

TYLER MUNIS EMPLOYEE SELF SERVICE (ESS) QUICK USER GUIDE

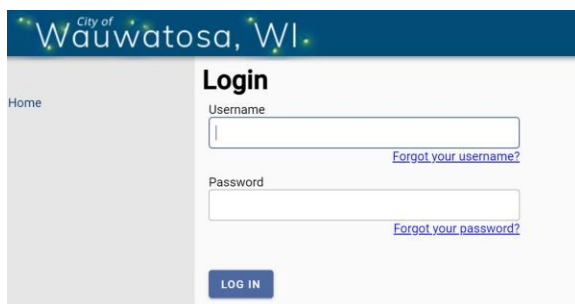
What is Employee Self Service?

Employees can use Munis Employee Self Service (ESS) to easily monitor and maintain personal and employment information, including pay, contact, and demographic information. **Visit the Munis ESS to access:**

- Print/View Paycheck and W-2 Forms
- Update Personal Information such as address, phone, and emergency contact
- Update your Federal and State W-4 marital status and/or exemption
- Update Direct Deposit Info
- Benefit enrollment

How do I log into Munis Employee Self Service (ESS)?

1. Navigate to: <https://munisselfservice.wauwatosa.net/ess/>
2. CURRENT EMPLOYEES: Enter your Username & Password (HINT: same as your Windows login 😊)
3. For FORMER EMPLOYEES and EMPLOYEES WITHOUT CITY EMAIL, your username is: [FirstInitial][LastName][Last4SSN] (Example: jsmith1234) and your initial password is the last 4 of your SSN (Example: 1234). You will be required to change the password at first log in.



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Log In Security Question:

- The first time you log into ESS, you will be asked to set up and answer a security question. Future log-ins will require answering that question along with your password.

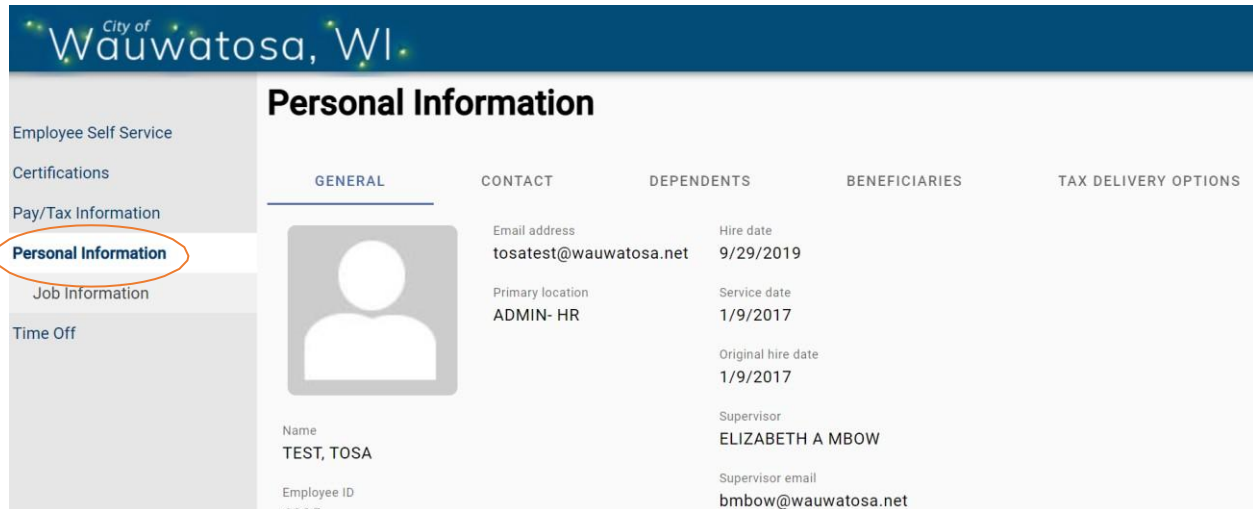
ESS Mobile Service QR Code:



TYLER MUNIS EMPLOYEE SELF SERVICE (ESS) QUICK USER GUIDE

View and Edit Personal Contact Information

Select the **Personal Information** tab to view a summary of your personal information including your name, address, and contact information.



