Munis Self Service
Employee Self Service Guide 2018.1

Contents

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.

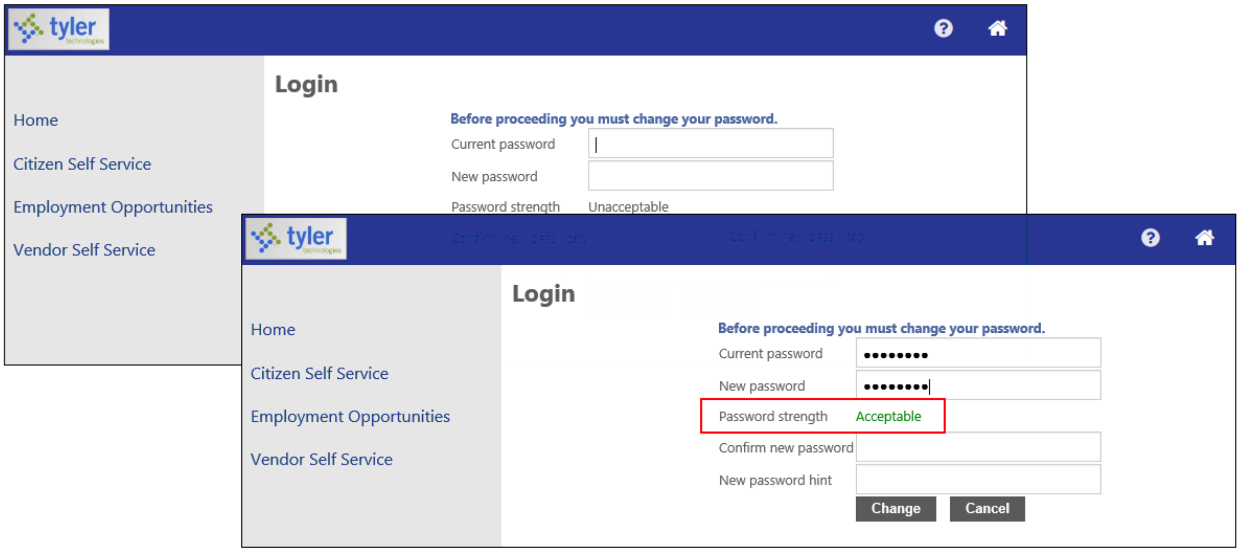
1.1 EMPLOYEE SELF SERVICE USERS

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.

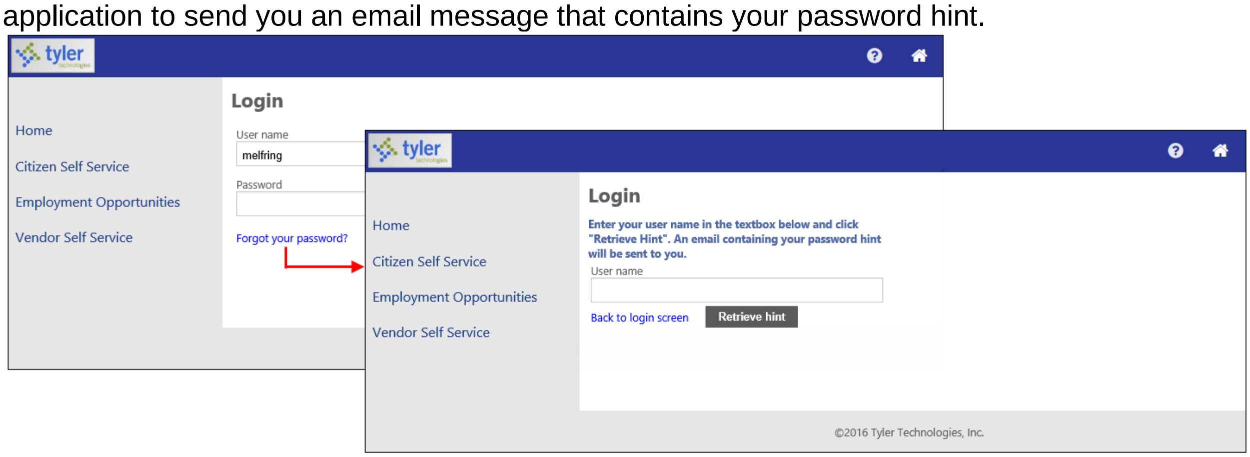
1.2 PASSWORDS

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.



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.



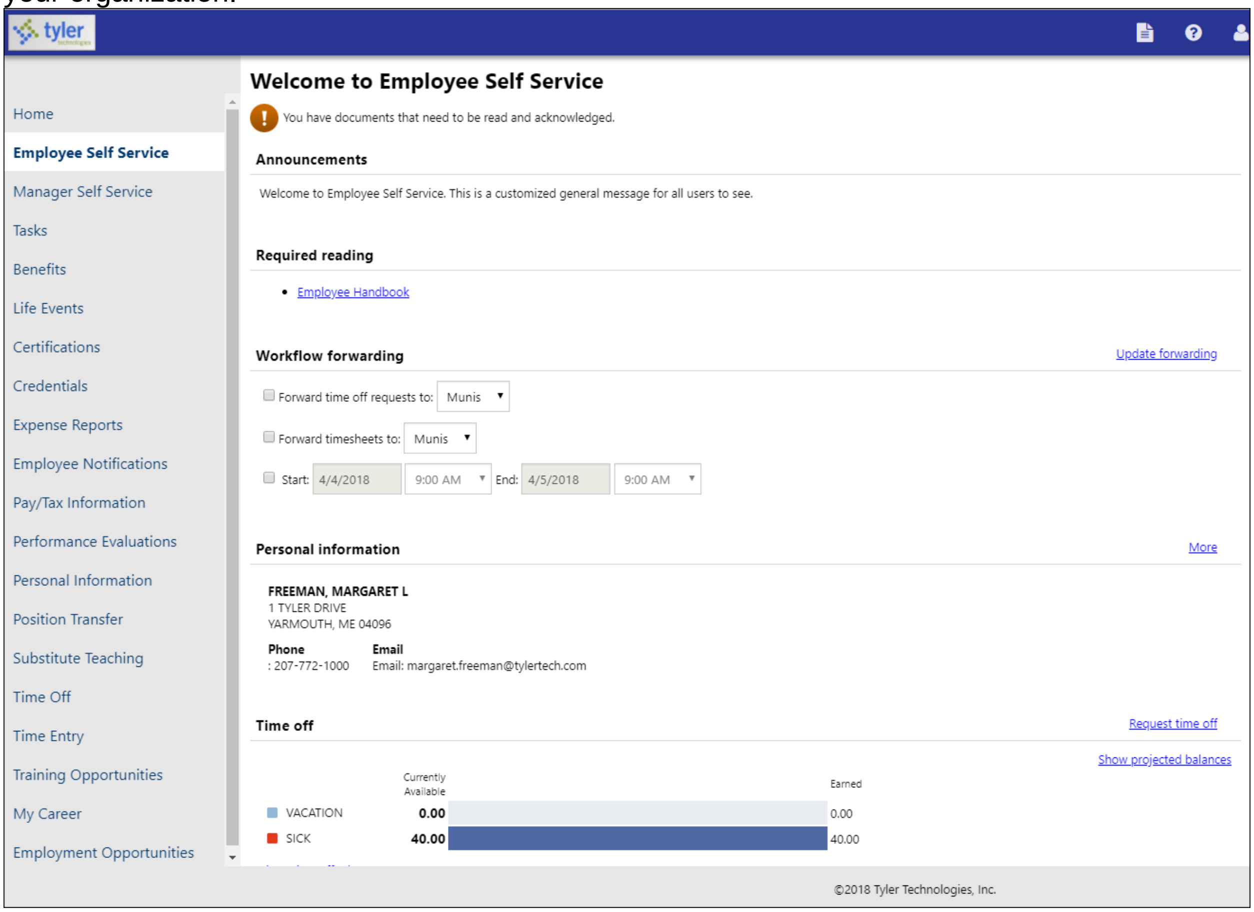
If the password hint does not cause you to remember your password, click the link in the email message to generate a new password. In this case, the Password Regeneration page displays and when you select Initiate Password Regeneration, the application sends you an email with a temporary password that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

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

2 ESS HOME PAGE

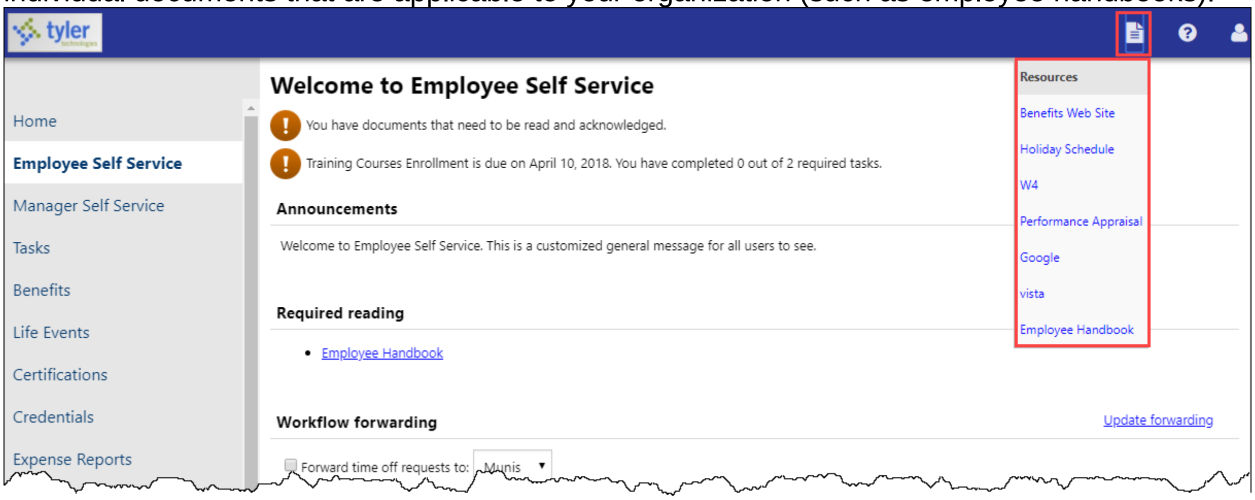
The home page of the ESS application displays personal information, organizational announcements, time-off, and pay details. If you are a supervisor and the Names Level box is properly defined in Employee Administration, the page displays time-off details for all employees who report to you. The Home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



2.1 RESOURCES

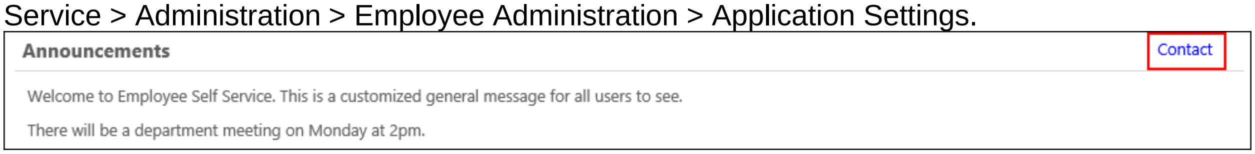
The Resources option in the ESS header displays links to available employee resources, which can be helpful websites (such as health insurer home pages), company pay schedules, or individual documents that are applicable to your organization (such as employee handbooks).



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

2.2 ANNOUNCEMENTS

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



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

2.3 REQUIRED READING

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

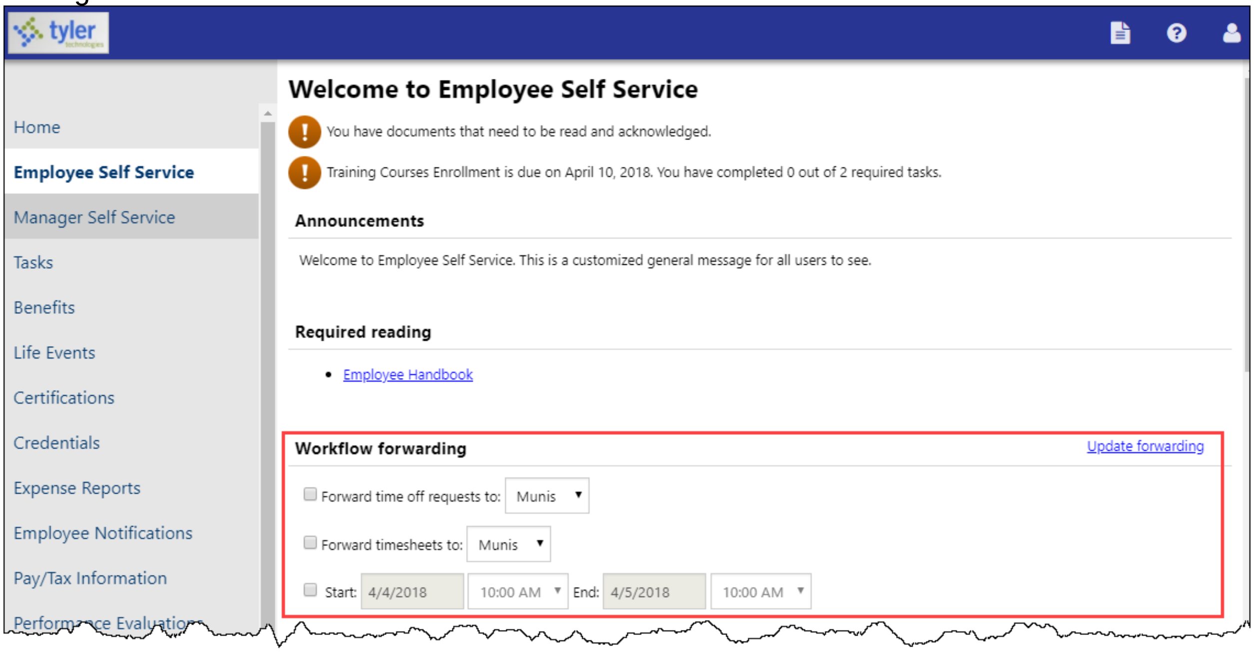
In this case, when you select the required item, the program provides the View Document option, and then an Acknowledge option.

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

2.4 WORKFLOW FORWARDING

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

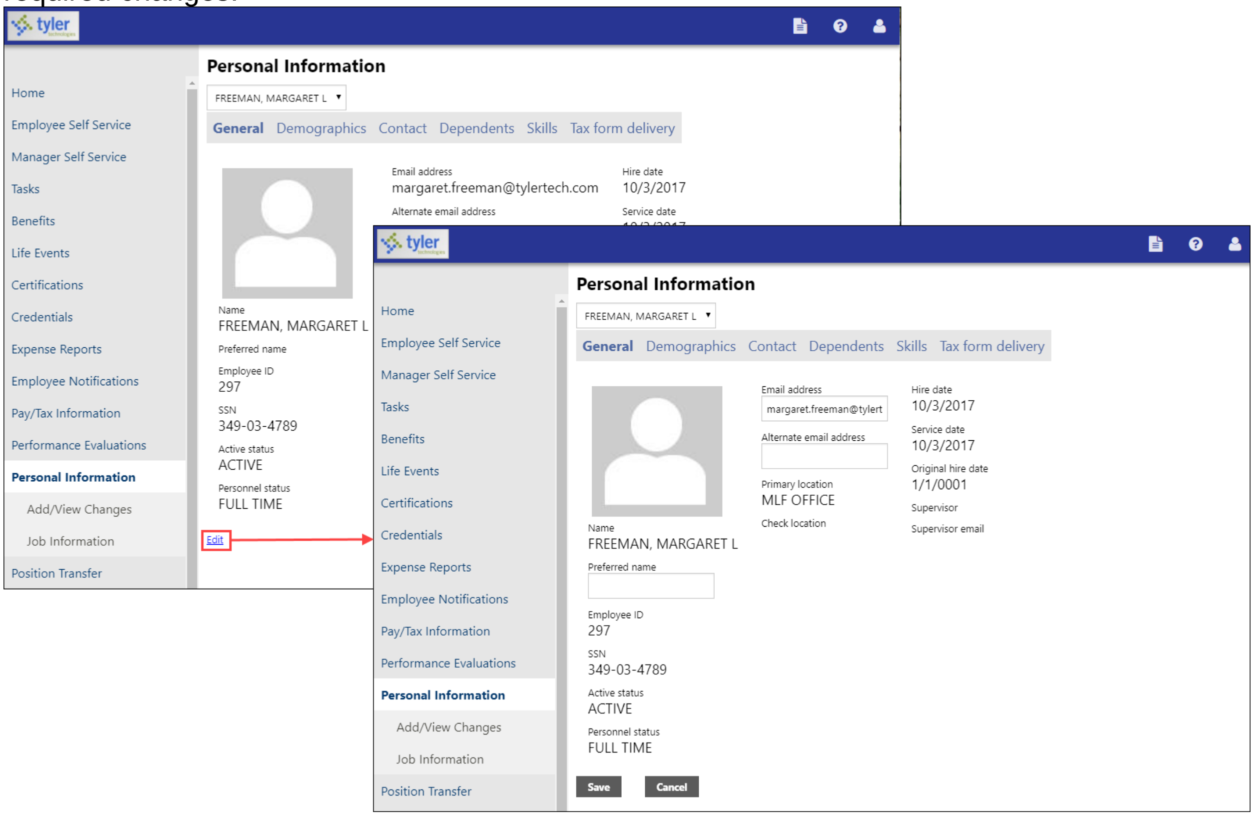
If workflow forwarding is enabled in Munis, the settings in the Workflow Forwarding group reflect that setup. When you enable workflow in ESS, the program displays a confirmation and the Pending Timesheets and Manage Time-off Request pages indicate the applicable forwarding setting.



2.5 PERSONAL INFORMATION

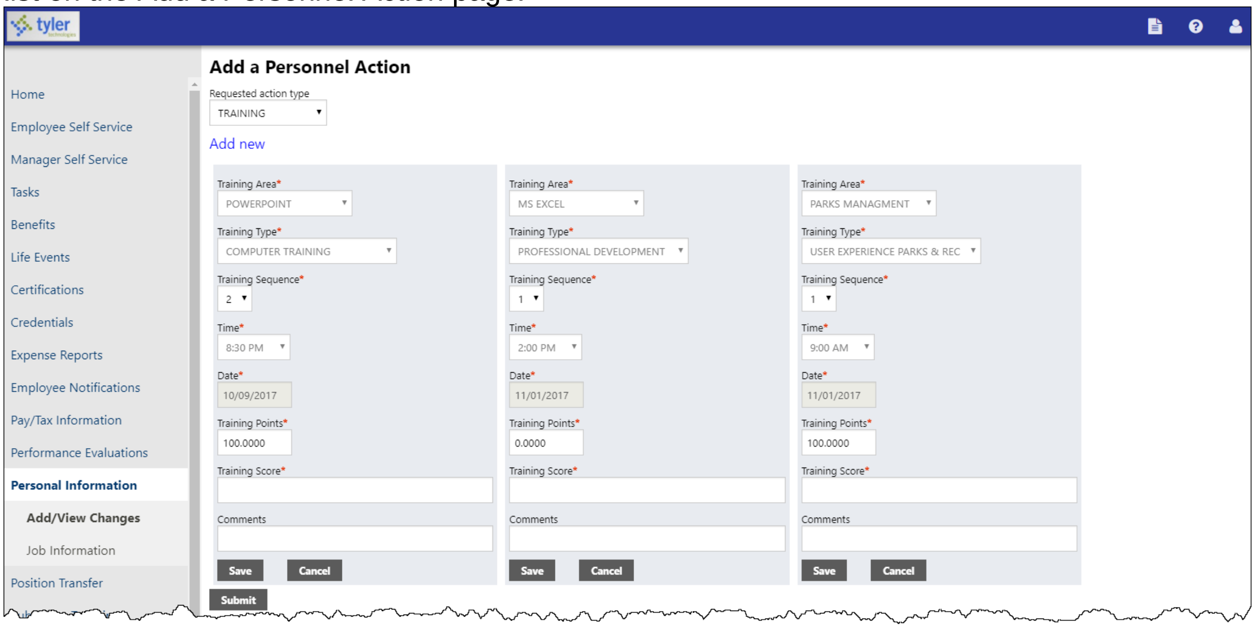
In addition to organizational resources and announcements, the ESS Home page provides a summary of your personal information and time-off history.

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.



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.



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

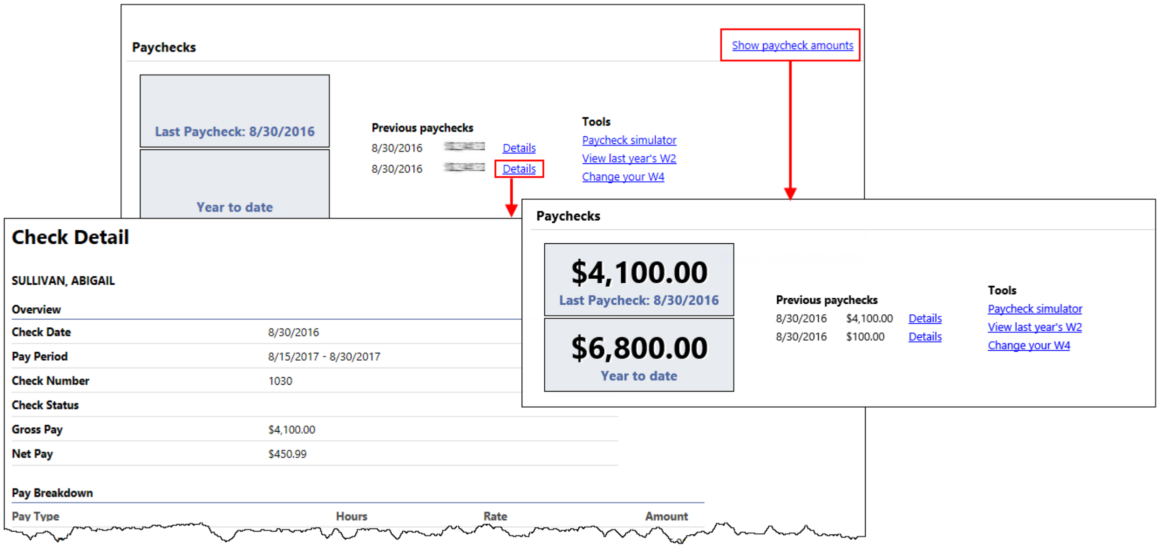
Time Off displays a chart of your projected available and projected earned time off in hours. Click Request Time Off to initiate a time off request, and use the Show Current Balances and Show Time Off Taken options to review available balances and time used to date.

See Time Off for completing time off requests.

2.7 PAYCHECKS

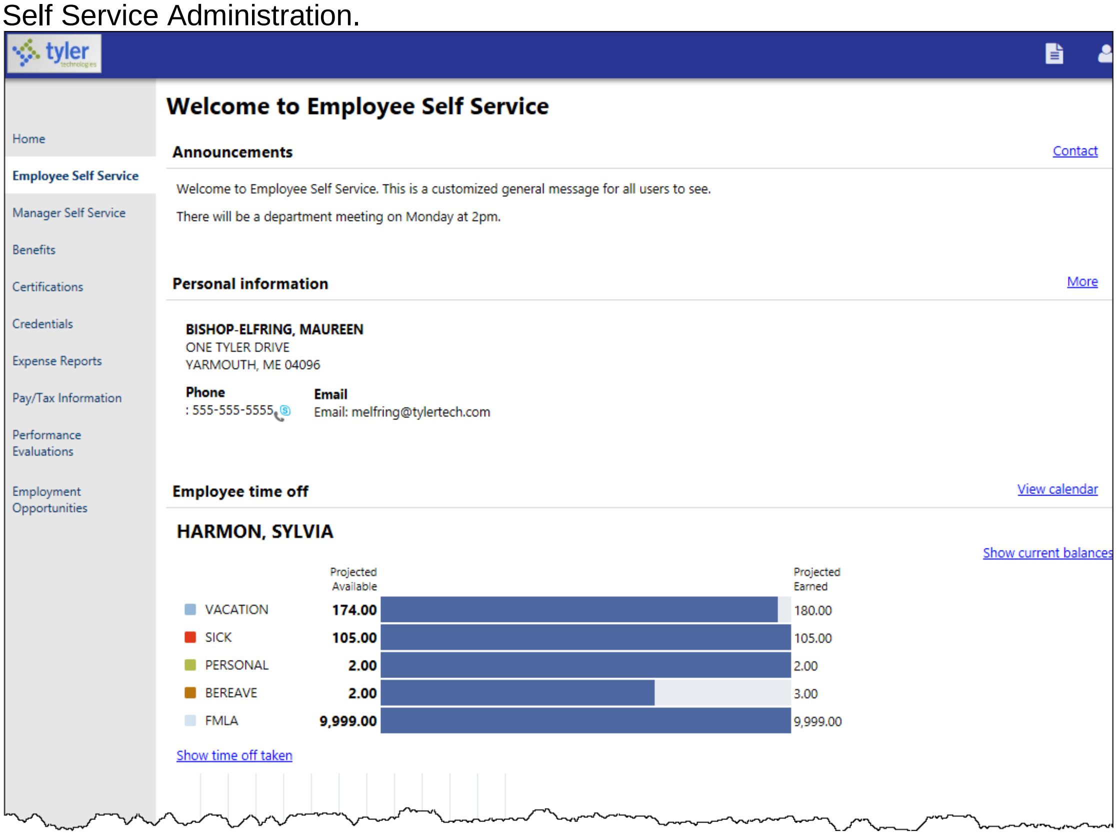
The Paychecks section displays information for the most recent pay periods in which you received pay. In the Tools section, options are available for simulating your paycheck and viewing W-2 and W-4 data. For more on these functions, refer to the Pay/Tax Information section of this document.

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.



