

# City of Quincy

## MUNIS Employee Self Service (ESS) Guide

Available 24 Hours a Day, 7 Days a Week from Home

### MUNIS Employee Self Service Overview

MUNIS Employee Self Service (ESS) is a web based application that allows City of Quincy Employees to privately access selected personal and payroll information. Employees who signed up for Direct Deposit will be directed to MUNIS Self Service to view their pay information.

The following are some features and information available through ESS:

#### PERSONAL INFORMATION

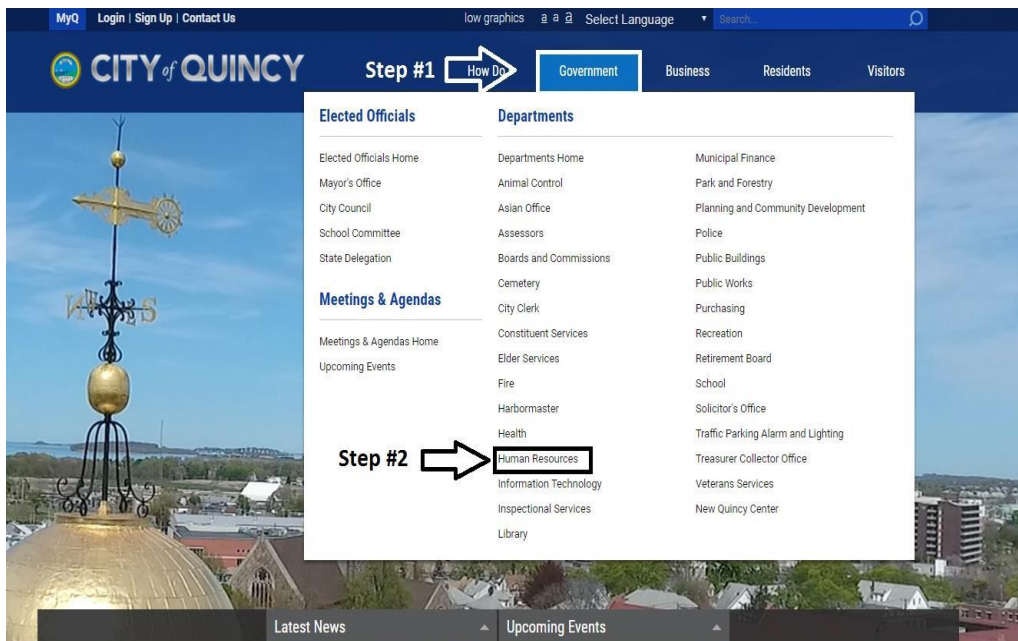
- View contact information (Address and Telephone Numbers).
- View email contact information.
- View emergency contact information.
- View employee profile information (General employment and demographic information).

#### PAY AND TAX INFORMATION

- View and print pay check information.
- View and print year-to-date gross earnings.
- View and print W-2 information. Available beginning January.
- View and print current W-4 withholding information.
- Paycheck Simulator utility.

