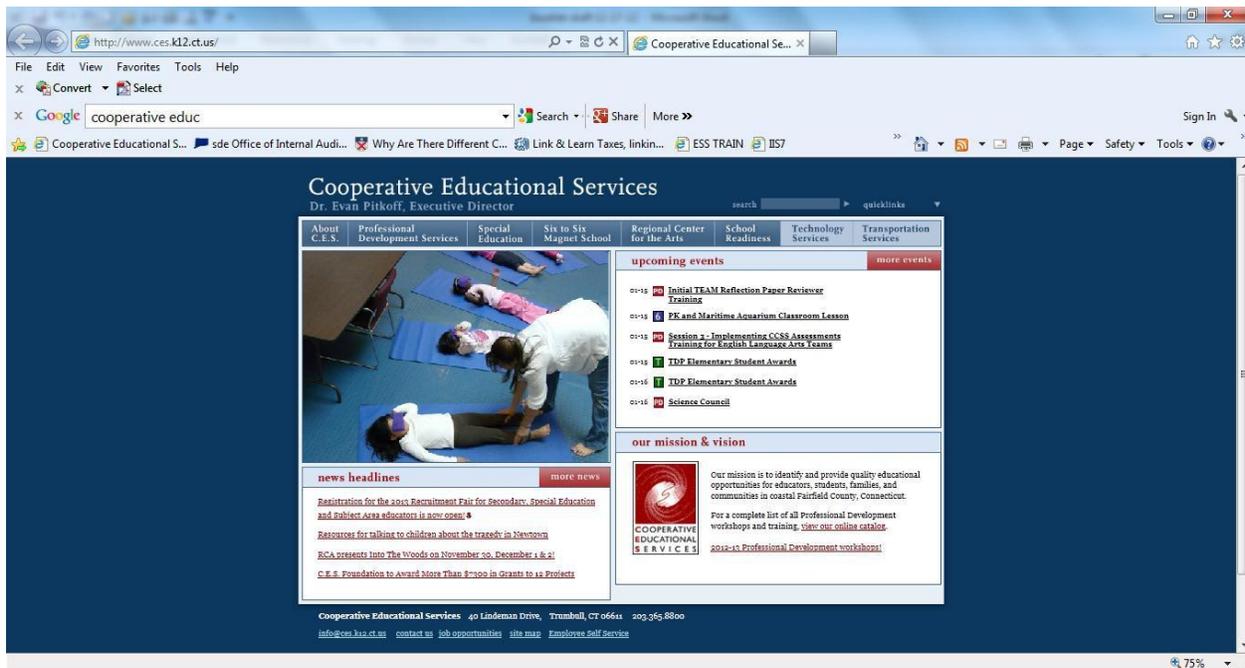


MUNIS ESS INSTRUCTIONS

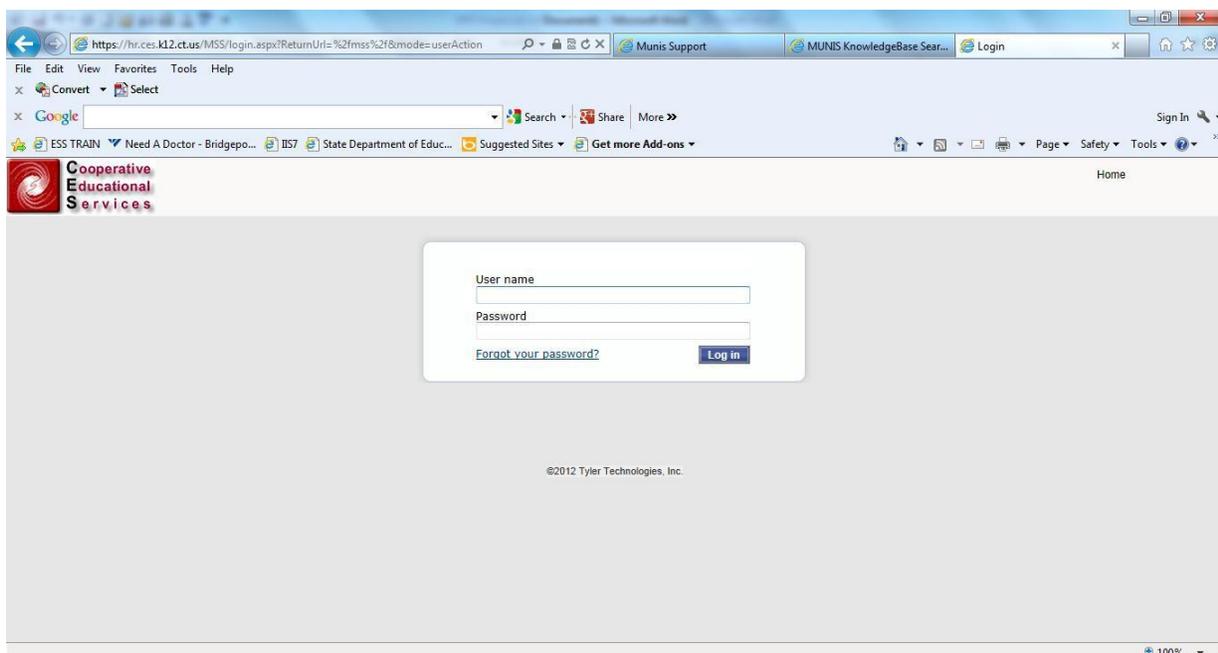


On the CES website Click