



# Munis Self Service Employee Self Service Guide 2018.1

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## 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 image contains two side-by-side screenshots of a web application's login interface. Both screenshots feature a blue header bar with the 'tyler technologies' logo and a 'Login' button. The left screenshot shows a message: 'Before proceeding you must change your password.' Below this are three input fields: 'Current password' (empty), 'New password' (empty), and 'Password strength' (labeled 'Unacceptable'). The right screenshot shows the same interface after new passwords have been entered. The 'New password' field contains a series of asterisks ('\*\*\*\*\*'). The 'Password strength' field is highlighted with a red box and contains the word 'Acceptable'. The 'Current password' field also contains a series of asterisks ('\*\*\*\*\*'). Below these fields are 'Confirm new password' and 'New password hint' input fields, and '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 image contains two side-by-side screenshots of a web application's login interface. The left screenshot shows a 'Login' page with 'User name' and 'Password' input fields. A red arrow points to the 'Forgot your password?' link below the password field. The right screenshot shows a separate 'Forgot your password?' page. It contains 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 and a 'Retrieve hint' button. At the bottom of the right screenshot, there is a link 'Back to login screen'.

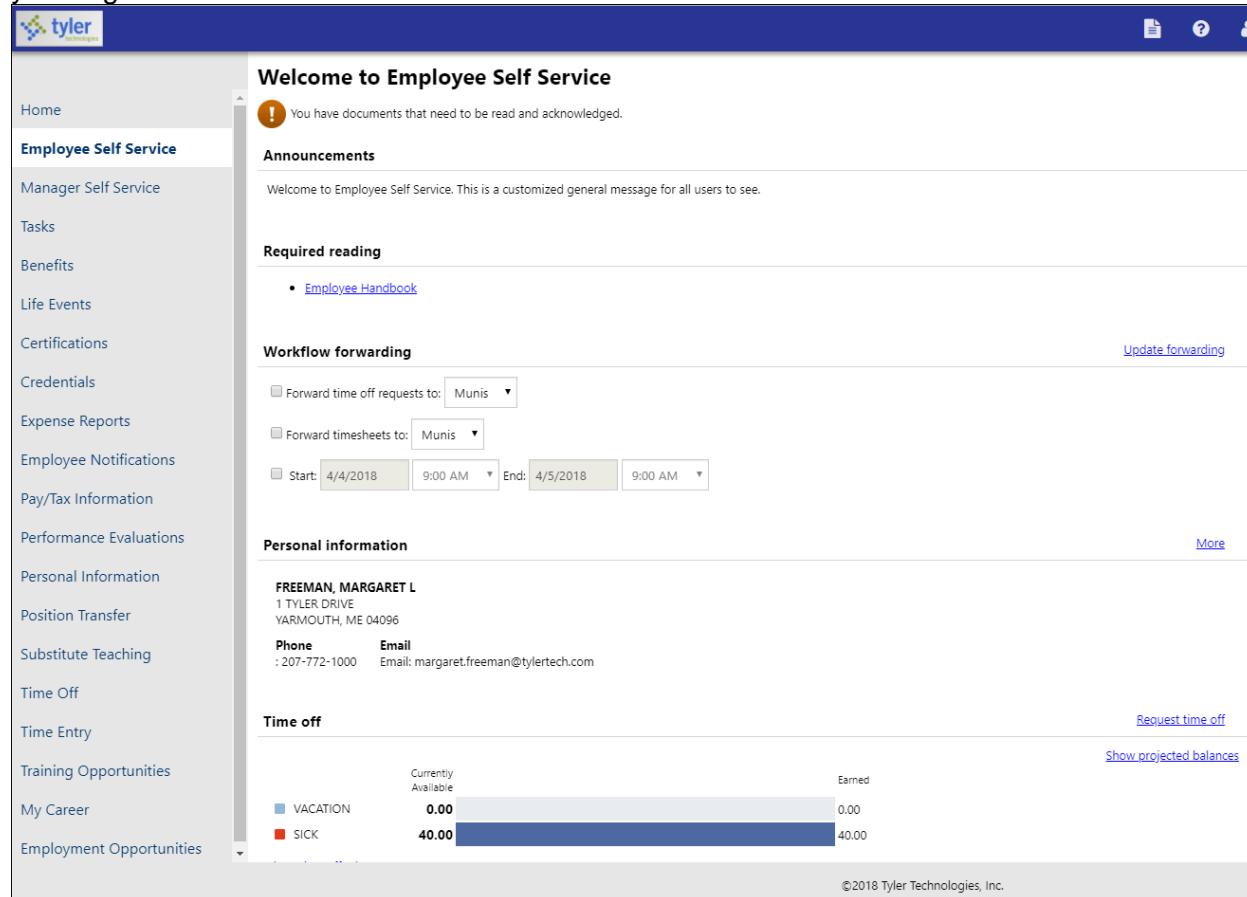
If the password hint does not cause you to remember your password, click the link in the email message to generate a new password. In this case, the Password Regeneration page displays and when you select Initiate Password Regeneration, the application sends you an email with a temporary password that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



**Welcome to Employee Self Service**

**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:

Forward timesheets to:

Start:  9:00 AM  End:  9:00 AM

**Personal information**

[More](#)

**FREEMAN, MARGARET L**  
1 TYLER DRIVE  
YARMOUTH, ME 04096

**Phone** : 207-772-1000    **Email**: [margaret.freeman@tylertech.com](mailto:margaret.freeman@tylertech.com)

**Time off**

[Request time off](#)

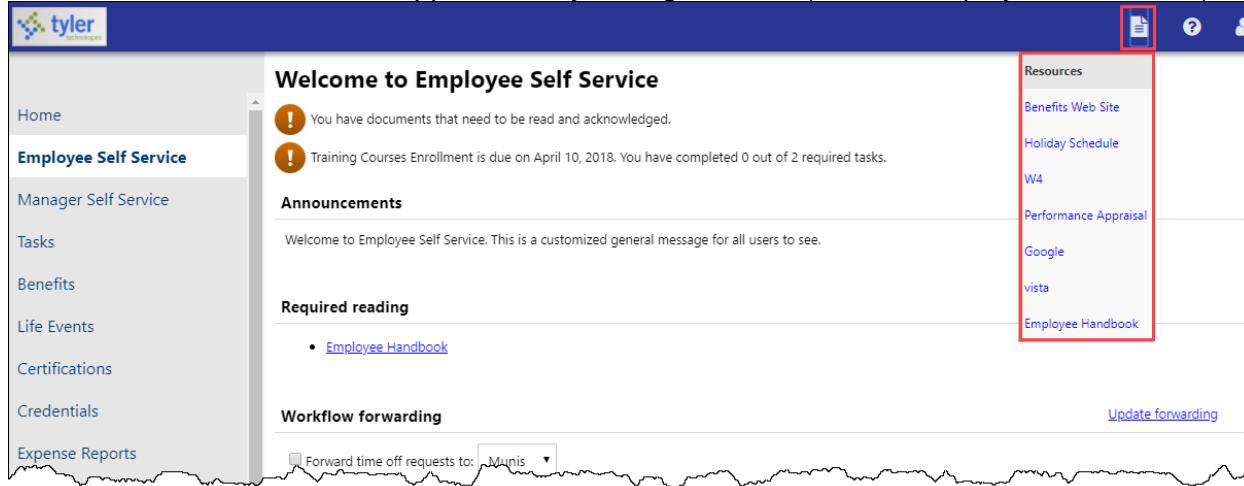
[Show projected balances](#)

	Currently Available	Earned
VACATION	0.00	0.00
SICK	40.00	40.00

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## 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).

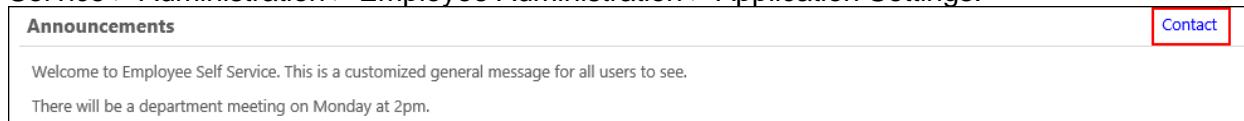


The screenshot shows the ESS interface with a sidebar on the left containing links like Home, Employee Self Service (which is selected), Manager Self Service, Tasks, Benefits, Life Events, Certifications, Credentials, and Expense Reports. The main content area displays a 'Welcome to Employee Self Service' message with two notifications: 'You have documents that need to be read and acknowledged.' and 'Training Courses Enrollment is due on April 10, 2018. You have completed 0 out of 2 required tasks.' Below these are sections for 'Announcements' (a general message) and 'Required reading' (a link to the Employee Handbook). On the right, there's a 'Workflow forwarding' section and a 'Resources' sidebar. The 'Resources' sidebar, which is highlighted with a red box, lists links to 'Benefits Web Site', 'Holiday Schedule', 'W4', 'Performance Appraisal', 'Google', 'vista', and 'Employee Handbook'. The 'Employee Handbook' link is also highlighted with a red box.

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.



The screenshot shows the 'Announcements' section with a message: 'Welcome to Employee Self Service. This is a customized general message for all users to see.' Below it is another message: 'There will be a department meeting on Monday at 2pm.' To the right of the second message is a 'Contact' button, which is highlighted with a red box.

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.

## 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.

**Personal Information**

**General** Demographics Contact Dependents Skills Tax form delivery

Name: FREEMAN, MARGARET L

Email address: margaret.freeman@tylertech.com

Hire date: 10/3/2017

Alternate email address:

Service date: 10/3/2017

**Personal Information**

Add/View Changes (highlighted with a red box)

Job Information

Position Transfer

**Personal Information**

Name: FREEMAN, MARGARET L

Email address: margaret.freeman@tylertech.com

Hire date: 10/3/2017

Alternate email address:

Primary location: MLF OFFICE

Check location:

Preferred name:

Employee ID: 297

SSN: 349-03-4789

Active status: ACTIVE

Personnel status: FULL TIME

**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 a web-based application interface for 'Add a Personnel Action'. The left sidebar lists various menu items: Home, Employee Self Service, Manager Self Service, Tasks, Benefits, Life Events, Certifications, Credentials, Expense Reports, Employee Notifications, Pay/Tax Information, Performance Evaluations, and Personal Information (which is currently selected). The main content area is titled 'Add a Personnel Action' and contains three separate form sections, each with a different training type and area. Each form includes fields for Training Area, Training Type, Training Sequence, Time, Date, Training Points, Training Score, and Comments, along with Save and Cancel buttons. The three forms are: 1. Training Area: POWERPOINT, Training Type: COMPUTER TRAINING, Training Sequence: 2, Time: 8:30 PM, Date: 10/09/2017, Training Points: 100.0000, Training Score: (empty), Comments: (empty). 2. Training Area: MS EXCEL, Training Type: PROFESSIONAL DEVELOPMENT, Training Sequence: 1, Time: 2:00 PM, Date: 11/01/2017, Training Points: 0.0000, Training Score: (empty), Comments: (empty). 3. Training Area: PARKS MANAGEMENT, Training Type: USER EXPERIENCE PARKS & REC, Training Sequence: 1, Time: 9:00 AM, Date: 11/01/2017, Training Points: 100.0000, Training Score: (empty), Comments: (empty).

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

Previous paychecks

8/30/2016      Details      Details

8/30/2016      Details      Details

Year to date

**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

**Show paycheck amounts**

## 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.

**Welcome to Employee Self Service**

**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**

**BISHOP-ELFRING, MAUREEN**  
ONE TYLER DRIVE  
YARMOUTH, ME 04096

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

**Employee time off**

**HARMON, SYLVIA**

	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

[View calendar](#)

[Show current balances](#)

[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.

### 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.

## 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.

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 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 Interviewer Notes pages manages your notes for completed interviews.

The screenshot shows a table titled "Interview Details" with the following data:

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
Default Interview Type	NO JOB DESCRIPTION AVAILABLE	JONES,TIMOTHY J	12/15/2003 12:00 AM	Perfect candidate.	0
EXPLORATORY	1	JONES,TIMOTHY J	10/25/2016 1:00 AM	Exploratory interview completed. This was an internal exploratory.	0

At the bottom of the page, it says "©2017 Tyler Technologies, Inc."

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.

The screenshot shows the "Manager Self Service" page with a "Request Job Opening" dialog box open. The dialog box contains the following fields:

- Description: Historic Preservation Specialist
- Post Date: 03/26/2018
- Radio buttons: New Position (selected) and Replacement
- Justification: Need historic preservation expertise to assist with structures at several city park sites
- Buttons: Submit Request and Cancel

The main interface shows "My employees" and "My job openings" sections. A red arrow points to the "Request an opening" button in the "My job openings" section. The "My job openings" section also shows a job listing for "IT MANAGER" posted on Dec 15.

### 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.

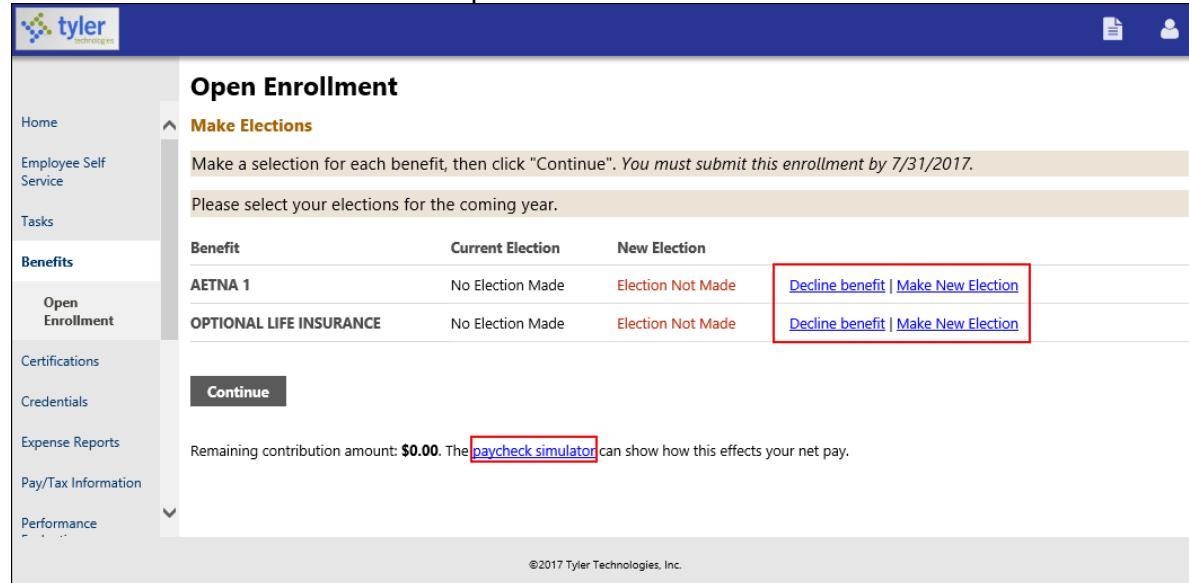
### 3.3.1 Benefit Reviews/Changes

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.



The screenshot shows the Tyler Technologies Open Enrollment interface. The main title is "Open Enrollment". Under the "Benefits" section, there are two benefit rows:

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

Each "New Election" cell contains a link: "Decline benefit | Make New Election", which is highlighted with a red box. Below the table is a "Continue" button and a note about a paycheck simulator.

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.

