

PLEASE KEEP FOR FUTURE REFERENCE



MUNIS SELF SERVICE INSTRUCTIONS

Access Richland One website, www.richlandone.org. Move your cursor over "Resources". A menu will appear. Move your cursor over "Employee Resources", then click on "MUNIS Online". There will also be a "MUNIS Online" link in the "Quick Links" menu in the left-hand column of the main page.

LINKS TO DOCUMENTS & WEBSITES: Located on Welcome page.

USER PASSWORD:

To change your password go to My Account, click on Change Password, type in current password, new password, confirm new password, give a password hint that will help you remember your password. Passwords must be 6 digits/characters. Click on Update.

TO RESET PASSWORD IF YOU HAVE DISTRICT E-MAIL:

When your login attempt fails, on the screen select "here" to receive your password hint by email. You must close out of the internet browser so that the e-mail can be sent to you. Upon receiving the e-mail and seeing the hint, if you still don't remember your password then click on "use the following link... to generate a new password". You will be sent an e-mail with a temporary password. This temporary password enables you to access Munis Self Service. If you are still unsuccessful or you don't know your user name, please contact Human Resources at 231-7447.

EMPLOYEE PROFILE:

Choose Employee Self Service, click on Personal Information then click on Employee Profile.

ADDRESS, TELEPHONE AND EMERGENCY CONTACTS INFORMATION:

Choose Personal Information, then click on Employee Profile to change address, telephone or emergency contacts. Click on Change. Change your information and then click on Update. We must have an address on file for you otherwise we will be unable to mail paychecks, pay-stubs, and important mailings to you. It is mandatory that you have an address and that it is current.

DEPENDENT INFORMATION:

You cannot change your dependent information. This is a list of people covered under your insurance and can only be changed at the Enrollment Period in October. To view your existing dependent information go to Dependent Information on the Employee Profile Screen. If you have any questions please contact the Benefits Office at 231-7448.

LEAVE ACCRUAL:

Choose Employee Self Service, then choose Time Off. To view the detail click on Summary. **NOTE: ABSENCES ARE POSTED IN THE PAYROLL SYSTEM WITH A TWO WEEK DELAY.** You will need to take into account any days you may have taken since the last date was posted.

PAYCHECK HISTORY:

Click on Employee Self Service then click on Pay/Tax Information. To view details click on View Details. To view previous years change the year in the drop down box. To print, use the print function of your internet browser.

W-4 INFORMATION (Federal and State Marital Status and Exemptions):

Click on Employee Self Service then Pay/Tax Information then click on W-4. W-4 information cannot be changed online. A W-4 form, which can be printed out, completed, and turned into the Payroll Department, can be found on the Welcome Page.

W-2 INFORMATION

Click on Employee Self Service then Pay/Tax Information then click on W-2. Choose year to be viewed. Can be printed using print function of your internet browser.

LOG OUT

11/02/09