on Employee Dashboard.

Or:

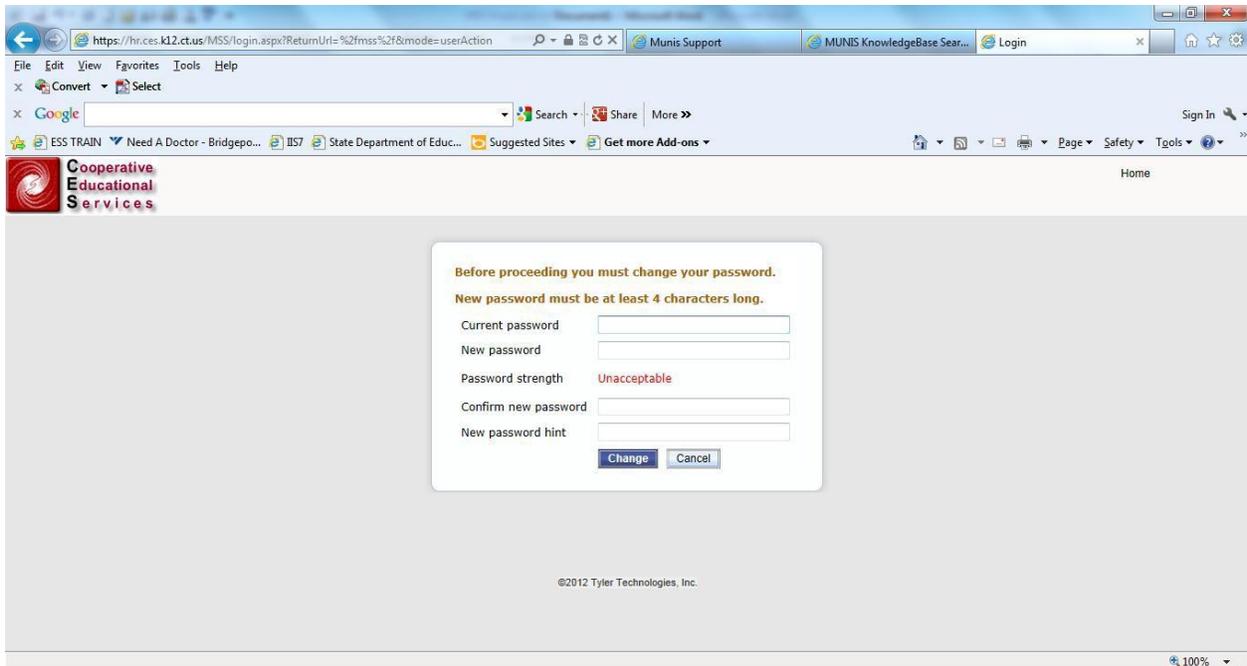
Employee Self Service can be found on the internet address:

