MUNIS ESS INSTRUCTIONS



On the CES website Click on Employee Dashboard. Or:

Employee Self Service can be found on the internet address:

https://coopeduservicesct.munisselfservice.com/ess/login.aspx_

https://hr.ces.kl2.ct.us/MSS/login.aspx?ReturnUrl=%2fmss%2f&mode=userA	Action D + M & C X @ Munis Support	😂 MUNIS KnowledgeBase Sear 🌔	PLogin × 10 값 않
File Edit View Favorites Tools Help			
X V De Select			
x Google	👻 🛂 Search 🔹 🎇 Share 🛛 More ≫		Sign In 🔧 🔹
👍 🧃 ESS TRAIN 🤎 Need A Doctor - Bridgepo 👰 IIS7 👩 State Department of Educ	🔁 Suggested Sites 👻 🗿 Get more Add-ons 👻	🚹 - 🗟 -	🖃 🖶 👻 Page 🕶 Safety 🕶 Tools 👻 🔞 👻 🎽
Cooperative Educational Services			Home
	User name		
	Password		
	Forgot your password? Log in		
	©2012 Tyler Technologies, Inc.		
			₿ 100% ▼

To LogIn: Enter User Name: Initials of first and last name and last four digits of social security number, example Lori Smith (LS8251).

Enter Password: password

Image: Muse:	227.0380837.	Name and Address of the Other		X
Pie Edit View Favorites Loois Help X Congle X Congle Image: State I	Attps://hr.ces.k12.ct.us/MSS/login.aspx?ReturnUrl=%2fmss%2f8(mode=	=userAction 🔎 – 🔒 🗟 🖒 🗙 🏈 Munis Support	🦪 MUNIS KnowledgeBase Sear 🦉 Login 🛛 🗙 🎧	â 🔅
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Before proceeding you must change your password. New password must be at least 4 characters long. Current password Password strength Vnacceptable Confirm new password hint New password hint Current password hint Confirm new password hint Current password hint Current password strength Vnacceptable Confirm new password hint Current password hint Current password hint Confirm new password hint Current password hint Curent password hint Current passw	👍 🥏 ESS TRAIN 🥙 Need A Doctor - Bridgepo 🥭 IIS7 🎅 State Department of E	duc 医 Suggested Sites 👻 🗃 Get more Add-ons 🕶	🏠 🔻 🔝 👻 🖃 🖶 👻 Page 👻 Safety 👻 Tools 🕶 🌘)•
Before proceeding you must change your password. New password New password Password strength Unacceptable Confirm new password New password hint Image Cancel	Cooperative Educational Services		Home	
		Before proceeding you must change your password. New password must be at least 4 characters long. Current password New password strength Unacceptable Confirm new password New password hint Change Cancel Cancel		
			100%	

You will be prompted to create a new password at first log on. Complete the fields noting your new password. Passwords are case-sensitive.

If you forget your password in the future, click on Forgot your Password to receive your password hint. If you don't have a hint, you will receive a link via email to set a new password.

A https://gesmss//MSSTest/login.asm/Retur 0 + 8 Certificate	
File Edit Yiew Favorites Tools Help X Convert Image: Select	
× Google	👻 🛃 Search 🔹 🌉 Share 🛛 More 🍽 Sign In 🔦 🗸
👍 🥘 ESS TEST 🍯 Cooperative Educational S 🔎 sde Office of Internal A	udi \mathcal{E} ESS LIVE $\overset{\sim}{\longrightarrow}$ \mathcal{E} \checkmark \mathcal{E} \checkmark \mathcal{E} age \checkmark \mathcal{E} afety \checkmark T_{0} ols \checkmark \mathcal{O} \checkmark $\overset{\sim}{\longrightarrow}$
Cooperative Educational Services	Home
Your login atter User name Password Forgot your pas	npt has failed. Please try again. ssword? Log in
	% 100% 👻



The Home screen will open after successful log on. Click on Employee Self Service tab on left side of screen.

