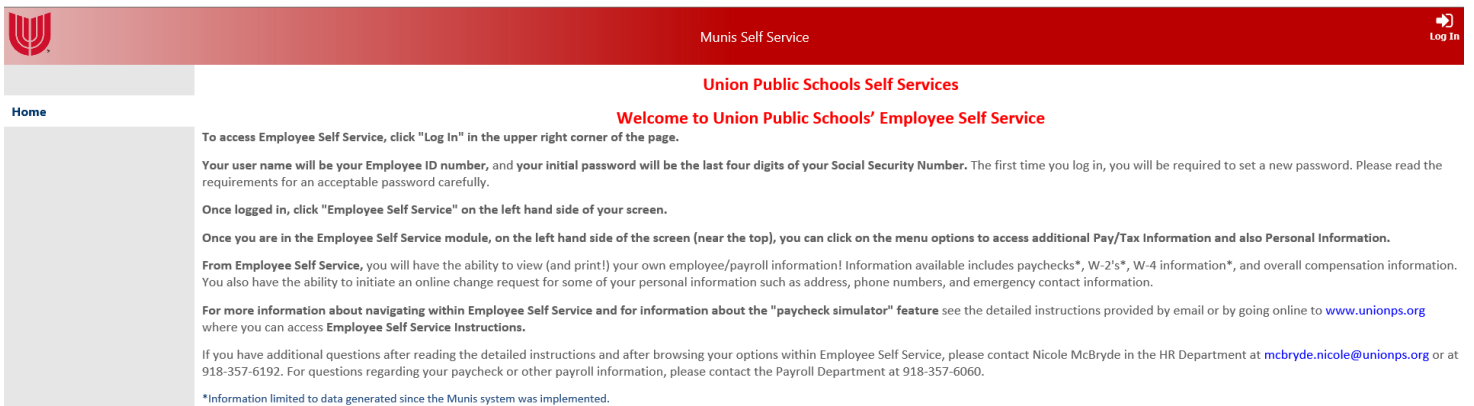


Union Public Schools Employee Self Service (ESS)

Employee Self Service (ESS) is the Munis Self Service (MSS) application created specifically for employees of Union Public Schools. ESS provides access to personal, pay, and tax information.

To access ESS, search your favorites (IT has pushed this link to all). If ESS is not in your favorites, type in the following link <https://unionpsdok.munisselfservice.com/>

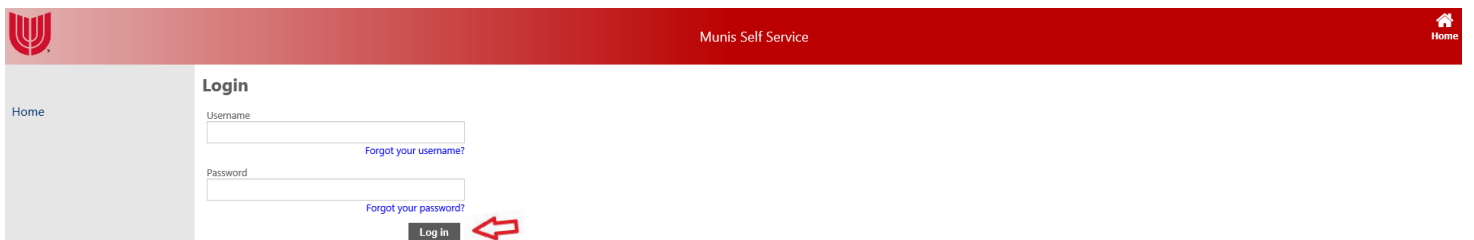
Step #1: Click **Log In** in the upper right-hand corner of the site



The screenshot shows the top navigation bar of the Munis Self Service application. On the left is the Union Public Schools logo. In the center, it says "Munis Self Service". On the right, there is a "Log In" button with a red arrow pointing to it. Below the navigation bar, the main content area is titled "Union Public Schools Self Services" and "Welcome to Union Public Schools' Employee Self Service". The left sidebar contains a "Home" link. The main content area contains instructions for accessing Employee Self Service, including a "Log In" button in the top right corner of the page.

Step #2: Enter your username and password, and then click **Log In**. **Your User name is your employee ID# and your initial password will be the last four digits of your social security number.** The first time you login, the system will force you to immediately change your password. Please read the requirements for an acceptable password carefully.

If you have forgotten your password follow the directions on pages 7 & 8.



The screenshot shows the "Login" page of the Munis Self Service application. The top navigation bar is red with the Union Public Schools logo on the left, "Munis Self Service" in the center, and a "Home" button on the right. The left sidebar contains a "Home" link. The main content area is titled "Login" and contains two input fields: "Username" and "Password". Below the "Username" field is a link "Forgot your username?". Below the "Password" field is a link "Forgot your password?". At the bottom of the form is a "Log In" button with a red arrow pointing to it.