<https://coopeducservicesct.munisselfservice.com/ess/login.aspx>



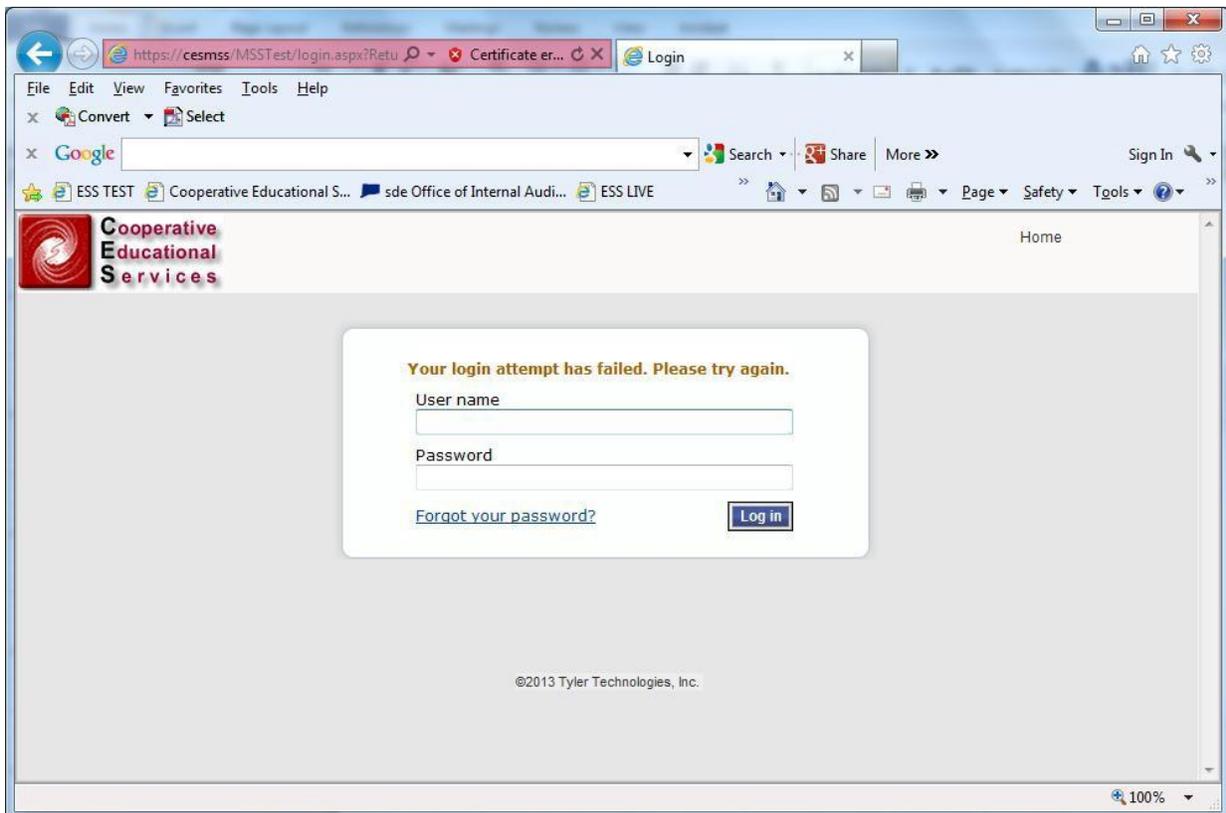
To LogIn: Enter User Name: Initials of first and last name and last four digits of social security number, example Lori Smith (LS8251).

