Deschutes County
Munis Employee Self-Service(ESS)

Employee User Guide

For more information, visit
www.tylertech.com.

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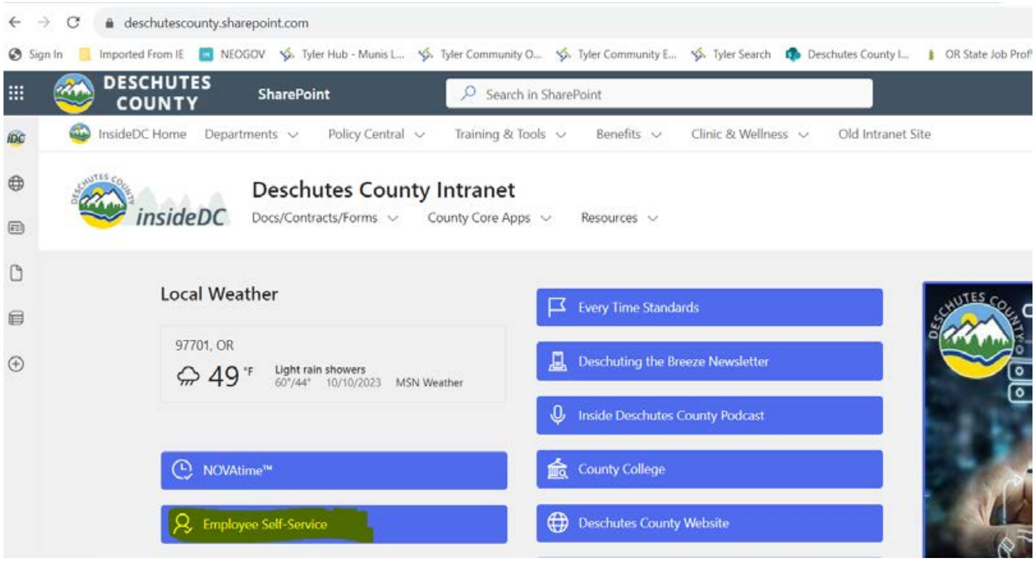
Employee Self Service (ESS)

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.

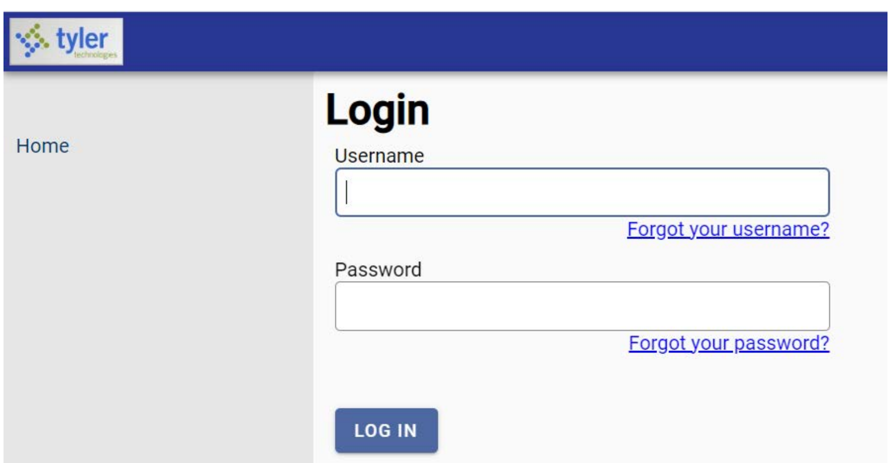
Logging in to Employee Self Service

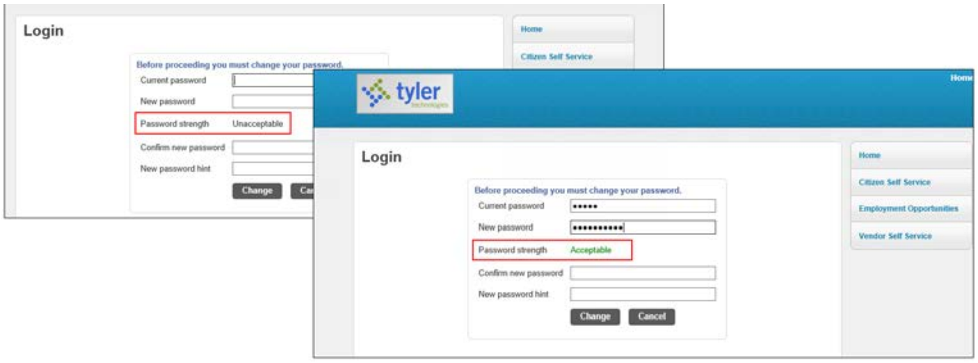
https://selfservice.deschutes.org/ess/- ***save this to your internet favorites at home and at work!***

A link is also be available on InsideDC



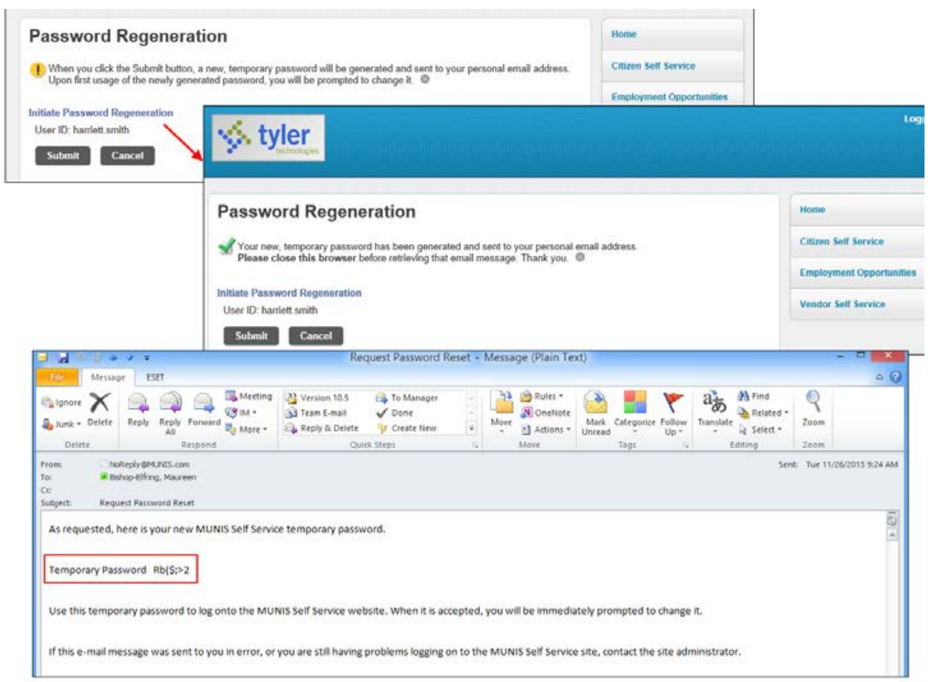
- USERNAME: Use your 4-digit, EmpID
- PASSWORD: Last 4 SSN, you will then be prompted to reset your password
  - min 8 characters, must include 1 symbolic and 1 numeric character
    - *remember this password!*





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.