Navigating ESS

Once you have logged into ESS, you will be on the home screen (see below) which displays a quick view of your latest paychecks.

To navigate to the rest of ESS, click on the links titled "**Pay/Tax Information**" and "**Personal Information**" in the left-hand column of the home screen.

Note: Click on the camera icon to view the payroll advice for the specified pay period.

Employee Self Service

Announcements

For information about the features of this module and for assistance with navigating within this module, please review Employee Self Service Instructions at www.unionps.org

Personal Information [View profile](#)

Phone
HOME PHONE:
CELL PHONE:

Email
Email:

Paychecks [Show paycheck amounts](#)

Previous paychecks	
1/10/2018	Details
12/22/2017	Details
12/11/2017	Details
11/22/2017	Details
11/10/2017	Details

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

Personal Information

If you would like to make a change to your (1) preferred name, (2) address, phone number, and emergency contact, or (3) tax form delivery, click on “**Personal Information**” and you will see the screen below.

Click on the word “Edit” to change the desired fields. Please see specific details in regards to phone numbers and tax form delivery options after this print screen.

Personal Information

General Contact Dependents Tax form delivery

1 2 3

Name	PERSON, BRUCE	Email address	PERSON, BRUCE@UNIONPS.ORG	Hire date	4/1/2013
Preferred name		Alternate email address		Service date	4/1/2013
Employee ID		Primary location	PAYROLL	Original hire date	4/1/2013
SSN	XXX-XX-XXXX	Check location	ADMINISTRATIVE CENTER	Supervisor	
Active status	ACTIVE			Supervisor email	unspecified
Personnel status	FULL TIME REGULAR CONTRACT				

Edit



Important Points to Remember

- You must have a Primary phone; this home phone number can be a landline or a cell phone. This phone number is where you would like to receive calls/messages from the district.
- If you requested to receive text message from the district, you must have a cell phone in your list of phone numbers. Your cell phone can be the same number as your primary phone.
- Requested changes will be sent to a queue to be reviewed for formatting by a designee in the Human Resources Department. After review, which should occur within three business days, the changes will be accepted and your new information will be available in the system.
- For electronic tax documents, you are given the options of mail only or ESS only. The default option is listed as **mail**.

Pay/Tax Information

If you would like to review your payroll information click on **"Pay/Tax Information"** and you will see the screen below. In the left-hand column, you will have the option to view W-2s, 1095s, W-4 elections, and a total compensation analysis.

You will also have the ability to make W-4 changes as discussed on page #5. The paycheck simulator is discussed on page # 6.

Munis Self Service

Employee Self Service

Certifications

Pay/Tax Information

YTD Information

W-2

1095-B

1095-C

W-4

Paycheck Simulator

Total Compensation

Personal Information

Pay/Tax Information

Year 2018

Check Date	Pay Period	Status	Gross Pay	Net Pay	
2/26/2018	2/1/2018 - 2/15/2018	Cleared	\$	\$	Details
2/9/2018	1/16/2018 - 1/31/2018	Cleared	\$	\$	Details
1/23/2018	1/1/2018 - 1/15/2018	Cleared	\$	\$	Details
1/10/2018	12/16/2017 - 12/31/2017	Cleared	\$	\$	Details

W-4 Changes

If you would like to make a change to your Federal W-4 or Oklahoma W-4, ESS includes the ability to make the change electronically. From the W-4 screen, click on either "Edit Federal" or "Edit Oklahoma".

Munis Self Service

W-4 Information

FEDERAL
Marital status
MARRIED
W-4 - Step 2
Checked
Dependents Amount
\$2000.00
Other Income
\$0.00
Deductions
\$0.00
Additional amount
\$50.0000
[Edit FEDERAL](#)

OKLAHOMA
Marital status
MARRIED
Exemptions
0
Additional amount
\$50.0000
[Edit OKLAHOMA](#)

The edit screen allows you to amend either your Federal W-4 or Oklahoma W-4. Any requested W-4 changes will be sent to a queue to be reviewed in the Payroll Department. After review, the changes will be accepted and your new tax withholding election will be set. You will receive a system generated email verifying that the change has been accepted.

Note: The 2020 Federal W-4 is **substantially** different from previous years. The IRS highly recommends using the online withholding calculator to determine the proper election. Links to instructions and the withholding calculator are include in the ESS W-4 edit screen.

Paycheck Simulator

The Paycheck Simulator allows you to adjust your deductions to simulate how this change would affect your paychecks without making permanent changes.