City of Wauwatosa, WI

Personal Information

Employee Self Service

Certifications

Pay/Tax Information

Personal Information

Job Information

Time Off

GENERAL

CONTACT

DEPENDENTS

BENEFICIARIES

TAX DELIVERY OPTIONS

Email address: tosatest@wauwatosa.net

Hire date: 9/29/2019

Primary location: ADMIN- HR

Service date: 1/9/2017

Original hire date: 1/9/2017

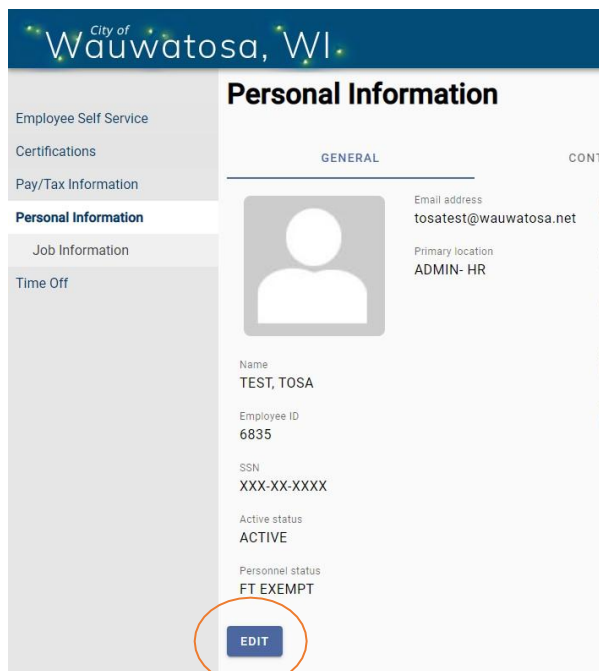
Supervisor: ELIZABETH A MBOW

Supervisor email: bmbow@wauwatosa.net

Name: TEST, TOSA

Employee ID: 6835

To **UPDATE** the information directly from ESS, click the **Edit** link from each tab: General, Contact, Dependents, Beneficiaries, and Tax Form Delivery to edit items in ESS. Make any required changes and click **Save**.



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Personal Information

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GENERAL

CONTACT

Email address: tosatest@wauwatosa.net

Primary location: ADMIN- HR

Name: TEST, TOSA

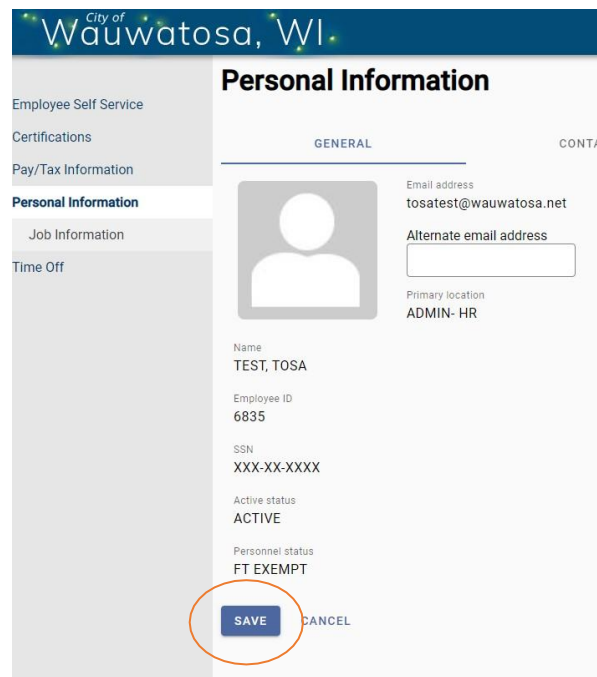
Employee ID: 6835

SSN: XXX-XX-XXXX

Active status: ACTIVE

Personnel status: FT EXEMPT

EDIT



City of Wauwatosa, WI

Personal Information

Employee Self Service

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GENERAL

CONTACT

Email address: tosatest@wauwatosa.net

Alternate email address:

Primary location: ADMIN- HR

Name: TEST, TOSA

Employee ID: 6835

SSN: XXX-XX-XXXX

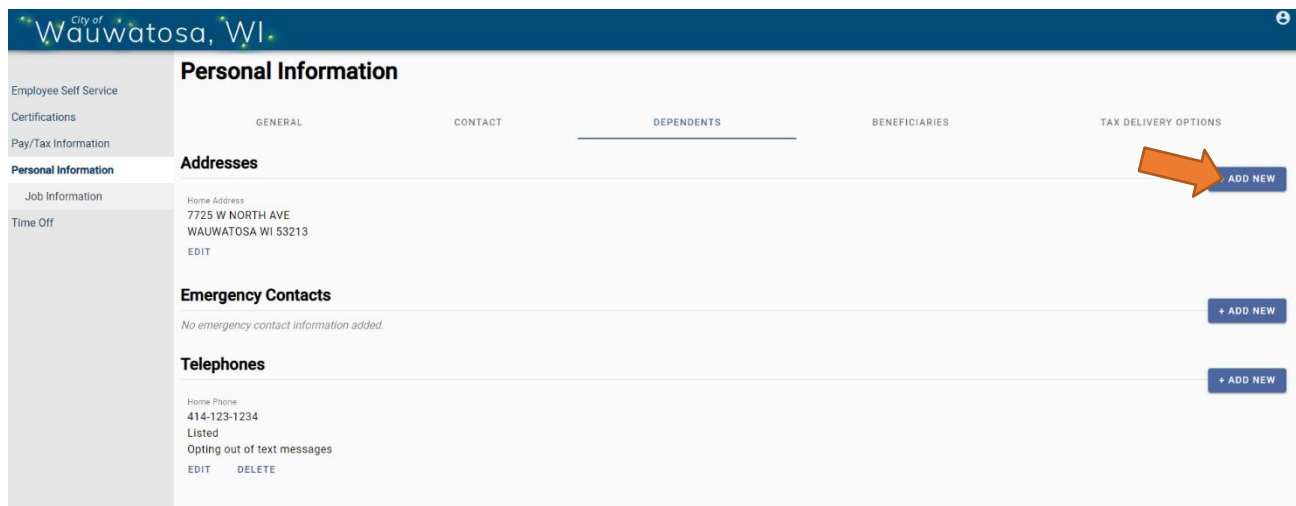
Active status: ACTIVE

Personnel status: FT EXEMPT

SAVE **CANCEL**

TYLER MUNIS EMPLOYEE SELF SERVICE (ESS) QUICK USER GUIDE

- For those sections that provide a **Change or Add option**, you can update or add additional information. When you do update or add information, the updates are transferred to the appropriate programs in Munis.
- If you need to make a change to your address or phone number(s) on file, you can do so under Personal Information > Contact.
 - ☐ Please note that having a Cell Phone on file with the City allows you to receive RAVE Alerts, which will keep you updated on emergency messages from the City. **Please ensure that you have a cell phone listed in your profile under the “Telephones” header.**
- Use the **Add/View Changes** option on the menu to open the Profile Changes page to review pending or previous changes to your profile, or to initiate a new change.
- When you select **Add an Action**, you can choose a category from the available action types by clicking on the action button.
 - *If an action requires supporting documentation, use the Choose File 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.
 - *COMING SOON** 🚫 Please note, the option to update dependents and beneficiaries is currently unavailable. Stay tuned for more updates from HR!



City of Wauwatosa, WI

Employee Self Service

Certifications

Pay/Tax Information

Personal Information

Job Information

Time Off

Personal Information

GENERAL CONTACT **DEPENDENTS** BENEFICIARIES TAX DELIVERY OPTIONS

Addresses

Home Address
7725 W NORTH AVE
WAUWATOSA WI 53213
EDIT

+ ADD NEW

Emergency Contacts

No emergency contact information added.

