Town of Millis

MUNIS Employee Self Service (ESS)

Available 24 Hours a Day, 7 Days a Week on the Internet

Instructional Guide

To access the Town of Millis MUNIS ESS site visit:
https://townofmillisma.munisselfservice.com

From the Town of Millis home page (https://www.millisma.gov) click Useful Links and under Quick Links click the link Employee Self Service.

Internet access is necessary in order to access MUNIS Employee Self Service (ESS).

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MUNIS Employee Self Service Overview

MUNIS Employee Self Service (ESS) is a web based application that allows Town of Millis Employees to privately access selected personal and payroll information.
The following are some features and information available through ESS:

PERSONAL INFORMATION
- o View contact information (Address and Telephone Numbers).
- o View email contact information.
- o View employee profile information (Employment and demographic information).

PAY AND TAX INFORMATION
- o View pay check information.
- o View year-to-date gross earnings.
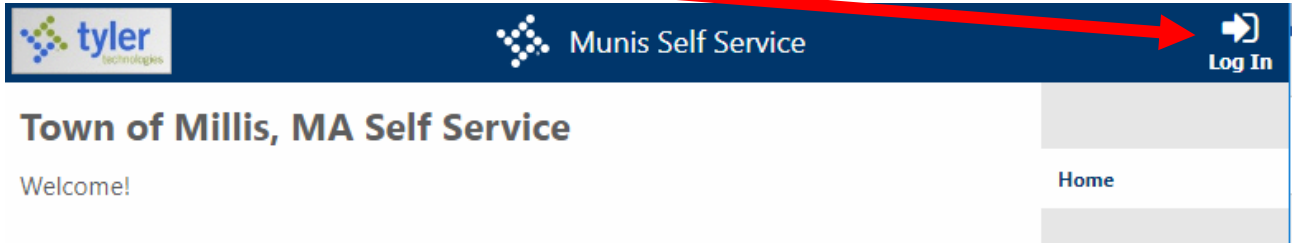- o View W-2 information.
- o Paycheck Simulator utility.

TIME-OFF INFORMATION
- o View graphical summary of accruals.

Before You Get Started, General Guidelines

Once you click on one of the above links you will be directed to:

1. Click on "LOG IN" and you will be prompted to enter your username and password.

1. User Name is your **employee number**. Employee numbers are located on your paycheck stub next to your name.
2. **Temporary password** is your last four of your social security number.
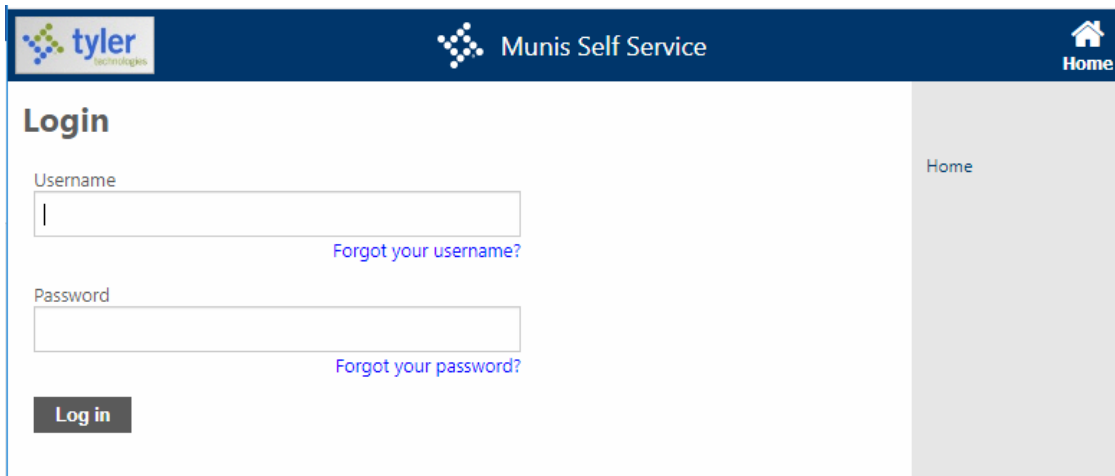
First time users you must create a new password.
- Passwords guidelines are as follows:
  - minimum of 8 characters in length
  - One number required
  - One upper and lower case letter required
  - (passwords cannot begin with a special character)

First time users will be prompted to provide a password hint. Provide a hint that will allow you to easily remember your password. 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 right side of the Employee Self Service page which provides information to which you have access.

MUNIS Self Service Main Page

Once you log in, MUNIS Self Service Main Page appears displaying your name in the upper right-hand side.

