



Munis Self Service Employee Self Service Guide 2018.1

Contents

1	INTRODUCTION	5
1.1	Employee Self Service Users	5
1.2	Passwords.....	5
2	ESS HOME PAGE.....	7
2.1	Resources	8
2.2	Announcements.....	8
2.3	Required Reading.....	9
2.4	Workflow Forwarding	9
2.5	Personal Information	10
2.6	Time Off.....	12
2.7	Paychecks	12
2.8	Employee Time Off.....	13
3	EMPLOYEE SELF SERVICE MENU	14
3.1	Tasks.....	14
3.2	Manager Self Service	15
3.3	Benefits	17
3.3.1	Benefit Reviews/Changes	18
3.3.2	Open Enrollment	18
3.3.3	Make New Election	18
3.3.4	Report/View Life Events	20
3.4	Certifications.....	21

3.5	Credentials.....	21
3.6	Expense Reports.....	22
3.7	Employee Notifications	25
3.8	Pay/Tax Information	25
3.8.1	YTD Information.....	26
3.8.2	W-2 and 1099-R	27
3.8.3	1095-B/C	28
3.8.4	W-4	29
3.8.5	Paycheck Simulator	30
3.8.6	Total Compensation	30
3.8.7	Direct Deposit	32
3.9	Performance Evaluations.....	32
3.9.1	Employee Evaluations.....	35
3.9.2	360° Evaluations	36
3.10	Personal Information	38
3.11	Position Transfer	40
3.12	Substitute Teaching.....	41
3.13	Time Off.....	42
3.13.1	Requesting Time Off	43
3.14	Time Entry.....	46
3.14.1	Approving Time.....	48
3.14.2	Entering Time for an Employee	49

3.15	Punch-In/Punch-Out.....	50
3.16	Training Opportunities	52
3.16.1	My Training	55
3.16.2	My Points	55
4	TRAINING (GUEST)	56
5	MY CAREER.....	57
6	EMPLOYMENT OPPORTUNITIES	59
6.1	New Applicants	65
6.2	Returning Applicants.....	66
6.2.1	My Profile	68
6.2.2	Upload Attachments.....	69
6.2.3	Completed Applications	70
6.2.4	Custom Codes	71
6.2.5	Applications	71

1 INTRODUCTION

Employee Self Service (ESS) is the Munis® Self Service application created specifically for current employees and job applicants. ESS accesses information from, and stores information in, the Munis Human Capital Management programs. When you update information in ESS, the updates also occur in the applicable Munis programs.

For employees, ESS provides access to personal information, pay and tax information, benefits, as well as training, certification, and performance information. For applicants, ESS provides information on current job opportunities, manages applicant information, and provides automatic distribution of future employment information.

Employees must have a valid Munis Self Service login to access the ESS application; registered applicants receive a personal identification number (PIN) for accessing their profile and prospective employment information.

1.1 EMPLOYEE SELF SERVICE USERS

The Employee Self Service application requires users to have a unique username and password. If you are a system administrator, you can manually add users, or you can use the Migrate Users option in the Munis Self Service User Administration program to create a set of ESS users from the Munis Employee Master program. Munis users are not automatically provided access to ESS, and there may be many employees who are not Munis users, but who do use ESS. See the *Munis Self Service General Administration Guide* for more information on defining ESS user permissions.



1.2 PASSWORDS

Password criteria for your organization is determined by your system administrator. Typically, when you are provided an ESS user account, your administrator will require that you change your password at your first login.

When you change your password, you must enter a password that meets your organization's password security policy. The Change Password page indicates whether the new password meets the enforcement criteria.

The top screenshot shows the Tyler Technologies login page. On the left is a navigation menu with links: Home, Citizen Self Service, Employment Opportunities, and Vendor Self Service. The main content area is titled 'Login'. It displays a message: 'Before proceeding you must change your password.' Below this are three input fields: 'Current password', 'New password', and 'Password strength'. The 'Password strength' field shows 'Unacceptable'. The bottom screenshot shows the same page after a password change. The 'Password strength' field now shows 'Acceptable', which is highlighted with a red rectangular box. Below the 'New password' field are 'Confirm new password' and 'New password hint' fields. At the bottom right are 'Change' and 'Cancel' buttons.

On the Change Password page, you must also enter a password hint. If you forget your password, click the Forgot Your Password? option on the Login page. This causes the application to send you an email message that contains your password hint.

The left screenshot shows the Tyler Technologies login page. The navigation menu is on the left. The main content area is titled 'Login'. It has fields for 'User name' (containing 'melting') and 'Password'. Below the password field is a link 'Forgot your password?' with a red arrow pointing to it. The right screenshot shows the 'Retrieve hint' page. It has a message: 'Enter your user name in the textbox below and click "Retrieve Hint". An email containing your password hint will be sent to you.' Below this is a 'User name' input field. At the bottom are two buttons: 'Back to login screen' and 'Retrieve hint'. The footer of the right screenshot reads '©2016 Tyler Technologies, Inc.'.

If the password hint does not cause you to remember your password, click the link in the email message to generate a new password. In this case, the Password Regeneration page displays and when you select Initiate Password Regeneration, the application sends you an email with a temporary password that you can use to log in.

In this case, you are forced to reset the password immediately upon login.

2 ESS HOME PAGE

The home page of the ESS application displays personal information, organizational announcements, time-off, and pay details. If you are a supervisor and the Names Level box is properly defined in Employee Administration, the page displays time-off details for all employees who report to you. The Home page also provides a menu of the various options available within ESS.

The Home page menu varies according to the settings and permissions defined for ESS use in your organization.

The screenshot shows the Tyler ESS Home Page. The left sidebar contains a navigation menu with options: Home, Employee Self Service (selected), Manager Self Service, Tasks, Benefits, Life Events, Certifications, Credentials, Expense Reports, Employee Notifications, Pay/Tax Information, Performance Evaluations, Personal Information, Position Transfer, Substitute Teaching, Time Off, Time Entry, Training Opportunities, My Career, and Employment Opportunities. The main content area is titled "Welcome to Employee Self Service" and includes a notification about documents to read. Below this are sections for Announcements, Required reading (linking to the Employee Handbook), Workflow forwarding (with checkboxes for forwarding requests and timesheets to Munis, and date/time pickers), Personal information (displaying Margaret L. Freeman's contact details), and Time off (showing a bar chart for VACATION and SICK leave balances).

Welcome to Employee Self Service

You have documents that need to be read and acknowledged.

Announcements

Welcome to Employee Self Service. This is a customized general message for all users to see.

Required reading

- [Employee Handbook](#)

Workflow forwarding [Update forwarding](#)

☐ Forward time off requests to: Munis

☐ Forward timesheets to: Munis

☐ Start: 4/4/2018 9:00 AM End: 4/5/2018 9:00 AM

Personal information [More](#)

FREEMAN, MARGARET L
 1 TYLER DRIVE
 YARMOUTH, ME 04096

Phone : 207-772-1000 **Email** : margaret.freeman@tylertech.com

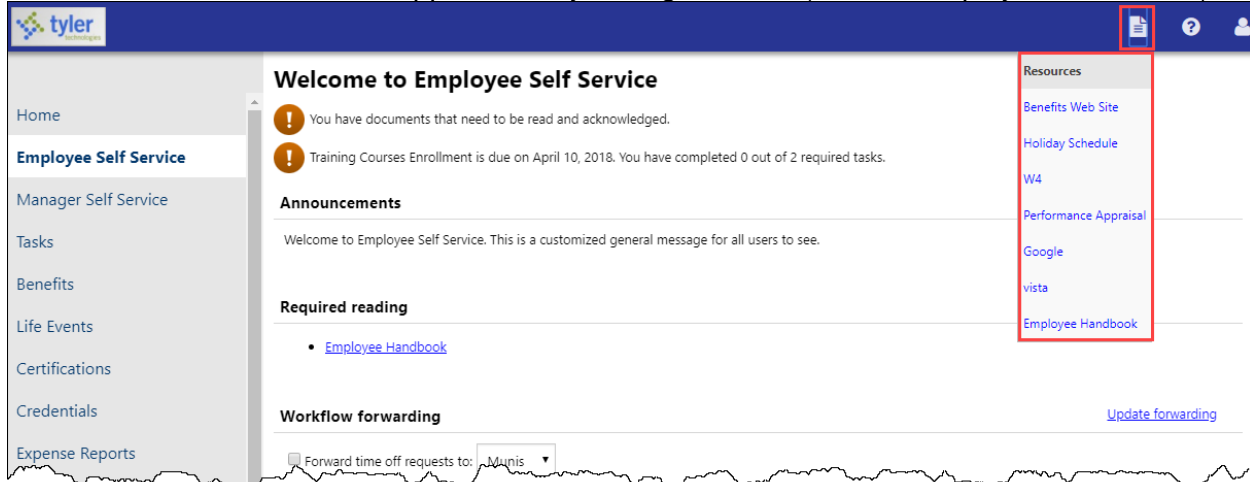
Time off [Request time off](#) [Show projected balances](#)

	Currently Available	Earned
VACATION	0.00	0.00
SICK	40.00	40.00

©2018 Tyler Technologies, Inc.

2.1 RESOURCES

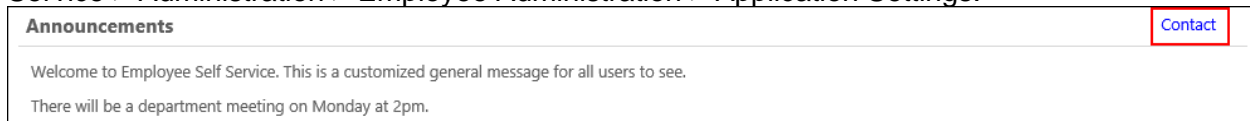
The Resources option in the ESS header displays links to available employee resources, which can be helpful websites (such as health insurer home pages), company pay schedules, or individual documents that are applicable to your organization (such as employee handbooks).



When you click a resources link, ESS displays the results in a new browser window. Resources are added and maintained in Employee Self Service Administration > Employee Administration > Document Administration.

2.2 ANNOUNCEMENTS

The Announcements section displays announcements that have been entered in Employee Self Service > Administration > Employee Administration > Application Settings.



If you have questions or comments regarding an announcement, or to submit an announcement, click Contact to open your default email application with a message addressed to your administration contact.

2.3 REQUIRED READING

When your organization adds documents or other linked resources to ESS and they identify these resources as required, your Home page includes an announcement alerting you to the documents, and the page includes a Required Reading section that includes the resource.



In this case, when you select the required item, the program provides the View Document option, and then an Acknowledge option.

Once you acknowledge receipt of the resource item, the acknowledgement is transferred to and stored in Munis, and the document is removed from the Required Reading section of the ESS home page.

2.4 WORKFLOW FORWARDING

For employees who participate in the workflow approval process, the Workflow Forwarding group is available on the Home page. If you have the appropriate permissions, this group includes the Forward Time-Off Requests To and Forward Timesheets To fields, along with the Start/End date fields. Using these fields, you can update your forwarding requirements and when you click Update Forwarding, the changes are confirmed.

If workflow forwarding is enabled in Munis, the settings in the Workflow Forwarding group reflect that setup. When you enable workflow in ESS, the program displays a confirmation and the Pending Timesheets and Manage Time-off Request pages indicate the applicable forwarding

setting.

Welcome to Employee Self Service

! You have documents that need to be read and acknowledged.

! Training Courses Enrollment is due on April 10, 2018. You have completed 0 out of 2 required tasks.

Announcements

Welcome to Employee Self Service. This is a customized general message for all users to see.

Required reading

- [Employee Handbook](#)

Workflow forwarding [Update forwarding](#)

☐ Forward time off requests to: Munis ▼

☐ Forward timesheets to: Munis ▼

☐ Start: 4/4/2018 10:00 AM ▼ End: 4/5/2018 10:00 AM ▼

2.5 PERSONAL INFORMATION

In addition to organizational resources and announcements, the ESS Home page provides a summary of your personal information and time-off history.

Personal Information provides your name, address, and contact information. Click More to display your full profile, including your contact and hire information on the General tab, with the Demographics, Contacts, Dependents, and Tax Form Delivery tabs providing additional details. If your organization permits personal information updates through ESS, click Edit to make any

required changes.

The image displays two screenshots of the Tyler Technologies Employee Self Service interface. The left screenshot shows the 'Personal Information' menu with the 'Edit' option highlighted by a red box and an arrow. The right screenshot shows the 'Edit' form for Margaret L. Freeman, with fields for email, SSN, hire date, and other personal details.

Personal Information

FREEMAN, MARGARET L

General Demographics Contact Dependents Skills Tax form delivery

Name: FREEMAN, MARGARET L

Preferred name:

Employee ID: 297

SSN: 349-03-4789

Active status: ACTIVE

Personnel status: FULL TIME

Email address: margaret.freeman@tylertech.com

Hire date: 10/3/2017

Alternate email address:

Service date: 10/3/2017

Primary location: MLF OFFICE

Check location:

Original hire date: 1/1/0001

Supervisor:

Supervisor email:

Save Cancel

When employee-initiated personnel actions are enabled for your organization, the Add/View Changes option is available on the Personal Information menu. This option allows you to submit changes for defined action types.

For example, if your organization permits you to add training courses that you completed outside of your organization, the Training selection is available from the Requested Action Type

list on the Add a Personnel Action page.

The screenshot shows the 'Add a Personnel Action' page in the Tyler Technologies system. The page has a sidebar on the left with navigation links: Home, Employee Self Service, Manager Self Service, Tasks, Benefits, Life Events, Certifications, Credentials, Expense Reports, Employee Notifications, Pay/Tax Information, Performance Evaluations, Personal Information, Add/View Changes, Job Information, and Position Transfer. The main content area is titled 'Add a Personnel Action' and features a 'Requested action type' dropdown set to 'TRAINING'. Below this is an 'Add new' link and three columns of form fields for adding a new action. Each column includes fields for Training Area, Training Type, Training Sequence, Time, Date, Training Points, Training Score, and Comments. The first column is for 'POWERPOINT' training, the second for 'MS EXCEL', and the third for 'PARKS MANAGEMENT'. A 'Submit' button is at the bottom left.

Click Add New to enter the training type and date. When you click Submit, the action is submitted to your Human Resources department for processing through the Actions Entry program. Once the action is confirmed, it is posted to your personnel record.

2.6 TIME OFF

Time Off displays a chart of your projected available and projected earned time off in hours. Click Request Time Off to initiate a time off request, and use the Show Current Balances and Show Time Off Taken options to review available balances and time used to date.

See [Time Off](#) for completing time off requests.

2.7 PAYCHECKS

The Paychecks section displays information for the most recent pay periods in which you received pay. In the Tools section, options are available for simulating your paycheck and viewing W-2 and W-4 data. For more on these functions, refer to the [Pay/Tax Information](#) section of this document.

For security purposes, year-to-date and last-paycheck earnings do not display initially. Click Show Paycheck Amounts to show the dollar amount; click Hide Paycheck Amounts to hide the amount. Click Details to display the Check Detail page.

Paychecks

Last Paycheck: 8/30/2016

Year to date

Previous paychecks

8/30/2016 [Details](#)

8/30/2016 [Details](#)

[Show paycheck amounts](#)

Tools

[Paycheck simulator](#)

[View last year's W2](#)

[Change your W4](#)

Check Detail

SULLIVAN, ABIGAIL

Overview

Check Date: 8/30/2016

Pay Period: 8/15/2017 - 8/30/2017

Check Number: 1030

Check Status

Gross Pay: \$4,100.00

Net Pay: \$450.99

Pay Breakdown

Pay Type	Hours	Rate	Amount

Paychecks

\$4,100.00

Last Paycheck: 8/30/2016

\$6,800.00

Year to date

Previous paychecks

8/30/2016 \$4,100.00 [Details](#)

8/30/2016 \$100.00 [Details](#)

Tools

[Paycheck simulator](#)

[View last year's W2](#)

[Change your W4](#)

2.8 EMPLOYEE TIME OFF

For supervisors, the Employee Time Off group displays a time off summary for the employees who report to you. This section displays according to your organization's settings in Employee Self Service Administration.

tyler technologies

Welcome to Employee Self Service

[Contact](#)

Announcements

Welcome to Employee Self Service. This is a customized general message for all users to see.

