MUNIS **E**mployee **S**elf **S**ervice (ESS)

Instructional Guide

To access the Village of Freeport MUNIS ESS site visit:
https://munisss.freeportny.gov/ess/default.aspx
(The link above can be used on a Village computer and/or a personal computer)
Or
Download the "Munis ESS Mobile" through the App/Play Store

MUNIS Employee Self Service Overview

MUNIS Employee Self Service (ESS) is a web-based application that allows Village of Freeport Employees to privately access selected personal and payroll information.

The following are some features and information available through ESS:

PERSONAL INFORMATION
- View and update contact information (address and telephone numbers).
- View and update email contact information.
- View and update 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.
- View and print current W-4 withholding information.
- Use the Paycheck Simulator utility.

Accessing MUNIS Employee Self Service

From any computer or device, open a browser and enter
https://munisss.freeportny.gov/ess/default.aspx to access the page. Click on the **icon** in the top right corner.

Village of Freeport Self Service

Home

Welcome to the Village of Freeport Employee Self Service!

Click Here

Next, you will see this screen. If this is the **first time** accessing this site, then your username would be **first initial, last name** (I.E PMOSS) and the password would be the **last 4 of social security number.** You will be forced to change the password once you are logged on**.** If your credentials do not work, contact Human Resources as they can inform you of your username and reset your password

Login

Username

pmoss

First initial, last name

Forgot your username?

Password

••••

Last 4 digits of your SSN

Forgot your password?

Log in

Next, you will see this screen. Make sure the new password is meets the **criteria**. If you are successful, you will receive confirmation and will be able to login to Munis Self Service

Login

Before proceeding you must change your password.

New password must be at least 6 characters long and contain at least 2 numeric characters.

Current password		The last 4 digits of your SSN
New password		
Password strength	Unacceptable	Create your password and then confirm the password in the box below
Confirm new password		
New password hint		Create a hint to help you remember

Change   **Cancel**

MUNIS Self Service Main Page

Once you log in, the MUNIS Self Service Main Page welcome page will load. Under personal Information, you will see your name, address, and phone number.   On the left side you will see tabs that could be beneficial to you.

Employee Self Service

Certifications

Employee Notifications

Pay/Tax Information

Personal Information

Time Off

On the main page, you can see a quick view of the different options in the screenshot above if you scroll down the page.

NOTE Items are blacked/blurred out for security reasons

Time off

	Currently Available		Earned
▪ VACATION			
▪ SICK			
▪ PERSONAL			
▪ COMP			
▪ LWP			
▪ LWOP			
▪ VAC BANKED			
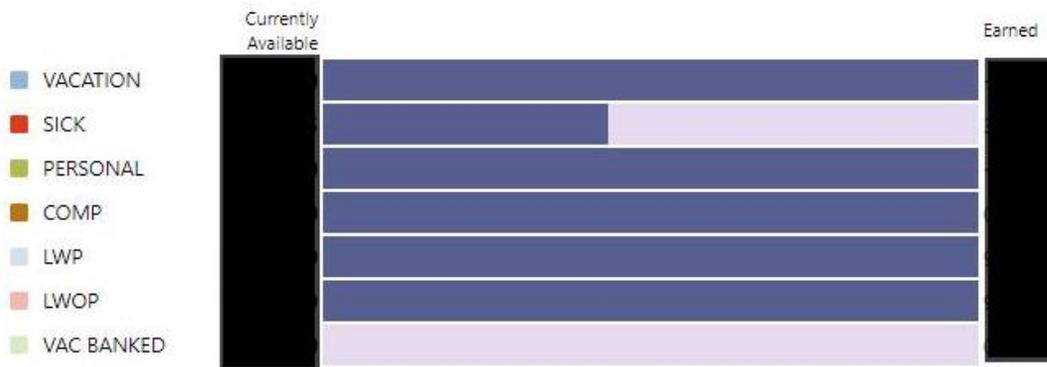
Show time off taken

