



Deschutes County Munis Employee Self-Service(ESS)

Employee User Guide



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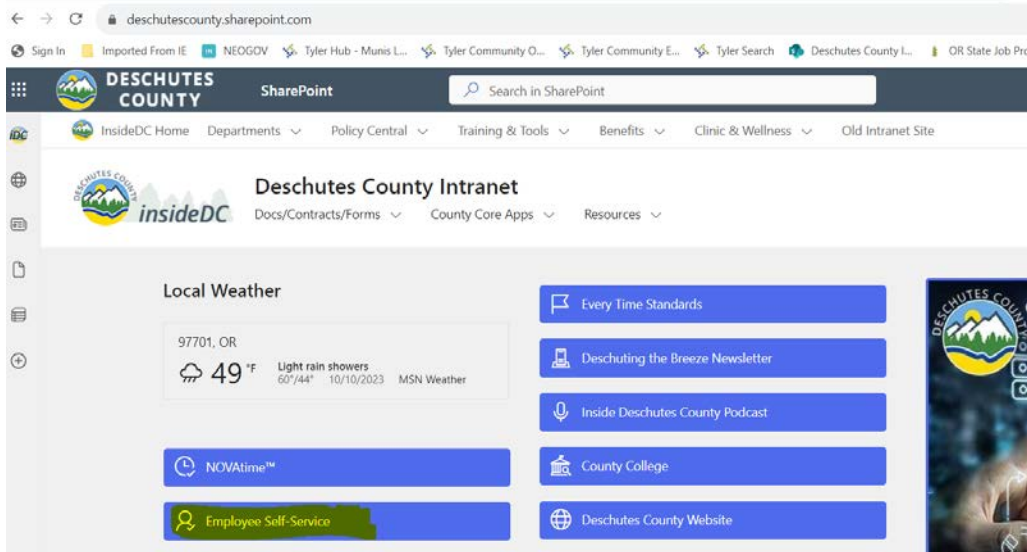
Employee Self Service (ESS)

Employee Self Service (ESS) is the Munis® Self Service application created specifically for Deschutes County current employees. ESS provides access to personal information, pay and tax information, benefits, training, etc. When you update information in ESS, the updates also occur in the applicable Munis HR/Payroll programs.

Logging in to Employee Self Service

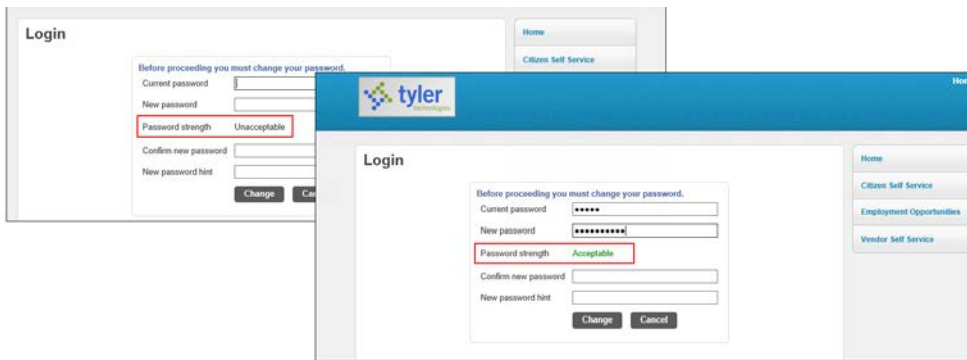
<https://selfservice.deschutes.org/ess/> - *save this to your internet favorites at home and at work!*

