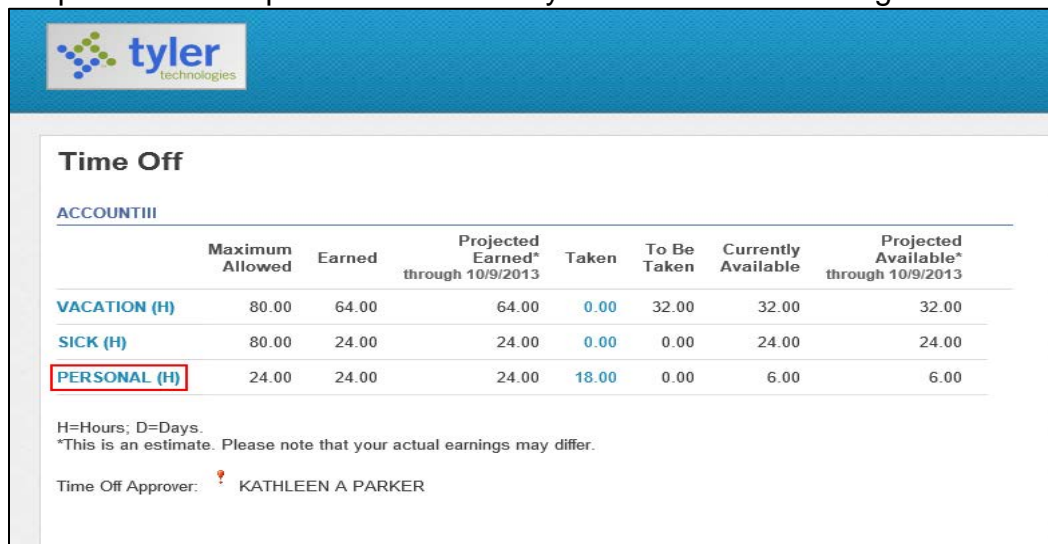
With the Personnel Actions permission granted, the Add View Changes option is available on the Personal Information menu.



When templates support available changes, you can initiate and complete the action directly from ESS. For example, select the Name Change option from the Requested Action Type list, enter the new details, and when you submit the action, it is complete and stored in Munis Actions Entry. (Direct Deposit is not currently available to make changes to. In the resources menu, located under your name, is a direct deposit form that you can submit to the Payroll department.)

## Time Off

Time Off provides accrual information, allowing you to request time-off and to view your accrual requests. If you are a supervisor, select an employee name from the Employee list to view accrual requests for that employee. For information about requesting time off, see the Request Time Off procedure in the Paychecks section of this guide.



**Time Off**

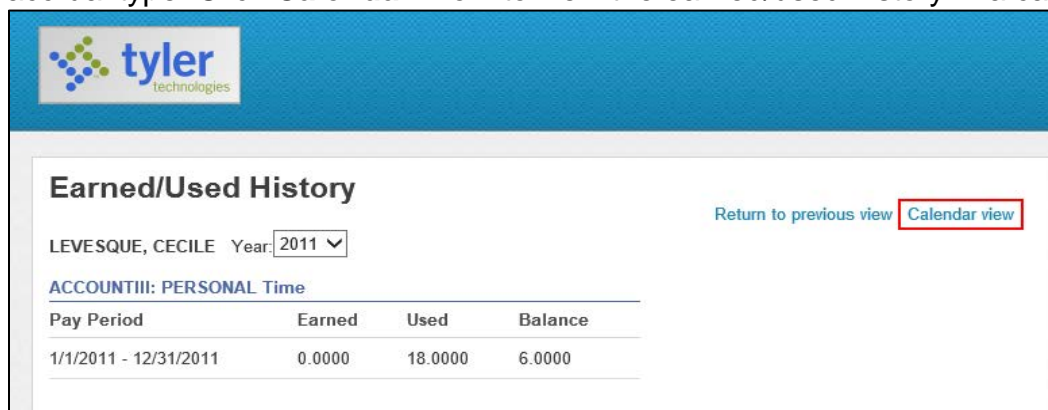
ACCOUNTIII

	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

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**


Return to previous view **Calendar view**

LEVESQUE, CECILE Year: 2011

ACCOUNTIII: PERSONAL Time

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

Click **My Requests** on the ESS menu to view a list of requests currently pending. Click **Cancel** to cancel a request.



## My Requests

[Calendar view](#)


ACCOUNTIII

	Earned	Projected Earned through 10/9/2013	Projected Available* through 10/9/2013
VACATION (H)	64.00	64.00	32.00
SICK (H)	24.00	24.00	24.00
PERSONAL (H)	24.00	24.00	6.00
	<b>112.00</b>	<b>112.00</b>	<b>62.00</b>

Dates Requested	Amount	Type	Status	Reason	Comments	Options
7/31/2013	8 hours	VACATION	Requested			<a href="#">Cancel</a>
7/26/2013	8 hours	VACATION	Approved - Not Taken			<a href="#">Cancel</a>
7/22/2013	8 hours	VACATION	Approved - Not Taken			<a href="#">Cancel</a>
3/14/2013 - 3/15/2013	8 hours	VACATION	Approved - Not Taken			<a href="#">Cancel</a>
1/1/2011 - 12/31/2011	18 hours	PERSONAL	Taken	ACCRUAL USED		