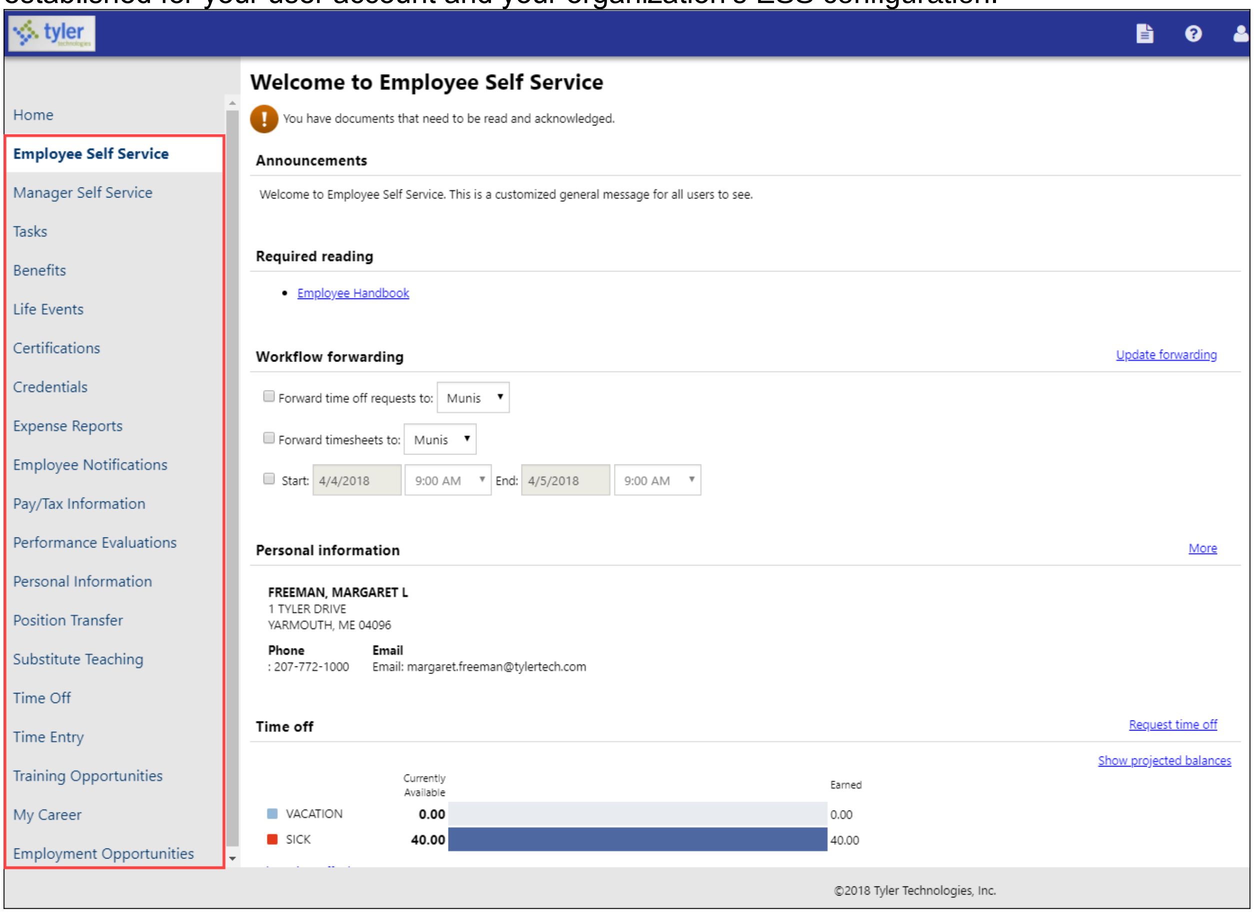
2.8 EMPLOYEE TIME OFF

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.



3 EMPLOYEE SELF SERVICE MENU

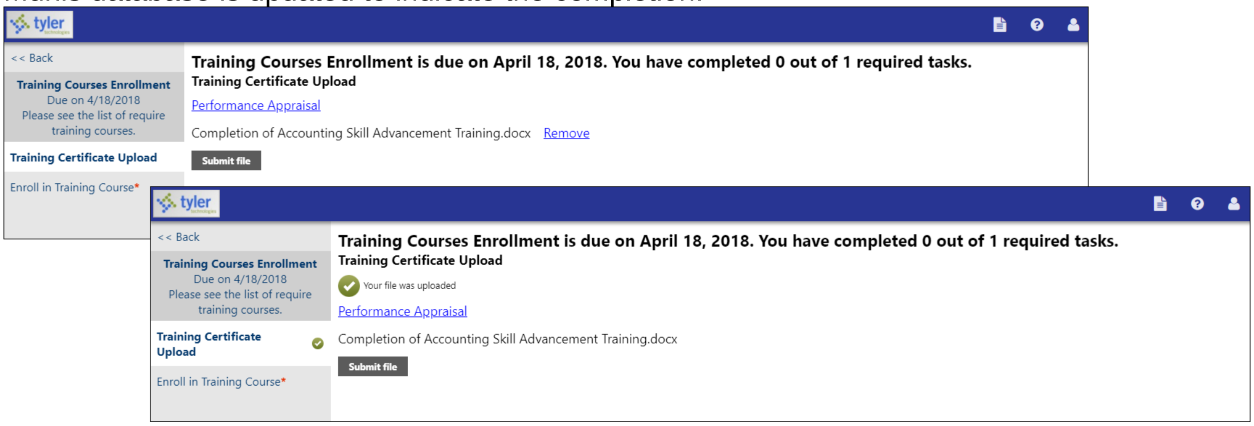
Options on the ESS menu are available according to your organization's Employee Self Service configuration. The menu can include the following options: Tasks, Manager Self Service, Benefits, Certifications, Credentials, Expense Reports, Employee Notifications, Pay/Tax Information, Performance Evaluations, 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

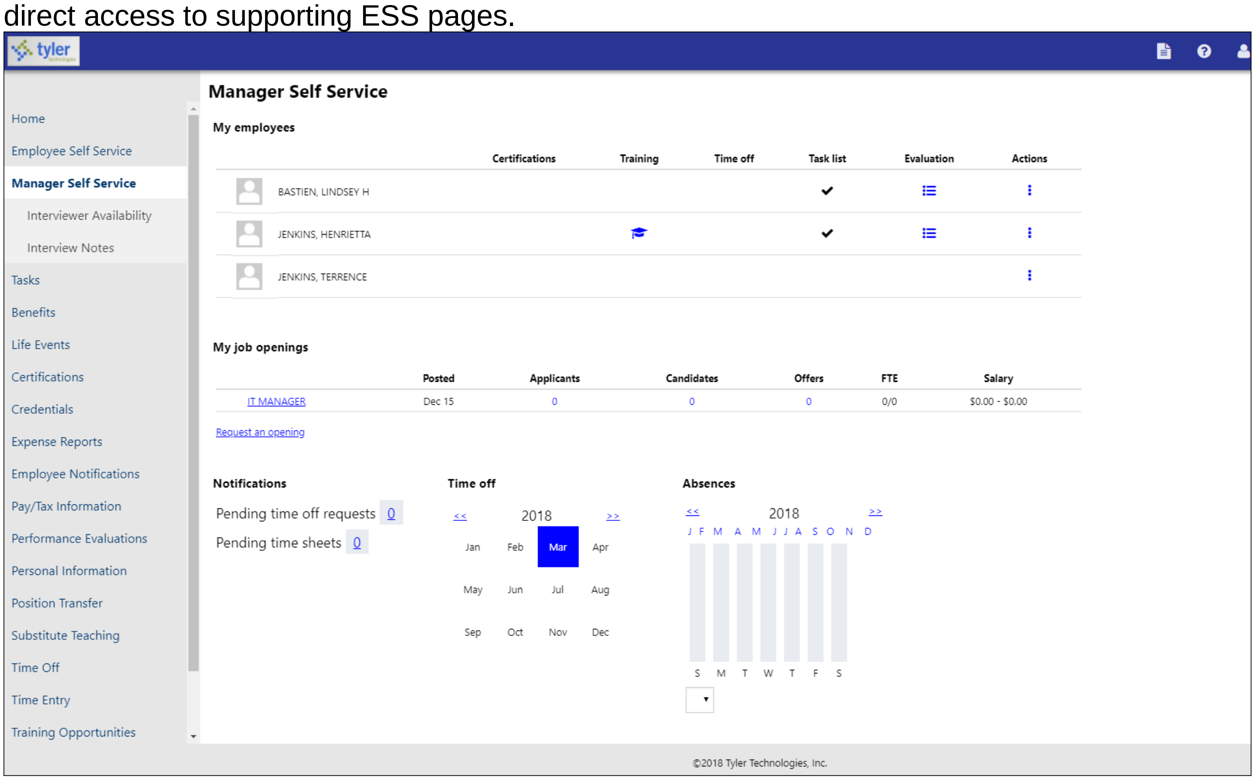
Tasks provides a list of activities that you need to complete. This task list may be related to new hire activities, open enrollment activities, required documentation reviews, and so on. The tasks are generated within the Munis Employee Tasks programs and when you complete tasks, the

Munis database is updated to indicate the completion.



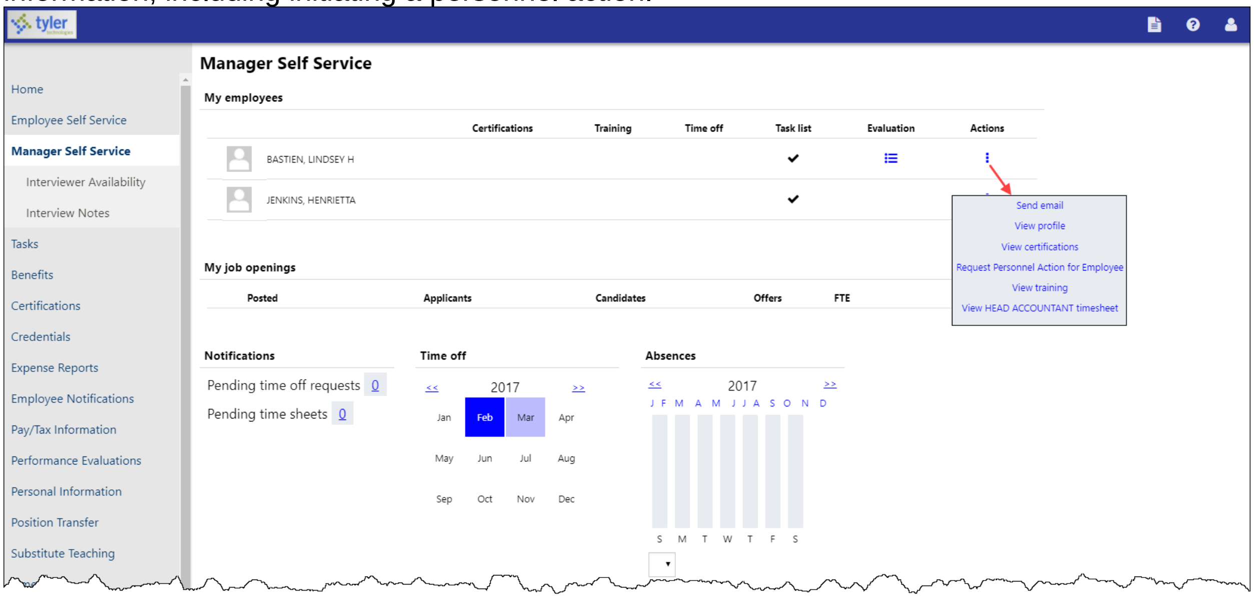
3.2 MANAGER SELF SERVICE

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.

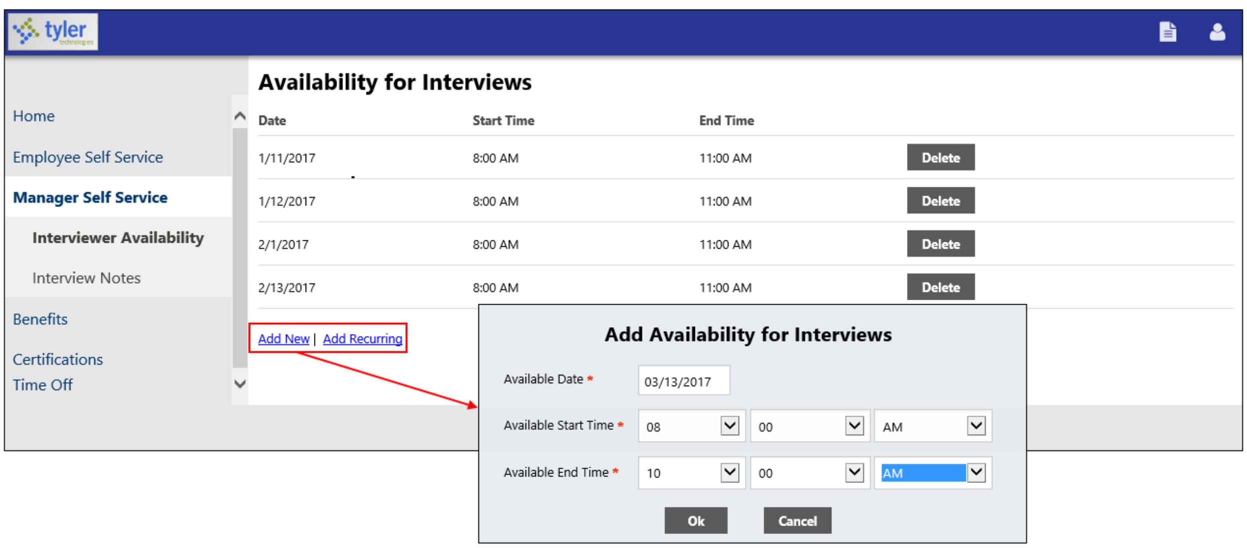


For example, when training information is available for an employee, the training button displays. To view a summary of the training information, hover your pointer over the training button. To view the Training Courses page for that employee, click the Details link in the summary dialog box.

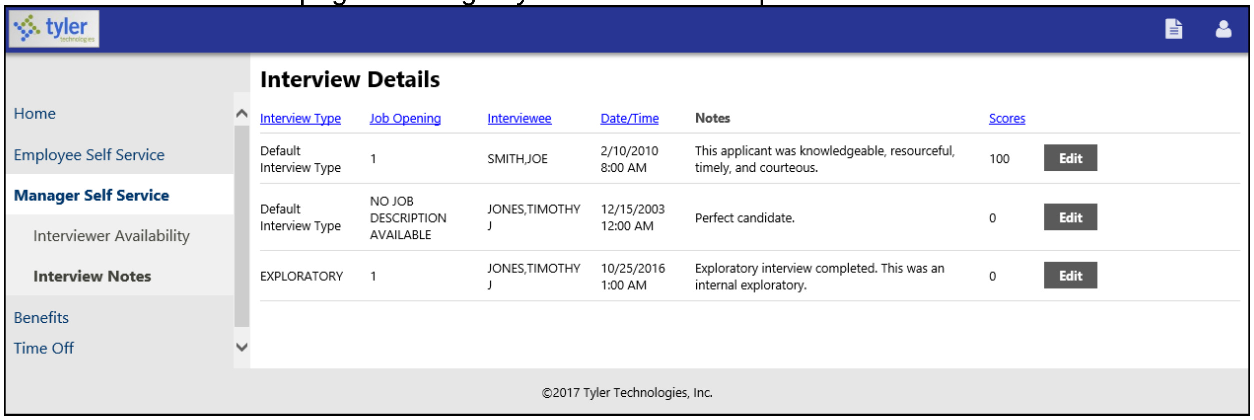
The Actions menu for each employee also provides options for viewing additional employee information, including initiating a personnel action.



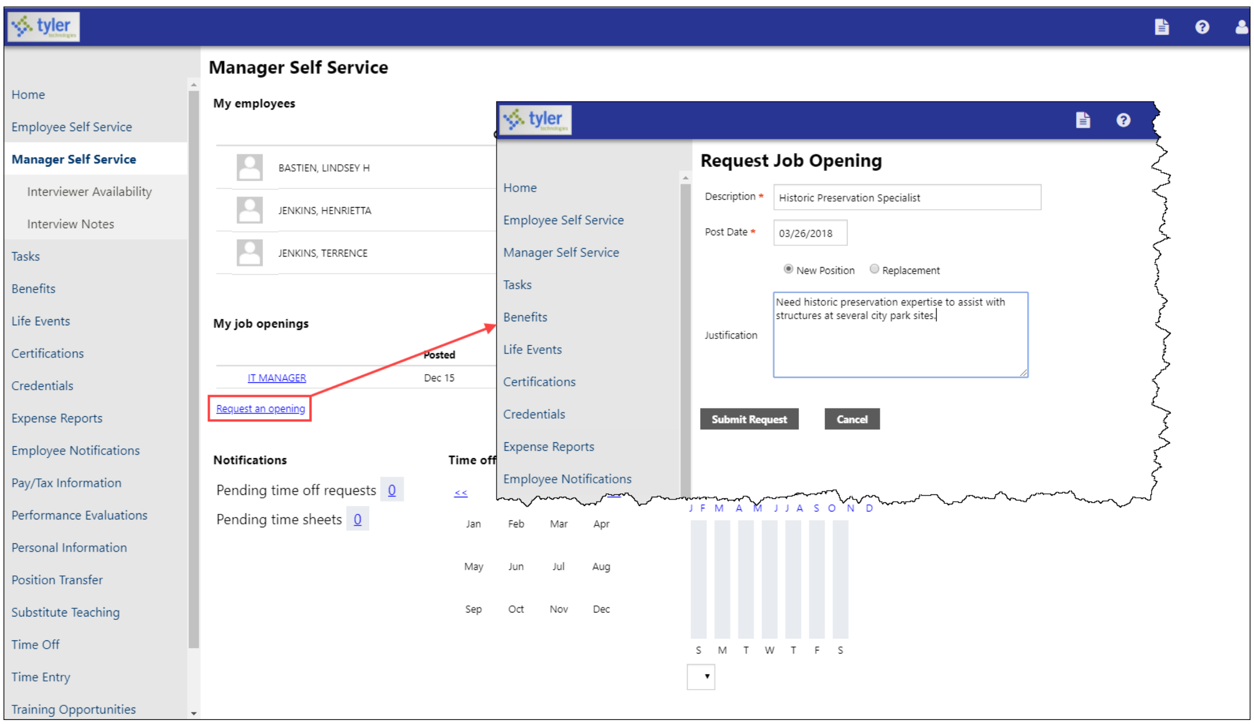
The Manager Self Service menu includes the Interviewer Availability and Interviewer Notes selections. The Interviewer Availability page provides the Add New, Add Recurring, and Delete options for adding or removing available interview times. The ESS–Interviewer Availability page and the Interviewer Availability 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.



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



3.3 BENEFITS

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

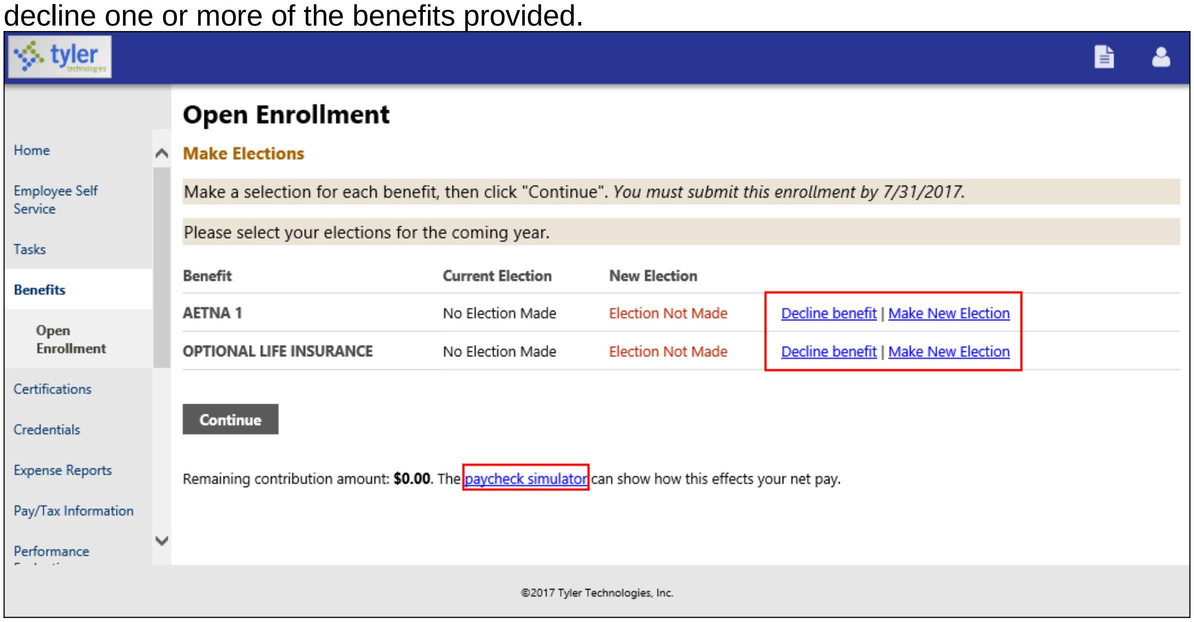
3.3.1 Benefit Reviews/Changes

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

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

3.3.2 Open Enrollment

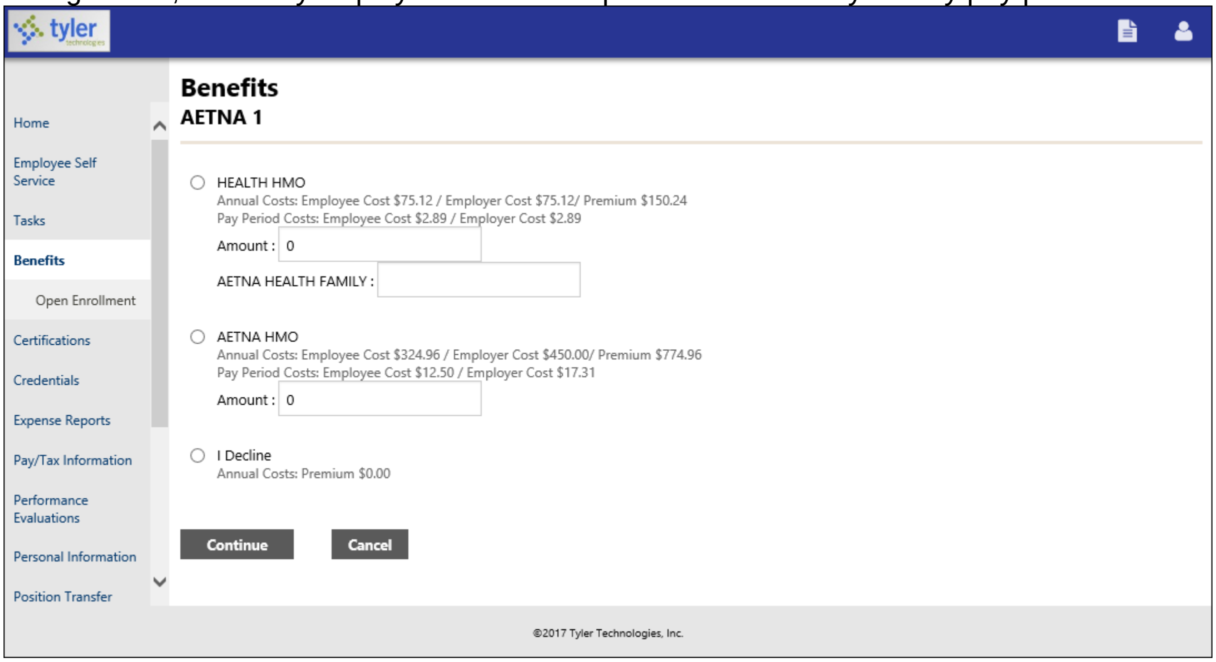
Open Enrollment provides benefit elections for an upcoming coverage period. During the Open Enrollment period established by your organization, you can select your preferred options or decline one or more of the benefits provided.



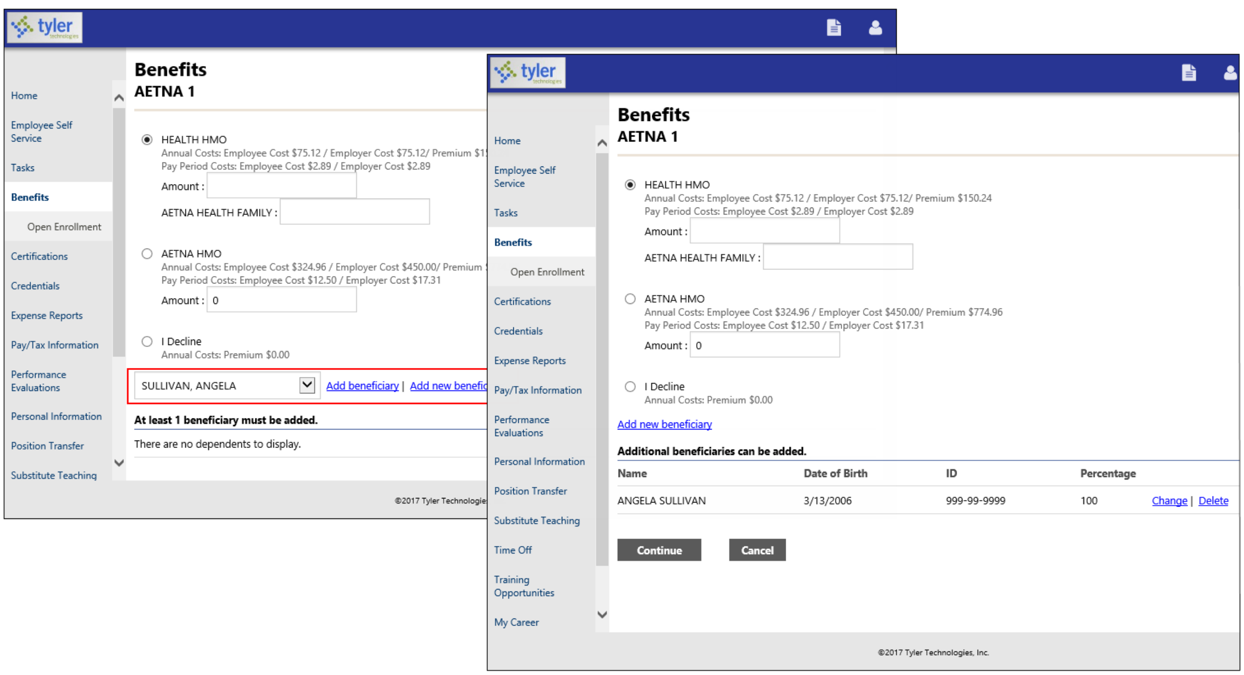
Depending on your organization's ESS settings, the Paycheck Simulator link may be available. When you use the paycheck simulator, ESS indicates how your benefit selections will affect your pay. See the Pay/Tax Information section of this document for more information on using the Paycheck Simulator.