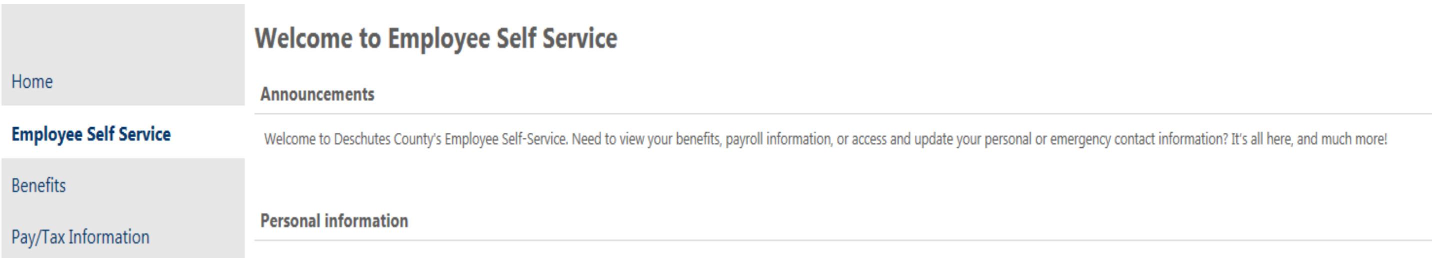


Q: How secure is my personal information?
A: Your information is encrypted for privacy and will remain secure as long as you protect your password.

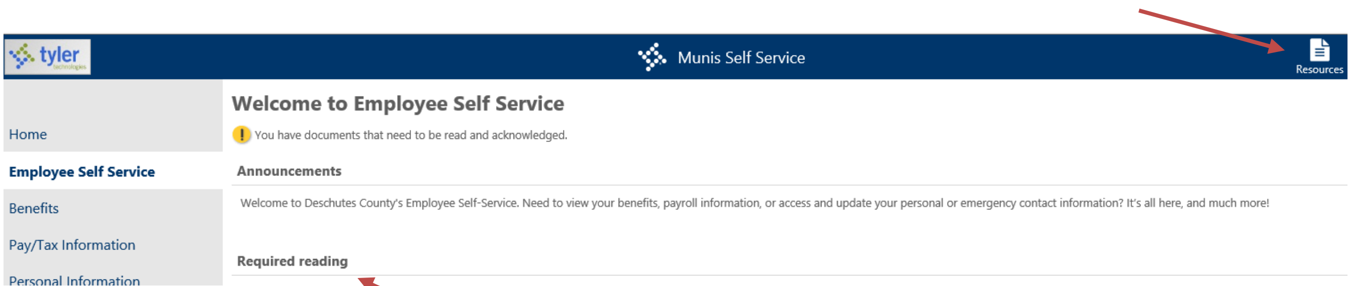
Contact HR for additional assistance with resetting your password.

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.

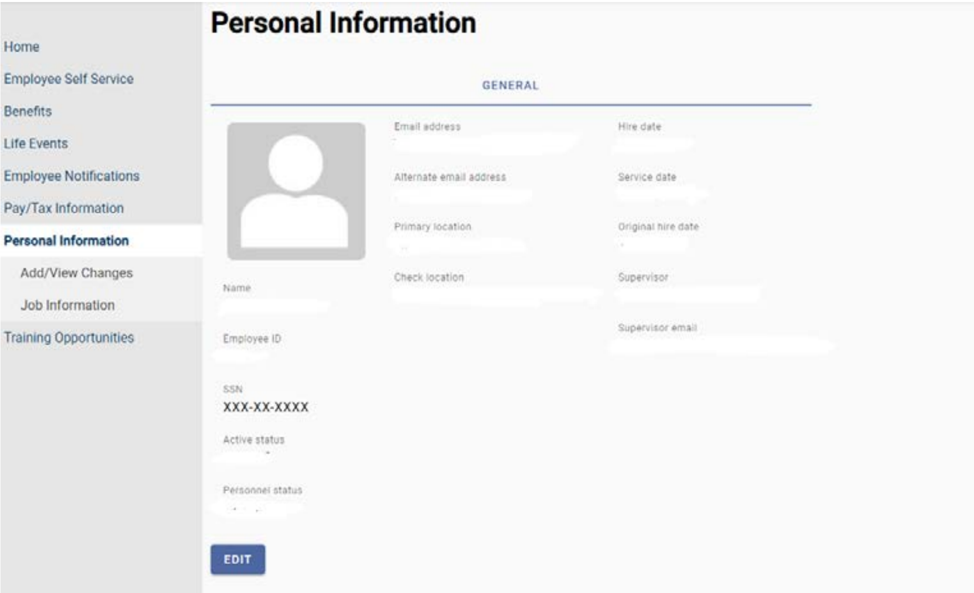


Document Acknowledgment

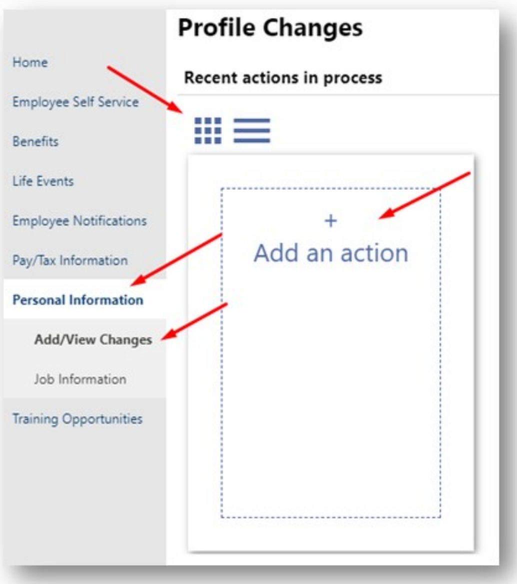
If there is a document for you to read or acknowledge, it will be included on the Home Page under Required Reading. Please open the document and follow the prompts to acknowledge the document, as necessary.

Personal Information

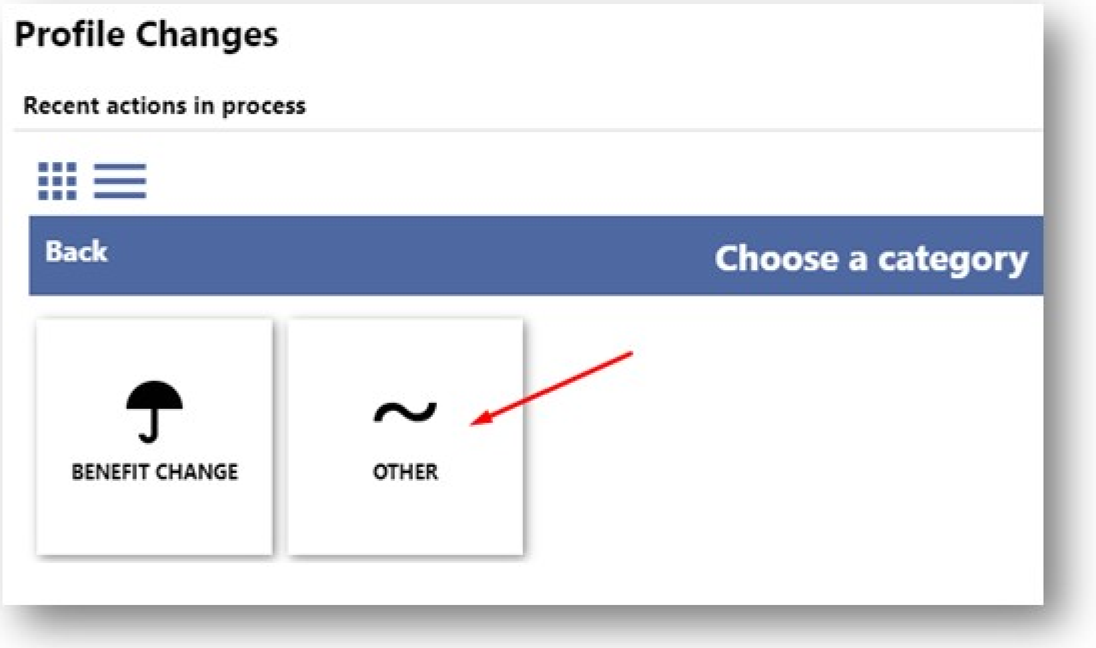
This section displays your information as stored in your employee record. Please review this information to ensure we have the most current information on file for you.