+ ADD NEW

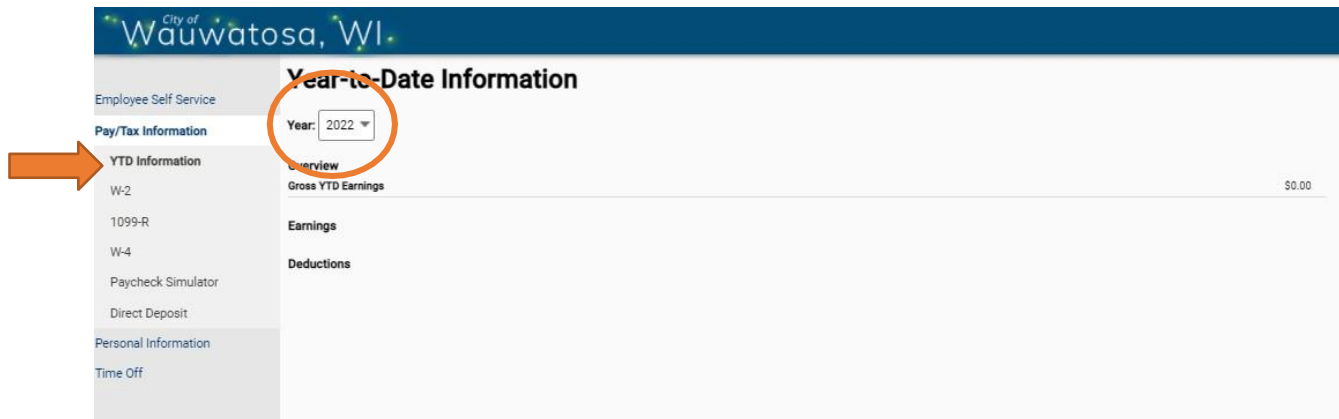
Telephones

Home Phone
414-123-1234
Listed
Opting out of text messages
EDIT DELETE

+ ADD NEW

TYLER MUNIS EMPLOYEE SELF SERVICE (ESS) QUICK USER GUIDE

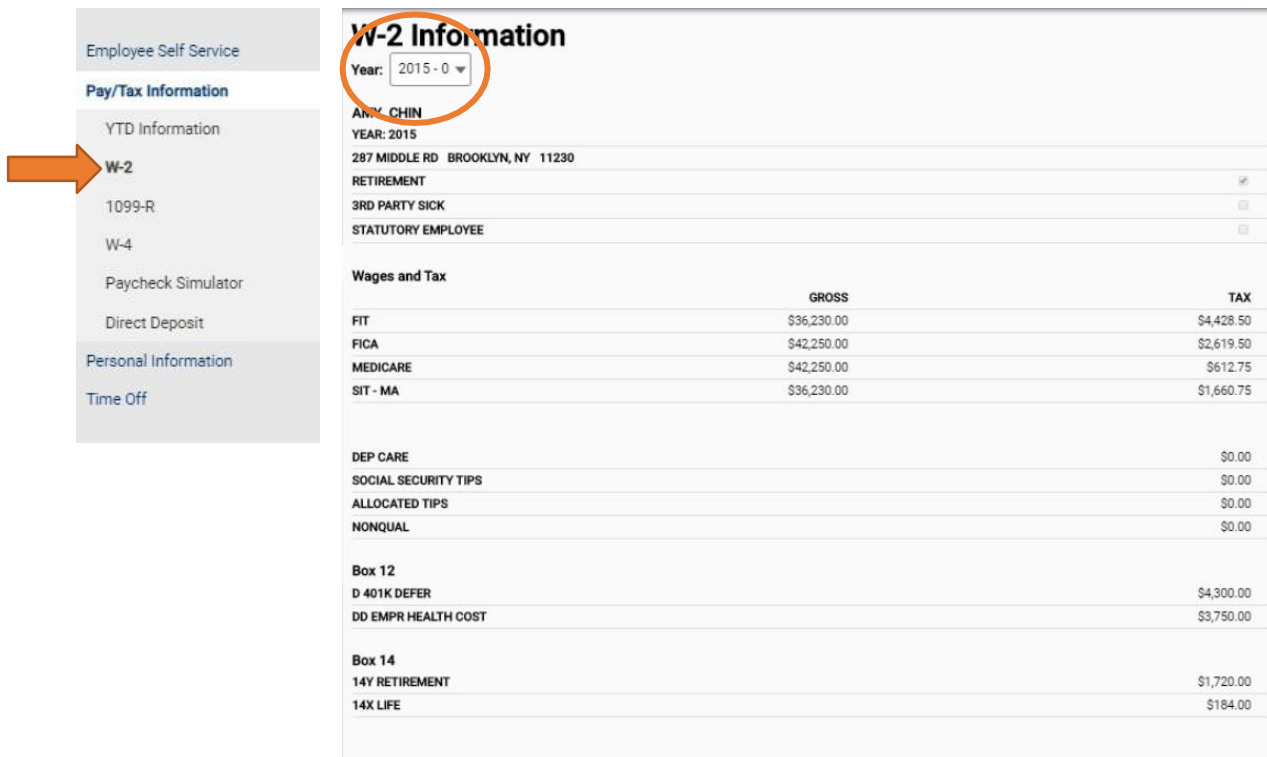
View Year to Date (YTD) Information



The Year-to-Date Information page contains a cumulative view of payroll figures for a specific year. Select the year you wish to view from the drop-down menu.

View W-2's

To view your W-2 Form, go to **Pay/Tax Information**. Select the year that you would like to view from the drop down on the left, and then select view W-2 image at the right and a copy of your W-2 Form will appear.



Wages and Tax	
	GROSS
FIT	\$36,230.00
FICA	\$42,250.00
MEDICARE	\$42,250.00
SIT - MA	\$36,230.00

	TAX
	\$4,428.50
	\$2,619.50
	\$612.75
	\$1,660.75

DEP CARE	\$0.00
SOCIAL SECURITY TIPS	\$0.00
ALLOCATED TIPS	\$0.00
NONQUAL	\$0.00

Box 12	
D 401K DEFER	\$4,300.00
DD EMPR HEALTH COST	\$3,750.00

Box 14	
14Y RETIREMENT	\$1,720.00
14X LIFE	\$184.00

* Note that 2021 and prior W2's will be located in the old ESS.

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View/Update Federal & State (W-4) Tax Info

To view your current elections, go to **Pay/Tax Information** then select **W-4**.

You can view your marital status, number of exemptions claimed, and additional dollar amount withheld.

To update W-4 information:

- Click **Edit (Federal or Wisconsin)**
- Enter the new information
- Select the confirmation check boxes
- Click **Submit**.

City of Wauwatosa, WI

Employee Self Service

Pay/Tax Information

YTD Information

W-2

1099-R

W-4

Paycheck Simulator

Direct Deposit

Personal Information

Time Off

W-4 Information

FEDERAL

Marital status:
SINGLE

Exemptions
1

Additional amount:
\$0.0000

EDIT FEDERAL