A link is also be available on InsideDC



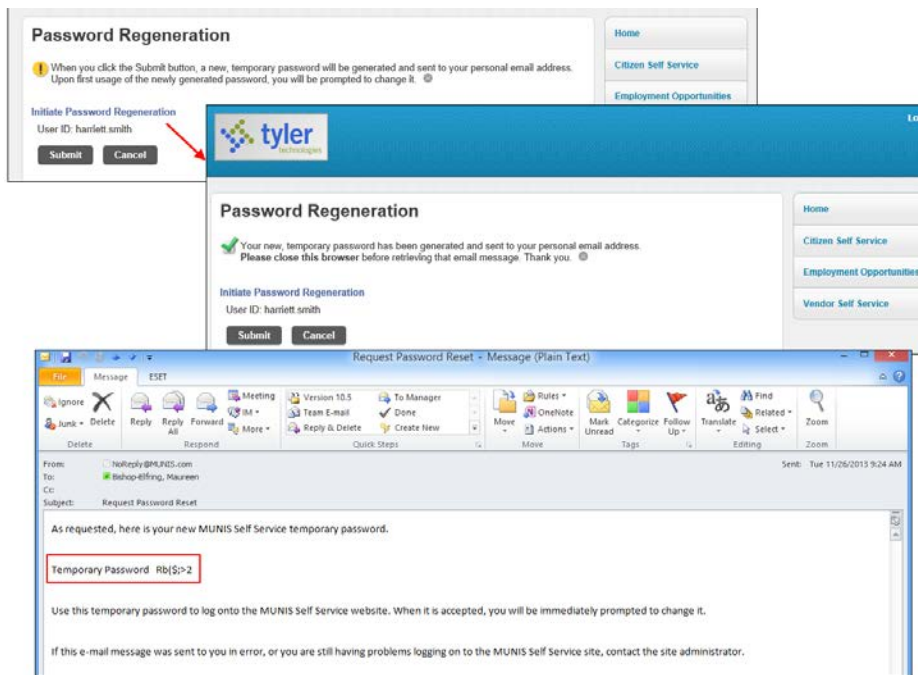
- **USERNAME:** Use your 4-digit, EmpID
- **PASSWORD:** Last 4 SSN, you will then be prompted to reset your password
 - min 8 characters, must include 1 symbolic and 1 numeric character
 - *remember this password!*

A screenshot of the Tyler Technologies login page. The page has a blue header with the Tyler Technologies logo. On the left, there is a 'Home' link. The main content area is titled 'Login' and contains two input fields: 'Username' and 'Password'. Below each input field is a blue link that says 'Forgot your username?' and 'Forgot your password?' respectively. At the bottom of the login form is a blue button labeled 'LOG IN'.



Forgot Your Password?

On the Change Password page, you must also enter a password hint. If you forget your password, click the **Forgot Your Password?** option on the Login page. This causes the application to send you an email message that contains your password hint. If the password hint does not cause you to remember your password, click the link in the email message to generate a new password, the application will send you an email with a temporary password that you can use to log in. In this case, you are forced to reset the password immediately upon login.



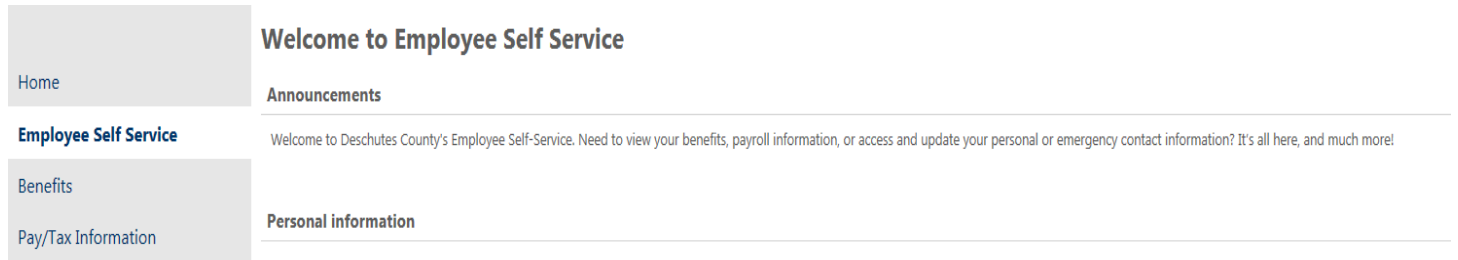
Contact HR for additional assistance with resetting your password.

Q: How secure is my personal information?

