New Milford Public Schools
Employee Self Service (ESS)

User Guide

Employee Self Service Overview

Employee Self Service (ESS) is a web based application that allows New Milford Public Schools Employees to privately access selected payroll and personal information.

The following are some features and information available through ESS:

CERTIFICATIONS INFORMATION – View current certification details.

PAY AND TAX INFORMATION
- o View and print paycheck information for the last 24 months.
- o View and print year-to-date (current tax year) gross earnings and deductions.
- o View and print W-2 information for previous tax years with most recent tax year available by end of January.
- o View and update current Federal and State income tax W-4 withholding information.
- o View and update Direct Deposit accounts and distribution amounts.
- o Paycheck Simulator utility.

PERSONAL INFORMATION
- o View general information.
- o View demographic information.
- o View emergency contact information.
- o View dependents information.

Before You Get Started - General Guidelines

NOTE: Internet access is necessary in order to access Employee Self Service. This program is accessible on a smartphone but data access charges may apply.

User Name is your **Employee Number** (Jane Doe = 123456). This number is found in the upper left hand corner of your paystubs.

First time users will enter the last 4 digits of their SSN# as the password and then be required to change their password.
   o Passwords guidelines are as follows:
      - minimum of 6 characters in length
      - alphanumeric (upper & lower case)
      - at least one numeric value
      - at least one special character such as @,#,$,%,*, etc.
      - passwords cannot begin with a special character

First time users will be prompted to provide a password hint. This password hint will be emailed to you upon your request if you lose or forget your password in order to reset your password.

Module-Specific screens are listed at the left side of the Employee Self Service page which provides information to which you have access.
NOTE: Some modules are not available at this time.

Accessing Employee Self Service

- From the Internet, type https://newmilford.munisselfservice.com.
- This link is also available on the New Milford Public Schools' website in the Staff section under Employee Self Service.
- The "Munis ESS Mobile" App is available for smartphones. Refer to Appendix A of this guide for instructions.
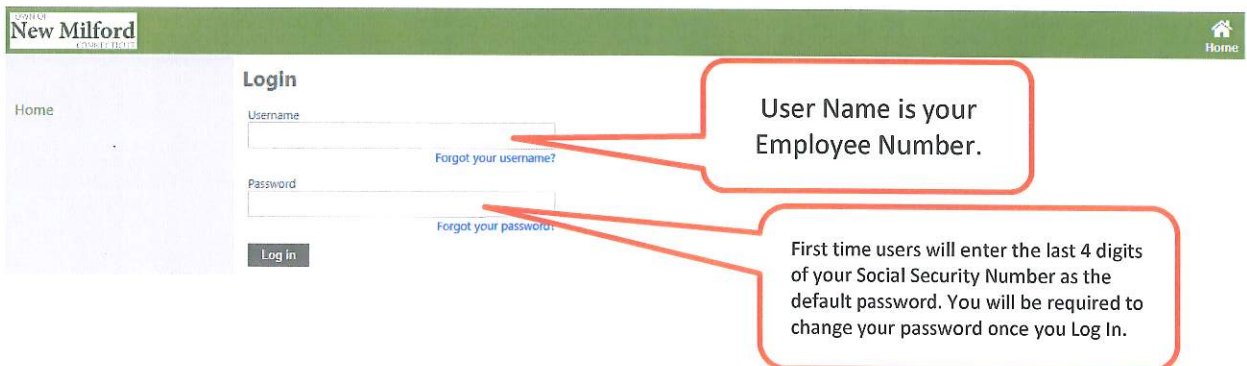
The NMBOE Employee Self Service Home page will appear.

Logging In or Out of Employee Self Service

1. Select the **Log In** link located in the green bar on the top right-hand side of the screen.

2. Enter your Employee Number, located in the upper left hand corner of your paystub, as your User Name.

3. <u>Returning users</u>, enter your password and select **Log In.**
4. <u>First time users</u> will enter the **last 4 digits of your Social Security Number** as the default password. You will be required to change your password once you select Log In. Enter your new password. Your new password must contain a minimum of 6 characters, alphanumeric with upper and lower case letters, and at least one special character such as @,#,$,%,*. Passwords cannot start with a special character.

