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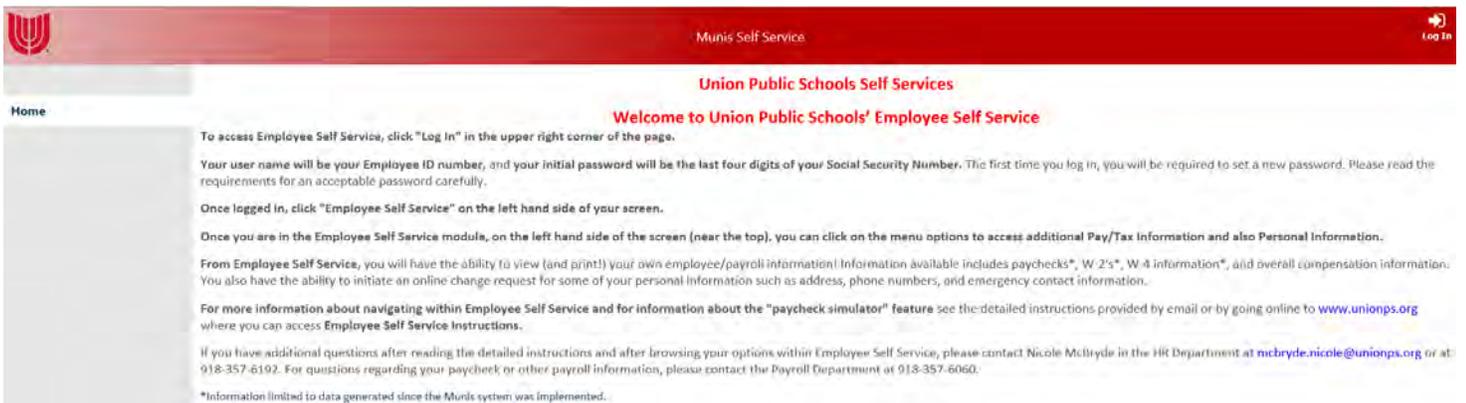
Step #2: Enter your username and password, and then click **Log In**. Your User name is your employee ID# and your initial password will be the last four digits of your social security number. The first time you login, the system will force you to immediately change your password. Please read the requirements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

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

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.

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.

Important Points to Remember

- You <u>must have a Primary phone</u>; 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 <u>must</u> 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.

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".

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.*

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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.
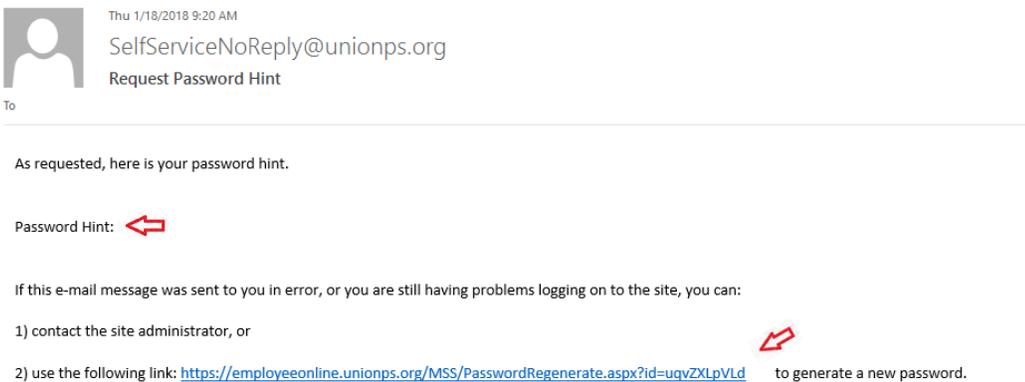
Password Reset Instructions

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.

Thu 1/18/2018 9:20 AM

SelfServiceNoReply@unionps.org

Request Password Hint

To

As requested, here is your password hint.

Password Hint:

If this e-mail message was sent to you in error, or you are still having problems logging on to the site, you can:

1) contact the site administrator, or

2) use the following link: https://employeeonline.unionps.org/MSS/PasswordRegenerate.aspx?id=uqvZXLpVLd   to generate a new password.

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Password Reset Instructions Cont.

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

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

Reply   Reply All   Forward

Thu 1/18/2018 10:37 AM

**SelfServiceNoReply@unionps.org**

Request Password Reset

To

As requested, here is your new MUNIS Self Service temporary password.

Temporary Password: Z#npGRg

Use this temporary password to log onto the MUNIS Self Service website, not the mobile app. When it is accepted, you will be immediately prompted to change it.
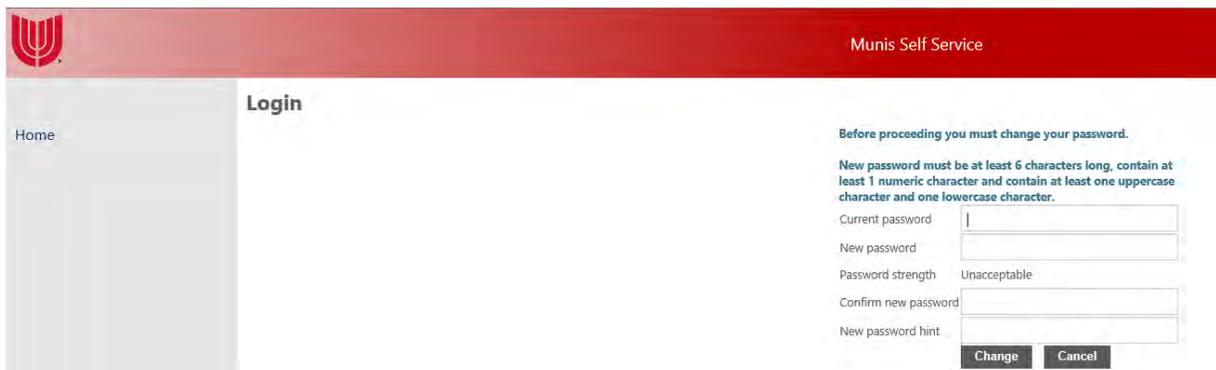
If this e-mail message was sent to you in error, or you are still having problems logging on to the MUNIS Self Service site, contact the site administrator.

Step #6: Go back to the ESS website and use the temporary password on the login screen
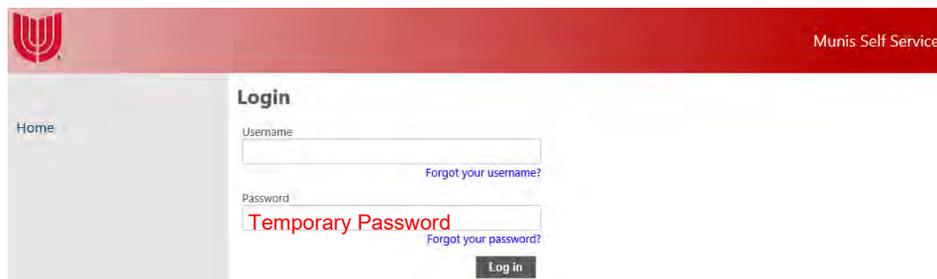
Step #7: Upon first usage of the newly generated password, you will be prompted to change it. The "current password" will be your temporary password. The "new password" will be anything of your choice which follows the required format.

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