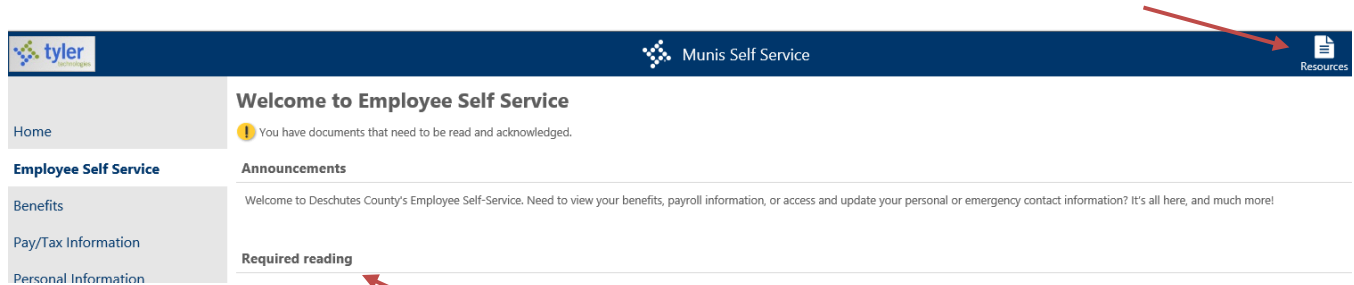
A: Your information is encrypted for privacy and will remain secure as long as you protect your password.

ESS Home Page/Welcome Screen

The home page of the ESS application displays personal information, organizational announcements, benefits, and pay information.



The Resources area will contain documents and helpful links.



Document Acknowledgment

If there is a document for you to read or acknowledge, it will be included on the Home Page under Required Reading. Please open the document and follow the prompts to acknowledge the document, as necessary.

Personal Information

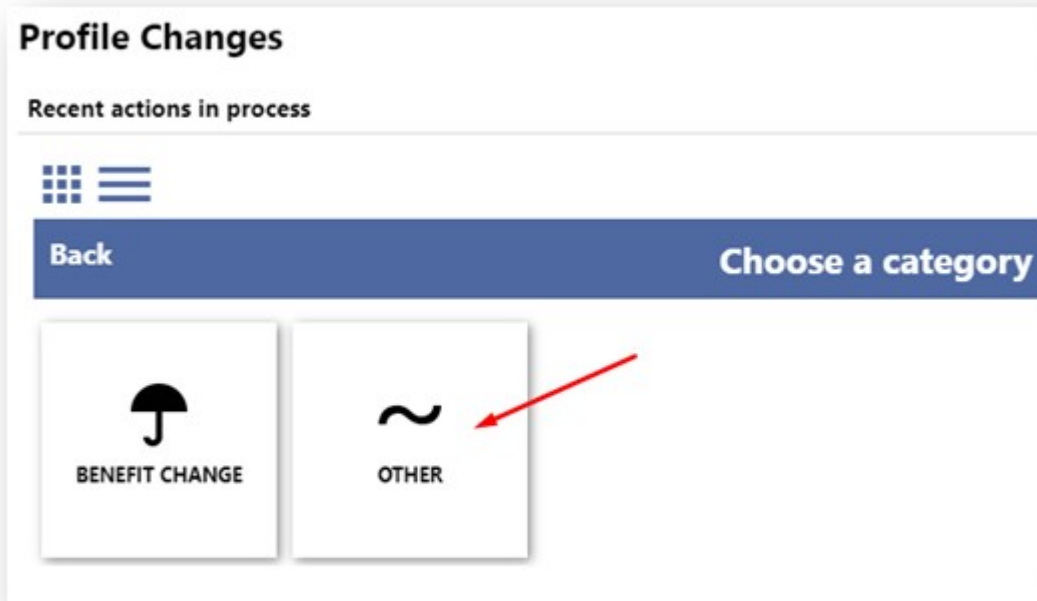
This section displays your information as stored in your employee record. Please review this information to ensure we have the most current information on file for you.