There will be a department meeting on Monday at 2pm.

Personal information

[More](#)

BISHOP-ELFRING, MAUREEN

ONE TYLER DRIVE
YARMOUTH, ME 04096

Phone: 555-555-5555 [@](#) **Email**: melfring@tylertech.com

Employee time off

[View calendar](#)

HARMON, SYLVIA

[Show current balances](#)

	Projected Available	Projected Earned
VACATION	174.00	180.00
SICK	105.00	105.00
PERSONAL	2.00	2.00
BEREAVE	2.00	3.00
FMLA	9,999.00	9,999.00

[Show time off taken](#)

3 EMPLOYEE SELF SERVICE MENU

Options on the ESS menu are available according to your organization's Employee Self Service configuration. The menu can include the following options: Tasks, Manager Self Service, Benefits, Certifications, Credentials, Expense Reports, Employee Notifications, Pay/Tax Information, Performance Evaluations, Personal Information, Position Transfer, Punch In/Out, Substitute Teaching, Time Off, Time Entry, Training Opportunities, My Career, and Employment Opportunities. The list of available options varies according to the permissions and settings established for your user account and your organization's ESS configuration.

Welcome to Employee Self Service

You have documents that need to be read and acknowledged.

Announcements
Welcome to Employee Self Service. This is a customized general message for all users to see.

Required reading
• [Employee Handbook](#)

Workflow forwarding [Update forwarding](#)
☐ Forward time off requests to: Munis
☐ Forward timesheets to: Munis
 Start: 4/4/2018 9:00 AM End: 4/5/2018 9:00 AM

Personal information [More](#)
FREEMAN, MARGARET L
 1 TYLER DRIVE
 YARMOUTH, ME 04096
Phone: 207-772-1000 **Email**: margaret.freeman@tylertech.com

Time off [Request time off](#) [Show projected balances](#)

	Currently Available	Earned
VACATION	0.00	0.00
SICK	40.00	40.00

©2018 Tyler Technologies, Inc.

3.1 TASKS

Tasks provides a list of activities that you need to complete. This task list may be related to new hire activities, open enrollment activities, required documentation reviews, and so on. The tasks are generated within the Munis Employee Tasks programs and when you complete tasks, the

Munis database is updated to indicate the completion.

Training Courses Enrollment is due on April 18, 2018. You have completed 0 out of 1 required tasks.

Training Certificate Upload

[Performance Appraisal](#)

Completion of Accounting Skill Advancement Training.docx [Remove](#)

Training Certificate Upload

Enroll in Training Course*

Training Courses Enrollment is due on April 18, 2018. You have completed 0 out of 1 required tasks.

Training Certificate Upload

☒ Your file was uploaded

[Performance Appraisal](#)

Training Certificate Upload ☒ Completion of Accounting Skill Advancement Training.docx

Enroll in Training Course*

3.2 MANAGER SELF SERVICE

For managers, the Manager Self Service page provides access to employee certifications, training, time-off, absences, task lists, evaluations, notifications, and job openings. Links provide direct access to supporting ESS pages.

Manager Self Service

My employees

	Certifications	Training	Time off	Task list	Evaluation	Actions
BASTIEN, LINDSEY H				✓	⋮	⋮
JENKINS, HENRIETTA		🎓		✓	⋮	⋮
JENKINS, TERENCE						⋮

My job openings

	Posted	Applicants	Candidates	Offers	FTE	Salary
IT MANAGERS	Dec 15	0	0	0	0/0	\$0.00 - \$0.00

[Request an opening](#)

Notifications

Pending time off requests [0](#)

Pending time sheets [0](#)

Time off

<< 2018 >>

Jan Feb **Mar** Apr

May Jun Jul Aug

Sep Oct Nov Dec

Absences

<< 2018 >>

J F M A M J J A S O N D

S M T W T F S

©2018 Tyler Technologies, Inc.

For example, when training information is available for an employee, the training button displays. To view a summary of the training information, hover your pointer over the training button. To view the Training Courses page for that employee, click the Details link in the summary dialog box.

The Actions menu for each employee also provides options for viewing additional employee information, including initiating a personnel action.

The screenshot displays the 'Manager Self Service' interface. On the left is a navigation menu with options like Home, Employee Self Service, Manager Self Service, Interviewer Availability, Interview Notes, Tasks, Benefits, Certifications, Credentials, Expense Reports, Employee Notifications, Pay/Tax Information, Performance Evaluations, Personal Information, Position Transfer, and Substitute Teaching. The main content area is titled 'Manager Self Service' and includes sections for 'My employees', 'My job openings', 'Notifications', 'Time off', and 'Absences'. In the 'My employees' section, two employees are listed: BASTIEN, LINDSEY H. and JENKINS, HENRIETTA. A red arrow points to the 'Actions' column for Lindsey Bastien, which contains a dropdown menu with options: Send email, View profile, View certifications, Request Personnel Action for Employee, View training, and View HEAD ACCOUNTANT timesheet.

The Manager Self Service menu includes the Interviewer Availability and Interviewer Notes selections. The Interviewer Availability page provides the Add New, Add Recurring, and Delete options for adding or removing available interview times. The ESS–Interviewer Availability page and the Interviewer Availability program on the Human Capital Management > Recruiting menu in Munis share data so when you update information in one source, the other source is automatically updated.

The screenshot shows the 'Interviewer Availability' page within the 'Manager Self Service' menu. The page has a table with columns for Date, Start Time, End Time, and a Delete button. The table lists four availability slots for 2017: 1/11/2017, 1/12/2017, 2/1/2017, and 2/13/2017, all from 8:00 AM to 11:00 AM. Below the table are links for 'Add New' and 'Add Recurring'. A red arrow points from the 'Add New' link to an 'Add Availability for Interviews' modal dialog. The modal contains fields for 'Available Date' (03/13/2017), 'Available Start Time' (08:00 AM), and 'Available End Time' (10:00 AM), with 'Ok' and 'Cancel' buttons at the bottom.

The Interviewer Notes pages manages your notes for completed interviews.

Interview Type	Job Opening	Interviewee	Date/Time	Notes	Scores
Default Interview Type	1	SMITH,JOE	2/10/2010 8:00 AM	This applicant was knowledgeable, resourceful, timely, and courteous.	100 Edit
Default Interview Type	NO JOB DESCRIPTION AVAILABLE	JONES,TIMOTHY J	12/15/2003 12:00 AM	Perfect candidate.	0 Edit
EXPLORATORY	1	JONES,TIMOTHY J	10/25/2016 1:00 AM	Exploratory interview completed. This was an internal exploratory.	0 Edit

When settings are turned on in the Recruiting Settings program, managers can place requests for new or replacement job openings, as well as cancel job openings from ESS. The job openings display on the Manager Self Service page.

3.3 BENEFITS

Benefits provides a summary of your current-year benefit elections. Using this option, you can view your current benefit selections. If enabled by your organization, you can also make elections for the upcoming year during the open enrollment period or petition to change current-year elections with a qualifying life event.

3.3.1 Benefit Reviews/Changes

The Benefits page includes various benefit options that are available according to your organization's ESS configuration. If a benefit is designated as Always Available, then the Make New Election, No Changes, and Decline Benefit options display. If a benefit is designated as Available for Life Events Changes, then the Report/View Life Events option displays.

When you are updating benefits and you increase benefit amounts, the program displays a message indicating any supplemental forms that must be completed. The program also indicates any amount or increment restrictions for the acceptable values (for example, if an amount must be between \$n and \$\$nn or if an amount must be entered in specific increments).

3.3.2 Open Enrollment

Open Enrollment provides benefit elections for an upcoming coverage period. During the Open Enrollment period established by your organization, you can select your preferred options or decline one or more of the benefits provided.

Benefit	Current Election	New Election
AETNA 1	No Election Made	Election Not Made
OPTIONAL LIFE INSURANCE	No Election Made	Election Not Made

Depending on your organization's ESS settings, the Paycheck Simulator link may be available. When you use the paycheck simulator, ESS indicates how your benefit selections will affect your pay. See the [Pay/Tax Information](#) section of this document for more information on using the Paycheck Simulator.

3.3.3 Make New Election

On the Benefits page, click Make New Election for a benefit and the program displays the available options and the cost details for each. Depending on your organization's ESS

configuration, ESS may display the costs for options both annually and by pay period.

Benefits
AETNA 1

☐ **HEALTH HMO**
Annual Costs: Employee Cost \$75.12 / Employer Cost \$75.12/ Premium \$150.24
Pay Period Costs: Employee Cost \$2.89 / Employer Cost \$2.89
Amount :
AETNA HEALTH FAMILY :

☐ **AETNA HMO**
Annual Costs: Employee Cost \$324.96 / Employer Cost \$450.00/ Premium \$774.96
Pay Period Costs: Employee Cost \$12.50 / Employer Cost \$17.31
Amount :

☐ **I Decline**
Annual Costs: Premium \$0.00

Continue **Cancel**

©2017 Tyler Technologies, Inc.

If the benefit option you select requires that you specify one or more dependents or beneficiaries, ESS displays this information on the selection page. Select a dependent or beneficiary from the list or use the Add New option to create a new beneficiary/dependent record.

Benefits
AETNA 1

☒ **HEALTH HMO**
Annual Costs: Employee Cost \$75.12 / Employer Cost \$75.12/ Premium \$150.24
Pay Period Costs: Employee Cost \$2.89 / Employer Cost \$2.89
Amount :
AETNA HEALTH FAMILY :

☐ **AETNA HMO**
Annual Costs: Employee Cost \$324.96 / Employer Cost \$450.00/ Premium \$774.96
Pay Period Costs: Employee Cost \$12.50 / Employer Cost \$17.31
Amount :

☐ **I Decline**
Annual Costs: Premium \$0.00

SULLIVAN, ANGELA [Add beneficiary](#) | [Add new beneficiary](#)

At least 1 beneficiary must be added.
There are no dependents to display.

©2017 Tyler Technologies, Inc.

Benefits
AETNA 1

☒ **HEALTH HMO**
Annual Costs: Employee Cost \$75.12 / Employer Cost \$75.12/ Premium \$150.24
Pay Period Costs: Employee Cost \$2.89 / Employer Cost \$2.89
Amount :
AETNA HEALTH FAMILY :

☐ **AETNA HMO**
Annual Costs: Employee Cost \$324.96 / Employer Cost \$450.00/ Premium \$774.96
Pay Period Costs: Employee Cost \$12.50 / Employer Cost \$17.31
Amount :

☐ **I Decline**
Annual Costs: Premium \$0.00

[Add new beneficiary](#)

Additional beneficiaries can be added.

Name	Date of Birth	ID	Percentage	
ANGELA SULLIVAN	3/13/2006	999-99-9999	100	Change Delete

Continue **Cancel**

©2017 Tyler Technologies, Inc.

When you have completed your open enrollment choices, the program displays a summary for each benefit type. To make changes, click Modify. Once you have verified that your selections are correct, click Submit Choices.

Review your enrollment

Review

AETNA 1

ELECTION - HEALTH HMO

ANGELA SULLIVAN 100%

Premium \$200.00

Pay Period Employee Cost \$0.00

TOTAL ANNUAL EMPLOYEE COST \$0.00

PREMIUM TOTAL \$0.00

Submit Choices **Modify** **Cancel**

3.3.4 Report/View Life Events

When you select Report/View Life Events, the program displays the change options offered by your organization. Life event codes are maintained in the Munis Qualifying Event Codes program.

Life Events

Pending Life Events

You have no pending life events.

Report a Life Event

Life event NEW BABY

Required documentation BIRTH CERTIFICATE


Effective date 6/4/2014

Submit **Cancel**

When you select the life event, the page refreshes to indicate the documentation required to support the change. Use the Required Documentation box to upload the required documentation. The default value for the Effective Date field is the current date, but you can update this. Click Submit to save the change and display a summary of the event submitted.


3.4 CERTIFICATIONS

Certifications displays a list of your education or training certifications. This list includes the certification type, area, level, number, and effective and expiration dates. If you are a supervisor, select a name from the Employee list to view that employee's certifications.

 File User						
Home Employee Self Service Tasks Benefits Certifications	Certifications					
	Type	Area	Level	Number	Effective	Expires
	EDUCATION	MATH			1/1/2013	12/31/2020
	EDUCATION	MATH			1/1/2010	4/1/2016

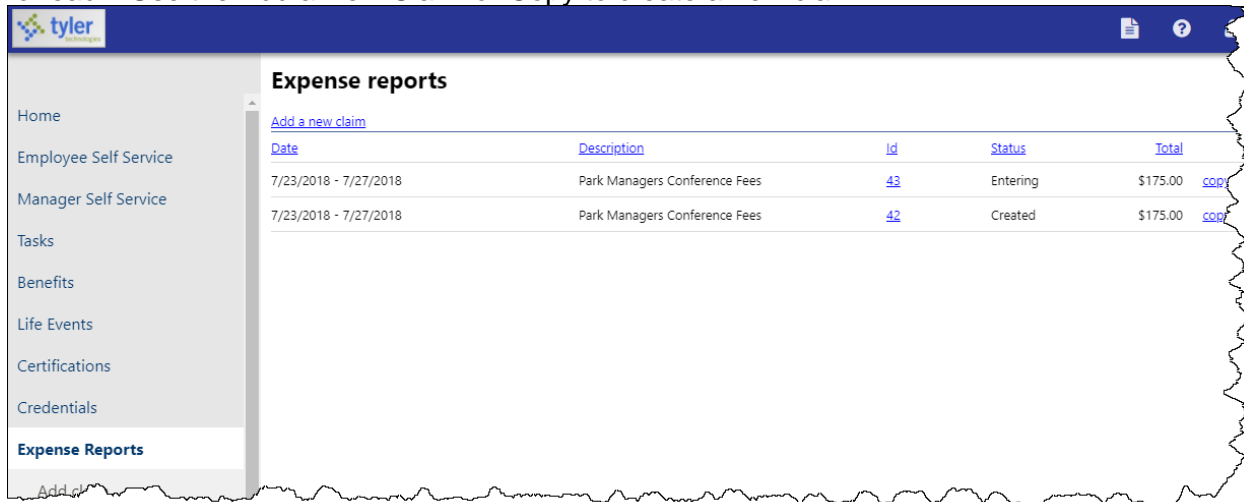
3.5 CREDENTIALS

The Employee Credentials program identifies the credentials you have earned. If you are a supervisor, select a name from the Employee list to view that employee's credentials.

 File User				
Home Employee Self Service Tasks Benefits Certifications Credentials	Credentials			
	View all			
	Type	Number	Effective date	Expiration date
	SECOND LEVEL CPA	0222	1/1/2010	12/31/2021

3.6 EXPENSE REPORTS

The Expense Reports group displays a list of your current expense claims, along with the status for each. Use the Add a New Claim or Copy to create a new claim.