To **Log Out** select your name in the upper right hand corner of any screen. Select "Log Out" as shown below. Close your browser session. Your session will be timed out if left idle for 15 minutes.
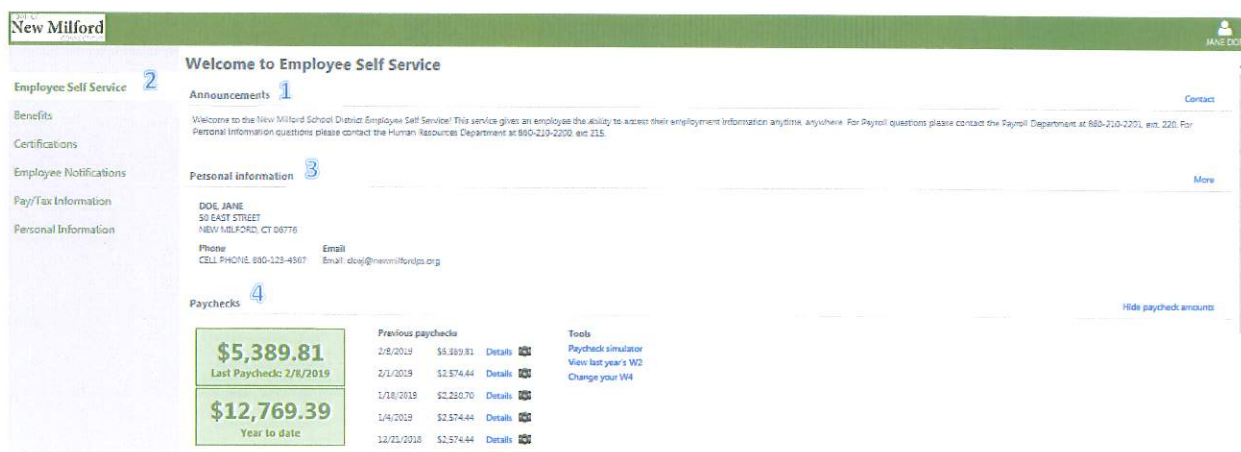
Self Service Main Screen

1. Once you log in, the Self Service Main Screen appears displaying your name in the upper right-hand side and the Employee Self Service link on the left-hand side.

2. Select Employee Self Service link on the left.
3. The Employee Self Service Welcome Screen appears as shown below:

Summary of parts of the Employee Self Service Welcome Screen:

1. **Announcements** – District-wide messages for all NMBOE ESS users to view. These are sent by the ESS Administrator.
2. **Module-Specific Links** – Currently the following modules are available: Employee Self Service, Certifications, Pay/Tax Information, and Personal Information. **NOTE:** These modules can be accessed from the hyperlinks on the Welcome Screen shown above or by choosing from the menu options on the left hand side of the screen.
3. **Personal Information Section:** Displays Employee Name, Address, Phone and Email Information. Selecting "More" on the right hand side of the screen will open the Personal Information Module. See below for further details. **NOTE:** This section is available as a "View Only" screen. Contact the Human Resources Department to update your personal information.
4. **Paychecks Section**: Selected paycheck features are available from this screen. Additional information is available in the Pay/Tax Information module which can be accessed by selecting this option on the left hand side of the screen. Refer to the Pay/Tax Information section for further details. The following options are available from the ESS Welcome Screen:

   o View or hide last paycheck and year-to-date (current tax year) gross earnings.
   o View and print paycheck information for the previous 5 paychecks.

- o Paycheck Simulator utility.
- o View and print W-2 information for previous tax years with most recent tax year available by end of January.
- o View and update current Federal and State income tax W-4 withholding information.

Certifications Module — Provides details of employee's certifications as shown below:

Pay/Tax Information Module

Select **Pay/Tax Information** from the Module-Specific list on the left to view payroll information. The following screen will appear:

The following options can be chosen for further details:
- A. Paycheck Details
- B. YTD Information
- C. W-2
- D. W-4
- E. Paycheck Simulator
- F. Direct Deposit

A. Paycheck Details Option– This screen appears when selecting the Pay/Tax Information option and lists paychecks for the past 24 months. Selecting the word "Details" for a specific paycheck will bring you to the following screen:

From this screen you have the option to "View the Paycheck Image" or "Return to Pay/Tax Information".

B. YTD Information Option – Provides YTD Gross Earnings in total and also earnings and deductions by type. Use the drop down arrow to select a different year to view. **NOTE:** This is tax or calendar year NOT fiscal or school year information.

NOTE: This information cannot be modified by the user. Please contact the Payroll Department for questions or issues regarding your pay check information.

C. W-2 Option – Provides W-2 for the most recent tax year in a list format. Choose "View W-2 Image" option near top right hand side of screen to view your W-2 in the standard IRS format. The option to print from this screen is available.

