

Manchester Public Schools

Munis Employee Self Service

Munis Employee Self Service is an internal website that as a Manchester Board of Ed employee, you may go to view your employee profile, update benefits, view paystubs, and even sign up for specific training sessions.

It is a tool to help you stay connected, updated and informed.

Please read through these instructions on how to use the site most effectively.

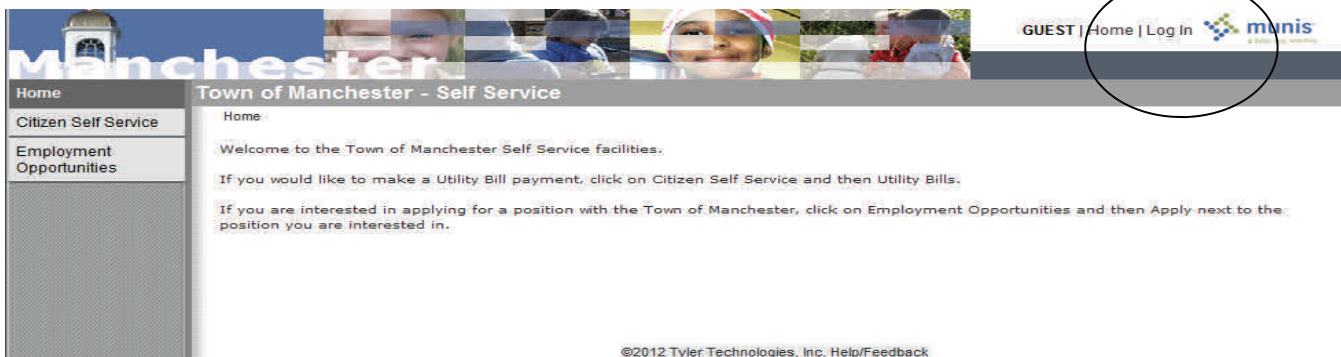


Using a web browser (Internet Explorer), go to the Manchester Public Schools homepage

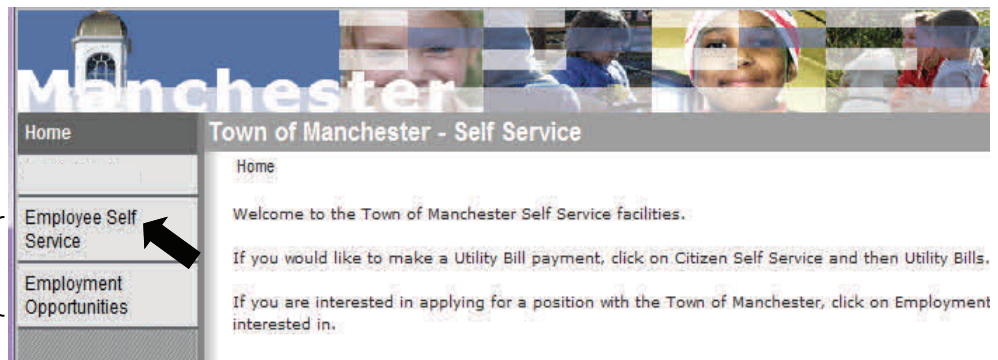
<http://boe.townofmanchester.org>

and click on the Munis Employee Self Serve link .