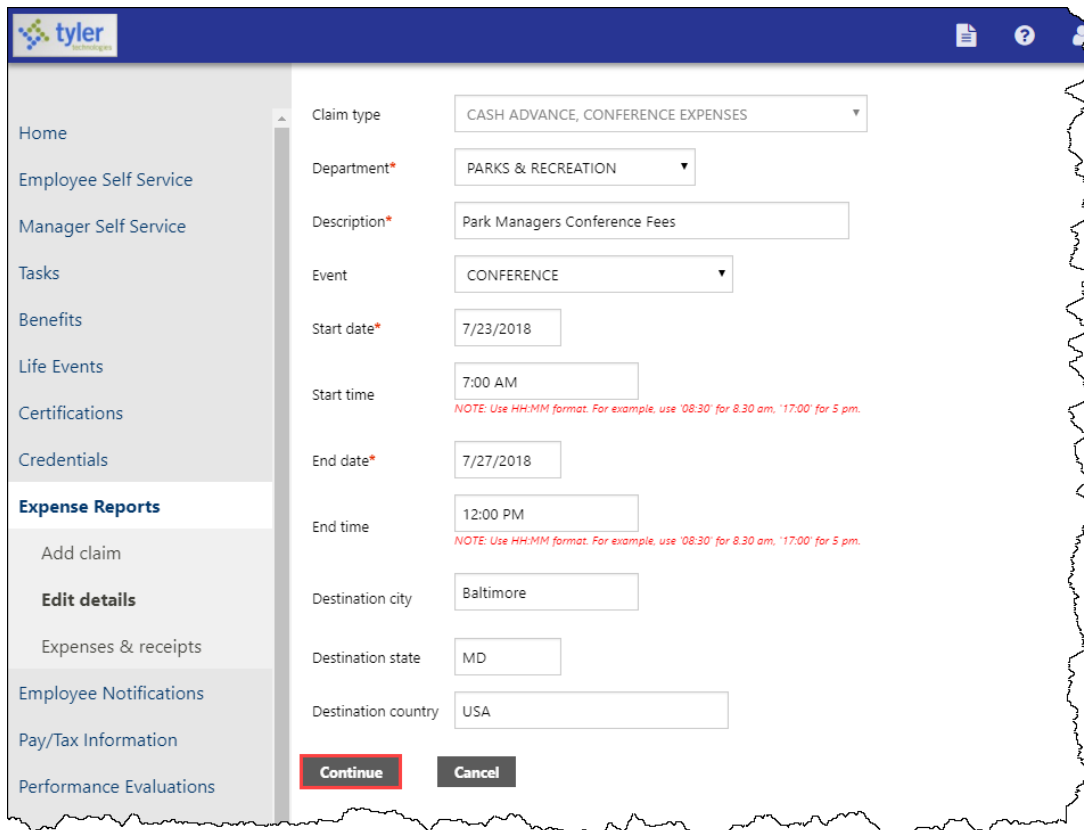
The screenshot shows the Tyler Technologies web interface. On the left is a navigation menu with options: Home, Employee Self Service, Manager Self Service, Tasks, Benefits, Life Events, Certifications, Credentials, and Expense Reports (which is highlighted). The main content area is titled "Expense reports" and includes a link "Add a new claim". Below this is a table with the following data:

Date	Description	Id	Status	Total	
7/23/2018 - 7/27/2018	Park Managers Conference Fees	43	Entering	\$175.00	copy
7/23/2018 - 7/27/2018	Park Managers Conference Fees	42	Created	\$175.00	copy

To add a claim:

Enter your claim details. All fields marked with the asterisk (*) are required.

1. Click Continue to display the Expenses and Receipts page.



The screenshot shows the "Add claim" form in the Tyler Technologies web interface. The left navigation menu is the same as in the previous screenshot, with "Expense Reports" highlighted. The "Add claim" option is selected. The form contains the following fields:

- Claim type: CASH ADVANCE, CONFERENCE EXPENSES (dropdown)
- Department*: PARKS & RECREATION (dropdown)
- Description*: Park Managers Conference Fees (text box)
- Event: CONFERENCE (dropdown)
- Start date*: 7/23/2018 (text box)
- Start time: 7:00 AM (text box)
- End date*: 7/27/2018 (text box)
- End time: 12:00 PM (text box)
- Destination city: Baltimore (text box)
- Destination state: MD (text box)
- Destination country: USA (text box)

Below the form are two buttons: "Continue" (highlighted with a red border) and "Cancel". A note at the bottom of the form states: "NOTE: Use HH:MM format. For example, use '08:30' for 8.30 am, '17:00' for 5 pm."

- Use the expand [+] buttons on the various amount lists to add the expense details.

Expenses and receipts

Unsaved claim [Edit details](#)

Claim type	CASH ADVANCE, CONFERENCE EXPENSES
Department	PARKS & RECREATION
Description	Parks Managers Conference Fees
Event	CONFERENCE
Start date	Monday, July 23, 2018 7:00 AM
End date	Friday, July 27, 2018 12:00 PM
Destination city	Baltimore
Destination state	MD
Destination country	USA
Cash advance	\$0.00
Total amount claimed	\$0.00

[Unit expenses](#)

There are currently no unit expenses for this claim.

[Attach supporting documents](#)

[Review](#) [Save For Later](#) [Cancel](#)

Expense information

Expense type: MISCELLANEOUS

Amount: 1 @ \$ 0.000 each = \$0.00

Cash advance: 175.00

Date incurred: 04/06/2018

Comments: Pre-paid registration, saved \$100

[Save expense](#) [Cancel](#)

[Add an expense](#)

- If applicable, attach supporting documents.
- Once you have uploaded all necessary receipts, click Review.
ESS displays the Verify Expenses page. If you submit a new claim using an expense template that has an annual spending limit and your claim causes you to exceed that limit, the Verify Expenses page displays a warning message that notes the annual spending limit for the claim type and the sum of your claim amounts.
- Click Submit Claim to complete the process.
The program displays a confirmation message at the top of the page.

Confirmation

✓ Your claim, number 43, was successfully submitted.

Claim details

Comments	Park Managers Conference Fees
Claim type	CASH ADVANCE, CONFERENCE EXPENSES
Status	Entering
Department	PARKS & RECREATION

6. For existing claims, click the ID number associated with the claim to review the expense item.

The screenshot displays the Tyler Technologies Employee Self Service interface. The top navigation bar includes 'Home', 'Employee Self Service', and 'Manager Self Service'. The main content area is titled 'Expense reports' and shows a table with columns: Date, Description, Id, Status, and Total. A claim with ID 42 is highlighted, and a red arrow points to the 'copy' button next to it. Below the table, a 'Confirmation' message states: 'Your claim, number 42, was successfully submitted.' The 'Claim details' section lists various fields such as Claim type, Status, Department, Event, Start date, End date, Destination city, Destination state, Destination country, Cash advance, and Amount claimed. A 'Copy claim 42' dialog box is open, allowing users to copy claim details. The dialog box includes checkboxes for 'Keep start and end dates', 'Keep dates on unit expenses', and 'Keep detail line comments'. The 'OK' button is highlighted.

Date	Description	Id	Status	Total
7/23/2018 - 7/27/2018	Park Managers Conference Fees	42	Created	\$175.00

Confirmation
 Your claim, number 42, was successfully submitted.

Claim details

Comments	Park Managers Conference Fees
Claim type	CASH ADVANCE, CONFERENCE EXPENSES
Status	Entering
Department	PARKS & RECREATION
Event	CONFERENCE
Start date	Monday, July 23, 2018 7:00 AM
End date	Friday, July 27, 2018 12:00 PM
Destination city	Baltimore
Destination state	MD
Destination country	USA
Cash advance	\$0.00
Amount claimed	\$175.00

Per unit expenses

Date	Comments	Cash advance	Amount claimed
4/4/2018	Pre-paid registration, saved \$100	0	175.00
		\$0.00	\$175.00

Attached documents
 There are no documents attached to this claim.

Copy claim 42

☒ Keep start and end dates
 New start date: New end date:

☒ Keep dates on unit expenses
 New default unit expense date:

☒ Keep detail line comments

OK **Cancel**

The program displays the Claim Details page. If the claim has not yet been accepted or rejected, the Update button is available for making adjustments.

To use an existing claim as the base record for a new claim, click Copy, enter the details for the new claim in the Copy Claim dialog box, and click OK; the program displays the new claim record. Update the details or amounts, as appropriate.

3.7 EMPLOYEE NOTIFICATIONS

Employee Notifications displays all types of employee notifications, such as welcome letters, contract notifications, salary notifications, and so on. Notifications are created in Munis using templates in the Employee Notifications program and generated for ESS display using the Employee Notification Generate program. The Generate program allows you to set parameters for the notifications, such as whether the employee can provide feedback and responses through ESS. If feedback and response is enabled, when you click View, the program displays the specific notification screen where you can enter this information.

Employee Notifications

Date Created	Description	Verified	Date Verified
10/17/2017	NEW HIRE COMPLETE	No	
10/12/2017	BENEFITS ENROLLMENT COMPLETE	No	

NEW HIRE COMPLETE
 MARGARET,
 Thank you for completing your new hire tasks.
 Feedback:
 03/20/2018 09:35:08
 Thank you for the convenient task list to help me navigate the new hire tasks.
 Response:
 NEW HIRE EMPL CONTRACT
[Send an email to the human resources department](#)

3.8 PAY/TAX INFORMATION

Pay/Tax Information provides current payroll and payroll history details. The payroll history is stored in the Munis Employee Pay History program. If you are a supervisor and you have the appropriate permissions, you can view information for any employees who report to you by selecting a name from the Employee list.

Pay/Tax Information

Showing pay checks for the last 6 months

Check Date	Pay Period	Status	Gross Pay	Net Pay
8/30/2016	8/15/2016 - 9/30/2016		\$100.00	\$14.37
8/30/2016	8/15/2017 - 8/30/2017		\$4,100.00	\$450.99

When you click Details, the program displays the Check Detail page, which contains the pay advice information for the check. You cannot modify pay or tax information; it is display only.

Check Detail

[Return to pay/tax information](#)

SULLIVAN, ABIGAIL

Overview

Check Date	8/30/2016
Pay Period	8/15/2016 - 9/30/2016
Check Number	1025
Check Status	
Gross Pay	\$100.00
Net Pay	\$14.37

Pay Breakdown

Pay Type	Hours	Rate	Amount
AMT SUBTR	0.00	\$0.00	\$100.00
Total			\$100.00

Deductions

Deduction Type	Amount

3.8.1 YTD Information

The Year-to-Date Information page contains a cumulative view of payroll figures for a specific year.

Year-to-Date Information

Year:

Overview

Gross YTD Earnings	\$6,800.00
--------------------	------------

Earnings

HOURLY TM	\$6,350.00
VAC TIME	\$350.00
AMT SUBTR	\$100.00

Deductions

DELTA DENT	\$70.00
FED TAX	\$1,423.06
STATE TAX	\$477.50
PARA DUES	\$30.00
CUST DUES	\$12.50

3.8.2 W-2 and 1099-R

The W-2 and 1099-R pages display information regarding federal and state taxes and withholdings. This information is drawn from the Munis W-2 and 1099-R programs.

W-2 Information

SYLVIA HARMON
 YEAR: 2005 SEQ: 0
 11 SPRING STREET ANYTOWN, US 12345

RETIREMENT ☒
 DEF COMP ☐
 3RD PARTY SICK ☐
 STATUTORY EMPLOYEE ☐
 DECEASED ☐

Wages and Tax

	GROSS	TAX
FIT	\$33,230.12	\$2,072.35
FICA	\$34,750.06	\$2,154.42
MEDICARE	\$34,750.06	\$503.85
SIT - MA	\$33,230.12	\$1,399.78
DEP CARE		\$0.00

3.8.3 1095-B/C

The 1095-B/C pages display information regarding employee insurance coverage data relating to the Affordable Care Act. This information is drawn from Munis Employee 1095-B/C programs.

The screenshot displays the Tyler Technologies Employee Self Service portal. The left sidebar contains navigation links: Home, Employee Self Service, Tasks, Benefits, Certifications, Credentials, Expense Reports, Pay/Tax Information, YTD Information, W-2, 1099-R, 1095-B, 1095-C, W-4, Paycheck Simulator, Salary Notification, Total Compensation, Direct Deposit, and Loan Information.

The main content area is divided into two sections: 1095-B and 1095-C. Both sections have a 'Year' dropdown set to '2016 - 1' and 'Void' and 'Corrected' checkboxes.

1095-B - Part I - Responsible Individual

1. Name of responsible individual
2. Social security number
3. Date of birth
4. Street address
5. City or town
6. State or province
7. Country and ZIP or foreign postal code
8. Enter letter identifying Origin
9. Small Business Health Options

Part IV - Covered Individuals

- (a) Name of covered individual
- (b) SSN
- (c) DOB
- (d) Covered all 12 months
- (e) Months of coverage

Months of coverage table:

Jan	Feb	Mar
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1095-C

Employee

1. Name of employee	ABIGAIL SULLIVAN
2. Social security number	222-22-2222
3. Street address	ONE TYLER DRIVE
4. City or town	YARMOUTH
5. State or province	ME
6. Country and ZIP or foreign postal code	04096

Part II - Employee Offer and Coverage

Plan Start Month 01

14. Offer of Coverage

All 12 months 1H

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

15. Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage

All 12 months

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

16. Applicable Section 4980H Safe Harbor

All 12 months 2C

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Part IV - Covered Individuals

©2017 Tyler Technologies, Inc.

3.8.4 W-4

The W-4 page displays your current W-4 deduction information. To update this information, click Edit, enter the new information, select the confirmation check boxes, and then click Submit.

The screenshot shows the Tyler W-4 Information page. On the left is a navigation menu with options: Home, Employee Self Service, Tasks, Benefits, Certifications, Credentials, Expense Reports, and Pay/Tax Information. Under Pay/Tax Information, there are links for YTD Information, W-2, 1099-R, 1095-B, 1095-C, and W-4. The W-4 link is highlighted. The main content area is titled 'W-4 Information' and contains two sections: FEDERAL and MAINE. Each section has fields for Marital Status (MARRIED), Exemptions (0), and Additional Amount (\$). The FEDERAL section shows an additional amount of \$100.00000, and the MAINE section shows \$25.000000. Below these fields are two checkboxes: 'If your last name differs from your social security card, check here.' and 'Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.' A red arrow points to the 'Edit' button next to the MAINE section. Another red arrow points to the 'Submit' button at the bottom of the form.

W-4 changes must be approved and processed by your Human Resources department. When you submit changes, ESS displays a confirmation indicating that your change request has been submitted for approval.

The confirmation message is displayed in a box with the title 'W-4 Information'. It features a green checkmark icon and the text: 'Your W4 information was submitted for approval.'

3.8.5 Paycheck Simulator

The Paycheck Simulator simulates adjustments to your pay, tax, or deductions to demonstrate how the changes would affect your total pay. It does not permanently alter your pay records.

Paycheck Simulator

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

Pay Details

Job	Pay
DIRECTOR OF FINANCE (FDIR)	HOURLY TIME
DIRECTOR OF FINANCE (FDIR)	ACOUNT SUBT BASE (899)

Marital:

Federal Tax:

State Tax:

Pay/Tax Information

Total Compensation: 401K

Direct Deposit:

Loan Information:

Performance Evaluations:

Paycheck Simulation

This is an estimation of your pay based on the information you have entered.

	Current	Simulation
Gross Pay	100.00	4100.00
Federal Tax	0.00	798.62
State Tax	0.00	293.15
Local Tax	0.00	0.00
FICA	0.00	0.00
Medicare	0.00	0.00
Other Deductions	71.25	2106.25
Net Pay	14.37	450.99

To simulate changes to your paycheck, select the pay cycle for which to simulate a change, enter the change values, and click Calculate. The program displays the updated amounts based on the simulated adjustments.

3.8.6 Total Compensation

The Total Compensation page displays the details of the compensation you receive from your organization. The Compensation section displays your compensation as paid compensation and benefits. The Benefit Contributions section displays your benefit contributions and your employer's benefit contributions. The Paid Compensation Breakdown section displays a pie chart that shows what percentage of your total compensation each specific compensation type comprises.

According to your organization's configuration, the Total Compensation section may display information regarding other benefits in the Additional Benefits section. The options for this page are managed in the Munis Total Compensation Report program.



3.8.7 Direct Deposit

The Direct Deposit page provides the details for your direct deposit accounts. If your organization allows, you can update the accounts and amounts allotted to each account by clicking Edit on the Direct Deposit Accounts page.

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Bank
NATIONS BANK

Account number
3336665555

Account type
Checking

Percentage
100%

[Edit](#) [Delete](#)

☐

Submit this account for approval

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Bank name or routing number
NATIONS BANK

Account number
3336665555

Account type
Checking ☒

Percentage
100

Save Cancel

©2017 Tyler Technologies, Inc.

When you select the Submit This Account for Approval check box, the program submits the changes to your Human Resources department for approval. Once they are approved, the changes are effective to the next payroll cycle. (Note: If your organization uses the prenote process for verifying direct deposit transactions, the change may be delayed until the prenote test is complete.)

You cannot make additional changes until these changes have been approved.

3.9 PERFORMANCE EVALUATIONS

The Performance Evaluations group on the menu provides access to all evaluation functionality. You can view evaluations that you have received and given. If you are a supervisor, you can view evaluations that your employees have received. With the appropriate permissions, you can also create evaluations. For evaluations to be available in Employee Self Service, the Post Online check box must be selected in the Munis Employee Evaluations program.