D. W-4 Option – Provides information regarding current tax withholding status for Federal and State taxes as shown below:

1. Select **Edit** to change a withholding status. The following screen will appear:

1. Enter the updated Marital status, Exemptions and/or Additional Dollar Amount for Federal and/or State.
2. Select the boxes next to the message "Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are true, correct and complete".
   NOTE: This is required and is considered your electronic signature authorizing these changes. Both boxes must be checked even if you make a change to only one.
3. Select **Submit** to update the requested changes.

4. An email will be sent from noreply@tylertech.com as shown below:
   NOTE: Please check your spam or trash folder if you don't receive the email.

   > **From:** <noreply@tylertech.com>
   > **Date:** March 6, 2019 at 8:29:25 AM EST
   > **To:** <doej@newmilfordps.org>
   > **Subject: Pending W-4 Request**
   >
   > Your W-4 Change Request has been submitted successfully.
   > You will receive another email once the request has been approved.
   >
   > This is a system generated message, do not respond to this email.

5. An email will be sent from noreply@munis.com as shown below when the changes have been approved in the payroll system:
   NOTE: Please check your spam or trash folder if you don't receive the email.

   > **From:** <noreply@munis.com>
   > **Date:** March 6, 2019 at 9:54:01 AM EST
   > **To:** <doej@newmilfordps.com>
   > **Subject: W-4 Request**
   >
   > This is a notification that your W-4 change request submitted on 03/06/2019 has been Approved.
   >
   > Please verify the changes made are correct and contact the Payroll Department with any concerns.
   >
   > This is a system generated message, do not respond to this email.

E. Paycheck Simulator Option –

1. Select the **Paycheck Simulator** option of the Pay/Tax Information Module. Enter proposed pay, tax marital filing status and exemptions, or pretax deduction amounts.

2. **NOTE:** The system will only simulate a change in current deductions or tax withholdings and does not simulate the addition of new deductions.
3. Select **Calculate** to see the results of your entered values as shown below:

4. Select **Return** to begin another simulation.

F. Direct Deposit Option — Select the Direct Deposit option from the Pay/Tax Information Module. The following screen will appear:

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Add an amount-based account

Bank
BANK OF AMERICA

Account number
******2022

Account type
Checking

Percentage
100%

Edit | Delete

☐

Submit this account for approval

*(Left navigation menu: Home, Employee Self Service, Benefits, Certifications, Employee Notifications, Pay/Tax Information, YTD Information, W-2, W-4, Paycheck Simulator, **Direct Deposit**, Personal Information)*

There are two options to update your Direct Deposit:

- o Add an Amount Based Account – This option will allow an employee to add an additional account and designate a specific dollar amount to be deposited.
- o Edit Current Direct Deposit Information – This option will allow an employee to update the existing bank account where their paycheck is deposited.

NOTE: Changes to Direct Deposit accounts require processing time of 1-2 payroll periods. All changes to direct deposit information will create a "Pre-Note" transaction for the bank/financial institution. A pre-note allows the bank/financial institution to verify that the routing and account numbers are valid. The pre-note transaction with a $0.00 amount may appear on your banking activity.

Add an Amount Based Account – Select this option and the following screen will appear:

Town of New Milford CONNECTICUT

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Bank
BANK OF AMERICA

Account number
******2022

Account type
Checking

Percentage
100%

Edit | Delete

Bank name or routing number
[   ]

Account number
[   ]

Account type
[Savings ▾]

Amount
[0.0000]

Save   Cancel

*(Left navigation menu: Home, Employee Self Service, Benefits, Certifications, Employee Notifications, Pay/Tax Information, YTD Information, W-2, W-4, Paycheck Simulator, **Direct Deposit**)*

Enter a new Bank Name or Routing Number, Account Number and Dollar Amount to be deposited into this account. Be sure the Account Type of checking or savings corresponds to the Account Number that has been added.

NOTE: Send a voided check or Bank Account Information Document to the Payroll Department for account verification.

Select **Save** to update the changes. The following screen will appear:

Select the box above the message "Submit these accounts for approval" which will highlight the message. Select the message box and the following screen will appear:

No further changes can be submitted. Attempting to change your direct deposit information will result in the following screen below. Please contact the Payroll Department if you made these changes in error and need a correction to be made.

Town of New Milford, Connecticut

Direct Deposit Accounts

⚠ This direct deposit configuration is awaiting approval. No changes can be made at this time.