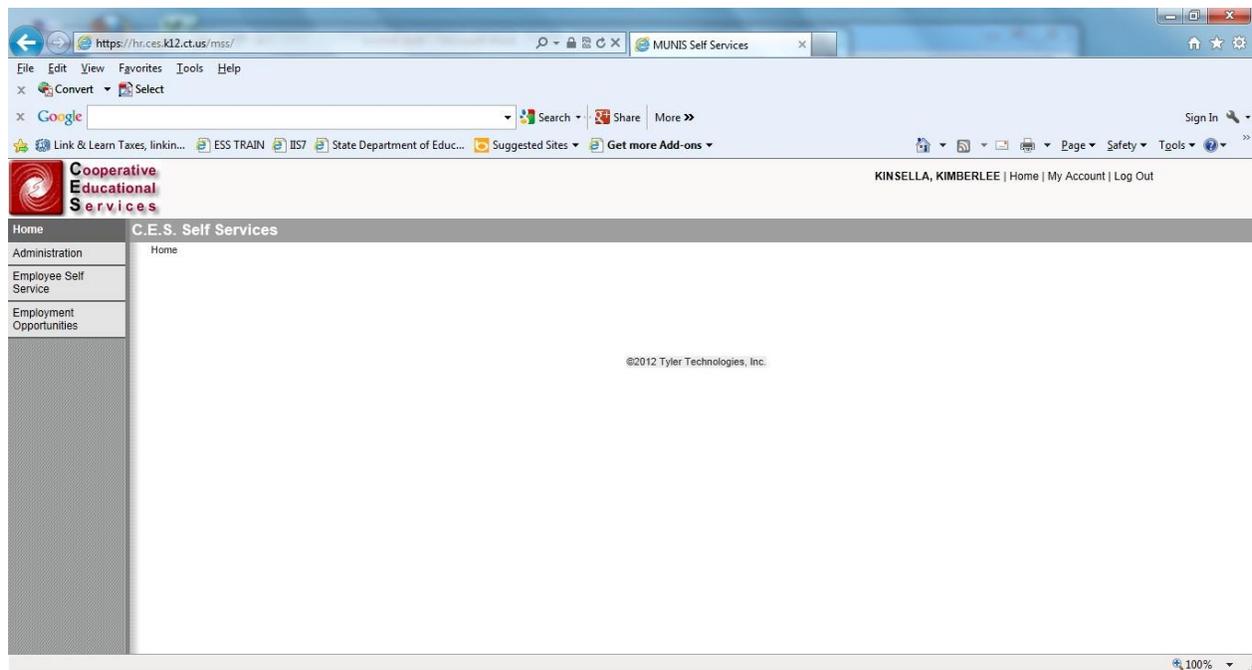
Enter Password: password



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.





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

Munis Self Services LEVESQUE, CECILE C | Home | My Account | Log Out

Welcome to Employee Self Service

Home > Employee Self Service

Personal information [View profile](#)

LEVESQUE, CECILE
371 US ROUTE 1
CASCO, ME 04015

Phone: HOME PHONE: Email: melfring@tylertech.com

Announcements [Contact](#)

There will be no department meetings for the month of April due to construction in the building.

Time off [Request time off](#)

Available time

Category	Available	Total
SICK	0.00	0.00
PERSONAL	24.00	24.00

Requested Taken

2011

ACCOUNTIII

Available time

Category	Available	Total
VACATION	0.00	0.00

Requested Taken

2011

Paychecks [Show paycheck amounts](#)

Last Paycheck: 4/15/2011

Year to date

Previous paychecks

4/15/2011 3/1/2011 - 3/30/2011 [View details](#)

Tools

- [Paycheck simulator](#)
- [View last year's W2](#)
- [Change your W4](#)

Employee time off [View calendar](#)

LEVESQUE, MARY

Available time

Category	Available	Total
VACATION	0.00	0.00
SICK	0.00	0.00
PERSONAL	24.00	24.00

Requested Taken

2011

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 Self Services LEVESQUE, CECILE C | Home | My Account | Log Out 

Employee Profile Resources

Home > Employee Self Service > Personal Information > Employee Profile [Return to Personal Information](#)