### Accessing MUNIS Employee Self Service

1. From the Internet, type **www.quincyma.gov**
2. Click on Government, Human Resource Department

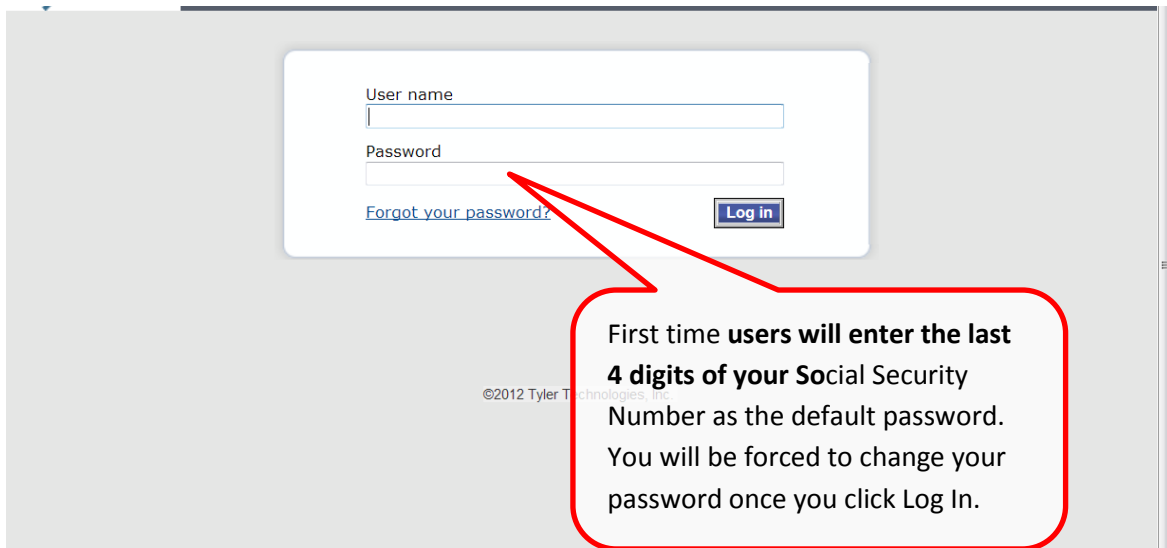


3. Click on Employee Self Service
4. The Munis Self Service page will appear.



## Logging In to MUNIS Self Service

1. Click the **Log In** link located above the gray bar on the top right-hand side of the screen.
2. Enter your First Initial, Last Name and last 4 of your SSN# with no spaces or commas in your User Name. (If you are a MUNIS user as part of your QPS job, your User Name is your 1<sup>st</sup> initial, last name, and your password is your regular MUNIS password.)



3. First time users will enter the **last 4 digits of your Social Security Number** as the default password. You will be forced to change your password once you click Log In. Otherwise, returning users, enter your password.
4. Click **Log In**. First time users will be prompted to change their password. (Returning users will log into Munis Self Service and can proceed to the next section.)
5. First time users, the Current Password is the last 4 digits of your social security number.
6. Enter your new password. Your new password must contain a minimum of 8 characters, alphanumeric with upper and lower case letters, and at least one special character such as @, #, \$, %, \*. Passwords cannot start with a special character.

The screenshot shows a web form titled "Before proceeding you must change your password." with the following fields and callouts:

- Current password:** A text input field.
- New password:** A text input field. A callout points to it with the text: "Your new password. Remember 8 characters, upper and lower case and include a special character such as: @, #, \$, %, \*."
- Password strength:** A label showing "Unacceptable" in red text.
- Confirm new password:** A text input field. A callout points to it with the text: "Verify your password."
- New password hint:** A text input field. A callout points to it with the text: "Provide a password hint that will allow you to easily remember your password. This password hint will be emailed to you upon request."

At the bottom of the form are "Change" and "Cancel" buttons.

7. If your password is acceptable the Password Strength will change to Acceptable and the font will turn green.

This screenshot shows the same password change form as above, but with the following changes:

- Current password:** Masked with 8 black dots.
- New password:** Masked with 8 black dots.
- Password strength:** A label showing "Acceptable" in green text.
- Confirm new password:** Masked with 8 black dots.
- New password hint:** An empty text input field.

The "Change" and "Cancel" buttons remain at the bottom.

8. Verify your password. To do this, re-enter the password you just entered.

9. Enter a New Password Hint. This password hint will be emailed to you upon your request should you lose or forget your password.
10. Click **Update**.

## MUNIS Self Service Main Page

1. Once you log in, MUNIS Self Service Main Page appears displaying your name in the upper right-hand side and the Employee Self Service link on the left-hand side.
2. Click Employee Self Service link from the list on the left.
3. The Employee Self Service Welcome screen appears.