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



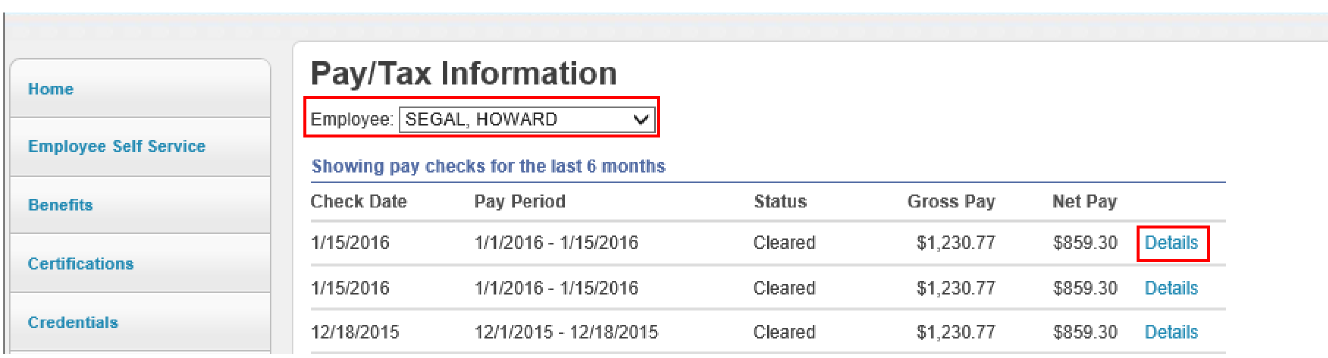
When you select Add a Change, click on “Add an action” to provide the available action types. Other category will bring up the address change option.



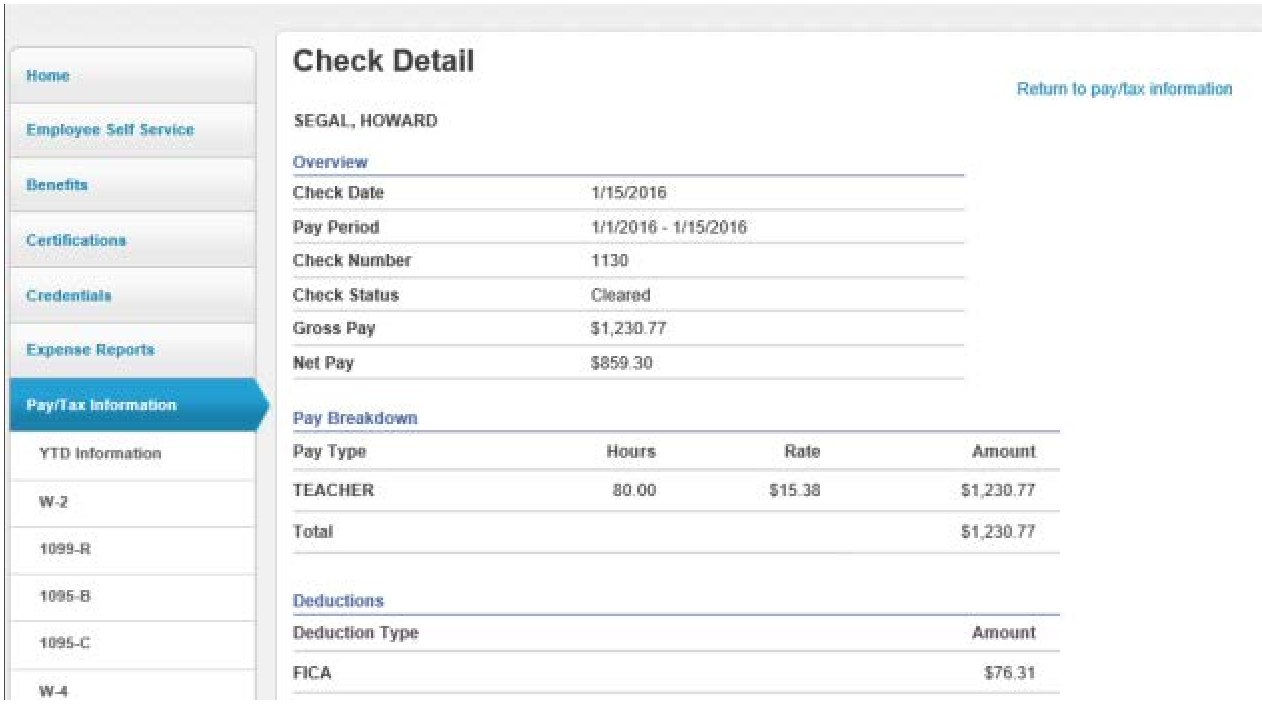
If an action requires supporting documentation, use Browse option in the Attachments group to navigate to the file to upload. If there are existing attachments, use the Remove option to delete them, as applicable.

Pay/Tax Information

This section provides current payroll and payroll history details.



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.



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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

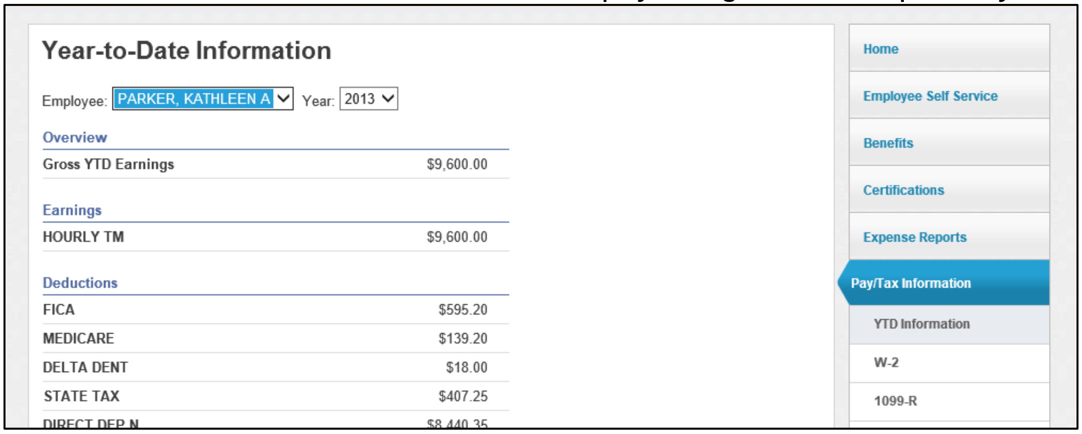
Pay Type	Hours	Rate	Amount
TEACHER	80.00	$15.38	$1,230.77
Total			$1,230.77