Navigation:
- Home
- Employee Self Service
- Benefits
- Certifications
- Employee Notifications
- **Pay/Tax Information**
  - YTD Information
  - W-2
  - W-4
  - Paycheck Simulator
  - **Direct Deposit**

Bank	Bank
BANK OF AMERICA	BANK OF AMERICA
Account number	Account number
******2022	******9999
Account type	Account type
Checking	Savings
Percentage	Amount
100.0000%	$100.0000

NOTE: Your paycheck stub will show the Current and YTD amounts deposited into both accounts as shown below:

```
DEPOSITS:
DIR DEPOSIT      1,545.36      9,626.53
    WELLS FARGO BANK
DIR DEPOSIT        100.00        600.00
    MUTUAL SECURITY CU
```

Edit Current Direct Deposit Account– Select **Edit** and the following screen will appear:

Enter an updated Bank Name/Routing Number and/or Account Number in the designated fields in the green box. Be sure the Account Type of checking or savings corresponds to the Account Number. The percentage field cannot be updated and will remain as 100% because your entire paycheck will continue to be deposited into one bank account. See the instructions on Page 10 for adding an additional amount based account.

Select **Save** to update the changes and the following screen will appear:

Select the box above the message "Submit these accounts for approval" which will highlight the message. Select the message box and the following screen will appear:

IMPORTANT NOTE: <u>DO NOT</u> close your current account used for the Direct Deposit of your paycheck. When you successfully receive the first Direct Deposit in your new account you may then close the previous bank account.

NOTE: Send a voided check or Bank Account Information Document to the Payroll Department for account verification.

Personal Information Module – Available as View Only

Select **Personal Information** from the Module-Specific list on the left to view personal information. The following screen will appear:

New Milford				JANE DOE
	Personal Information			
Employee Self Service	General Demographics Contact Dependents			
Benefits				
Certifications	Name	Email address	Hire date	
	DOE, JANE	doej@newmilfordps.org	8/25/2008	
Employee Notifications	Preferred name	Alternate email address	Service date	
	Employee ID	Primary location	8/25/2008	
Pay/Tax Information	302769	NORTHVILLE ELEMENTARY SCHOOL	Original hire date	
Personal Information	SSN	Check location	8/25/2008	
	XXX-XX-XXXX	NORTHVILLE ELEMENTARY	Supervisor	
	Active status		Supervisor email	
	ACTIVE		unspecified	
	Personnel status			
	FULL-TIME			

The following options, located across the top ribbon on the screen, can be selected for further details:
- General
- Demographics
- Contact
- Dependents

General Information Option – Lists the following personal data:
- Name
- Employee ID Number
- Active Status
- Personnel Status – indicates full or part time
- Email Address – email address where paystubs are sent
- Alternate email address – **NOTE:** Not used by Payroll or HR Departments
- Primary Location
- Check Location
- Hire Date – Date employee began current position
- Service Date – Date used for longevity determination
- Original Hire Date – Date first hired by Board of Education

Demographics Information Option – Lists the following personal data:
- Date of Birth
- Gender
- Ethnicity

Contact Information Option – Lists the following personal data:
- Home address
- Home Phone

Dependents Option – Lists the following personal data:
- Name of dependent
- Dependent's birth date
- Student status
- Dependent's address

Frequently Asked Questions

What if I forget my password?

1. At the Log In screen select the **"Forgot your password?"** link for Employee Self Service to send an e-mail message containing your password hint.

2. The following screen indicates an e-mail message containing your password hint has been sent.

3. Access your e-mail account.
4. From your e-mail Inbox, open the e-mail from noreply@tylertech.com.
5. After reading your password hint, if you remember your password, return to Employee Self Service and log in.
6. If you still do not remember your password, choose the link provided in your e-mail message to reset your password.

From: noreply@tylertech.com [mailto:noreply@tylertech.com]
Sent: Thursday, March 21, 2019 12:33 PM
To: Doe, Jane
Subject: Request Password Hint

As requested, here is your password hint.