### Identifying parts of the Employee Self Service Main Page:

1. **Announcements** – District-wide messages for all users to view which are set by the Administrator.
2. **Personal Information**- address, phone numbers, email.
3. **Time Off**- shows you accruals, available balances, earned, with a “show time off” section that can be clicked on to see the type of days taken in each month
4. **Department Information** – only those users associated with a specific department will view department information.
5. **Paychecks** – takes you straight into your last payroll advices. You will not see the physical image of your stub; but it will list all details of your pay advice.
6. **Module-Specific Links** – these screens on the left are viewed individually. Click on **Pay/Tax Information** and you will immediately see your paychecks for the last 12 months. Click on YTD (Year-to-date) information to see your current year totals. Click on W-2 to see each year’s W-2 information. Click on 1095-C to see your monthly insurance coverage status for each year. Click on W-4 to see your status and exemptions claimed for Federal and Massachusetts State. Click on Personal Information and see address, email, phones, emergency contacts, Click on Time Off to see your accruals- vacation, sick, personal. If you click on each one’s “taken” amount, you can see the specific days used. Even though the calendar is from January to December, the amounts are as of July 1<sup>st</sup> of each year.etc

The screenshot displays the 'Employee Self Service' interface. The left sidebar contains a menu with 'Employee Self Service' selected. The main content area is titled 'Welcome to Employee Self Service' and includes a breadcrumb 'Home > Employee Self Service'. The 'Personal information' section shows the user's name 'TAPIA, JANE L', address '4674 BURNINGTREE DR, ROCKFORD, IL 61114', and phone number '815-877-3916'. Below this is a 'Paychecks' section with a table of 'Previous paychecks' and a 'Last Paycheck: 12/14/2012' section. To the right, there are 'Announcements' and 'Tools' including 'Paycheck simulator', 'View last year's W2', and 'View your W4'.

# View Personal Information

1. Click Personal Information from the Module-Specific list on the left.
2. Personal Information includes home address, e-mail, telephone, dependent and emergency information.

Home > Employee Self Service > Personal Information

**Address / E-mail** [change](#)

**Home Address** 4674 BURNINGTREE DR,  
ROCKFORD, IL 61114

**E-mail**

**Alternate E-mail**

**Telephone** [Add Telephone Number](#)

| Type    | Description | Number       | Unlisted |                        |
|---------|-------------|--------------|----------|------------------------|
| PRIMARY | HOME PHONE  | 815-877-3916 | No       | <a href="#">Change</a> |

**Dependents**

No Dependent information to display.

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

No Emergency Contact information to display.

3. Please contact QPS HR Dept at 617-984-8767 or contact QPS Payroll Dept at 617-984-8804 if you need to make any changes to your personal information, as changes cannot be made from the portal at this time. You can also print the page, write the appropriate changes and submit it to the QPS HR Dept. Include your name and employee number on the page.

# The Pay/Tax Information

The Pay/Tax Information Module allows you to view and print pay check information, view and print year-to-date gross earnings, view and print W-2 information, view and print current W-4 withholding information and offers a Paycheck Simulator utility.

## View and Print Pay/Tax Information

1. Click **Pay/Tax Information** from the Module-Specific list on the left to view pay history.
2. Click **Details** on right side of pay line, to view pay check stub details from the last pay period.

Home > Employee Self Service > Pay/Tax Information

Year 2012

| Check Date | Pay Period              | Status  | Gross Pay  | Net Pay    |                              |
|------------|-------------------------|---------|------------|------------|------------------------------|
| 12/14/2012 | 11/25/2012 - 12/8/2012  | Cleared | \$2,027.68 | \$1,083.25 | <a href="#">View Details</a> |
| 11/30/2012 | 11/11/2012 - 11/24/2012 | Cleared | \$2,027.68 | \$1,113.25 | <a href="#">View Details</a> |
| 11/16/2012 | 10/28/2012 - 11/10/2012 | Cleared | \$2,027.68 | \$1,068.42 | <a href="#">View Details</a> |
| 11/2/2012  | 10/14/2012 - 10/27/2012 | Cleared | \$2,027.68 | \$1,083.25 | <a href="#">View Details</a> |
| 10/19/2012 | 9/30/2012 - 10/13/2012  | Cleared | \$2,027.68 | \$1,068.42 | <a href="#">View Details</a> |
| 10/5/2012  | 9/16/2012 - 9/29/2012   | Cleared | \$2,027.68 | \$1,083.25 | <a href="#">View Details</a> |
| 9/21/2012  | 9/2/2012 - 9/15/2012    | Cleared | \$2,027.68 | \$1,068.42 | <a href="#">View Details</a> |
| 9/7/2012   | 8/19/2012 - 9/1/2012    | Cleared | \$2,027.68 | \$1,083.25 | <a href="#">View Details</a> |
| 8/24/2012  | 8/5/2012 - 8/18/2012    | Cleared | \$2,027.68 | \$1,068.42 | <a href="#">View Details</a> |

