

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. Enter your Username & Password (HINT: same as your Windows login 😊)



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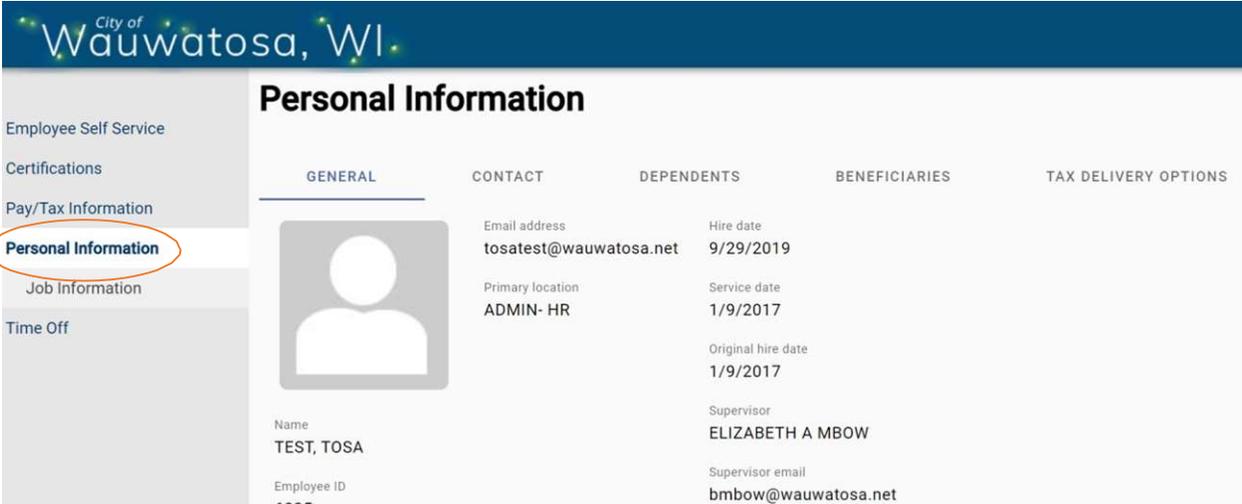
ESS Mobile Service QR Code:



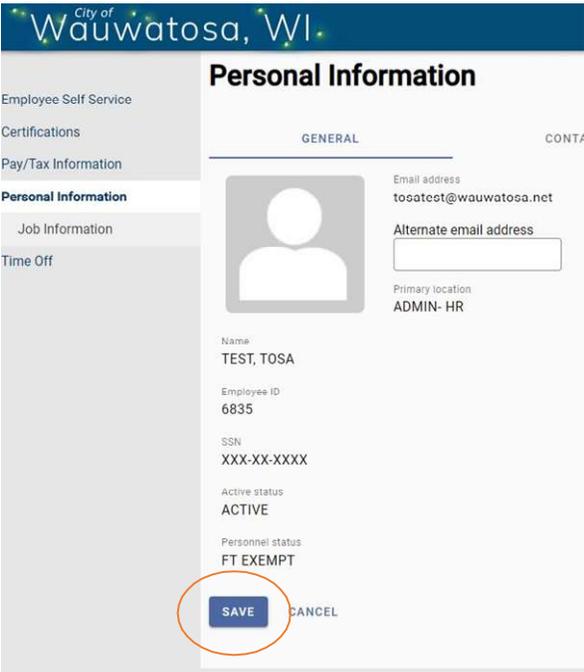
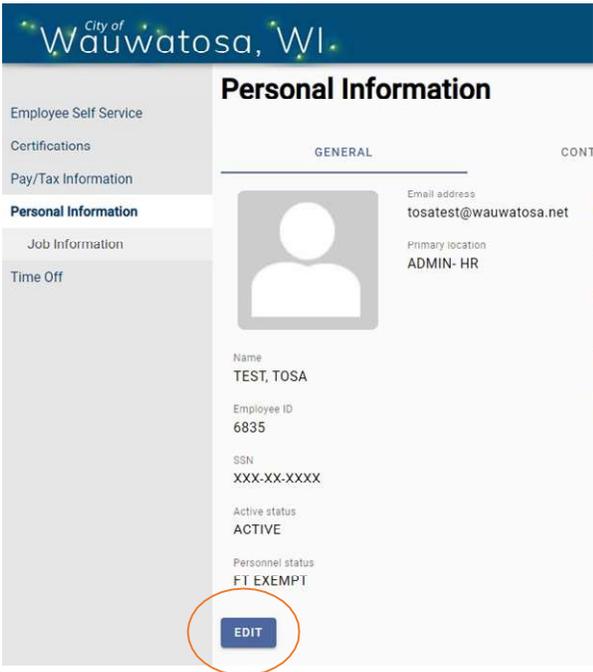
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View and Edit Personal Contact Information