◀ J F M A M J J A S O N D ▶
2020
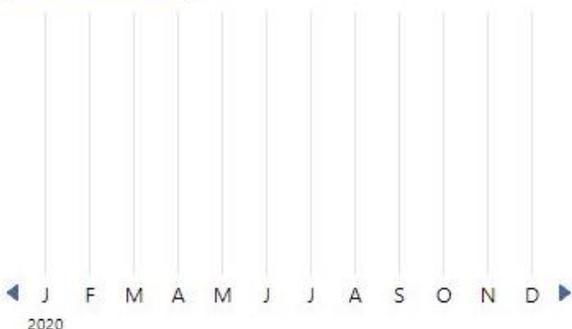
Shows accrual information as of the last pay period

Paychecks

Previous paychecks			Tools	
Last Paycheck: 4/2/2020	4/2/2020	Details	Paycheck simulator	Access the paycheck simulator, W2's and W4's
	3/19/2020	Details	View last year's W2	
	3/5/2020	Details	View your W4	
Year to date	2/20/2020	Details		
	2/6/2020	Details		

View and Update Personal Information

- Click "Personal Information" from the module-specific list on the left. Personal information includes home address, e-mail, telephone, dependent and emergency information.
- The user has the ability to update most personal information by clicking the "Change" link by each section.
- If you choose "Change", you will be taken to a new page to edit your information.
- Click Update once you have made you edits.

Note: Should you find inaccurate information and do not have the ability to change it, please contact HR.

Employee Profile Section

Under Personal Information, click the Employee Profile to view your general employment and demographic information.

General information	
Name	MOSS, PETE
Employee ID	12345
SSN	xxx-xx-xxxx
Active status	ACTIVE
Personnel status	FULL-TIME EMPLOYEES
Office location	IT CENTER
E-Mail address	pmoss@freeportny.gov
Alternate e-mail address	
Hire date	6/4/2001
Service date	6/4/2001
Original hire date	6/4/2001
Supervisor	❗ JIM FOREST
Supervisor e-mail	jforest@freeportny.gov
Demographic information	
Date of birth	9/8/1962
Gender	MALE
EEO ethnicity	WHITE
Marital status	SINGLE
Privacy setting	
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

The Pay/Tax Information Section

The Pay/Tax Information section 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

- Click **Pay/Tax Information** from the Module-Specific list on the left to view pay history.
- Click **View Details** to view pay check stub details from the last pay period.

	Pay/Tax Information					
Home	Home > Employee Self Service > Pay/Tax Information					
Employee Self Service						
Certifications	Year 2012 ▾					
Pay/Tax Information	**Check Date**	**Pay Period**	**Status**	**Gross Pay**	**Net Pay**	
YTD Information	12/14/2012	11/25/2012 - 12/8/2012	Cleared	$2,027.68	$1,083.25	View Details
W-2	11/30/2012	11/11/2012 - 11/24/2012	Cleared	$2,027.68	$1,113.25	View Details
W-4	11/16/2012	10/28/2012 - 11/10/2012	Cleared	$2,027.68	$1,068.42	View Details
Paycheck Simulator	11/2/2012	10/14/2012 - 10/27/2012	Cleared	$2,027.68	$1,083.25	View Details
Personal Information	10/19/2012	9/30/2012 - 10/13/2012	Cleared	$2,027.68	$1,068.42	View Details
	10/5/2012	9/16/2012 - 9/29/2012	Cleared	$2,027.68	$1,083.25	View Details
	9/21/2012	9/2/2012 - 9/15/2012	Cleared	$2,027.68	$1,068.42	View Details
	9/7/2012	8/19/2012 - 9/1/2012	Cleared	$2,027.68	$1,083.25	View Details
	8/24/2012	8/5/2012 - 8/18/2012	Cleared	$2,027.68	$1,068.42	View Details

Home	**Check Detail**				
Employee Self Service	Home > Employee Self Service > Pay/Tax Information > Check Detail				
Certifications	**MOSS, PETE**				
Pay/Tax Information	**Overview**				
YTD Information	Check Date		12/14/2012		
W-2	Pay Period		11/25/2012 - 12/8/2012		
W-4	Check Number		668742		
Paycheck Simulator	Check Status				
Personal Information	Gross Pay				
	Net Pay				

Pay Breakdown

Pay Type	Hours	Rate	Amount
REG ADJUST			
Total			

Deductions

Deduction Type	Amount
FICA	
MEDICARE	
PPO SIN+1	
FLEX MEDIC	
NATIONWD 4	
FEDERAL TA	
STATE TAX	
GRT SOUTH	
RMECU	
DIRECT DEP	
Total	

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

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

W-2 Information Subsection

Click the **W-2 Information** subsection of Pay/Tax Information. W-2 Information displays Federal and State taxes and withholding for a given year.