The screenshot shows the 'Personal Information' page. On the left is a navigation menu with options: Home, Employee Self Service, Benefits, Life Events, Employee Notifications, Pay/Tax Information, Personal Information (highlighted), Add/View Changes, Job Information, and Training Opportunities. The main content area is titled 'Personal Information' and 'GENERAL'. It features a profile picture placeholder on the left and a form on the right with the following fields: Email address, Hire date, Alternate email address, Service date, Primary location, Original hire date, Check location, Supervisor, and Supervisor email. Below the form are fields for Name, Employee ID, SSN (displayed as XXX-XX-XXXX), Active status, and Personnel status. An 'EDIT' button is located at the bottom left of the form area.

Use the Add/View Changes option on the menu to review pending or previous changes to your profile, or to initiate a new change.

The screenshot shows the 'Profile Changes' page. The left navigation menu is the same as in the previous screenshot, with 'Personal Information' highlighted. The 'Add/View Changes' option is also highlighted. The main content area is titled 'Profile Changes' and 'Recent actions in process'. It contains a grid icon, a list icon, and a large dashed box with a plus sign and the text 'Add an action'. Red arrows point from the 'Add/View Changes' menu item to the 'Add an action' button, and from the 'Add an action' button to the 'Add an action' text.

When you select Add a Change, click on “Add an action” to provide the available action types. Other category will bring up the address change option.



If an action requires supporting documentation, use Browse option 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.

Pay/Tax Information

This section provides current payroll and payroll history details.

Pay/Tax Information					
Employee: SEGAL, HOWARD ▼					
Showing pay checks for the last 6 months					
Check Date	Pay Period	Status	Gross Pay	Net Pay	
1/15/2016	1/1/2016 - 1/15/2016	Cleared	\$1,230.77	\$859.30	Details
1/15/2016	1/1/2016 - 1/15/2016	Cleared	\$1,230.77	\$859.30	Details
12/18/2015	12/1/2015 - 12/18/2015	Cleared	\$1,230.77	\$859.30	Details

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.

- Home
- Employee Self Service
- Benefits
- Certifications
- Credentials
- Expense Reports
- Pay/Tax Information
- YTD Information
- W-2
- 1099-R
- 1095-B
- 1095-C
- W-4

Check Detail

[Return to pay/tax information](#)

SEGAL, HOWARD

Overview

Check Date	1/15/2016
Pay Period	1/1/2016 - 1/15/2016
Check Number	1130
Check Status	Cleared
Gross Pay	\$1,230.77
Net Pay	\$859.30

Pay Breakdown

Pay Type	Hours	Rate	Amount
TEACHER	80.00	\$15.38	\$1,230.77
Total			\$1,230.77

Deductions

Deduction Type	Amount
FICA	\$76.31

YTD Information

This screen 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
-----------	------------

Deductions

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

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

W-2 and 1099-R

This screen displays 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
Box 12		
D 401K DEFER		\$0.60
Box 14		
14V DD		\$22.00

- Home
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- W-4
- Paycheck Simulator
- Salary Notification
- Total Compensation
- Direct Deposit
- Performance Evaluations
- Personal Information
- Position Transfer
- Substitute Teaching
- Time Off

W-4

This screen displays information related to your W-4.

The screenshot shows the 'W-4 Information' page. At the top left, it displays the name 'HILL, DELINA'. To the right of the name is a red-bordered button labeled 'Edit W-4 Values'. Below the name, there are two sections: 'FEDERAL' and 'MAINE'. Each section contains a table with 'Marital Status' and 'Exemptions' fields. The 'FEDERAL' section shows 'Marital Status' as 'SINGLE' and 'Exemptions' as '0'. The 'MAINE' section also shows 'Marital Status' as 'SINGLE' and 'Exemptions' as '0'. At the bottom of the 'FEDERAL' section, there is an 'Additional Amount' field with the value '\$0.0000000000'. On the right side of the page, there is a vertical navigation menu with the following items: 'Home', 'Employee Self Service', 'Benefits', 'Certifications', 'Expense Reports', 'Pay/Tax Information' (highlighted in blue), 'YTD Information', and 'W-2'.

How to Change Your W-4 Information

- Click **Edit W-4 Values**.
The program displays the Edit W-4 page.