3.3.3 Make New Election

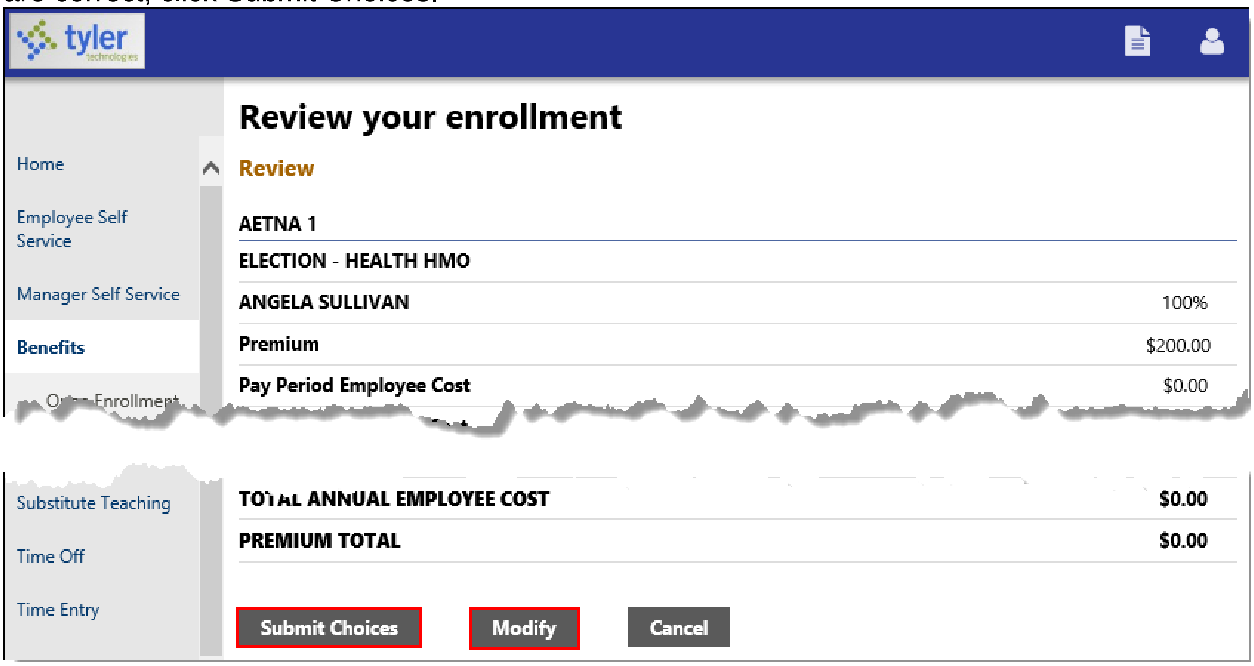
On the Benefits page, click Make New Election for a benefit and the program displays the available options and the cost details for each. Depending on your organization's ESS configuration, ESS may display the costs for options both annually and by pay period.



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.

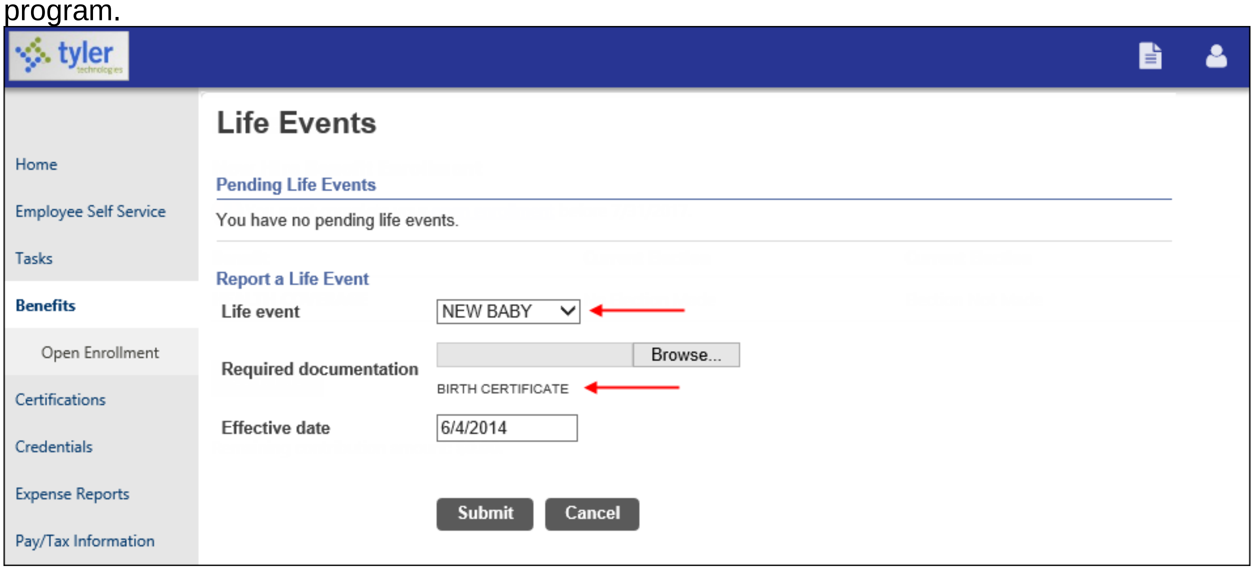


When you have completed your open enrollment choices, the program displays a summary for each benefit type. To make changes, click Modify. Once you have verified that your selections are correct, click Submit Choices.



3.3.4 Report/View Life Events

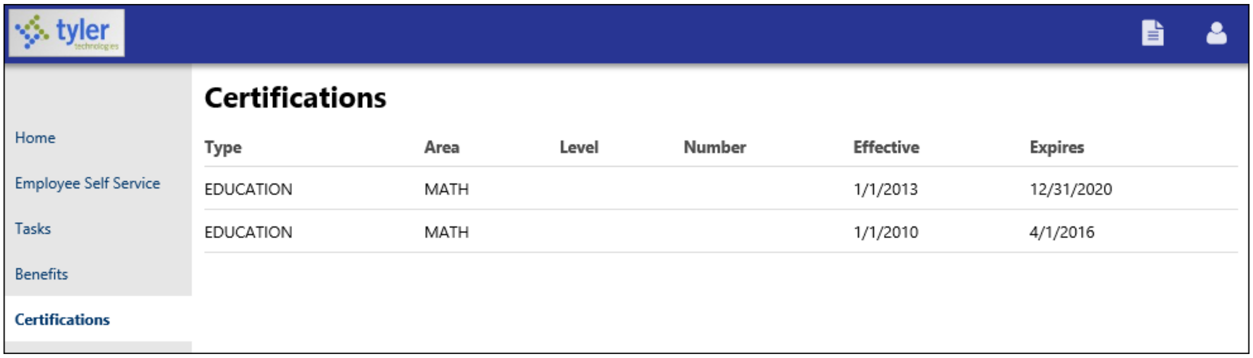
When you select Report/View Life Events, the program displays the change options offered by your organization. Life event codes are maintained in the Munis Qualifying Event Codes program.



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.

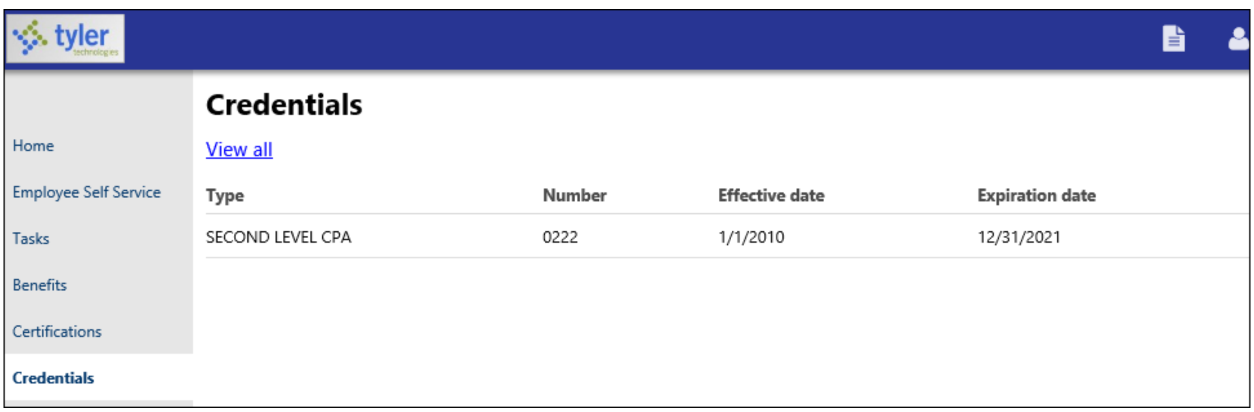
3.4 CERTIFICATIONS

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.



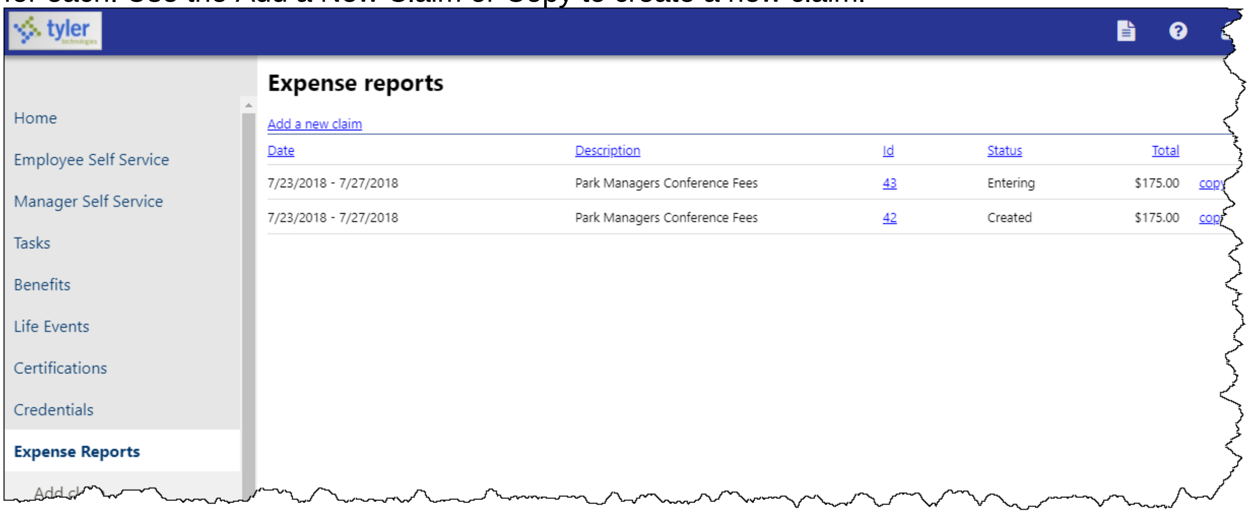
3.5 CREDENTIALS

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.



3.6 EXPENSE REPORTS

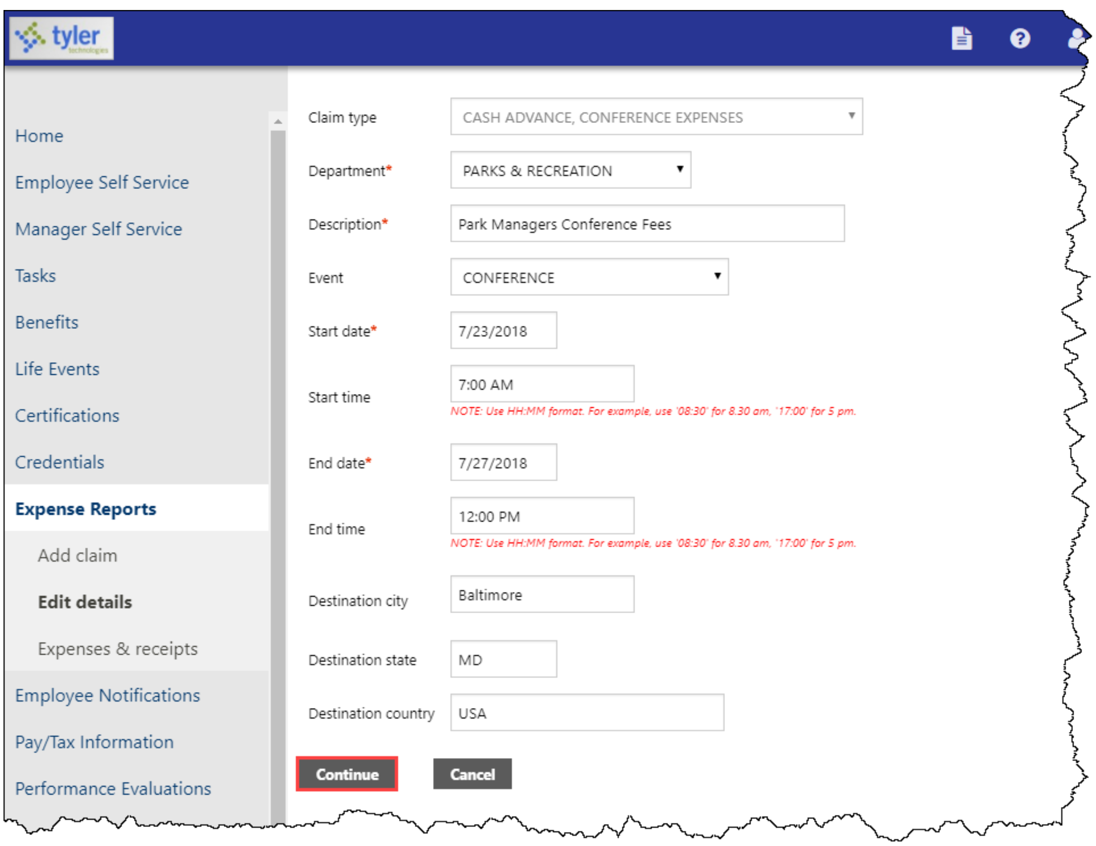
The Expense Reports group displays a list of your current expense claims, along with the status for each. Use the Add a New Claim or Copy to create a new claim.



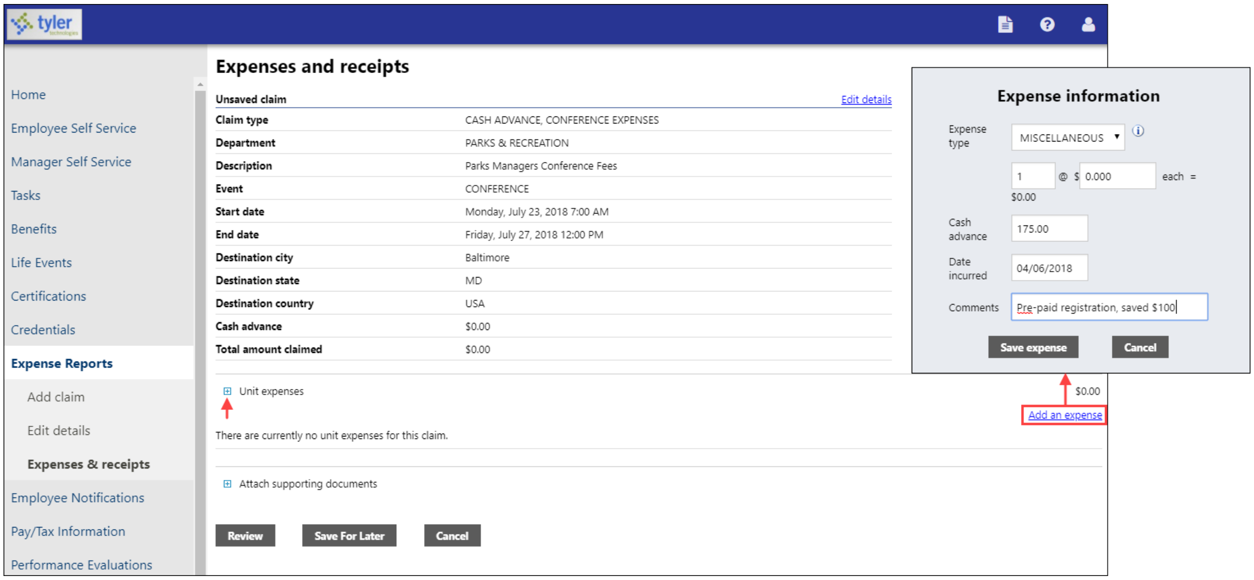
To add a claim:

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

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

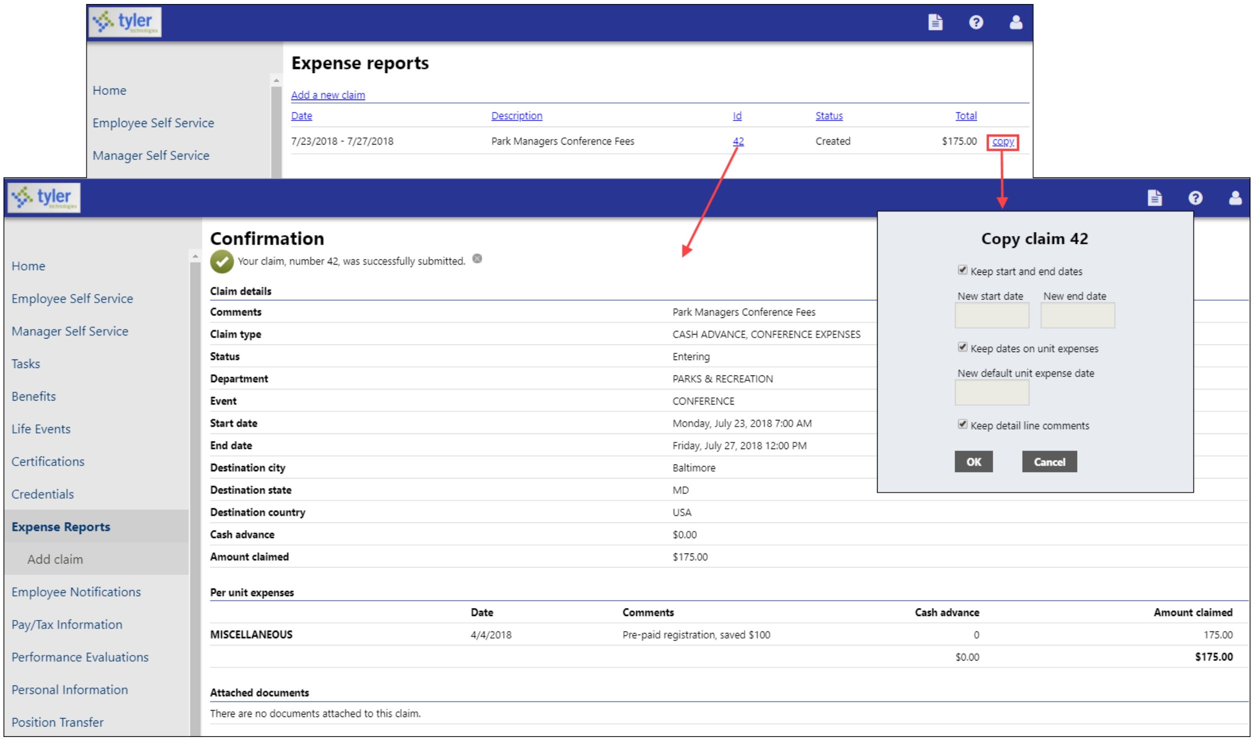


2. Use the expand [+] buttons on the various amount lists to add the expense details.



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.

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

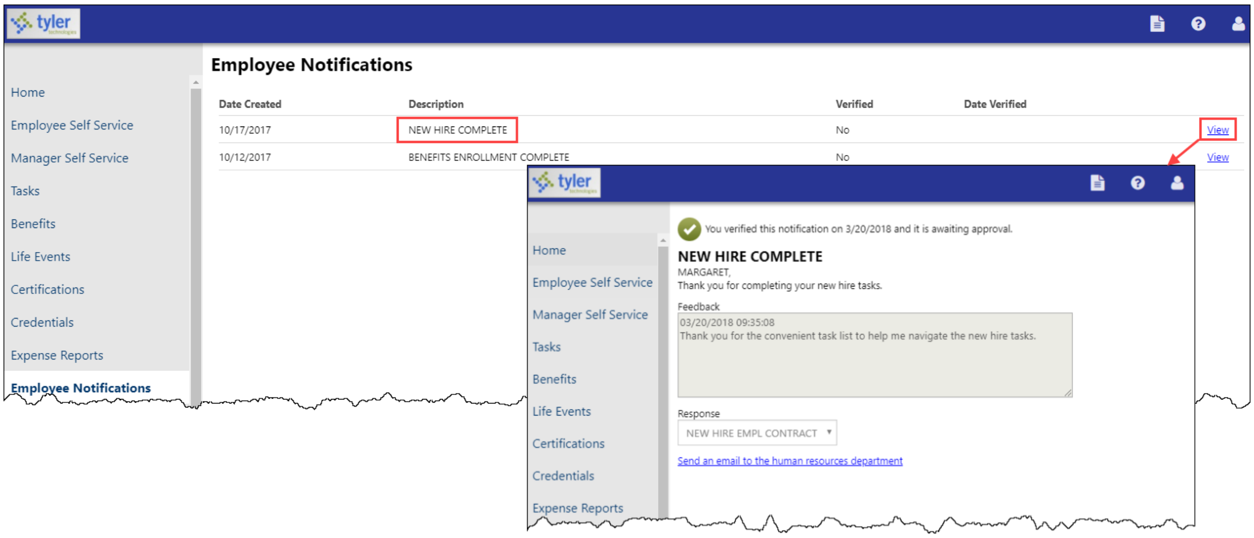


The program displays the Claim Details page. If the claim has not yet been accepted or rejected, the Update button is available for making adjustments.

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.