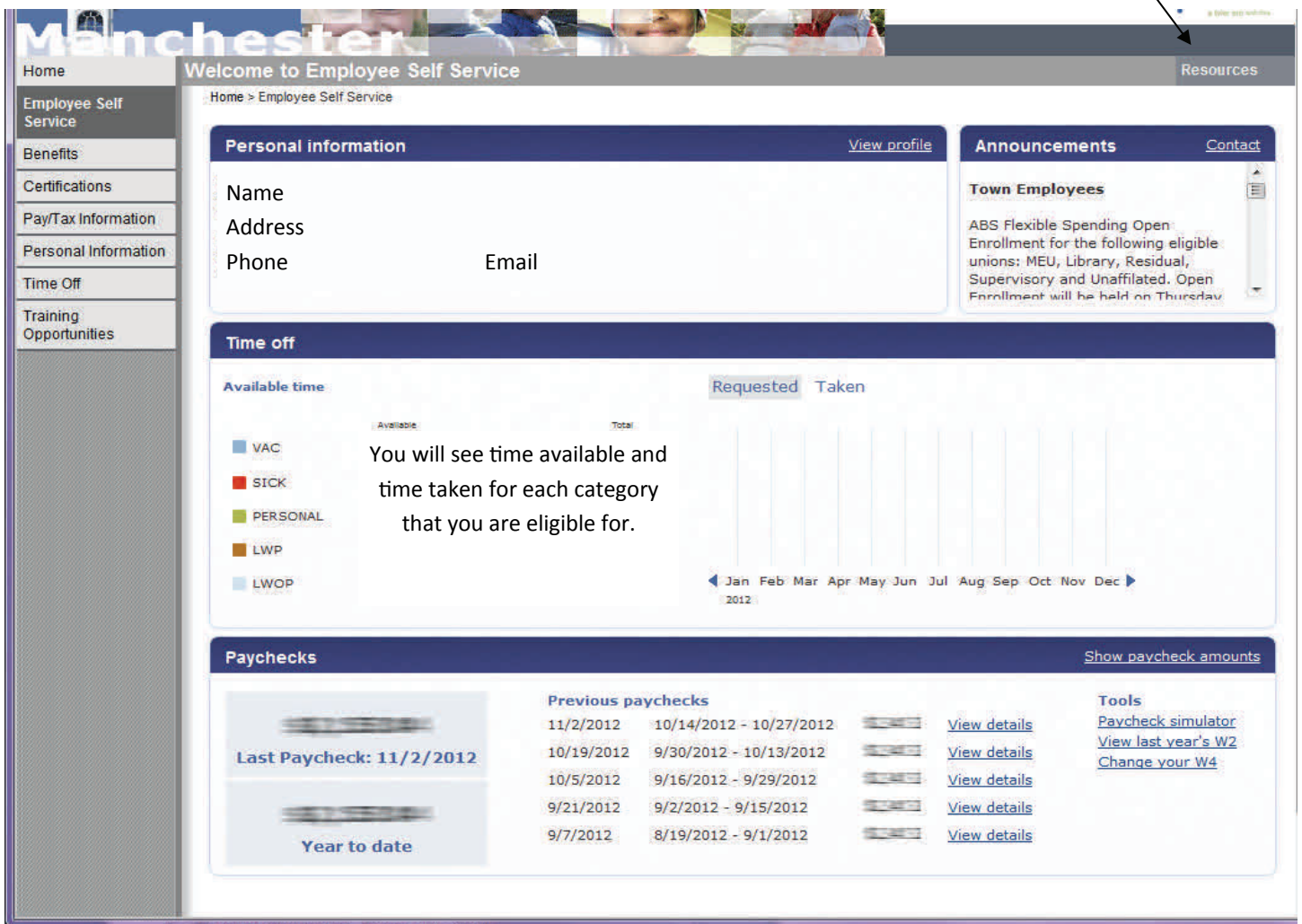
Click on the Log In link located in the top RIGHT corner of the page. You will then be prompted to enter your username and password. Your username* will be your first initial and last name. Your password will be the last four digits of your social security number initially but you will be prompted immediately to change it. Make it something that you will remember. **Those employees with duplicate first initials and last names will be notified via email with your special username and password. Those employees with hyphenated last names will use your SECOND portion of your last name as the "last name" portion of your user name.*



On the left side of the page are two options: “Employee Self Service” and “Employment Opportunities”. Click on “Employee Self Service” to view your profile.



To view documents, forms, etc., you can click on the Resources tab in the upper right corner. This section is currently under construction. Please continue to visit the Manchester Public School’s website “Departments” section for all forms and documents needed.

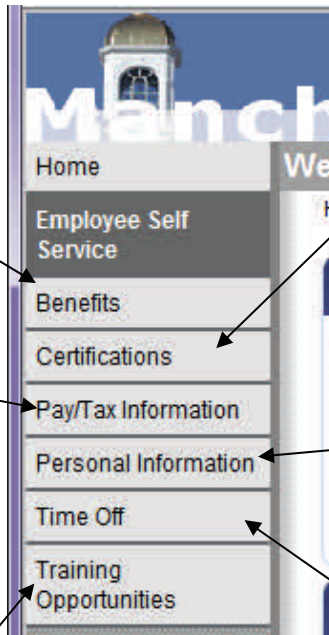


The main page for Employee Self Serve will give you an overview of your profile. You can review your personal information on file with us, along with available time and the last few paycheck received. ALSO, please make sure to check out the “ANNOUNCEMENTS” section in the upper right hand corner. We will be using this for any staff notices and important information. You will have to scroll down in this section to view **Manchester Public Schools** announcements.