| Home                  | Check Detail   |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
|-----------------------|--|------------|------------|------------|------------------------|--------------|--------|--------------|---------|-----------|--|---------|--|----------|-------|------|--------|------------|--|--|--|--------------|--|--|--|----------------|--------|------|--|----------|--|-----------|--|------------|--|------------|--|------------|--|-----------|--|-----------|--|-------|--|------------|--|--------------|--|
| Employee Self Service | Home > Employee Self Service > Pay/Tax Information > Check Detail  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| Certifications        |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| Pay/Tax Information   |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| YTD Information       |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| W-2                   |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| W-4                   |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| Paycheck Simulator    |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| Personal Information  |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
|                       | <p><b>Overview</b></p> <table border="1"> <tr> <td>Check Date</td> <td>12/14/2012</td> </tr> <tr> <td>Pay Period</td> <td>11/25/2012 - 12/8/2012</td> </tr> <tr> <td>Check Number</td> <td>668742</td> </tr> <tr> <td>Check Status</td> <td>Cleared</td> </tr> <tr> <td>Gross Pay</td> <td></td> </tr> <tr> <td>Net Pay</td> <td></td> </tr> </table> <p><b>Pay Breakdown</b></p> <table border="1"> <thead> <tr> <th>Pay Type</th> <th>Hours</th> <th>Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>REG ADJUST</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Deductions</b></p> <table border="1"> <thead> <tr> <th>Deduction Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>FICA</td> <td></td> </tr> <tr> <td>MEDICARE</td> <td></td> </tr> <tr> <td>PPO SIN+1</td> <td></td> </tr> <tr> <td>FLEX MEDIC</td> <td></td> </tr> <tr> <td>NATIONWD 4</td> <td></td> </tr> <tr> <td>FEDERAL TA</td> <td></td> </tr> <tr> <td>STATE TAX</td> <td></td> </tr> <tr> <td>GRT SOUTH</td> <td></td> </tr> <tr> <td>RMECU</td> <td></td> </tr> <tr> <td>DIRECT DEP</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> </tr> </tbody> </table> | Check Date | 12/14/2012 | Pay Period | 11/25/2012 - 12/8/2012 | Check Number | 668742 | Check Status | Cleared | Gross Pay |  | Net Pay |  | Pay Type | Hours | Rate | Amount | REG ADJUST |  |  |  | <b>Total</b> |  |  |  | Deduction Type | Amount | FICA |  | MEDICARE |  | PPO SIN+1 |  | FLEX MEDIC |  | NATIONWD 4 |  | FEDERAL TA |  | STATE TAX |  | GRT SOUTH |  | RMECU |  | DIRECT DEP |  | <b>Total</b> |  |
| Check Date            | 12/14/2012   |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| Pay Period            | 11/25/2012 - 12/8/2012   |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| Check Number          | 668742   |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| Check Status          | Cleared  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| Gross Pay             |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| Net Pay               |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| Pay Type              | Hours  | Rate       | Amount     |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| REG ADJUST            |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| <b>Total</b>          |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| Deduction Type        | Amount   |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| FICA                  |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| MEDICARE              |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| PPO SIN+1             |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| FLEX MEDIC            |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| NATIONWD 4            |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| FEDERAL TA            |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| STATE TAX             |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| GRT SOUTH             |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| RMECU                 |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| DIRECT DEP            |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |
| <b>Total</b>          |  |            |            |            |                        |              |        |              |         |           |  |         |  |          |       |      |        |            |  |  |  |              |  |  |  |                |        |      |  |          |  |           |  |            |  |            |  |            |  |           |  |           |  |       |  |            |  |              |  |

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

## YTD Information Subsection

1. Click the YTD Information subsection of Pay/Tax Information for a cumulative view of payroll information for a given year.