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



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**.



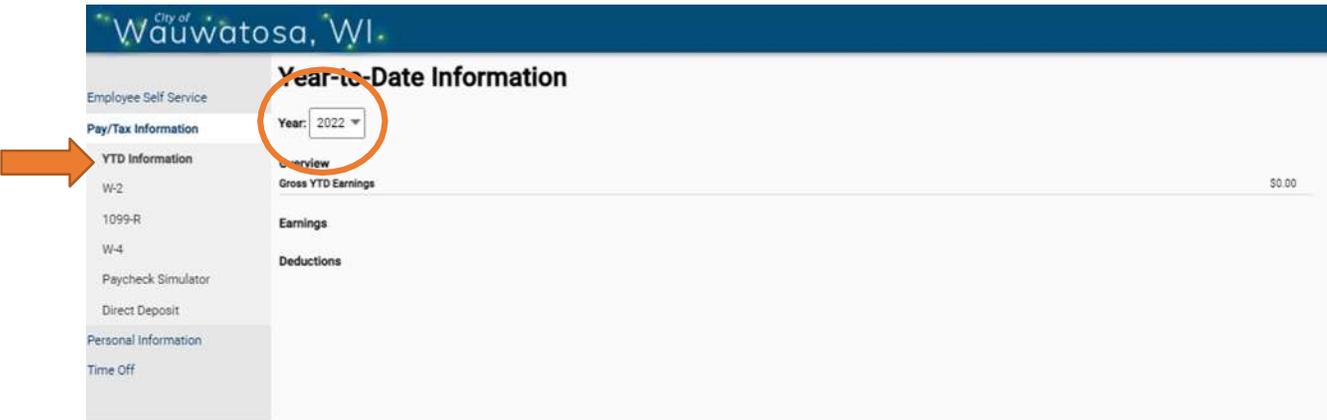
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- For those sections that provide a **Change or Add option**, you can update or add additional information. When you do update or add information, the updates are transferred to the appropriate programs in Munis.
- If you need to make a change to your 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!

The screenshot displays the 'Personal Information' page in the City of Wauwatosa ESS system. The page is divided into several sections: 'Addresses', 'Emergency Contacts', and 'Telephones'. Each section has an 'ADD NEW' button. An orange arrow points to the 'ADD NEW' button for the 'Addresses' section. The 'Addresses' section shows a home address: 7725 W NORTH AVE, WAUWATOSA WI 53213. The 'Emergency Contacts' section shows 'No emergency contact information added.' The 'Telephones' section shows a home phone: 414-123-1234, listed, with an option to opt out of text messages.

