

USING MUNIS EMPLOYEE SELF-SERVICE

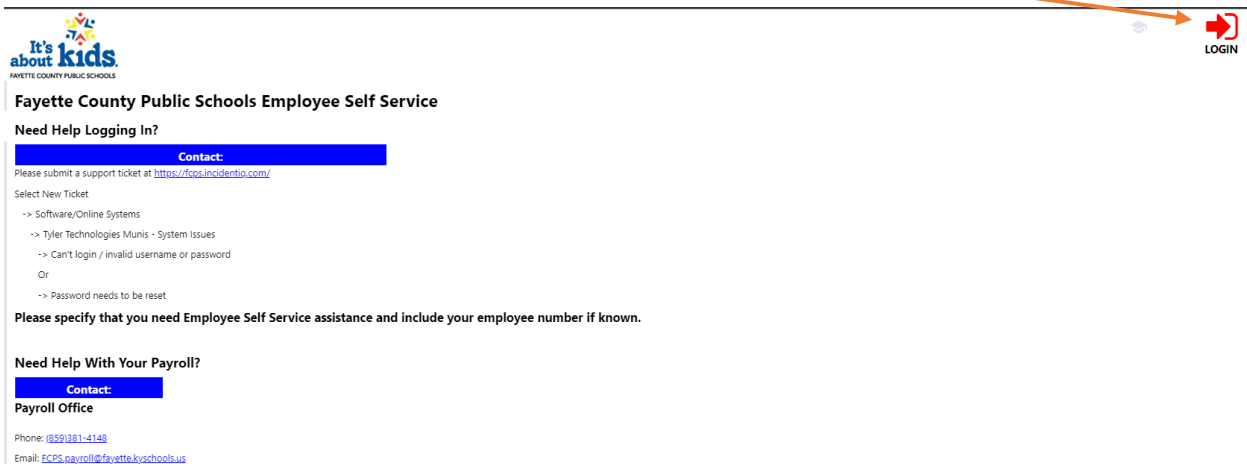
From <https://www.fcps.net>, select Menu on far right and then Select Staff



Expand (by selecting arrow next to MUNIS) to see the Employee Self-Service login



Click on the Log In link at the top right-hand side of the screen.



On the log in screen enter your employee number for the username and your password created for Munis Self- Service. (First time users will log in with the last four digits of their social security number)

User name

Password

[Forgot your password?](#)

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If you are prompted to create a new password because your password has been reset by the district MUNIS Help center, enter the last 4 of your social security number in the “current password” field. Then create a new password with at least 4 characters (numbers and/or letters). Click Change.

Before proceeding you must change your password.
New password must be at least 4 characters long.

Current password

New password

Password strength **Unacceptable**

Confirm new password

New password hint

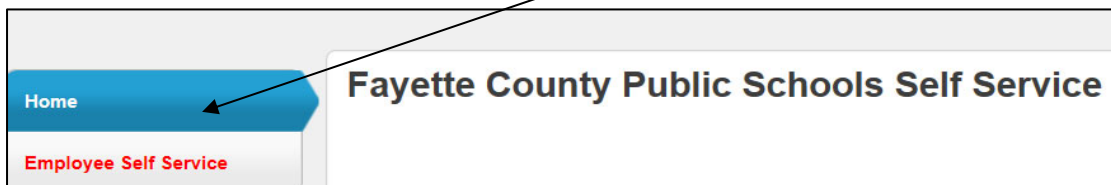
[Change](#) [Cancel](#)

Click continue when your password has been successfully changed.

Your password has been successfully changed.

[Continue](#)

Click on the Employee Self-Service button on the left-hand side of the screen to access your Employee Self-Serve account information.



View your pay advise View your most recent pay advices, slide the gray bar down on the RIGHT side to the bottom of the screen. Click on the camera next to the [Details](#) link to view or print your paycheck advice.

Previous paychecks			
6/29/2018		Details	
6/15/2018		Details	
5/31/2018		Details	

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[Pay/Tax Information](#) Access a list of prior pay advices. ****Take note of district information regarding pay or other important information on the banner.**

Welcome to Employee Self Service

Announcements

ATTN : Less than year round employees receiving summer pays will be able to view their deposits on the regularly scheduled pay dates of July 13, July 31, and Aug 15.

Less than year round employees receiving their summer pays early will receive their summer deposits as shown below:

- Self serve check date of June 26 represents July 13 pay date
- Self serve check date of June 27 represents July 31 pay date
- Self serve check date of June 28 represents Aug 15 pay date

Changes to direct deposit information cannot be made in the summer.

Questions regarding pay checks can be directed to the Payroll Office at 381-4148.

Verify your alternate email, name, address, and phone. Take time to review your W-2 delivery option and consider switching to electronic delivery of your W-2 . Changes to your W-4 can also be made in MUNIS Self Serve.

From the Pay/Tax Information screen, click on [W-2](#) and select the year you want to view from the drop-down box.

Home

Employee Self Service

Certifications

Pay/Tax Information

YTD Information

W-2

1095-B

1095-C

W-4

Paycheck Simulator

Personal Information

Time Off

W-2 Information

Year: 2012 - 0

Select [View W-2 image](#) on the right of the screen to open a printable copy of the W-2

Click on [W-4](#) from the menu above and then click on [Edit](#) to change your W-4

W-4 Information

FEDERAL

Marital Status

MARRIED

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

Exemptions

0

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 m

KENTUCKY

Marital Status

MARRIED

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

Exemptions

0

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 m

Submit Cancel

On the exemption screen above select your filing status and number of exemptions. Check the acknowledgement boxes and then click Submit.

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PERSONAL INFORMATION



Personal Information

General Demographics Contact Tax form delivery

Use the information categories shown above to update addresses, phone numbers, contacts, and form delivery and view personal and demographic information.

- Select **General** then Edit to change alt email address.
- Select **Demographics** to View your information, contact HR at 859-381-4740 to request changes
- Select **Contact** then Edit or Add new to change addresses, emergency contacts, or phone numbers.
- Select **Tax form delivery** to change your W2 or 1095 delivery to electronic or US mail. Click the Resources icon at the top right corner of the webpage for additional instructions to change your W2 delivery.

W-2 Delivery Method

Mail

Self service only

TIME OFF

Your leave balances appear on the home screen however, you can also review them in a column view by selecting **Time Off** from the left menu. Time Off shows balances that are posted in MUNIS. ****These totals could be off if your recent leave time (past 30 days) have not yet been posted.**

Home Employee Self Service Certifications Pay/Tax Information Personal Information Time Off	Time Off			
	BUDG ANALY	Earned	Taken	Currently Available
	SICK (D)	5.00	0.00	5.00
	EMERGENCY (D)	3.00	0.00	3.00
	PERSONAL (D)	3.00	0.00	3.00
	VACATION (D)	3.00	0.00	3.00

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

CRITICAL: **LOG OUT after each session** for your personal security - select red icon in top right corner, then select Log Out.