This screenshot shows the 'Benefits' selection page for 'AETNA 1' in the ESS. The left sidebar lists various menu items: Home, Employee Self Service, Tasks, Benefits (which is selected and highlighted in blue), Open Enrollment, Certifications, Credentials, Expense Reports, Pay/Tax Information, Performance Evaluations, Personal Information, and Position Transfer. The main content area displays three benefit options with radio buttons:

- 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

At the bottom are 'Continue' and 'Cancel' buttons, and a copyright notice: ©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.

This screenshot shows the same 'Benefits' selection page for 'AETNA 1', but with a different outcome. The 'Add new beneficiary' link in the 'I Decline' section is highlighted with a red box. The right side of the screen shows a separate 'Benefits' page for 'AETNA 1' where a beneficiary has been added:

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

At the bottom are 'Continue' and 'Cancel' buttons, and a copyright notice: ©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**

**Premium** 100% \$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

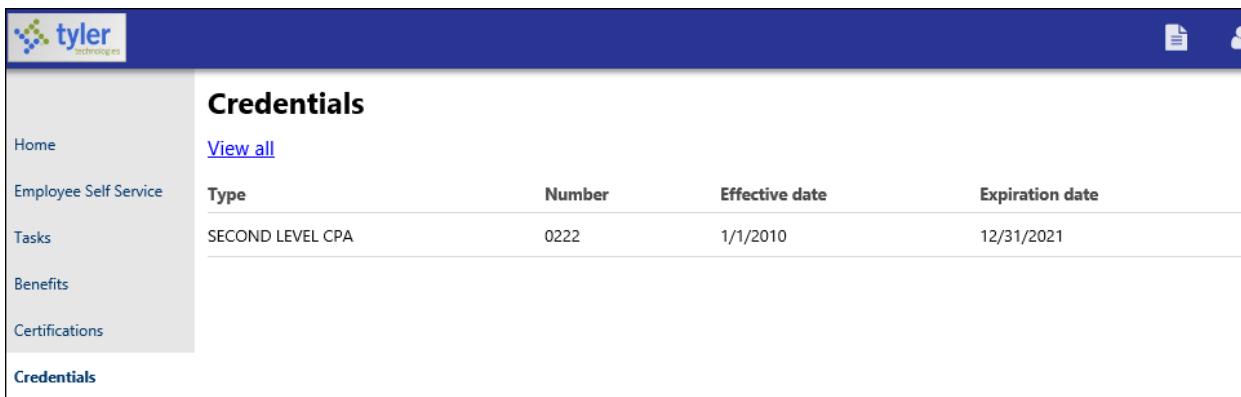
Certifications displays a list of your education or training certifications. This list includes the certification type, area, level, number, and effective and expiration dates. If you are a supervisor, select a name from the Employee list to view that employee's certifications.



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

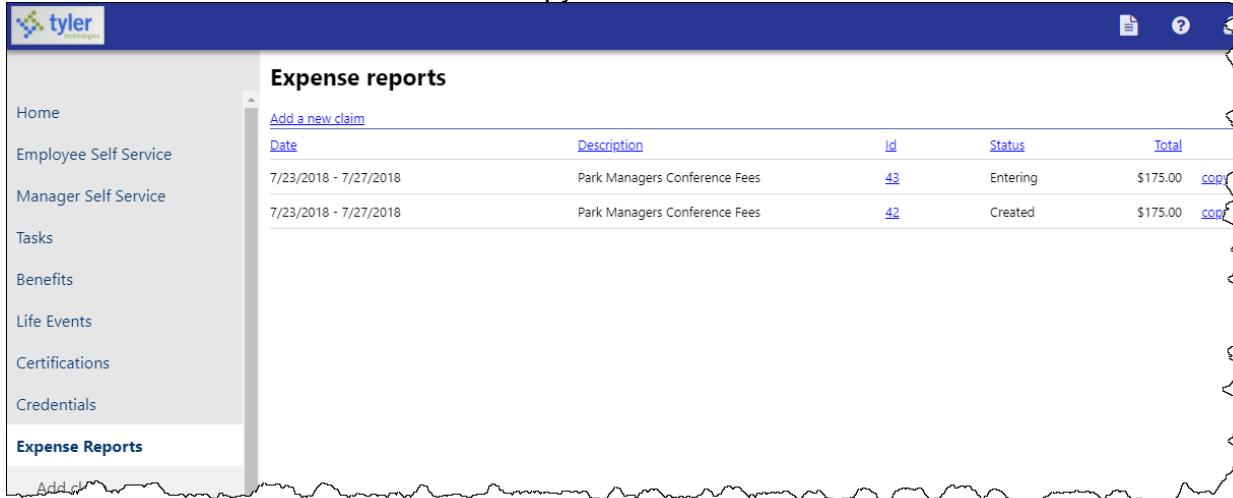
The Employee Credentials program identifies the credentials you have earned. If you are a supervisor, select a name from the Employee list to view that employee's credentials.



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.



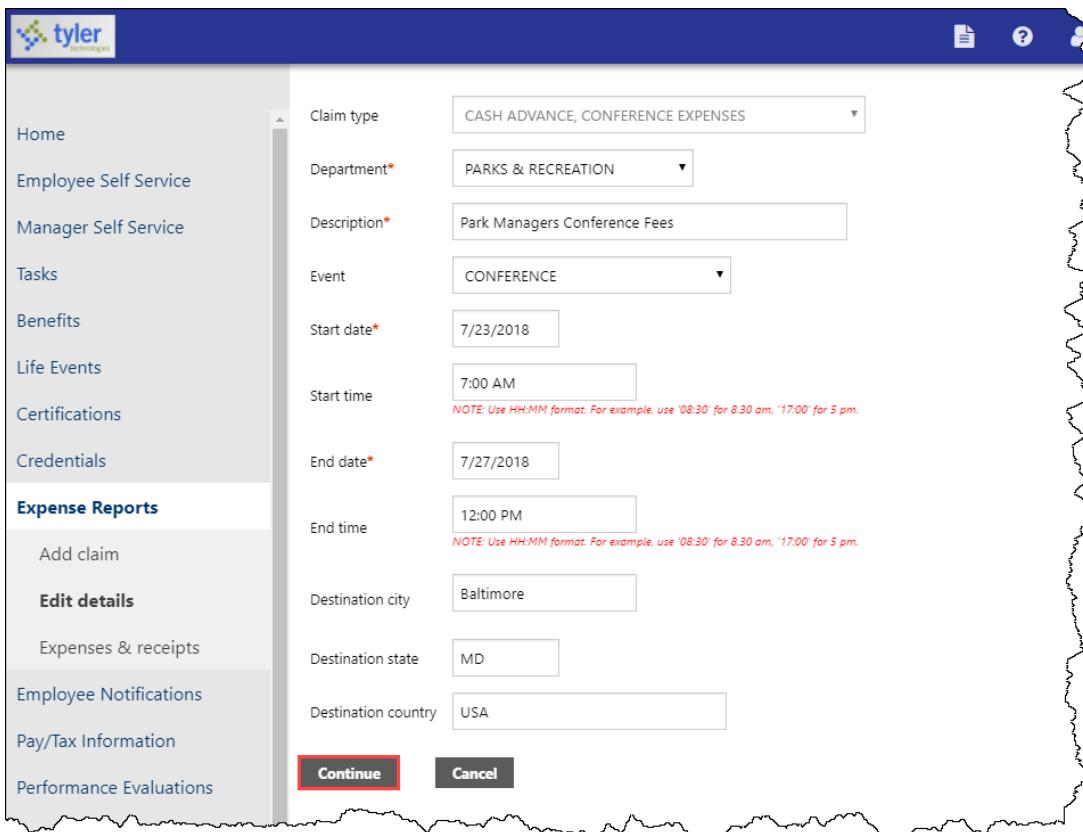
The screenshot shows the 'Expense reports' page. On the left, a sidebar menu includes 'Expense Reports' (which is selected and highlighted in blue). The main content area displays a table of expense claims with columns: Date, Description, Id, Status, and Total. Two entries are listed:

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

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. The sidebar menu on the left shows 'Expense Reports' selected. The form fields are as follows:

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

At the bottom are 'Continue' and 'Cancel' buttons. The 'Continue' button is highlighted with a red box.

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

Expenses and receipts

Unsaved claim

**Expense information**

Expense type: MISCELLANEOUS

1 @ \$ 0.00 each = \$0.00

Cash advance: 175.00

Date incurred: 04/06/2018

Comments: Pre-paid registration, saved \$100

**Save expense** **Cancel**

**Unit expenses** \$0.00

**Add an expense**

**Review** **Save For Later** **Cancel**

3. If applicable, attach supporting documents.

4. 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.

5. 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**

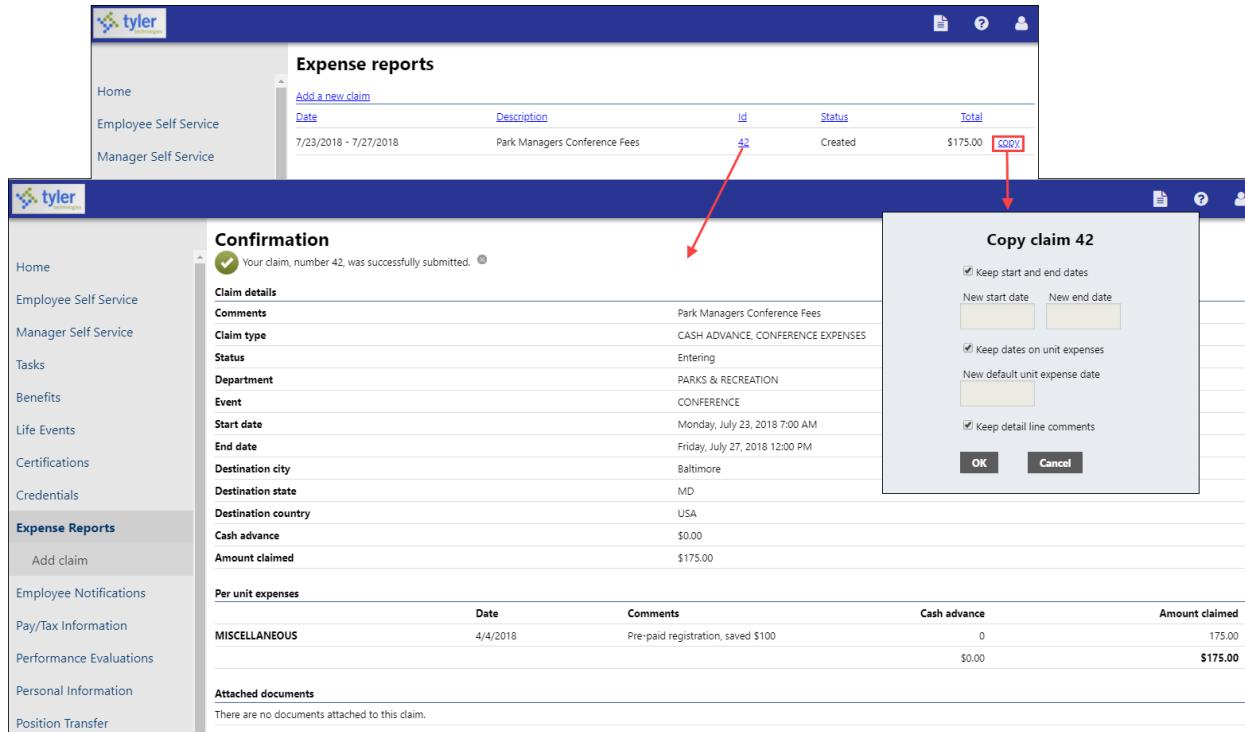
Comments: Park Managers Conference Fees

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 shows the MUNIS Employee Self Service interface. On the left, a sidebar lists various service categories. The 'Expense Reports' section is currently selected. The main content area displays a table of expense reports. One row in the table is highlighted, showing the ID '42' in the 'Id' column. A red arrow points from this '42' to a 'Copy' button in a confirmation dialog box that has popped up. Another red arrow points from the 'Copy' button in the confirmation dialog to the 'Copy' button in the main table row. The confirmation dialog also contains other options like 'Keep start and end dates' and 'Keep detail line comments'.

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.

### 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.

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**

**SULLIVAN, ABIGAIL**

[Return to pay/tax information](#)

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

### 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**

	<b>GROSS</b>	<b>TAX</b>
<b>FIT</b>	\$33,230.12	\$2,072.35
<b>FICA</b>	\$34,750.06	\$2,154.42
<b>MEDICARE</b>	\$34,750.06	\$503.85
<b>SIT - MA</b>	\$33,230.12	\$1,399.78
<b>DEP CARE</b>		\$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.

### 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.

**W-4 Information**

**FEDERAL**  
Marital status: MARRIED  
Exemptions: 0  
Additional amount: \$100.00000

**MAINE**  
Marital status: MARRIED  
Exemptions: 0  
Additional Amount (\$): 100.00

If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions: 0  
Additional Amount (\$): 100.00

If your last name differs from your social security card, check here.  
 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.

**MAINE**  
Marital Status: MARRIED  
Exemptions: 0  
Additional Amount (\$): 15.00

If your last name differs from your social security card, check here.  
 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.

**Submit** **Cancel**

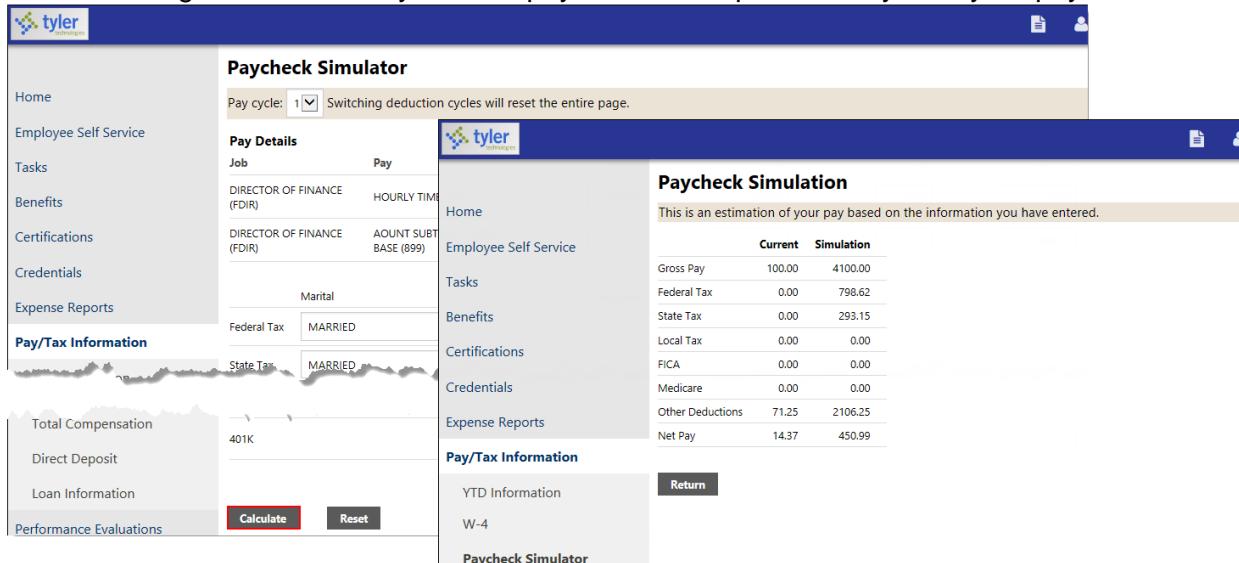
W-4 changes must be approved and processed by your Human Resources department. When you submit changes, ESS displays a confirmation indicating that your change request has been submitted for approval.