Note: Hourly employees will need to fill-in the hours worked field for the simulation to run properly. For the best comparison, enter in the number of hours worked on your last payroll check.

1. This section allows an employee to **simulate** changing W-4 elections for both federal and state taxes. Please note that the Federal W-4 changed substantially for calendar year 2020. See page #5 for instructions on how to make **actual** changes to W-4 elections.

"Federal Tax" - If the "2020 or Later W-4" box is **not** checked then you are currently using the old version of the Federal W-4. To simulate a change, you will need to check the "2020 or Later W-4" box then determine which (if any) additional fields to complete.

For official instructions on the new Federal W-4, please see the IRS website <https://www.irs.gov/pub/irs-pdf/fw4.pdf>.

"State Tax" - A change in material status and/or exemptions can be simulated here

"Local Tax" - This field is **not** used

2. This section allows an employee to **simulate** changing optional deduction amounts (such as 457* or 403(b)* amounts). To make **actual** changes to 457/403(b) deductions, the appropriate 457/403(b) form must be submitted to the Payroll Department.

*You must already be participating in a 457 or 403(b) to use this simulation feature.

Paycheck Simulator

Pay cycle: 1 ▼ Switching deduction cycles will reset the entire page.

Pay Details

Job	Pay	Hours	Rate	Percentage	Amount
		11.00		0.00	
		0.00		0.00	

2020 or later W-4 ☒ **Marital** **Exemptions** **Step 2 Checkbox** ☒ **Dependents Amount** **Other Income** **Deductions**

State Tax **Local Tax**

Deductions

Description	Amount
ANNUITY ASP EDWARD JONES 403B	500.00
AFA CAFETERIA CHILD CARE	100.00
VISION	0.08
DENTAL	31.64
HEALTH PPO	24.29

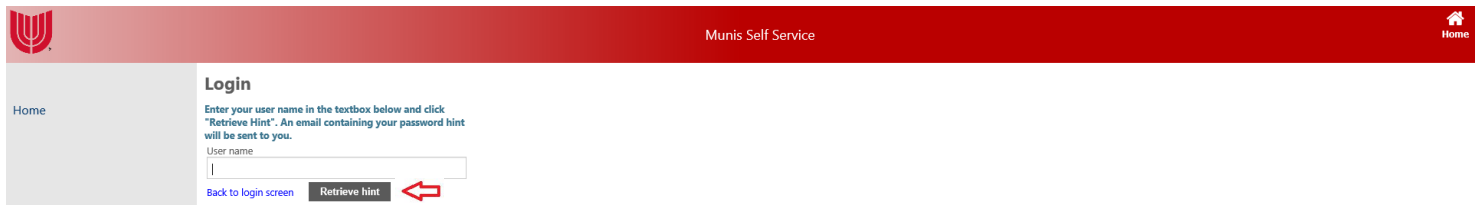
Calculate **Reset**

Password Reset Instructions

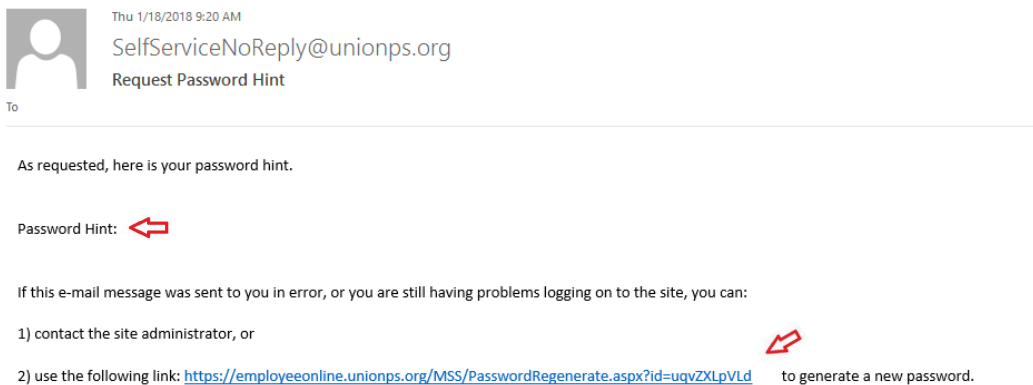
Step #1: Click on the "Forgot your password" link on the Log In menu



Step #2: Enter your user name (employee ID#) and click on "Retrieve Hint". An email will be sent to your unionps.org address containing a hint and alternative login procedures.