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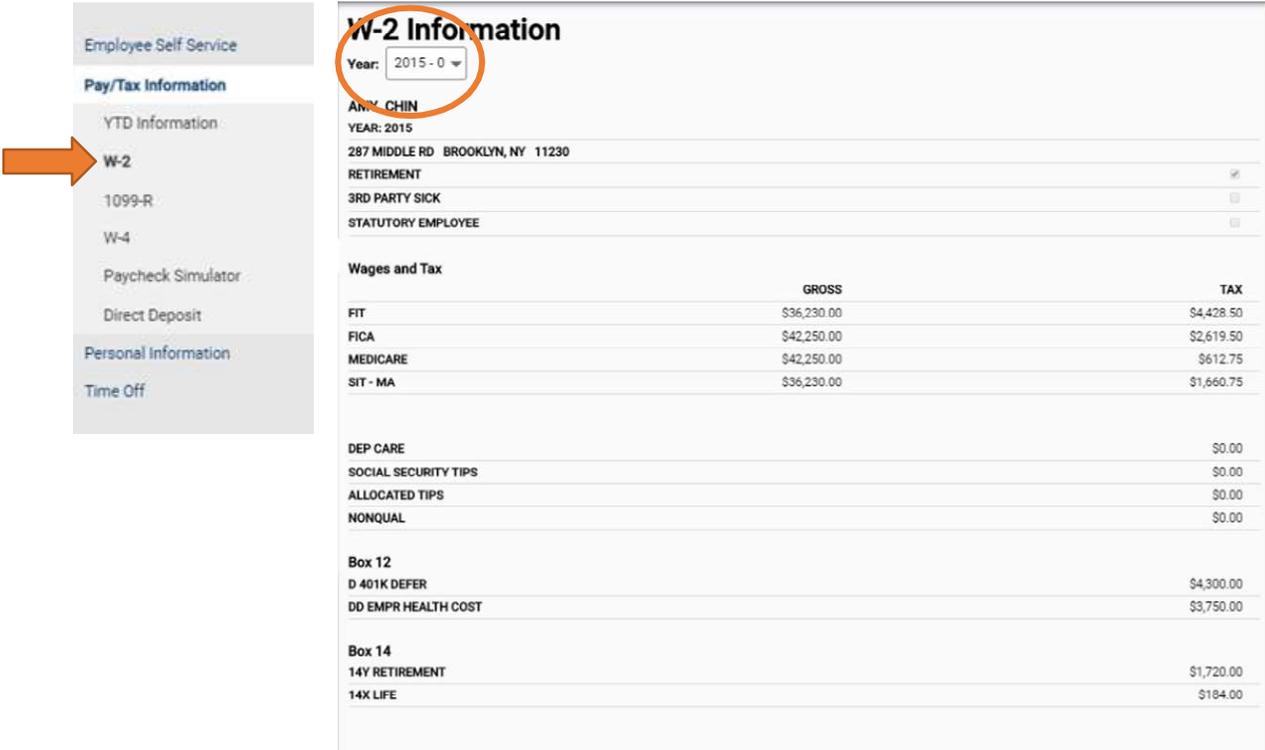
View Year to Date (YTD) Information



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.



* 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

Personal Information

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

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.

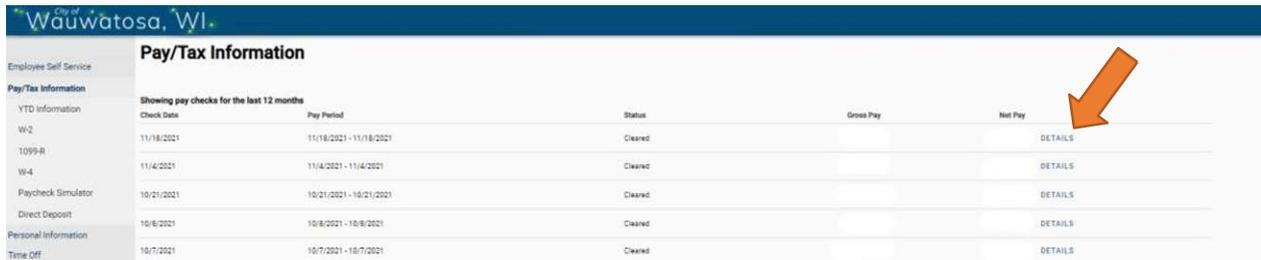
In the event of a banking emergency, contact HR immediately after submitting your request.

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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.



| 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 |
| 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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- Employee Self Service
- Pay/Tax Information
- Personal Information

Time Off

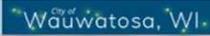
Employee:



Time Off

| | 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.



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

Earned/Used History

Year: 2022

VAC Time
 No time off history could be found.

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- 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 | | | | | | | | | | | | | 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26 | 27 | 28 | 29 | 30 | | |
| 30 | 31 | | | | | | 29 | 30 | 31 | | | | | | | | | | | |

| 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 | | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | 1 | 2 | 3 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| 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 | 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](#)