**W-4 Information**

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.



The screenshot shows the Paycheck Simulator page. On the left, a sidebar lists various employee self-service options: Home, Employee Self Service, Tasks, Benefits, Certifications, Credentials, Expense Reports, Pay/Tax Information, Total Compensation, Direct Deposit, Loan Information, and Performance Evaluations. The Pay/Tax Information section is currently selected. The main content area is titled 'Paycheck Simulator' and contains a message: 'Switching deduction cycles will reset the entire page.' Below this is a 'Pay Details' section with tabs for 'Job' (selected) and 'Pay'. Under 'Job', fields include 'DIRECTOR OF FINANCE (FDIR)' and 'HOURLY TIME'. Under 'Pay', fields include 'ACCOUNT SUB BASE (899)'. A 'Marital' section shows 'Federal Tax' and 'State Tax' both set to 'MARRIED'. A '401K' section is also present. At the bottom of this section are 'Calculate' and 'Reset' buttons. To the right, a 'Paycheck Simulation' section displays a table of current and simulated pay amounts. The table has columns for 'Current' and 'Simulation'. The data includes: 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), and Net Pay (14.37, 450.99). Below this table are sections for 'YTD Information' and 'W-4', and a 'Return' button. The bottom of the page has a 'Paycheck Simulator' footer.

	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.

**Total Compensation**

PAID COMPENSATION: 99% | BENEFITS: 1%

**PAID COMPENSATION**

**Benefit Contributions**

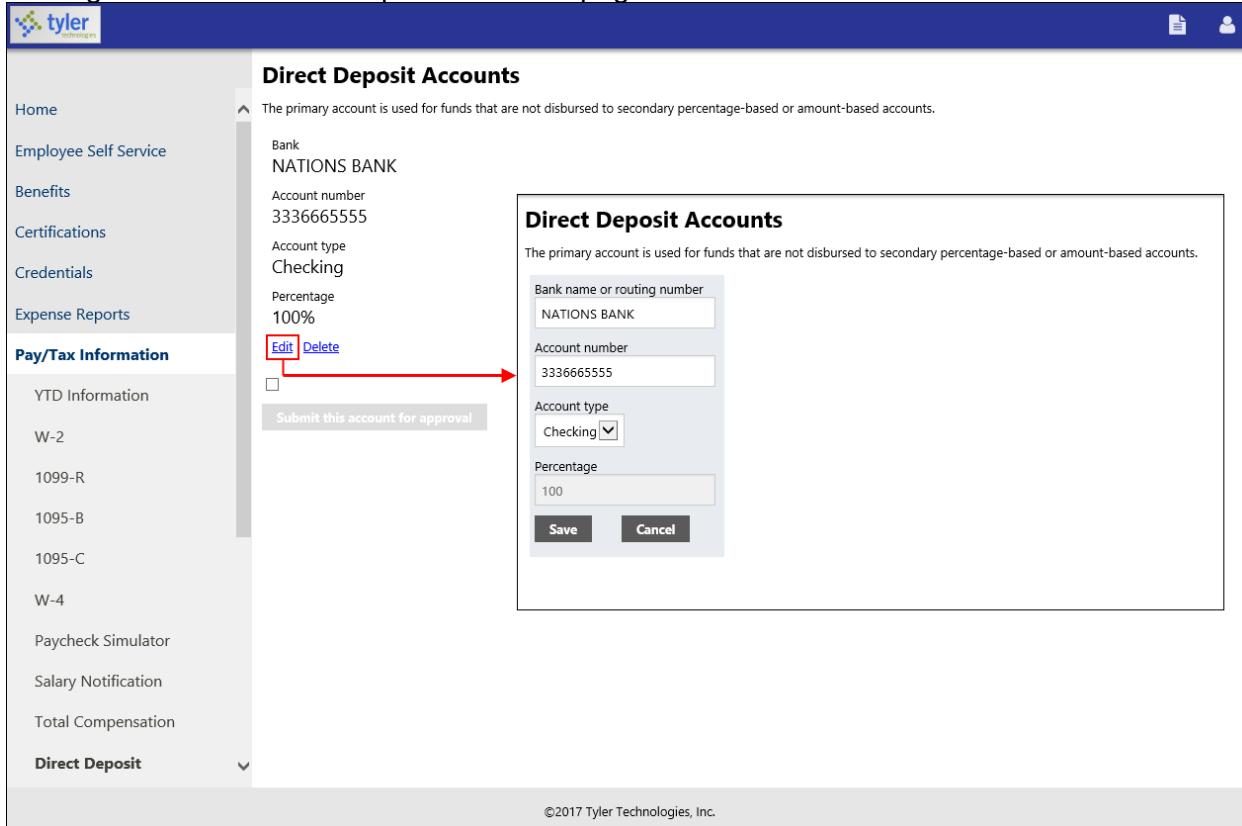
BENEFIT	EMPLOYER	EMPLOYEE
FICA	-	396.80
Medicare	92.80	92.80
<b>TOTAL CONTRIBUTIONS</b>	<b>\$92.80</b>	<b>\$489.60</b>

**Paid Compensation Breakdown**

Hourly Time: 100.0 %

### 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.



The screenshot shows the 'Direct Deposit Accounts' page. On the left, a sidebar lists various menu items under 'Pay/Tax Information'. The 'Edit' button for the first account in the list is highlighted with a red box, and a red arrow points to the 'Edit' button in a modal dialog box on the right. The modal dialog contains fields for Bank name or routing number (NATIONS BANK), Account number (3336665555), Account type (Checking), and Percentage (100%). It also has 'Save' and 'Cancel' buttons.

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.)

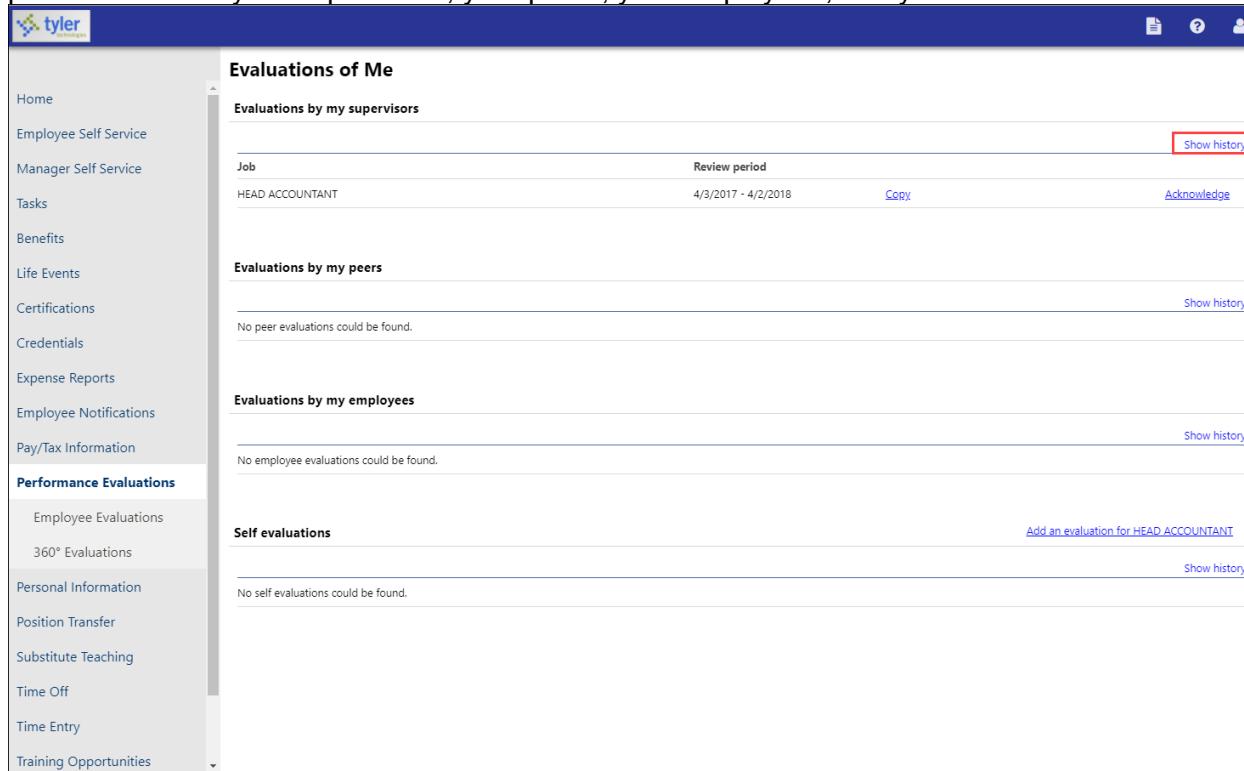
You cannot make additional changes until these changes have been approved.

## 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**

Job	Review period	Copy	Acknowledge
HEAD ACCOUNTANT	4/3/2017 - 4/2/2018	<a href="#">Copy</a>	<a href="#">Acknowledge</a>

**Evaluations by my peers**

No peer evaluations could be found.

**Evaluations by my employees**

No employee evaluations could be found.

**Self evaluations**

[Add an evaluation for HEAD ACCOUNTANT](#)

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.

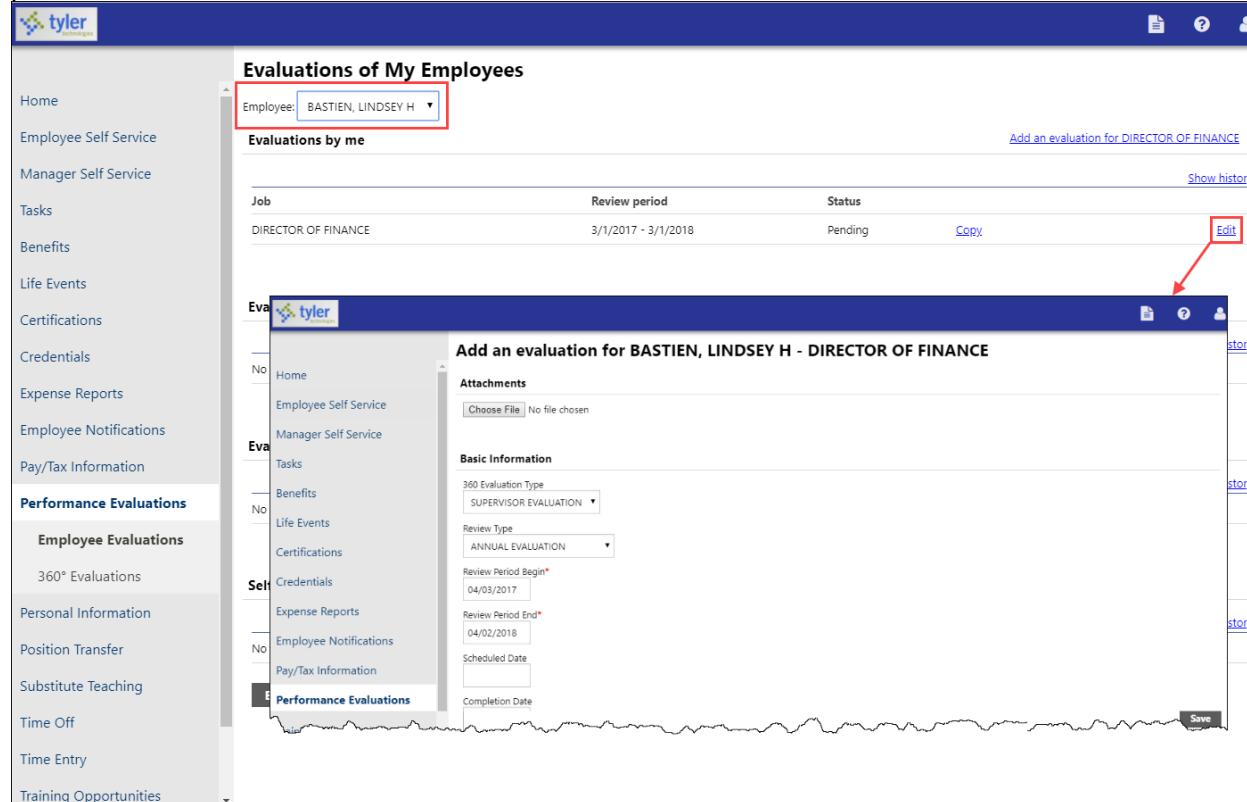
Use the Employee Comments and Acknowledgement box to enter your comments, and then click I Acknowledge Evaluation to indicate that you have reviewed the evaluation, have had an opportunity to enter comments, and submit the acknowledgement.

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.



The screenshot shows the Tyler Employee Self Service (ESS) interface. On the left, a sidebar menu lists various options: Home, Employee Self Service, Manager Self Service, Tasks, Benefits, Life Events, Certifications, Credentials, Expense Reports, Employee Notifications, Pay/Tax Information, Performance Evaluations (which is selected), Employee Evaluations (which is also selected), 360° Evaluations, Personal Information, Position Transfer, Substitute Teaching, Time Off, Time Entry, and Training Opportunities. The main content area is titled 'Evaluations of My Employees' and shows a list of evaluations for 'BASTIEN, LINDSEY H - DIRECTOR OF FINANCE'. The list includes columns for 'Job' (DIRECTOR OF FINANCE), 'Review period' (3/1/2017 - 3/1/2018), and 'Status' (Pending). A 'Copy' button and an 'Edit' button (with a red box and arrow pointing to it) are also present. A red box highlights the 'Employee' dropdown in the top navigation bar. A modal window titled 'Add an evaluation for BASTIEN, LINDSEY H - DIRECTOR OF FINANCE' is open, showing fields for 'Attachments' (Choose File), '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), and a 'Save' button.

### 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.

The screenshot shows the 360° Evaluations page with the following sections:

- My evaluations of my employees:** Displays two evaluations:
 

Job	Review period	Status	Employee	Actions
DIRECTOR OF FINANCE	3/1/2017 - 3/1/2018	Pending	BASTIEN, LINDSEY H	<a href="#">Copy</a> <a href="#">Edit</a> <a href="#">Show history</a>
HEAD ACCOUNTANT	4/3/2017 - 4/2/2018	Approved	JENKINS, HENRIETTA	<a href="#">Copy</a> <a href="#">Edit</a> <a href="#">Details</a>
- My evaluations of my peers:** Displays a message: "No peer evaluations could be found." with a [Show history](#) link.
- My evaluations of my supervisor:** Displays a message: "No employee evaluations could be found." with a [Show history](#) link.
- Self evaluations:** Displays one evaluation:
 

Job	Review period	Status	Employee	Actions
CITY MANAGER	4/3/2017 - 4/3/2018	Pending	<a href="#">Copy</a> <a href="#">Edit</a>	

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.

The screenshot shows the 360° Evaluations page with the "Add an evaluation for" dialog open for JOSEPH, DOMINIC - ACCOUNTANT II. The dialog includes the following fields:

- 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

The sidebar on the left shows the following sections:

- My evaluations of my employees (No peer evaluations)
- My evaluations of my supervisor (No employee evaluations)
- Self evaluations (No self evaluations)

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.

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

Preferred name:

Email address: MARGARET.FREEMAN@1

Alternate email address: lindsey01@tylertech.com

Primary location: FINANCE DEPARTMENT

Check location: LOCATION 0037

Employee ID: 85

SSN: 439-74-3927

Active status: ACTIVE

Personnel status: FULL TIME

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

**Personal Information**

Add/View Changes

Job Information

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.