The Performance Evaluations menu option displays the Evaluations of Me page, which lists evaluations that have you have received. The evaluations are grouped according to who

performed them: your supervisors, your peers, your employees, and yourself.

Evaluations of Me

Evaluations by my supervisors [Show history](#)

Job	Review period	Reviewer	Action
HEAD ACCOUNTANT	4/3/2017 - 4/2/2018	Cory	Acknowledge

Evaluations by my peers [Show history](#)

No peer evaluations could be found.

Evaluations by my employees [Show history](#)

No employee evaluations could be found.

Self evaluations [Add an evaluation for HEAD ACCOUNTANT](#) [Show history](#)

No self evaluations could be found.

To view more evaluations of any type, click Show History.

To review an evaluation, click Acknowledge to display a review page.

The screenshot displays the Tyler Technologies ESS interface. The left sidebar contains a navigation menu with options like Home, Employee Self Service, Manager Self Service, Tasks, Benefits, Life Events, Certifications, Credentials, Expense Reports, Employee Notifications, Pay/Tax Information, Performance Evaluations (highlighted), Personal Information, Position Transfer, Substitute Teaching, Time Off, Time Entry, Training Opportunities, My Career, and Employment Opportunities. The main content area is titled 'JENKINS, HENRIETTA - HEAD ACCOUNTANT' and includes sections for Personal Profile (Review Period Begin: 04/03/2017), Performance Summary (Goals: Keep up the good work!), Next Year Goals (12/31/2017: 3.0000, Complete daily tasks in a quality and timely fashion; 4/5/2018: 3.0000, Attend 5 approved training workshops per year), Employee Comments, and Employee Comments and Acknowledgement (Employee comments (optional)). At the bottom, there is a text box for acknowledgment, a red button labeled 'I Acknowledge Evaluation', and a black button labeled 'Back'.

Use the Employee Comments and Acknowledgement box to enter your comments, and then click I Acknowledge Evaluation to indicate that you have reviewed the evaluation, have had an opportunity to enter comments, and submit the acknowledgement.

To add a self evaluation, use the Add An Evaluation For link in the Self Evaluation group. If you have more than one assigned job class for which you can evaluate yourself, ESS displays a list of the job classes. Select the proper job class before clicking Add an Evaluation For.

3.9.1 Employee Evaluations

If configured by your organization, supervisors can use Employee Self Service to manage evaluations given to your employees.

Click Employee Evaluations on the ESS menu to display the Employee Evaluations page. This page provides a list of evaluations given to your employees, grouped according to who performed them.

Evaluations of My Employees

Employee: BASTIEN, LINDSEY H

[Add an evaluation for DIRECTOR OF FINANCE](#)

[Show history](#)

Job	Review period	Status	
DIRECTOR OF FINANCE	3/1/2017 - 3/1/2018	Pending	Copy Edit

Add an evaluation for BASTIEN, LINDSEY H - DIRECTOR OF FINANCE

Attachments

[Choose File](#) | No file chosen

Basic Information

360 Evaluation Type: SUPERVISOR EVALUATION

Review Type: ANNUAL EVALUATION

Review Period Begin*: 04/03/2017

Review Period End*: 04/02/2018

Scheduled Date:

Completion Date:

[Save](#)

3.9.2 360° Evaluations

The 360° Evaluations page lists all the evaluations you have given, grouped by recipient. If you have existing evaluations, click Show History to update the page display.

360° Evaluations

My evaluations of my employees [Add an evaluation for DIRECTOR OF FINANCE](#) [BASTIEN, LINDSEY H](#) [Show history](#)

Job	Review period	Status	Employee		
DIRECTOR OF FINANCE	3/1/2017 - 3/1/2018	Pending	BASTIEN, LINDSEY H	Copy	Edit
HEAD ACCOUNTANT	4/3/2017 - 4/2/2018	Approved	JENKINS, HENRIETTA	Copy	Details

My evaluations of my peers [Show history](#)

No peer evaluations could be found.

My evaluations of my supervisor [Show history](#)

No employee evaluations could be found.

Self evaluations [Add an evaluation for CITY MANAGER](#) [Show history](#)

Job	Review period	Status		
CITY MANAGER	4/3/2017 - 4/3/2018	Pending	Copy	Edit

If you have permission to perform an evaluation, the header for the applicable evaluation group includes the Add an Evaluation For link. For example, if you have permission to perform employee evaluations, this link displays for the My Evaluations of My Employees group.

360° Evaluations

My evaluations of my employees [Add an evaluation for](#) [JOSEPH, DOMINIC](#) [ACCOUNTANT II](#) [Show history](#)

Job	Review period	Status	Employee		
ACCOUNTANT II					

Add an evaluation for JOSEPH, DOMINIC - ACCOUNTANT II

Attachments

[Choose File](#) No file chosen

Basic Information

360 Evaluation Type: SUPERVISOR EVALUATION

Review Type: ANNUAL EVALUATION

Review Period Begin*: 04/03/2017

Review Period End*: 04/06/2018

Scheduled Date

Completion Date

Needed Score

When you have multiple employees for whom to create evaluations, ESS displays a list that allows you to select the name of the correct individual.

To create an evaluation:

1. Select the name and job class from the available lists, if applicable.
2. Click Add an Evaluation For.
The program provides the evaluation form defined for that job class, if one exists. Otherwise, it displays a default form.

The screenshot shows the 'Add an evaluation for MARTIN, MARY M - ACCOUNTANT I' form. The left sidebar contains navigation links: Home, Employee Self Service, Manager Self Service, Tasks, Benefits, Life Events, Certifications, Credentials, Expense Reports, Employee Notifications, and Pay/Tax Information. The main content area has a title bar and a sidebar with links: 360° Evaluations, Personal Information, Position Transfer, Substitute Teaching, Time Off, Time Entry, and Training Opportunities. The form sections are: Attachments (Choose File, No file chosen), Basic Information (360 Evaluation Type: SUPERVISOR EVALUATION, Review Type: ANNUAL EVALUATION, Review Period Begin: 04/03/17, Review Period End: 04/02/2018, Scheduled Date), Goal Tasks (Complete direct deposit set up. Add A Task, Add), and a bottom section with buttons: Save and close, Submit for approval, Cancel, and Save. A red arrow points to the 'Add A Task' link.

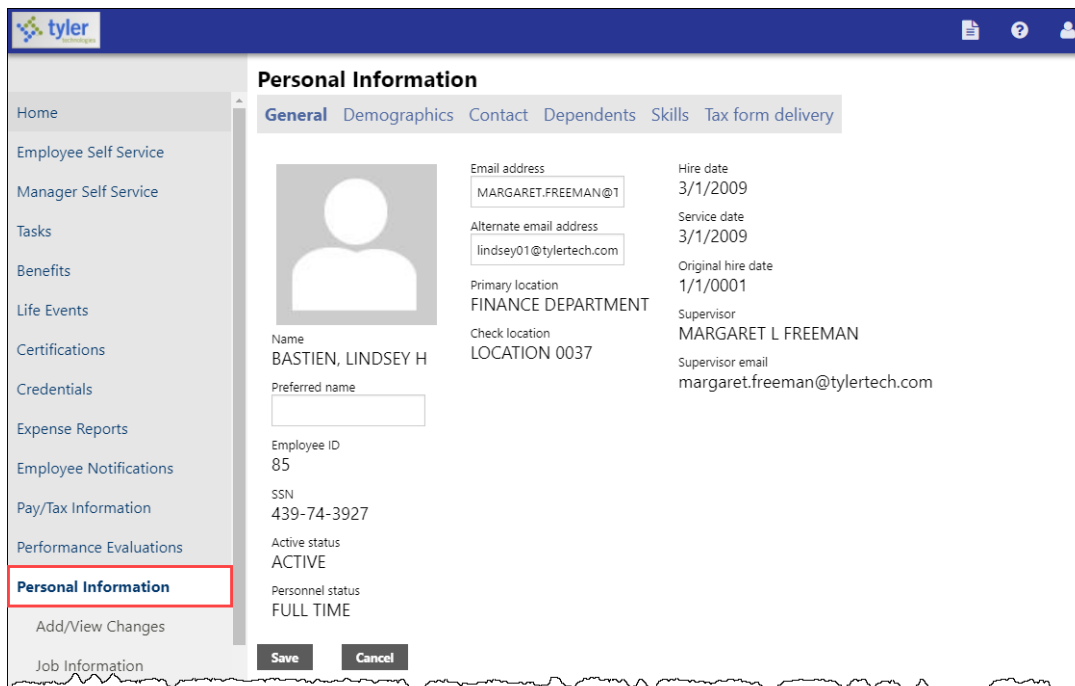
3. Complete the fields, as appropriate, to define the evaluation.
Use the Add or Edit options, if available, to add new data or edit existing data in a section.
4. At any point, click Save and Close to save the evaluation and return to it at a later time.
5. Click Submit for Approval to submit a completed evaluation.
6. If your organization has not configured workflow, submitted evaluations are automatically marked as approved. Otherwise, they are forwarded to a supervisor for approval. The Employee Evaluations page displays the status of all current employee evaluations. Click Edit for any evaluation that you have created, but that has not yet been approved, to edit that evaluation.

The option to Load Default Goals allows you to automatically copy goals from a previous evaluation. To enable this option, the employee must have a prior evaluation record.

Additionally, within the Personnel Settings program, the ESS Goals Copy Option must be populated with a selection.

3.10 PERSONAL INFORMATION

When you click Personal Information on the menu, ESS displays your personal information as it is stored in Munis Employee Master, and, if allowed by your organization, provides opportunities to update the information directly from ESS. Click the Edit link from each tab: General, Demographics, Contact, Dependents, Skills, and Tax Form Delivery to edit items in ESS. With the appropriate settings defined in Employee Administration, the Demographic Information and DOE Race information are available for update. Make any required changes and click Save.



Personal Information

General Demographics Contact Dependents Skills Tax form delivery

Name
BASTIEN, LINDSEY H

Email address
MARGARET.FREEMAN@1

Hire date
3/1/2009

Service date
3/1/2009

Original hire date
1/1/0001

Supervisor
MARGARET L FREEMAN

Supervisor email
margaret.freeman@tylertech.com

Primary location
FINANCE DEPARTMENT

Check location
LOCATION 0037

Employee ID
85

SSN
439-74-3927

Active status
ACTIVE

Personnel status
FULL TIME

Save **Cancel**

For those sections that provide a Change or Add option, you can update or add additional information. When you do update or add information, the updates are transferred to the appropriate programs in Munis.

The screenshot shows the Tyler Employee Self Service interface. The left sidebar contains a navigation menu with options like Home, Employee Self Service, Manager Self Service, Tasks, Benefits, Life Events, Certifications, Credentials, Expense Reports, Employee Notifications, Pay/Tax Information, Performance Evaluations, Personal Information, Add/View Changes, and Job Information. The main content area is titled 'Personal Information' and has tabs for General, Demographics, Contact, Dependents, Skills, and Tax form delivery. The 'Contact' tab is selected, showing 'Addresses' and 'Emergency Contacts'. The 'Addresses' section has an 'Add new' link highlighted with a red box. A red arrow points from this link to the 'Add new' link in the 'Addresses' section of the 'Personal Information' form. The form shows the address: THREE TYLER DRIVE, APT. 5, YARMOUTH ME 04096. There are input fields for Address, Address line two, City, State, and Zip code, along with 'Save' and 'Cancel' buttons. The 'Emergency Contacts' section shows LEE BASTIEN, SPOUSE, with a phone number and a date. There are 'Add new', 'Edit', and 'Delete' links for both sections.

Use the Add/View Changes option on the menu to review pending or previous changes to your profile, or to initiate a new change.

The screenshot shows the Tyler Employee Self Service interface. The left sidebar contains a navigation menu with options like Home, Employee Self Service, Manager Self Service, Tasks, Benefits, Life Events, Certifications, Credentials, Expense Reports, Employee Notifications, Pay/Tax Information, Performance Evaluations, Personal Information, Add/View Changes, and Job Information. The main content area is titled 'Profile Changes' and has a table of profile changes in progress. The 'Add/View Changes' link in the left sidebar is highlighted with a red box. The table shows the following data:

Profile changes in progress			
Action	Request date	Status	Documentation
Historical profile changes			
Action	Request date	Posted date	
ADDRESS CHANGE	10/24/2017		10/24/2017
BENEFIT ENROLLMENT	10/16/2017		10/16/2017

When you select Add a Change, the Requested Action Type list provides the available action types.

The screenshot shows the 'Add a Personnel Action' form. The 'Requested action type' is set to 'TRAINING'. The 'Add new' section contains the following fields:

- Training Area***: PARKS MANAGEMENT
- Training Type***: USER EXPERIENCE PARKS & REC
- Training Sequence***: 1
- Time***: 9:00 AM
- Date***: 10/20/2017
- Training Points***: 100.0000
- Training Score***: (empty)
- Comments**: (empty)

Buttons at the bottom include 'Save', 'Cancel', and 'Submit'.

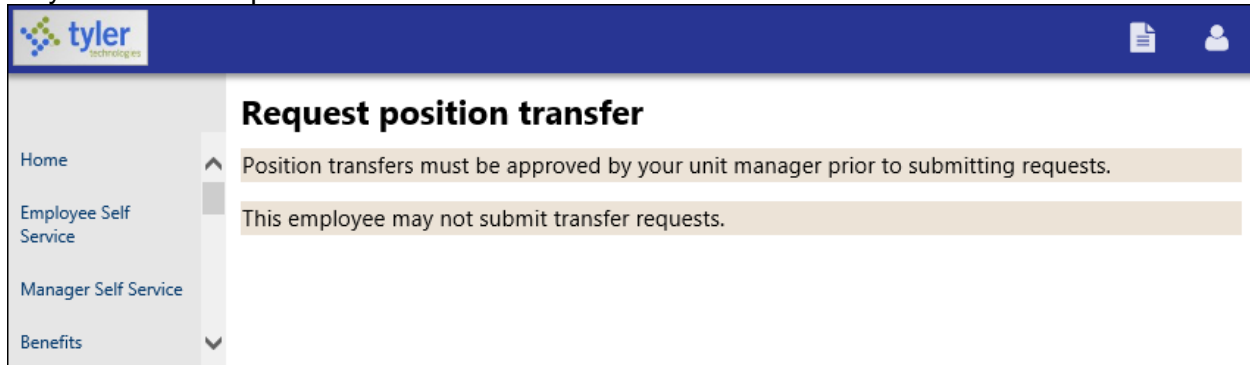
If an action requires supporting documentation, use the Browse option in the Attachments group to navigate to the file to upload. If there are existing attachments, use the Remove option to delete them, as applicable.

Change items are supported by ESS templates that are maintained in the ESS Action Templates program in Munis. This program defines the actions and fields that are available for update. When you complete a change action in ESS, the Employee Initiated check box in the Munis Actions Entry program is automatically selected.

3.11 POSITION TRANSFER

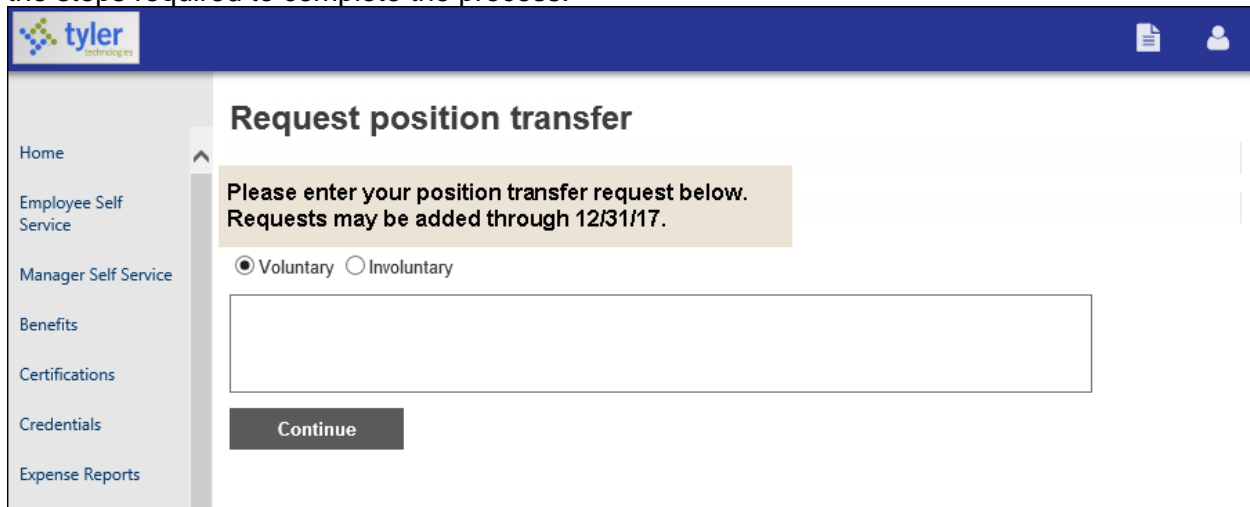
Position Transfer provides staff members a means of requesting a transfer to another position within the organization. The settings for the Position Transfer page are available according to the Munis Position Transfer Processing programs.