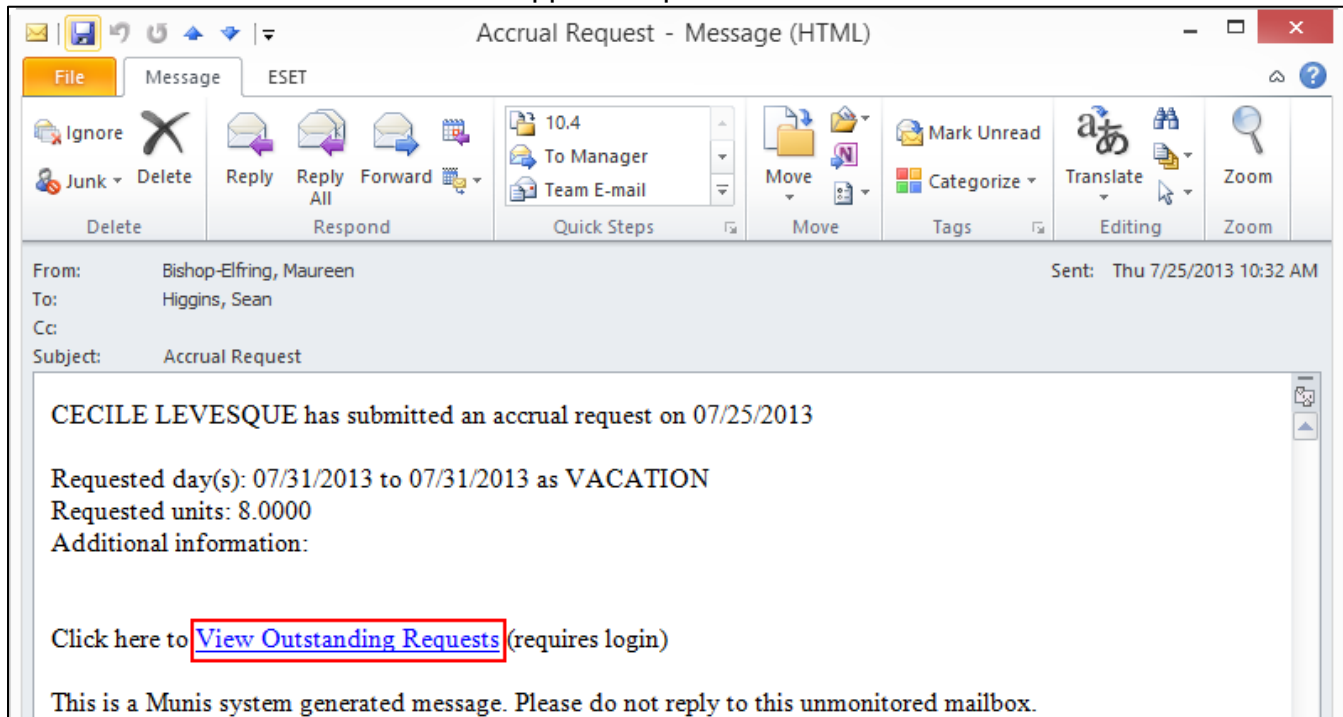
H=Hours; D=Days.  
 \*Available amount after any outstanding requests (approved or pending approval)

Time Off Approver:  KATHLEEN A PARKER

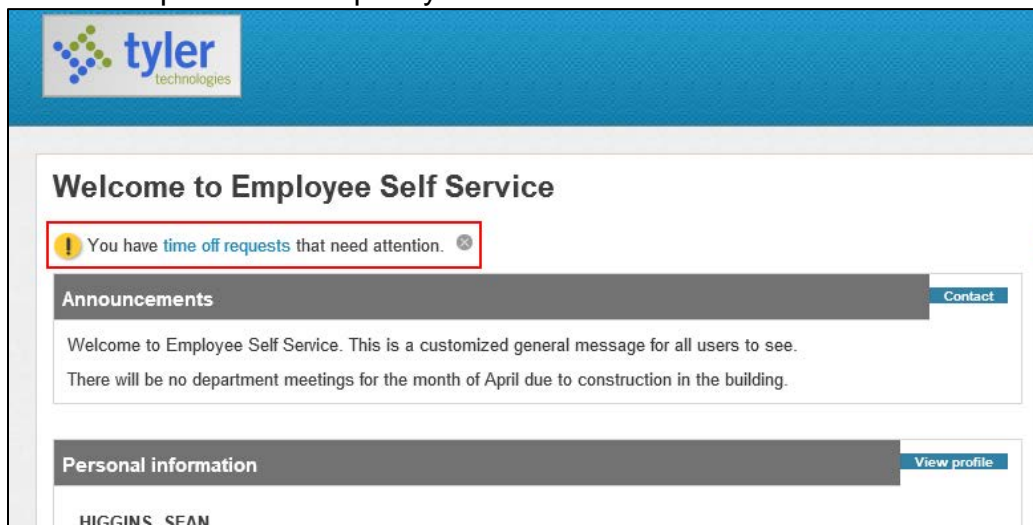


## Time Off Approvals (Supervisors)

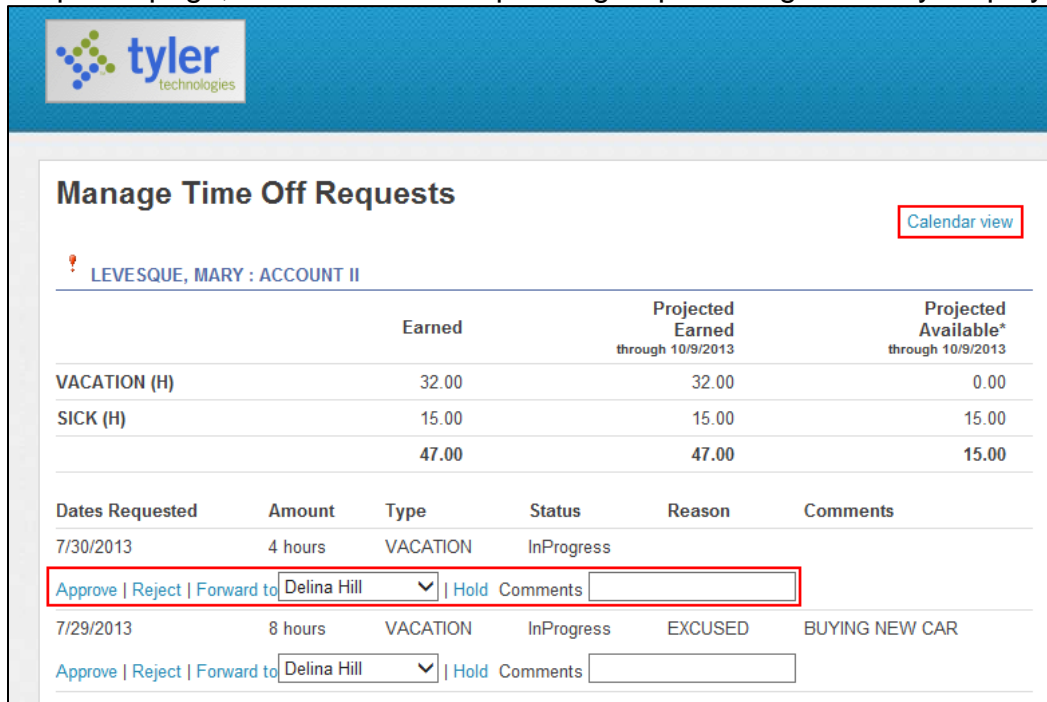
If you are a supervisor who manages employees, you can approve time-off requests using ESS. When an employee requests time off using ESS, the program sends you an email that contains a link to the ESS Time Off Approval option.



In addition, when you access ESS, the Personal Information page displays a notice if there are time-off requests that require your attention.