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

Action	Request date	Status	Documentation
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' dropdown is set to 'TRAINING'. The 'Training Area' dropdown is set to 'PARKS MANAGEMENT'. The 'Training Type' dropdown is set to 'USER EXPERIENCE PARKS & REC'. The 'Training Sequence' dropdown is set to '1'. The 'Time' dropdown is set to '9:00 AM'. The 'Date' field is set to '10/20/2017'. The 'Training Points' field is set to '100.0000'. There are 'Training Score' and 'Comments' fields, both of which are empty. At the bottom of the form are 'Save', 'Cancel', and 'Submit' buttons.

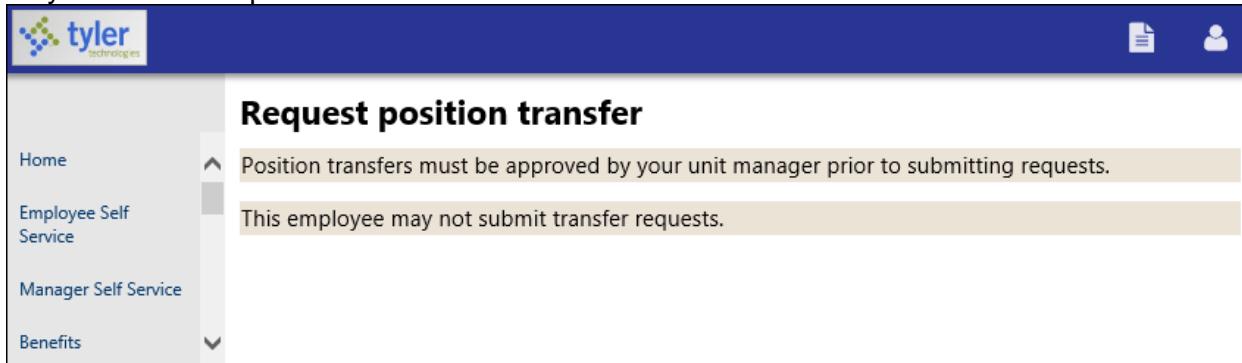
If an action requires supporting documentation, use the Browse option in the Attachments group to navigate to the file to upload. If there are existing attachments, use the Remove option to delete them, as applicable.

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

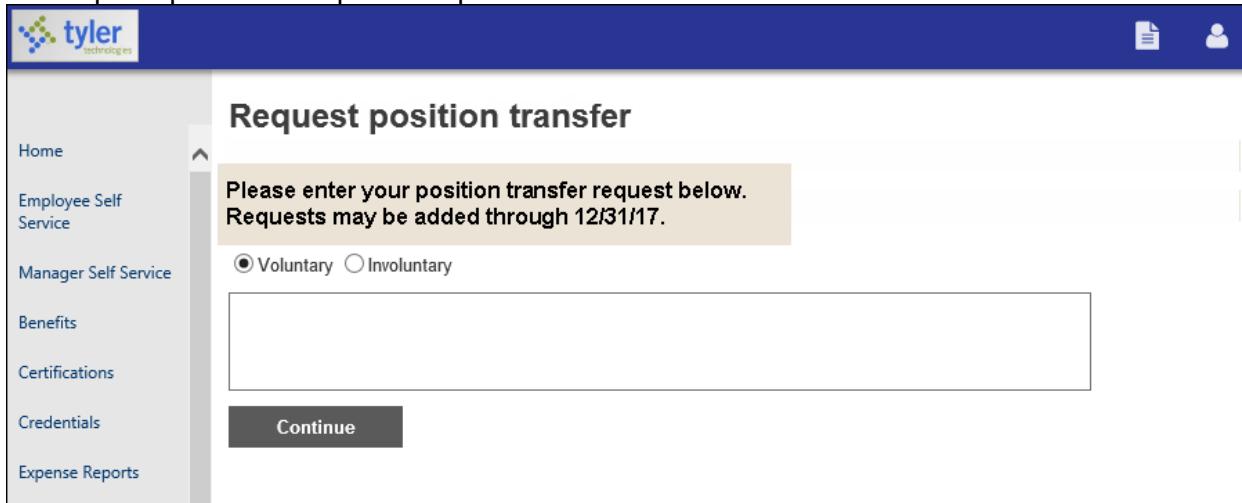
Position Transfer provides staff members a means of requesting a transfer to another position within the organization. The settings for the Position Transfer page are available according to the Munis Position Transfer Processing programs.

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



The screenshot shows a blue header bar with the Tyler technologies logo on the left and a file icon and user icon on the right. The main content area has a dark blue background. On the left, a vertical navigation menu lists 'Home', 'Employee Self Service', 'Manager Self Service', and 'Benefits'. The 'Employee Self Service' item is currently selected. The main content area displays the title 'Request position transfer' in bold. Below it, a message box contains the text: '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 a blue header bar with the Tyler technologies logo on the left and a file icon and user icon on the right. The main content area has a dark blue background. On the left, a vertical navigation menu lists 'Home', 'Employee Self Service', 'Manager Self Service', 'Benefits', 'Certifications', 'Credentials', and 'Expense Reports'. The 'Employee Self Service' item is currently selected. The main content area displays the title 'Request position transfer' in bold. Below it, a message box contains the text: 'Please enter your position transfer request below. Requests may be added through 12/31/17.' A radio button group for 'Voluntary' and 'Involuntary' is shown, with 'Voluntary' selected. A large empty text input field is below the radio buttons. At the bottom is a dark blue '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.

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

### 3.13 TIME OFF

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

	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

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.

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

\*Estimated available amount by 4/9/2018.

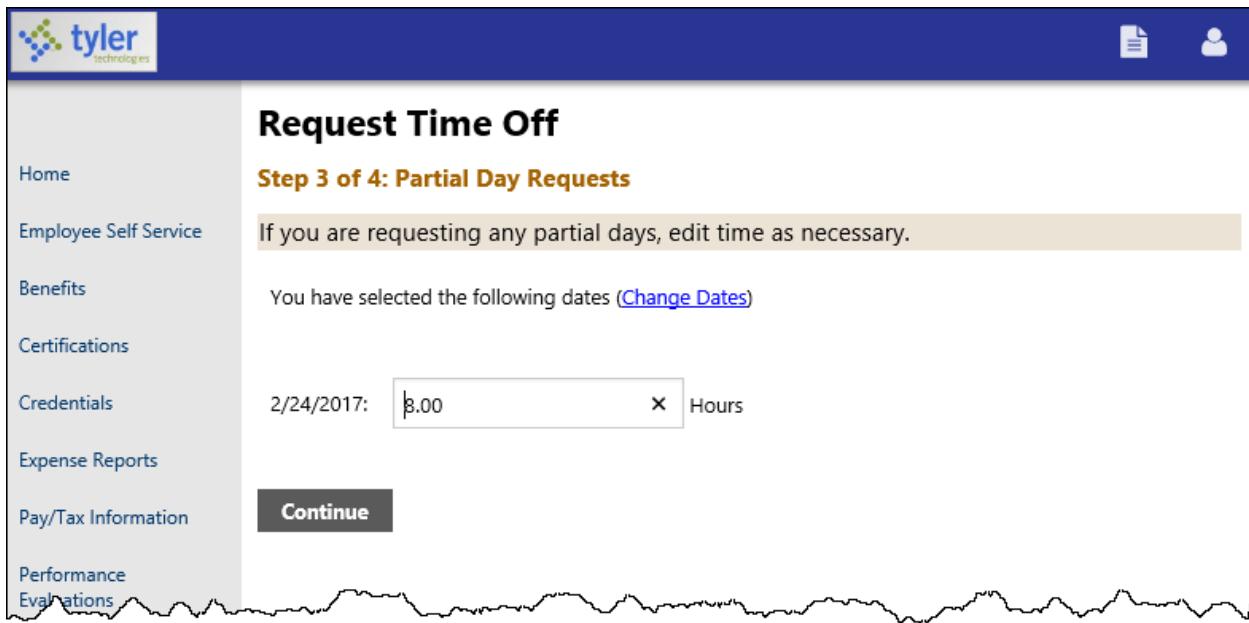
The program displays the Select Type page.

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.

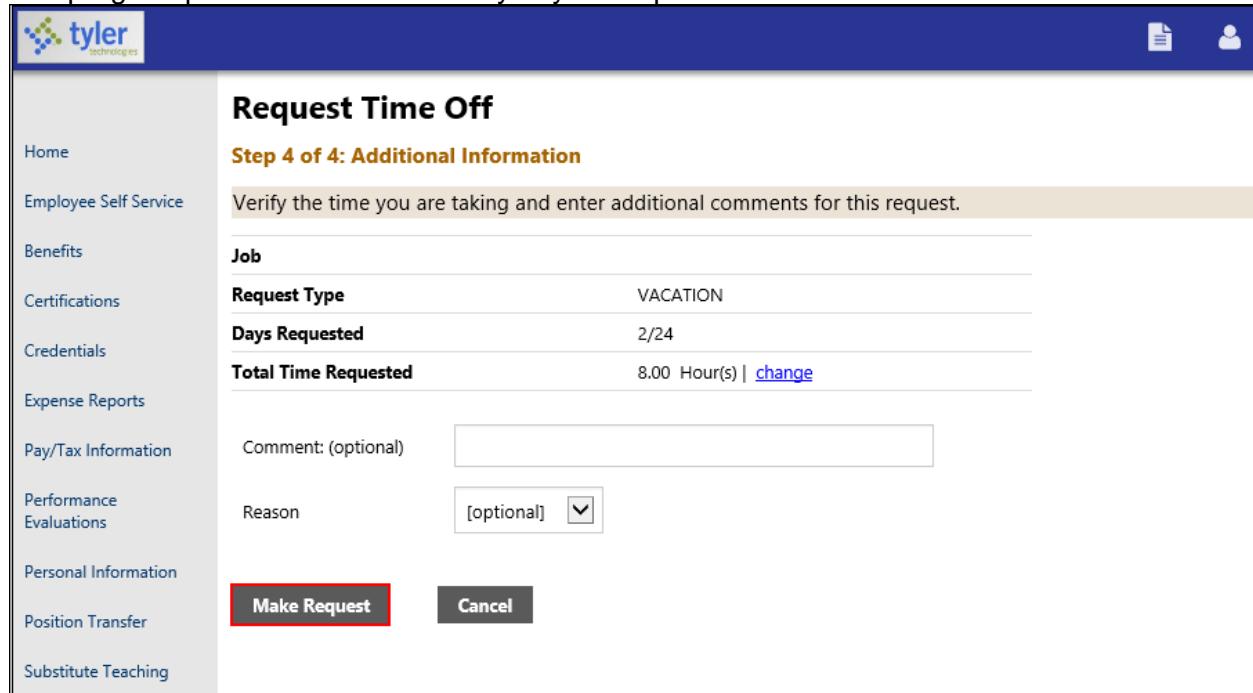


The screenshot shows a web-based application for requesting time off. The header features the Tyler Technologies logo. The main content area is titled "Request Time Off" and "Step 3 of 4: Partial Day Requests". A message states, "If you are requesting any partial days, edit time as necessary." Below this, it says, "You have selected the following dates (Change Dates)". A date input field shows "2/24/2017" and an adjacent input field shows "8.00" with a multiplier "x" and the word "Hours". A "Continue" button is visible at the bottom of the form. The left sidebar contains links to Home, Employee Self Service, Benefits, Certifications, Credentials, Expense Reports, Pay/Tax Information, and Performance Evaluations.

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  [optional]

**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.

The screenshot shows the 'Enter time' page. On the left, a sidebar lists various self-service categories. The 'Time Entry' section is selected, and 'Enter Time' is the sub-section shown. The main area is a grid for entering time. The top row of the grid has columns for 'General Ledger Account' (111 - ANNUAL SALARY, 300 - VACATION TIME, 400 - SICK TIME, 500 - PERSONAL TIME) and 'Notes' (a text input field). The second row shows 'TOTAL'. The top of the grid has a date range 'Adding 40.00 from 2/13/2017 to 2/17/2017' and buttons for 'Copy from previous week', 'Save for later', and 'Submit'. The top right of the grid has a 'Weekly Total' button. The top left of the grid has buttons for 'Jan 2017' (highlighted with a red box), 'Mar 2017' (highlighted with a red box), and 'prior week'.

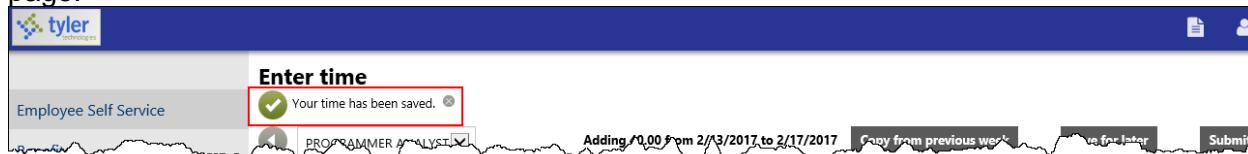
To complete a time sheet, select the job for which you are entering time and enter hours in the grid. To enter hours and additional details, select a box in the grid and complete the fields configured by your organization, for example, General Ledger Account or Notes. Enter time worked, sick time, vacation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



Employee Self Service

Enter time

Your time has been saved.

PROGRAMMER ANALYST

Adding 0.00 from 2/3/2017 to 2/17/2017

Copy from previous week

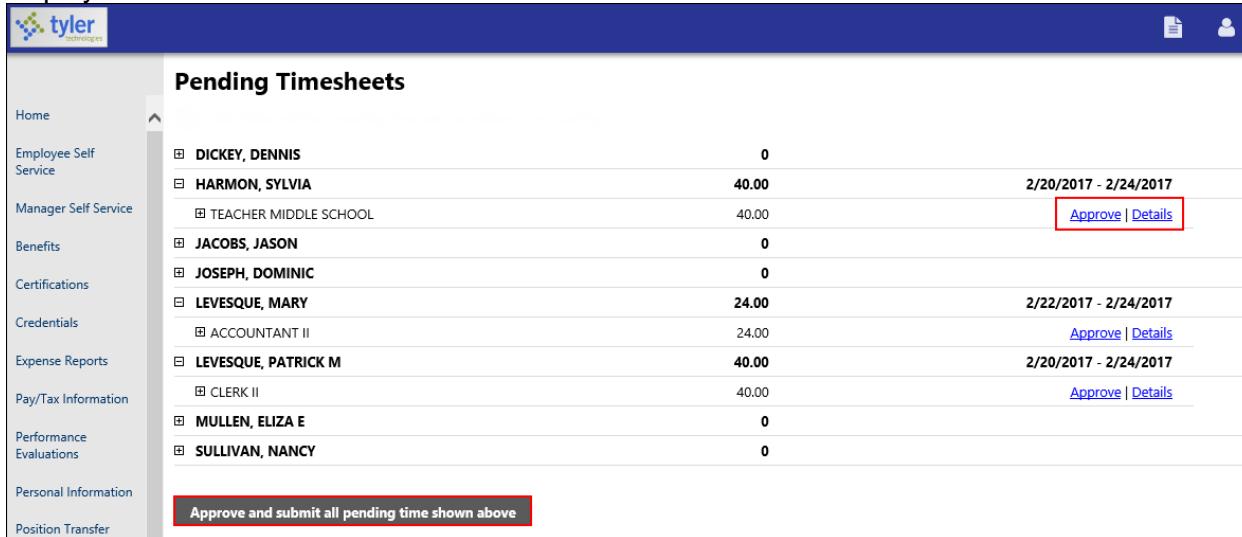
Save for later

Submit

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

### 3.14.1 Approving Time

If you are a supervisor or other personnel with permissions to verify time sheets, the Approve Time page displays all pending time sheets organized by week and then employee. The page displays the total hours submitted for individual time sheets.