If Position Transfer has not been set up for your organization, the program indicates that you may not submit requests.



The screenshot shows the 'Request position transfer' page. The left sidebar contains links: Home, Employee Self Service, Manager Self Service, and Benefits. The main content area has the title 'Request position transfer' and two orange message boxes: 'Position transfers must be approved by your unit manager prior to submitting requests.' and 'This employee may not submit transfer requests.'

If Position Transfer is set up for your organization, the program provides a series of screens of the steps required to complete the process.



The screenshot shows the 'Request position transfer' page with a form. The left sidebar includes links: Home, Employee Self Service, Manager Self Service, Benefits, Certifications, Credentials, and Expense Reports. The main content area has the title 'Request position transfer' and an orange message box: 'Please enter your position transfer request below. Requests may be added through 12/31/17.' Below this are radio buttons for 'Voluntary' (selected) and 'Involuntary'. A large text input field is provided for the request details. At the bottom is a 'Continue' button.

3.12 SUBSTITUTE TEACHING

Substitute Teaching displays days worked by a substitute teacher. The dates worked, number of days/hours worked, who they substituted for, where they substituted, and a link to the check in which they were paid for those days are displayed. Click Calendar to view the days worked in a calendar view.

The substitute time worked must be entered in Time Entry and linked to the teacher who is absent in order for this data to display in ESS.

Substitute Teaching

Employee: Year:

From	To	Hours Worked	For	Pay Code	School	Check Date
1/30/2017	1/30/2017	1.183	Not Found	S200	CENTRAL	2/3/2017

©2017 Tyler Technologies, Inc.

3.13 TIME OFF

The Time Off section displays your vacation, sick, and personal time off. Initially, the page

Time Off

	Maximum Allowed	Earned	Projected Earned* through 1/27/2017	Taken	To Be Taken	Currently Available	Projected Available* through 1/27/2017
VACATION (H)	120.00	90.00	90.00	10.00	0.00	80.00	80.00
SICK (H)	40.00	40.00	40.00	0.00	0.00	40.00	40.00

H=Hours; D=Days.
*This is an estimate. Please note that y

Earned/Used History

0.0000 Hours remaining in 2015. If not used, this time will be forfeited on 12/2017. ⓘ [Return to previous view](#) | [Calendar view](#)

SULLIVAN, ABIGAIL Year:

VACATION Time

Pay Period	Earned	Used	Balance
1/2/2017 - 1/20/2017	0.0000	10.0000	80.0000

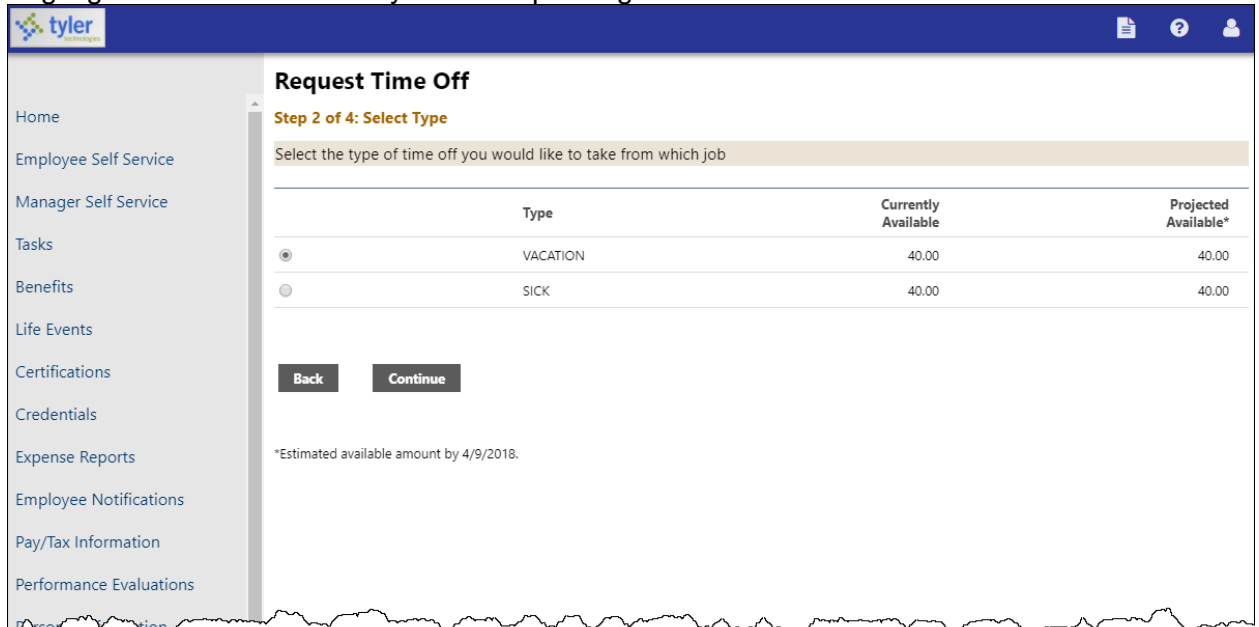
displays the time off that you have taken.

For more details on a specific time-off type, click the link for that time-off type.

3.13.1 Requesting Time Off

To request time-off:

1. Click the link for the type of time-off to request (vacation, sick, and so on).
Highlight the dates for which you are requesting time off and then click Continue.



Request Time Off

Step 2 of 4: Select Type

Select the type of time off you would like to take from which job

	Type	Currently Available	Projected Available*
<input checked="" type="radio"/>	VACATION	40.00	40.00
<input type="radio"/>	SICK	40.00	40.00

[Back](#) [Continue](#)

*Estimated available amount by 4/9/2018.

The program displays the Select Type page.

2. Select the type of time-off you are requesting.
The program displays only the types of time-off that are available. For example, if you only have vacation time available, the program only displays the vacation option; if you have vacation time and personal time available, the program displays an option for each.

3. Click Continue.
The program displays a summary of your request.

The screenshot shows the Tyler Technologies 'Request Time Off' interface. The top navigation bar is dark blue with the Tyler Technologies logo on the left and a document icon and user profile icon on the right. A left sidebar contains a list of menu items: Home, Employee Self Service, Benefits, Certifications, Credentials, Expense Reports, Pay/Tax Information, and Performance Evaluations. The main content area is titled 'Request Time Off' and 'Step 3 of 4: Partial Day Requests'. It includes a yellow instruction bar: 'If you are requesting any partial days, edit time as necessary.' Below this, it states 'You have selected the following dates (Change Dates)' and shows a date '2/24/2017:' followed by an input field containing '8.00' with a clear button (X) and the label 'Hours'. A dark grey 'Continue' button is positioned below the input field.

4. Verify that you have entered your request correctly. If necessary, change the numbers of hours requested.

5. Click Continue.

The program provides a final summary of your request.

Request Time Off

Step 4 of 4: Additional Information

Verify the time you are taking and enter additional comments for this request.

Job	
Request Type	VACATION
Days Requested	2/24
Total Time Requested	8.00 Hour(s) change

Comment: (optional)

Reason

Make Request **Cancel**

6. Click Make Request.
The program processes the request, generates an email to your supervisor indicating that approval is required, and displays the My Requests page with your most recent request included.
7. Click the Calendar View option to view your current time-off in a calendar format.
8. On the Time Off Calendar page, click Return to Previous View to return to the My Requests page.

3.14 TIME ENTRY

Time Entry allows you to enter time applicable to your regular work schedule. When you select Enter Time in the Time Entry group, the program displays those exception items for which you can enter time. This includes accrual time, such as sick or vacation time.

Enter time

Adding 40.00 from 2/13/2017 to 2/17/2017 [Copy from previous week](#) [Save for later](#) [Submit](#)

	Jan 2017	Mar 2017	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
	prior week	next week	2/12	2/13	2/14	2/15	2/16	2/17	2/18	
111 - ANNUAL SALARY				8.00	8.00	8.00	8.00	8.00		
300 - VACATION TIME										
400 - SICK TIME										
500 - PERSONAL TIME										
TOTAL										

©2017 Tyler Technologies, Inc.

To complete a time sheet, select the job for which you are entering time and enter hours in the grid. To enter hours and additional details, select a box in the grid and complete the fields configured by your organization, for example, General Ledger Account or Notes. Enter time worked, sick time, vacation time, and so on, directly from the Time Entry page.

Time Entry performs time entry rule verification based on the Rules Validation Method setting in the Munis Payroll Control Settings program. If this is set to Validate Timesheet on Submission, the time validation states change when the time sheet is submitted. If it is set to Validate Timesheet on Entry, validation states change when the primary time text box value changes, when the detail lines change, and when the time sheet is submitted.

Click Copy From Previous Week to copy the time sheet entered for the previous week. The function copies any line entries that you have used to specify notes, general ledger accounts, or project accounts.

Click Save for Later to save the time sheet for completion at a later time, or click Submit to submit a completed time sheet. If the Require Acknowledgement for Time Entry records is enabled in Employee Administration, the program provides a certification acknowledgement for the time enter. When you submit a completed time sheet, the program displays a confirmation

page.



tyler technologies

Employee Self Service

Enter time

✓ Your time has been saved.

PROGRAMMER ANALYST

Adding 10.00 from 2/3/2017 to 2/17/2017

Copy from previous week

Save for later

Submit

If your organization has not configured workflow, time sheet entries are automatically approved. Otherwise, time sheets require the approval of a supervisor.

Click Mark This Week as Approved to approve the full time sheet. To respond to an individual item on the time sheet, click the item to display workflow options.

Approve time for LEVESQUE, MARY ACCOUNTANT II

Approving 0 out of 24.00 from 2/22/2017 to 2/24/2017 [Mark this week as approved](#) [Edit](#) [Submit](#)

	Jan 2017 prior week	Mar 2017 next week	Sunday 2/19	Monday 2/20	Tuesday 2/21	Wednesday 2/22	Thursday 2/23	Friday 2/24	Saturday 2/25	Weekly Submitted	Weekly Approved
HOURLY TIME					8	8	8			24	
Hours 8 General ledger account 1000-0-000-000-00-0000-0-5110 - (SALARIES FULL TIME) FLSA period Current week Approve Reject Forward to <input type="text"/> Hold Comments <input type="text"/>											
VACATION TIME											
TOTAL					8	8	8			24	

If you select the Hold and Reject options, ESS requires an entry in the Comments box. Once you have responded to all or part of the time sheet, click Submit.

3.14.2 Entering Time for an Employee

To enter a time sheet for an employee, expand the employee's entry on the Pending Timesheets list and then click Details.

Pending Timesheets

! Todd Bolduc will be forwarding time entry workflow to you starting on

<input type="checkbox"/> DICKEY, DENNIS	0	
<input type="checkbox"/> HARMON, SYLVIA	32.00	2/21/2017 - 2/24/2017
<input type="checkbox"/> JACOBS, JASON	0	
<input type="checkbox"/> JOSEPH, DOMINIC	0	
ACCOUNTANT II	0	Details
SUBSTITUTE DAY TO DAY ND	0	Details
<input type="checkbox"/> LEVESQUE, MARY	24.00	2/22/2017 - 2/24/2017
<input type="checkbox"/> LEVESQUE, PATRICK M	40.00	2/20/2017 - 2/24/2017
<input type="checkbox"/> MULLEN, ELIZA E	0	
<input type="checkbox"/> SULLIVAN, NANCY	0	

[Approve and submit all pending time shown above](#)

On the employee's Time Entry page, click Edit to enter or update time.

Approve time for JOSEPH, DOMINIC ACCOUNTANT II

Mark this week as approved **Edit** Submit

Edit time for JOSEPH, DOMINIC ACCOUNTANT II

Adding 32 from 2/21/2017 to 2/24/2017 **Copy from previous week** **Submit**

	Jan 2017	Mar 2017	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
	prior week	next week	2/19	2/20	2/21	2/22	2/23	2/24	2/25	
111 - ANNUAL SALARY					8	8				
300 - VACATION TIME							8	8		

Use the Prior Week, Next Week, and month links to navigate. You can select a week for which the employee has already entered a time sheet and edit it. Click Copy from Previous Week to copy the time sheet from the previous week or click Submit to complete. In the event of a supervisor's absence, the Munis ESS Additional Supervisors program can be used to grant temporary administrative access to ESS to approve and enter time sheets.

For the time sheets to be accepted into the Munis Time Entry program, the payroll for time entry must have been started and be the active payroll selected in the Munis Payroll Start and Status program.

3.15 PUNCH-IN/PUNCH-OUT

The Punch In/Punch Out option tracks your hours worked by allowing you to punch in at the beginning of a shift and punch out at the end. For this option to be enabled, the ESS Time Entry option must be set to P-Punch In/Out within the Munis Job Class Master program.

Punch In

Comment

Punch in

When this option is enabled, it replaces the Time Entry option on the ESS Home page.

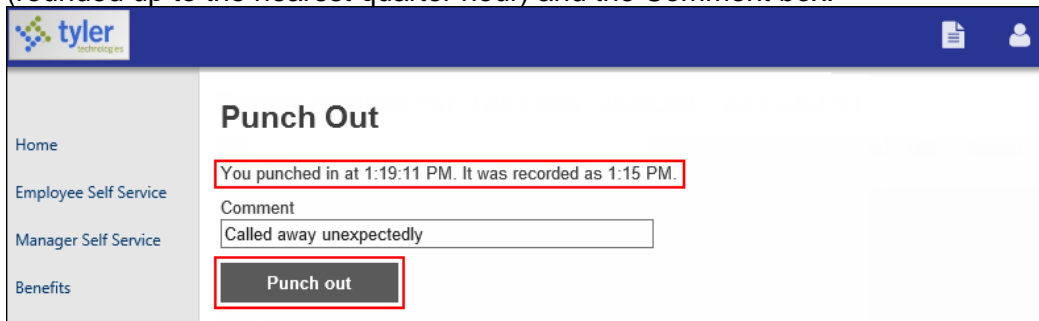
To track your time worked:

1. Use the Comment box to provide brief explanations for work interruptions or other circumstances. Comments are optional.
2. Click Punch In.
The program displays your punch-in information and the ESS menu option changes to Punch Out.



The screenshot shows the Tyler Technologies web interface. On the left is a navigation menu with links: Home, Employee Self Service, Manager Self Service, Benefits, Certifications, and Credentials. The main content area is titled 'Punch Out'. It displays the message: 'You punched in at 12:44:47 PM. It was recorded as 12:45 PM.' Below this is a text input field labeled 'Comment' and a dark grey button labeled 'Punch out'.

3. At the end of your shift, click Punch Out on the Employee Self Service menu.
The program displays the Punch Out page, which indicates the time that you punched in (rounded up to the nearest quarter hour) and the Comment box.



The screenshot shows the Tyler Technologies web interface. On the left is a navigation menu with links: Home, Employee Self Service, Manager Self Service, and Benefits. The main content area is titled 'Punch Out'. It displays the message: 'You punched in at 1:19:11 PM. It was recorded as 1:15 PM.' Below this is a text input field labeled 'Comment' containing the text 'Called away unexpectedly'. At the bottom is a dark grey button labeled 'Punch out'. Red rectangular boxes highlight the punch-in information, the comment text, and the 'Punch out' button.