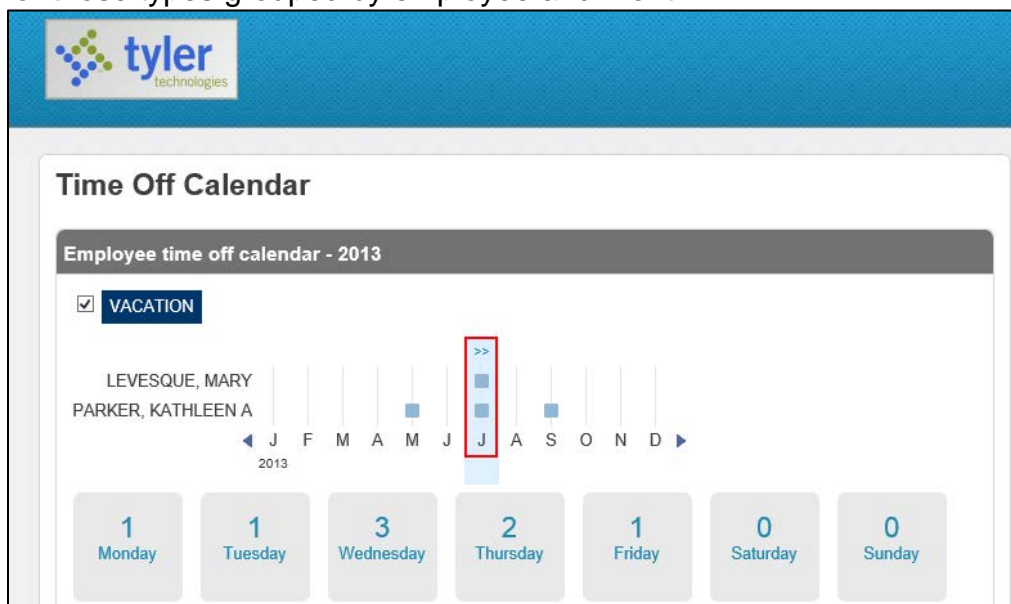


Click the link in the email or on the Personal Information page to display the Manage Time Off Requests page, which includes all pending requests organized by employee and accrual type.

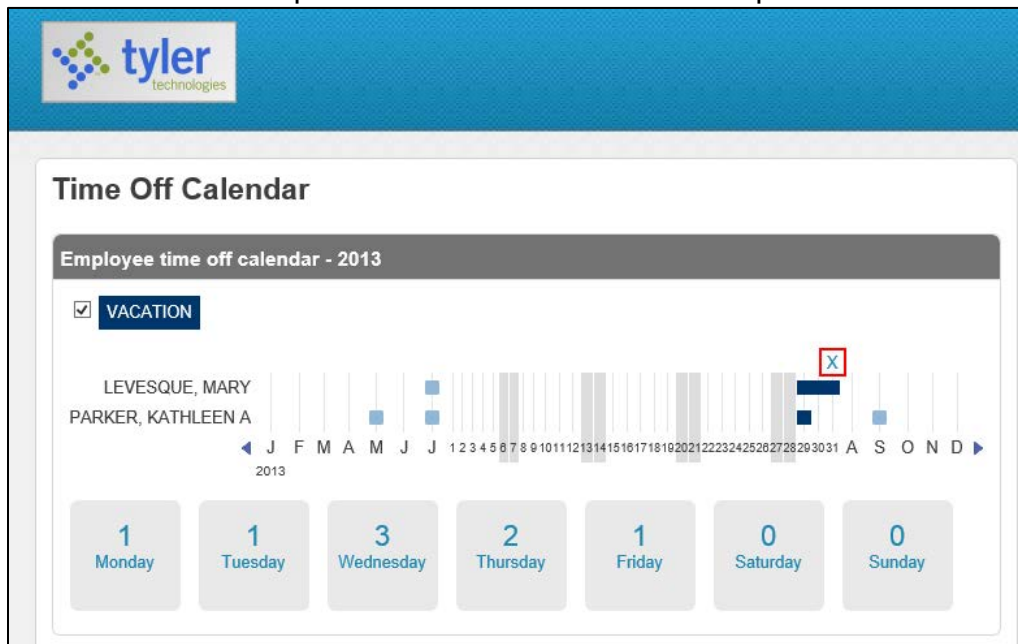


If your organization has enabled workflow functionality for ESS accrual requests, click the **Approve**, **Reject**, **Forward**, and **Hold** options for any request to complete the workflow process.

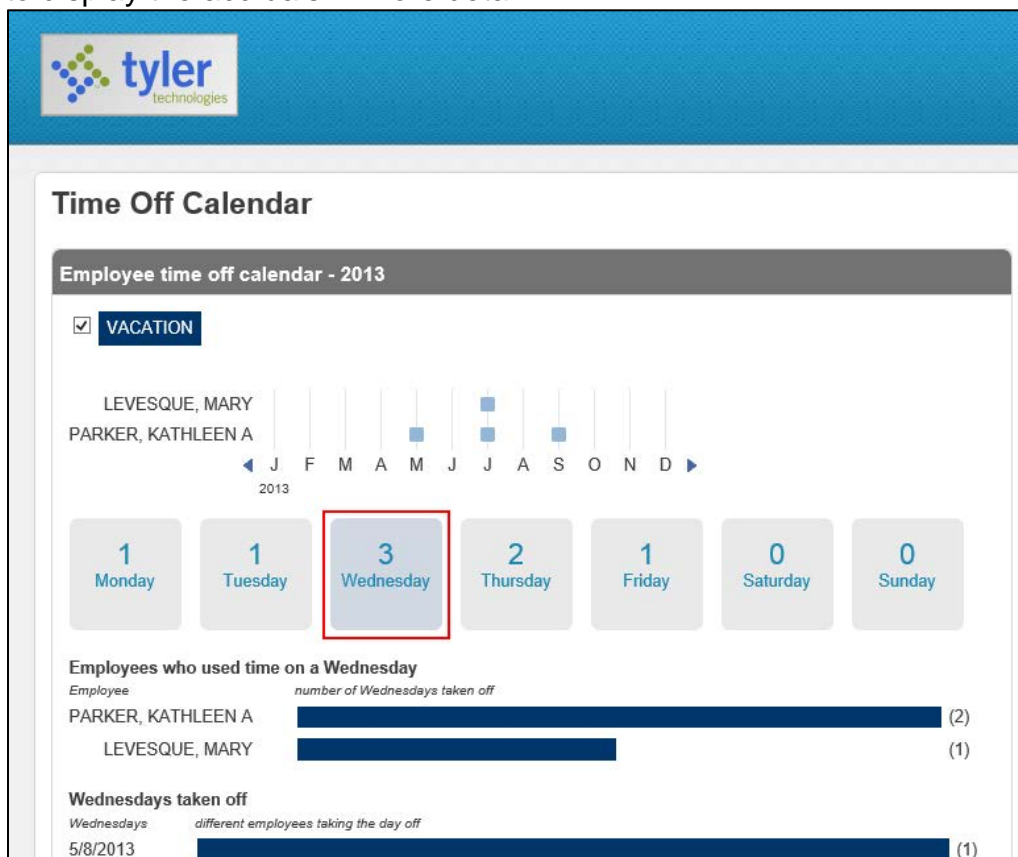
Click **Calendar View** to display the Time Off Calendar page, which displays information for all accrual requests in a calendar view. Select accrual types and the program displays requests for those types grouped by employee and month.