WISCONSIN

Marital status:
SINGLE

Exemptions
1

Additional amount:
\$0.0000

EDIT WISCONSIN

City of Wauwatosa, WI

Employee Self Service

Pay/Tax Information

YTD Information

W-2

1099-R

W-4

Paycheck Simulator

Direct Deposit

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Time Off

W-4 Information

FEDERAL

Marital Status
SINGLE

If you are married but would like to withhold at the higher single rate, select "Single".

☐ Checkbox in Step 2 of 2020 or later W-4

Dependents amount from Step 3 of 2020 or later W-4
0.00

Other Income amount from Step 4, Box 4(a) of 2020 or later W-4
0.00

Deductions amount from Step 4, Box 4(b) of 2020 or later W-4
0.00

Additional Amount (\$)
0.00

☐ If your last name differs from your social security card, check here.

☐ Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

SUBMIT

TYLER MUNIS EMPLOYEE SELF SERVICE (ESS) QUICK USER GUIDE

W-4 changes must be approved and processed by the Human Resources department. When you submit changes, ESS displays a confirmation indicating that your change request has been submitted for approval. You will receive an email confirmation once your requested W-4 change has been approved.

Update Direct Deposit Information

To view and update your direct deposit account(s), go to **Pay/Tax Information**. Select the Direct Deposit option from the sub-menu.

Direct Deposit Accounts

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

[ADD AN AMOUNT-BASED ACCOUNT](#)

Bank
US BANK

Account number
***** [REDACTED]

Account type
Checking

Percentage
100%

[EDIT](#) [DELETE](#)

☐

By checking above, you verify this information to be true and accurate.

Changes must be requested at least 10 days before pay day to be effective for that check deposit.

In the case of a banking emergency, contact HR directly.