W-4 Information Subsection

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

Paycheck Simulator Subsection

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
Certifications
Pay/Tax Information
YTD Information
W-2
W-4
Paycheck Simulator
Salary Notification
Personal Information
Time Off

Paycheck Simulator

Home > Employee Self Service > Pay/Tax Information > 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
ABC	ADMIN ASST	100	REGULAR HOURS	70.00	34.20	0.00	2394.00

	Marital		Exemptions
Federal Tax	SINGLE ▾		0
State Tax	SINGLE ▾		0
Local Tax	▾		0

Deduction Details

Description	Amount
DISABILITY INSURANCE	1.20
CSEA UNION DUES >60K	27.64
AFLAC - CANCER INS	17.31
DEFERRED COMP	34.06

[Calculate] [Reset]

Click **Calculate** to see the results of your enter values.

Time Off

The *Time Off* section displays a list of your accrual information. This information is contained in the MUNIS program *Employee Accruals FM*. You can click *Summary* to view earned/used history for the accrual type.

You can click *Calendar View* to view the earned/used history in a calendar format.

Time Off Calendar

Calendar view

Year 2014 ☑ [Go]

VACATION Time

January 2014
S M T W T F S
			1	2	3	4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 **23** 24 25
26 27 28 **29** 30 31

February 2014
S M T W T F S
1
2 **3** 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28

March 2014
S M T W T F S
1
2 3 4 5 6 7 **8**
9 10 11 12 13 14 15
16 17 18 **19** 20 21 22
23 24 25 26 27 28 29
30 31

Frequently Asked Questions

What if I forget my password?

Click the **"Forgot your password?"** link on the MUNIS Self Service log in page to send an e-mail message containing your password hint. You **must** have an e-mail address on your employee master file for this method to work.

User name
pmoss

Password

Forgot your password?   [Log in]

Enter your user name in the textbox below and click "Retrieve Hint". An email containing your password hint will be sent to you.

User name
pmoss

Back to login screen   [Retrieve hint]

Email sent successfully.

User name

pmoss

Back to login screen   **Retrieve hint**

- Access your e-mail account.
- After opening the e-mail message from MUNIS Self Service and reading your password hint, you should remember your password. Return to MUNIS Self Service and log in.
- If you still do not remember your password, click the link provided in your e-mail message to reset your password.

From: NoReply@MUNIS.com [mailto:NoReply@MUNIS.com]
Sent: Tuesday, October 09, 2012 12:25 PM
To: Pete Moss
Subject: Request Password Hint

As requested, here is your MUNIS Self Service password hint.

Password Hint: [there is no hint associated with your current password]

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

Link

2) use the following link: http://sv125/MSSTest2/PasswordRegenerate.aspx?id=8X2rTHdUwH6BZjF6ovyekw==& to generate a new password.

By clicking the link, the Password Regeneration page appears.

Password Regeneration

⚠ When you click the Submit button, a new, temporary password will be generated and sent to your personal email address.
Upon first usage of the newly generated password, you will be prompted to change it.
ⓧ

Initiate Password Regeneration

User ID: Pmoss123

Submit Cancel

Click **Submit** to confirm you want your password reset.

The following page appears indicating a temporary password has been sent to your e-mail address.

Access your e-mail account.

From your e-mail Inbox, open the e-mail message from MUNIS Self Service to receive your temporary password.

Return to the MUNIS Self Service and log in using the temporary password for the password.

- Click **Log In**.
- You will be prompted to change your password.
- Enter the Temporary password as the Current Password. Enter your new password and password hint.
- Remember the password must be at least 6 characters, including 2 numbers.
- Click **Update**.
- The prompt will indicate if your password was successfully reset.

Click **Continue**.

** Contact the Human Resources if you are unable to retrieve your username or password **

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

How often does my password expire?
Your password will expire every 6 months. You cannot use the same password when you change it the first time. You will be able to use the first password again after the expiration date passes again.

Who do I call/email if I have questions about my information?
If your question is related to HR or Payroll, contact HR (hrhelp@freeportny.gov) or 516-377-2267. If your question is technical in nature, contact the helpdesk.