

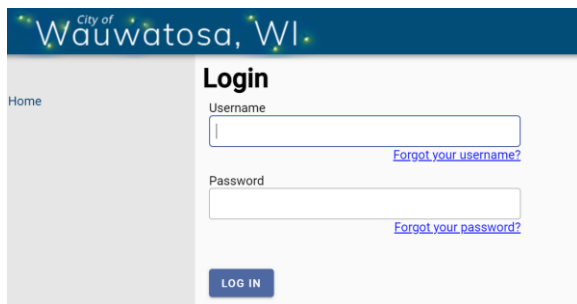
## What is Employee Self Service?

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 and emergency contact
- Update your Federal and State W-4 marital status and/or exemption
- Update Direct Deposit Info (coming soon)
- Benefit enrollment (coming in fall 2022)

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

1. Navigate to:  
<https://munisselfservice.wauwatosa.net/ess/>
2. Enter your Username & Password (HINT: same as your Windows and previous payroll portal login 😊)



## Review/ Update Personal Information

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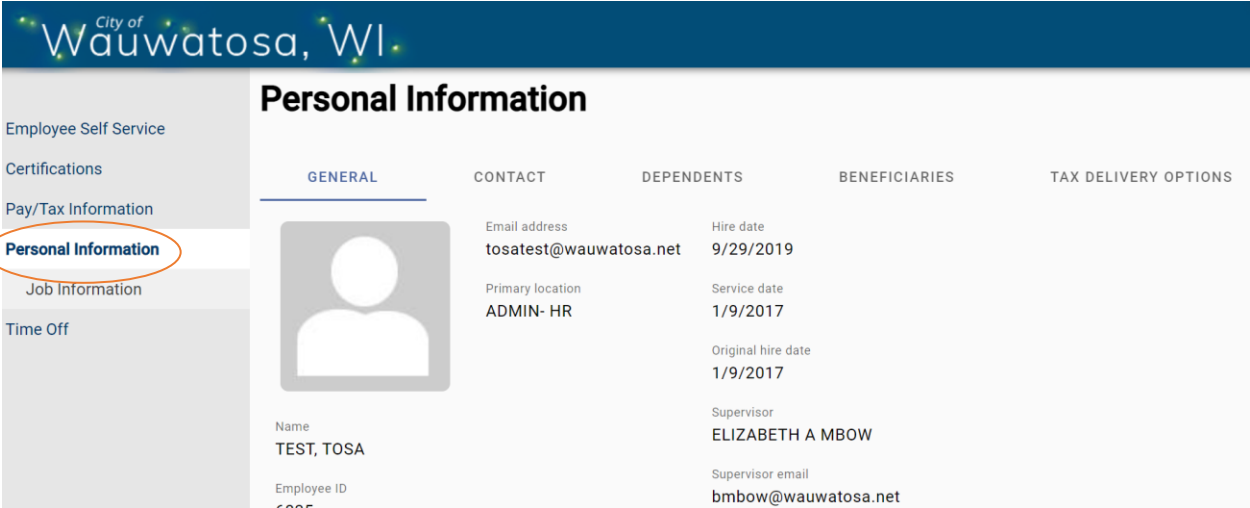
**View Time Off Balances ..... Page 6/7**

## ESS Mobile Service QR Code:

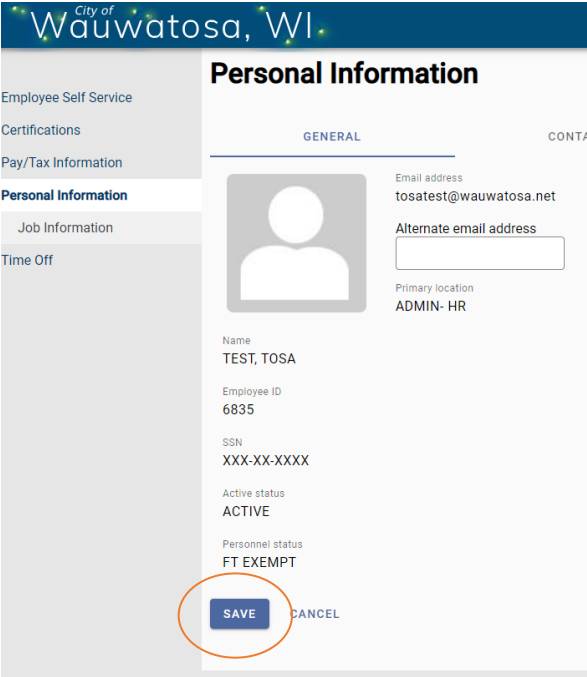
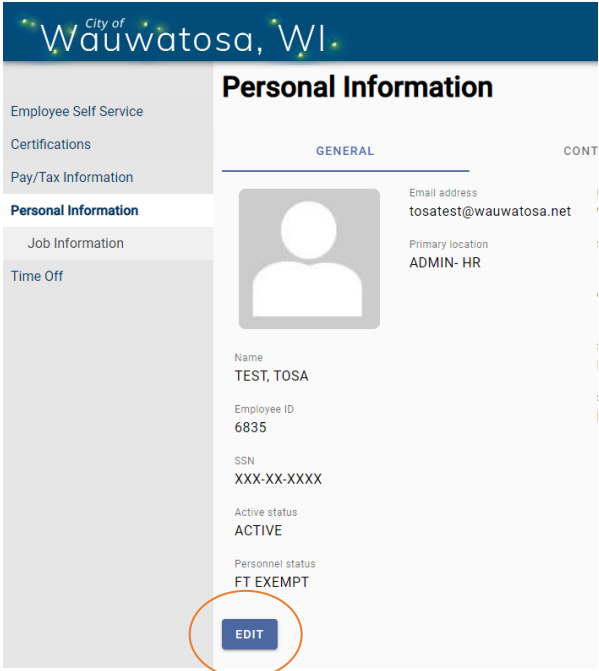