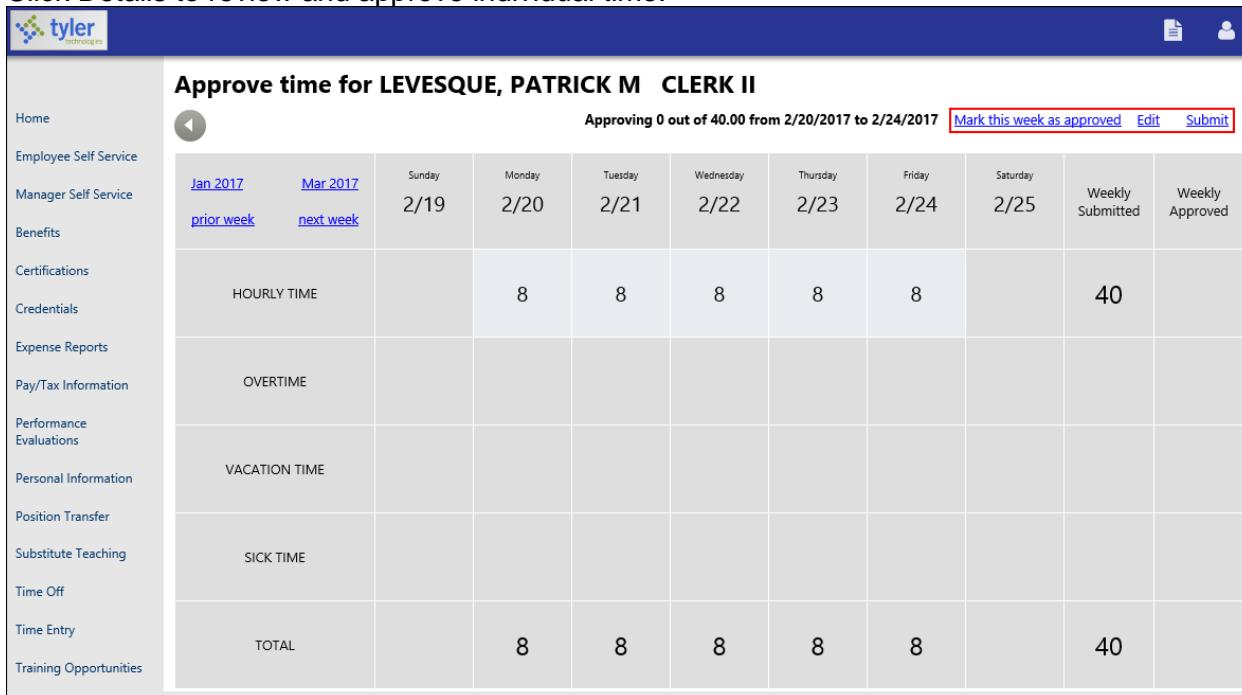


The screenshot shows a list of pending timesheets for the week of 2/20/2017 - 2/24/2017. The employees and their total hours are:

Employee	Total Hours	Date Range	Action
DICKEY, DENNIS	0		
HARMON, SYLVIA	40.00	2/20/2017 - 2/24/2017	<a href="#">Approve</a>   <a href="#">Details</a>
TEACHER MIDDLE SCHOOL	40.00		
JACOBS, JASON	0		
JOSEPH, DOMINIC	0		
LEVESQUE, MARY	24.00	2/22/2017 - 2/24/2017	<a href="#">Approve</a>   <a href="#">Details</a>
ACCOUNTANT II	24.00		
LEVESQUE, PATRICK M	40.00	2/20/2017 - 2/24/2017	<a href="#">Approve</a>   <a href="#">Details</a>
CLERK II	40.00		
MULLEN, ELIZA E	0		
SULLIVAN, NANCY	0		

**Approve and submit all pending time shown above**

Click Details to review and approve individual time.



The screenshot shows the approval interface for the week of 2/20/2017 to 2/24/2017. The total hours to be approved are 40.00. The grid shows the following data:

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Submitted	Approved
Jan 2017	2/19	2/20	2/21	2/22	2/23	2/24	2/25		
prior week									
next week									
HOURLY TIME									
	8	8	8	8	8	8		40	
OVERTIME									
VACATION TIME									
SICK TIME									
TOTAL									
	8	8	8	8	8	8		40	

**Approving 0 out of 40.00 from 2/20/2017 to 2/24/2017**

[Mark this week as approved](#) [Edit](#) [Submit](#)

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											
<a href="#">Jan 2017</a> <a href="#">Mar 2017</a>		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Submitted	Weekly Approved	
<a href="#">prior week</a> <a href="#">next week</a>		2/19	2/20	2/21	2/22	2/23	2/24	2/25			
HOURLY TIME					8	8	8		24		
Hours 8 General ledger account 1000-0-000-000-00-0000-0-5110 - (SALARIES FULL TIME) <b>FLSA period</b> Current week <a href="#">Approve</a> <a href="#">Reject</a> <a href="#">Forward to</a> <input type="button" value="Hold"/> <a href="#">Comments</a> <input type="text" value="Comments"/>											
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 DICKEY, DENNIS 0 HARMON, SYLVIA 32.00 2/21/2017 - 2/24/2017 JACOBS, JASON 0 JOSEPH, DOMINIC 0 LEVESQUE, MARY 24.00 2/22/2017 - 2/24/2017 LEVESQUE, PATRICK M 40.00 2/20/2017 - 2/24/2017 MULLEN, ELIZA E 0 SULLIVAN, NANCY 0			
<a href="#">Approve and submit all pending time shown above</a>			

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

The screenshot shows the Munis ESS Time Entry interface. At the top, it says 'Approve time for JOSEPH, DOMINIC ACCOUNTANT II'. Below that is a 'Edit time for JOSEPH, DOMINIC ACCOUNTANT II' section. The date range is 'Adding 32 from 2/21/2017 to 2/24/2017'. The 'Edit' button is highlighted with a red box and a red arrow pointing to it. The time sheet table has columns for Sunday through Saturday and a 'Weekly Total' column. There are two rows: one for '111 - ANNUAL SALARY' and one for '300 - VACATION TIME'. The 'Edit' button is located in the top right corner of the time sheet area.

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

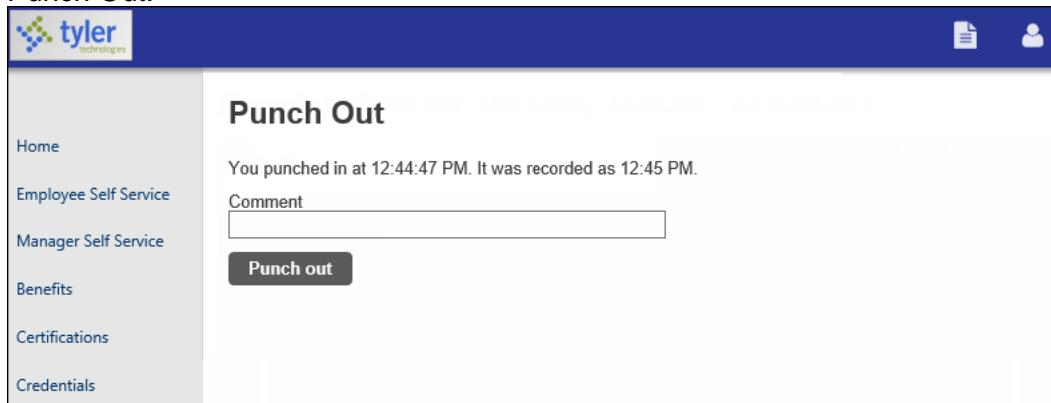
The Punch In/Punch Out option tracks your hours worked by allowing you to punch in at the beginning of a shift and punch out at the end. For this option to be enabled, the ESS Time Entry option must be set to P-Punch In/Out within the Munis Job Class Master program.

The screenshot shows the Munis ESS Punch In page. It has a 'Punch In' button highlighted with a red box and a red arrow pointing to it. There is also a 'Comment' input field. The page includes a sidebar with links to Home, Employee Self Service, Manager Self Service, and Benefits.

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.



Punch Out

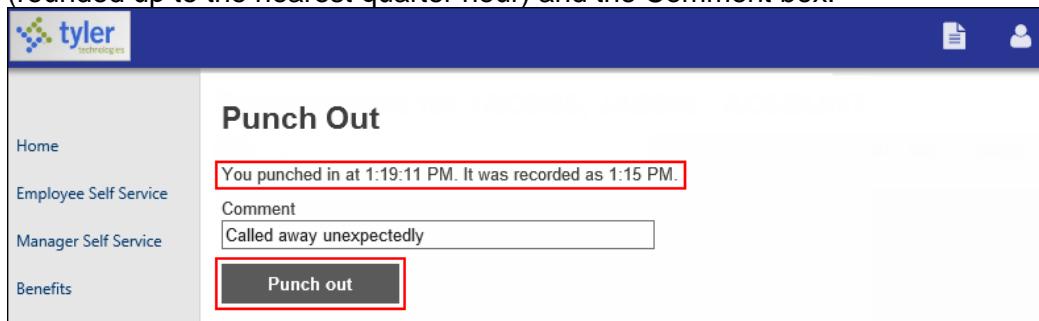
You punched in at 12:44:47 PM. It was recorded as 12:45 PM.

Comment

Punch out

Home  
Employee Self Service  
Manager Self Service  
Benefits  
Certifications  
Credentials

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.



Punch Out

You punched in at 1:19:11 PM. It was recorded as 1:15 PM.

Comment

Called away unexpectedly

Punch out

Home  
Employee Self Service  
Manager Self Service  
Benefits

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.

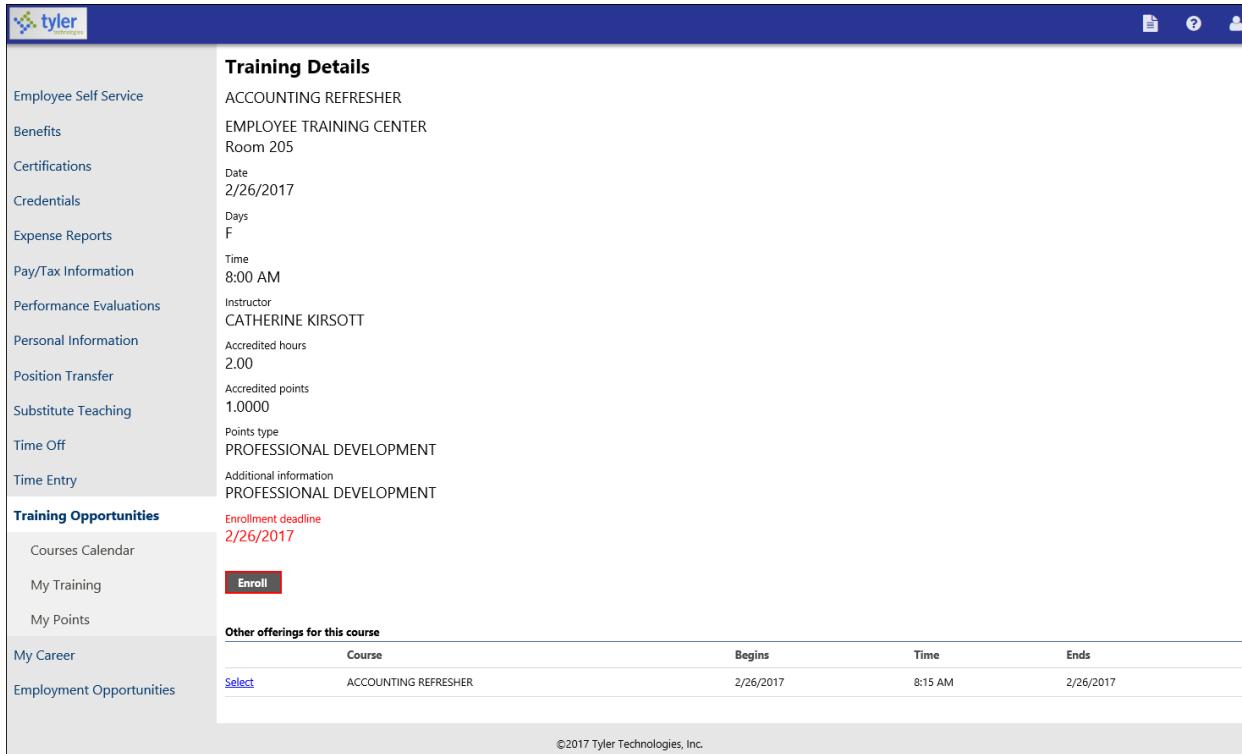
### 3.16 TRAINING OPPORTUNITIES

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

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

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 has a dark grey header with the 'tyler technologies' logo and a light grey body with various menu items. The main content area has a white header with the title 'Training Details' and a sub-header 'ACCOUNTING REFRESHER'. The details are listed in a table format:

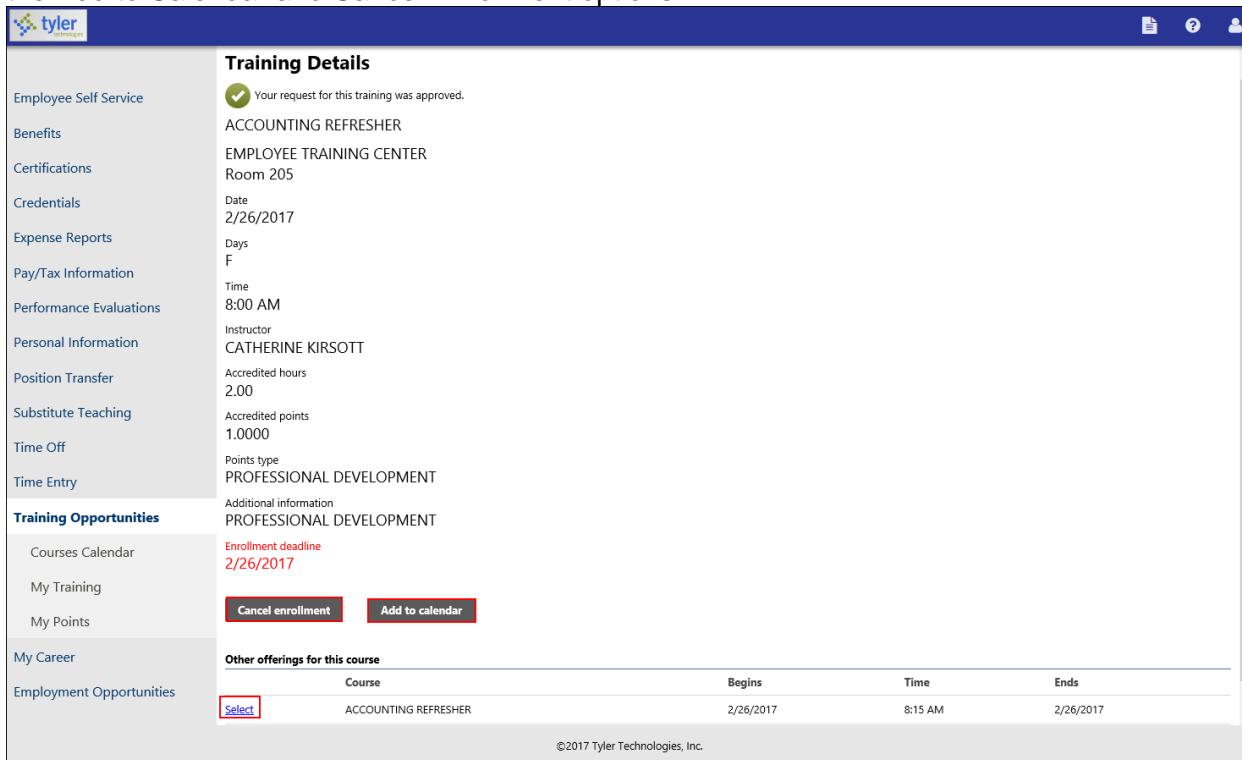
Employee Self Service	ACCOUNTING REFRESHER
Benefits	EMPLOYEE TRAINING CENTER
Certifications	Room 205
Credentials	Date 2/26/2017
Expense Reports	Days F
Pay/Tax Information	Time 8:00 AM
Performance Evaluations	Instructor CATHERINE KIRSOTT
Personal Information	Accredited hours 2.00
Position Transfer	Accredited points 1.0000
Substitute Teaching	Points type PROFESSIONAL DEVELOPMENT
Time Off	Additional information PROFESSIONAL DEVELOPMENT
Time Entry	
<b>Training Opportunities</b>	<b>Enrollment deadline</b> <b>2/26/2017</b>
Courses Calendar	
My Training	<b>Enroll</b>
My Points	
My Career	
Employment Opportunities	