Months that contain accrual requests display a blue square. Hover your pointer over any of these months and click the blue arrows to expand it and display the specific days for which there are accrual requests. Click the **X** button to collapse the month.

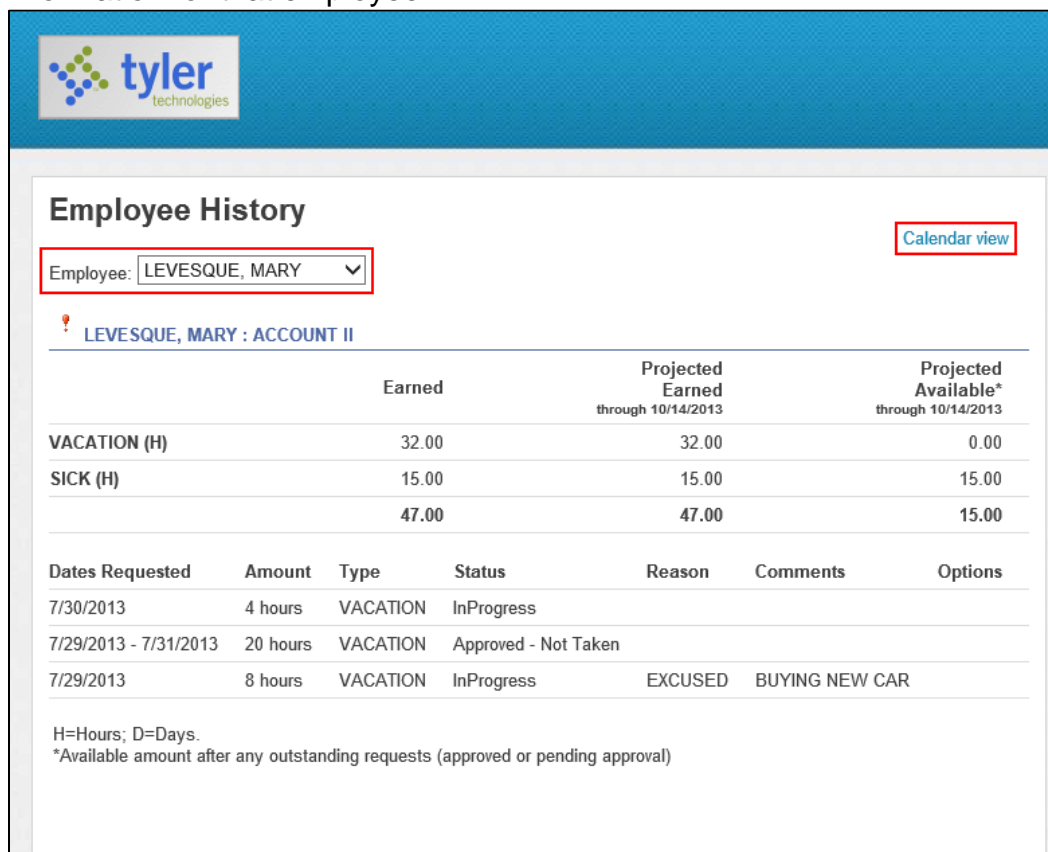


The page also displays how many accrual requests exist for each day of the week. Click a day to display the accruals in more detail.



## Employee History

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



**Employee History** [Calendar view](#)

Employee: LEVESQUE, MARY

**LEVESQUE, MARY : ACCOUNT II**

	Earned	Projected Earned through 10/14/2013	Projected Available* through 10/14/2013
VACATION (H)	32.00	32.00	0.00
SICK (H)	15.00	15.00	15.00
	47.00	47.00	15.00

Dates Requested	Amount	Type	Status	Reason	Comments	Options
7/30/2013	4 hours	VACATION	InProgress			
7/29/2013 - 7/31/2013	20 hours	VACATION	Approved - Not Taken			
7/29/2013	8 hours	VACATION	InProgress	EXCUSED	BUYING NEW CAR	

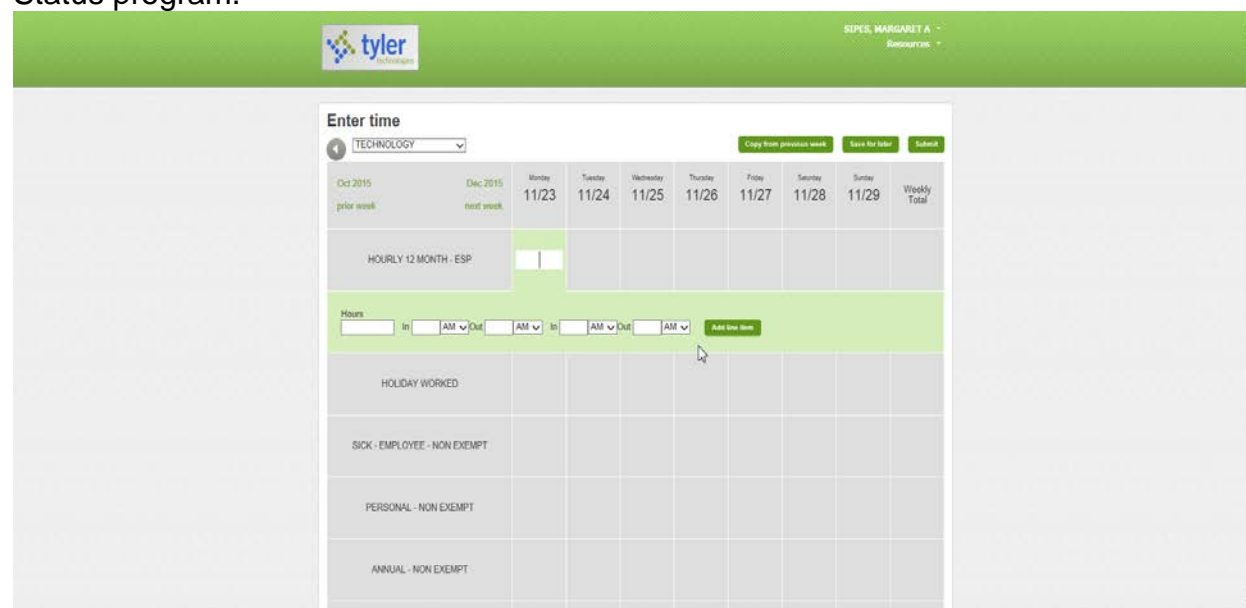
H=Hours; D=Days.  
\*Available amount after any outstanding requests (approved or pending approval)

Click **Calendar View** to review the details in a monthly calendar format.