[SUBMIT](#)

From this menu, you will be able to add, edit, or delete account(s) for your direct deposit. A copy of a valid check or bank account letter is not needed, but be sure to double-check your entry to ensure the accuracy of your bank account(s) information.

Changes to your direct deposit must be requested prior to the beginning of the pay period (at least two Fridays before the pay-date) in order to be effective for that period's check deposit date.

In the event of a banking emergency, contact HR immediately after submitting your request.

TYLER MUNIS EMPLOYEE SELF SERVICE (ESS) QUICK USER GUIDE

View Paychecks

Employees have the ability to view pay check details and print paystubs through ESS.

To view your paychecks, select **Employee Self Service > Pay/Tax Information**. A listing of your paychecks will appear. You can click on **Details** to view additional paycheck information.

City of Wauwatosa, WI

Employee Self Service

Pay/Tax Information

YTD Information

Showing pay checks for the last 12 months

	Check Date	Pay Period	Status	Gross Pay	Net Pay
W-2	11/18/2021	11/18/2021 - 11/18/2021	Cleared		DETAILS
1099-R	11/4/2021	11/4/2021 - 11/4/2021	Cleared		DETAILS
W-4	10/21/2021	10/21/2021 - 10/21/2021	Cleared		DETAILS
Paycheck Simulator	10/6/2021	10/6/2021 - 10/6/2021	Cleared		DETAILS
Direct Deposit	10/7/2021	10/7/2021 - 10/7/2021	Cleared		DETAILS
Personal Information					
Time Off					

Paycheck Simulator

The Paycheck Simulator simulates 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:

- Go to **Pay/Tax Information**
- Select **Paycheck Simulator**
- Select the Pay Cycle for which you are simulating a change, then enter the pay, tax or deduction changes
- Click **Calculate** to see simulated changes
- The program will display the new adjusted amounts
- Select Return to navigate back to Paycheck Simulator main page

View Time Off Balances

The Time Off section displays a summary of your accrual balances. Click the text of any accrual type to display the Earned/Used History page. The page displays history for that accrual type. Click Calendar View to view the earned/used history in a calendar format.

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City of
Wauwatosa, WI

Employee Self Service
Pay/Tax Information
Personal Information
Time Off

Time Off

Employee:

	Maximum Allowed
VAC (H)	240.00
SICK (H)	960.00
FLOAT (H)	100.00
VACA CARRY (H)	0.00

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

City of
Wauwatosa, WI

Employee Self Service
Pay/Tax Information
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Time Off

Earned/Used History

Year: 2022

VAC Time
 No time off history could be found.

[RETURN TO SUMMARY](#)

City of
Wauwatosa, WI

Employee Self Service
Pay/Tax Information
Personal Information
Time Off

Time Off Calendar

Year: 2022

VAC Time

January 2022	February 2022	March 2022
S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5	1 2 3 4 5
2 3 4 5 6 7 8	6 7 8 9 10 11 12	6 7 8 9 10 11 12
9 10 11 12 13 14 15	13 14 15 16 17 18 19	13 14 15 16 17 18 19
16 17 18 19 20 21 22	20 21 22 23 24 25 26	20 21 22 23 24 25 26
23 24 25 26 27 28 29	27 28	27 28 29 30 31
30 31		
April 2022	May 2022	June 2022
S M T W T F S	S M T W T F S	S M T W T F S
1 2	1 2 3 4 5 6 7	1 2 3 4
3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11
10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18
17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
24 25 26 27 28 29 30	29 30 31	26 27 28 29 30
July 2022	August 2022	September 2022
S M T W T F S	S M T W T F S	S M T W T F S
1 2	1 2 3 4 5 6	1 2 3
3 4 5 6 7 8 9	7 8 9 10 11 12 13	4 5 6 7 8 9 10
10 11 12 13 14 15 16	14 15 16 17 18 19 20	11 12 13 14 15 16 17
17 18 19 20 21 22 23	21 22 23 24 25 26 27	18 19 20 21 22 23 24
24 25 26 27 28 29 30	28 29 30 31	25 26 27 28 29 30
31		
October 2022	November 2022	December 2022
S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5	1 2 3
2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10
9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17
16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24
23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31
30 31		

[RETURN](#)