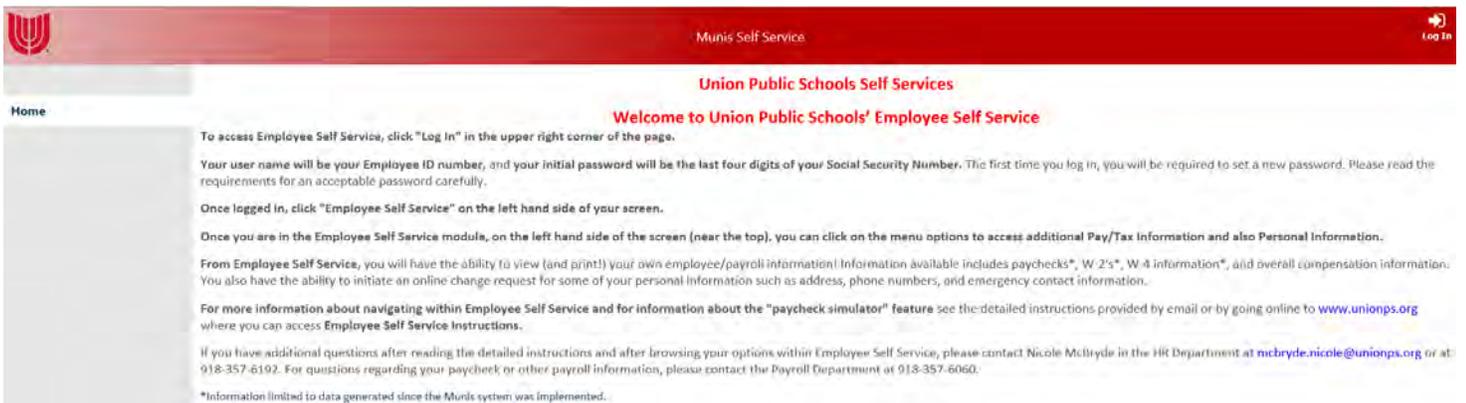


# Union Public Schools Employee Self Service (ESS)

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.

**Employee Self Service**

Munis Self Service

Welcome to Employee Self Service

Employee Self Service

Certifications

Pay/Tax Information

Personal Information

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.unionnps.org](http://www.unionnps.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

Last Paycheck: 1/10/2018

Year to date

## 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.

Employee Self Service

Certifications

Pay/Tax Information

**Personal Information**

**Personal Information**

**General** Contact Dependents Tax form delivery

1 2 3

Name Email address Hire date  
@UNIONPS.ORG 4/1/2013

Preferred name Alternate email address Service date  
4/1/2013

Employee ID Primary location Original hire date  
PAYROLL 4/1/2013

SSN Check location Supervisor  
XXX-XX-XXXX ADMINISTRATIVE CENTER

Active status Supervisor email  
ACTIVE 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.

The screenshot displays the 'Pay/Tax Information' page in the 'Munis Self Service' system. The page features a red header with the system name and a user profile icon. On the left, a navigation menu is visible, with 'Pay/Tax Information' highlighted. The main content area shows a table of payroll records for the year 2018. The table has columns for 'Check Date', 'Pay Period', 'Status', 'Gross Pay', and 'Net Pay'. Each row includes a 'Details' link. The records show four pay periods, all with a status of 'Cleared' and zero amounts for Gross Pay and Net Pay.

| Check Date | Pay Period              | Status  | Gross Pay | Net Pay |                         |
|------------|-------------------------|---------|-----------|---------|-------------------------|
| 2/26/2018  | 2/1/2018 - 2/15/2018    | Cleared | \$ -      | \$ -    | <a href="#">Details</a> |
| 2/9/2018   | 1/16/2018 - 1/31/2018   | Cleared | \$ -      | \$ -    | <a href="#">Details</a> |
| 1/23/2018  | 1/7/2018 - 1/15/2018    | Cleared | \$ -      | \$ -    | <a href="#">Details</a> |
| 1/16/2018  | 12/16/2017 - 12/31/2017 | Cleared | \$ -      | \$ -    | <a href="#">Details</a> |

## 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 screenshot shows the 'Munis Self Service' interface. On the left is a sidebar with navigation options: Employee Self Service, Certifications, Pay/Tax Information (highlighted), YTD Information, W-2, 1095-B, 1095-C, W-4 (highlighted), Paycheck Simulator, Total Compensation, and Personal Information. The main content area is titled 'W-4 Information' and is divided into two sections: 'FEDERAL' and 'OKLAHOMA'. The 'FEDERAL' section shows: Marital status MARRIED, W-4 - Step 2 Checked, Dependents Amount \$2000.00, Other Income \$0.00, Deductions \$0.00, and Additional amount \$50.0000. Below this is a link 'Edit FEDERAL' with a red arrow pointing to it. The 'OKLAHOMA' section shows: Marital status MARRIED, Exemptions 0, and Additional amount \$50.0000. Below this is a link 'Edit OKLAHOMA' with a red arrow pointing to it.