## Time Entry

Time Entry allows you to enter exceptions to your regular work schedule. When you select Enter Time in the Time Entry group, the program displays those exception items for which you can enter time. This includes accrual time, for example, sick or vacation time.

For the time sheets to be accepted into the Munis Time Entry program, the payroll for time entry must have been started and be the active payroll selected in the Munis Payroll Start and Status program.



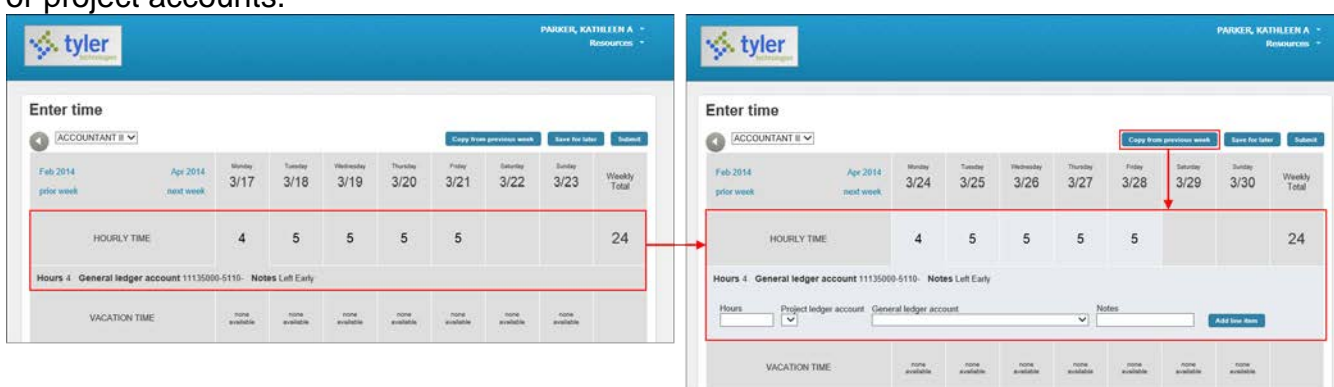
To complete a time sheet, select the job for which you are entering time and enter hours in the grid. To enter hours and additional details, select a box in the grid and complete the fields configured by your organization, for example, General Ledger Account or Notes. Enter time worked, sick time, vacation time, and so on, directly from the Time Entry page. When you click Submit, all time entry and time-off requests are submitted.

Click **Save for Later** to save the time sheet for completion at a later time. Click **Submit** to submit a completed time sheet.



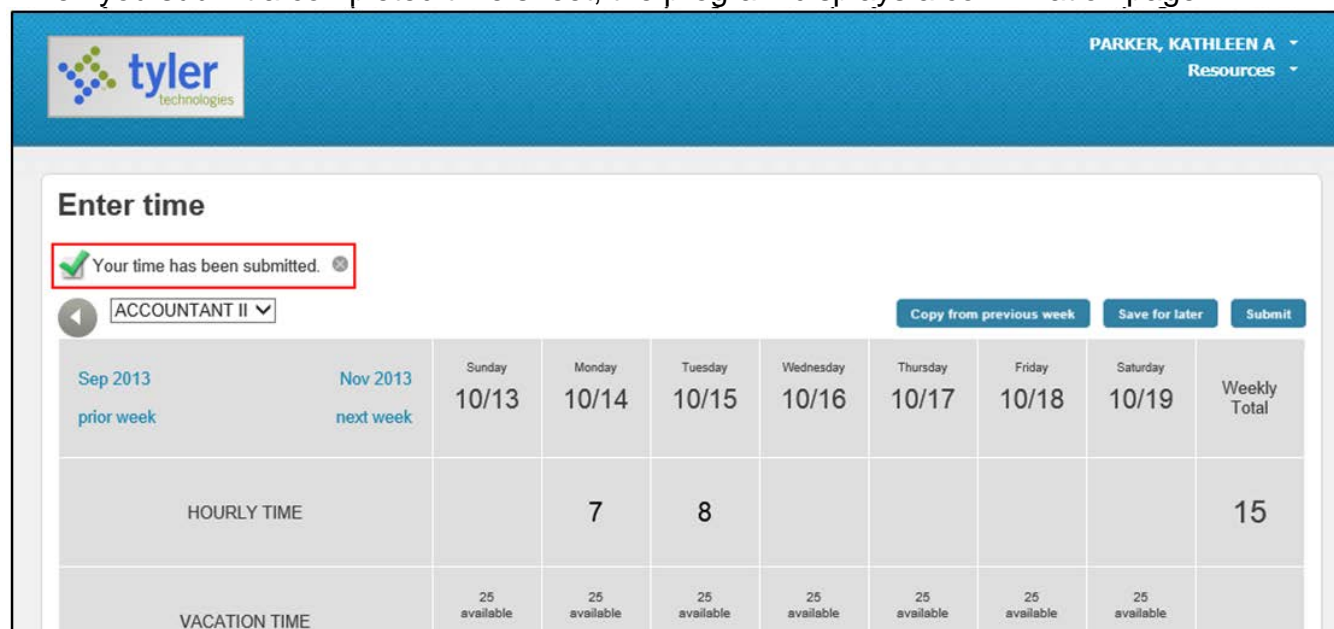
The screenshot shows the 'Enter time' interface for PARKER, KATHLEEN A. The 'ACCOUNTANT II' dropdown is selected. The 'Copy from previous week', 'Save for later', and 'Submit' buttons are visible. The 'Save for later' button is highlighted with a red box.

Click **Copy From Previous Week** to copy the time sheet entered for the previous week. The function copies any line entries that you have used to specify notes, general ledger accounts, or project accounts.



The left screenshot shows the 'Enter time' interface for the week of 3/17 to 3/23. The 'Copy from previous week' button is highlighted with a red box. The right screenshot shows the 'Enter time' interface for the week of 3/24 to 3/30. The 'Copy from previous week' button is highlighted with a red box, and a red arrow points to the 'Hours' field.

When you submit a completed time sheet, the program displays a confirmation page.



The screenshot shows the 'Enter time' interface for PARKER, KATHLEEN A. A confirmation message 'Your time has been submitted.' with a green checkmark icon is displayed. The 'ACCOUNTANT II' dropdown is selected. The 'Copy from previous week', 'Save for later', and 'Submit' buttons are visible. The table below shows the time sheet data for the week of 10/13 to 10/19.