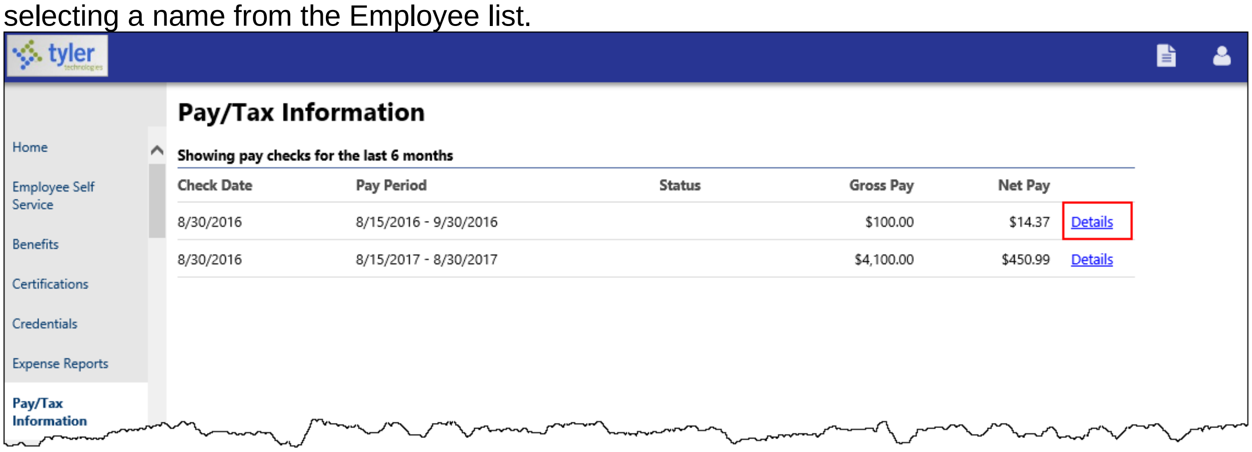
3.7 EMPLOYEE NOTIFICATIONS

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

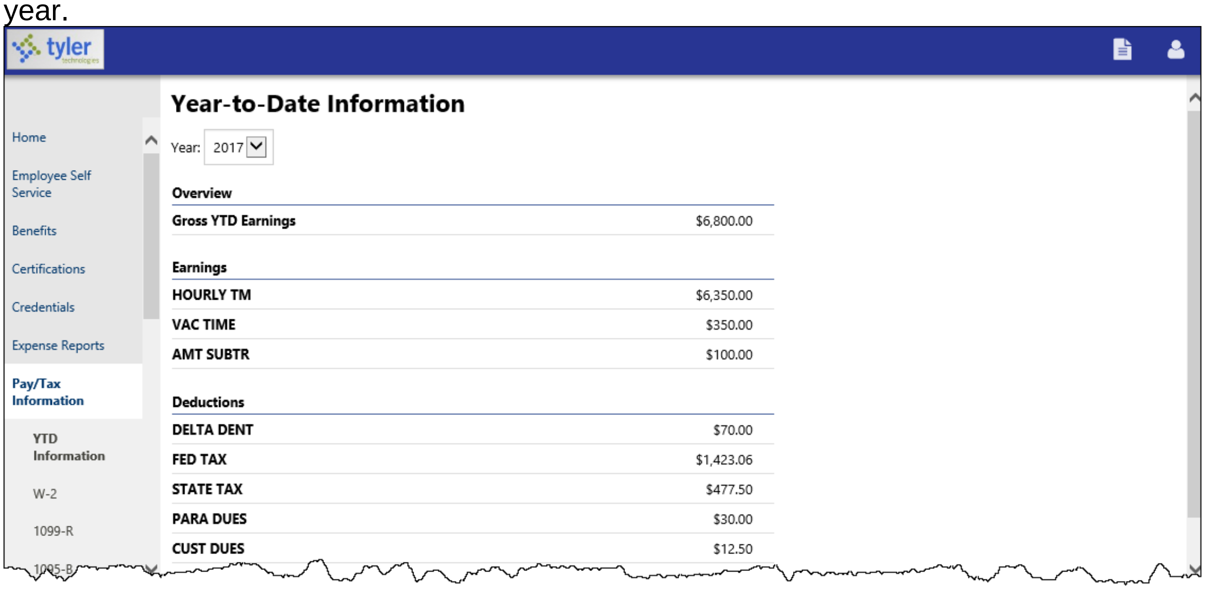
Pay/Tax Information provides current payroll and payroll history details. The payroll history is stored in the Munis Employee Pay History program. If you are a supervisor and you have the appropriate permissions, you can view information for any employees who report to you by selecting a name from the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

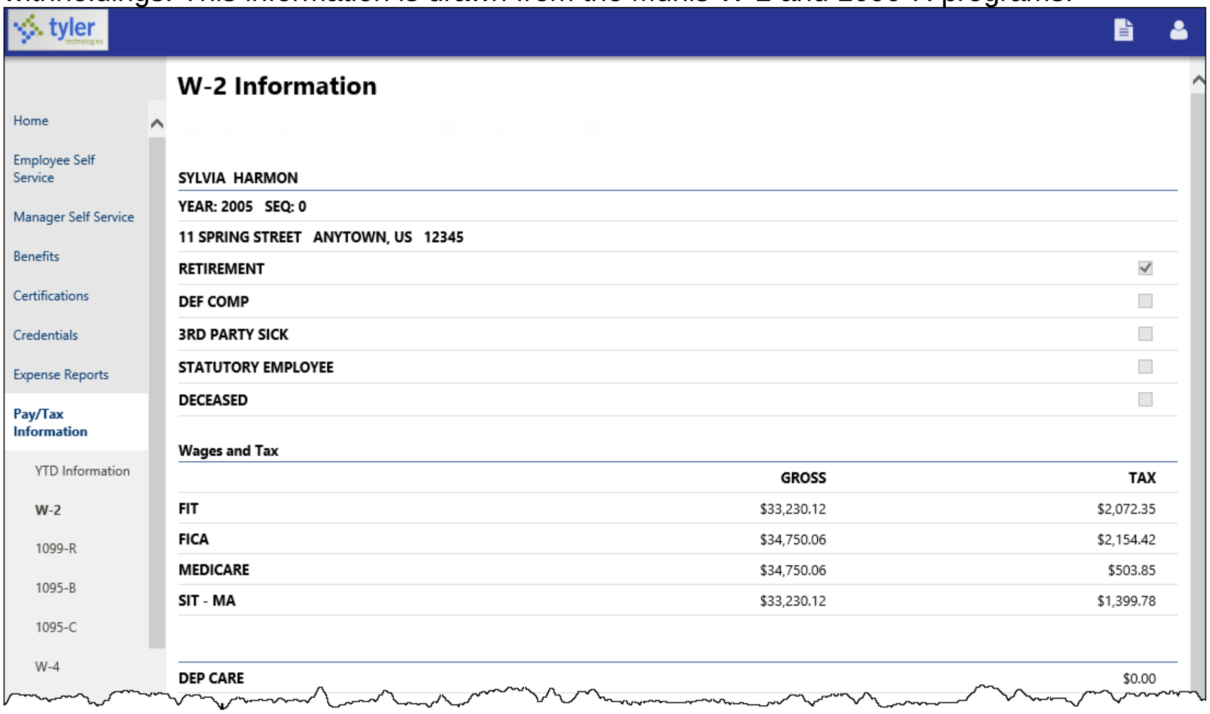
3.8.1 YTD Information

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



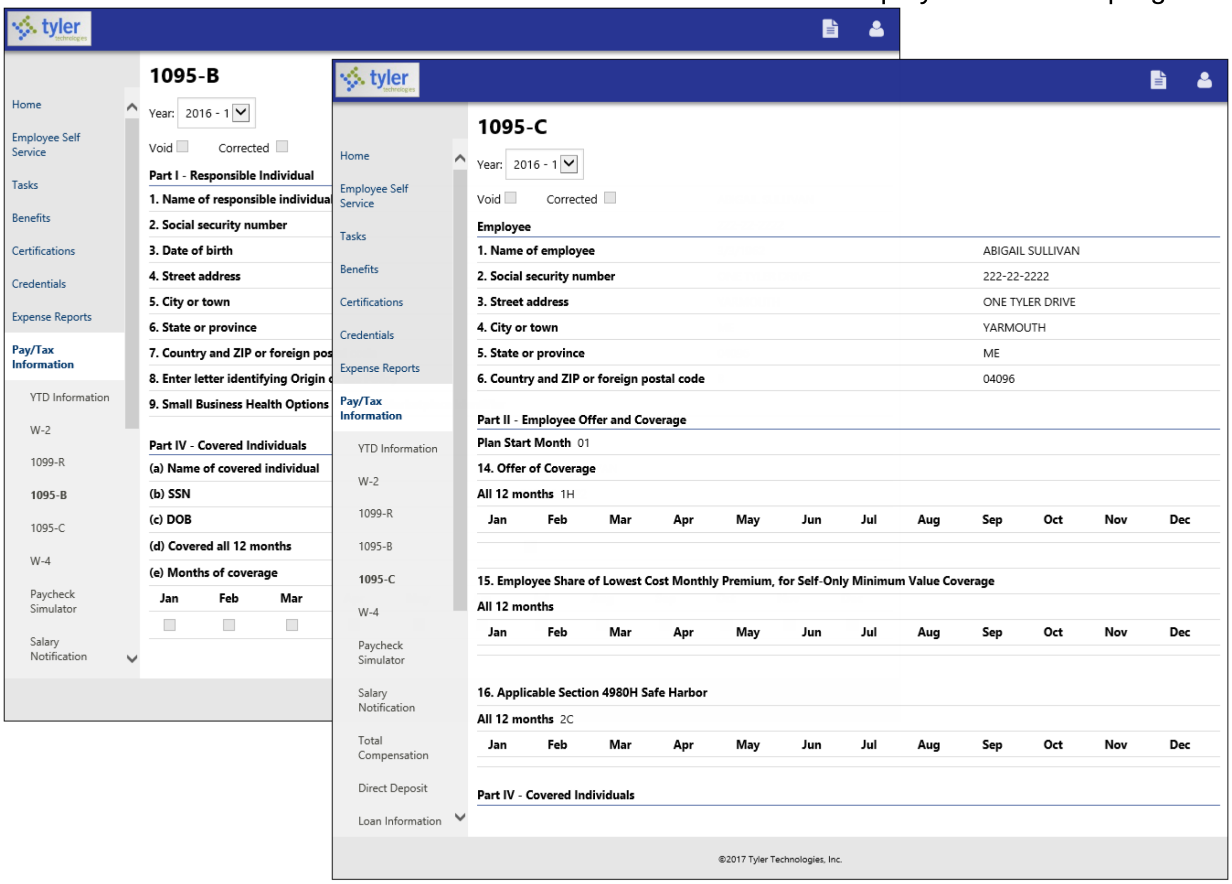
3.8.2 W-2 and 1099-R

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.



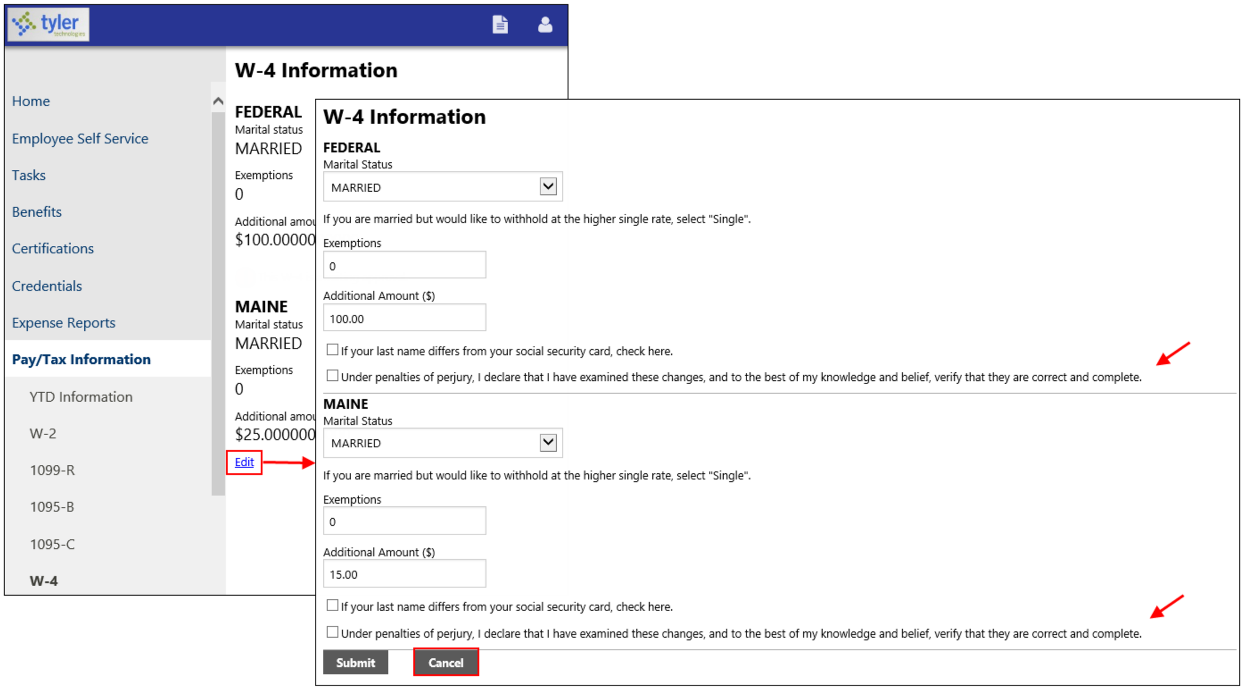
3.8.3 1095-B/C

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.

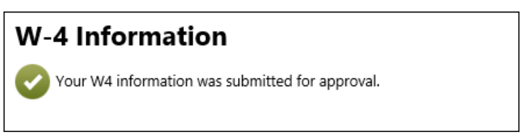


3.8.4 W-4

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.

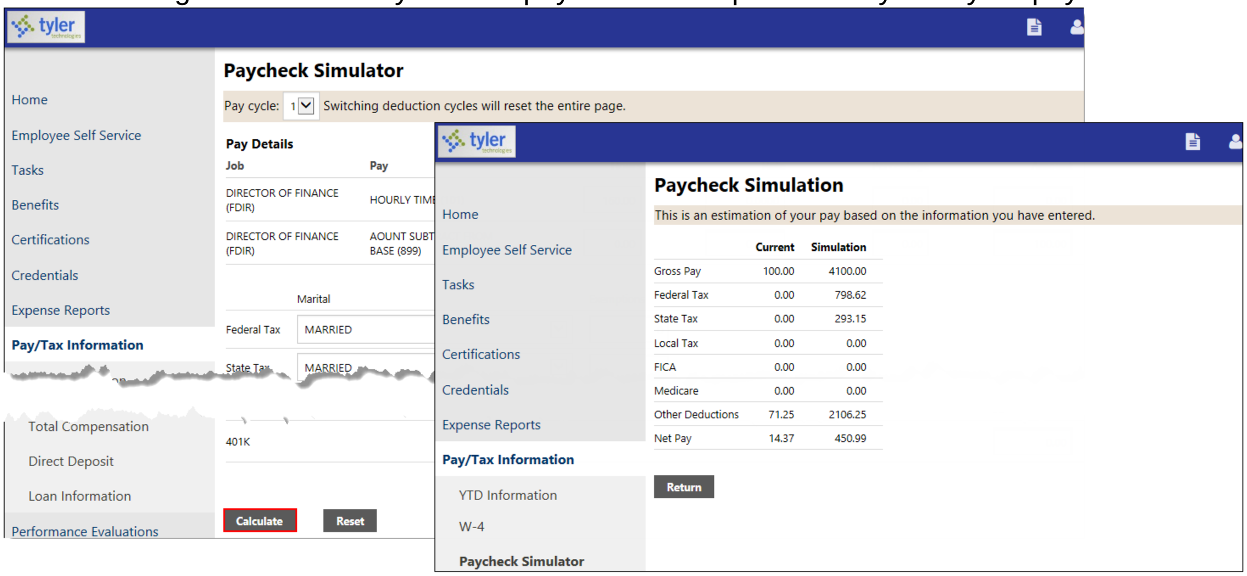


W-4 changes must be approved and processed by your Human Resources department. When you submit changes, ESS displays a confirmation indicating that your change request has been submited for approval.



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.

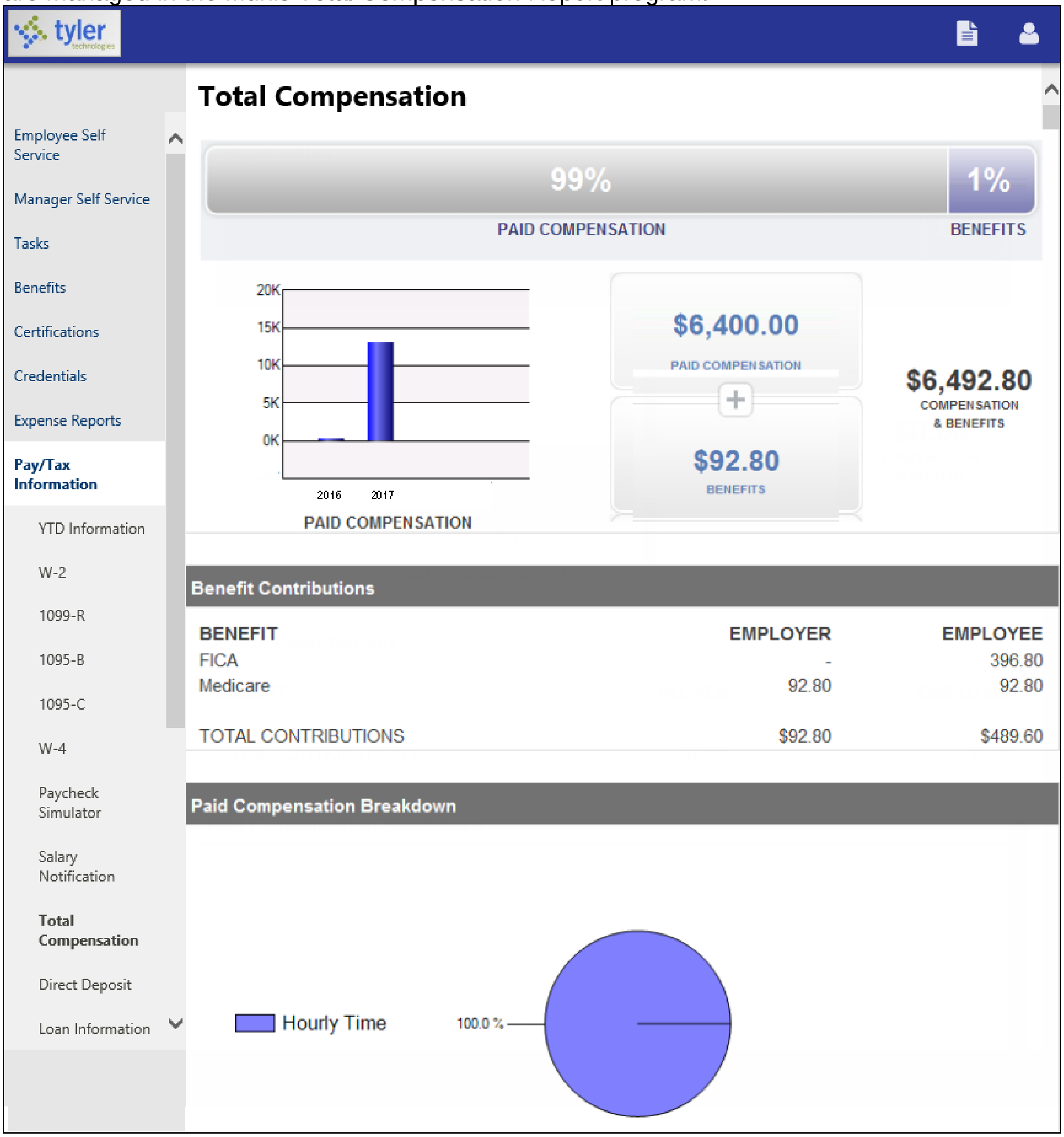


To simulate changes to your paycheck, select the pay cycle for which to simulate a change, enter the change values, and click Calculate. The program displays the updated amounts based on the simulated adjustments.

3.8.6 Total Compensation

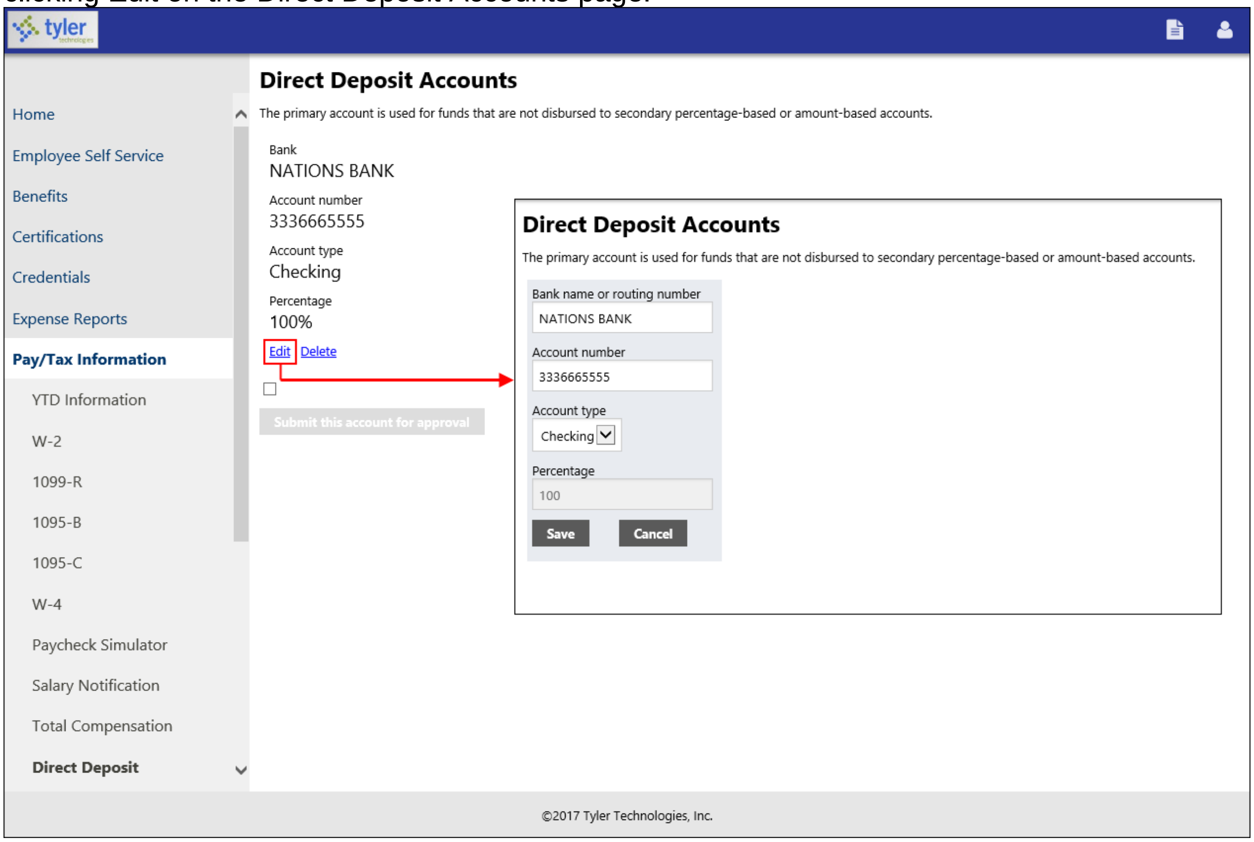
The Total Compensation page displays the details of the compensation you receive from your organization. The Compensation section displays your compensation as paid compensation and benefits. The Benefit Contributions section displays your benefit contributions and your employer’s benefit contributions.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

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



3.8.7 Direct Deposit

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



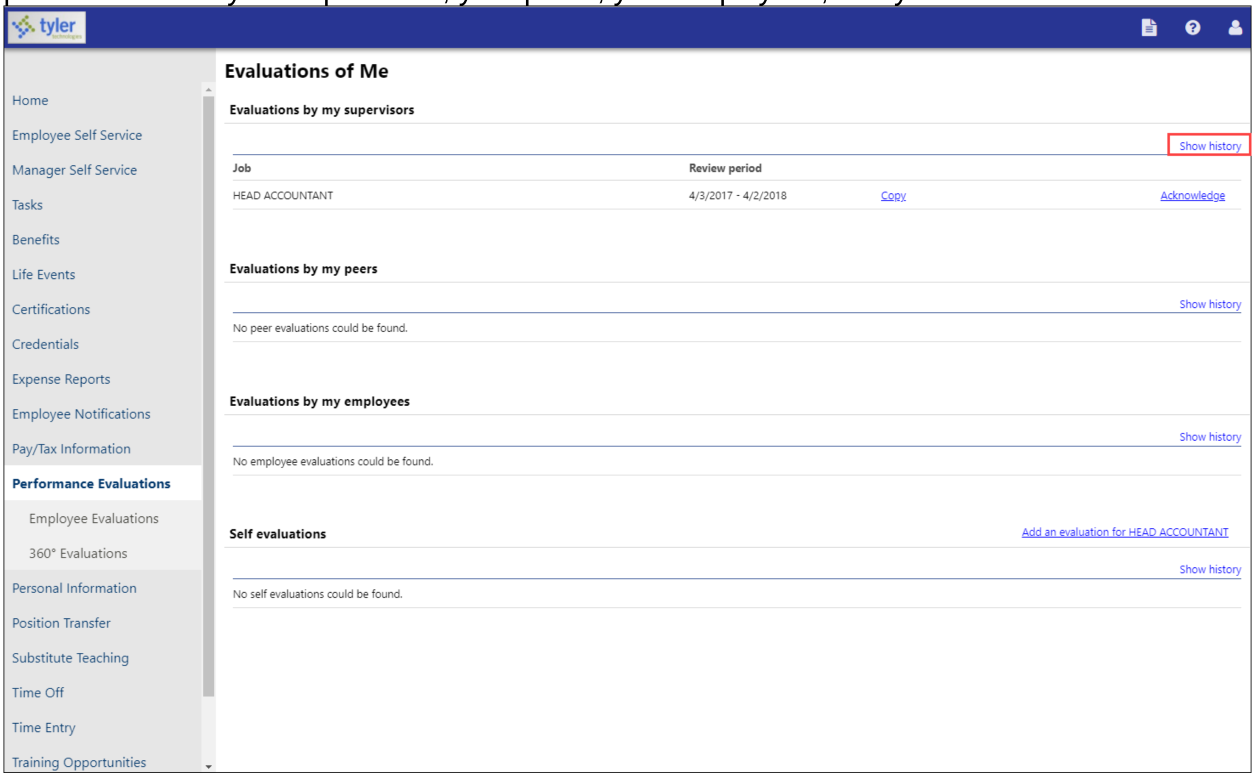
When you select the Submit This Account for Approval check box, the program submits the changes to your Human Resources department for approval. Once they are approved, the changes are effective to the next payroll cycle. (Note: If your organization uses the prenote process for verifying direct deposit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

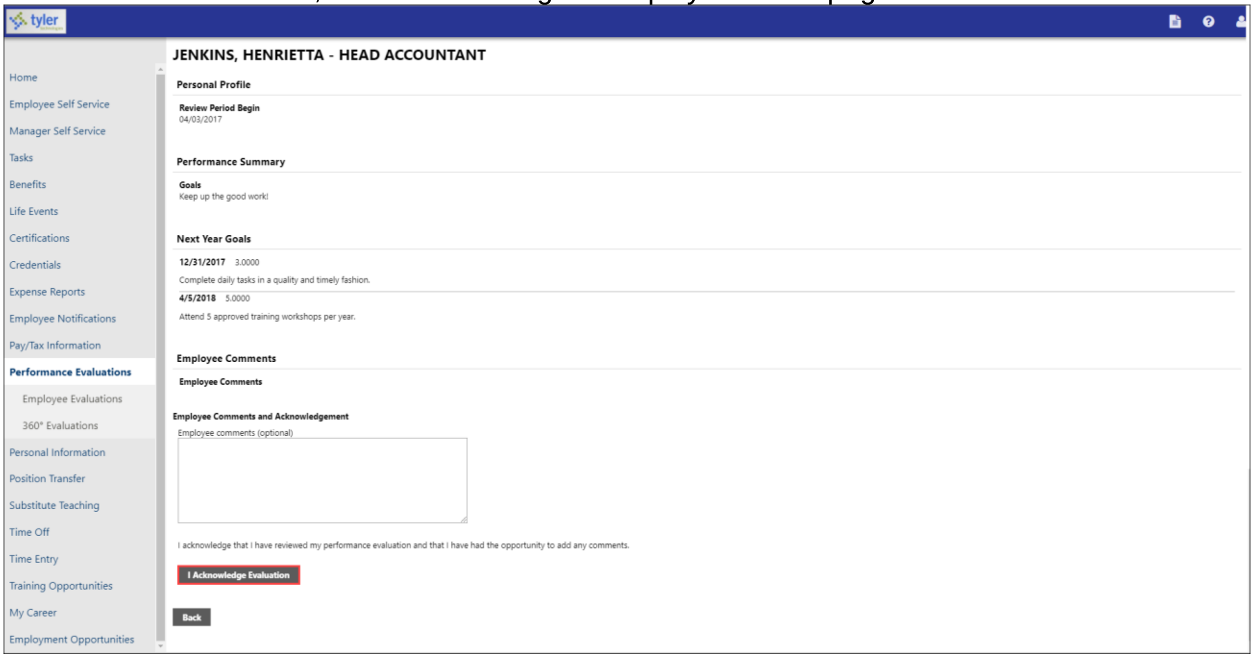
The Performance Evaluations group on the menu provides access to all evaluation functionality. You can view evaluations that you have received and given. If you are a supervisor, you can view evaluations that your employees have received. With the appropriate permissions, you can also create evaluations. 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.