Cooperative Educational Services

September 2023

Munis	Self Services		LEVE SQUE, CECILE C Home My Account Log Out
e	Welcome to Employee Self Service		
oyee Self	Home > Employee Self Service		
ce	Personal information	View profile	Announcements Co
fits		<u>unem preme</u>	
ications	371 US ROUTE 1		There will be no department meetings for the month of April due to construc
nse Reports	Phone Email		in the building.
ax Information	HOME PHONE: Email: melfring@tylertech.com		
rmance ations			
onal Information	Time off		Request tin
ion Transfer			Kequea (III)
titute Teaching	Available time	Requested Taken	
Off	Available	Total	
Sheet	SICK 0.00	0.00	
ing	PERSONAL 24.00	24.00 Jan Feb Mar Apr May Jun Jul	Aug Sep Oct Nov Dec 🕨
indinaes		2011	
	ACCOUNTIII		
	Available time	Requested Taken	
	Available	Total	
	0.00	0.00 Jan Feb Mar Apr May Jun Jul	Aug Sep Oct Nov Dec 🕨
		2011	
	Paychecks		Show paycheck am
	Тауопсока		
	Pre	evious paychecks	Tools Pavcheck simulator
	4/1	5/2011 3/1/2011 - 3/30/2011 View	View last year's W2
	Last Paycheck. 4/13/2011		Change your W4
	357350P		
	Year to date		
	Employee time off		<u>View cal</u>
	LEVESQUE, MARY		
	Available time	Requested Taken	
	Available	Total	
	VACATION 0.00	0.00	
	SICK 0.00	0.00	
	PERSONAL 24.00	24.00	Aug San Ort New Das

The home page of the ESS application displays personal information, time-off, and pay details. If you are a supervisor, the Employee Time Off section displays the time-off details for the employees who report to you.

Munis	s Self Services		LEVESQUE, CECILE C Home My Account Log Out 🐝 munis
•			
Home	Employee Profile		Resources
Employee Self Service	Home > Employee Self Service > Personal Information > Employee Profile		Return to Personal Information
Benefits	General information		
Certifications	Name	LEVESQUE, CECILE	
Expense Reports	Employee ID	166355	
Bauffau lafaaraatiaa	. SSN	XXX-XX-XXXXX	
Pay/Lax Information	Active status	ACTIVE	
Performance	Personnel status	FULL TIME	
Evaluations	Office location		
Personal Information	E-Mail address	melfring@tylertech.com	
Employee Profile	Alternate e-mail address		
Position Transfer	Hire date	//21/2009	
Substitute Teaching	Service date	//21/2009	
Time Off	Original hire date		
Time Sheet	Supervisor	MAUREEN E BISHOP-ELFRING	
Training	Supervisor e-mail	melfring@tylertech.com	
Opportunities	Demographic information		
	Date of birth	1/1/1960	
	Gender	FEMALE	
	EEO ethnicity	ASIAN	
	Marital status	REGISTERED DOMESTIC PARTNER	
	Privacy setting		
	DOE ethnicity	 Yes, Hispanic or Latino No, not Hispanic or Latino 	
	DOE Race		
	American Indian or Alaska Native		
	Asian		
	Black or African American		
	Native Hawaiian or other Pacific Islander		
	White		
		Update Cancel	
	Mail corrections/comments to <u>Human Resources</u>		

You can only update your email addresses in Personal Information; to update your address or phone number , please send an email to benefits@cestrumbull.org and payroll@cestrumbull.org .

Time Off

The Time Off panel displays your vacation, sick, personal time, bereavement, and jury duty time off. Click My Requests to display time available, annual allowance and dates requested.

			<u>Request time off</u>
		Requested Taken	
Available	Total		
0.00	0.00		
0.00	0.00		
6.00	24.00	■ Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec 2013	
	Avalador 0.00 0.00 6.00	Available 7028 0.00 0.00 0.00 0.00 6.00 24.00	Available Total 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.