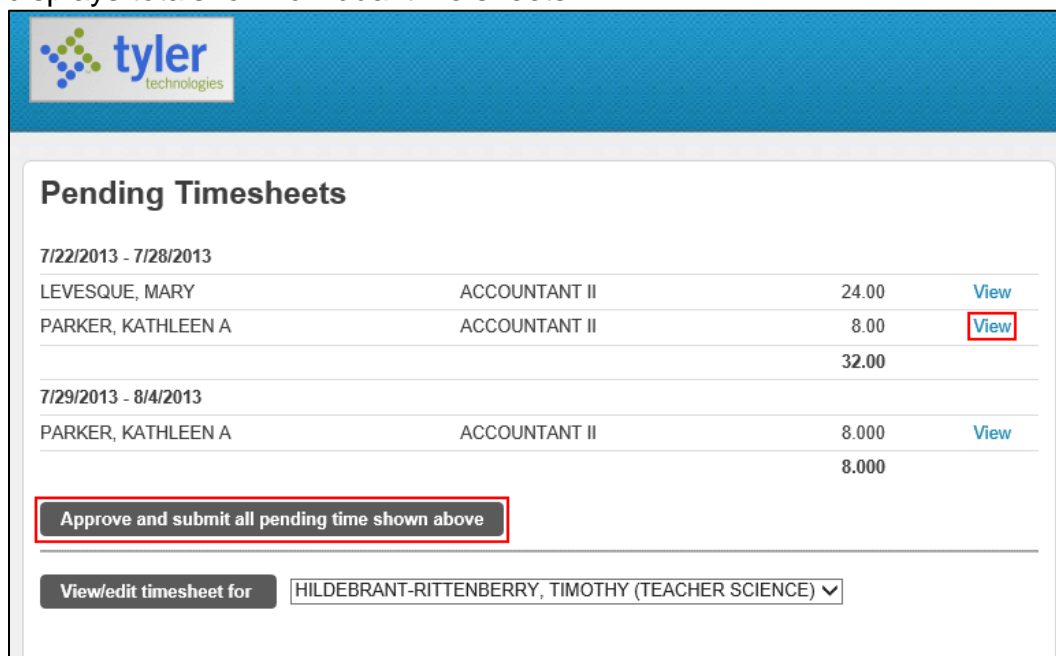
	Sunday 10/13	Monday 10/14	Tuesday 10/15	Wednesday 10/16	Thursday 10/17	Friday 10/18	Saturday 10/19	Weekly Total
HOURLY TIME		7	8					15
VACATION TIME	25 available	25 available	25 available	25 available	25 available	25 available	25 available	

Time sheets require the approval of a supervisor.



## Approve Time

If you are a supervisor or other personnel with permissions to verify time sheets, the Approve Time page displays all pending time sheets organized by week and then employee. The page displays totals for individual time sheets



**Pending Timesheets**

7/22/2013 - 7/28/2013

LEVESQUE, MARY	ACCOUNTANT II	24.00	<a href="#">View</a>
PARKER, KATHLEEN A	ACCOUNTANT II	8.00	<a href="#">View</a>
		32.00	

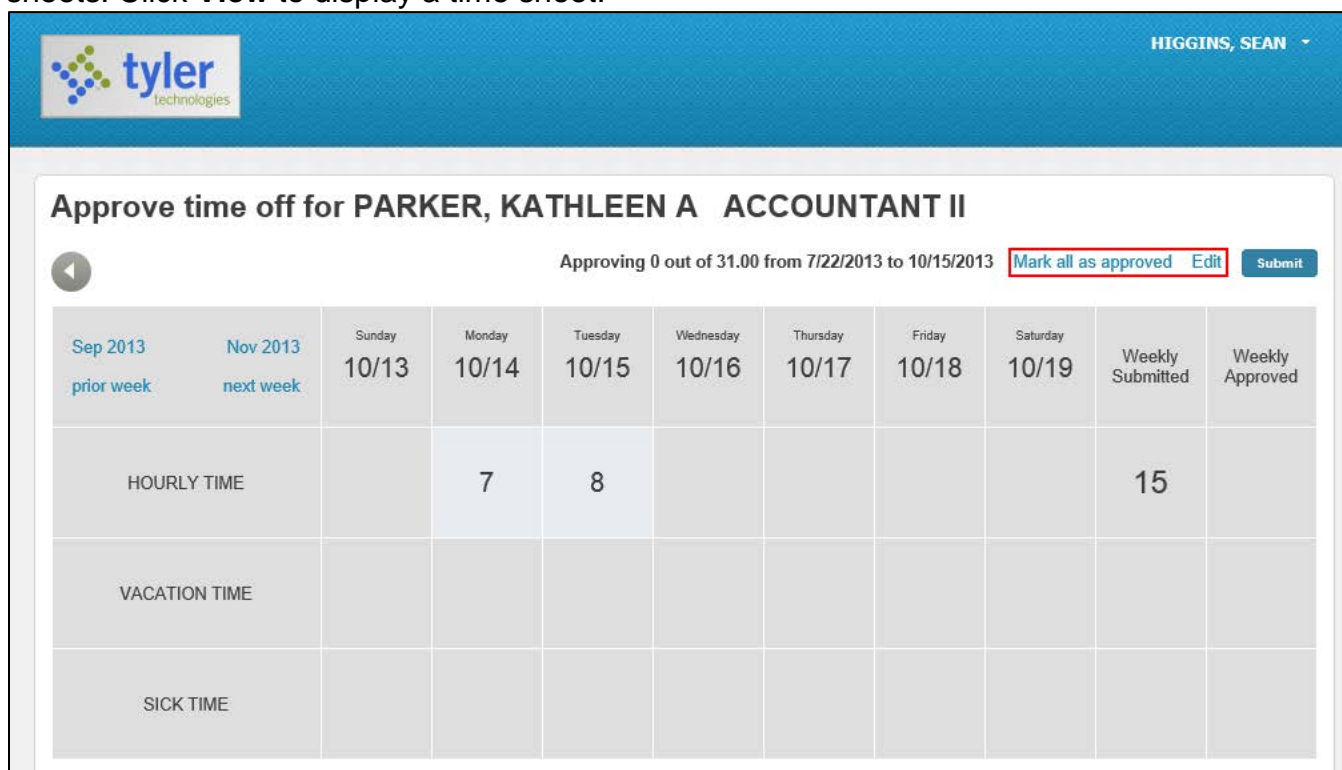
7/29/2013 - 8/4/2013

PARKER, KATHLEEN A	ACCOUNTANT II	8.000	<a href="#">View</a>
		8.000	

**Approve and submit all pending time shown above**

View/edit timesheet for: HILDEBRANT-RITTENBERRY, TIMOTHY (TEACHER SCIENCE) ▼

Click **Approve and Submit all Pending Time Shown Above** to approve all displayed time sheets. Click **View** to display a time sheet.