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

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



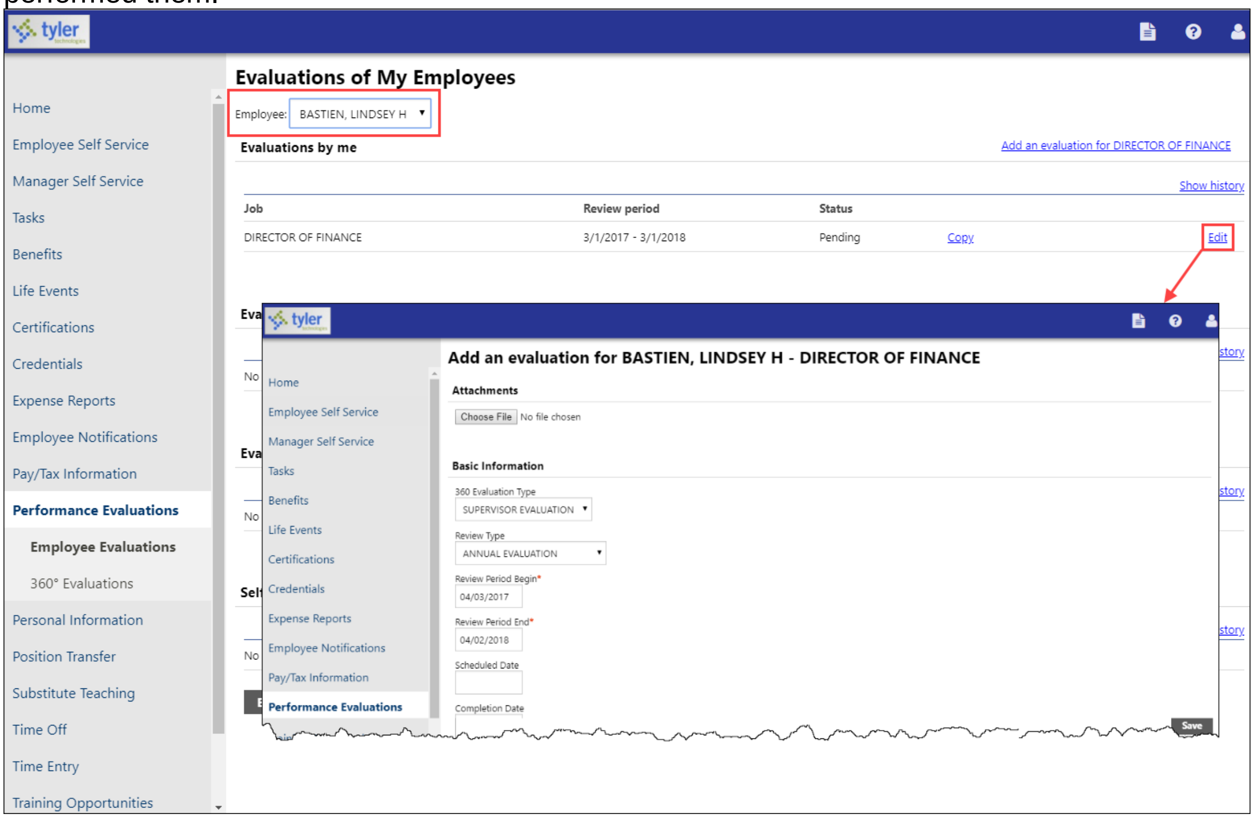
Use the Employee Comments and Acknowledgement box to enter your comments, and then click I Acknowledge Evaluation to indicate that you have reviewed the evaluation, have had an opportunity to enter comments, and submit the acknowledgement.

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.

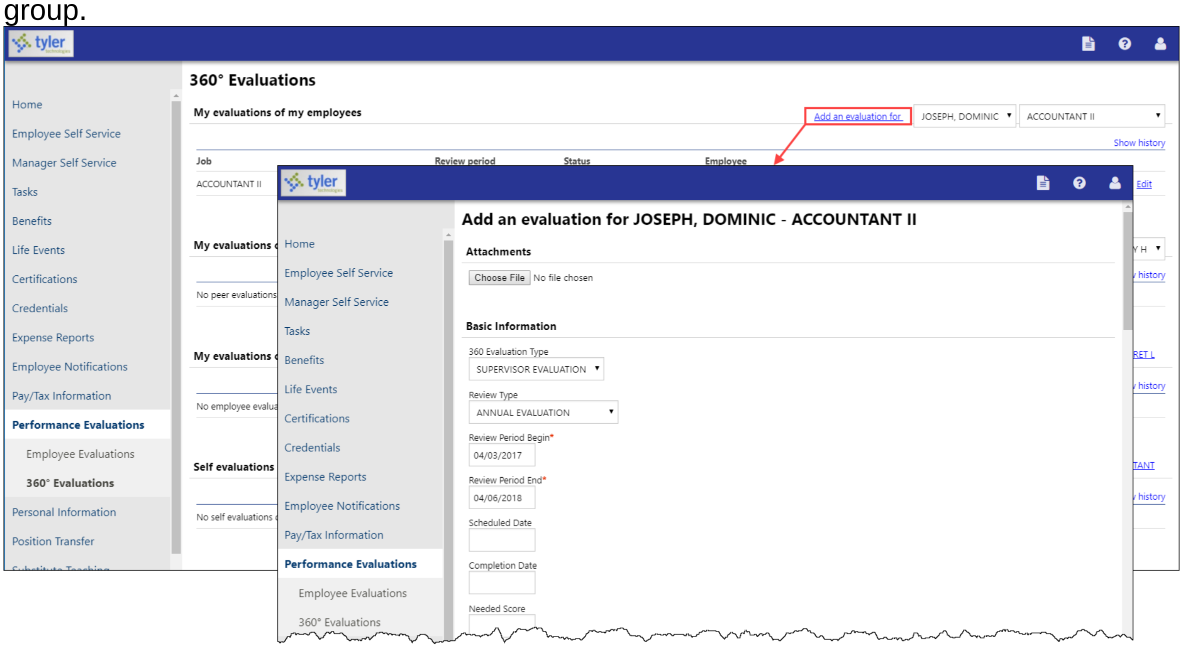
Click Employee Evaluations on the ESS menu to display the Employee Evaluations page. This page provides a list of evaluations given to your employees, grouped according to who performed them.



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.

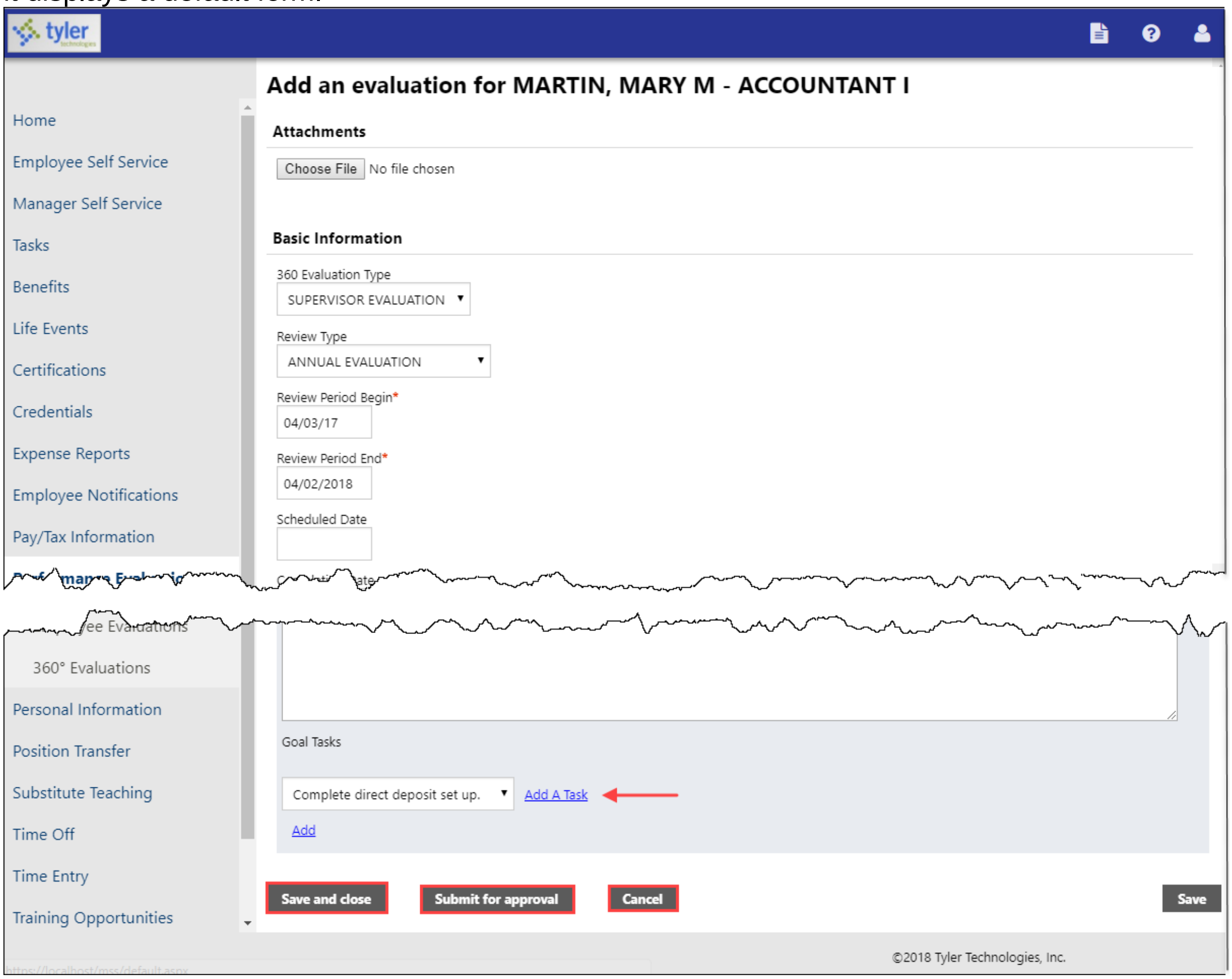
If you have permission to perform an evaluation, the header for the applicable evaluation group includes the Add an Evaluation For link. For example, if you have permission to perform employee evaluations, this link displays for the My Evaluations of My Employees group.



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.



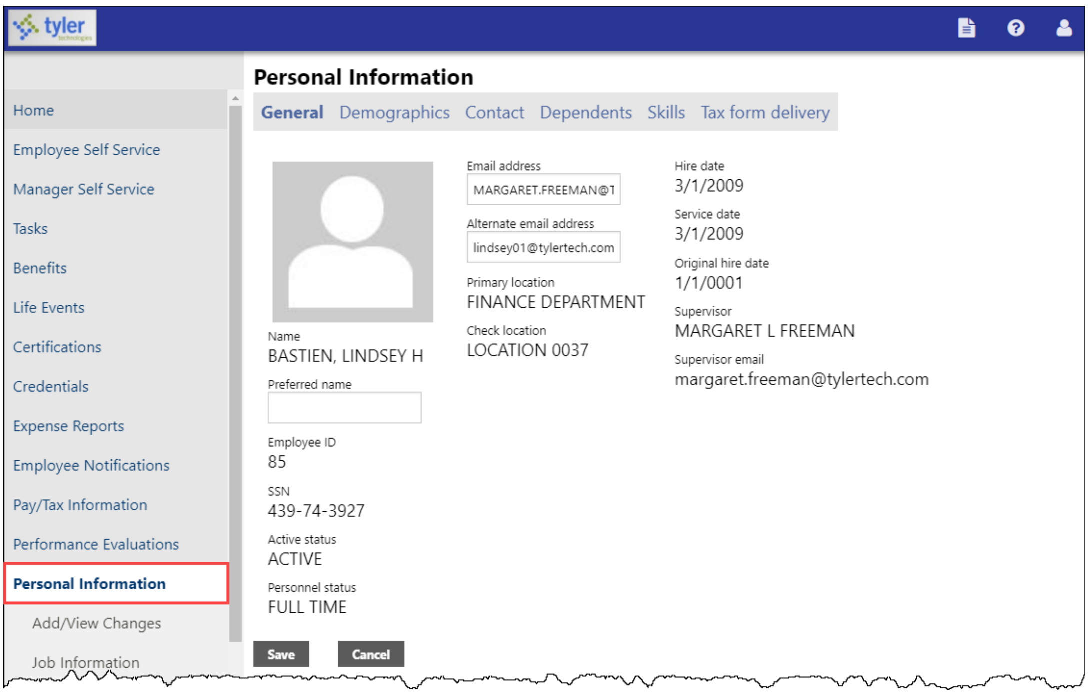
3. Complete the fields, as appropriate, to define the evaluation.
   Use the Add or Edit options, if available, to add new data or edit existing data in a section.
4. At any point, click Save and Close to save the evaluation and return to it at a later time.
5. Click Submit for Approval to submit a completed 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.

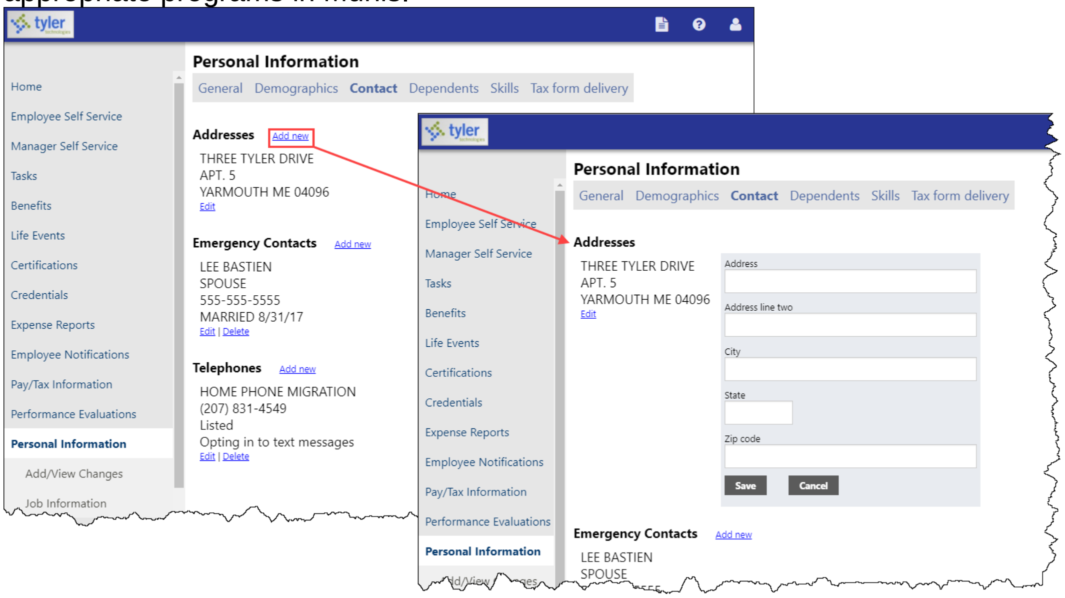
Additionally, within the Personnel Settings program, the ESS Goals Copy Option must be populated with a selection.

3.10 PERSONAL INFORMATION

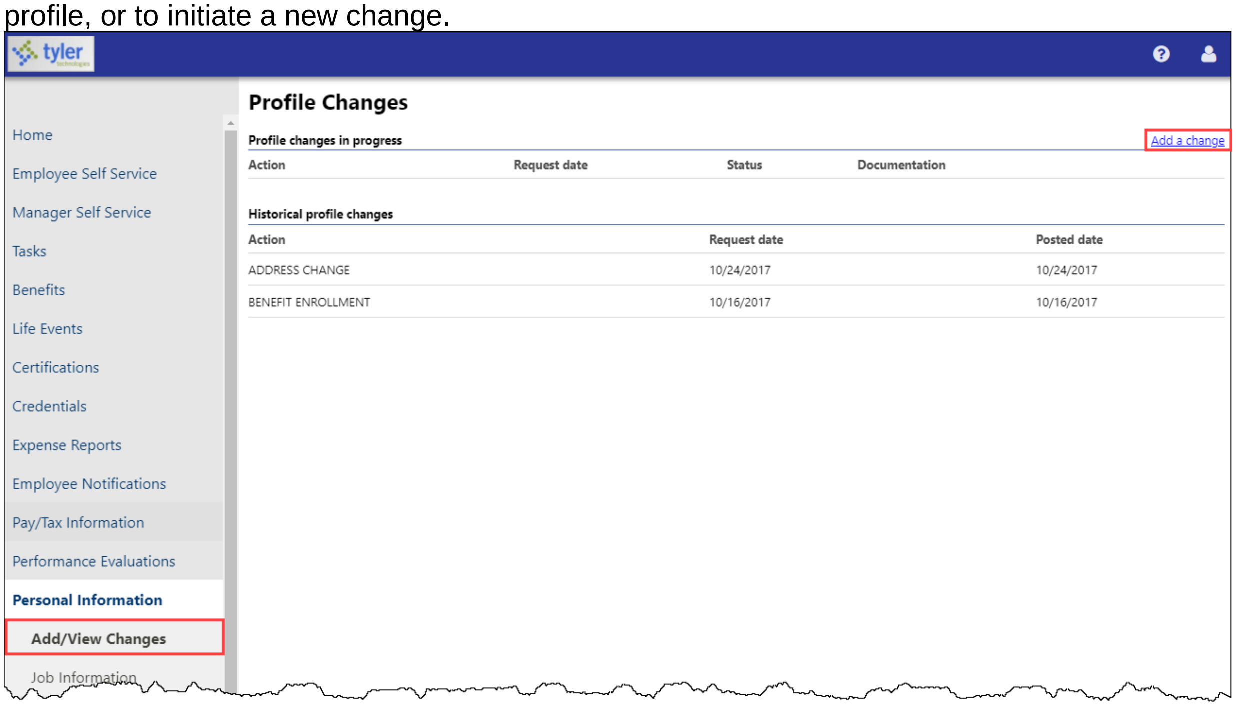
When you click Personal Information on the menu, ESS displays your personal information as it is stored in Munis Employee Master, and, if allowed by your organization, provides opportunities to update the information directly from ESS. Click the Edit link from each tab: General, Demographics, Contact, 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.



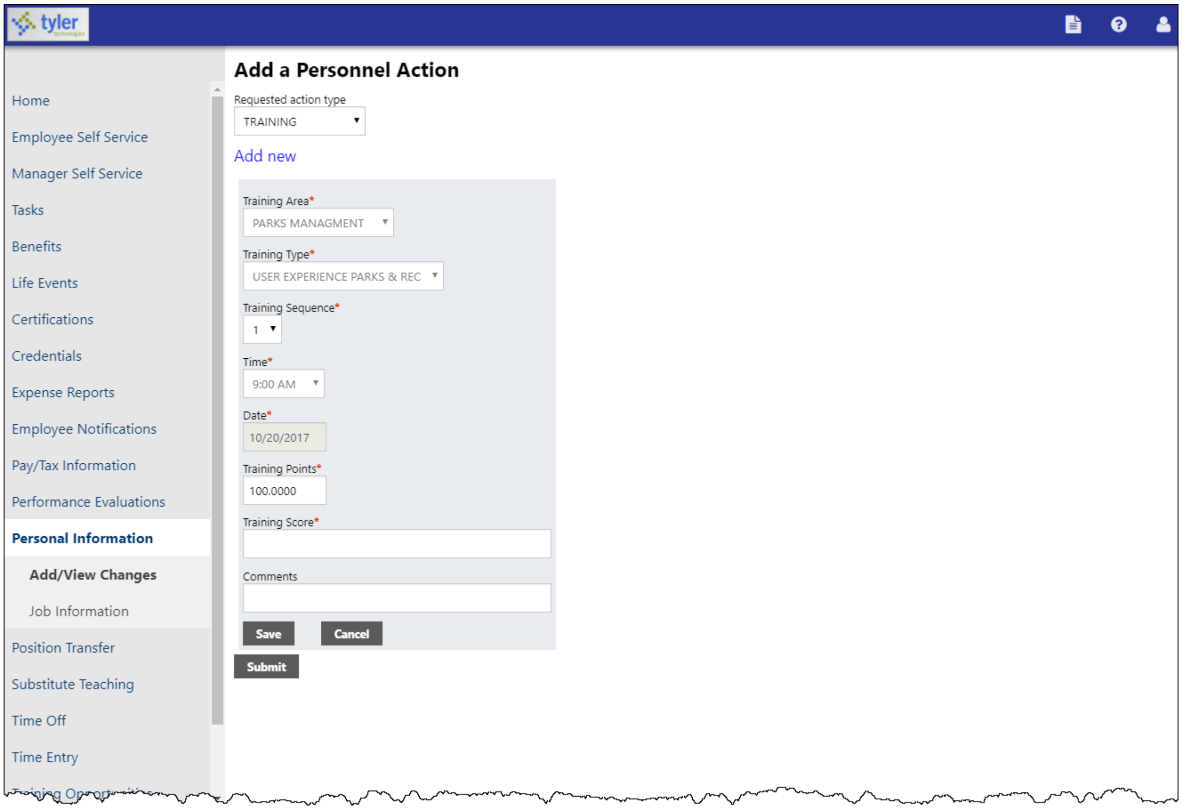
For those sections that provide a Change or Add option, you can update or add additional information. When you do update or add information, the updates are transferred to the appropriate programs in Munis.



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



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



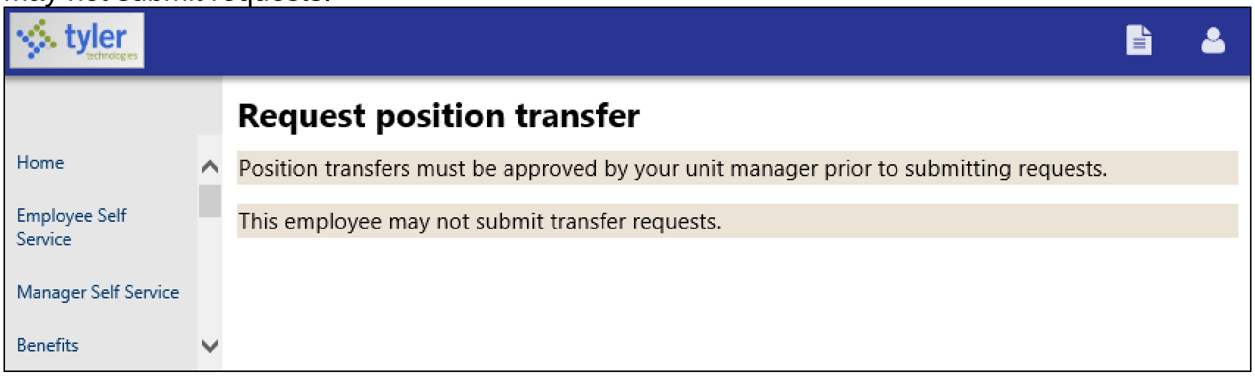
If an action requires supporting documentation, use the Browse option in the Attachments group to navigate to the file to upload. If there are existing attachments, use the Remove option to delete them, as applicable.

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.

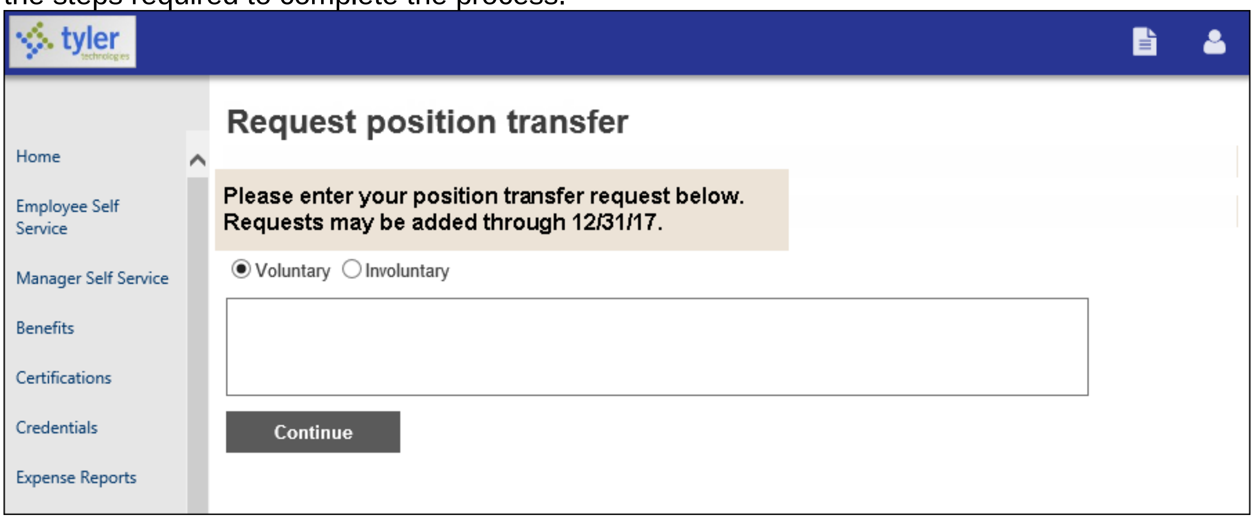
3.11 POSITION TRANSFER

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.