If available, you can request Vacation, Sick and Personal Time off. In addition, you can request Bereavement and Jury Duty time off.

To request time off:

1. Click Request Time Off.

The program displays the Select Dates page.

Munis	s Self S	erv	ice	s			1	1					2	5						_			PARKER, KATHLEEN A Home My Account Log Out 🐝
Home	Reque	est	: Tir	me	Off			_	-														
Employee Self Service	Home	e > E	mplo	yee S	Self S	Servi	ice > Ti	ime Off > Reque	est Time O	ff													
Benefits	Step	p 1	01 4	1: 50	elec		dies																
Certifications	Click	k to	sel	ect e	each	n da	ate th	nat you woul	d like to	o ta	ke o	ff. (C	lick	aga	ain t								
Expense Reports	<<	pre	eviou	is m	onth																		next month >>
Pay/Tax Information		3	Sept	emb	er 21	011	×	l.			Octo	iber 2	2011		_	-		Vov	embe	er 20	11		1
Performance Evaluations	S	i N	1 T	W	1 T	F 2	S :		S	M	T	W	T	F	S	S	5 N	1	W	T 3	F 4	S	
Personal Information	4	5	5 6	7	8	9	10		2	3	4	5	6	7	8	6	7	8	9	10	11	12	
Position Transfer	11	1 1:	2 13	3 14	15	16	6 17		9	10	11	12	13	14	15	13	3 1	1 1	5 16	17	18	19	
Substitute Teaching	25	52	9 20 6 21	J 21 7 28	3 29	30	3 <u>2</u> 4 0		23	24	25	26	20	21	22 29	20	7 2	32	2 23 9 30	24	20	20	
Time Off									30	31													
Request Time Off																							
My Requests																							Continue
Employee Requests																							
Employee History	Time	e Off	App	rove	r. 📍	С	ECILE	E LEVESQUE															
Time Sheet																							
Training Opportunities																							

2. Highlight the dates for which to request time (by clicking on day) then click Continue.

Muni	s Self Services		PARKER, KATHLEEN A Home My Account Log Out 🐝 munis
Home	Request Time Off		
Employee Self Service	Home > Employee Self Service > Time Off > Reques	Time Off	
Benefits	Step 1 of 4: Select Dates		
Certifications	Click to select each date that you would	like to take off. (Click again to deselect).	
Expense Reports	<< previous month		<u>next month</u> >>
Pay/Tax Information	September 2011	October 2011	November 2011
Performance Evaluations	SMTWTFS 1 2 3	SMTWTFS	S M T W T F S 1 2 3 4 5
Personal Information	4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12 13 14 15 16 17 19 10
Position Transfer	18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26
Substitute Teaching	25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30
Time Off		30 31	
Request Time Off			
My Requests			Continue
Employee Requests			
Employee History	Time Off Approver: CECILE LEVESQUE		
Time Sheet			
Training Opportunities			

The program displays the Select Type page.

Muni	s Self Services	100000		PARKER, KATHLEEN A Home My Account Lo
	D			
Home	Request time On			
Employee Self	Home > Employee Self Service > Time Off >	Request Time Off		
Service	Step 2 of 4: Select Type			
Benefits		1100 C 1 C 1 C 1 C 1 C 1		
Certifications	Select the type of time off you wo	uid like to take from which job		
Expense Reports	CLERK II			
Pay/Tax Information	Туре	Current Available	Projected Available*	
Performance	VACATION	25.00	25.00	
Evaluations				
Personal Information	1		Continue	
Position Transfer	1			
Substitute Teaching	*Estimated available amount by 10/7/20	111.		
Time Off				
Request Time Off	Time Off Approver: * CECILE LEVES	QUE		
My Requests				
Employee Requests				
Employee History				
Time Chast	1			

3. Select the type of time-off.

The program only displays available time-off. For example, if you only have vacation time available, the program only displays the vacation option; if you have vacation time and personal time available, the program displays an option for each. In addition, Bereavement and Jury Duty* can be requested.