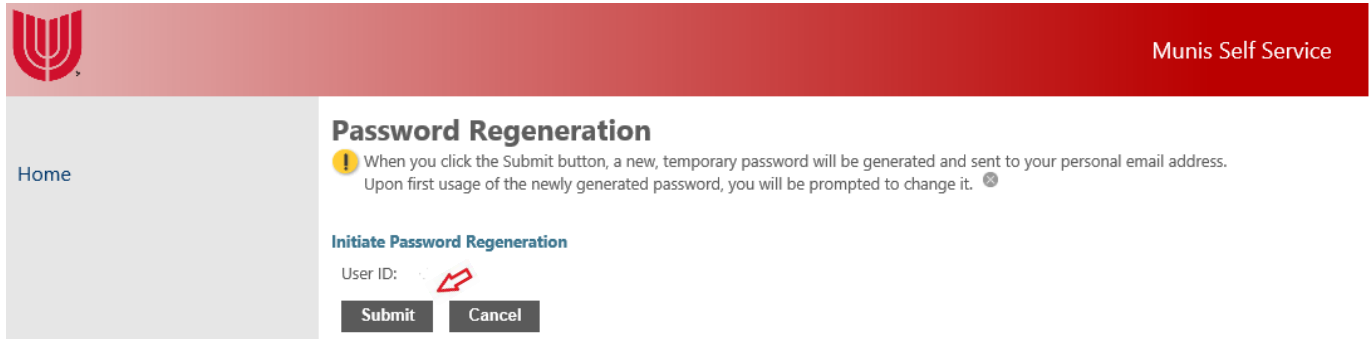


Step #3: Check your unionps.org email account and determine if the hint reminds you of the previously established password. If the hint is no longer helpful, follow the link within the email to generate a new password.



Password Reset Instructions Cont.

Step #4: Confirm that you want to generate a temporary password by clicking "submit"

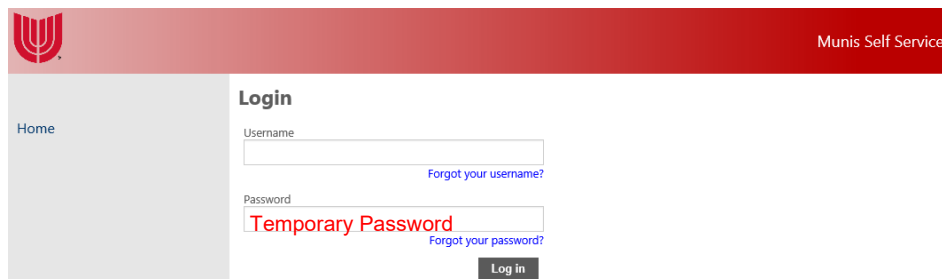


The screenshot shows the 'Password Regeneration' page of the Munis Self Service portal. It features a red header with the Munis logo and 'Munis Self Service' text. A sidebar on the left has a 'Home' link. The main content area has a title 'Password Regeneration' followed by an information icon and a message: 'When you click the Submit button, a new, temporary password will be generated and sent to your personal email address. Upon first usage of the newly generated password, you will be prompted to change it.' Below this is a link 'Initiate Password Regeneration'. Underneath, there is a 'User ID:' label, a red arrow icon pointing to a text input field, and two buttons: 'Submit' and 'Cancel'.

Step #5: Check your unionps.org email account to retrieve your unique temporary password.



Step #6: Go back to the ESS website and use the temporary password on the login screen



The screenshot shows the 'Login' page of the Munis Self Service portal. It has a red header with the Munis logo and 'Munis Self Service' text. A sidebar on the left has a 'Home' link. The main content area has a title 'Login'. Below the title are two input fields: 'Username' and 'Password'. There are links 'Forgot your username?' and 'Forgot your password?' next to the respective fields. The 'Password' field contains the text 'Temporary Password' in red. Below the fields is a 'Log in' button.

Step #7: Upon first usage of the newly generated password, you will be prompted to change it. The "current password" will be your temporary password. The "new password" will be anything of your choice which follows the required format.



The screenshot shows the 'Login' page of the Munis Self Service portal, but with a prompt to change the password. The red header and sidebar are the same. The main content area has a title 'Login'. Below the title, there is a message: 'Before proceeding you must change your password.' followed by a note: 'New password must be at least 6 characters long, contain at least 1 numeric character and contain at least one uppercase character and one lowercase character.' Below this are four input fields: 'Current password', 'New password', 'Password strength' (which shows 'Unacceptable'), and 'Confirm new password'. There is also a 'New password hint' field. At the bottom are two buttons: 'Change' and 'Cancel'.

Your password reset is now complete!

Contact Information

For general questions about navigating in ESS or making online change requests:

Human Resources 918-357-6053 (Christine Mason, mason.christine@unionps.org)

HR Front Desk 918-357-6190

For questions about your paycheck:

Payroll Department 918-357-6060