Home	Employee Profile
Employee Self Service	
Benefits	General information
Certifications	Name LEVESQUE, CECILE
Expense Reports	Employee ID 166355
Pay/Tax Information	SSN xxx-xx-xxxx
Performance Evaluations	Active status ACTIVE
Personal Information	Personnel status FULL TIME
Employee Profile	Office location
Position Transfer	E-Mail address melfring@tylertech.com
Substitute Teaching	Alternate e-mail address
Time Off	Hire date 7/21/2009
Time Sheet	Service date 7/21/2009
Training Opportunities	Original hire date
	Supervisor  MAUREEN E BISHOP-ELFRING
	Supervisor e-mail melfring@tylertech.com
	Demographic information
	Date of birth <input type="text" value="1/1/1960"/>
	Gender <input type="text" value="FEMALE"/>
	EEO ethnicity <input type="text" value="ASIAN"/>
	Marital status <input type="text" value="REGISTERED DOMESTIC PARTNER"/>
	Privacy setting <input type="text"/>
	DOE ethnicity <input type="radio"/> Yes, Hispanic or Latino
	<input checked="" type="radio"/> No, not Hispanic or Latino
	DOE Race
	American Indian or Alaska Native <input type="checkbox"/>
	Asian <input type="checkbox"/>
	Black or African American <input type="checkbox"/>
	Native Hawaiian or other Pacific Islander <input type="checkbox"/>
	White <input type="checkbox"/>
	<input type="button" value="Update"/> <input type="button" value="Cancel"/>

Mail corrections/comments to [Human Resources](#)

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.



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 Self Services | PARKER, KATHLEEN A | Home | My Account | Log Out

Request Time Off

Home > Employee Self Service > Time Off > Request Time Off

Step 1 of 4: Select Dates

Click to select each date that you would like to take off. (Click again to deselect).

<< [previous month](#) | [next month](#) >>

September 2011							October 2011							November 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1			1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

Time Off Approver: CECILE LEVESQUE

[Continue](#)

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

Munis Self Services

PARKER, KATHLEEN A | Home | My Account | Log Out

Request Time Off

Home > Employee Self Service > Time Off > Request Time Off

Step 1 of 4: Select Dates

Click to select each date that you would like to take off. (Click again to deselect).

<< [previous month](#) [next month](#) >>

September 2011							October 2011							November 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				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	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		30	31												

Time Off Approver: CECILE LEVESQUE

[Continue](#)

The program displays the Select Type page.

Munis Self Services

PARKER, KATHLEEN A | Home | My Account | Log Out

Request Time Off

Home > Employee Self Service > Time Off > Request Time Off

Step 2 of 4: Select Type

Select the type of time off you would like to take from which job

CLERK II

Type	Current Available	Projected Available*
<input checked="" type="radio"/> VACATION	25.00	25.00

[Continue](#)

*Estimated available amount by 10/7/2011.

Time Off Approver: CECILE LEVESQUE

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.

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.

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.

Munis Self Services PARKER, KATHLEEN A | Home | My Account | Log Out 

Home | **My Requests**

Home > Employee Self Service > Time Off > My Requests [Calendar view](#)

	Earned	Projected Earned through 9/9/2011	Projected Available* through 9/9/2011
SICK (H)	40.00	40.00	40.00
PERSONAL (H)	24.00	24.00	24.00
	64.00	64.00	64.00

Dates Requested	Amount	Type	Status	Reason	Comments	Options
2/25/2011	4 (H)	VACATION	Approved - Not Taken			Cancel Export
8/26/2010 - 8/27/2010	16 (H)	VACATION	Declined			Cancel
8/4/2010	4 (H)	VACATION	Approved - Not Taken			Cancel Export

CLERK II

	Earned	Projected Earned through 9/9/2011	Projected Available* through 9/9/2011
VACATION (H)	25.00	25.00	21.00

Dates Requested	Amount	Type	Status	Reason	Comments	Options
10/7/2011	4 (H)	VACATION	Requested			Cancel

H=Hours; D=Days.
*Available amount after any outstanding requests (approved or pending approval)

Time Off Approver:  CECILE LEVESQUE

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

Munis Self Services PARKER, KATHLEEN A | Home | My Account | Log Out 

Home | **My Requests**

Home > Employee Self Service > Time Off > My Requests [Calendar view](#)