The screenshot shows the 'Edit W-4' page. At the top left, it displays the name 'HILL, DELINA'. Below the name, there are two sections: 'FEDERAL' and 'MAINE'. Each section contains a 'Marital Status' dropdown menu, an 'Exemptions' text input field, and an 'Additional Amount (\$)' text input field. The 'FEDERAL' section shows 'Marital Status' as 'SINGLE', 'Exemptions' as '0', and 'Additional Amount (\$)' as '0.0000000000'. A tooltip is visible over the 'SINGLE' dropdown, stating: 'If you are married but would like to withhold at the higher single rate, select "Single"'. The 'MAINE' section shows 'Marital Status' as 'SINGLE', 'Exemptions' as '0', and 'Additional Amount (\$)' as '0.0000000000'. Below the input fields, there is a checkbox with the text: '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.' At the bottom of the page, there are three buttons: 'Continue', 'Reset', and 'Cancel'. On the right side of the page, there is a vertical navigation menu with the following items: 'Home', 'Employee Self Service', 'Benefits', 'Certifications', 'Expense Reports', 'Pay/Tax Information' (highlighted in blue), 'YTD Information', 'W-2', '1099-R', 'W-4' (highlighted in light blue), 'Paycheck Simulator', 'Salary Notification', and 'Total Compensation'.

- Enter the revised data.

- Verify that the information is correct by selecting the acknowledgement check box and then click **Continue**. The program displays a review page.

- Review your data to ensure its accuracy and click **Submit** to send to payroll for review and processing. The program displays a confirmation page.

Paycheck Simulator

The simulator allows you to make 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

Taxes

Marital: Exemptions:

Federal Tax: 0

State Tax: SINGLE 0

Local Tax: 0

Deduction Details

Description	Amount
DELTA DENTAL	230.77

Navigation Menu: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information (selected), YTD Information, W-2, 1099-R, W-4, Paycheck Simulator, Salary Notification, Total Compensation, Direct Deposit, Performance Evaluations

To simulate changes to your paycheck:

- Select the pay cycle for which you are simulating a change, and then enter the pay, tax, or deduction changes.
- 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

Navigation Menu: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information (selected), YTD Information, W-2, 1099-R, W-4

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

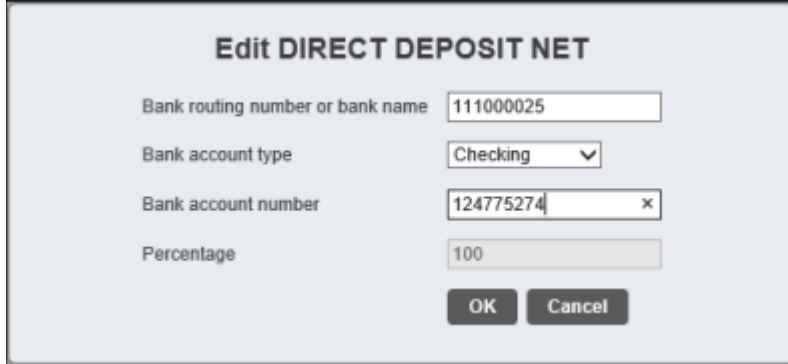
Direct Deposit

This screen provides the details for your direct deposit accounts. You can update the accounts and amounts allotted to each account using the ESS Direct Deposit page. Direct Deposits are limited to two (2) bank accounts.

Change/Delete Direct Deposit

To modify your direct deposit information:

- Click the **Change** option for the account.
The program displays the Edit Direct Deposit Net dialog box.