# TYLER MUNIS EMPLOYEE SELF SERVICE (ESS) QUICK USER GUIDE

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



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**.



# 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
- 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

## View Year to Date (YTD) Information

City of Wauwatosa, WI

Employee Self Service

### Year-to-Date Information

Year: 2022

Overview

Gross YTD Earnings \$0.00

Earnings

Deductions

Employee Self Service

Pay/Tax Information

**YTD Information**

W-2

1099-R

W-4

Paycheck Simulator

Direct Deposit

Personal Information

Time Off

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.

**W-2 Information**

Year: 2015 - 0

ANNY CHIN  
YEAR: 2015  
287 MIDDLE RD BROOKLYN, NY 11230

RETIREMENT   
3RD PARTY SICK   
STATUTORY EMPLOYEE

Wages and Tax	GROSS	TAX
FIT	\$36,230.00	\$4,428.50
FICA	\$42,250.00	\$2,619.50
MEDICARE	\$42,250.00	\$612.75
SIT - MA	\$36,230.00	\$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.

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

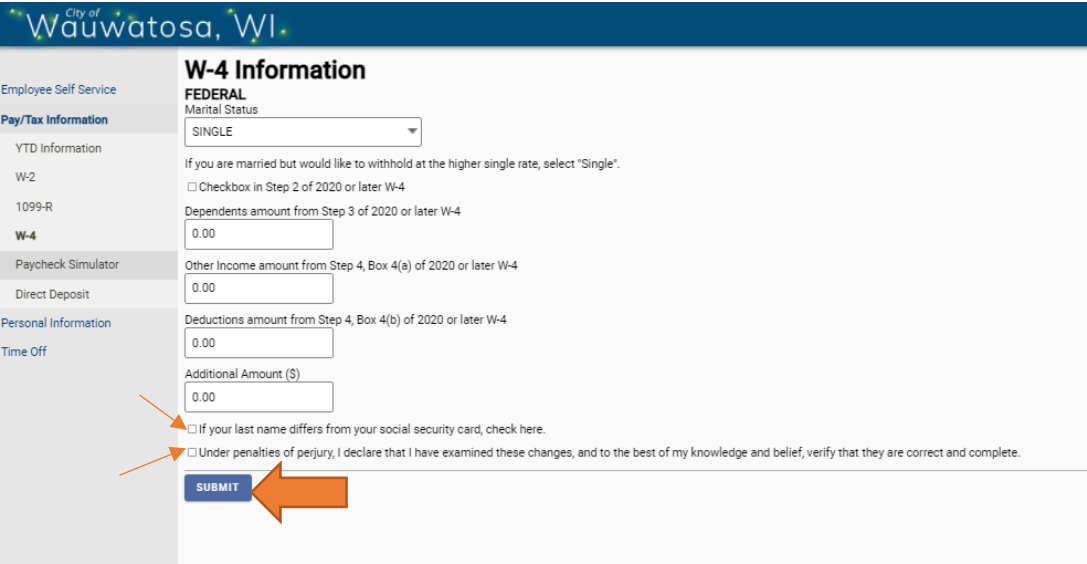
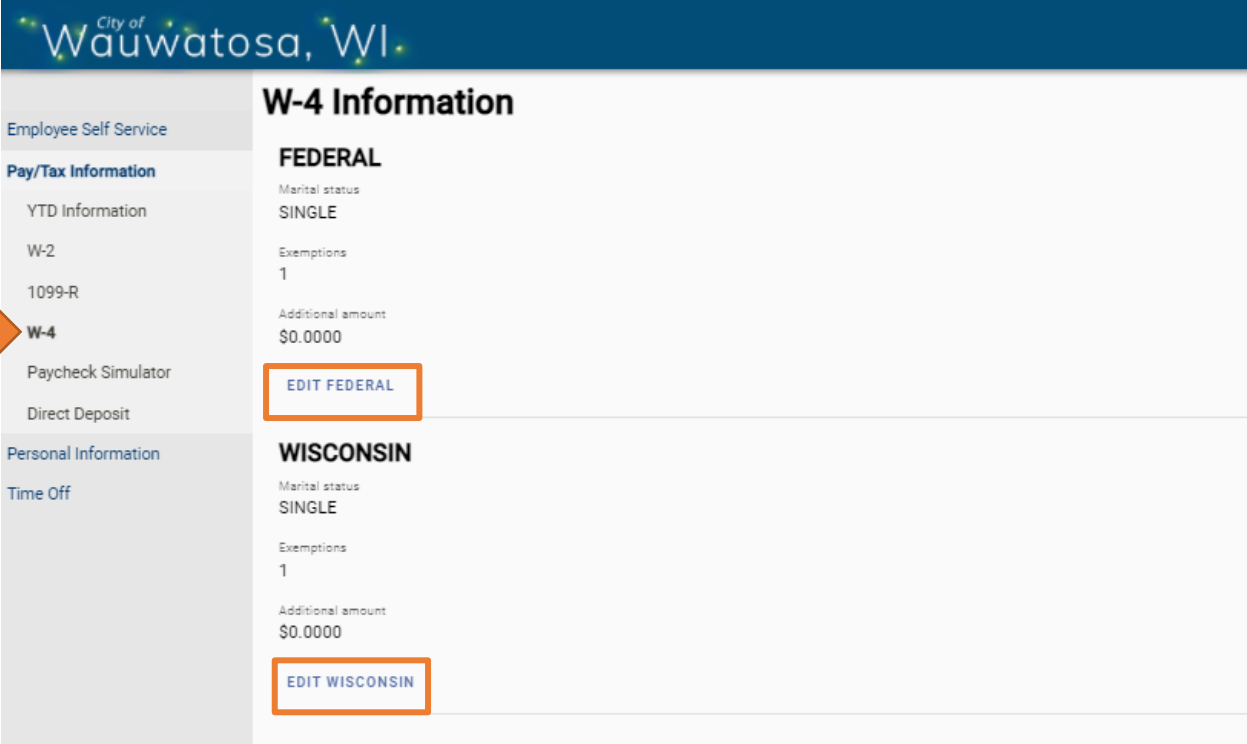
To view your current elections, go to **Pay/Tax Information** then select **W-4**.