## W-2 Information Subsection

1. Click the **W-2 Information** subsection of Pay/Tax Information. Select year and then click on "view w-2 image" in the right hand corner of your screen. (This view image option is only available for year 2017 going forward.)

## W-4 Information Subsection

1. Click the **W-4 Information** subsection of Pay/Tax Information to view information regarding current tax withholding status for Federal taxes.

## Paycheck Simulator Subsection

1. Click the **Paycheck Simulator** subsection of Pay/Tax Information to enter pay, tax, and deductions to see what your paycheck might look like if you change tax withholdings.

Home > Employee Self Service > Pay/Tax Information > Paycheck Simulator

**Pay Details**

| Job  | Job Description      | Pay | Pay Description | Hours | Rate     | Percentage | Amount  |
|------|----------------------|-----|-----------------|-------|----------|------------|---------|
| A533 | PROGRAMMER/ANALST II | 100 | PAY ANNUAL      | 10.00 | 218.1800 | 0.00       | 4109.06 |

Marital: SINGLE Exemptions: 3

Federal Tax: SINGLE State Tax: SINGLE NO EXEMPTIONS Local Tax: SINGLE NO EXEMPTIONS

**Deduction Details**

| Description               | Amount |
|---------------------------|--------|
| ANNUITIES - PRE TAX       | 0.00   |
| TRS CONTRIBUTION          | 262.98 |
| TRS INSURANCE             | 26.71  |
| NISD EDUCATION FOUNDATION | 10.00  |

Submit Reset

2. Click **Submit** to see the results of your enter values.

## Frequently Asked Questions

### What if I forget my password?

1. At the Log In screen, I forgot my password and my log in attempt failed.
2. Click the "**Forgot your password?**" link for MUNIS Self Service to send an e-mail message containing your password hint.
3. A screen will indicate that an e-mail message containing your password hint has been sent.
4. Access your e-mail account.
5. From your e-mail Inbox, open the e-mail message from MUNIS Self Service.
6. After reading your password hint, you remember your password. Return to MUNIS Self Service and log in.
7. If you still do not remember your password. Click the link provided in your e-mail message to reset your password. If you still have problems logging on to the site, contact the site administrator (listed at end of this printout)
8. By clicking the link, the Password Regeneration page appears.
9. Click **Submit** to confirm you want your password reset.
10. The following page appears indicating a temporary password has been sent to your e-mail address.
11. Access your e-mail account.
12. From your e-mail Inbox, open the e-mail message from MUNIS Self Service to receive your temporary password.

13. Return to MUNIS Self Service and log in using the temporary password for the password.
14. Click **Log In**.
15. You will be prompted to change your password.
16. Enter the Temporary password as the Current Password, and then enter your new password and password hint. Remember the password must be at least 8 characters, alphanumeric with upper and lower case letters, and at least one special character such as @, #, \$, %, \*. Passwords cannot start with
17. Click **Update**. The prompt will indicate if your password was successfully reset.
18. Click **Continue**.

**How often does my password expire?** Your password will expire every 3 months.

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

#### **Quincy Public Schools- Payroll Related Questions**

Cindie Lally – Payroll Manager  
617-984-8804  
cindielally@quincypublicschools.com

Angela Fasoli – Payroll Clerk  
617-984-8776  
angelafasoli@quincypublicschools.com

#### **Quincy Public Schools- Human Resources Related Question**

Geri Calos- HR Assistant  
617-984-8767  
gervaiscalos@quincypublicschools.com

Mary Lou Peck- HR Assistant  
617-984-8774  
maryloupeck@quincypublicschools.com

#### **Employee Self Service System Related Questions**

Resetting Employee Self Service Passwords or  
Logging into Employee Self Service or  
Navigating issues in Employee Self Service

Contact the Helpdesk – 617-376-1116 or  
send e-mail to **bmcveigh@quincyma.gov**  
and provide issue and contact information.  
Someone will contact you to assist.