Below the table, there is a section titled 'Other offerings for this course' with a table:

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

At the bottom of the page, there is a copyright notice: '©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 'Training Details' section with the following information:

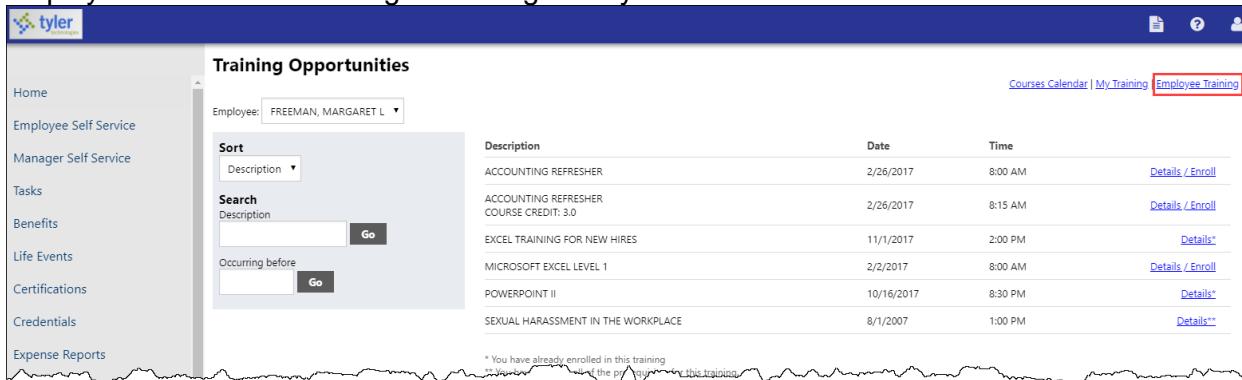
- Training Details:**
  - Your request for this training was approved.
  - ACCOUNTING REFRESHER**
  - EMPLOYEE TRAINING CENTER**
  - Room 205
  - Date:** 2/26/2017
  - Days:** F
  - Time:** 8:00 AM
  - Instructor:** CATHERINE KIRSOTT
  - Accredited hours:** 2.00
  - Accredited points:** 1.0000
  - Points type:** PROFESSIONAL DEVELOPMENT
  - Additional information:** PROFESSIONAL DEVELOPMENT
- Training Opportunities:**
  - Courses Calendar:** Enrollment deadline: 2/26/2017
  - My Training:** Buttons for **Cancel enrollment** and **Add to calendar**.
  - My Points:**
- Other offerings for this course:**

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

At the bottom, it says: ©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.



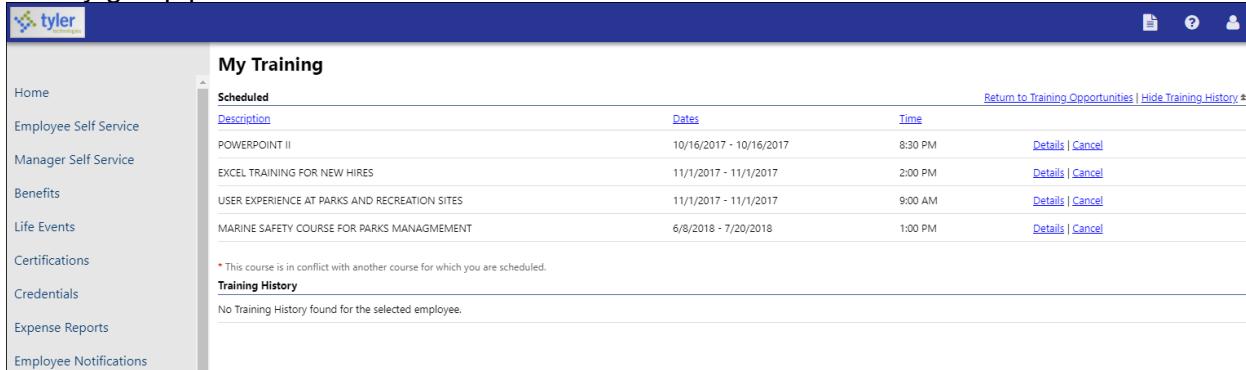
The screenshot shows the 'Training Opportunities' page for employee **FREEMAN, MARGARET L**. The page includes:

- Sort:** Description
- Search:** Description
- Occurring before:** Go
- Employee Training:** A link highlighted with a red box.
- Training Opportunities Table:**

Description	Date	Time	Actions
ACCOUNTING REFRESHER	2/26/2017	8:00 AM	<a href="#">Details / Enroll</a>
ACCOUNTING REFRESHER COURSE CREDIT: 3.0	2/26/2017	8:15 AM	<a href="#">Details / Enroll</a>
EXCEL TRAINING FOR NEW HIRES	11/1/2017	2:00 PM	<a href="#">Details*</a>
MICROSOFT EXCEL LEVEL 1	2/2/2017	8:00 AM	<a href="#">Details / Enroll</a>
POWERPOINT II	10/16/2017	8:30 PM	<a href="#">Details*</a>
SEXUAL HARASSMENT IN THE WORKPLACE	8/1/2007	1:00 PM	<a href="#">Details**</a>
- \* You have already enrolled in this training  
\*\* You have already completed 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.



The screenshot shows the 'My Training' page with a sidebar on the left containing links to Home, Employee Self Service, Manager Self Service, Benefits, Life Events, Certifications, Credentials, Expense Reports, and Employee Notifications. The main content area is titled 'My Training' and contains a table for 'Scheduled' courses. The table has columns for Description, Dates, and Time. Each row includes a 'Details | Cancel' link. A note at the bottom states: 'This course is in conflict with another course for which you are scheduled.' Below the table is a section titled 'Training History' with the message: 'No Training History found for the selected employee.'

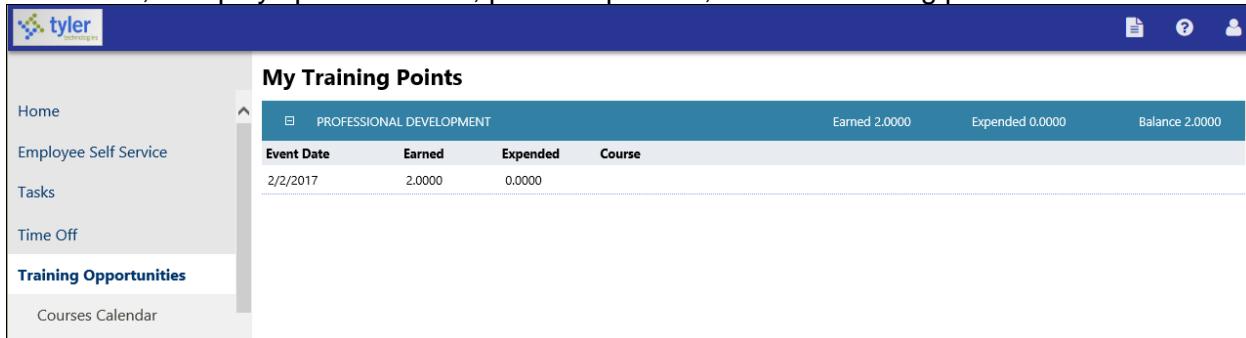
Scheduled				<a href="#">Return to Training Opportunities</a>   <a href="#">Hide Training History</a>
Description	Dates	Time		
POWERPOINT II	10/16/2017 - 10/16/2017	8:30 PM		<a href="#">Details   Cancel</a>
EXCEL TRAINING FOR NEW HIRES	11/1/2017 - 11/1/2017	2:00 PM		<a href="#">Details   Cancel</a>
USER EXPERIENCE AT PARKS AND RECREATION SITES	11/1/2017 - 11/1/2017	9:00 AM		<a href="#">Details   Cancel</a>
MARINE SAFETY COURSE FOR PARKS MANAGEMENENT	6/6/2018 - 7/20/2018	1:00 PM		<a href="#">Details   Cancel</a>

**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.



The screenshot shows the 'My Training Points' page with a sidebar on the left containing links to Home, Employee Self Service, Tasks, Time Off, and Training Opportunities (which is selected). The main content area is titled 'My Training Points' and shows a summary table for 'PROFESSIONAL DEVELOPMENT'. The table has columns for Event Date, Earned, Expended, and Course. A note at the top right of the table area says: 'Earned 2.0000 Expended 0.0000 Balance 2.0000'. Below the summary is a table of completed courses with columns for Event Date, Earned, Expended, and Course. The first row shows: Event Date 2/2/2017, Earned 2.0000, Expended 0.0000, and Course (which is not fully visible).

PROFESSIONAL DEVELOPMENT				Earned 2.0000	Expended 0.0000	Balance 2.0000
Event Date	Earned	Expended	Course			
2/2/2017	2.0000	0.0000				

**Courses Calendar**

## 4 TRAINING (GUEST)

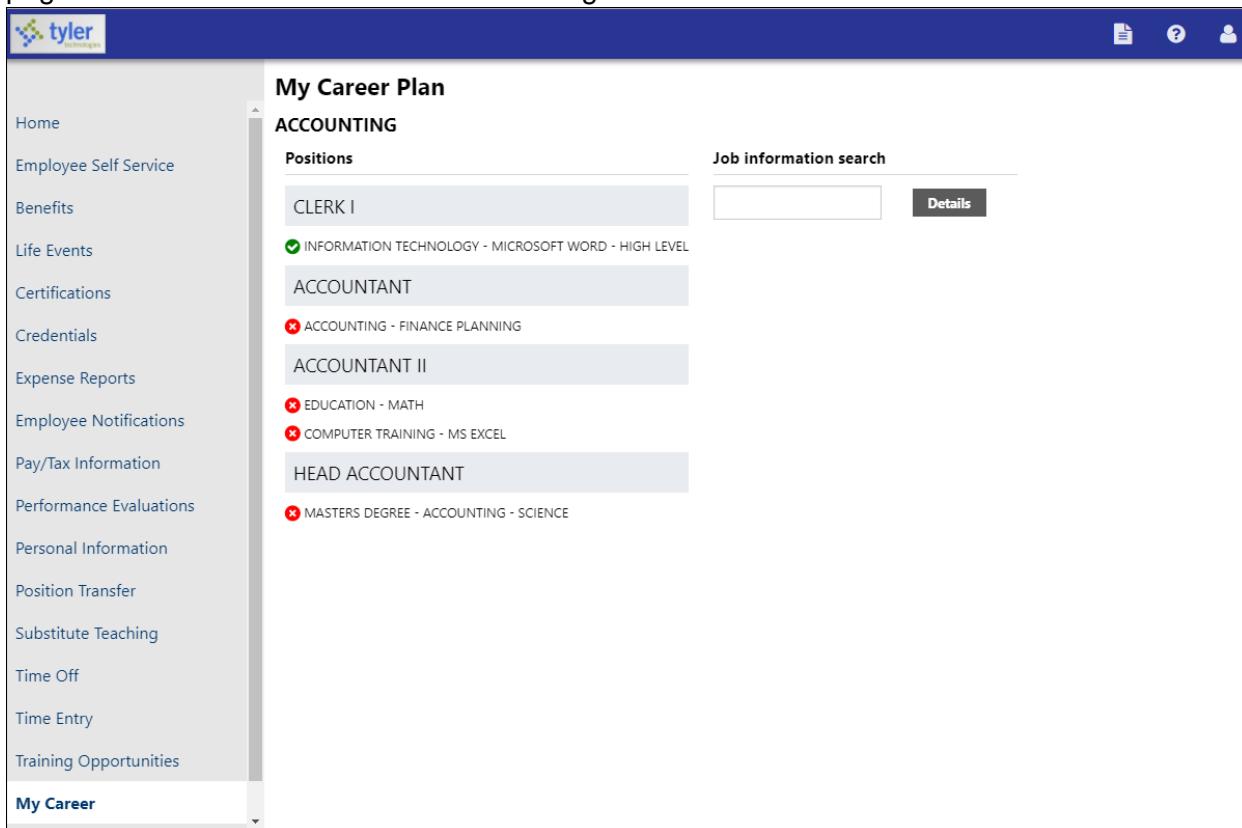
Training may be made available to individuals who are not employees of your organization. While it is considered a part of ESS, the Training option displays on the MSS Home page and is accessible without a user name and password. Guests cannot enroll in a course through ESS; they must email the course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

Training			
<a href="#">Home</a>	<a href="#">All training</a>		
<a href="#">Citizen Self Service</a>	<a href="#">By location</a>		
<a href="#">Employment Opportunities</a>	<a href="#">Search</a>		
<b>Training</b>			
<a href="#">Vendor Self Service</a>			
Description	Date	Time	
ACCOUNTING REFRESHER	2/26/2017	8:00 AM	<a href="#">Contact</a>
ACCOUNTING REFRESHER COURSE CREDIT: 3.0	2/26/2017	8:15 AM	<a href="#">Contact</a>
MICROSOFT EXCEL LEVEL 1	2/2/2017	8:00 AM	<a href="#">Contact</a>

## 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.

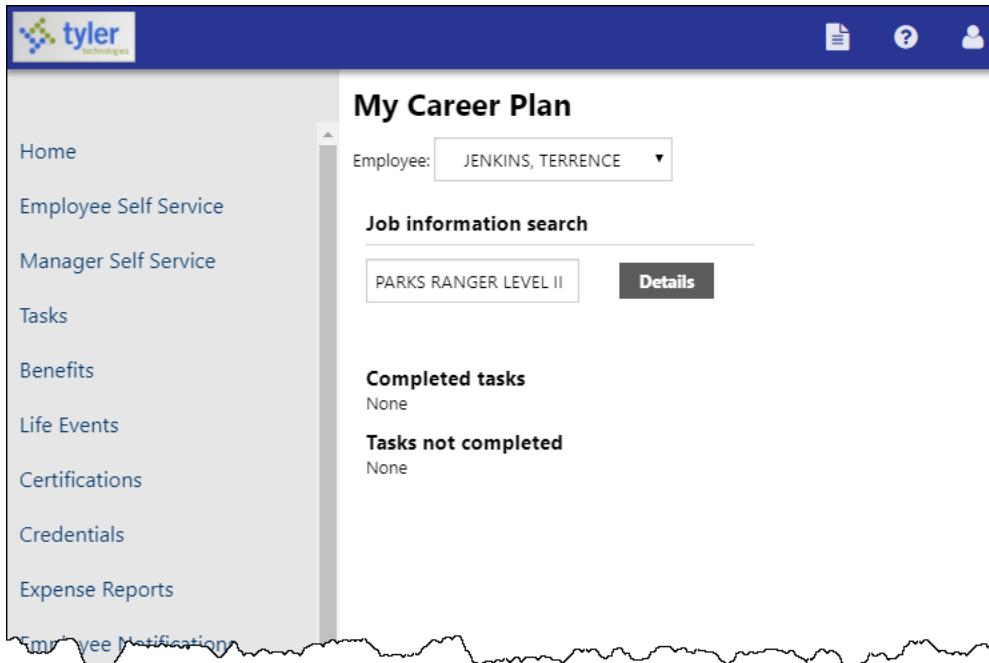
You can also view whether you have met employer-established steps for career progression, such as training, certification, skills, or educational requirements, by employee-specified due dates. The program displays a green indicator for steps you have completed; steps awaiting completion display a red 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.