4. If necessary, use the Comment box to provide brief explanations for work interruptions or other circumstances.
5. Click Punch Out.

The ESS main menu now displays the Punch In option. If you return to the Punch In page later in the day, ESS displays any time you previously entered for the day.

Punch In

Previous shifts from today

1:15 PM - 1:15 PM

Comment

Punch in

3.16 TRAINING OPPORTUNITIES

Training Opportunities allows you to view and enroll in available training, as well as view and cancel training for which you are currently enrolled.

Training Opportunities

Employee: FREEMAN, MARGARET L

Sort: Description

Search: Description Go

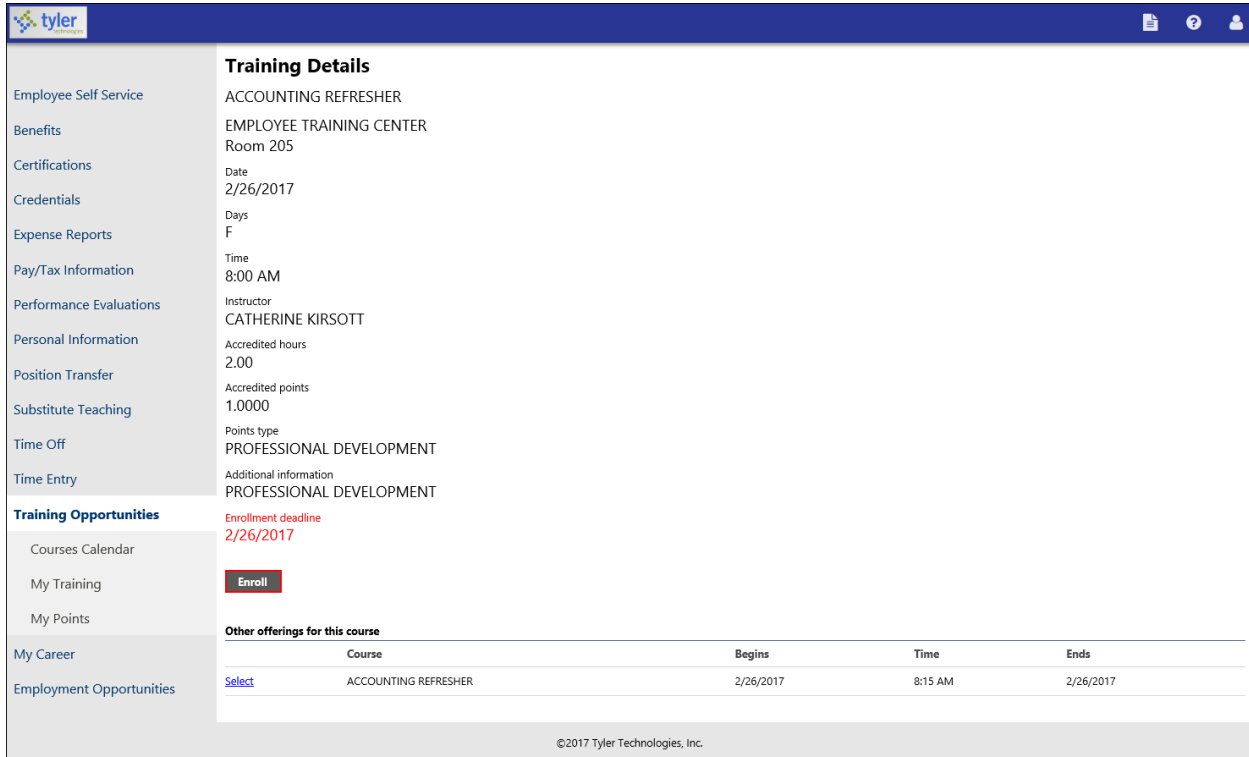
Occurring before: Go

Description	Date	Time	
ACCOUNTING REFRESHER	2/26/2017	8:00 AM	Details / Enroll
ACCOUNTING REFRESHER COURSE CREDIT: 3.0	2/26/2017	8:15 AM	Details / Enroll
EXCEL TRAINING FOR NEW HIRES	11/1/2017	2:00 PM	Details*
MICROSOFT EXCEL LEVEL 1	2/2/2017	8:00 AM	Details / Enroll
POWERPOINT II	10/16/2017	8:30 PM	Details*
SEXUAL HARASSMENT IN THE WORKPLACE	8/1/2007	1:00 PM	Details**

* You have already enrolled in this training
 ** You have not yet completed this training

The Training Opportunities default page includes all training that is available to you. Training may be restricted to locations, job classes, or groups; in this case, only the tabs for which you have permissions display.

If you are enrolled in a course, the Details* option directs you to the Training Details page. Otherwise, click Details/Enroll to display the Training Details page for that course. Use this page to view additional details and to enroll.



The screenshot shows the Tyler Technologies Employee Self Service interface. The left sidebar contains a navigation menu with options: Employee Self Service, Benefits, Certifications, Credentials, Expense Reports, Pay/Tax Information, Performance Evaluations, Personal Information, Position Transfer, Substitute Teaching, Time Off, Time Entry, Training Opportunities, Courses Calendar, My Training, My Points, My Career, and Employment Opportunities. The main content area is titled "Training Details" and displays information for the "ACCOUNTING REFRESHER" course. The details include: EMPLOYEE TRAINING CENTER, Room 205, Date 2/26/2017, Days F, Time 8:00 AM, Instructor CATHERINE KIRSOTT, Accredited hours 2.00, Accredited points 1.0000, Points type PROFESSIONAL DEVELOPMENT, and Additional information PROFESSIONAL DEVELOPMENT. Below this, there is a section for "Enrollment deadline" with the date 2/26/2017 and an "Enroll" button. At the bottom, there is a table titled "Other offerings for this course" with columns for Course, Begins, Time, and Ends. The table lists one offering: ACCOUNTING REFRESHER, beginning on 2/26/2017 at 8:15 AM and ending on 2/26/2017. A "Select" link is provided for this offering. The footer of the page indicates the copyright is ©2017 Tyler Technologies, Inc.

Training Details

ACCOUNTING REFRESHER
 EMPLOYEE TRAINING CENTER
 Room 205
 Date 2/26/2017
 Days F
 Time 8:00 AM
 Instructor CATHERINE KIRSOTT
 Accredited hours 2.00
 Accredited points 1.0000
 Points type PROFESSIONAL DEVELOPMENT
 Additional information PROFESSIONAL DEVELOPMENT

Enrollment deadline
 2/26/2017

Enroll

Other offerings for this course

Course	Begins	Time	Ends
Select ACCOUNTING REFRESHER	2/26/2017	8:15 AM	2/26/2017

©2017 Tyler Technologies, Inc.

When the enrollment is complete, the page refreshes to confirm the enrollment and to provide the Add to Calendar and Cancel Enrollment options.

The screenshot shows the Tyler Technologies Employee Self Service interface. On the left is a navigation menu with options like Employee Self Service, Benefits, Certifications, etc. The main content area is titled "Training Details" and shows a confirmation message: "Your request for this training was approved." Below this, details for the "ACCOUNTING REFRESHER" course are listed, including the location (EMPLOYEE TRAINING CENTER Room 205), date (2/26/2017), time (8:00 AM), instructor (CATHERINE KIRSOTT), and accredited hours (2.00). At the bottom, there are two buttons: "Cancel enrollment" and "Add to calendar".

Training Details

✓ Your request for this training was approved.

ACCOUNTING REFRESHER
EMPLOYEE TRAINING CENTER
Room 205
Date
2/26/2017
Days
F
Time
8:00 AM
Instructor
CATHERINE KIRSOTT
Accredited hours
2.00
Accredited points
1.0000
Points type
PROFESSIONAL DEVELOPMENT
Additional information
PROFESSIONAL DEVELOPMENT

Enrollment deadline
2/26/2017

Cancel enrollment Add to calendar

Other offerings for this course

Select	Course	Begins	Time	Ends
<input type="checkbox"/>	ACCOUNTING REFRESHER	2/26/2017	8:15 AM	2/26/2017

©2017 Tyler Technologies, Inc.

The Other Offering for this Course group provides access to other sessions of the same course.

If you are a supervisor, you can review the Training Opportunities page for employees who report to you, and you can complete or cancel training course enrollments for the employees. Select the employee name from the Employee list. Click Employee Training to view a specific employee's scheduled training or training history.

The screenshot shows the Tyler Technologies Training Opportunities page for a supervisor. The page has a navigation menu on the left and a main content area. The main content area includes a search bar for employees (currently showing "FREEMAN, MARGARET L"), a sort dropdown, and a table of training opportunities. The table has columns for Description, Date, Time, and a link to Details/Enroll. The table lists several courses, including Accounting Refresher, Excel Training for New Hires, Microsoft Excel Level 1, PowerPoint II, and Sexual Harassment in the Workplace.

Training Opportunities

Employee: FREEMAN, MARGARET L

Sort
Description

Search
Description
Go

Occurring before
Go

Description	Date	Time	
ACCOUNTING REFRESHER	2/26/2017	8:00 AM	Details / Enroll
ACCOUNTING REFRESHER COURSE CREDIT: 3.0	2/26/2017	8:15 AM	Details / Enroll
EXCEL TRAINING FOR NEW HIRES	11/1/2017	2:00 PM	Details*
MICROSOFT EXCEL LEVEL 1	2/2/2017	8:00 AM	Details / Enroll
POWERPOINT II	10/16/2017	8:30 PM	Details*
SEXUAL HARASSMENT IN THE WORKPLACE	8/1/2007	1:00 PM	Details**

* You have already enrolled in this training
** You have not yet enrolled in this training

3.16.1 My Training

My Training displays a list of courses for which you are currently enrolled. For each course, the Details and Cancel options are available. If you have completed other courses, the Training History group provides this information.

My Training

[Return to Training Opportunities](#) | [Hide Training History](#)

Description	Dates	Time	
POWERPOINT II	10/16/2017 - 10/16/2017	8:30 PM	Details Cancel
EXCEL TRAINING FOR NEW HIRES	11/1/2017 - 11/1/2017	2:00 PM	Details Cancel
USER EXPERIENCE AT PARKS AND RECREATION SITES	11/1/2017 - 11/1/2017	9:00 AM	Details Cancel
MARINE SAFETY COURSE FOR PARKS MANAGEMENT	6/8/2018 - 7/20/2018	1:00 PM	Details Cancel

* This course is in conflict with another course for which you are scheduled.

Training History

No Training History found for the selected employee.

3.16.2 My Points

My Points is available in the Training Opportunities group on the ESS menu if your organization uses points to track training courses for professional development. Select this option to display the My Training Points page.

The My Training Points page displays previously completed courses organized by points type. In addition, it displays points earned, points expended, and the resulting points balance.

My Training Points

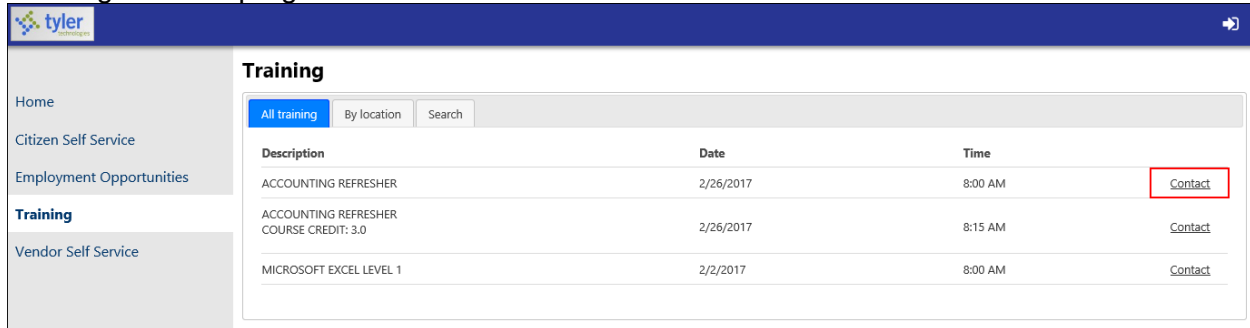
PROFESSIONAL DEVELOPMENT

Earned 2.0000 Expended 0.0000 Balance 2.0000

Event Date	Earned	Expended	Course
2/2/2017	2.0000	0.0000	

4 TRAINING (GUEST)

Training may be made available to individuals who are not employees of your organization. While it is considered a part of ESS, the Training option displays on the MSS Home page and is accessible without a user name and password. Guests cannot enroll in a course through ESS; they must email the course contact. The availability of courses is maintained in the Munis Training Courses program.



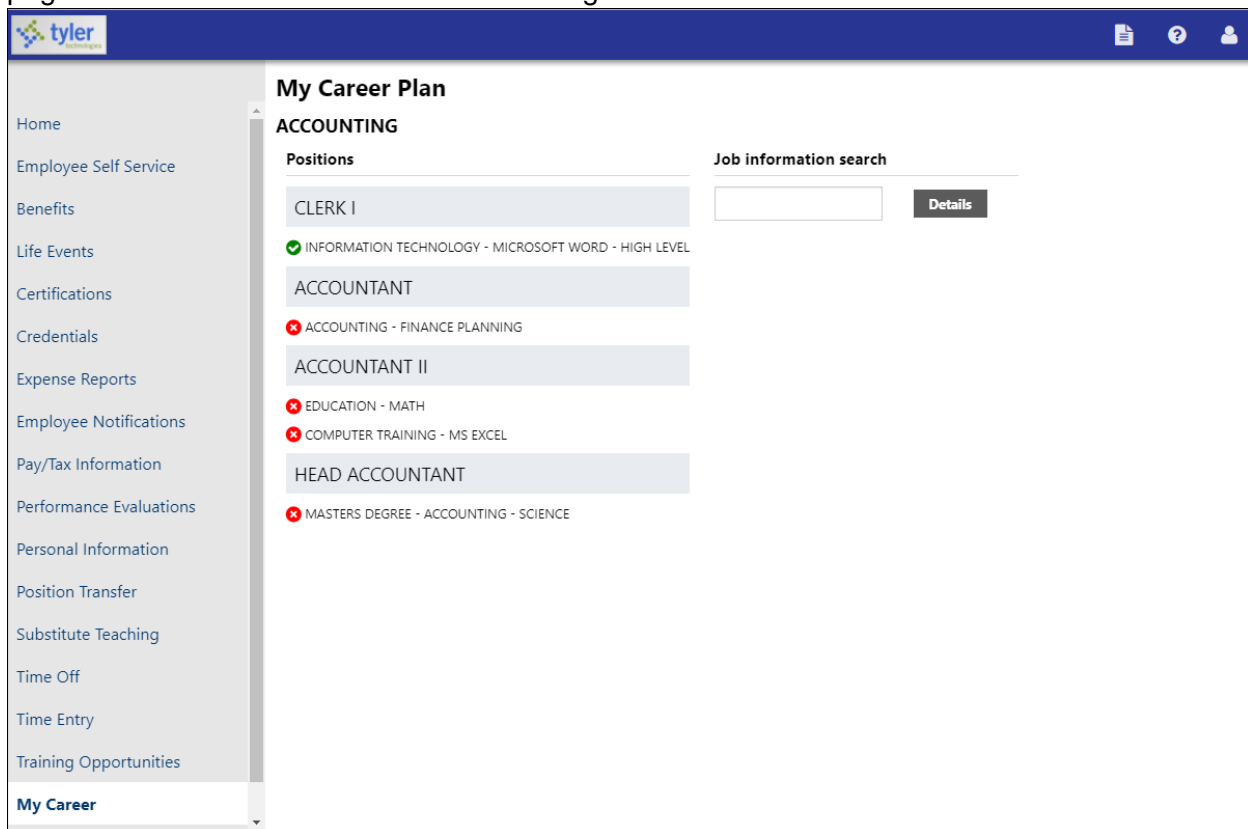
The screenshot displays the Tyler Technologies Training interface. On the left is a navigation menu with links for Home, Citizen Self Service, Employment Opportunities, Training (highlighted), and Vendor Self Service. The main content area is titled 'Training' and includes a filter section with 'All training' selected, and buttons for 'By location' and 'Search'. Below this is a table of training courses:

Description	Date	Time	Contact
ACCOUNTING REFRESHER	2/26/2017	8:00 AM	Contact
ACCOUNTING REFRESHER COURSE CREDIT: 3.0	2/26/2017	8:15 AM	Contact
MICROSOFT EXCEL LEVEL 1	2/2/2017	8:00 AM	Contact

5 MY CAREER

My Career provides tools to plan your career development. If your position or job class is part of a career track with employer-specified requirements, you can view other jobs in your track and the descriptions and requirements for those jobs on the My Career Plan page. The My Career Plan page draws information from the Munis Succession/Career Planning programs.