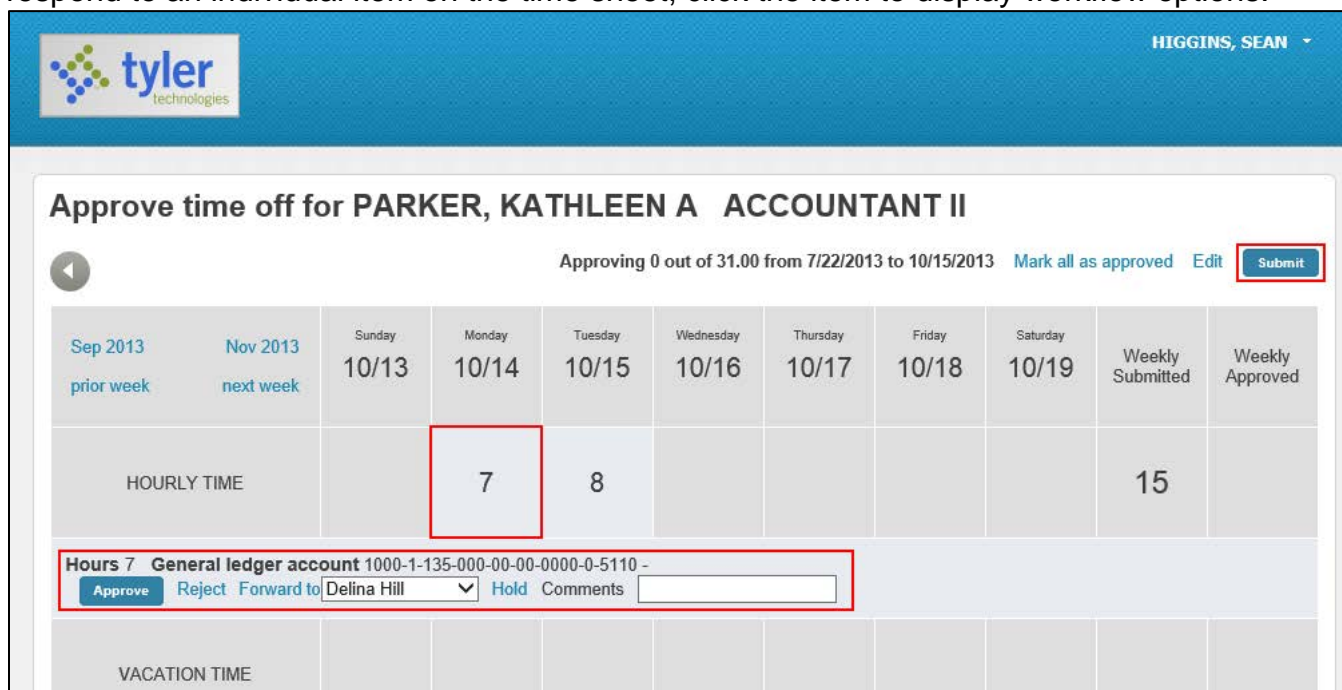


**Approve time off for PARKER, KATHLEEN A ACCOUNTANT II**

Approving 0 out of 31.00 from 7/22/2013 to 10/15/2013 [Mark all as approved](#) [Edit](#) [Submit](#)

	Sep 2013 prior week	Nov 2013 next week	Sunday 10/13	Monday 10/14	Tuesday 10/15	Wednesday 10/16	Thursday 10/17	Friday 10/18	Saturday 10/19	Weekly Submitted	Weekly Approved
HOURLY TIME				7	8					15	
VACATION TIME											
SICK TIME											

Click **Edit** to edit the time sheet. Click **Mark All as Approved** to approve the full time sheet. To respond to an individual item on the time sheet, click the item to display workflow options.



**Approve time off for PARKER, KATHLEEN A ACCOUNTANT II**

Approving 0 out of 31.00 from 7/22/2013 to 10/15/2013 [Mark all as approved](#) [Edit](#) [Submit](#)

	Sep 2013 prior week	Nov 2013 next week	Sunday 10/13	Monday 10/14	Tuesday 10/15	Wednesday 10/16	Thursday 10/17	Friday 10/18	Saturday 10/19	Weekly Submitted	Weekly Approved
HOURLY TIME				7	8					15	
<b>Hours 7 General ledger account 1000-1-135-000-00-0000-0-5110 -</b> <a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Forward to</a> Delina Hill <a href="#">Hold</a> <a href="#">Comments</a>											
VACATION TIME											

If you select the **Hold** and **Reject** options, ESS requires an entry in the Comments box. When you select a workflow option for an entry, the program displays a green check mark for approval, a red X for rejection, and a black arrow for forwarding.



**Approve time off for PARKER, KATHLEEN A ACCOUNTANT II**

Approving 23.00 out of 31.00 from 7/22/2013 to 10/15/2013 [Mark all as skipped](#) [Edit](#) [Submit](#)

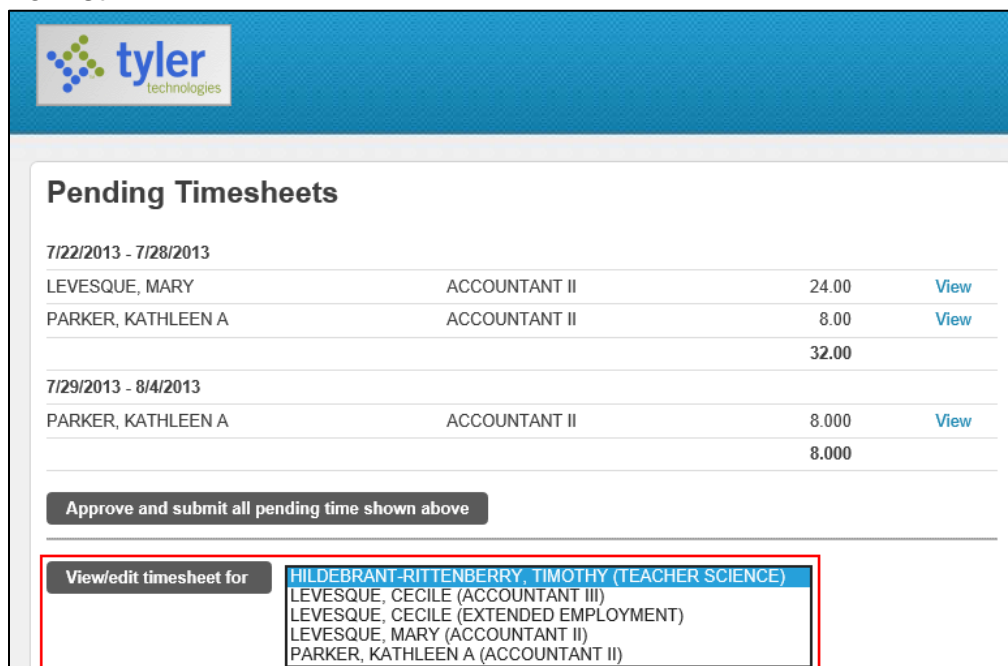
	Sep 2013 prior week	Nov 2013 next week	Sunday 10/13	Monday 10/14	Tuesday 10/15	Wednesday 10/16	Thursday 10/17	Friday 10/18	Saturday 10/19	Weekly Submitted	Weekly Approved
HOURLY TIME				7	8					15	
<b>X Hours 8 General ledger account 1000-1-135-000-00-0000-0-5110 -</b> <a href="#">Approve</a> <a href="#">Forward to</a> Delina Hill <a href="#">Hold</a> <a href="#">Skip</a> <a href="#">Comments</a> Not correct.											