Password Hint: your hint will be printed here

If this e-mail message was sent to you in error, or you are still having problems logging on to the site, you can:

1) contact the site administrator, or

2) use the following link: https://newmilford.munisselfservice.com//PasswordRegenerate.aspx?id=nhQ+UfU50nM=& to generate a new password.
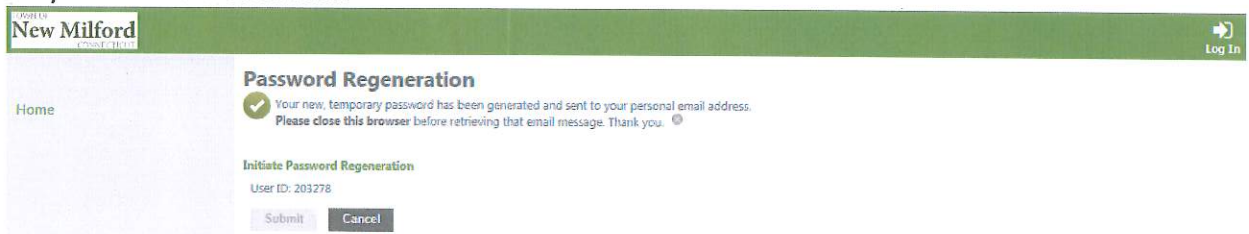
Link to select.

7. By selecting the link, the Password Regeneration page appears.
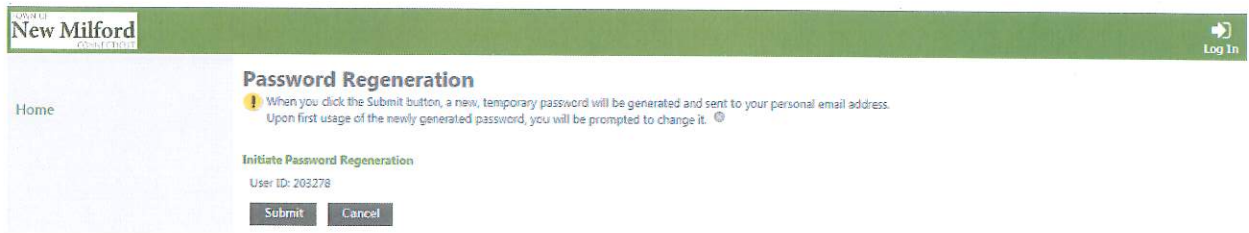
8. Select **Submit** to confirm you want your password reset.
9. The following page appears indicating a temporary password has been sent to your e-mail address.

10. Access your e-mail account.
11. From your e-mail Inbox, open the e-mail from noreply@tylertech.com to receive your temporary password.

From: noreply@tylertech.com [mailto:noreply@tylertech.com]
Sent: Thursday, March 21, 2019 12:38 PM
To: Doe, Jane
Subject: Request Password Reset

As requested, here is your new MUNIS Self Service temporary password.

Temporary Password: 3|EdTJ#

Use this temporary password to log onto the MUNIS Self Service website, not the mobile app. When it is accepted, you will be immediately prompted to change it.

If this e-mail message was sent to you in error, or you are still having problems logging on to the MUNIS Self Service site, contact the site administrator.

12. Return to Employee Self Service and log in using the temporary password for access.
13. Select **Log In**.
14. You will be prompted to change your password.
15. Enter the Temporary password as the Current Password, and then enter your new password and password hint. Remember the password must be at least 6 characters, alphanumeric with upper and lower case letters, and at least one special character such as @,#,$,%,*. Passwords cannot start with a special character.
16. Select **Update**.
17. The prompt will indicate if your password was successfully reset.

18. Select **Continue**.

What if I am locked out of the Employee Self Service System?

The system will lock your access after 5 failed login attempts. Please contact Kim Hopp or Kathy Sanders in the Business Office at 860-210-2201 to have your account reset.

How secure is my personal information?

Your information is encrypted for privacy and will remain secure as long as you protect your password.

Who do I call if I have questions about my information?

Payroll Related Questions

Kimberly Hopp – Payroll Bookkeeper
Phone Number – 860-210-2201 x 221
Hoppk@newmilfordps.org

Human Resources Related Questions

Personal Information Changes contact:
Eileen Gillette – Human Resources Secretary
Phone number: 860-210-2201 x 215
Gillettee@newmilfordps.org

Dependents Information Questions

Dependents Information Changes contact:
Missy Smith – Benefits Secretary
Phone number: 860-354-8726 x 217
Smithje@newmilfordps.org