*Supervisors should have a copy of jury notification form before approving. The payroll department needs evidence of attendance and compensation in a timely manner otherwise employee will be docked.

4. Click Continue.

The program displays a summary of your request.

Muni	is Self Services	PARKER, KATHLEEN A Home My Account Log Out 😵 munis
Home	Request Time Off	
Employee Self Service	Home > Employee Self Service > Time Off > Request Time Off	
Benefits	Step 5 of 4. Partial Day Requests	
Certifications	If you are requesting any partial days, edit time as necessary.	
Expense Reports	You have selected the following dates (Change Dates)	
Pay/Tax Information	1	
Performance Evaluations	10/7/2011: B.00 Hours	
Personal Information	Continue	
Position Transfer		
Substitute Teaching	Time Off Approver: CECILE LEVESQUE	
Time Off		
Request Time Off		
My Requests	1	
Employee Requests		

Verify the time off request; change the numbers of hours, if necessary.

5. Click Continue

The program provides a summary of the request. Comments are optional. Reason should not be selected.

Munis	s Self Services		PARKER, KATHLEEN A Home My Account Log Out 🐝 munis
Home	Request Time Off		
Employee Self Service	Home > Employee Self Service > Time Off > Request Time	e Off	
Benefits	Step 4 of 4. Auditional Information		
Certifications	Verify the time you are taking and enter ad	ditional comments for this request.	
Expense Reports	Job	CLERKI	
Pay/Tax Information	Request Type	VACATION	
Performance	Days Requested	10/7	
Evaluations	Total Time Requested	4.00 Hour(s) change	
Personal Information			
Position Transfer	Comment: (optional)		
Substitute Teaching	Reason [optional]	•	
Time Off			
Request Time Off		Make Request Cancel	
My Requests			
Employee Requests	Time Off Approver: CECILE LEVESQUE		
Employee History			
Time Sheet			

6. Click Make Request.

The program processes the request, distributes an e-mail to your supervisor indicating that approval is required, and displays the My Requests screen, with the more recent request included.

Jine	My Requests						
nployee Self ervice	Home > Employee Self Service	e > Time Off > My F	Requests				Calen
enefits				Earned	Projected	Projected	0000
ertifications	1				Earned through 9/9/2011	Available* through 9/9/2011	
pense Reports	SICK (H)			40.00	40.00	40.00	
y/Tax Information	PERSONAL (H)			24.00	24.00	24.00	
rformance aluations				64.00	64.00	64.00	
rsonal Information	Dates Requested	Amount	Туре	Status	Reason	Comments	Options
ition Transfer	2/25/2011	4 (H)	VACATION	Approved - Not Taken			Cancel Export
stitute Teaching	8/26/2010 - 8/27/2010	16 (H)	VACATION	Declined			Cancel
	8/4/2010	4 (H)	VACATION	Approved - Not Taken			Cancel Export
quest Time Off							
Requests	CI FRK TI						
ployee Requests				Earned	Projected	Projected	
ployee History					Earned through 9/9/2011	Available*	
ie Sheet				25.00	25.00	21.00	
ning				23.00	23.00	21.00	
ortunities	Dates Requested	Amount	Туре	Status	Reason	Comments	Options
	10/7/2011	4 (H)	VACATION	Requested			Cancel

Use the Calendar View option to view your current time-off in a calendar format.

Mun	is Self Services	2626255		PARKER, KATHLEEN A Home My	Account Log Out 🐝 munis
Home	My Requests				
Employee Self Service	Home > Employee Self Service > Time O	ff > My Requests			Calendarview
Benefits		Earned	Projected	Projected	
Certifications	1		through 9/9/2011	Available* through 9/9/2011	
Expense Reports	SICK (H)	40.00	40.00	40.00	