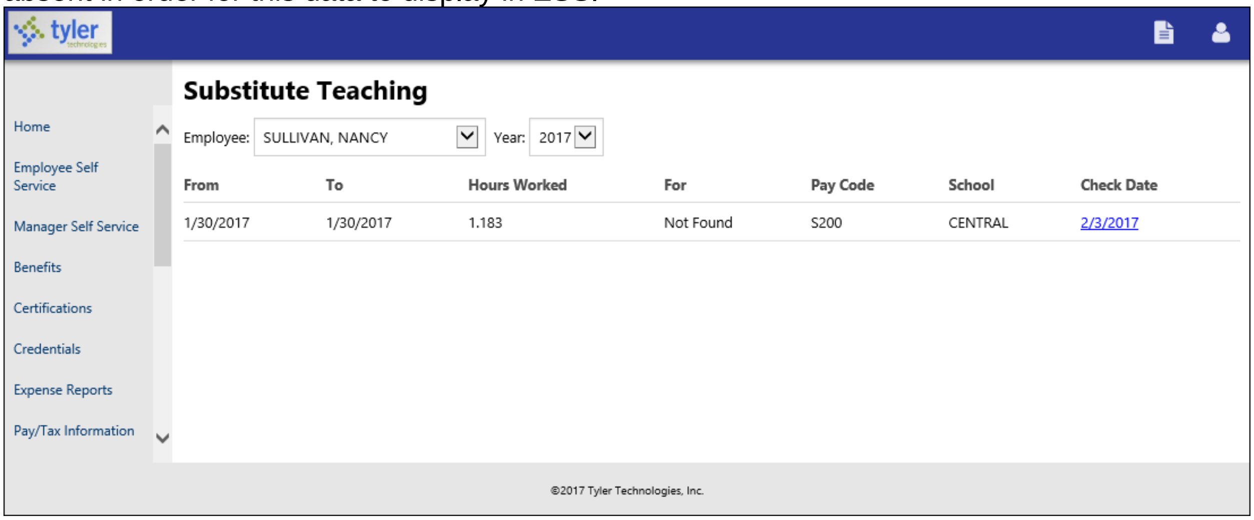
If Position Transfer is set up for your organization, the program provides a series of screens of the steps required to complete the process.



3.12 SUBSTITUTE TEACHING

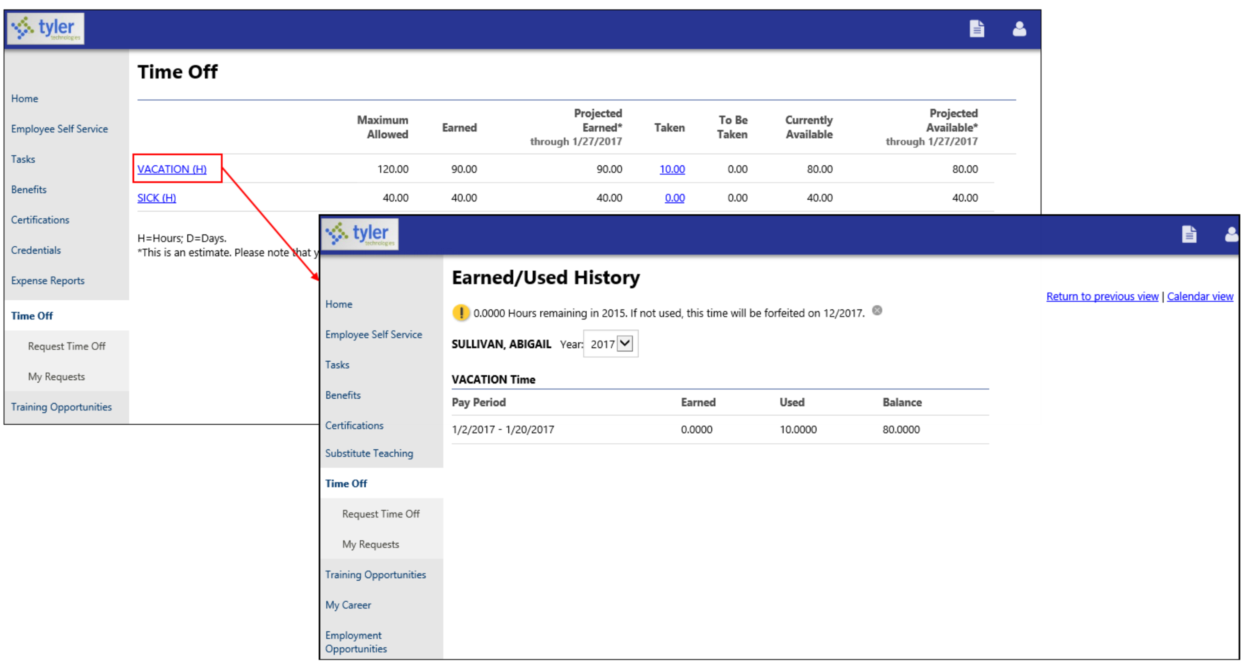
Substitute Teaching displays days worked by a substitute teacher. The dates worked, number of days/hours worked, who they substituted for, where they substituted, and a link to the check in which they were paid for those days are displayed. Click Calendar to view the days worked in a calendar view.

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.



3.13 TIME OFF

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



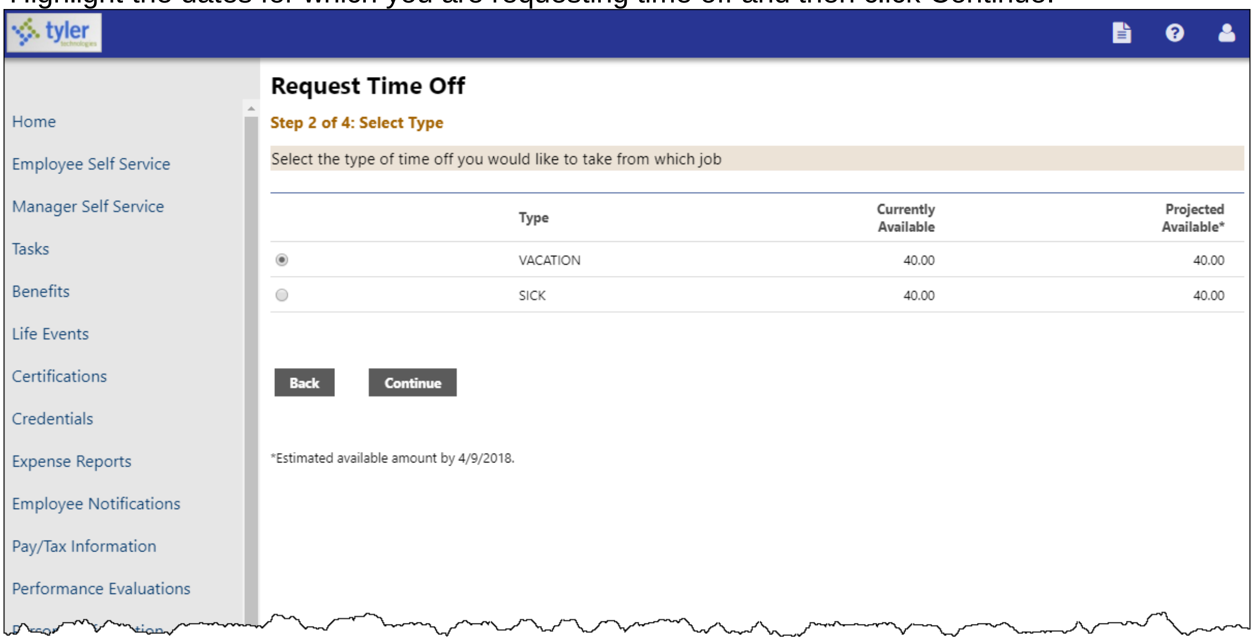
displays the time off that you have taken.

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

3.13.1 Requesting Time Off

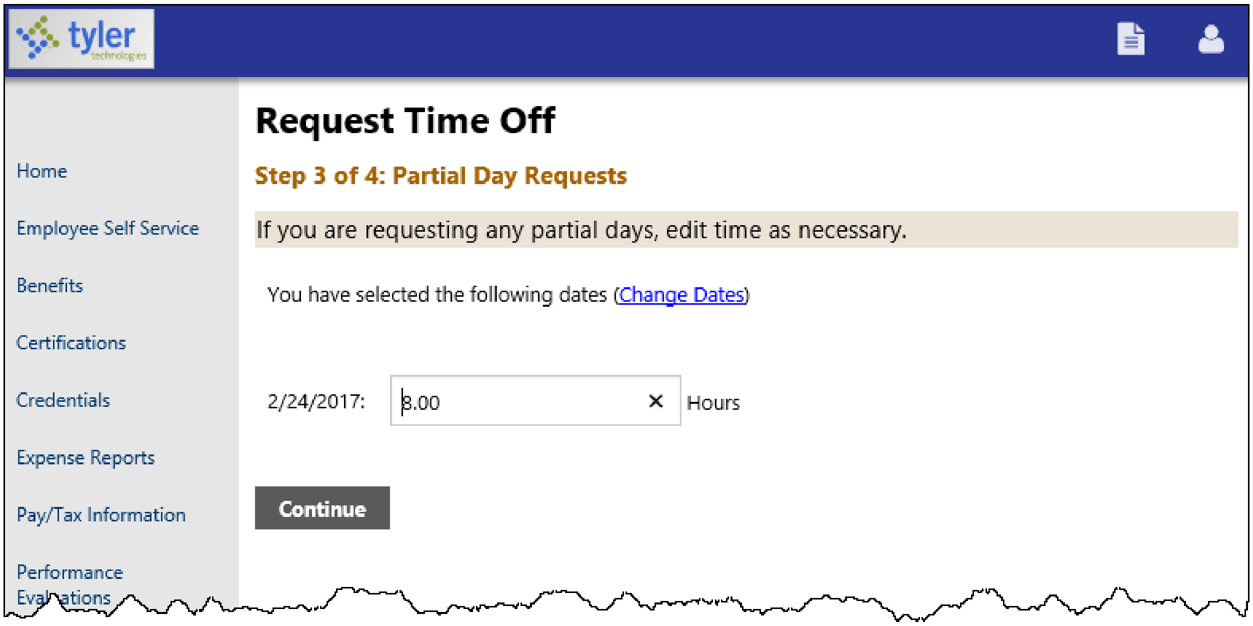
To request time-off:

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.



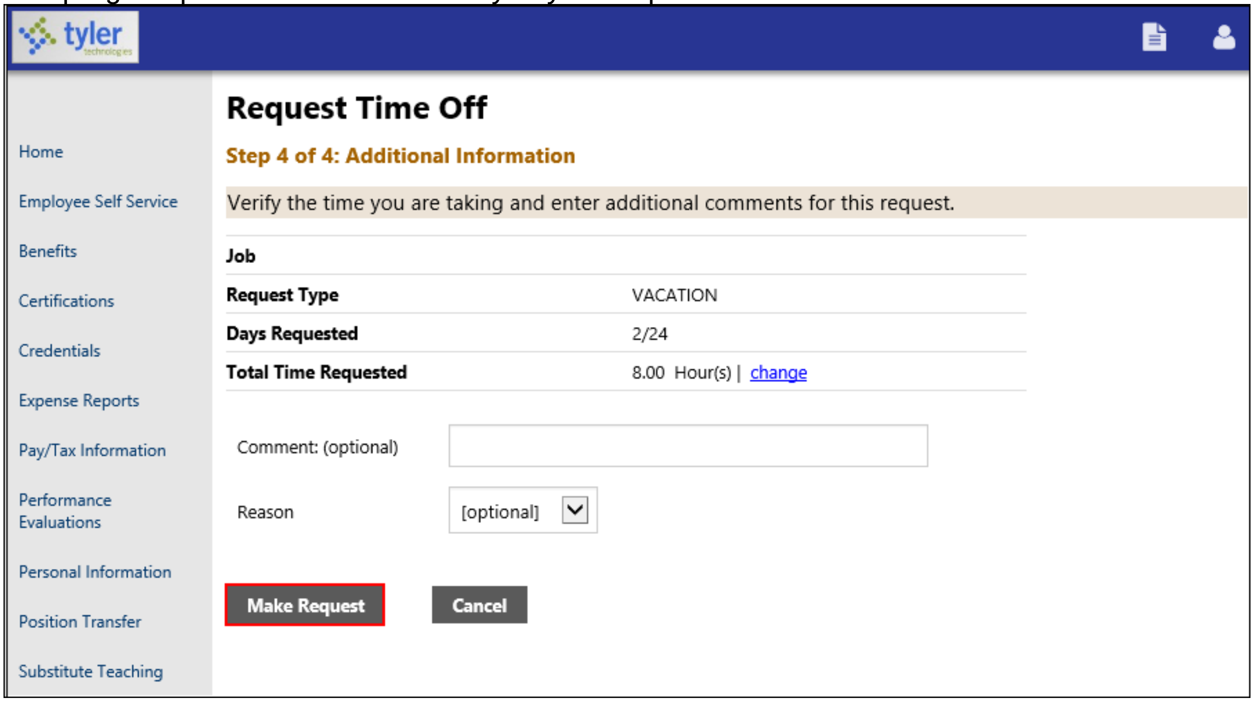
   The program displays the Select Type page.
2. Select the type of time-off you are requesting.
   The program displays only the types of time-off that are available. For example, if you only have vacation time available, the program only displays the vacation option; if you have vacation time and personal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

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



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

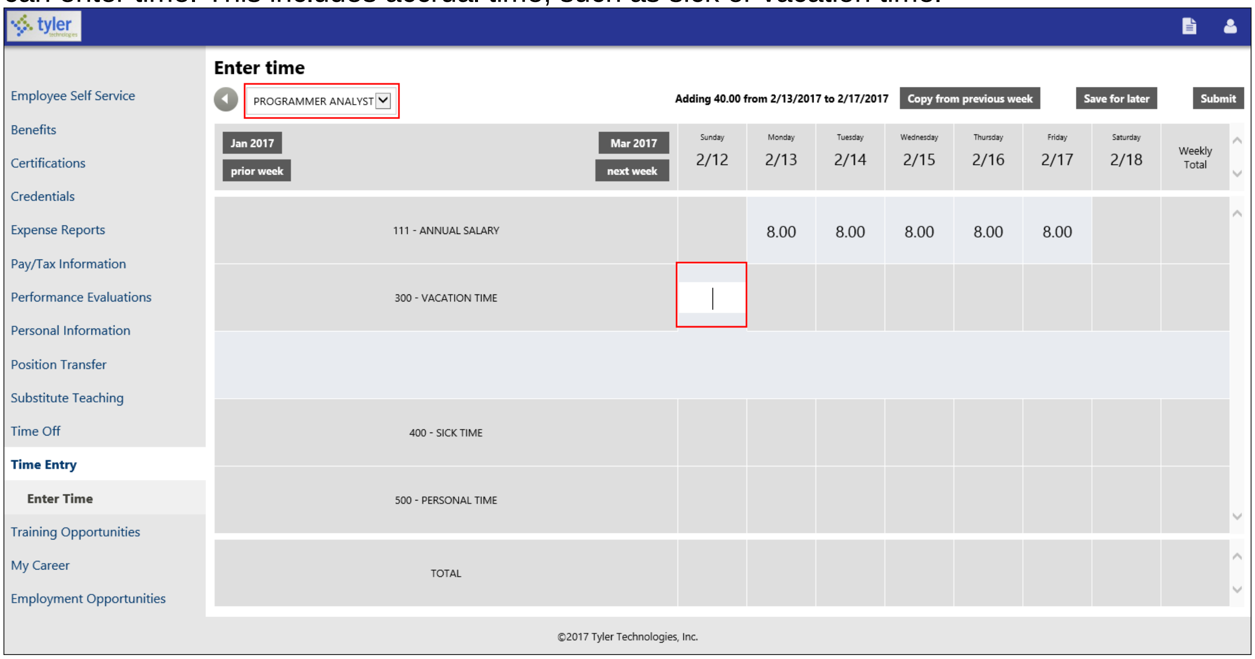
5. Click Continue.
   The program provides a final summary of your request.



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.

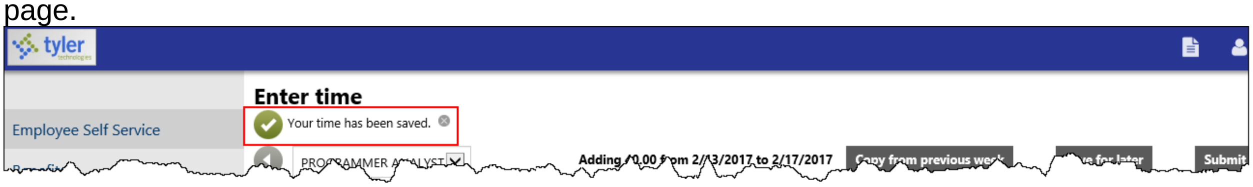


To complete a time sheet, select the job for which you are entering time and enter hours in the grid. To enter hours and additional details, select a box in the grid and complete the fields configured by your organization, for example, General Ledger Account or Notes. Enter time worked, sick time, vacation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

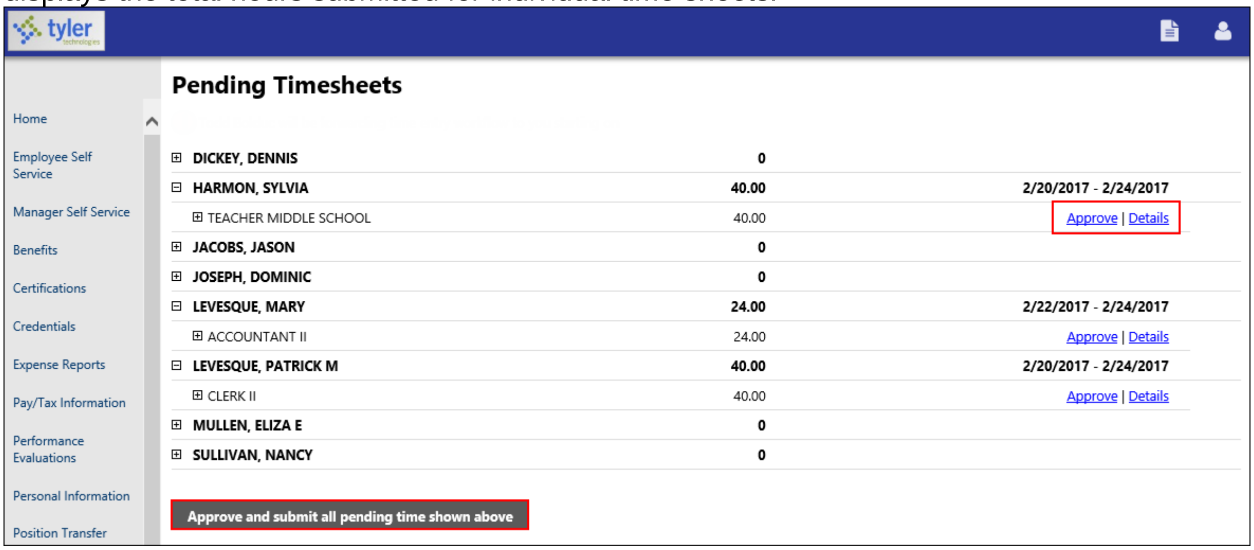
Click Save for Later to save the time sheet for completion at a later time, or click Submit to submit a completed time sheet. If the Require Acknowledgement for Time Entry records is enabled in Employee Administration, the program provides a certification acknowledgement for the time enter. When you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



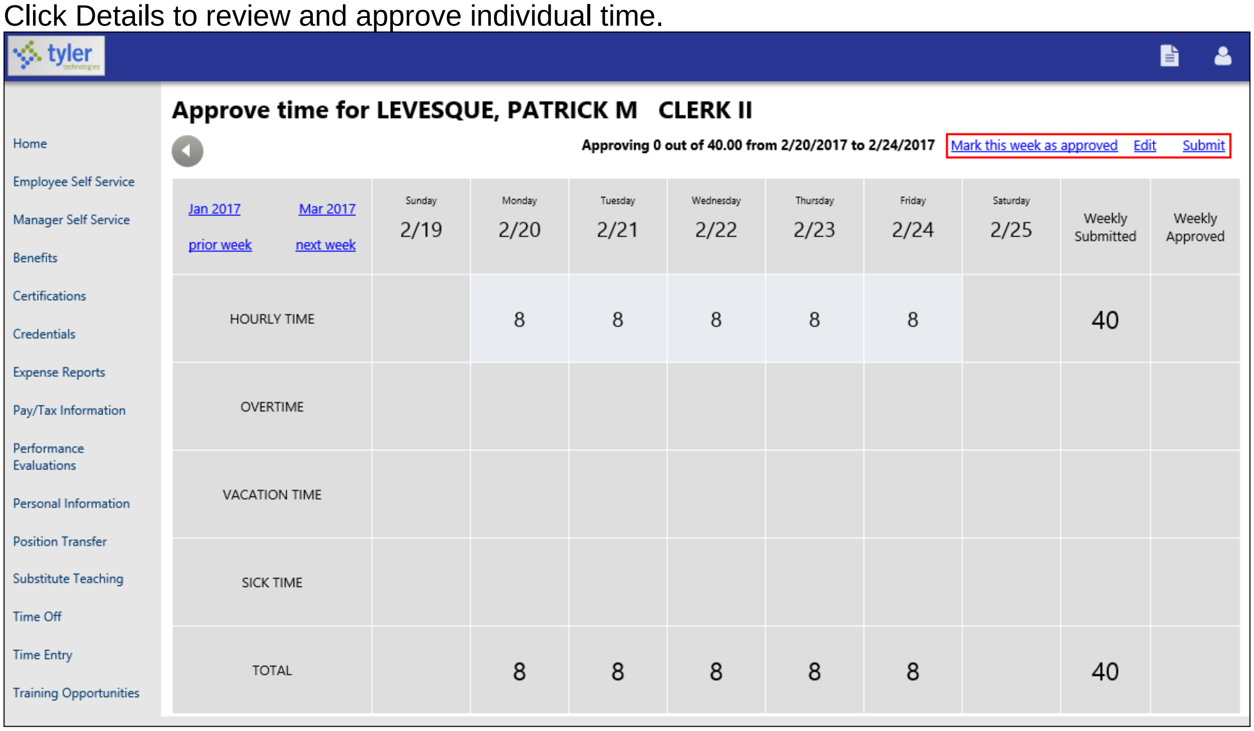
If your organization has not configured workflow, time sheet entries are automatically approved. Otherwise, time sheets require the approval of a supervisor.

3.14.1 Approving Time

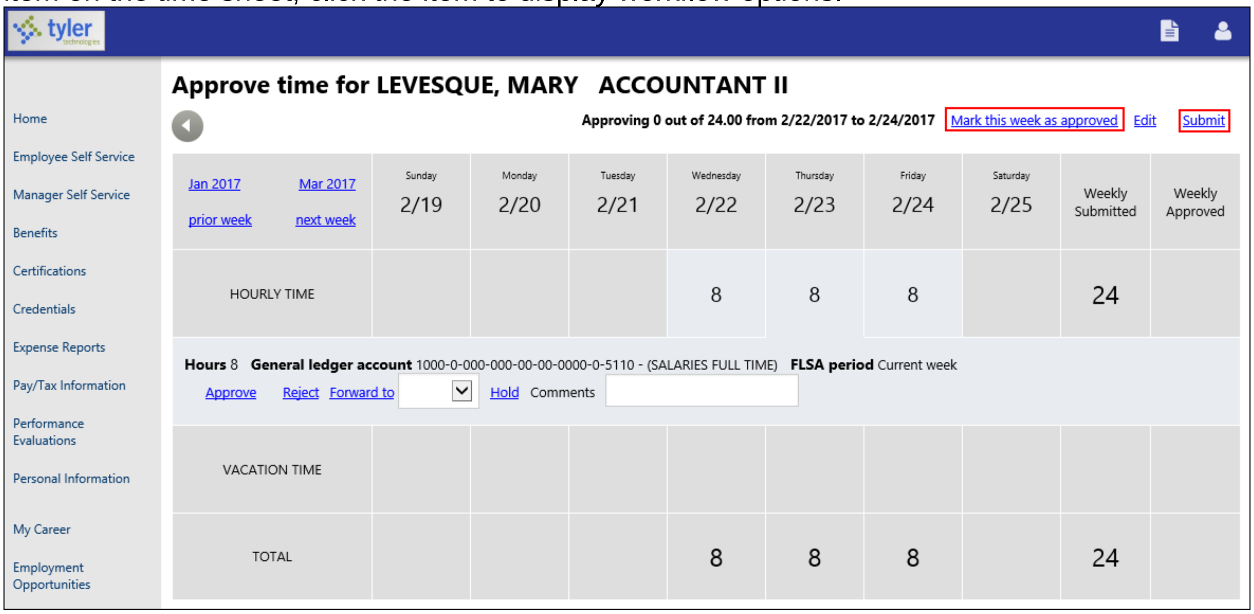
If you are a supervisor or other personnel with permissions to verify time sheets, the Approve Time page displays all pending time sheets organized by week and then employee. The page displays the total hours submitted for individual time sheets.



Click Details to review and approve individual time.