The screenshot shows the 'My Career Plan' page for the 'ACCOUNTING' track. The left sidebar lists various employee self-service options, and the main content area displays the following information:

Position	Requirement
CLERK I	✓ INFORMATION TECHNOLOGY - MICROSOFT WORD - HIGH LEVEL
ACCOUNTANT	✗ ACCOUNTING - FINANCE PLANNING
ACCOUNTANT II	✗ EDUCATION - MATH
HEAD ACCOUNTANT	✗ COMPUTER TRAINING - MS EXCEL
	✗ MASTERS DEGREE - ACCOUNTING - SCIENCE

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

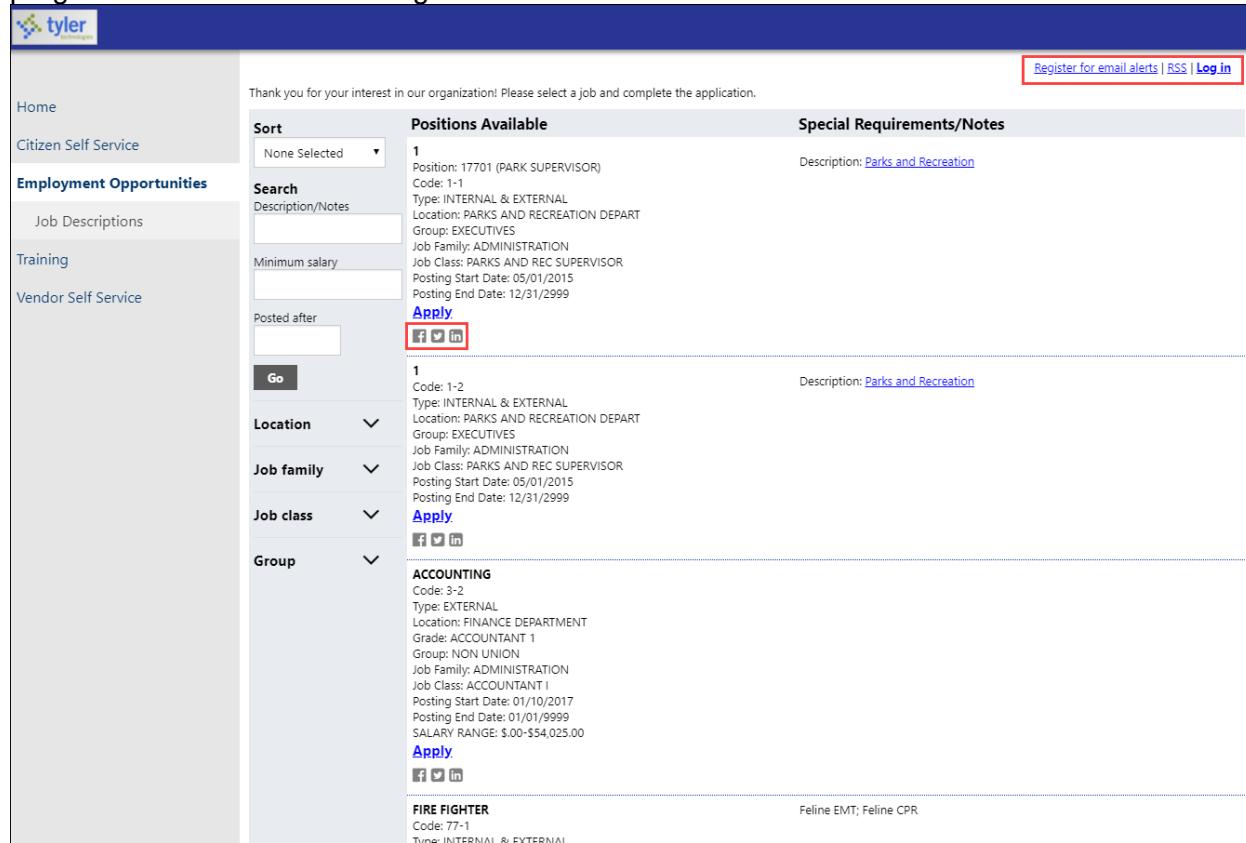


The screenshot shows the Tyler Technologies Employee Self Service interface. The top navigation bar is blue with the Tyler Technologies logo on the left and three icons on the right. The main content area has a white background. On the left, a vertical sidebar lists various service categories: Home, Employee Self Service, Manager Self Service, Tasks, Benefits, Life Events, Certifications, and Credentials. Below these, a 'Employee notification' section is partially visible. The main content area is titled 'My Career Plan'. It displays the employee's name, 'JENKINS, TERRENCE', in a dropdown menu. Below this is a 'Job information search' section with a search input field containing 'PARKS RANGER LEVEL II' and a 'Details' button. Underneath is a 'Completed tasks' section with the text 'None'. Another section, 'Tasks not completed', also shows 'None'. The bottom of the page features a decorative wavy line graphic.

## 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.



The screenshot shows the Munis Employee Self Service Employment Opportunities page. The left sidebar includes links for Home, Citizen Self Service, Employment Opportunities (selected), Job Descriptions, Training, and Vendor Self Service. The main content area has a header: "Thank you for your interest in our organization! Please select a job and complete the application." It features a "Sort" dropdown set to "None Selected", a "Search" section with "Description/Notes" and "Minimum salary" fields, and a "Posted after" date input. On the right, there are sections for "Positions Available" and "Special Requirements/Notes". The "Positions Available" section lists a job for "PARK SUPERVISOR" with details: Position: 17701, 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. An "Apply" button is present. Below this, another job listing for "ACCOUNTING" is shown. The "Special Requirements/Notes" section notes "Description: Parks and Recreation". The bottom of the page shows a "FIRE FIGHTER" position with details: Code: 77-1, Type: INTERNAL & EXTERNAL, and requirements "Feline EMT; Feline CPR". Social sharing icons (Facebook, Twitter, LinkedIn) are located throughout the page.

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**

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

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

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

First Sort:   Sort Descending

Second Sort:   Sort Descending

Third Sort:   Sort Descending

**Sort**

<b>Positions Available</b>	<b>Special Requirements/Notes</b>
<b>1</b> 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 <a href="#">Apply</a> 	Description: <a href="#">Parks and Recreation</a>
<b>1</b> 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 <a href="#">Apply</a> 	Description: <a href="#">Parks and Recreation</a>

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.

The screenshot displays two side-by-side views of the Employment Opportunities page, both titled "Positions Available".

**Left View (Sort):** This view shows a dropdown menu under "Sort" with the following options: "None Selected", "None Selected", "Job Description", "Location" (which is highlighted with a red box), "Job Family", "Job Class", "Group", "Salary", "Posting Start Date", and "Posting Type". Below this is a "Go" button and a "Sort" dropdown set to "Location".

**Right View (Search):** This view shows a search interface. It includes a "Search" field with "Description/Notes" containing "school", a "Minimum salary" field with "60,000", and a "Posted after" date input field. Below these are "Location" and "Job family" dropdowns, both with a "Go" button and a "Sort" dropdown set to "Location".

Both views show a list of positions. The left view lists one position: "Position: 17701 (PARK Code: 1-1 Type: INTERNAL & EXTERNAL Location: PARKS AND Group: EXECUTIVES Job Family: ADMINISTRIST Job Class: PARKS AND Posting Start Date: 05/2018 Posting End Date: 12/31)". The right view lists two positions: "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- 6TE Job Class: TEACHER ELEMENTARY SCHOOL Posting Start Date: 01/01/2004 Posting End Date: 01/01/9999 Salary: \$24,000.00-\$68,000.00) and "SCHOOL THERAPIST" (Position: 171207-1 Code: 171207-1 Type: INTERNAL & EXTERNAL Location: HIGH SCHOOL Grade: BA Group: TEACHERS Job Family: JFAM- 6TE).

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.

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

4 positions found ADMINISTRATION  Salary > 60,000

**Sort** Location

**Search**  
Description/Notes  
  
Minimum salary  
  
Posted after  
  
**Go**

**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**

**Positions Available**

**DIRECTOR OF FINANCE**  
Position: 13501 (DIRECTOR OF FINANCE)  
Code: 100-4  
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** [Facebook](#) [Twitter](#) [LinkedIn](#)

**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** [Facebook](#) [Twitter](#) [LinkedIn](#)

**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  
Salary: \$20.00-\$20.00

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.

The screenshots illustrate the Munis Employee Self Service interface. The first screenshot shows the main menu with 'Job Descriptions' highlighted. The second screenshot shows a list of job descriptions with a 'Description' link. The third screenshot shows a detailed description for 'PARKS AND REC SUPERVISOR' with a 'Hide description' link.

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

The screenshot shows the Munis Employee Self Service application. A red arrow points from the LinkedIn icon in the application to the LinkedIn sign-in page. The LinkedIn sign-in page includes fields for 'Email address' and 'Password', and buttons for 'Cancel', 'Sign In', 'Forgot password?', and 'Join now'.

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.



### 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  \*

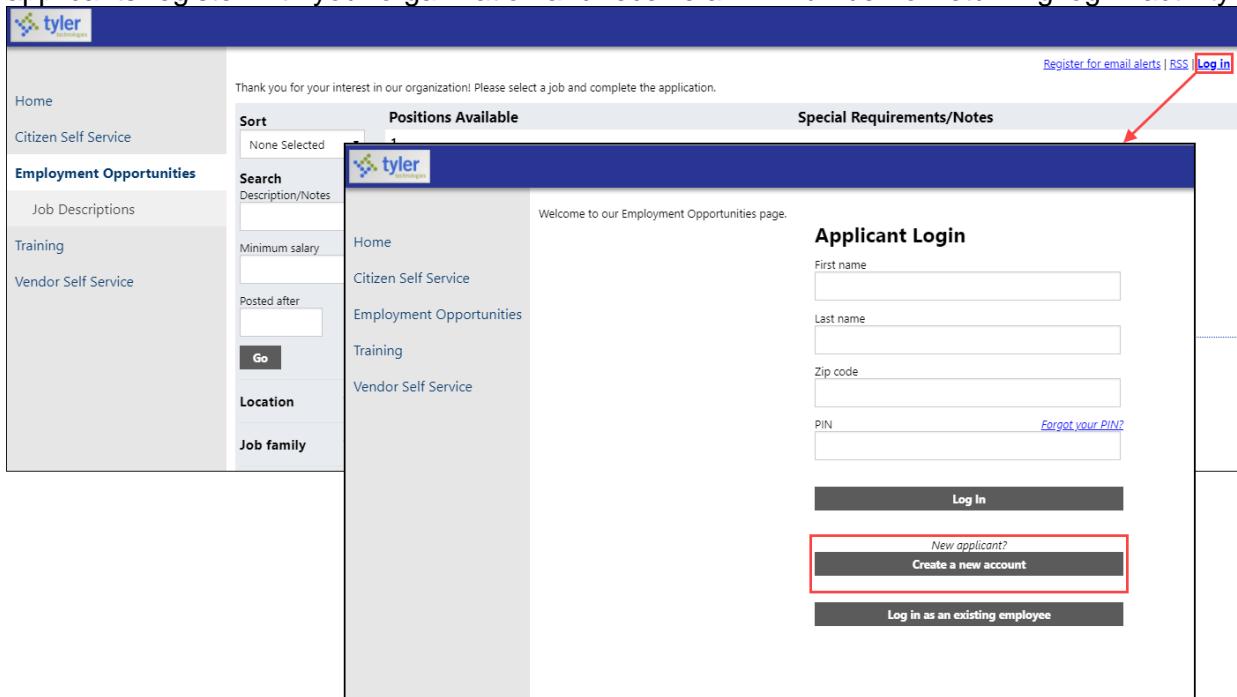
**Submit**

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## 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.

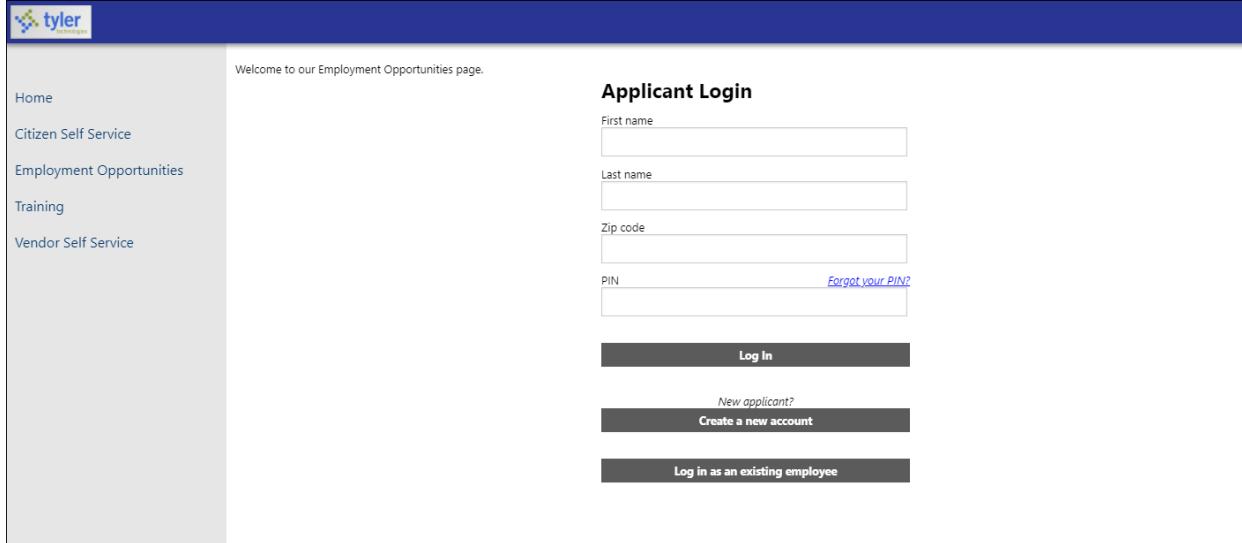


The screenshot shows the Tyler Technologies Employee Self Service interface. On the left, a sidebar menu includes Home, Citizen Self Service, Employment Opportunities (selected), Job Descriptions, Training, and Vendor Self Service. Under Employment Opportunities, there are sub-links for Sort (None Selected), Search (Description/Notes, Minimum salary, Posted after, Go), Location, and Job family. The main content area has a header 'Positions Available' with a count of 1. Below it is a 'Special Requirements/Notes' section. To the right is an 'Applicant Login' form with fields for First name, Last name, Zip code, and PIN. A 'Log In' button is at the bottom. Below the login form, a red box highlights the 'Create a new account' button. In the top right corner, there are links for 'Register for email alerts | RSS' and a 'Log In' button, which is also highlighted with a red arrow.