September 2023

Munis	s Self Services		PARKER	t, KATHLEEN A Home My Account Log Out 🐝 muni
Home	Time Off Calendar			
Employee Self Service	Home > Employee Self Service > Time Off >	My Requests > Calendar view		-
Benefits	Year 2011 💌 🛛 Go			Return to previous view
Certifications				
Expense Reports	January 2011	February 2011	March 2011	
Pay/Tax Information	SMTWTFS	S M T W T F S	S M T W T F S	
Performance	2 3 4 5 6 7 8	6 7 8 9 10 11 12	6 7 8 9 10 11 12	
Derespel Information	9 10 11 12 13 14 15	13 14 15 16 17 18 19	13 14 15 16 17 18 19	
Personal mormation	16 17 18 19 20 21 22	20 21 22 23 24 <mark>25</mark> 26	20 21 22 23 24 25 26	
Position Transfer	23 24 25 26 27 28 29	27 28	27 28 29 30 31	
Substitute Teaching	30 31			
Time Off	April 2011	May 2011	June 2011	
Request Time Off	S M T W T F S	S M T W T F S	S M T W T F S	
My Requests	1 2		1 2 3 4	
Employee Requests	3 4 5 6 7 8 9	1 2 3 4 5 6 7	5 6 7 8 9 10 11	
Employee History	10 11 12 13 14 15 16	8 9 10 11 12 13 14	12 13 14 15 16 17 18	
Time Sheet	17 18 19 20 21 22 23	15 16 17 18 19 20 21	19 20 21 22 23 24 25	
Training	24 25 26 27 28 29 30	22 23 24 25 26 27 28	26 27 28 29 30	
Opportunities		29 30 31		
	July 2011	August 2011	September 2011	
	SMTWTFS	SMTWTFS	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 2011	November 2011	December 2011	
	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	
	2345678	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			

On the Time Off Calendar page, click Return to Previous View to return to the My Requests page.



Pay/Tax Information

The Pay/Tax Information pane displays information for the most recent pay periods where you received pay. You can view the Paycheck Simulator, Year-to-Date Information, or W-4 Information.

Click Details to display the Check Detail screen.

Munis	s Self Services		P	ARKER, KATHLEEN A Hom
Home	Check Detail			
mployee Self	Home > Employee Self Service > Pay/Tax Info	rmation > Check Detail		
	PARKER, KATHLEEN A			
ertifications	Overview			
xpense Reports	Check Date	4/15/2011		
av/Tax Information	Pay Period	3/1/2011 - 3/30/2011		
(TD Information	Check Number	519		
V-2	Check Status	Cleared		
.099-R	Gross Pay	\$2,470.00		
N-4	Net Pay	\$1,957.36		
Paycheck Simulator				
alary Notification	Pay Breakdown		Pete	
rect Deposit		Hours	Rate	Amount
aluations	HOURLY IM	160.00	\$15.00	\$2,400.00
ersonal Information		0.00	\$0.00	\$60.00
osition Transfer		0.00	\$0.00	\$10.00
ubstitute Teaching	Iotai			\$2,470.00
ime Off	Deductions			
ime Shoot	Deduction Type			Amount
	FICA			\$152.52
pportunities	MEDICARE			\$35.67
	FED TAX			\$240.50
	STATE TAX			\$83.95
	DIRECT DEP			\$1,957.36
	Total			\$512.64

Click Return to Pay/Tax Information to return to the Employee Profile screen. Click view paycheck image to view a check image.

Paycheck Simulator

The Pay Check Simulator allows you to simulate adjustments to your pay, tax, or deductions in order to see how the changes would affect your total pay. The program does not permanently alter your pay records.

To use the simulator:

- 1. Select the pay cycle for which you are simulating a change.
- 2. Enter the pay, tax, or deduction changes.