Edit DIRECT DEPOSIT NET

Bank routing number or bank name: 111000025

Bank account type: Checking

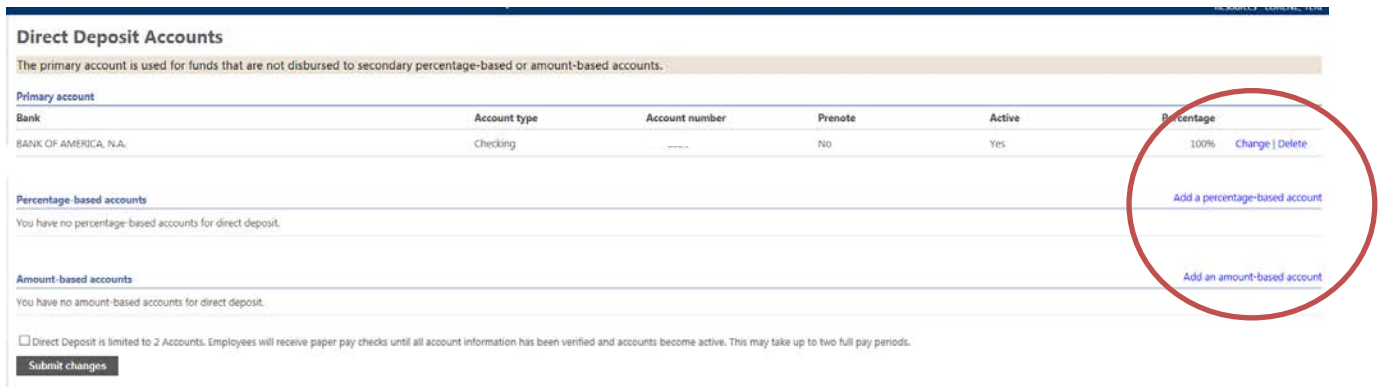
Bank account number: 124775274

Percentage: 100

OK Cancel

- Update the information and click **OK**.

To change the percentage or amount of your Direct Deposit, click on the function you wish to change and follow the prompts. Direct Deposits are limited to two (2) bank accounts.



Direct Deposit Accounts

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

Bank	Account type	Account number	Prenote	Active	Percentage
BANK OF AMERICA, N.A.	Checking	-----	No	Yes	100% Change Delete

Percentage-based accounts
You have no percentage-based accounts for direct deposit.
[Add a percentage-based account](#)

Amount-based accounts
You have no amount-based accounts for direct deposit.
[Add an amount-based account](#)

Direct Deposit is limited to 2 Accounts. Employees will receive paper pay checks until all account information has been verified and accounts become active. This may take up to two full pay periods.

[Submit changes](#)

When you click Submit Changes, the program submits the changes to the Payroll department for approval. Once they are approved, the changes are usually effective on the next payroll cycle.

Note: The County uses the prenote process for verifying direct deposit transactions, this change may be delayed until the prenote test is complete. Therefore, your 1st check may be a manual paycheck.

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- 1095-C

Direct Deposit Accounts

Your new direct deposit information has been successfully submitted for approval.

Primary account

Bank	Account type	Account number	Prenote	Active	Percentage
BANK OF AMERICA	Checking	***3242	Yes	Yes	50%

Percentage-based accounts

Bank	Account type	Account number	Prenote	Active	Percentage
BANK OF AMERICA	Savings	****1245	Yes	No	50%

Amount-based accounts

You have no amount-based accounts for direct deposit.

You cannot make additional changes until these changes have been approved by the payroll department.

- Home
- Employee Self Service
- Benefits

Direct Deposit Accounts

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

Primary account

Bank	Account type	Account number	Prenote	Active	Percentage
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Total Compensation

This screen displays the details of the compensation you receive from the County.

Total Compensation

Compensation

99%

PAID COMPENSATION

1%

BENEFITS

PAID COMPENSATION

\$6,400.00

PAID COMPENSATION

+

\$92.80

BENEFITS

=

\$6,492.80

COMPENSATION & BENEFITS

\$6,492.80

COMPENSATION & BENEFITS

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- Performance Evaluations
- Personal Information
- Position Transfer
- Punch In
- Substitute Teaching
- Time Off
- Time Sheet
- Training Opportunities

Benefit Contributions

BENEFIT	EMPLOYER	EMPLOYEE
FICA	-	396.80
Medicare	92.80	92.80
TOTAL CONTRIBUTIONS	\$92.80	\$489.60

Paid Compensation Breakdown

Hourly Time

100.0 %

Benefits

Benefits provides a summary of your current-year benefit elections.