	Earned	Projected Earned through 9/9/2011	Projected Available* through 9/9/2011
SICK (H)	40.00	40.00	40.00


Munis Self Services
PARKER, KATHLEEN A | Home | My Account | Log Out 

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- Performance Evaluations
- Personal Information
- Position Transfer
- Substitute Teaching
- Time Off
- Request Time Off
- My Requests
- Employee Requests
- Employee History
- Time Sheet
- Training Opportunities

Time Off Calendar

Home > Employee Self Service > Time Off > My Requests > Calendar view

Year: 2011 Go

[Return to previous view](#)

January 2011							February 2011							March 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	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 2011							May 2011							June 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		
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
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 2011							August 2011							September 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	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	
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																			

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


Munis Self Services
PARKER, KATHLEEN A | Home | My Account | Log Out 

- Home
- Employee Self Service
- Benefits
- Certifications
- Expense Reports
- Pay/Tax Information

Time Off Calendar

Home > Employee Self Service > Time Off > My Requests > Calendar view

Year: 2011 Go

[Return to previous view](#)

January 2011							February 2011							March 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	4	5		

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.

Check Detail

Home > Employee Self Service > Pay/Tax Information > Check Detail

PARKER, KATHLEEN A [Return to paytax information](#)

Overview

Check Date	4/15/2011
Pay Period	3/1/2011 - 3/30/2011
Check Number	519
Check Status	Cleared
Gross Pay	\$2,470.00
Net Pay	\$1,957.36

Pay Breakdown

Pay Type	Hours	Rate	Amount
HOURLY TM	160.00	\$15.00	\$2,400.00
UNIFORM	0.00	\$0.00	\$60.00
MEAL REIM	0.00	\$0.00	\$10.00
Total			\$2,470.00

Deductions

Deduction Type	Amount
FICA	\$152.52
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.

3. Click Calculate.
The program displays the new adjusted amounts.

	Current	Simulation
Gross Pay	0.00	0.00
Federal Tax	0.00	0.00
State Tax	0.00	0.00
Local Tax	0.00	0.00
FICA	1.55	130.72
Medicare	0.36	30.57
Other Deductions	0.00	0.00
Net Pay	0.00	0.00

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.

Munis Self Services
MALIA, ROMAN | Home | My Account

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- W-2
- 1099-R
- W-4
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- Performance Review
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- Time Off
- Time Sheet
- Training Opportunities

W-2 Information

Home > Employee Self Service > Pay/Tax Information > W-2

Year: 2005 - 0

ROMAN MALIA

YEAR: 2005
SEQ: 0

320 HOWELLS TPKE
ANYTOWN, US 12345

RETIREMENT	<input checked="" type="checkbox"/>
DEF COMP	<input type="checkbox"/>
3RD PARTY SICK	<input type="checkbox"/>
STATUTORY EMPLOYEE	<input type="checkbox"/>
DECEASED	<input type="checkbox"/>

Wages and Tax

	GROSS	TAX
FIT	\$20,060.04	\$0.00
FICA	\$21,080.02	\$1,307.02
MEDICARE	\$21,080.02	\$305.76
SIT MA (0 Exemptions)	\$20,060.04	\$1,009.06
LIT	\$0.00	\$0.00
DEP CARE	\$0.00	\$0.00
SOCIAL SECURITY TIPS	\$0.00	\$0.00
ALLOCATED TIPS	\$0.00	\$0.00
Box 12		
C LIFE	\$0.00	\$0.00
D 401K	\$0.00	\$0.00
E 403B	\$0.00	\$0.00
F 408K6	\$0.00	\$0.00
G 457B	\$0.00	\$0.00
H 501C18D	\$0.00	\$0.00
M UNCL FICA	\$0.00	\$0.00
N UNCL MEDC	\$0.00	\$0.00
P EXCL MOVE	\$0.00	\$0.00
Q MILITARY	\$0.00	\$0.00
R MEDICAL	\$0.00	\$0.00
S SIMPLE PENS	\$0.00	\$0.00