Munis	s Self Services		0.20	200			
Home	Paycheck Si	mulator					
Employee Self Service	Home > Employ	Home > Employee Self Service > Pay/Tax Information > Paycheck Simulator Pay cycle: 1 ↓ Switching deduction cycles will reset the entire page.					
Benefits							
Certifications	Pay Details						
Expense Reports	Job Job E	escription	Pay Pay Description	Hours	Rate	Percentage	Amount
Pay/Tax Information	FAC3 ACCO	DUNTANT		160.00	13 1771	0.00	2108 33
W-2	1703 11		TOT HOOKET HIME	100.00	13.1771	0.00	2100.55
.099-R		Marital		Ex	emptions		
W-4 Paycheck Simulator I	Federal Tax	SINGLE		-	0		
Salary Notification	State Tax	SINGLE			0		
Direct Deposit	Local Tax				0		
Performance Evaluations	Deduction	Detaile					
Personal Information	Deduction	Details					
Position Transfer	No deduction	No deduction information could be found.					
Substitute Teaching			1				
Time Off	Calculate	Reset					
Time Sheet							

3. Click Calculate.

The program displays the new adjusted amounts.

Muni	s Self Services	2.5	1.2.5	LEVESQUE, CECILE C Home My Account Log Out 🐝 munis
Home	Paycheck Simula	ation	_	
Employee Self Service	Home > Employee Self	Service > Pi	ay/Tax Information	Paycheck Simulator > Paycheck Simulation
Benefits	inis is an escinat	lon or you	n pay based o	are momedon you have entered.
Certifications		Current	Simulation	
Expense Reports	Gross Pay	0.00	0.00	
Pav/Tax Information	Federal Tax	0.00	0.00	
YTD Information	State Tax	0.00	0.00	
W-2	Local Tax	0.00	0.00	
1099-R	FICA	1.55	130.72	
W-4	Medicare	0.36	30.57	
Paycheck Simulator	Other Deductions	0.00	0.00	
Salary Notification Direct Deposit	Net Pay	0.00	0.00	
Performance Evaluations		Return		

4. Click Return to return to the Paycheck Simulator page

View Last Year's W-2

W-2 Information provides wage and deduction details for the previous year.

To view details for a different year, select the year from the Year list.

	W/2 Information			
Employee Self	Home > Employee Self Service > Pay/Tax Information > W-	2		
Service				
Benefits	Year: 2005-0 👻			
Certifications	ROMAN MALIA			
Expense Reports	1			
Pay/Tax Information	YEAR: 2005		DETIDEMENT	
YTD Information	SEQ: 0		RETIREMENT	V.
W-2	320 HOWELLS TPKE		DEF COMP	
1099-R	ANYTOWN, US 12345		3RD PARTY SICK	
W-4			STATUTORY EMPLOYEE	
Paycheck Simulator			DECEA SED	
Salary Notification				
Performance Review	Wages and Tax			
Personal Information			GROSS	TAX
Position Transfer	FIT		\$20,060.04	\$0.00
Substitute Teaching	FICA		\$21,080.02	\$1,307.02
Time Off	MEDICARE		\$21,080.02	\$305.76
Time Sheet	SIT MA (0 Exemptions)		\$20,060.04	\$1,009.06
Training	ит		\$0.00	\$0.00
Opportunities				
	DEP CARE	\$0.00	EIC	\$0.00
	SOCIAL SECURITY TIPS	\$0.00	NONQUAL	\$0.00
	ALLOCATED TIPS	\$0.00		
	Box 12			
	C LIFE	\$0.00	M UNCL FICA	\$0.00
	D 401K	\$0.00	N UNCL MEDC	\$0.00
	E 403B	\$0.00	P EXCL MOVE	\$0.00
	F 408K6	\$0.00 Q MILITARY		\$0.00
	G 457B	\$0.00	R MEDICAL	\$0.00
	H 501C18D	\$0.00	S SIMPLE PENS	\$0.00
	8			

Change Your W4

W-4 displays your current W-4 details (the marital status and tax witholdings you requested).