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**.

# TYLER MUNIS EMPLOYEE SELF SERVICE (ESS) QUICK USER GUIDE

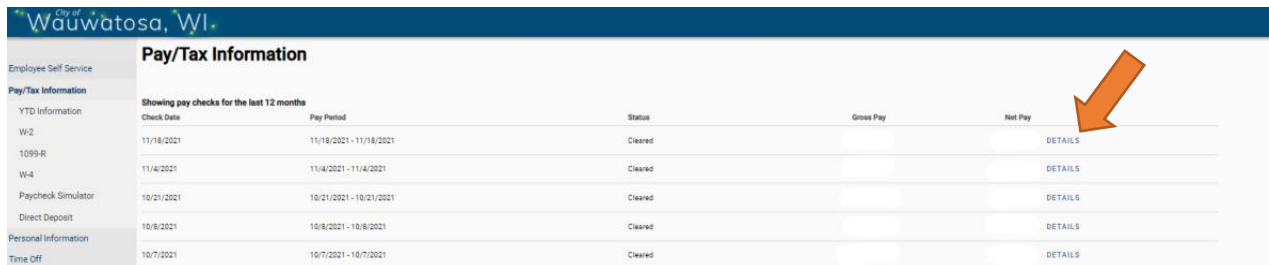


W-4 changes must be approved and processed by the Human Resources department. When you submit changes, ESS displays a confirmation indicating that your change request has been submitted for approval. You will receive an email confirmation once your requested W-4 change has been approved.

## 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.



The screenshot shows the 'Pay/Tax Information' section of the ESS portal. It displays a table of paychecks with columns for Check Date, Pay Period, Status, Gross Pay, and Net Pay. Each row includes a 'DETAILS' link. An orange arrow points to the 'DETAILS' link for the first paycheck.

Showing pay checks for the last 12 months		Status	Gross Pay	Net Pay	
Check Date	Pay Period				
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	10/8/2021	10/8/2021 - 10/8/2021	Cleared		DETAILS
Direct Deposit	10/7/2021	10/7/2021 - 10/7/2021	Cleared		DETAILS

## 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.

# TYLER MUNIS EMPLOYEE SELF SERVICE (ESS) QUICK USER GUIDE



- Employee Self Service
- Pay/Tax Information
- Personal Information
- Time Off**

## Time Off

Employee:

	Maximum Allowed
<a href="#">VAC (H)</a>	240.00
<a href="#">SICK (H)</a>	960.00
<a href="#">FLOAT (H)</a>	100.00
<a href="#">VACA CARRY (H)</a>	0.00

H=Hours; D=Days.

\*This is an estimate. Please note that your actual earnings may differ.



- Employee Self Service
- Pay/Tax Information
- Personal Information
- Time Off

### Earned/Used History

Year: 2022

VAC Time  
No time off history could be found.

[RETURN TO SUMMARY](#)

CALENDAR VIEW

- 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	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	
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									
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																							
23	24	25	26	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	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					
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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																						
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31																																										

October 2022							November 2022							December 2022																													
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[RETURN](#)