#### 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)?

- Navigate to: <u>https://munisselfservice.wauwatosa</u> <u>.net/ess/</u>
- Enter your Username & Password (HINT: same as your Windows and previous payroll portal login <sup>(3)</sup>)

Wauwatosa, WI				
Home	Login Username [ I Password			
	EorgoLyour password2			

#### **Review/ Update Personal Information**

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#### ESS Mobile Service QR Code:



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

Wauwato	sa, WI				
Employee Self Service	Personal Info	ormation			
Certifications Pay/Tax Information Personal Information	GENERAL	CONTACT Email address tosatest@wauwatos	DEPENDENTS Hire da a.net 9/29/		TAX DELIVERY OPTIONS
Job Information		Primary location ADMIN- HR	Service 1/9/2	e date 2017 I hire date	
	Name TEST, TOSA Employee ID		Supervi	isor ABETH A MBOW isor email ww@wauwatosa.net	

To <u>UPDATE</u> 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**.

- 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  $\rightarrow$  Please note, the option to update dependents and beneficiaries is currently unavailable. Stay tuned for more updates from HR!

Wauwato	osa, WI				θ
Employee Self Service	Personal Information	on			
Certifications Pay/Tax Information	GENERAL	CONTACT	DEPENDENTS	BENEFICIARIES	TAX DELIVERY OPTIONS
Personal Information	Addresses				ADD NEW
Job Information Time Off	Home Address 7725 W NORTH AVE WAUWATOSA WI 53213 EDIT Emergency Contacts				
	No emergency contact information adde	d.			+ ADD NEW
	Home Phone 414-123-1234 Listed Opting out of text messages EDIT DELETE				_

#### View Year to Date (YTD) Information

Wauwato	Wäuwatosa, WI			
Employee Self Service Pay/Tax Information YTD Information	Year-to-Date Information			
W-2 1099-R	eros ri D carnings SUUD			
W-4 Paycheck Simulator	Deductions			
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.

	Year: 2015 - 0 🕶		
Pay/Tax Information			
YTD Information	ANY CHIN YEAR: 2015		
W-2	287 MIDDLE RD BROOKLYN, NY 11230		
11-2	RETIREMENT		
1099-R	3RD PARTY SICK		
W-4	STATUTORY EMPLOYEE		
	Wages and Tax		
Paycheck Simulator	wages and fax	GROSS	т
Direct Deposit	FIT	\$36,230.00	\$4,428
	FICA	\$42,250.00	\$2,619
rsonal Information	MEDICARE	\$42,250.00	\$612
ime Off	SIT - MA	\$36,230.00	\$1,660
	DEP CARE		ŝo
	SOCIAL SECURITY TIPS		\$0
	ALLOCATED TIPS		\$0
	NONQUAL		\$0
	Box 12		A
	D 401K DEFER DD EMPR HEALTH COST		\$4,300 \$3,750
	DD EMPRHEALTH COST		\$3,730
	Box 14		
	14Y RETIREMENT		\$1,720

#### \* 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.

	W-4 Information	
mployee Self Service	EEDED AL	
ay/Tax Information	FEDERAL Marital status	
YTD Information	SINGLE	
W-2	Exemptions	
1099-R	1	
W-4	Additional amount \$0.0000	
Paycheck Simulator	EDIT FEDERAL	
Direct Deposit	LOTTEDERAL	
Personal Information	WISCONSIN	
Time Off	Marital status	
	SINGLE	
	Exemptions	
	1	
	Additional amount	
	\$0.0000	
	EDIT WIGGONON	
	EDIT WISCONSIN	

#### Wauwatosa, WI

Employee Self Service	W-4 Information
Pay/Tax Information	Marital Status
YTD Information	
W-2	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
1099-R	Dependents amount from Step 3 of 2020 or later W-4
W-4	0.00
Paycheck Simulator	Other Income amount from Step 4, Box 4(a) of 2020 or later W-4
Direct Deposit	0.00
Personal Information	Deductions amount from Step 4, Box 4(b) of 2020 or later W-4
Time Off	0.00
	Additional Amount (\$)
$\sim$	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

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.

Employee Self Service	Pay/Tax Information				
ay/Tax Information	Showing pay checks for the last 12 months Check Date	Pay Period	Status	Gross Pay	Not Pay
W-2 1099-R		11/18/2021 - 11/18/2021	Cleared		DETAILS
W-4	11/4/2021	11/4/2021 - 11/4/2021	Cleared		DETAILS
Paycheck Simulator	10/21/2021	10/21/2021 - 10/21/2021	Cleared		DETAILS
Direct Deposit	10/8/2021	10/8/2021 - 10/8/2021	Cleaned		DETAILS
ersonal Information	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 <u>permanently</u> 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.

Wauwa	tosa, WI	
Employee Self Service	Time Off	
Pay/Tax Information	Employee:	
Personal Information		Maximum Allowed
Time Off	VACIH	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.

#### Wäűwatosa,



, WI-	
rned/Used History	
Year: 2022 *	
Time	
ne off history could be found.	
TURN TO SUMMARY	
	City of

### Wauwatosa, WI

	т	in	<b>r</b> .		0	1	C	:al	ρ	n	ds	ar									
Employee Self Service	Time Off Calendar																				
Pay/Tax Information			L				/														
	VAC Time January 2022						_														
Personal Information	s	м	Jan	w	202: T	2 F	s	s	м	T	w	202 T	2 F	s	s	м	Ма	rch 2 W	022 T	F	s
Time Off	3	м	-	w	-	P	1	3	m	1	2	3	4	5	3	M	1	2	3	4	5
Time on	2	з	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9		11	12
	9	10	11	12	13	14	15	13	14		16	17	18	19	13			16	17	18	19
	16	17	18	19	20	21	22	20	21		23		25		20	21		23			26
	23	24	25	26	27	28	29	27	28						27	28	29	30	31		
	30	31																			
	April 2022								June 2022												
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						1	2											1	2	3	4
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	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18
	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25
	24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30		
								29	30	31											
		July 2022								Aug	ust	80/2/2	1		September 2022						
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						1	2		1	2	а	4	5	6					1	2	а
	з	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		16	14	15	16	17	18	19	20	11	12		14		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																				
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	s	м	т	w	т	F	s	s	м	т	W	т	F	s	s	м	т	w	т	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		13	14	15	13					18	19	11		13			16	17
	16	17	18	19	20	21	22	20	21	22		24	25	26	18	19		21	22	23	24
	23	24 31	25	26	2/	28	29	27	28	29	30				25	26	27	28	29	30	31
	30	91																			
	F	ET	UR	N																	