Deductions

Deduction Type	Amount
FICA	$76.31

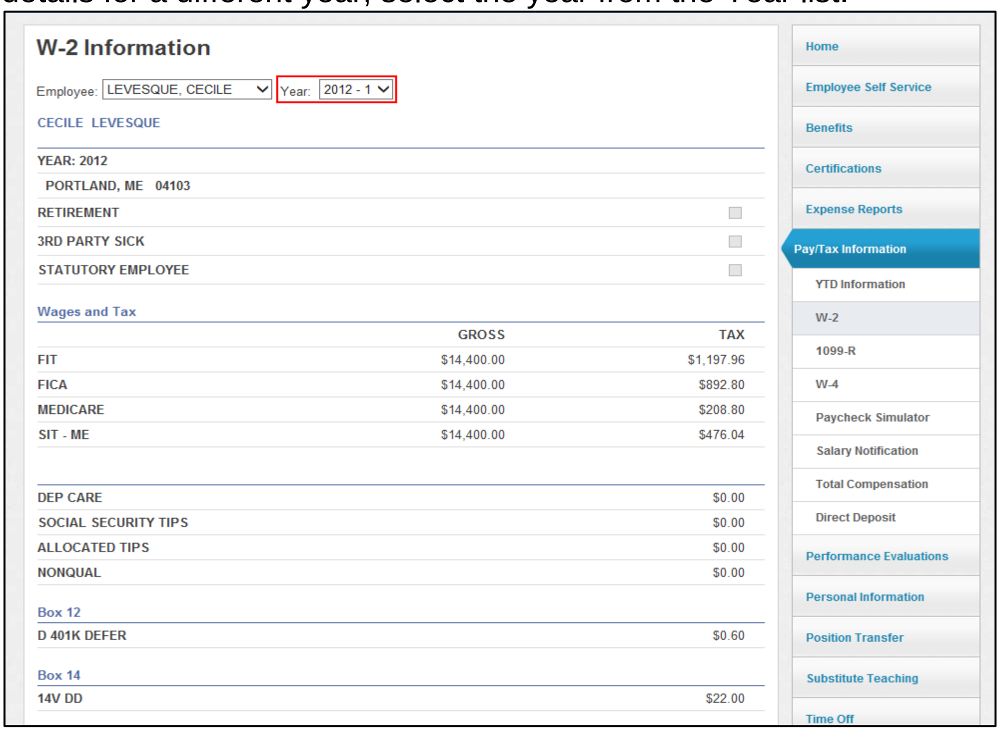
YTD Information

This screen contains a cumulative view of payroll figures for a specific year.



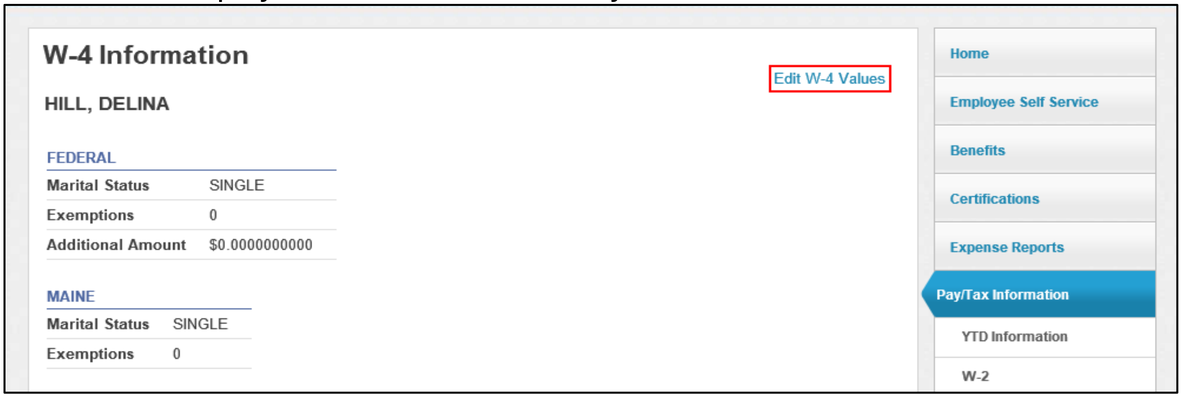
W-2 and 1099-R

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.



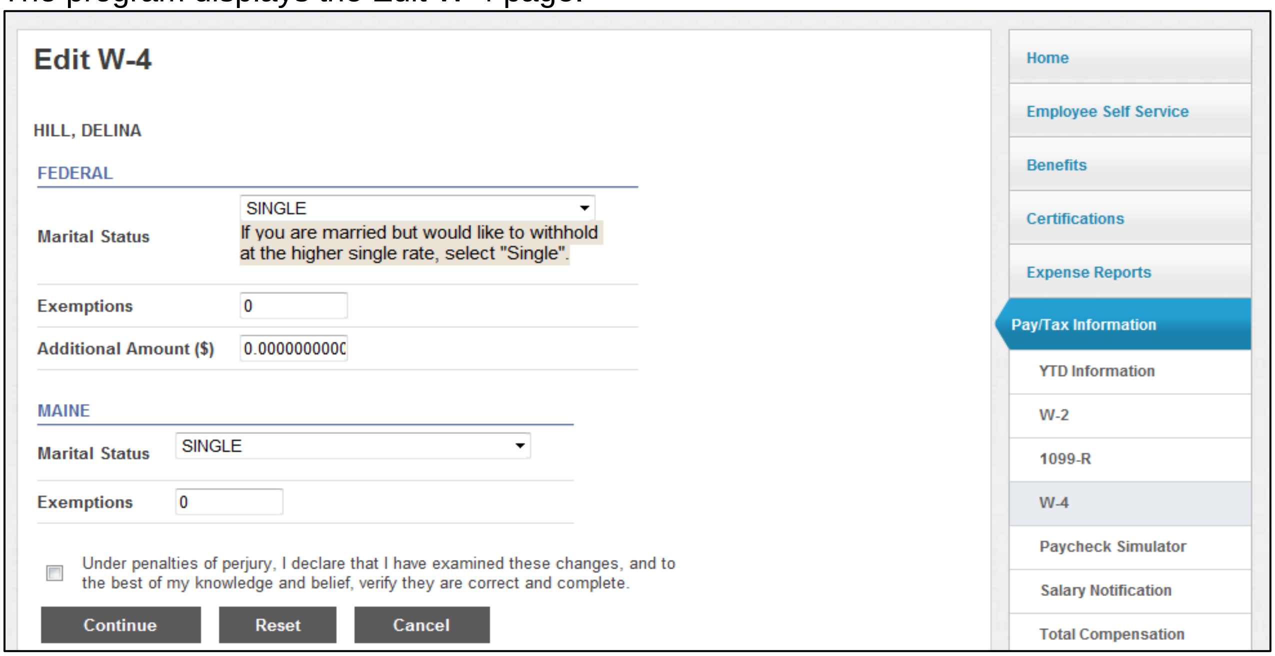
W-4

This screen displays information related to your W-4.