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**

| 2020 or later W-4 | Married                | Exemptions | Step 2 Checkbox                     | Dependents Amount | Other (none) | Deductions |
|-------------------|------------------------|------------|-------------------------------------|-------------------|--------------|------------|
| Federal Tax       | Married filing jointly | 0          | <input checked="" type="checkbox"/> | 2000.00           | 0.00         | 0.00       |
| STATE Tax         | Married                | 0          |                                     |                   |              |            |
| Local Tax         |                        | 0          |                                     |                   |              |            |

**1**

**Deductions**

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

**2**

**Calculate** **Reset**

# Password Reset Instructions

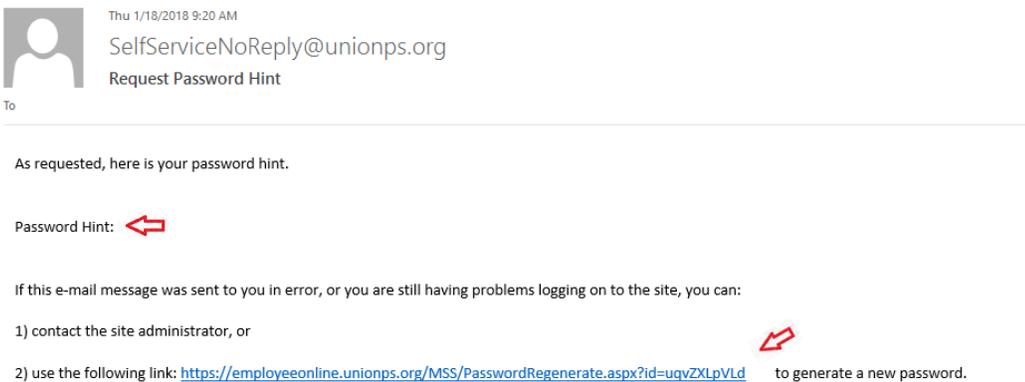
**Step #1:** Click on the "Forgot your password" link on the Log In menu



**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 in the Munis Self Service portal. At the top, there is a red header with the Munis logo and 'Munis Self Service'. Below the header, a navigation bar contains a 'Home' link. The main content area is titled 'Password Regeneration' and includes a warning icon and text: '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 section titled 'Initiate Password Regeneration' with a 'User ID:' label and a red arrow pointing to a text input field. At the bottom of this section are two buttons: 'Submit' and 'Cancel'.

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



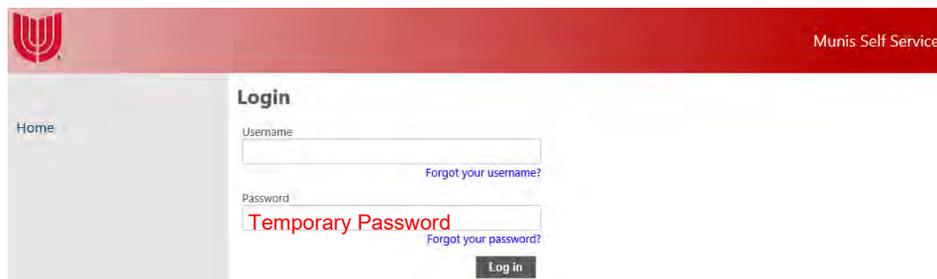
As requested, here is your new MUNIS Self Service temporary password.

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.

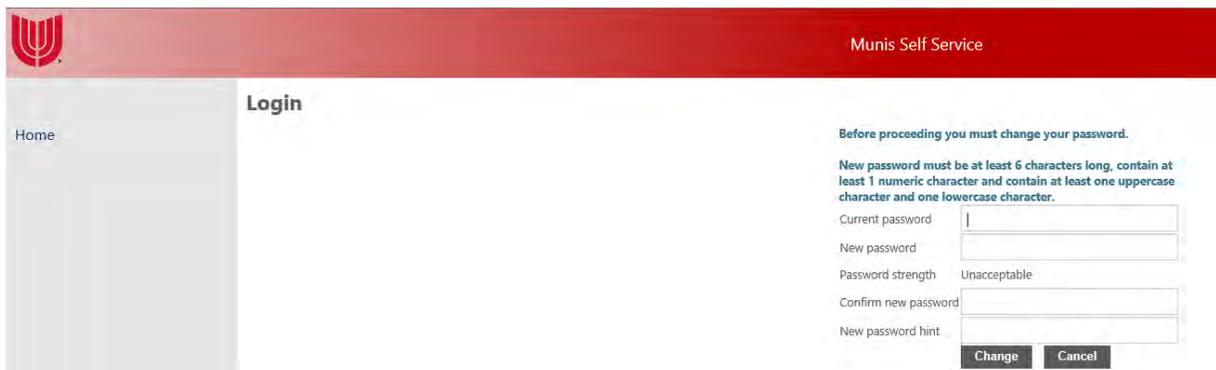
If this e-mail message was sent to you in error, or you are still having problems logging on to the MUNIS Self Service site, contact the site administrator.

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



The screenshot shows the 'Login' page in the Munis Self Service portal. At the top, there is a red header with the Munis logo and 'Munis Self Service'. Below the header, a navigation bar contains a 'Home' link. The main content area is titled 'Login' and includes two text input fields: 'Username' and 'Password'. The 'Password' field contains the text 'Temporary Password'. Below the 'Password' field is a 'Log in' button. There are also links for 'Forgot your username?' and 'Forgot your password?'.

**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 password change page in the Munis Self Service portal. At the top, there is a red header with the Munis logo and 'Munis Self Service'. Below the header, a navigation bar contains a 'Home' link. The main content area is titled 'Login' and includes a message: 'Before proceeding you must change your password.' Below this is a section titled '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.' There are four text input fields: 'Current password', 'New password', 'Confirm new password', and 'New password hint'. Below these fields 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](mailto:mason.christine@unionps.org))

HR Front Desk 918-357-6190

For questions about your paycheck:

Payroll Department 918-357-6060