APPENDIX   A - MOBIL ESS INSTRUCTIONS

The Google Play Store and the Apple App Store both have the MUNIS ESS Mobil App available to download to your smartphone. Below are instructions and screenshots for you to help with setting up the app on your smartphone.
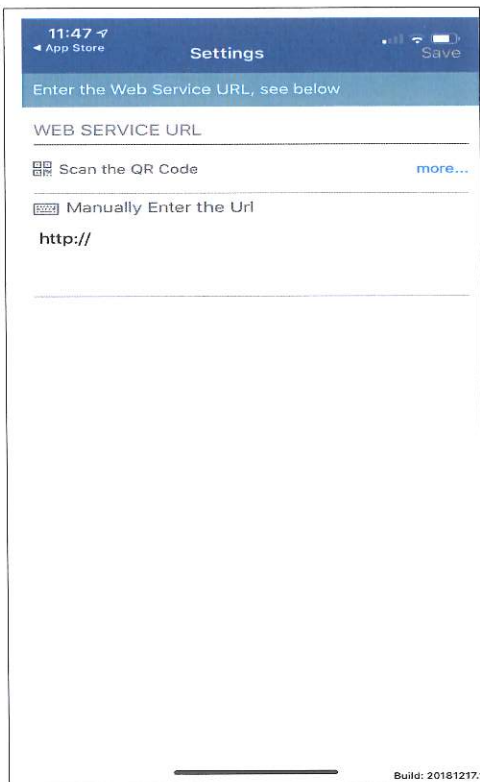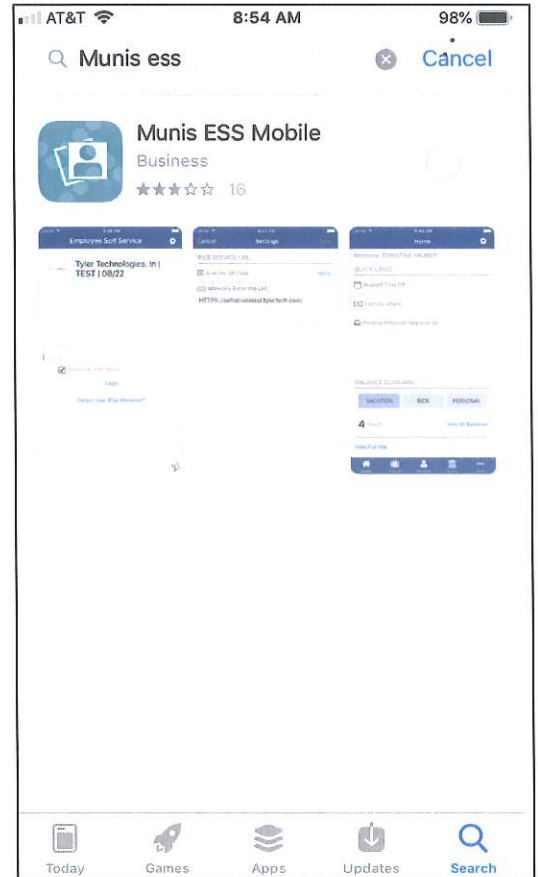
The FIRST time installing the app a computer needs to be available to login to ESS from the internet browser. **Search for "MUNIS ESS MOBIL" (see screenshots below) on your smartphone and download.**
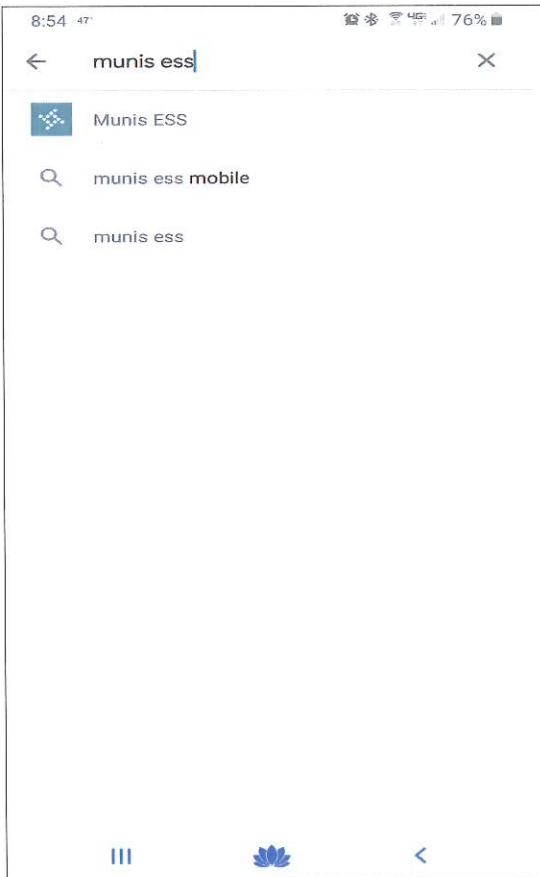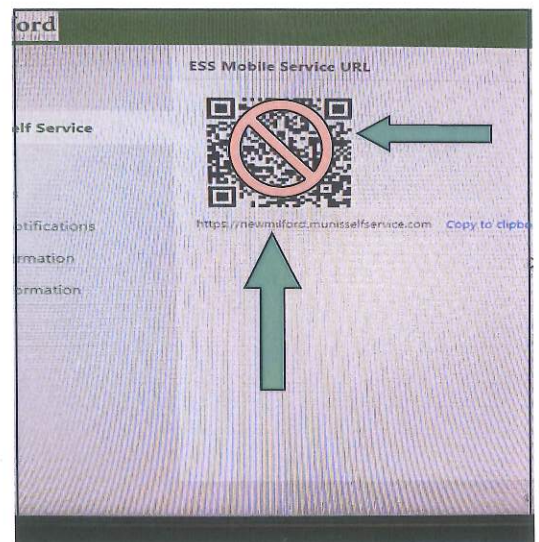
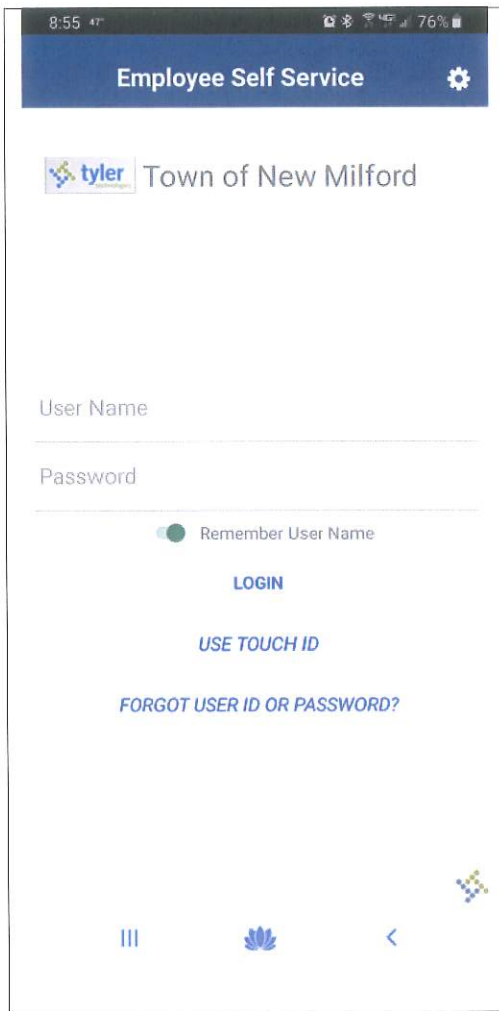Google Play Store