You can also view whether you have met employer-established steps for career progression, such as training, certification, skills, or educational requirements, by employee-specified due dates. The program displays a green indicator for steps you have completed; steps awaiting completion display a red indicator. If your certifications have expired, or a missing certification “grace” period has been generated through the Employee Certifications program, the notification displays on the page. Once the training course is completed and certification is earned, the page reflects the current certification standing.



My Career Plan

ACCOUNTING

Positions

CLERK I

✓ INFORMATION TECHNOLOGY - MICROSOFT WORD - HIGH LEVEL

ACCOUNTANT

✗ ACCOUNTING - FINANCE PLANNING

ACCOUNTANT II

✗ EDUCATION - MATH

✗ COMPUTER TRAINING - MS EXCEL

HEAD ACCOUNTANT

✗ MASTERS DEGREE - ACCOUNTING - SCIENCE

Job information search

Details

Navigation: Home, Employee Self Service, Benefits, Life Events, Certifications, Credentials, Expense Reports, Employee Notifications, Pay/Tax Information, Performance Evaluations, Personal Information, Position Transfer, Substitute Teaching, Time Off, Time Entry, Training Opportunities, **My Career**

Search by job title to see if you are on track to meet your career goals.

The screenshot shows the 'My Career Plan' page in the Tyler Technologies system. On the left is a vertical navigation menu with links: Home, Employee Self Service, Manager Self Service, Tasks, Benefits, Life Events, Certifications, Credentials, Expense Reports, and Employee Notification. The main content area is titled 'My Career Plan' and features an 'Employee:' dropdown menu currently set to 'JENKINS, TERRENCE'. Below this is a 'Job information search' section with a text input field containing 'PARKS RANGER LEVEL II' and a 'Details' button. At the bottom of the main area, there are two sections: 'Completed tasks' showing 'None' and 'Tasks not completed' also showing 'None'. The bottom of the image has a decorative torn paper edge effect.

6 EMPLOYMENT OPPORTUNITIES

Employment Opportunities is the Munis Self Service interface for Munis Recruiting. It is considered a part of ESS; however, the Employment Opportunities option displays on the MSS Home page and is accessible without a username and password.

Employment Opportunities provides job openings for your organization. Using this feature, job applicants can view available jobs and apply for one or more jobs directly from the Employment Opportunities page. Your organization builds job applications using the Self Service Application program within Munis Recruiting.

tyler technologies

Register for email alerts | RSS | Log In

Thank you for your interest in our organization! Please select a job and complete the application.

Sort	Positions Available	Special Requirements/Notes
None Selected Search Description/Notes Minimum salary Posted after Go Location Job family Job class Group	1 Position: 17701 (PARK SUPERVISOR) Code: 1-1 Type: INTERNAL & EXTERNAL Location: PARKS AND RECREATION DEPART Group: EXECUTIVES Job Family: ADMINISTRATION Job Class: PARKS AND REC SUPERVISOR Posting Start Date: 05/01/2015 Posting End Date: 12/31/2999 Apply f t in	Description: Parks and Recreation
	1 Code: 1-2 Type: INTERNAL & EXTERNAL Location: PARKS AND RECREATION DEPART Group: EXECUTIVES Job Family: ADMINISTRATION Job Class: PARKS AND REC SUPERVISOR Posting Start Date: 05/01/2015 Posting End Date: 12/31/2999 Apply f t in	Description: Parks and Recreation
	ACCOUNTING Code: 3-2 Type: EXTERNAL Location: FINANCE DEPARTMENT Grade: ACCOUNTANT 1 Group: NON UNION Job Family: ADMINISTRATION Job Class: ACCOUNTANT I Posting Start Date: 01/10/2017 Posting End Date: 01/01/9999 SALARY RANGE: \$0.00-\$54,025.00 Apply f t in	
	FIRE FIGHTER Code: 77-1 Type: INTERNAL & EXTERNAL	Feline EMT; Feline CPR

In addition to applying for positions, applicants can request to receive regular updates for job openings according to job categories, and they can share the job openings to social media.

When an applicant registers for an account, the program stores all of his or her information in the Munis database. Returning applicants do not have to re-enter information each time they apply for a job; however, they can update their applicant information to tailor it to a specific job or to add updated information.

Employment Opportunities

[Log in as returning applicant](#) | [Create new account](#) | [Register for email alerts](#) | [RSS](#)

Thank you for your interest in our organization! Please select a job and complete the application.

[All Jobs](#) | [By Location](#) | [By Job Family](#) | [By Job Class](#) | [By Group](#) | [Search](#)

First Sort: None Selected ☐ Sort Descending

Second Sort: None Selected ☐ Sort Descending

Third Sort: None Selected ☐ Sort Descending

Sort

Positions Available	Special Requirements/Notes
1 Code: 1-1 Type: INTERNAL & EXTERNAL Location: PARKS AND RECREATION DEPART Group: EXECUTIVES Job Family: ADMINISTRATION Job Class: PARKS AND REC SUPERVISOR Posting Start Date: 05/01/2015 Posting End Date: 12/31/2999 Apply 	Description: Parks and Recreation
1 Code: 1-2 Type: INTERNAL & EXTERNAL Location: PARKS AND RECREATION DEPART Group: EXECUTIVES Job Family: ADMINISTRATION Job Class: PARKS AND REC SUPERVISOR Posting Start Date: 05/01/2015 Posting End Date: 12/31/2999 Apply 	Description: Parks and Recreation

If applicants use the Internet Rich Site Summary (RSS) application, they can click RSS to subscribe to an RSS feed for employment opportunities, or they can click Register for Email Alerts to get automatic updates regarding opportunities.

The Employment Opportunities page displays all Positions Available as the default view. The Sort and Search fields allow applicants to sort the various positions by Job Description, Location, Job Family, Job Class, Group, Salary, Posting Start Date, and Posting Type and the ability to search by Description/Notes, Minimum Salary, and Posted After date within the sort.

Thank you for your interest in our organization! Please select a job and complete the application.

Sort

- None Selected
- None Selected
- Job Description
- Location
- Job Family
- Job Class
- Group
- Salary
- Posting Start Date
- Posting Type

Positions Available

1
Position: 17701 (PARK
Code: 1-1
Type: INTERNAL & EX
Location: PARKS AND
Group: EXECUTIVES
Job Family: ADMINIST
Job Class: PARKS AND
Posting Start Date: 05/
Posting End Date: 12/3

Search

- Description/Notes
- school
- Minimum salary
- 60,000
- Posted after

Positions Available

2 positions found

ELEMENTARY SCHOOL TEACHER
Position: 92302 (TEACHER ES 1)
Code: 92302-1
Type: INTERNAL & EXTERNAL
Location: ELEMENTARY SCHOOL 1
Grade: BA
Group: TEACHERS
Job Family: JFAM-STE
Job Class: TEACHER ELEMENTARY SCHOOL
Posting Start Date: 01/01/2004
Posting End Date: 01/01/9999
Salary: \$24,000.00-\$66,000.00

SCHOOL THERAPIST
Code: 171207-1
Type: INTERNAL & EXTERNAL
Location: HIGH SCHOOL
Grade: BA
Group: TEACHERS

Applicants can further refine their search for positions within the Sort and Search returns by use of the drop down menus for Location, Job Family, Job Class, and Group. Each menu displays the available positions that meet the search criteria. Selecting the check box beside the desired option under the Location, Job Family, Job Class, or Group additionally filters the positions.

The screenshot displays the Tyler Technologies employee self-service portal. The left sidebar contains navigation links: Home, Citizen Self Service, Employment Opportunities (highlighted), Job Descriptions, Training, and Vendor Self Service. The main content area shows a thank-you message and search results for 4 positions. The search filters are set to ADMINISTRATION and Salary > 60,000. The search criteria section includes a 'Sort' dropdown set to 'Location', a 'Search' text box, and fields for 'Minimum salary' (60,000) and 'Posted after'. A 'Go' button is present. The 'Positions Available' section lists three jobs: two 'DIRECTOR OF FINANCE' positions and one 'FIREFIGHTER' position. The 'Location', 'Job family', 'Job class', and 'Group' filters are expanded, showing a list of options with checkboxes. The 'Job family' filter has 'ADMINISTRATION (4)' selected. The 'Job class' filter has 'DIRECTOR OF FINANCE (2)', 'FIREFIGHTER (1)', and 'POLICE OFFICER (1)' listed. The 'Group' filter is currently set to 'Location'. The 'DIRECTOR OF FINANCE' jobs are for positions 13501 and 13501, both with a salary range of \$78,000.00-\$78,000.00. The 'FIREFIGHTER' job is for position 22007 with a salary range of \$22,000.00-\$22,000.00.

Thank you for your interest in our organization! Please select a job and complete the application.

4 positions found ADMINISTRATION x Salary > 60,000 x

Sort
Location ▼

Search
Description/Notes
Minimum salary
60,000
Posted after
Go

Positions Available

DIRECTOR OF FINANCE
Position: 13501 (DIRECTOR OF FINANCE)
Code: 100-1
Type: EXTERNAL
Location: FINANCE DEPARTMENT
Group: NON UNION
Job Family: ADMINISTRATION
Job Class: DIRECTOR OF FINANCE
Posting Start Date: 01/01/2004
Posting End Date: 12/31/9999
Salary: \$78,000.00-\$78,000.00
[Apply](#)
f t in

DIRECTOR OF FINANCE
Position: 13501 (DIRECTOR OF FINANCE)
Code: 100-4
Type: INTERNAL & EXTERNAL
Location: FINANCE DEPARTMENT
Group: NON UNION
Job Family: ADMINISTRATION
Job Class: DIRECTOR OF FINANCE
Posting Start Date: 01/01/2004
Posting End Date: 12/31/9999
Salary: \$78,000.00-\$78,000.00
[Apply](#)
f t in

FIREFIGHTER
Position: 22007 (FIREFIGHTER)
Code: 22007-1
Type: INTERNAL & EXTERNAL
Location: FIRE DEPARTMENT
Grade: FIREFIGHTER
Group: FIRE
Job Family: ADMINISTRATION
Job Class: FIREFIGHTER
Posting Start Date: 01/01/2018
Posting End Date: 12/31/9999

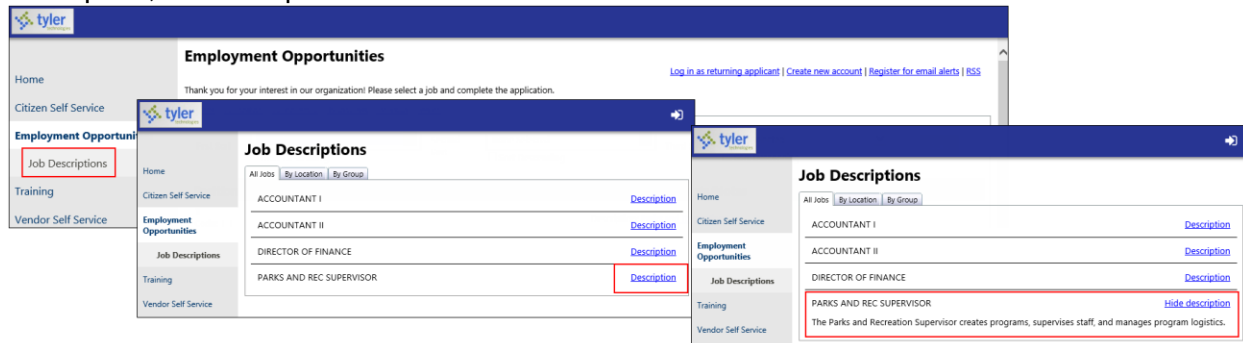
Location ^
☐ FINANCE DEPARTMENT (2)
☐ FIRE DEPARTMENT (1)
☐ POLICE DEPARTMENT (1)

Job family ^
☒ ADMINISTRATION (4)

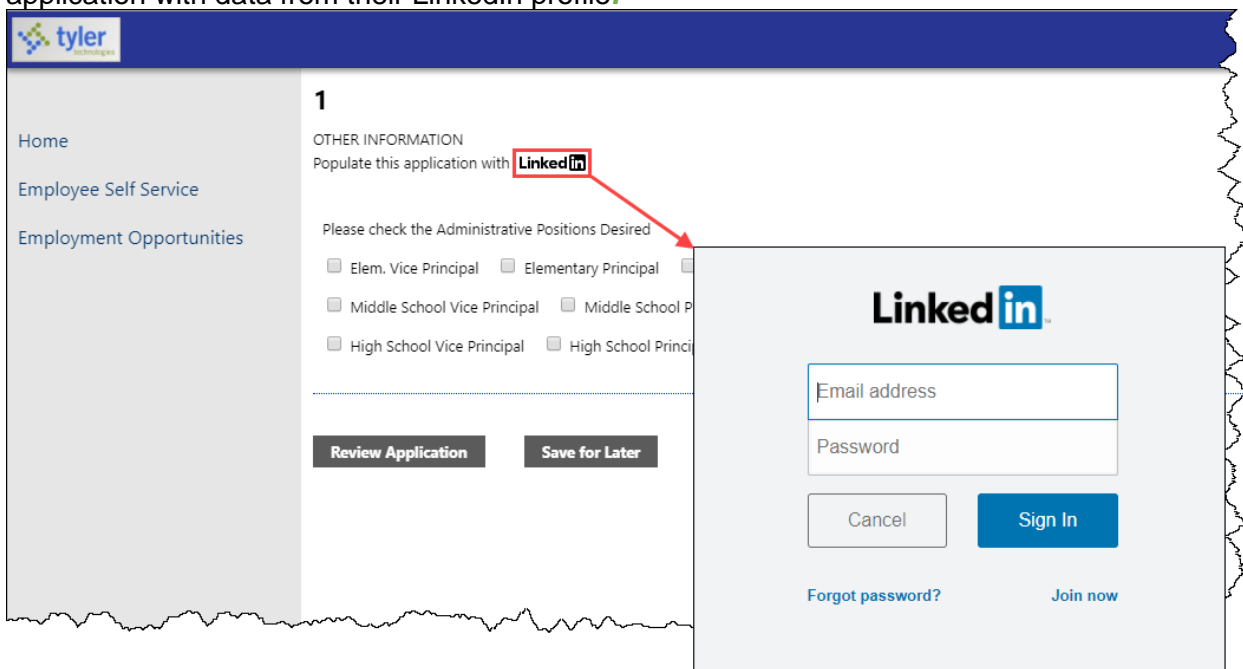
Job class ^
☐ DIRECTOR OF FINANCE (2)
☐ FIREFIGHTER (1)
☐ POLICE OFFICER (1)

Group v


If the Display Job Descriptions Page setting is enabled for Employee Opportunities in Employee Self Service Administration, and job descriptions are enabled in Munis Job Class Master or Position Control, the Job Descriptions tab provides applicants the option to view a detailed job description, either as plain text or as an attachment.



An applicant can click the LinkedIn icon on a job application to populate portions of the application with data from their LinkedIn profile.



For new applicants who want to receive notifications of future job opportunities, they can use the Register for Email Alerts option on the main page to submit an interest card.



- Home
- Citizen Self Service
- Employment Opportunities
- Training
- Vendor Self Service

Future job opportunities

Select the job categories in which you are interested. You will be alerted via email when new job opportunities arise.

☐ ADMINISTRATION☐ CLERICAL☐ NON UNIFORMED☐ SUPPORT STAFF

☐ TEACHER☐ UNIFORMED

First name

*

Last name

*

Middle initial

Address 1

Address 2

City

State abbreviation

Zip code

*

Country

▼

Phone

Email

*

Submit

©2018 Tyler Technologies, Inc.