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.



tyler

Welcome to our Employment Opportunities page.

**Applicant Login**

First name

Last name

Zip code

PIN  [Forgot your PIN?](#)

**Log In**

New applicant? [Create a new account](#)

[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.

Sort	Positions Available	Special Requirements/Notes
None Selected	<b>1</b> 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) <a href="#">Withdraw</a> <a href="#">Reapply</a>   	Description: <a href="#">Parks and Recreation</a>
Search		
Location	<b>1</b> 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	Description: <a href="#">Parks and Recreation</a>
Job family		
Job class	<b>Apply</b>   	
Group	<b>ACCOUNTING</b> 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.

Sort	Positions Available	Special Requirements/Notes
None Selected	<b>1</b> 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) <a href="#">Withdraw</a> <a href="#">Reapply</a>   	Description: <a href="#">Parks and Recreation</a>
Search		
Location	<b>1</b> 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	Description: <a href="#">Parks and Recreation</a>
Job family		

### 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.

**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**

<a href="#">My Profile</a>	
<a href="#">Completed Applications</a>	
<a href="#">Unfinished Applications</a>	
<a href="#">Job Descriptions</a>	

**Vendor Self Service**

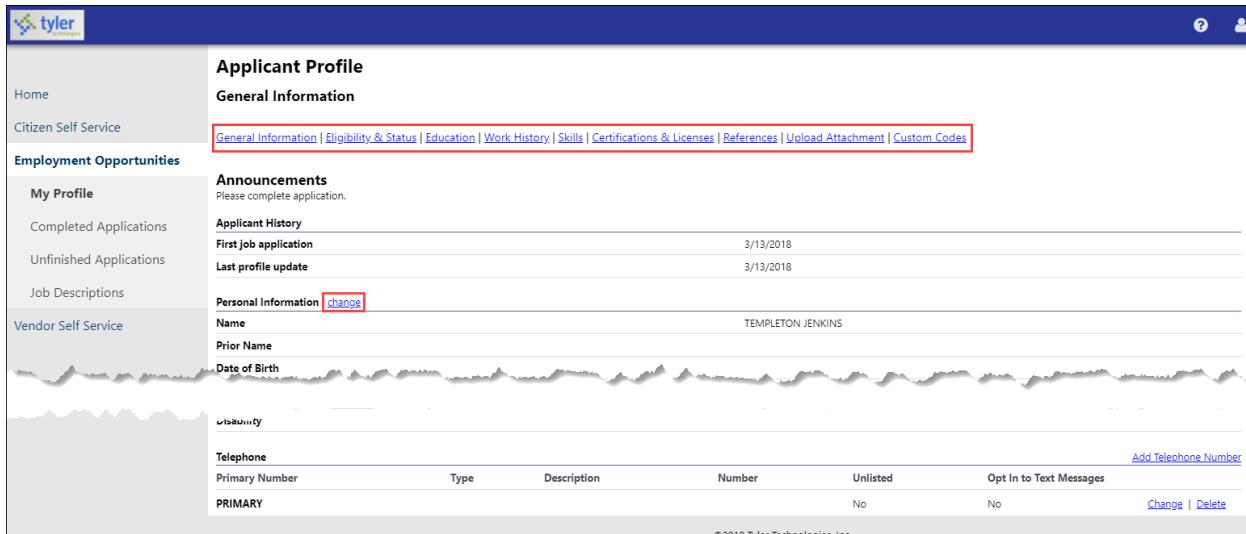
Race	
Hispanic	No
American Indian or Alaska Native	No
Asian	No
Black or African American	No
Native Hawaiian or other Pacific Islander	No
White	No

Marital Status	
Number of Dependents	0
Veteran Status	
Other Veteran Status	
Disability	

**Telephone**

Primary Number	Type	Description	Number	Unlisted	Opt In to	<a href="#">Change</a>   <a href="#">Delete</a>
PRIMARY				No	No	<a href="#">Change</a>   <a href="#">Delete</a>

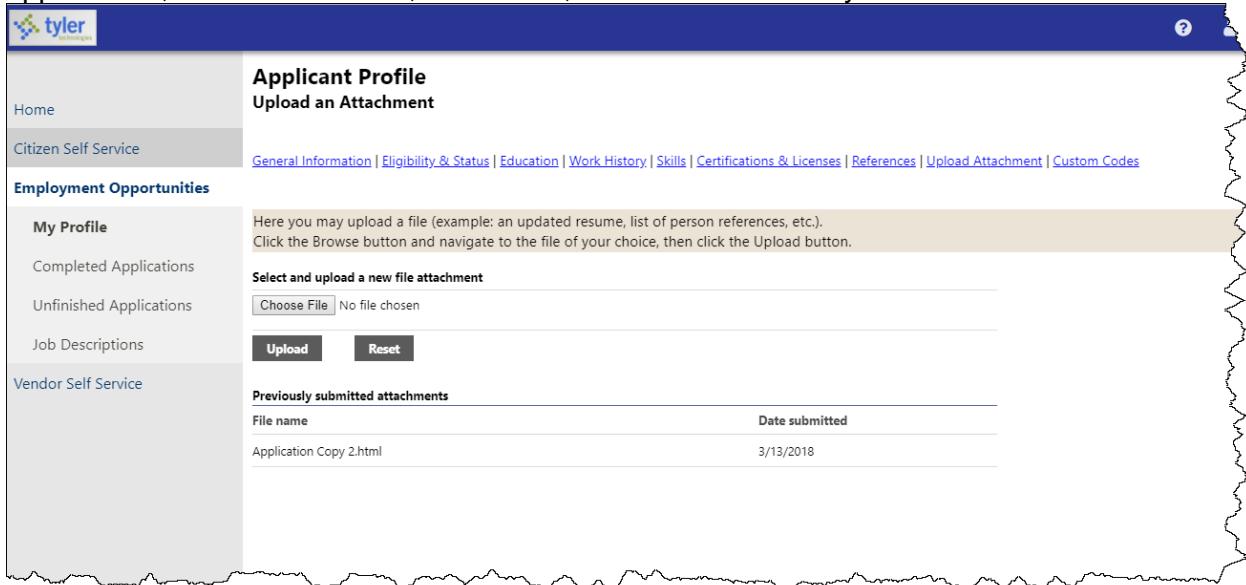
In addition to maintaining personal information, the Applicant Profile provides options for uploading attachments and updating or verifying custom application information.



The screenshot shows the Tyler Technologies Applicant Profile interface. The left sidebar includes links for Home, Citizen Self Service, Employment Opportunities (My Profile, Completed Applications, Unfinished Applications, Job Descriptions), and Vendor Self Service. The main content area is titled 'Applicant Profile' and 'General Information'. A red box highlights the 'General Information' link in the top navigation bar. Below it, 'Announcements' and 'Applicant History' sections are shown. The 'Personal Information' section is also highlighted with a red box. A table lists 'Name' (TEMPLETON JENKINS), 'Prior Name', and 'Date of Birth'. The 'Disability' section is partially visible. The 'Telephone' section includes a table with a row for 'PRIMARY' and an 'Add Telephone Number' link. The bottom of the page includes a copyright notice: '©2018 Tyler Technologies, Inc.'

## 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.

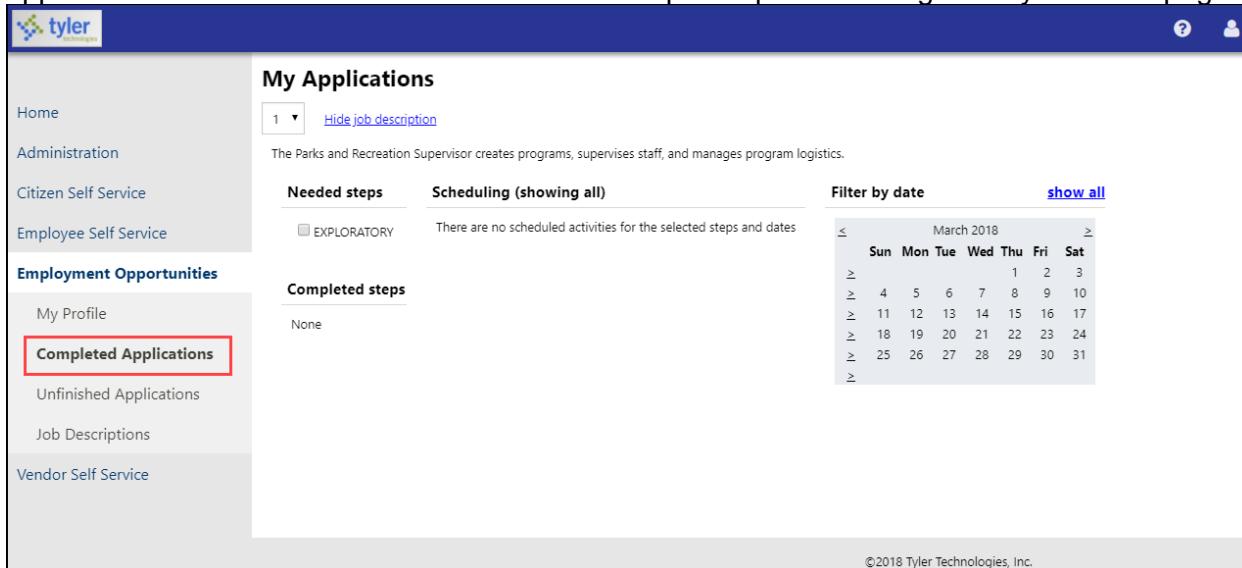


The screenshot shows the 'Upload an Attachment' page. The left sidebar includes links for Home, Citizen Self Service, Employment Opportunities (My Profile, Completed Applications, Unfinished Applications, Job Descriptions), and Vendor Self Service. The main content area is titled 'Applicant Profile' and 'Upload an Attachment'. A red box highlights the 'Upload an Attachment' link in the top navigation bar. Below it, a text area says 'Here you may upload a file (example: an updated resume, list of person references, etc.). Click the Browse button and navigate to the file of your choice, then click the Upload button.' A 'Select and upload a new file attachment' section includes a 'Choose File' button (No file chosen) and 'Upload' and 'Reset' buttons. A table shows 'Previously submitted attachments' with a single entry: 'File name' (Application Copy 2.html) and 'Date submitted' (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.



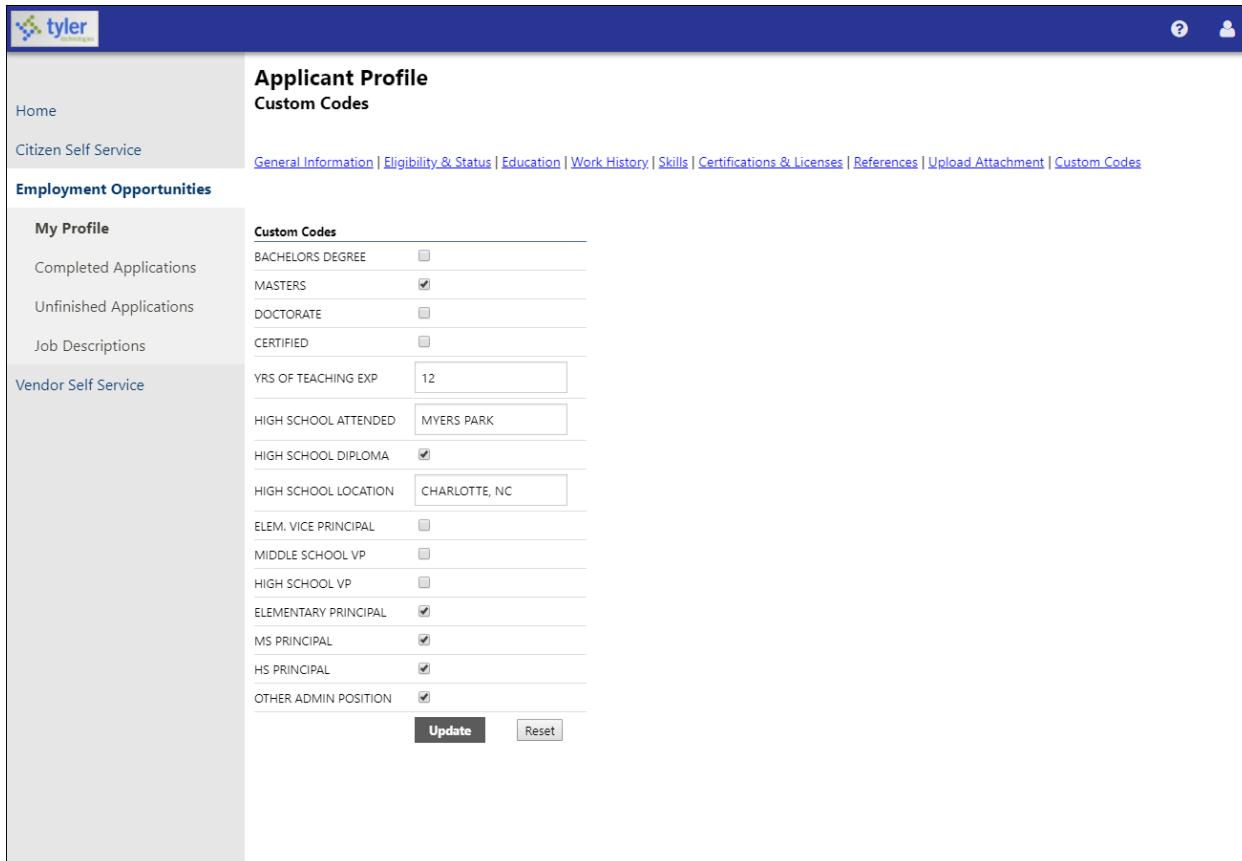
The screenshot shows the Tyler Technologies Employee Self Service interface. The left sidebar has a navigation menu with the following items: Home, Administration, Citizen Self Service, Employee Self Service, Employment Opportunities (with sub-items My Profile, Completed Applications, Unfinished Applications, Job Descriptions), and Vendor Self Service. The 'Completed Applications' link is highlighted with a red box. The main content area is titled 'My Applications' and displays a message: 'The Parks and Recreation Supervisor creates programs, supervises staff, and manages program logistics.' Below this, there are two sections: 'Needed steps' (with a checkbox for 'EXPLORATORY') and 'Completed steps' (with a message 'None'). To the right, there is a 'Scheduling (showing all)' section with a message 'There are no scheduled activities for the selected steps and dates'. Below this is a 'Filter by date' section with a calendar for March 2018. The calendar shows the following data:

March 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3				
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

At the bottom of the main content area, it says '©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 Tyler Technologies Munis Employee Self Service application. The top navigation bar includes links for Home, Citizen Self Service, Employment Opportunities, My Profile, Vendor Self Service, and a menu with General Information, Eligibility & Status, Education, Work History, Skills, Certifications & Licenses, References, Upload Attachment, and Custom Codes. The main content area is titled 'Applicant Profile' and 'Custom Codes'. It contains a table with the following data:

Custom Code	Value
BACHELORS DEGREE	<input type="checkbox"/>
MASTERS	<input checked="" type="checkbox"/>
DOCTORATE	<input type="checkbox"/>
CERTIFIED	<input type="checkbox"/>
YRS OF TEACHING EXP	12
HIGH SCHOOL ATTENDED	MYERS PARK
HIGH SCHOOL DIPLOMA	<input checked="" type="checkbox"/>
HIGH SCHOOL LOCATION	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"/>

At the bottom of the form are 'Update' and 'Reset' buttons.

## 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.