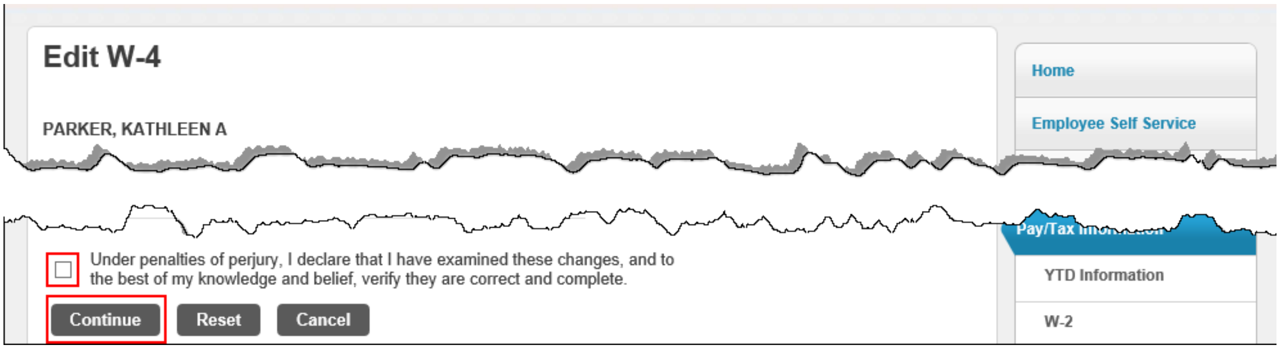


How to Change Your W-4 Information

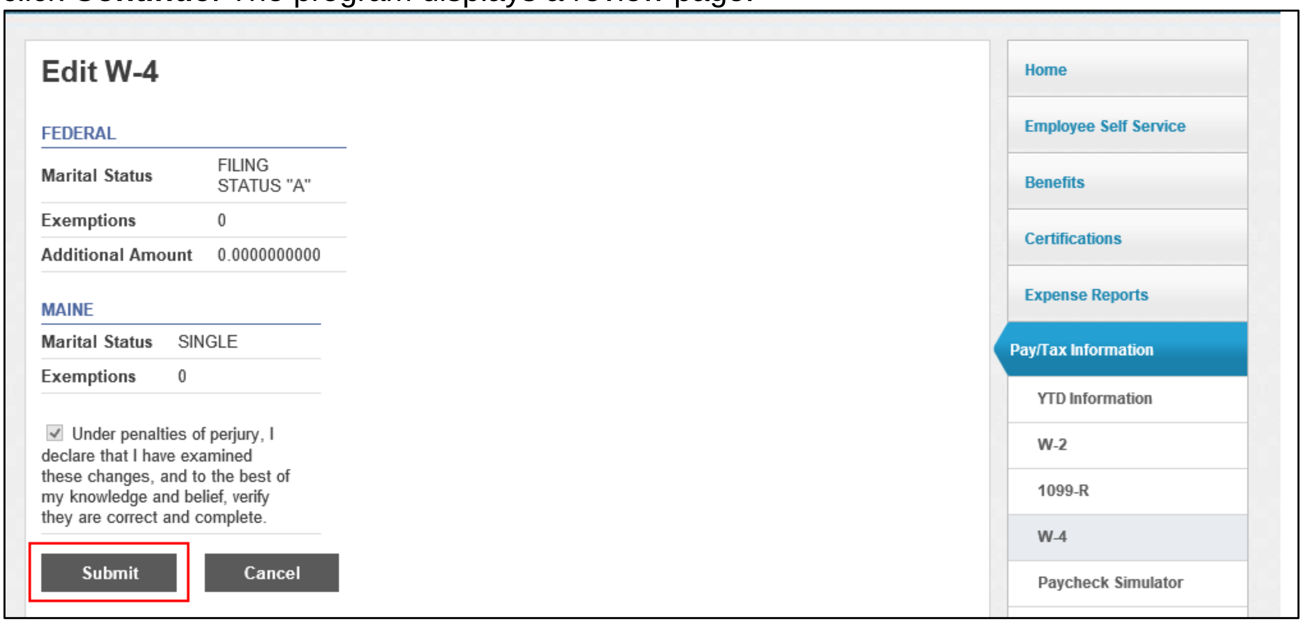
- Click **Edit W-4 Values**.
  The program displays the Edit W-4 page.



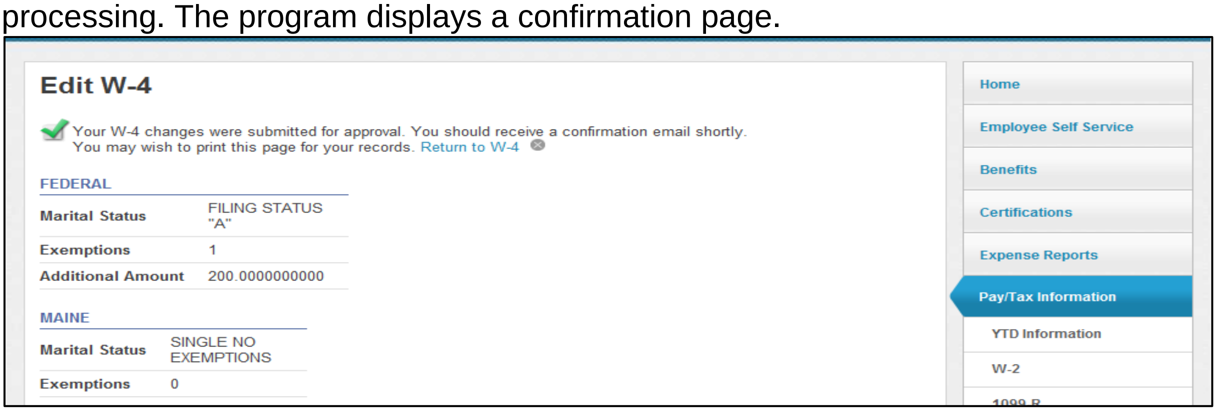
- Enter the revised data.



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

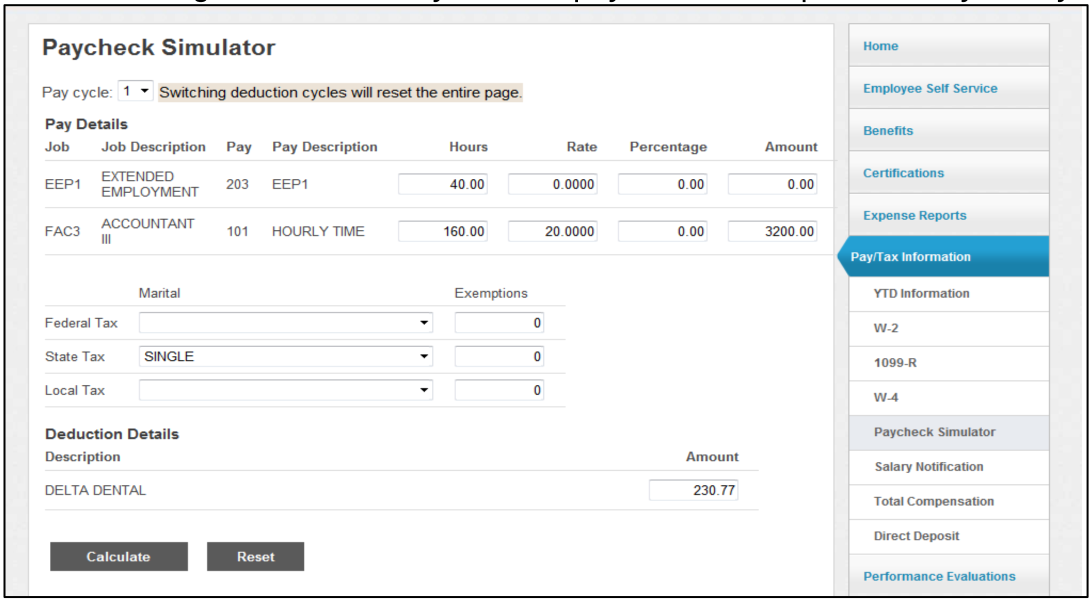


- Review your data to ensure its accuracy and click **Submit** to send to payroll for review and processing. The program displays a confirmation page.