6.1 NEW APPLICANTS

When potential job applicants first access the Employment Opportunities page, they can create an applicant log-in that allows them to actively participate in the employment process for your organization.

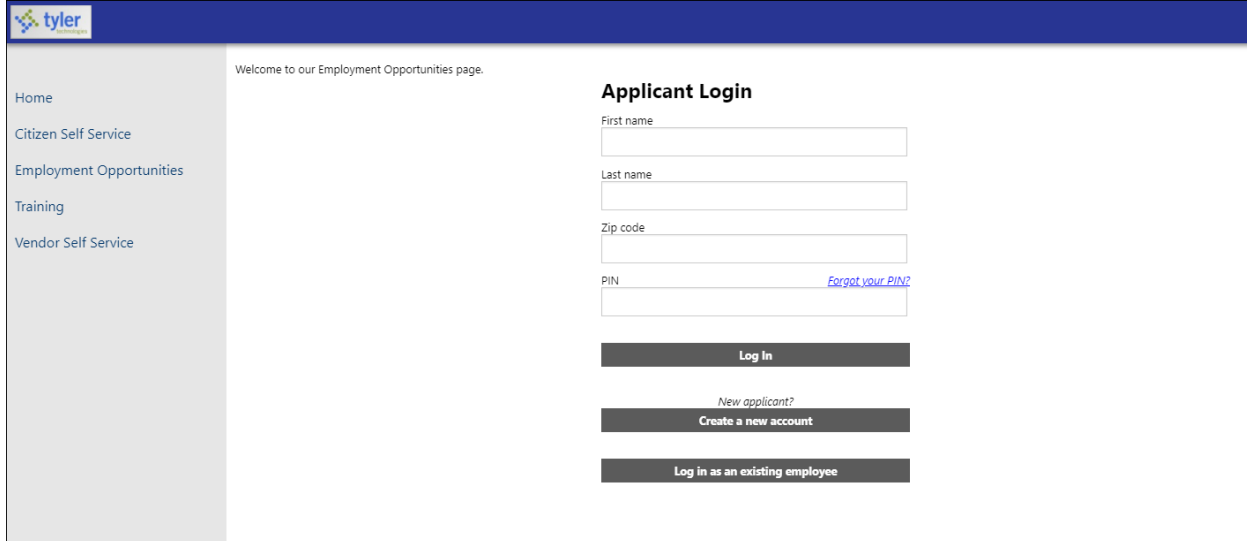
By clicking the Create A New Account link on the Employment Opportunities page, potential applicants register with your organization and receive a PIN number for returning log-in activity.

The screenshot displays the Tyler Technologies Employment Opportunities page. On the left is a navigation menu with links: Home, Citizen Self Service, **Employment Opportunities**, Job Descriptions, Training, and Vendor Self Service. The main content area has a header with the Tyler logo and a message: "Thank you for your interest in our organization! Please select a job and complete the application." Below this is a search filter section with tabs for "Positions Available" and "Special Requirements/Notes". The "Positions Available" tab is active, showing a search bar and a "Go" button. To the right of the search filters is a sidebar with links: Home, Citizen Self Service, **Employment Opportunities**, Training, and Vendor Self Service. The main content area on the right is titled "Applicant Login" and contains a form with fields for First name, Last name, Zip code, and PIN. Below the PIN field is a link "Forgot your PIN?". At the bottom of the form are three buttons: "Log In", "New applicant? Create a new account" (highlighted with a red box), and "Log in as an existing employee". A red arrow points from the "Log In" button in the top right corner of the page to the "Log In" button in the Applicant Login section.

Once registered, potential applicants can manage applications for available positions.

6.2 RETURNING APPLICANTS

On the Employment Opportunities main page, registered applicants click Log In to display the Applicant Login page. They must enter their registration details, including their full name, ZIP Code™, and the personal identification number (PIN) that was sent to them upon registration.



The screenshot shows the Applicant Login page. On the left is a navigation menu with links: Home, Citizen Self Service, Employment Opportunities, Training, and Vendor Self Service. The main content area has a header "Welcome to our Employment Opportunities page." and a section titled "Applicant Login". Below this title are four input fields: "First name", "Last name", "Zip code", and "PIN". To the right of the PIN field is a link that says "Forgot your PIN?". Below the input fields are three buttons: "Log In", "New applicant? Create a new account", and "Log in as an existing employee".

If an applicant has forgotten their assigned PIN, they can use the Forgot Your PIN? reminder option to generate an automatic email containing a PIN hint. The email text for PIN hints is established in the Munis Recruiting Settings program and depending upon an organization's requirements, may include the actual PIN.

If an applicant has previously applied for a position, the details are stored in an applicant profile. The profile includes personal information, contact information, and availability and requirements details.

After log on, registered applicants can access three additional menu options under Employment Opportunities: My Profile, Completed Applications, and Unfinished Applications.

Thank you for your interest in our organization! Please select a job and complete the application.

[Register for email alerts](#) | [RSS](#)

Sort	Positions Available	Special Requirements/Notes
None Selected Search Description/Notes Minimum salary Posted after Go	1 Position: 17701 (PARK SUPERVISOR) Code: 1-1 Type: INTERNAL & EXTERNAL Location: PARKS AND RECREATION DEPART Group: EXECUTIVES Job Family: ADMINISTRATION Job Class: PARKS AND REC SUPERVISOR Posting Start Date: 05/01/2015 Posting End Date: 12/31/2999 (STATUS NOT AVAILABLE) Withdraw Reapply f t in	Description: Parks and Recreation
Location Job family Job class Group	1 Code: 1-2 Type: INTERNAL & EXTERNAL Location: PARKS AND RECREATION DEPART Group: EXECUTIVES Job Family: ADMINISTRATION Job Class: PARKS AND REC SUPERVISOR Posting Start Date: 05/01/2015 Posting End Date: 12/31/2999 Apply f t in	Description: Parks and Recreation
	ACCOUNTING Code: 3-2 Type: EXTERNAL Location: FINANCE DEPARTMENT Grade: ACCOUNTANT 1 Group: NON UNION Job Family: ADMINISTRATION	

If a returning applicant decides that they no longer wish to apply for a position, they can remove their application from consideration by clicking the Withdraw link associated with the position for which they applied. After clicking the Withdraw link, the Reapply link is available for the position.

Thank you for your interest in our organization! Please select a job and complete the application.

[Register for email alerts](#) | [RSS](#)

Sort	Positions Available	Special Requirements/Notes
None Selected Search Description/Notes Minimum salary Posted after Go	1 Position: 17701 (PARK SUPERVISOR) Code: 1-1 Type: INTERNAL & EXTERNAL Location: PARKS AND RECREATION DEPART Group: EXECUTIVES Job Family: ADMINISTRATION Job Class: PARKS AND REC SUPERVISOR Posting Start Date: 05/01/2015 Posting End Date: 12/31/2999 (STATUS NOT AVAILABLE) Withdraw Reapply f t in	Description: Parks and Recreation
Location Job family Job class Group	1 Code: 1-2 Type: INTERNAL & EXTERNAL Location: PARKS AND RECREATION DEPART Group: EXECUTIVES Job Family: ADMINISTRATION Job Class: PARKS AND REC SUPERVISOR Posting Start Date: 05/01/2015 Posting End Date: 12/31/2999 Apply f t in	Description: Parks and Recreation
	ACCOUNTING Code: 3-2 Type: EXTERNAL Location: FINANCE DEPARTMENT Grade: ACCOUNTANT 1 Group: NON UNION Job Family: ADMINISTRATION	

6.2.1 My Profile

The My Profile page displays the saved Applicant Profile information. In the General Information section, there are multiple options for updating application information, such as work history, education, or references. For each section of the profile (Personal Information, Telephone, Contact Information, and Availability and Requirements), applicants click Change to update the details.

tyler technologies

Home
Administration
Citizen Self Service
Employee Self Service

Applicant Profile
General Information
[General Information](#) | [Eligibility & Status](#) | [Education](#) | [Work History](#) | [Skills](#) | [Certifications & Licenses](#) | [References](#) | [Upload Attachment](#) | [Custom Codes](#)

Announcements
Please complete application.

Employment Opportunities
My Profile
Completed Applications
Unfinished Applications
Job Descriptions

Vendor Self Service

Applicant History
First job application 3/13/2018
Last profile update 3/13/2018

Personal Information [change](#)

Name TEMPLETON JENKINS
Prior Name
Date of Birth
Race
Hispanic No
American Indian or Alaska Native No
Asian No
Black or African American No
Native Hawaiian or other Pacific Islander No
White No
Marital Status
Number of Dependents 0
Veteran Status
Other Veteran Status
Disability

Telephone [Telephone Number](#)

Primary Number	Type	Description	Number	Unlisted	Opt In to
PRIMARY				No	No change Delete

In addition to maintaining personal information, the Applicant Profile provides options for uploading attachments and updating or verifying custom application information.

The screenshot shows the 'Applicant Profile' page with a navigation menu on the left. The 'General Information' section is highlighted with a red box. Below it, the 'Announcements' section displays 'Applicant History' with a table showing 'First job application' and 'Last profile update' both dated 3/13/2018. The 'Personal Information' section has a 'change' link highlighted with a red box. Below this, there is a table for 'Telephone' with columns for Primary Number, Type, Description, Number, Unlisted, and Opt In to Text Messages. The table shows one entry for 'PRIMARY' with 'No' for Unlisted and 'No' for Opt In to Text Messages. Links for 'Add Telephone Number', 'Change', and 'Delete' are present.

Primary Number	Type	Description	Number	Unlisted	Opt In to Text Messages
PRIMARY				No	No

6.2.2 Upload Attachments

The Upload Attachments page allows applicants to upload documents associated with applications, such as a resume, references, or educational history.

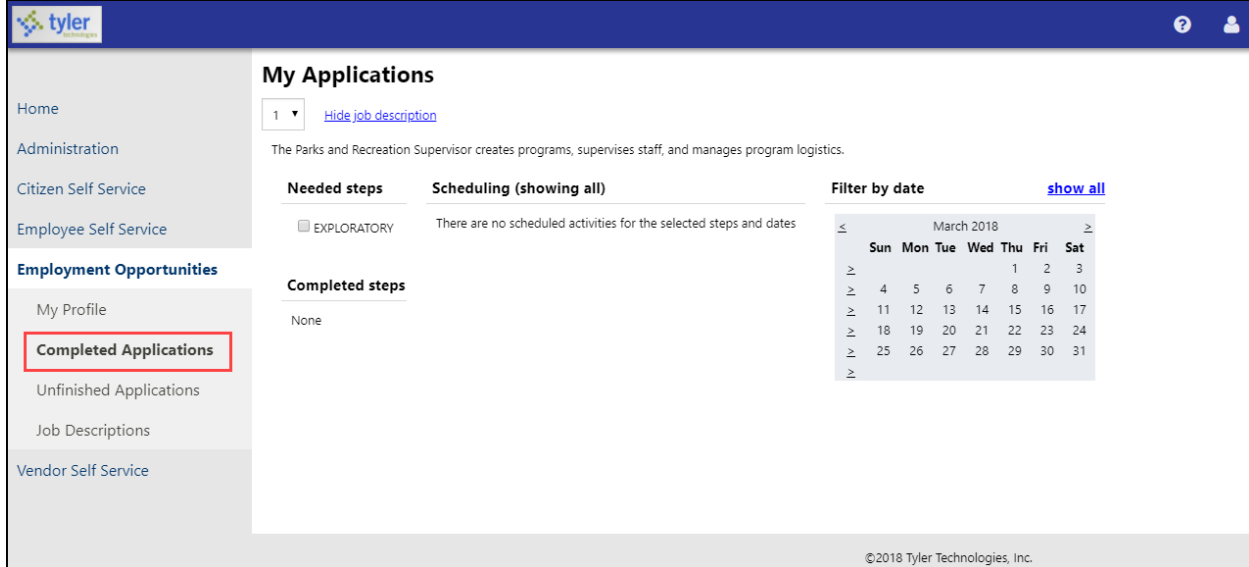
The screenshot shows the 'Applicant Profile' page with the 'Upload an Attachment' section highlighted. It includes instructions on how to upload a file and a 'Select and upload a new file attachment' section with a 'Choose File' button and 'No file chosen' text. Below this are 'Upload' and 'Reset' buttons. A table titled 'Previously submitted attachments' shows a list of files with columns for File name and Date submitted. The table shows one entry: 'Application Copy 2.html' submitted on 3/13/2018.

File name	Date submitted
Application Copy 2.html	3/13/2018

To attach a document, applicants can navigate to the file on a networked or personal directory and then click Upload. Any documents previously attached are listed on the page.

6.2.3 Completed Applications

Completed Applications provides applicants with a working page of tasks that they may need to complete for one or more applications that they have submitted. If enabled by your organization, applicants can self-schedule interviews or enroll in pre-requisite training directly from this page.



My Applications

1 [Hide job description](#)

The Parks and Recreation Supervisor creates programs, supervises staff, and manages program logistics.

Needed steps **Scheduling (showing all)** **Filter by date** [show all](#)

☐ EXPLORATORY There are no scheduled activities for the selected steps and dates

Completed steps

None

March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
≥	4	5	6	7	1	2
≥	11	12	13	14	15	16
≥	18	19	20	21	22	23
≥	25	26	27	28	29	30
≥						

©2018 Tyler Technologies, Inc.

6.2.4 Custom Codes

Custom codes are customized application items that are maintained by your organization using the Custom Datatypes program, and then assigned to an application.

The screenshot shows the 'Applicant Profile' page with the 'Custom Codes' tab selected. The left sidebar contains navigation links: Home, Citizen Self Service, Employment Opportunities, My Profile, Completed Applications, Unfinished Applications, Job Descriptions, and Vendor Self Service. The main content area displays a list of custom codes with checkboxes and input fields. The codes are: BACHELORS DEGREE (checkbox), MASTERS (checkbox), DOCTORATE (checkbox), CERTIFIED (checkbox), YRS OF TEACHING EXP (input field with value 12), HIGH SCHOOL ATTENDED (input field with value MYERS PARK), HIGH SCHOOL DIPLOMA (checkbox), HIGH SCHOOL LOCATION (input field with value CHARLOTTE, NC), ELEM. VICE PRINCIPAL (checkbox), MIDDLE SCHOOL VP (checkbox), HIGH SCHOOL VP (checkbox), ELEMENTARY PRINCIPAL (checkbox), MS PRINCIPAL (checkbox), HS PRINCIPAL (checkbox), and OTHER ADMIN POSITION (checkbox). At the bottom are 'Update' and 'Reset' buttons.

Custom Codes	
BACHELORS DEGREE	<input type="checkbox"/>
MASTERS	<input checked="" type="checkbox"/>
DOCTORATE	<input type="checkbox"/>
CERTIFIED	<input type="checkbox"/>
YRS OF TEACHING EXP	<input type="text" value="12"/>
HIGH SCHOOL ATTENDED	<input type="text" value="MYERS PARK"/>
HIGH SCHOOL DIPLOMA	<input checked="" type="checkbox"/>
HIGH SCHOOL LOCATION	<input type="text" value="CHARLOTTE, NC"/>
ELEM. VICE PRINCIPAL	<input type="checkbox"/>
MIDDLE SCHOOL VP	<input type="checkbox"/>
HIGH SCHOOL VP	<input type="checkbox"/>
ELEMENTARY PRINCIPAL	<input checked="" type="checkbox"/>
MS PRINCIPAL	<input checked="" type="checkbox"/>
HS PRINCIPAL	<input checked="" type="checkbox"/>
OTHER ADMIN POSITION	<input checked="" type="checkbox"/>

6.2.5 Applications

Applications are created in the Munis Self Service Applications program. Using this program, you design the application sections, determine the fields to include in each section, and identify the order in which they display. As a result, fields available on the application vary according to how your organization manages the process.

Different sections of an application may display on separate pages. In this case, applicants click Next Section to move through the pages, completing the fields, as required. Once an application is complete, applicants can click Review Application prior to clicking Submit Application to complete the process.

On any application section, clicking Save for Later saves an application for completion at a later time. Munis Self Service displays incomplete applications on the Saved Applications page under Employment Opportunities on the menu. Applicants click Resume to resume an application or Delete to remove it.