Apple App Store

Initial Set-up and Verification Steps

Once the app is downloaded, the Settings screen will open:

- Login to ESS from a computer/ laptop

- Scroll all the way to the bottom of the page to find the QR and URL information

- From the smartphone choose an option (QR or URL)

- This will verify the district and display the home screen on the smartphone.

Next, the app Home Page displays where you will login.

The way to login is the **SAME** as it is on the computer.

(refer to page 3 of the User Guide)

- The <u>User Name</u> is your employee number
- The <u>Password</u> would be the one you have set up already (If you haven't set up a unique password, then the TEMPORARY password is the last 4 digits of your SSN)

Upon logging in you will be brought to this screen to the right.

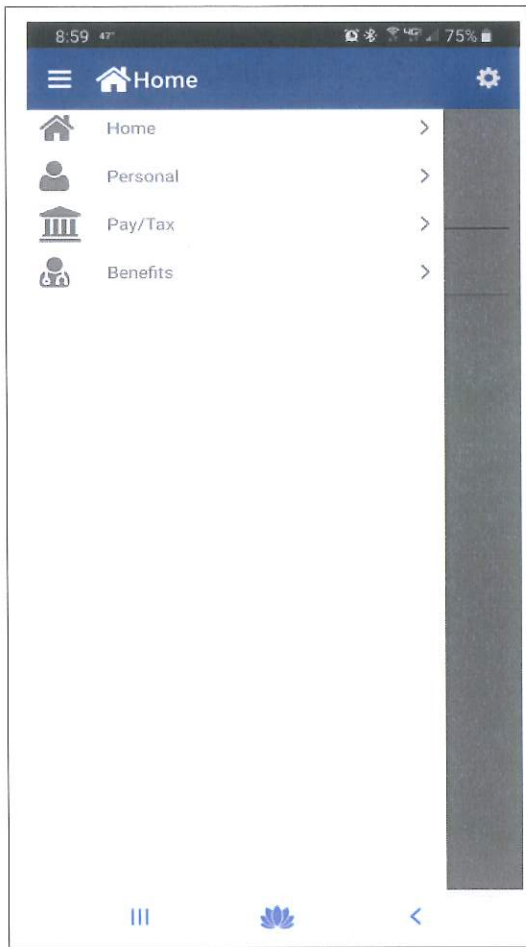You have the Quick Links that has your last paycheck. This is your HOME screen.