Munis	Self Services		LEVE SQUE, CECILE C Home My Account Log Out 🐝 munis
	*		
Home	W-4 Information		
Employee Self Service	Home > Employee Self Se	rvice > Pay/Tax Information > W-4	Edit W-4 Values
Benefits	Employee: LEVESU	JE, CECILE	
Certifications	LEVESQUE, CECI	E	
Expense Reports	FEDERAL		
Pay/Tax Information	Marital Status	SINGLE	
YTD Information	Exemptions	0	
W-2 1099-R	Additional Amount	\$0.0000	
W-4			
Paycheck Simulator	MAINE		
Direct Deposit	Marital Status	SINGLE	
Performance Evaluations	Exemptions	0	
Personal Information			

To change your W-4 information:

1. Click Edit W-4 Values.

Munis	Self Services	1625	200555	LEVE SQUE, CECILE C Home My Account Log Out 🐝 munis
••	*			
Home	W-4 Information			
Employee Self Service	Home > Employee Self Se	ervice > Pay/Tax Information >	⊳ W-4	Edit W-4 Values
Benefits	Employee. LEVESU			
Certifications	LEVESQUE, CECI	LE		
Expense Reports	FEDERAL			
Pay/Tax Information	Marital Status	SINGLE		
YTD Information	Exemptions	0		
W-2 1099-R	Additional Amount	\$0.0000		
W-4				
Paycheck Simulator	MAINE			
Salary Notification	Marital Status	PINCI E		
Direct Deposit	Maritar Status	SINGLE		
Performance Evaluations	Exemptions	0		
Percenal Information				

2. Enter the revised data.

Muni	s Self Services	0.262625	LEVESQUE, CECILE C Home My Account Log Out 🐝 munis
Home	Edit W-4 Informatio	n	
Employee Self Service	Home > Employee Self Ser	vice > Pay/Tax Information > W-4 > Edit	
Benefits	LEVESQUE, CECILE		
Certifications	FEDERAL		
Expense Reports	Marital Status	SINGLE	
Pay/Tax Information		If you are married but would like to withhold	
YTD Information	1	at the higher single rate, select "Single".	
W-2			
1099-R	Exemptions	2	
W-4	Additional Amount (\$)	100.0000	
Paycheck Simulator			
Salary Notification	MATNE		
Direct Deposit	Marital Status	OINOLE	
Performance Evaluations		SINGLE	
Personal Information	Exemptions	0	
Position Transfer	The second se		
Substitute Teaching	Under penalties the best of my	s of perjury, I declare that I have examined the knowledge and belief, verify they are correct ar	se changes, and to d complete.
Time Off	Submit Reset	Cancel	
Time Sheet			
Training Opportunities			

- 3. Verify that the information is correct by selecting the acknowledgement check box.
- 4. Click Submit.

Changes will be submitted to Payroll for approval.

YTD Information

The Year-to-Date Information page contains a cumulative view of payroll figures for a specific year. If you are a supervisor, you may be able to view year-to-date information for employees who report to you by selecting a name on the Employee list.

Munis	Self Services				BERRY, CORY Home
lome	W-2 Information	192.0			
mployee Self ervice	Home > Employee Self Service > Pay/I ax Informatio	ON > VV-2			
enefits	Year: 2005-0 ▼				
artifications	CORY BERRY				
mense Renorts					
av/Tax Information	YEAR: 2005				
rD Information	SEQ: 0			RETIREMENT	1
-2	1313 BREEZEWAY DR			DEF COMP	
)99-R	ANYTOWN, US 12345			3RD PARTY SICK	
-4				STATUTORY EMPLOYEE	
ycheck Simulator				DECEASED	
nary Notification					
formance Review	Wages and Tax				
ersonal Information			GROSS		TAX
sition Transfer	FIT		\$8,004.80		\$0.00
nstitute Teaching	FICA		\$8,540.00		\$393.10
ne Off	MEDICARE		\$8,540.00		\$91.92
e Sheet	SIT MA (0 Exemptions)		\$5,804.80		\$0.00
ping	LIT		\$0.00		\$0.00
ortunities	DEP CARE	\$2 200 00	FIC		\$0.00
	SOCIAL SECURITY TIPS	\$0.00	NONQUAL		\$0.00
	ALLOCATED TIPS	\$0.00			
	Box 12				
	C LIFE	\$0.00	M UNCL FICA		\$0.00
	D 401K	\$0.00	N UNCL MEDC		\$0.00
	E 403B	\$0.00	P EXCL MOVE		\$0.00
	r 40800	\$0.00			\$0.00
	U 407D	\$0.00			\$0.00
	I SICK	\$U.UU ¢0.00			\$U.UU ¢0.00
	L BUS EXP	\$0.00	THEOF TION		\$U.UU
	2 500 LAI	40.00			
	Box 14				
	BOX 14 W HEALTH				\$2,750.00
	BOX 14 X LIFE				\$35.20
	BOX 14 Y RETIREMENT				\$535.20
	BOX 14 Z FRINGE BENEFITS				\$0.00