Benefits – This section is “Under Construction”. This will show you the benefits you have chosen .

Pay/Tax Information – This displays a summary of each pay check going back to 2008. To view the details of each pay period, click on the View Details button. This will display your pay along with all of your deductions.

Training Opportunities – In the future, available classes will be shown here.



Certifications—This section will show any State of Connecticut Educator Certifications that we have on file for you. If it is blank, and you have a certification, then you must contact Human Resources immediately to update your records. *This is for Certified staff only.*

Personal Information – This section shows the information that is entered in Munis concerning your home address, phone number, email address, and emergency contact information.

Time Off – This screen displays your accrual amounts. You can see the amount you’ve Earned, Taken, and have Available.

YTD Information displays a summary of your pay and deductions for the Year to Date. You can go back to 2008 by clicking on the drop down box and selecting a year.

Check Date	Pay Period	Status	Gross Pay	Net Pay
11/2/2012	10/14/2012 - 10/27/2012	Cleared		
10/19/2012	9/30/2012 - 10/13/2012			
10/5/2012	9/16/2012 - 9/29/2012	Cleared		
9/21/2012	9/2/2012 - 9/15/2012	Cleared		
9/7/2012	8/19/2012 - 9/1/2012	Cleared		
8/24/2012	8/5/2012 - 8/18/2012	Cleared		
8/10/2012	7/29/2012 - 8/4/2012	Cleared		

Amount of Gross and Net pay will be listed here. “Cleared” indicates that the check was Direct Deposited.

You may click on **W2** to review your information for each year. The W2 information for the previous year will not be displayed until Payroll has completed the W2 process.

Clicking on **W-4** will display the information that you selected on your State and Federal Income Tax forms. If you need to make any changes, please contact payroll for an updated form.

FEDERAL

Marital Status: MARRIED

Exemptions: 0

Additional Amount: \$0.0000

CONNECTICUT

Marital Status: FILING STATUS "A"

Exemptions: 0

Additional Amount: \$0.0000

Paycheck Simulator will allow you to “test” any adjustments for income tax deductions. This does NOT affect your paycheck. This is just a simulator.

You are allowed to make several changes to your Employee Profile right here on SelfServe. You can update your address, phone numbers and emergency contacts. At this time, dependents are not listed. You will be able to view your dependents after our next open enrollment period closes.

An “Unlisted Number” means that it will not be used in any profiles or distribution lists.

★ Make sure to click “Add” so your changes are saved!

Manchester

Home Employee Profile Resources

Home > Employee Self Service > Personal Information > Employee Profile

[Return to Personal Information](#)

General information

Name
Employee ID
SSN
Active status
Personnel status
Office location
E-Mail address
Alternate e-mail address
Hire date
Service date
Original hire date
Supervisor
Supervisor e-mail

Demographic information

Date of birth
Gender
EEO ethnicity
Marital status
Privacy setting
DOE ethnicity

DOE Race

American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or other Pacific Islander
White

Please review the information listed under Employee Profile. If you need any changes to be made that could not be done in the “Personal Information” section, please contact the Human Resources Department at boehr@manchesterct.gov.

The section for “Time Off” shows you your total amount of earned time, taken time, and currently available time. When you click on [Summary](#), you will see a list of all accrued time, and during which pay period it was earned or taken. *This is not where you will schedule time off. You must still report all absences through Kelly Services.*

Manchester

Home Time Off Resources

Home > Employee Self Service > Time Off

	Maximum Allowed	Earned	Projected Earned* through 11/9/2012	Taken	To Be Taken	Currently Available	Projected Available* through 11/9/2012	
VAC (H)								Summary
SICK (H)								Summary
PERSONAL (H)								Summary
LWP (H)								Summary
LWOP (H)								Summary

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

Time Off Approver:

If you have any concerns or issues using Munis Self Service, please contact the Human Resource Department.