You also have the option to go to the full website.

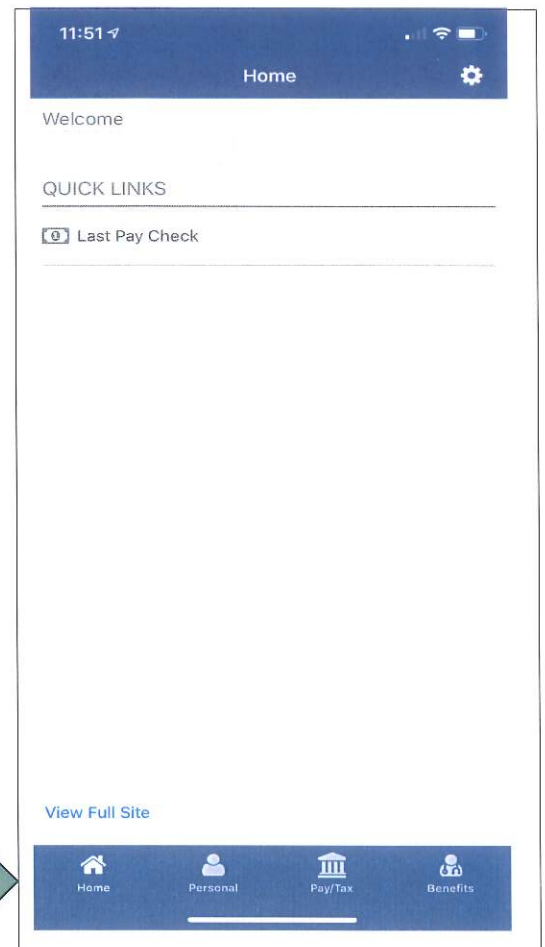On the next page you will see the differences for Android and Apple phones as far as the Home Screen display.
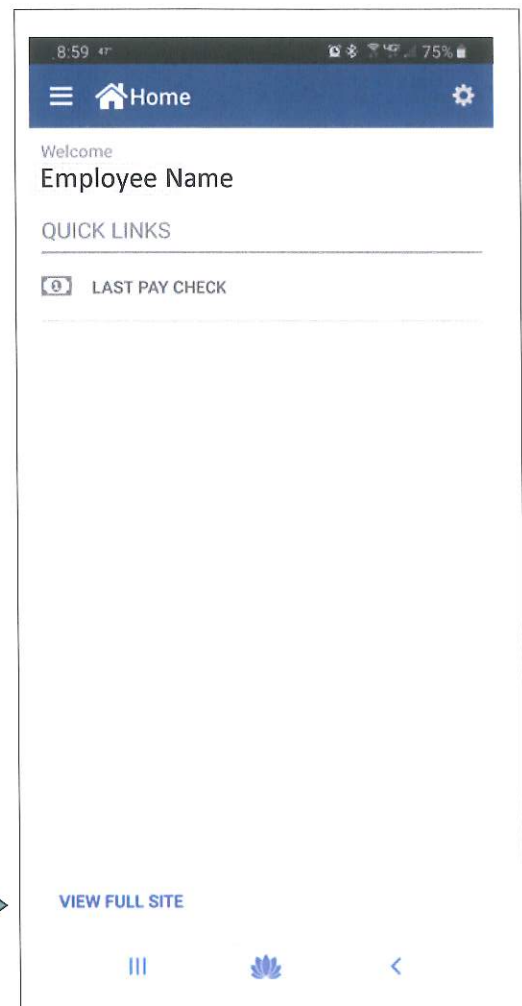
Android Menu
at top left

Apple Menu
at bottom

NOTE:

If you choose to go to the Full Website you will have to login again as you would if you were sitting at a computer. You can navigate through the site the same way you would as if you were at a computer.