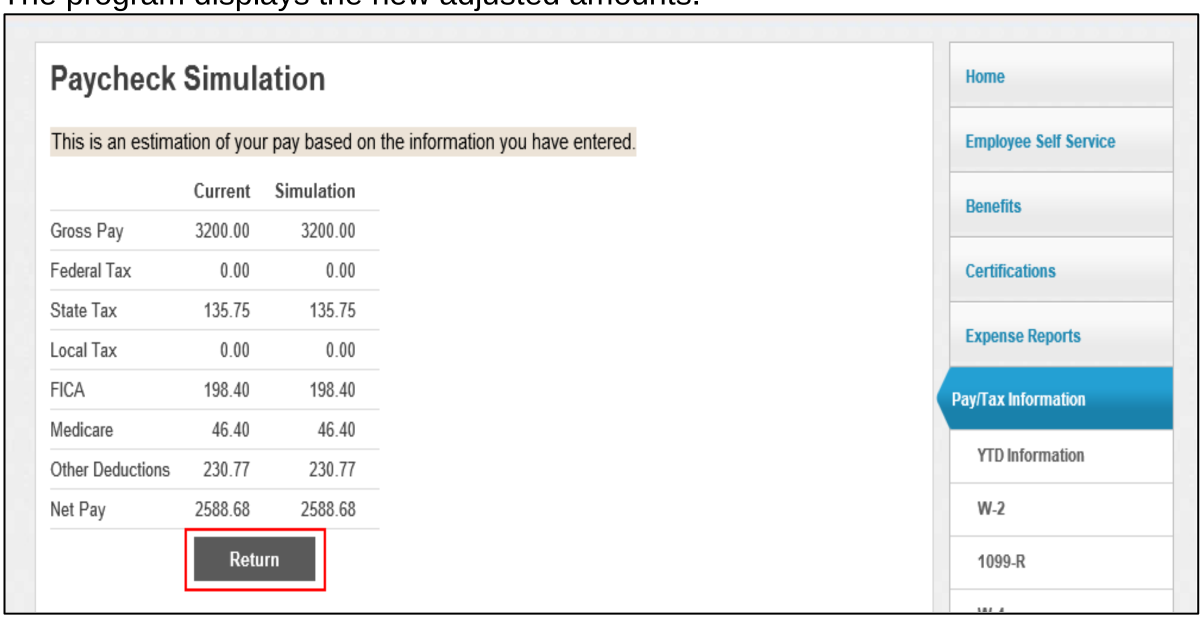
Paycheck Simulator

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.



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.



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

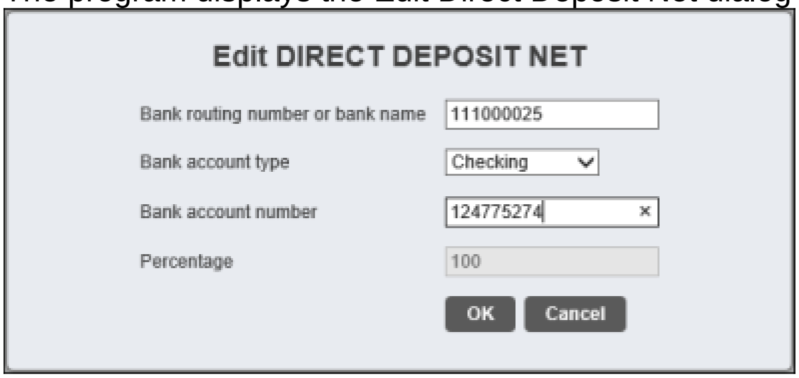
Direct Deposit

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

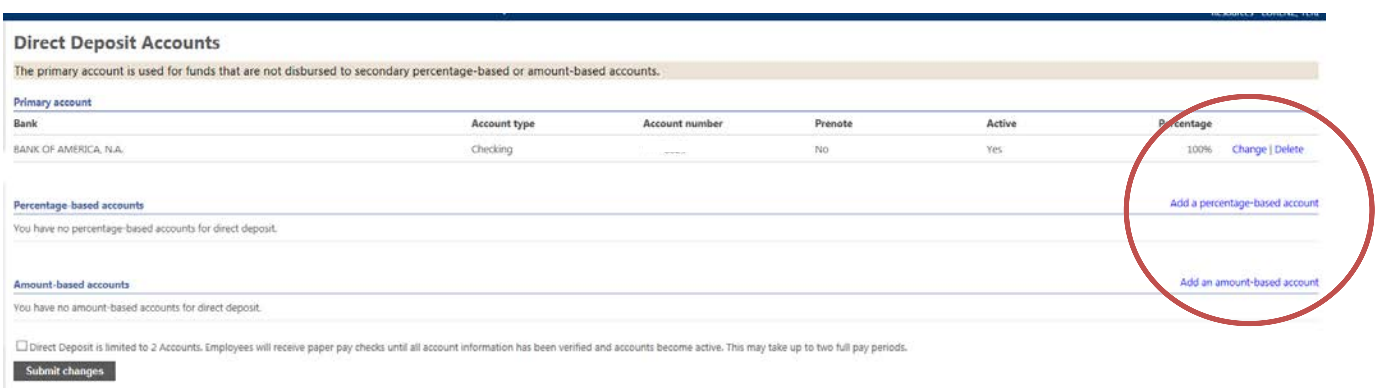
To modify your direct deposit information:

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



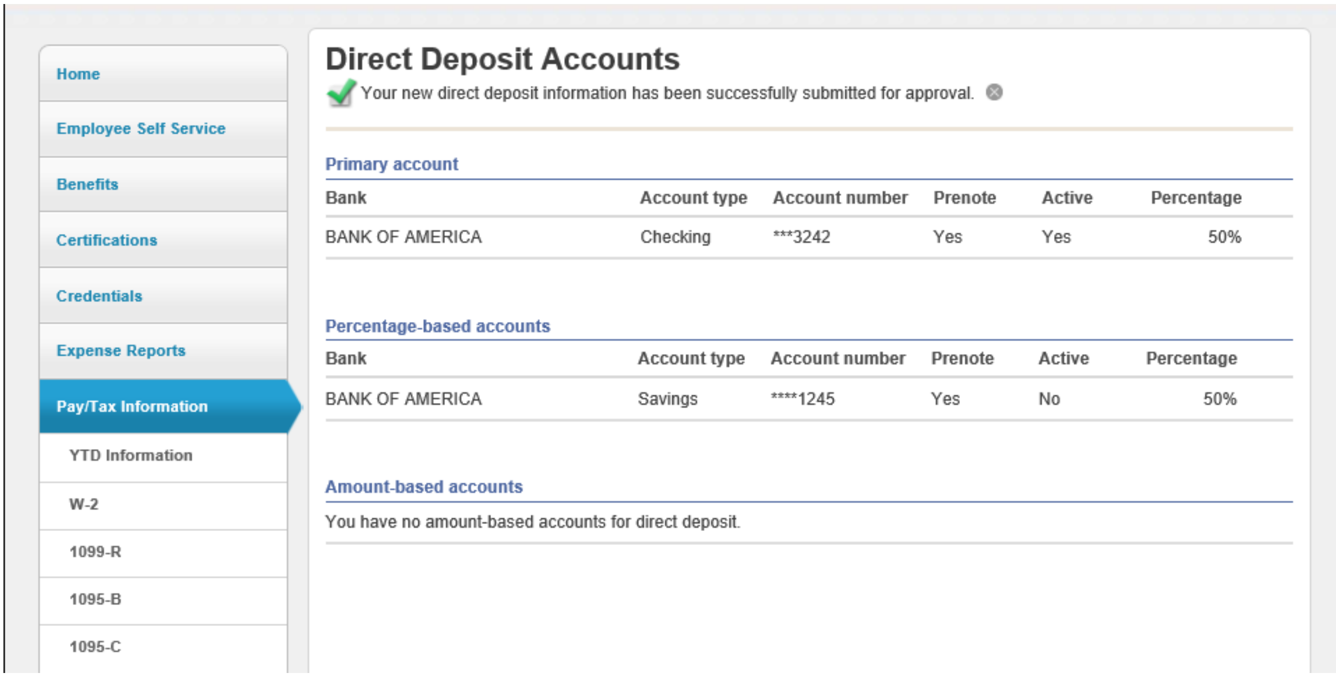
- Update the information and click **OK**.

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.

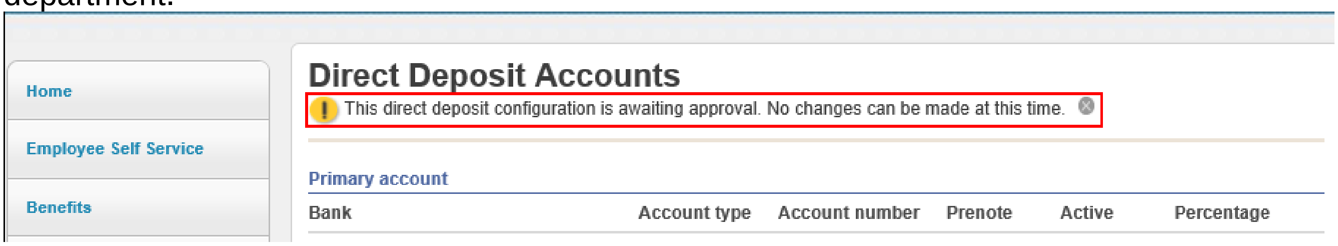


When you click Submit Changes, the program submits the changes to the Payroll department for approval. Once they are approved, the changes are usually effective on the next payroll cycle.

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.

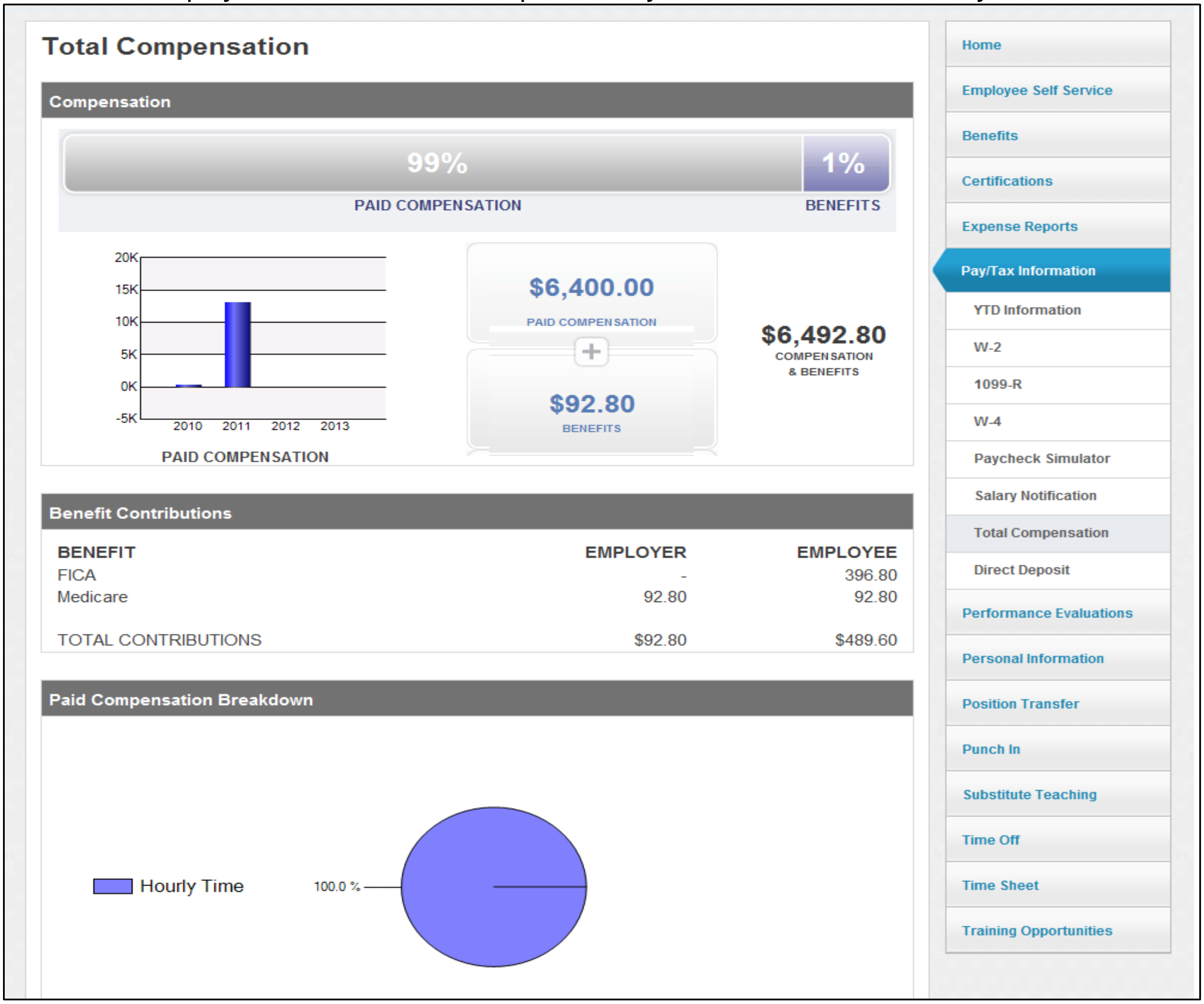


You cannot make additional changes until these changes have been approved by the payroll department.