Identifying parts of the Employee Self Service Main Page:

1. **Location** – identifies the module the user is viewing.
2. **Announcements** – Town-wide and Department messages for all ESS users.
3. **Module-Specific Links** – these screens are view individually.
4. **Accruals** – summary of available and earned accruals.
5. **Paychecks** – takes you straight into your last payroll advices. You will not see the physical image of your stub; however, it will list all details of your pay advice.

View Personal Information

1. Click **Personal Information** from the Module-Specific list on the right to view personal employee information.

The Pay/Tax Information Module

The Pay/Tax Information Module allows you to view pay check information, view year-to-date gross earnings, view W-2 information, and offers a Paycheck Simulator utility. This detailed information includes the hours, pay rate and total gross for each pay type along with the amount of each deduction on the check.

View Pay/Tax Information

1. Click **Pay/Tax Information** from the Module-Specific list on the right to view pay history.

Time Off

The Time Off section of the Welcome Screen allows the employee to see a quick visual overview of their various Accrual balances such as Vacation Time and Sick or Personal Time. Accruals are up to date based on the last pay check.

Time off

	Currently Available		Earned
■ VACATION	**35.00**		70.00
■ SICK	**110.25**		186.75
■ PERSONAL	**17.50**		28.00
■ COMP TIME	**0.00**		0.00

Show time off taken

◀ J F M A M J J A S O N D ▶
2019
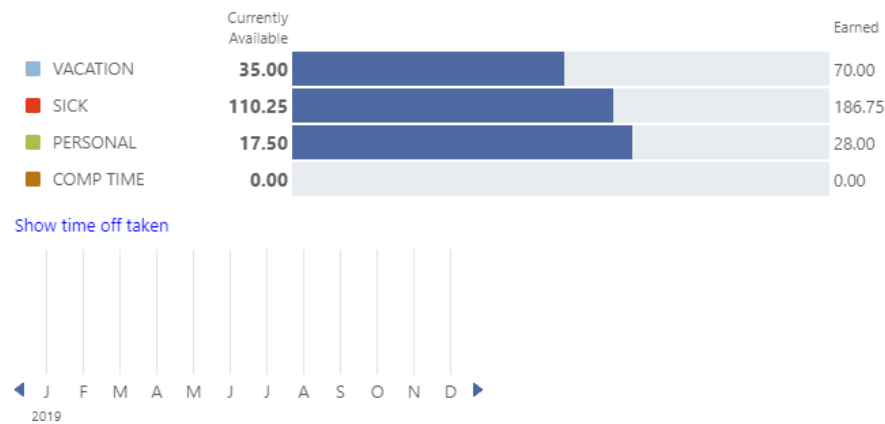
The first part shows in bar chart fashion the current available balance, a bar representing how much of the Total Earned is still available, and then an indication of the Total Earned. Total Earned is your allowable carryover plus your current year earned time based on contracts. In the example above, the employee currently has 35 hours of vacation available of the 70 hours that have been earned. The Time Off Section shows a visual indication of Taken time for each of the Accrual Types. A line represents each month of the year, and a color coded box indicates in which month a record exists. In the example above, the green

> **PERSONAL: May, 2019**
>
> 5/20/2019 to 5/26/2019 - Taken
>
> 5/2/2019 - Taken

box on the May line indicates that Personal Time has been taken for May. If the employee clicks on the green box, a window will display indicating the details of that record:

Click on the Time Off from the Module-Specific list on the right to view more Time Off information. Alternately click on the accrual listed on the left in blue to see a detailed list or calendar view.

Time Off

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	Maximum Allowed	Earned	Projected Earned*	Taken	To Be Taken	Currently Available	Projected Available*
VACATION (H)	120.00	80.00	80.00 through 3/2/2021	40.00	0.00	40.00	40.00 through 3/2/2021
SICK (H)	600.00	522.30	522.30 through 3/2/2021	0.00	0.00	522.30	522.30 through 3/2/2021
PERSONAL (H)	8.00	8.00	8.00 through 3/2/2021	0.00	0.00	8.00	8.00 through 3/2/2021
FLOAT HLDY (H)	99999.00	0.00	0.00 through 7/1/2021	0.00	0.00	0.00	0.00 through 7/1/2021

H=Hours; D=Days.
*This is an estimate. Please note that your actual earnings may differ.

Employee Self Service
Certifications
Pay/Tax Information
Personal Information
Time Off
   Request Time Off
   My Requests
Time Entry

Frequently Asked Questions
Who do I call if I have questions about my information?

Payroll/Passwords   contact Payroll for assistance at (508) 376-7039   ESSPayroll@millisma.gov