Direct Deposit

The Direct Deposit page provides the details for your direct deposit accounts. Click on the edit button to make a change, and click in the box at the bottom of the screen. You must send a copy of a cancelled check or the bank name and routing and account numbers to Payroll at payroll@cestrumbull.org before this change can be made.

Cooperative Educational Services

September 2023

Munis	Self Services	1992		U	EVESQUE, CECILE C Home My Account Log Out 🐝 munis
Home	Direct Deposit Accounts				
Employee Self Service	Home > Employee Self Service > Pay/Tax Information	n > Direct Deposit at are not disbursed to secondar	ry percentage-based o	or amount-based acc	counts. If you wish to receive a check instead, you can
Benefits	delete the primary account.				
Certifications	Primary account				
Expense Reports	Bank	Account type	Account number	Prenote	Percentage
Pay/Tax Information	BANK OF AMERICA	Checking	44455666	No	100% Change Delete
YTD Information W-2 1099-R W-4 Paycheck Simulator	Percentage-based accounts You have no percentage-based accounts for o	tirect deposit.			Add a percentage-based account
Salary Notification Direct Deposit	Amount-based accounts You have no amount-based accounts for direct	ct deposit.			
Performance Evaluations	y selecting this check box, you are v	erifying the changes.			
Personal Information	Subroit channes				
Position Transfer					
Substitute Teaching					
Time Off					
Time Sheet					

To modify your direct deposit information:

1. Click the Change button for the account. The program displays a Change box.

Munis	s Self Services	02020		LI	EVE SQUE, CECILE C Home	My Account Log Out 🐝 mur
Home	Direct Deposit Accounts					
Employee Self Service Benefits	Home > Employee Self Service > Pay/Tax Informe The primary account is used for funds delete the primary account.	ation > Direct Deposit	secondary percentage-base	d or amount-based acc	ounts. If you wish to rea	ceive a check instead, you can
Expense Reports	Primary account				-	
Pay/Tax Information		Account	type Account number	r Prenote	Percentage	Change Delete
W-2 1099-R W-4 Paycheck Simulator Salary Notification	Percentage-based accounts You have no percentage-based accounts	or direct denosit Ed		10	<u>Add a percentag</u>	e-based account
Direct Deposit Performance Evaluations	You have no amount-based accounts fo	Account type Account number	Checking 44455666			
Personal Information Position Transfer	Submit changes	Percentage	100 OK Cancel			
Substitute Teaching Time Off Time Sheet					1	

2. Update the information and click OK.

To verify the changes to your direct deposit account details, select the check box immediately before the Submit Changes box. By selecting this check box you are verifying changes.

You cannot make additional changes until these changes have been approved.

Certifications

Certifications tab displays a list of your education or training certifications. This list includes the certification type, area, level, number, and effective and expiration dates. If you are a supervisor, you can view certifications of employees who report to you.

Muriis				EN, INA		soonn rog our program
	Certifications					Resour
e Self	Home > Employee Self Service >	Certifications				
	Туре	Area	Level	Number	Effective date	Expiration date
	ACT - ACCOUNTING	1CPA - CERTIFIFIED PUBLIC ACCOUNTANT			7/28/2010	1/1/0001
ions						
Reports						
formation						
nce Review						