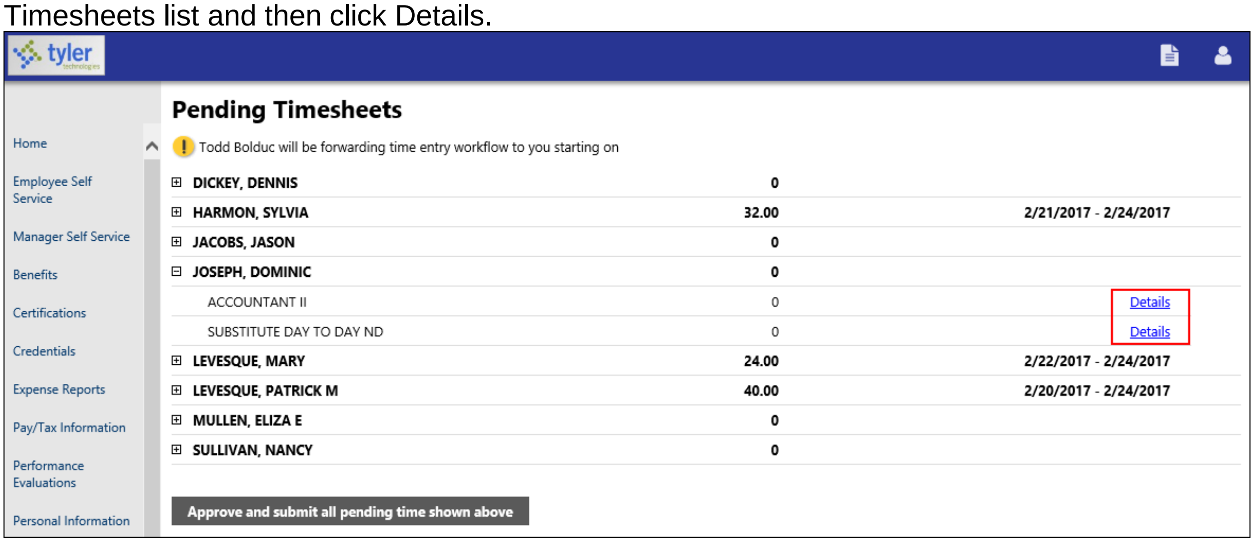
Click Mark This Week as Approved to approve the full time sheet. To respond to an individual item on the time sheet, click the item to display workflow options.



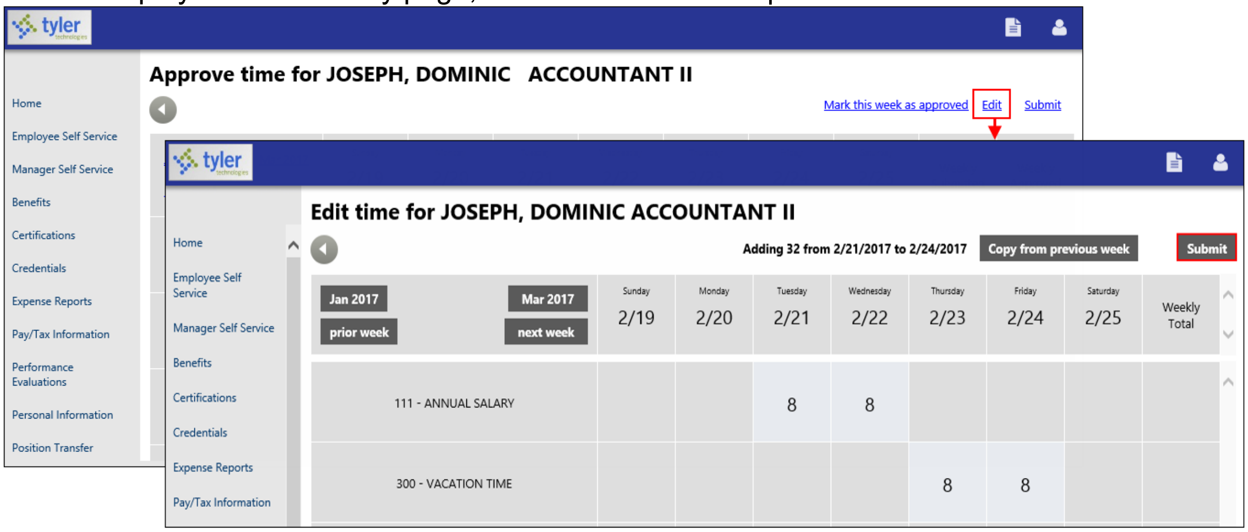
If you select the Hold and Reject options, ESS requires an entry in the Comments box. Once you have responded to all or part of the time sheet, click Submit.

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.



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

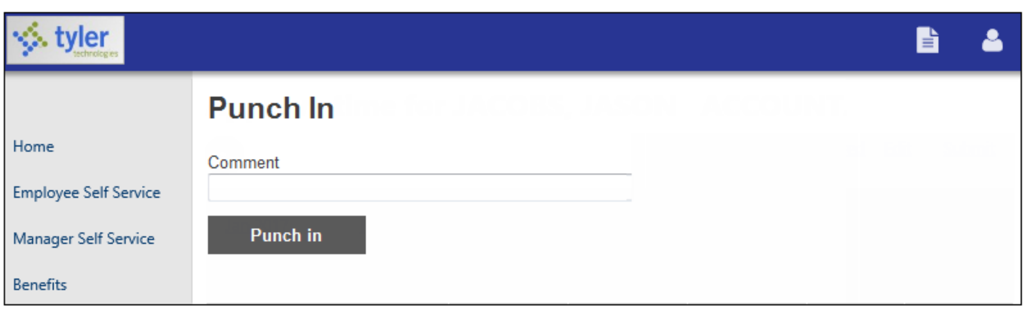


Use the Prior Week, Next Week, and month links to navigate. You can select a week for which the employee has already entered a time sheet and edit it. Click Copy from Previous Week to copy the time sheet from the previous week or click Submit to complete. In the event of a supervisor's absence, the Munis 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.

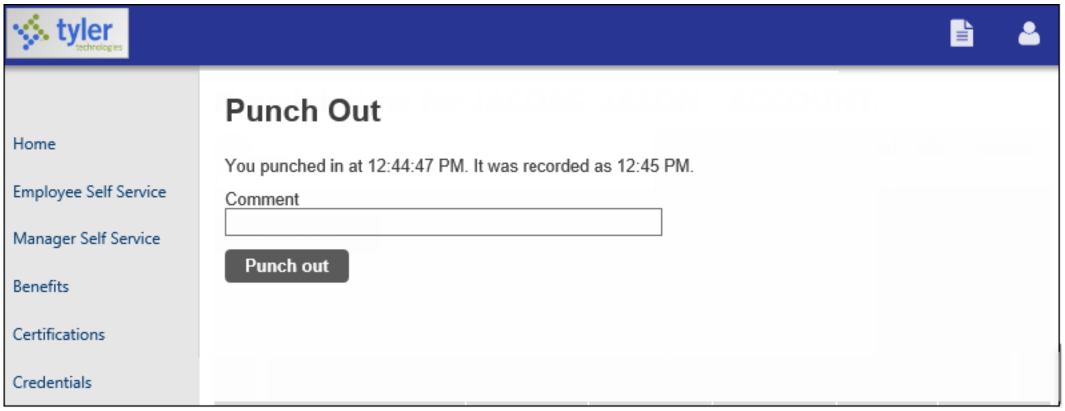
3.15 PUNCH-IN/PUNCH-OUT

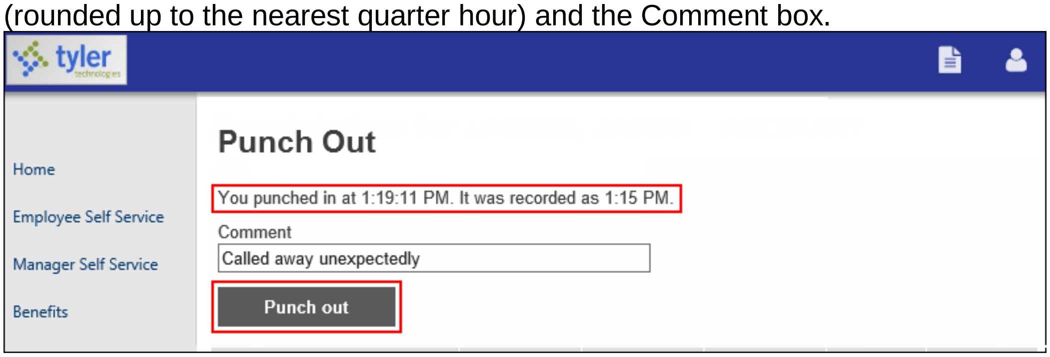
The Punch In/Punch Out option tracks your hours worked by allowing you to punch in at the beginning of a shift and punch out at the end. For this option to be enabled, the ESS Time Entry option must be set to P-Punch In/Out within the Munis Job Class Master program.



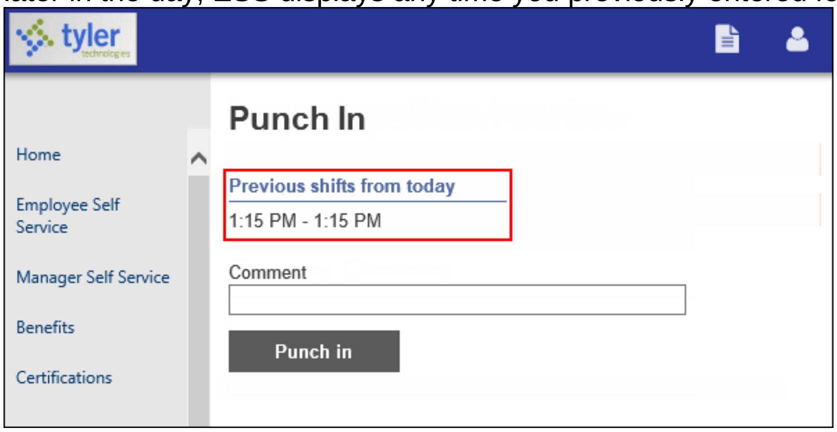
When this option is enabled, it replaces the Time Entry option on the ESS Home page.

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.
   

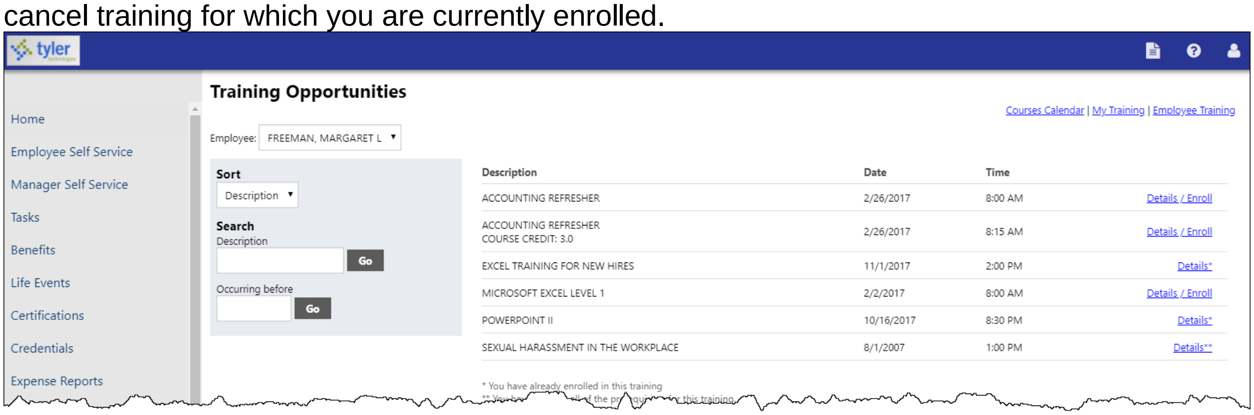
3. At the end of your shift, click Punch Out on the Employee Self Service menu**.**
   The program displays the Punch Out page, which indicates the time that you punched in (rounded up to the nearest quarter hour) and the Comment box.
   

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.



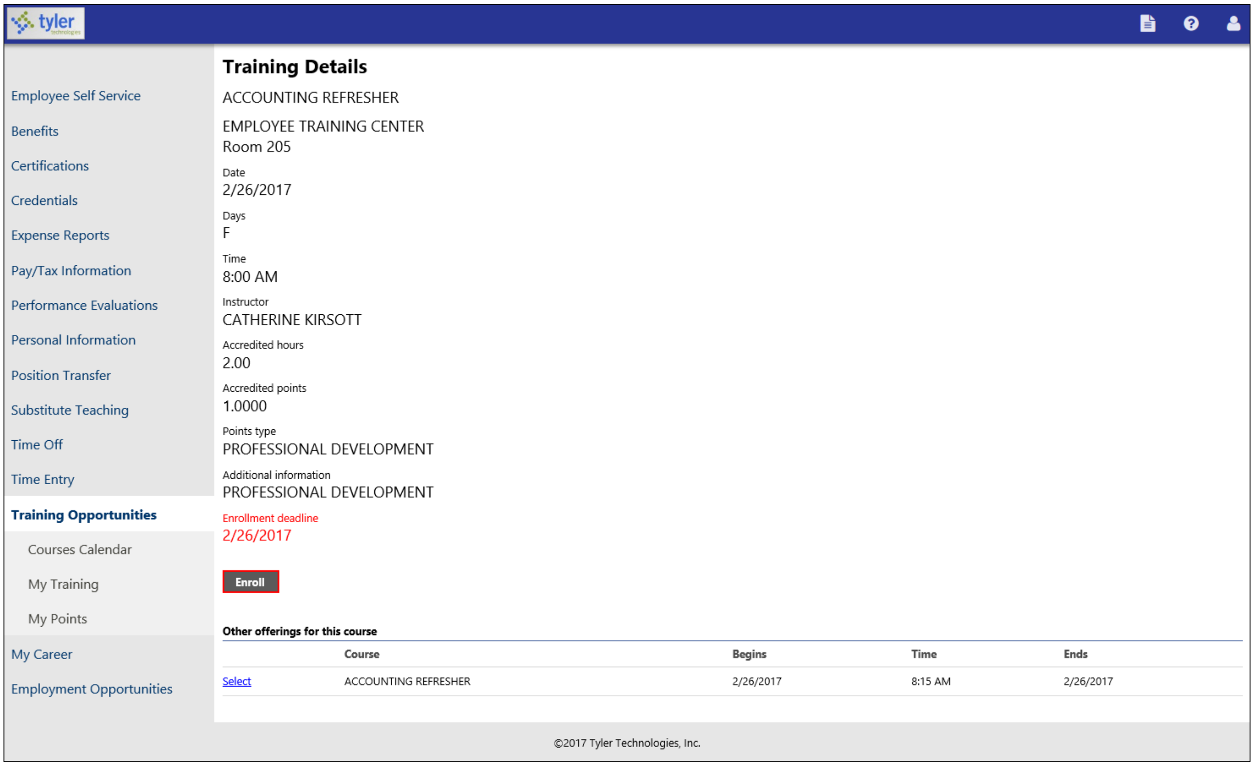
3.16 TRAINING OPPORTUNITIES

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

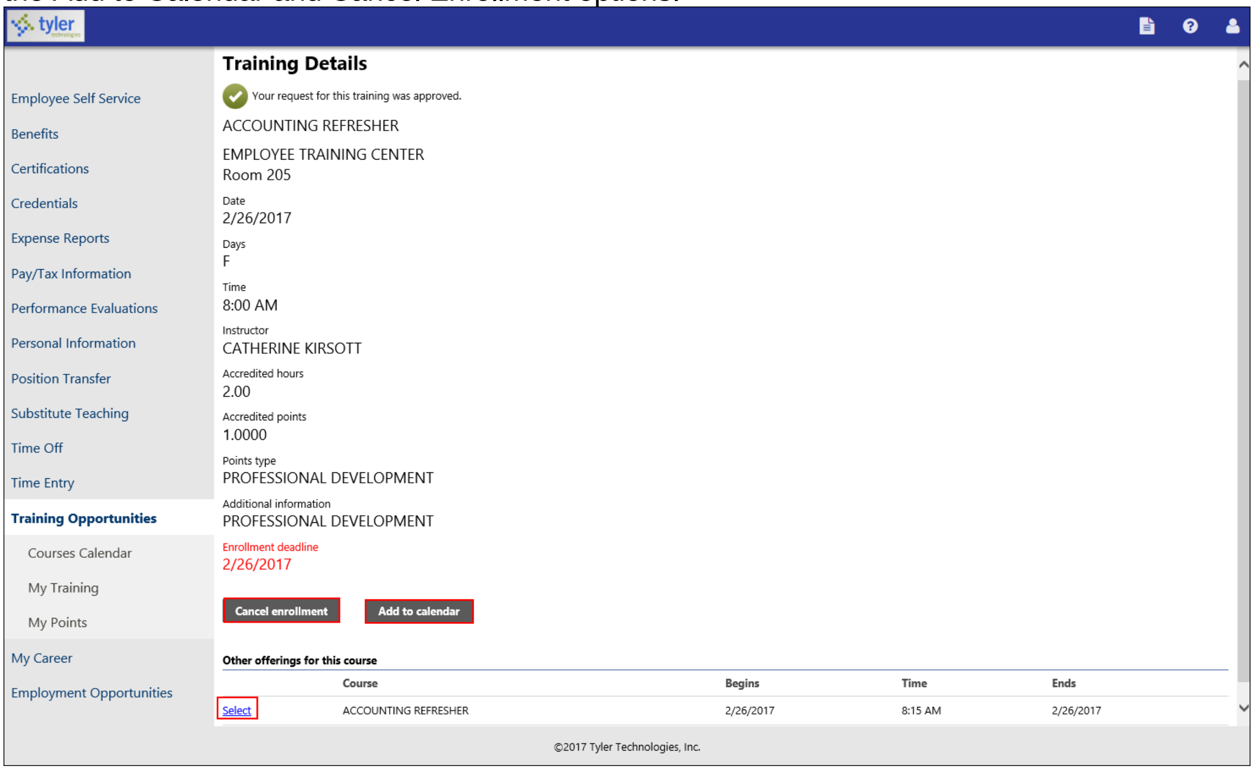


The Training Opportunities default page includes all training that is available to you. Training may be restricted to locations, job classes, or groups; in this case, only the tabs for which you have permissions display.

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.

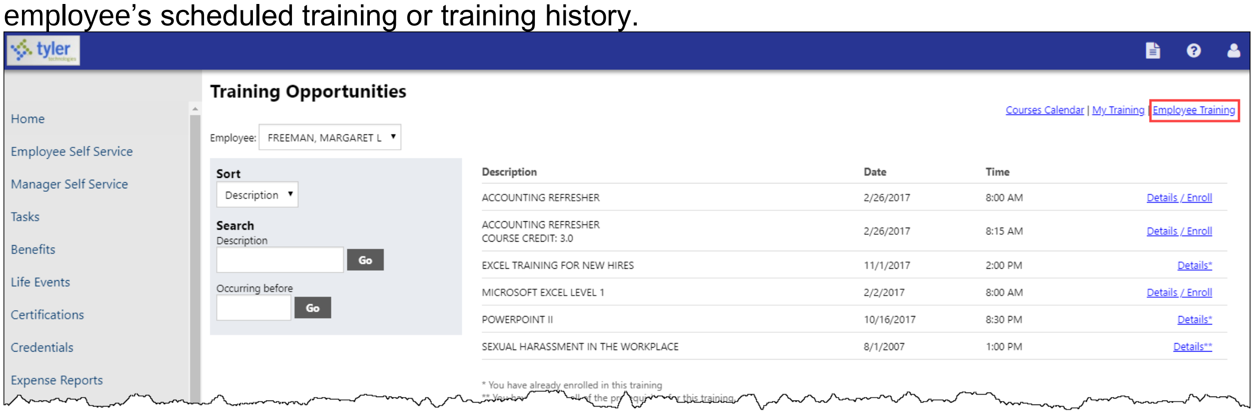


When the enrollment is complete, the page refreshes to confirm the enrollment and to provide the Add to Calendar and Cancel Enrollment options.



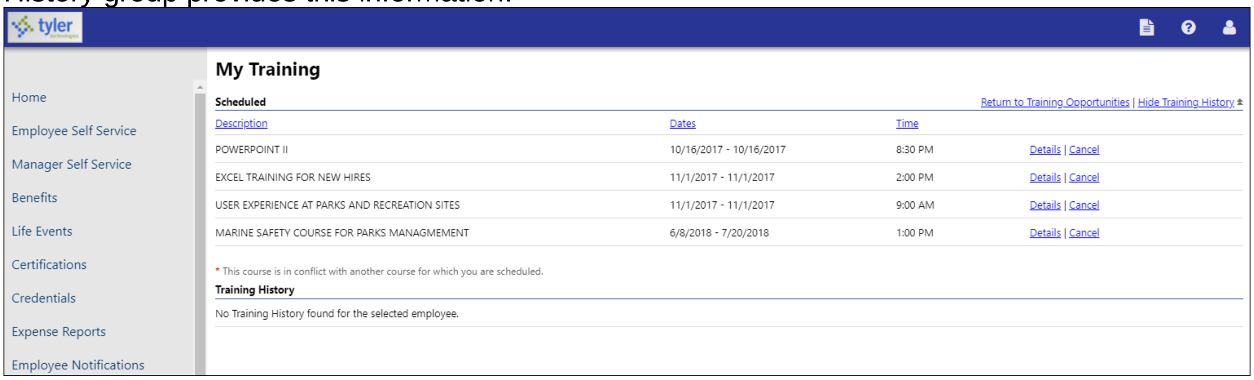
The Other Offering for this Course group provides access to other sessions of the same course.

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.



3.16.1 My Training

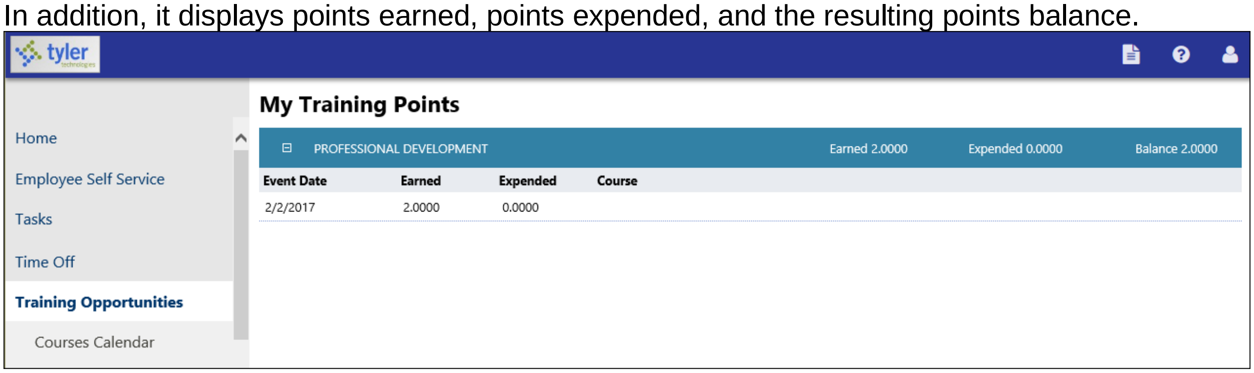
My Training displays a list of courses for which you are currently enrolled. For each course, the Details and Cancel options are available. If you have completed other courses, the Training History group provides this information.



3.16.2 My Points

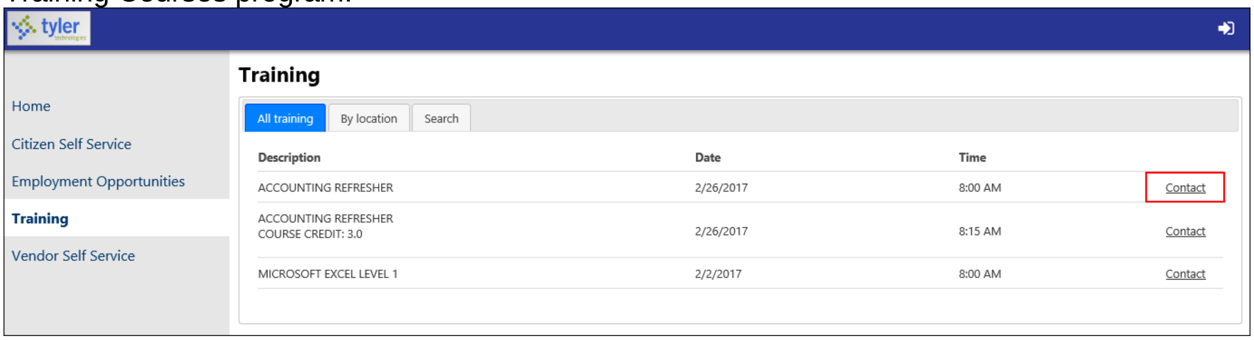
My Points is available in the Training Opportunities group on the ESS menu if your organization uses points to track training courses for professional development. Select this option to display the My Training Points page.

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.