The screenshot shows the 'Benefits' section of an employee self-service portal. It features a navigation sidebar on the right with options like Home, Employee Self Service, Benefits (highlighted), Open Enrollment, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, and Personal Information. The main content area is titled 'Benefits' and includes a 'Current Year Elections' section with a warning icon and text: 'You must complete your open enrollment before 12/31/2013. After you make changes to your elections, please click "Continue" to review and submit them.' Below this is a table of current elections:

Benefit	Current Election	
DENTAL INSURANCE	DELTA DENTAL - EMPLOYEE ONLY \$0.33 details	Decline benefit Change New Election
HEALTH INSURANCE	PRUDENTIAL - PPO - EMPLOYEE ONLY \$0.00 details	Decline benefit Make New Election

A 'Continue' button is located below the table. At the bottom, it states: 'All costs are per pay period. Your estimated total cost per pay period is \$0.33.'

For more details on a specific benefit, hover your pointer over the **Details** text.

This screenshot is similar to the first one but shows a tooltip that appears when hovering over the 'details' link for Health Insurance. The tooltip contains the following information:

HEALTH INSURANCE	
ELECTION - PRUDENTIAL - PPO - FAMILY	
Employee Cost	\$0.00

The main table in the background now shows the following details for Health Insurance:

Benefit	Current Election	
DENTAL INSURANCE	DELTA DENTAL - EMPLOYEE ONLY \$0.00 details	Decline benefit No changes Make New Election
HEALTH INSURANCE	PRUDENTIAL - PPO - FAMILY \$0.00 details	Decline benefit No changes Make New Election

The 'Continue' button and the total cost statement at the bottom now reflect the updated information: 'All costs are per pay period. Your estimated total cost per pay period is \$0.00.'

Report/View Qualifying Life Events

Qualifying Events: A change in your situation – such as getting married, having a baby, or losing health coverage – that can make you eligible for a Special Enrollment Period, allowing you to make changes to your benefit selections outside the yearly Open Enrollment Period.

Note: a separate notification will be sent to employees during the annual open enrollment periods for the upcoming plan year, which will include detailed instructions.

When you select Report/View Life Events, the program displays the change options available. Using this option, you can change current-year elections, if you have a qualifying life event. If a benefit is designated as Available for Life Events Changes, then the Report/View Life Events option displays. Outside of a qualifying event, if a benefit is always available to make a change, then the Make New Election, No Changes, and Decline Benefit options display.

The screenshot shows the 'Benefits' section of an employee self-service portal. Under 'Current Year Elections', there is a warning icon and text: 'You must complete your open enrollment before 12/31/2013. After you make changes to your elections, please click "Continue" to review and submit them.' A table lists three benefits: DENTAL INSURANCE (DELTA DENTAL - FAMILY, \$0.33), HEALTH INSURANCE (PRUDENTIAL - PPO - FAMILY, \$43.85), and LIFE INSURANCE (Declined). For each benefit, there are links for 'Decline benefit | Make New Election'. A 'Report/View Life Events' link is highlighted in the top right. A 'Continue' button is at the bottom. A sidebar on the right contains navigation links: Home, Employee Self Service, Benefits (highlighted), Open Enrollment, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, and Personal Information.

Once you click on Report/View Life Events, follow the system prompts and instructions to make the necessary changes. As you are updating your benefit changes, the program may display additional instructional information or open up any supplemental forms that also need to be completed, such as adding a new dependent or adding required documents.

The screenshot shows two side-by-side panels. The left panel is titled 'Benefits' and 'DENTAL INSURANCE'. It has two radio button options: 'DENTAL FAMILY PLAN' (selected) and 'DENTAL INDIVIDUAL PLAN'. Below these are cost details and a 'Decline' option. At the bottom, there is a dropdown menu showing 'LEVESQUE, JEFF A' and buttons for 'Add coverage' and 'Add new dependent'. A red arrow points from the 'Add new dependent' button to the right panel. The right panel is titled 'Add a new dependent' and contains form fields for: First name, Middle initial, Last name, Date of birth, Gender (dropdown), Relationship (dropdown), and SSN # (include dashes). There are 'OK' and 'Cancel' buttons at the bottom.

Once you have completed all sections, click **Submit** to save the change and display a summary of the event submitted.