Change Your W4

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

Munis Self Services
LEVESQUE, CECILE C | Home | My Account | Log Out

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- 1099-R
- W-4
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- Salary Notification
- Direct Deposit
- Performance Evaluations
- Personal Information

W-4 Information

Home > Employee Self Service > Pay/Tax Information > W-4

Employee: LEVESQUE, CECILE [Edit W-4 Values](#)

LEVESQUE, CECILE

FEDERAL

Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000

MAINE

Marital Status	SINGLE
Exemptions	0

13

To change your W-4 information:

1. Click Edit W-4 Values.

Munis Self Services

LEVESQUE, CECILE C | Home | My Account | Log Out

Home > Employee Self Service > Pay/Tax Information > W-4

Employee: LEVESQUE, CECILE

LEVESQUE, CECILE

FEDERAL

Marital Status: SINGLE

Exemptions: 0

Additional Amount: \$0.0000

MAINE

Marital Status: SINGLE

Exemptions: 0

[Edit W-4 Values](#)

2. Enter the revised data.

Munis Self Services

LEVESQUE, CECILE C | Home | My Account | Log Out

Home > Employee Self Service > Pay/Tax Information > W-4 > Edit

LEVESQUE, CECILE

FEDERAL

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

Exemptions: 2

Additional Amount (\$): 100.0000

MAINE

Marital Status: SINGLE

Exemptions: 0

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.

[Submit](#) [Reset](#) [Cancel](#)

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 | My Account | Log Out 

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- Performance Review
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- Time Sheet
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W-2 Information

Home > Employee Self Service > Pay/Tax Information > W-2

Year: 2005 - 0

CORY BERRY

YEAR: 2005
SEQ: 0

1313 BREEZEWAY DR
ANYTOWN, US 12345

RETIREMENT

DEF COMP

3RD PARTY SICK

STATUTORY EMPLOYEE

DECEASED

Wages and Tax

	GROSS	TAX
FIT	\$8,004.80	\$0.00
FICA	\$8,540.00	\$393.10
MEDICARE	\$8,540.00	\$91.92
SIT MA (0 Exemptions)	\$5,804.80	\$0.00
LIT	\$0.00	\$0.00

DEP CARE	\$2,200.00	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
J SICK	\$0.00	T ADOPTION	\$0.00
L BUS EXP	\$0.00		

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.

Home > Employee Self Service > Pay/Tax Information > Direct Deposit

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts. If you wish to receive a check instead, you can delete the primary account.

Primary account

Bank	Account type	Account number	Prenote	Percentage
BANK OF AMERICA	Checking	44455666	No	100%

[Change](#) | [Delete](#)

Percentage-based accounts

You have no percentage-based accounts for direct deposit. [Add a percentage-based account](#)

Amount-based accounts

You have no amount-based accounts for direct deposit.

By selecting this check box, you are verifying the changes.

[Submit changes](#)

To modify your direct deposit information:

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

Home > Employee Self Service > Pay/Tax Information > Direct Deposit

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts. If you wish to receive a check instead, you can delete the primary account.

Primary account

Bank	Account type	Account number	Prenote	Percentage
BANK OF AMERICA	Checking	44455666	No	100%

[Change](#) | [Delete](#)

Percentage-based accounts

You have no percentage-based accounts for direct deposit. [Add a percentage-based account](#)

Amount-based accounts

You have no amount-based accounts for direct deposit.

By selecting this check box, you are verifying the changes.

[Submit changes](#)

Edit DIRECT DEPOSIT NET

Bank name: BANK OF AMERICA - 061477986

Account type: Checking

Account number: 44455666

Percentage: 100

[OK](#) [Cancel](#)

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.

Munis Self Services

PARKER, KATHLEEN A | Home | My Account | Log Out

Home Employee Self Service Benefits Certifications Expense Reports Pay/Tax Information Performance Review Resources

Home > Employee Self Service > Certifications

Type	Area	Level	Number	Effective date	Expiration date
ACT - ACCOUNTING	1CPA - CERTIFIED PUBLIC ACCOUNTANT			7/28/2010	1/1/0001