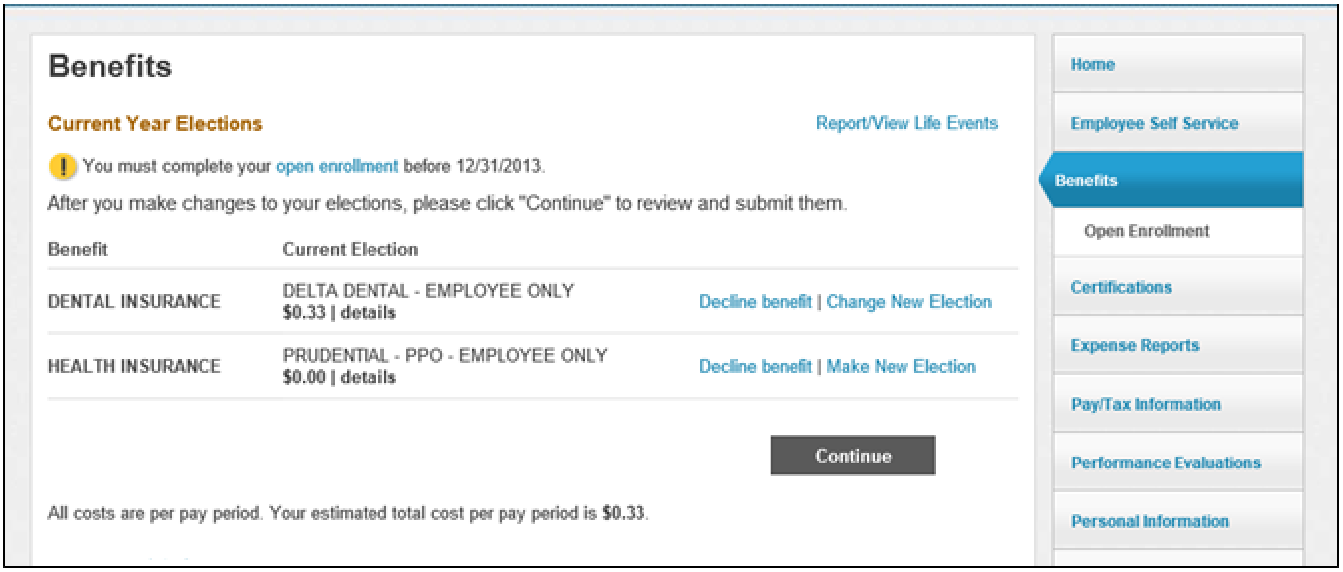
Total Compensation

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

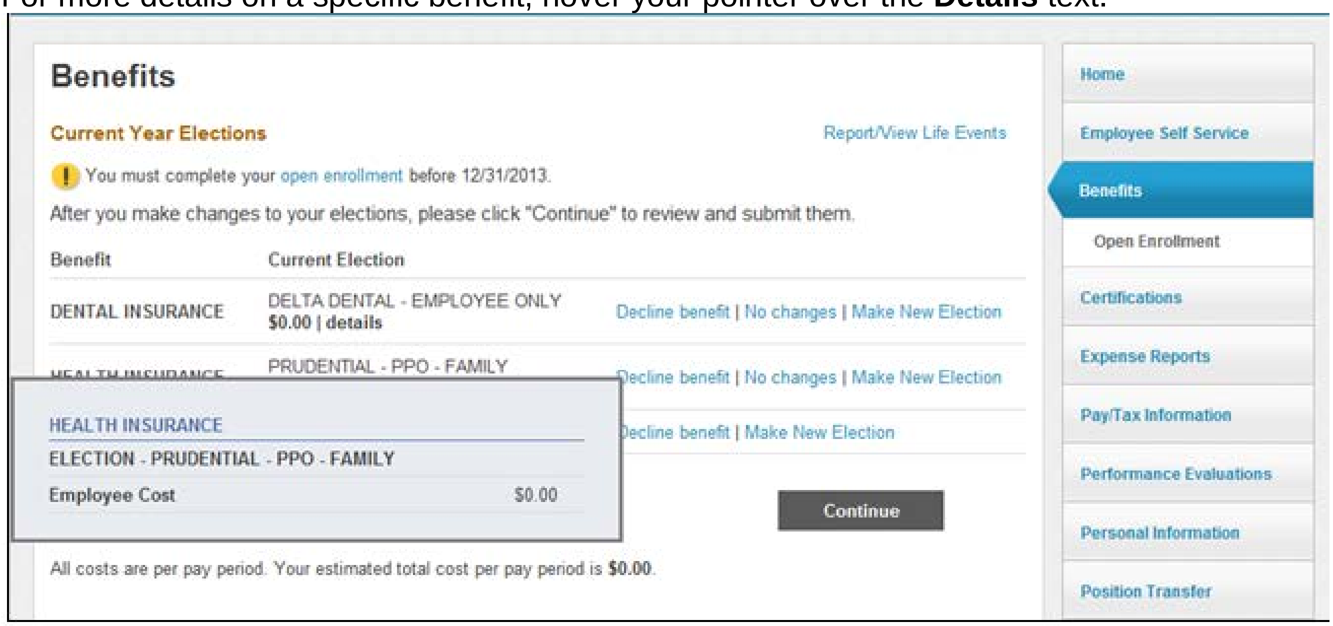


Benefits

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



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

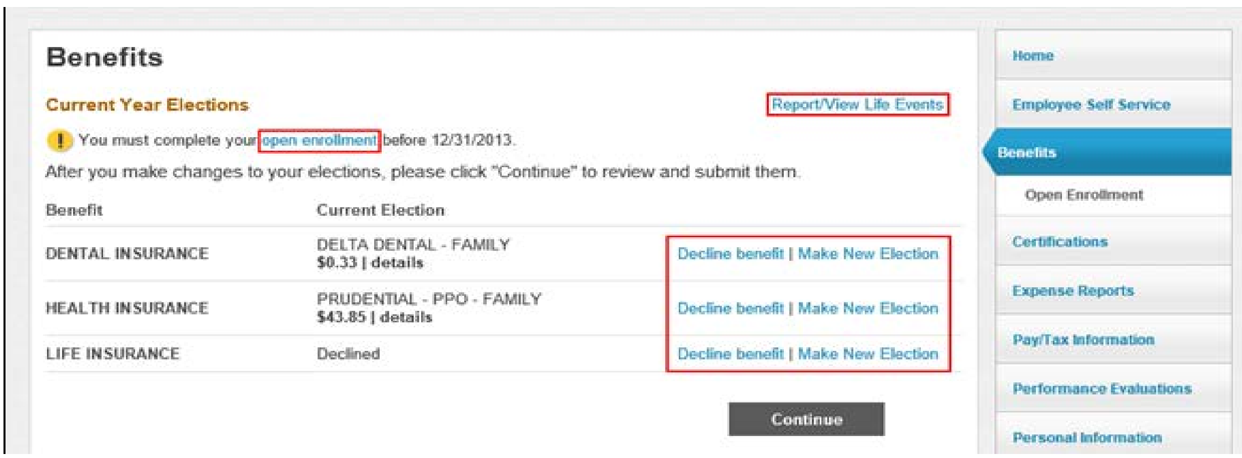


Report/View Qualifying Life Events

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.



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.

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