Once you have responded to all or part of the time sheet, click **Submit**.



## Enter Time for an Employee

To enter a time sheet for an employee, for example, because of an unforeseen absence, select the name of the employee and the appropriate job class from the **View/Edit Timesheet For** list.



**Pending Timesheets**

7/22/2013 - 7/28/2013

LEVESQUE, MARY	ACCOUNTANT II	24.00	<a href="#">View</a>
PARKER, KATHLEEN A	ACCOUNTANT II	8.00	<a href="#">View</a>
		32.00	

7/29/2013 - 8/4/2013

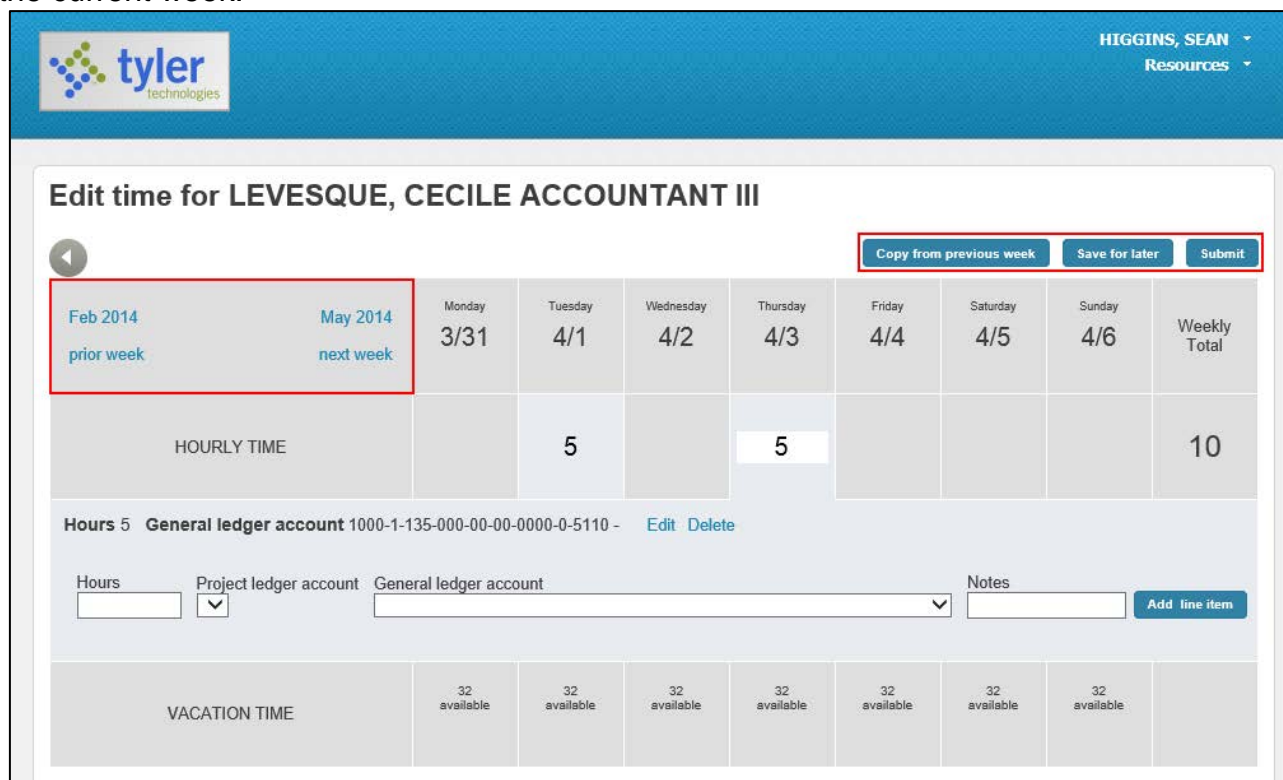
PARKER, KATHLEEN A	ACCOUNTANT II	8.000	<a href="#">View</a>
		8.000	

[Approve and submit all pending time shown above](#)

**View/edit timesheet for**

- HILDEBRANT-RITTENBERRY, TIMOTHY (TEACHER SCIENCE)**
- LEVESQUE, CECILE (ACCOUNTANT III)
- LEVESQUE, CECILE (EXTENDED EMPLOYMENT)
- LEVESQUE, MARY (ACCOUNTANT II)
- PARKER, KATHLEEN A (ACCOUNTANT II)

Click the **View/Edit Timesheet For** button and ESS displays that employee's time sheet for the current week.



**Edit time for LEVESQUE, CECILE ACCOUNTANT III**

[Copy from previous week](#) [Save for later](#) [Submit](#)

Feb 2014 prior week [May 2014 next week](#)

	Monday 3/31	Tuesday 4/1	Wednesday 4/2	Thursday 4/3	Friday 4/4	Saturday 4/5	Sunday 4/6	Weekly Total
HOURLY TIME		5		5				10

Hours 5 General ledger account 1000-1-135-000-00-0000-0-5110 - [Edit](#) [Delete](#)

Hours  Project ledger account  General ledger account  Notes  [Add line item](#)

	32 available	32 available	32 available	32 available	32 available	32 available	32 available
VACATION TIME							

Use the Prior Week, Next Week, and month links to navigate. You can select a week for which the employee has already entered a time sheet and edit it. Click the **Copy from Previous Week** option to copy the timesheet from the previous week. Click **Save for Later** to save the time sheet for later or click **Submit** to complete.