4 TRAINING (GUEST)

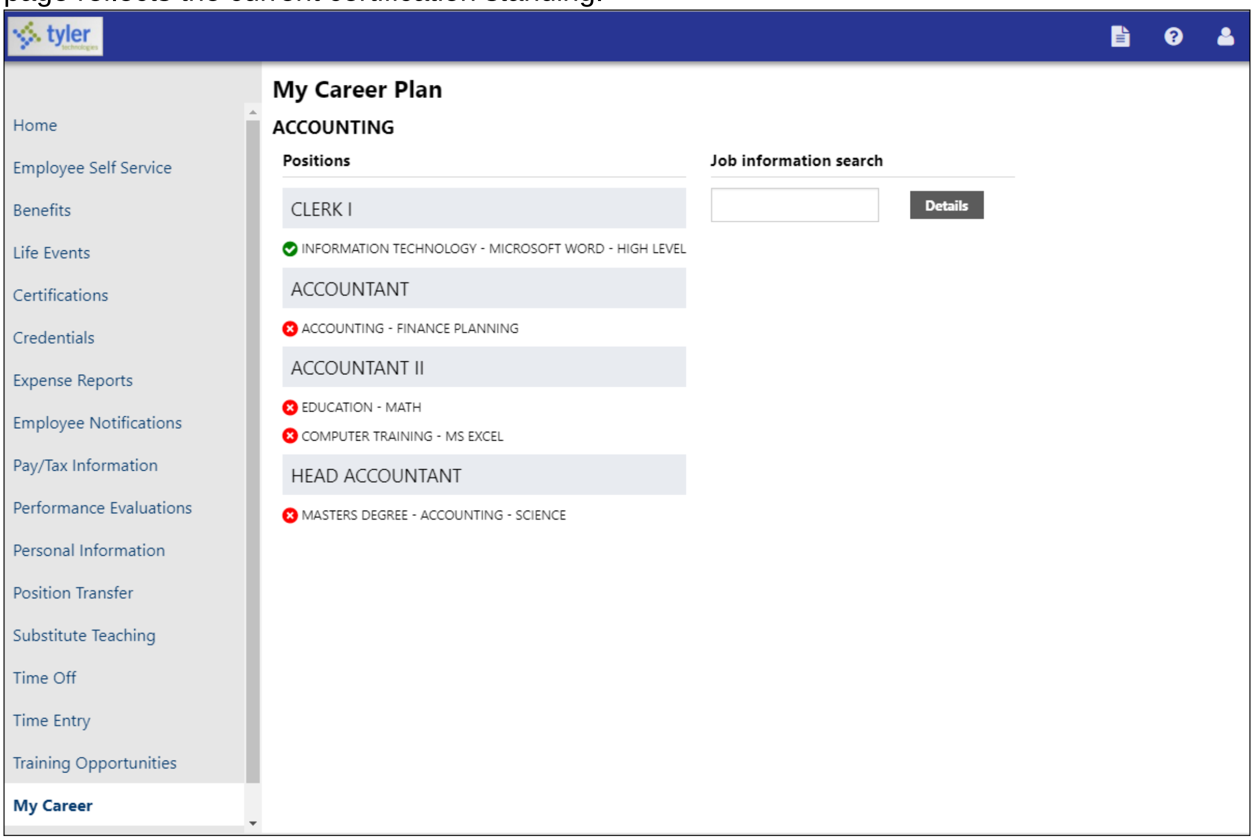
Training may be made available to individuals who are not employees of your organization. While it is considered a part of ESS, the Training option displays on the MSS Home page and is accessible without a user name and password. Guests cannot enroll in a course through ESS; they must email the course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



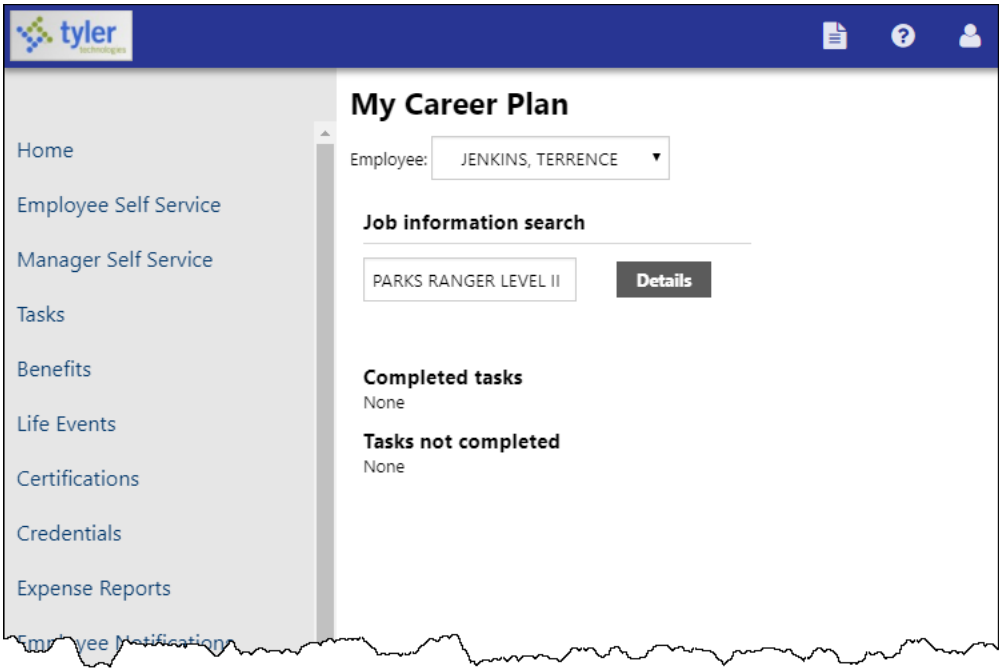
5 MY CAREER

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 though 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.



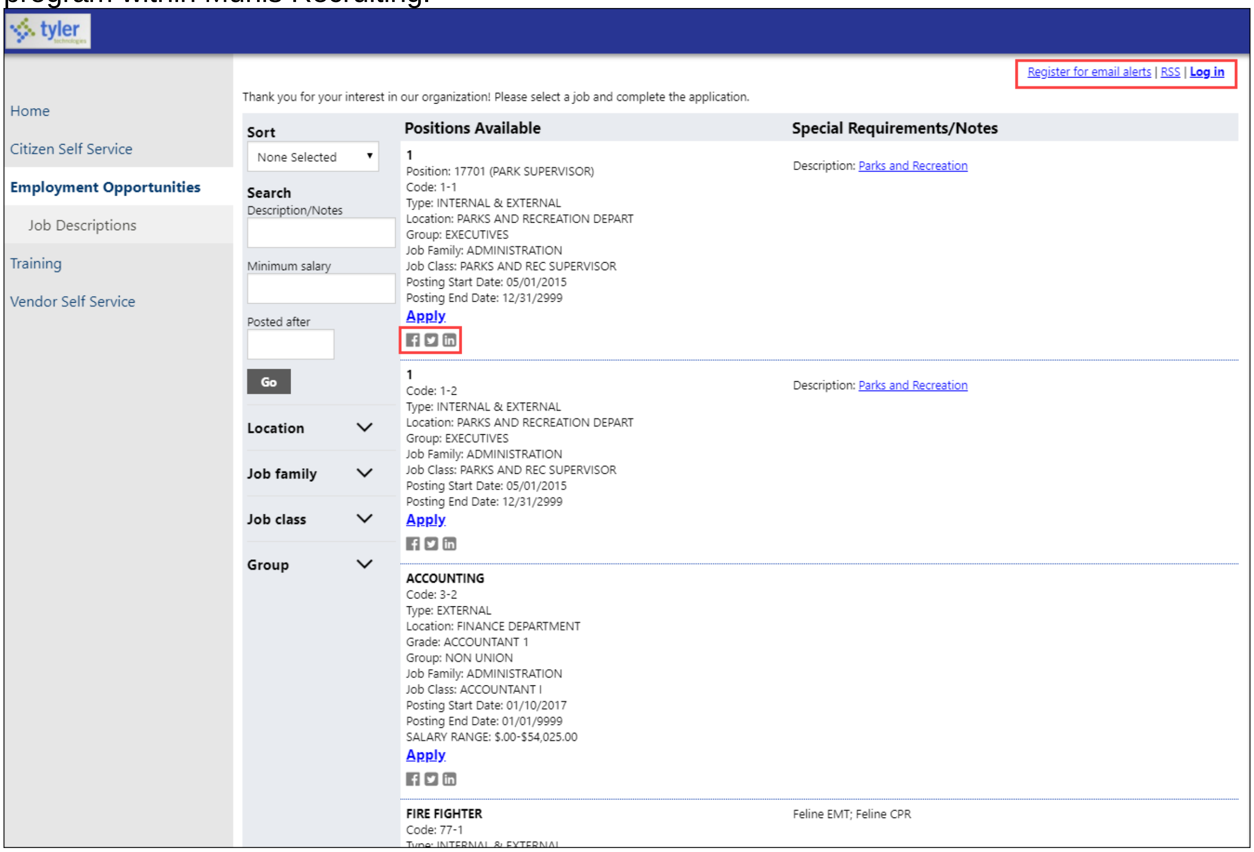
Search by job title to see if you are on track to meet your career goals.



6 EMPLOYMENT OPPORTUNITIES

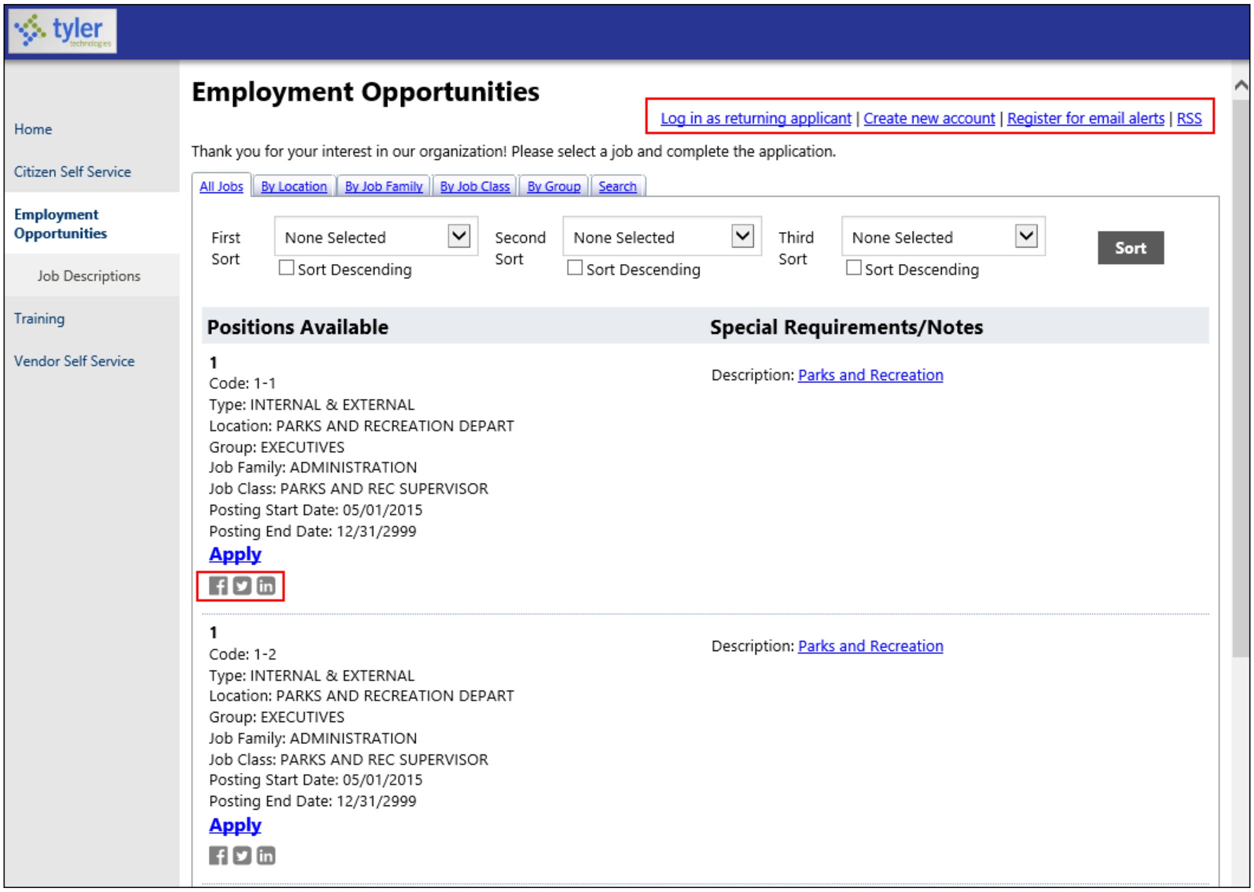
Employment Opportunities is the Munis Self Service interface for Munis Recruiting. It is considered a part of ESS; however, the Employment Opportunities option displays on the MSS Home page and is accessible without a username and password.

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.



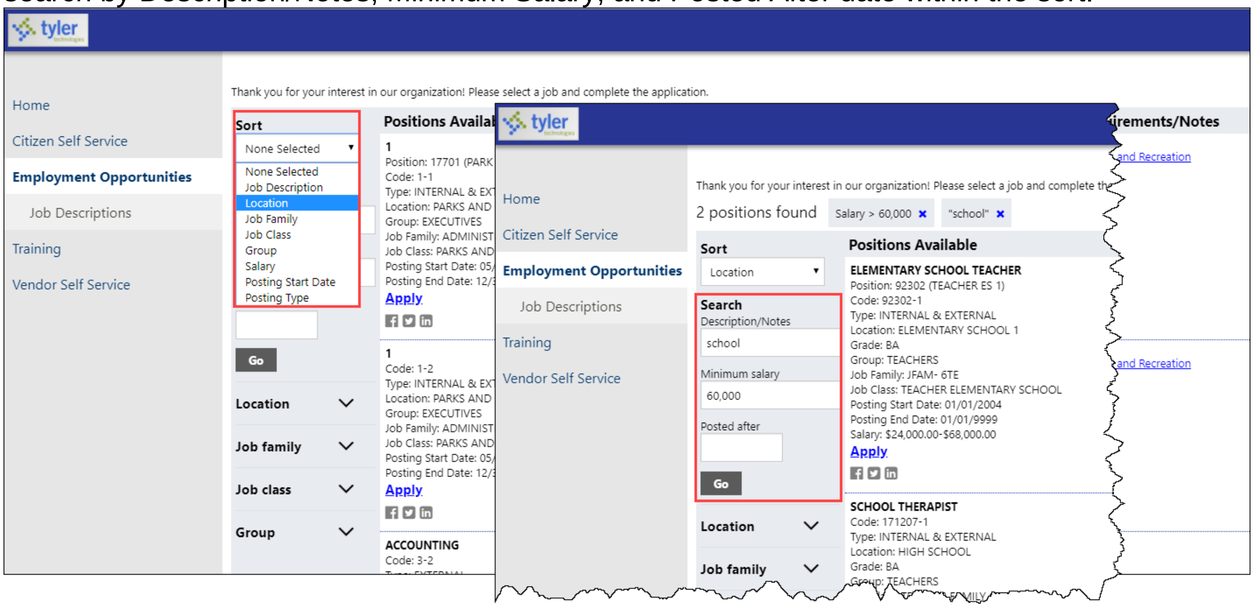
In addition to applying for positions, applicants can request to receive regular updates for job openings according to job categories, and they can share the job openings to social media.

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.

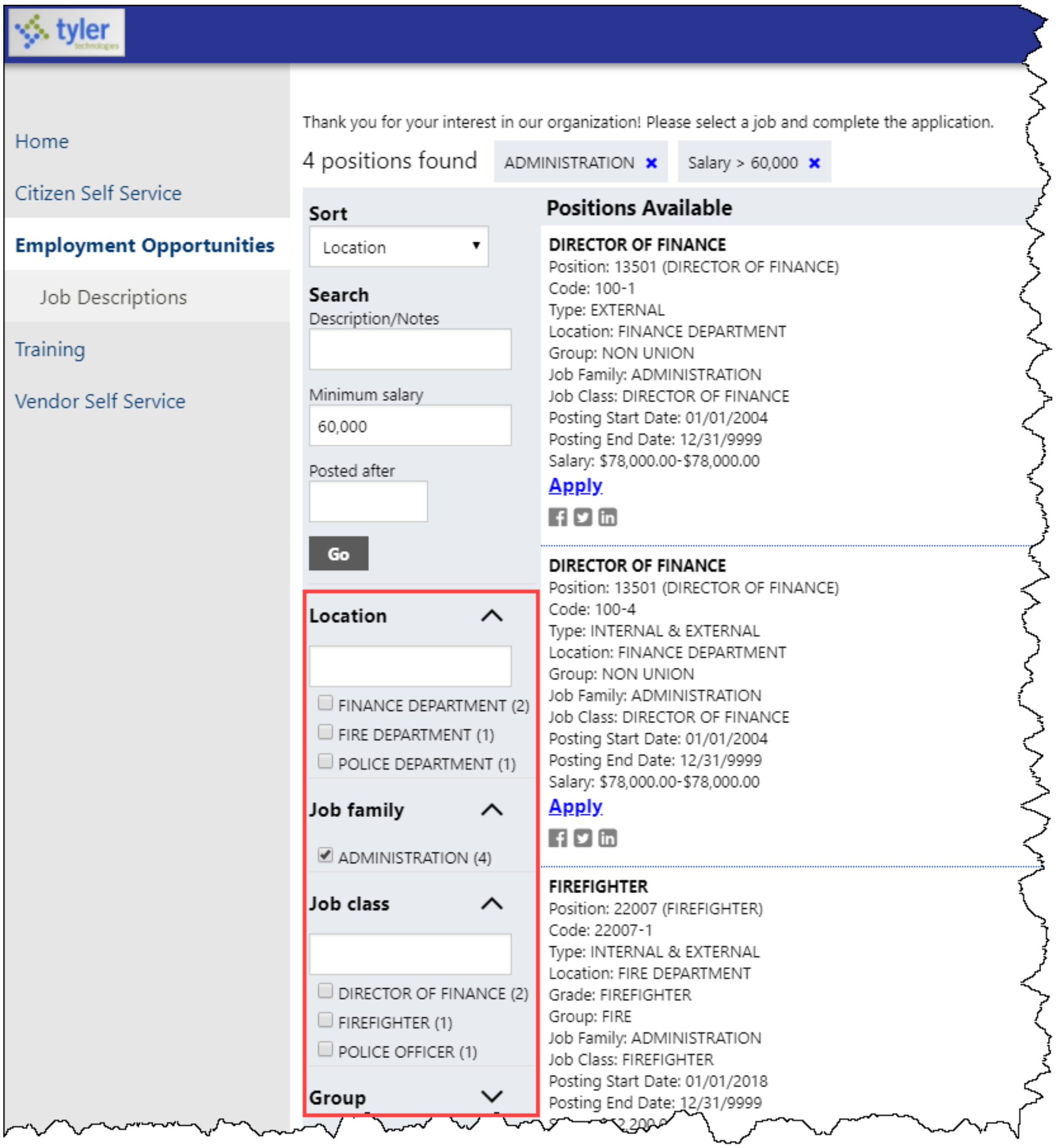


If applicants use the Internet Rich Site Summary (RSS) application, they can click RSS to subscribe to an RSS feed for employment opportunities, or they can click Register for Email Alerts to get automatic updates regarding opportunities.

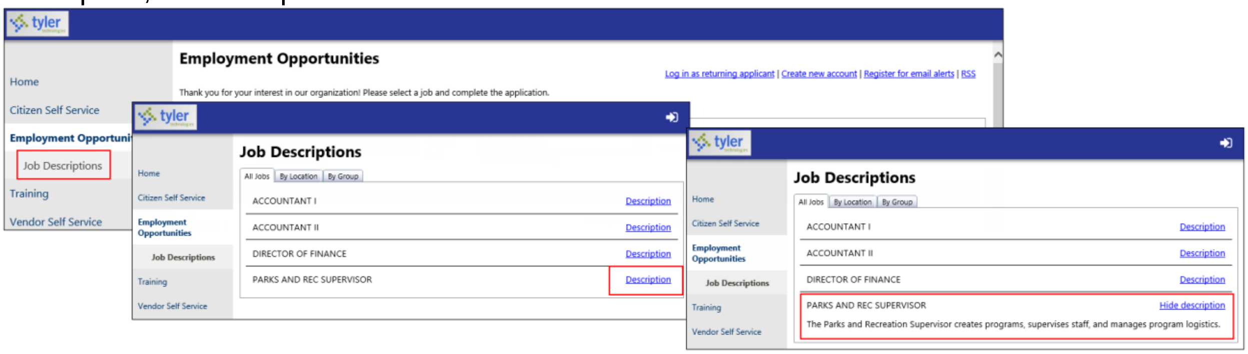
The Employment Opportunities page displays all Positions Available as the default view. The Sort and Search fields allow applicants to sort the various positions by Job Description, Location, Job Family, Job Class, Group, Salary, Posting Start Date, and Posting Type and the ability to search by Description/Notes,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



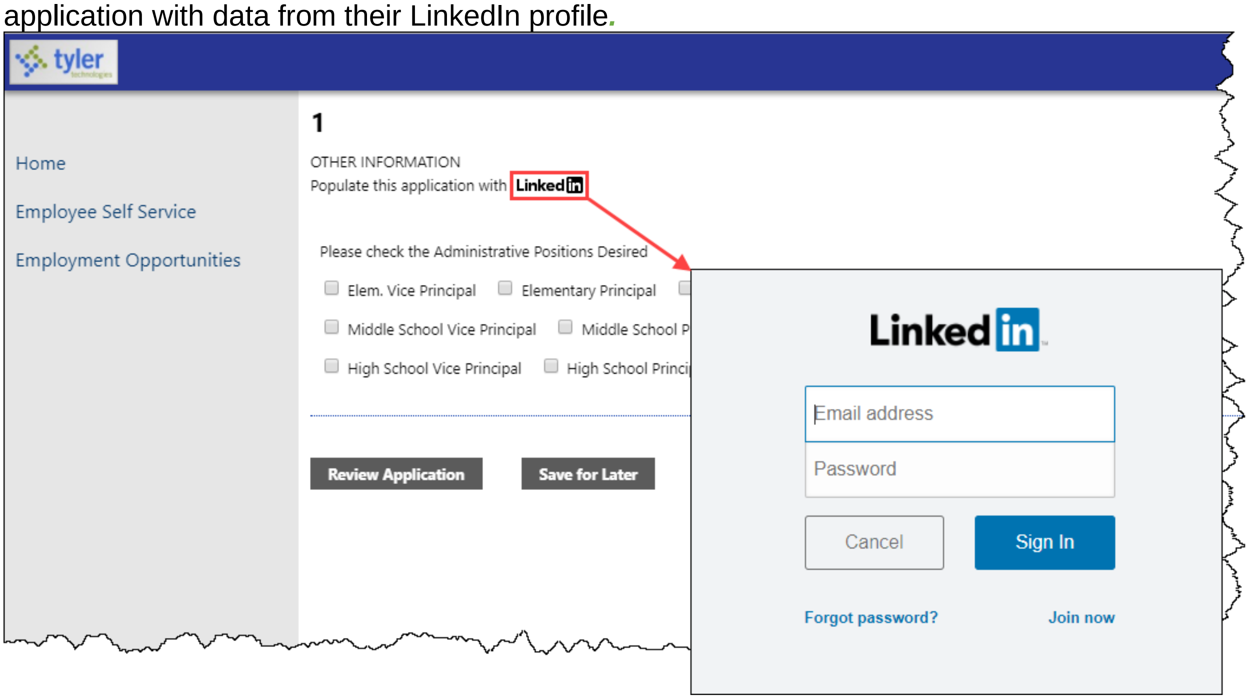
Applicants can further refine their search for positions within the Sort and Search returns by use of the drop down menus for Location, Job Family, Job Class, and Group. Each menu displays the available positions that meet the search criteria. Selecting the check box beside the desired option under the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



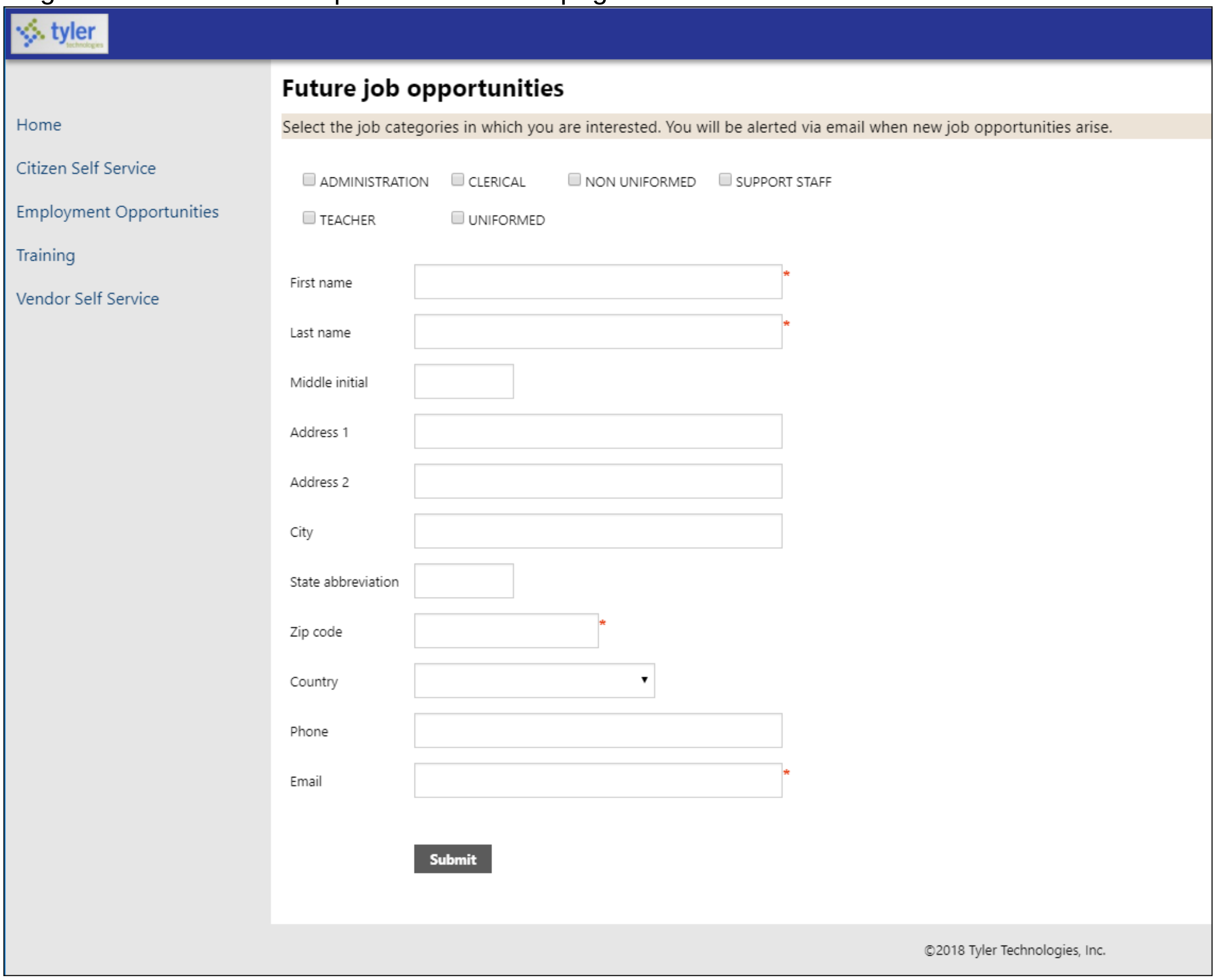
If the Display Job Descriptions Page setting is enabled for Employee Opportunities in Employee Self Service Administration, and job descriptions are enabled in Munis Job Class Master or Position Control, the Job Descriptions tab provides applicants the option to view a detailed job description, either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



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



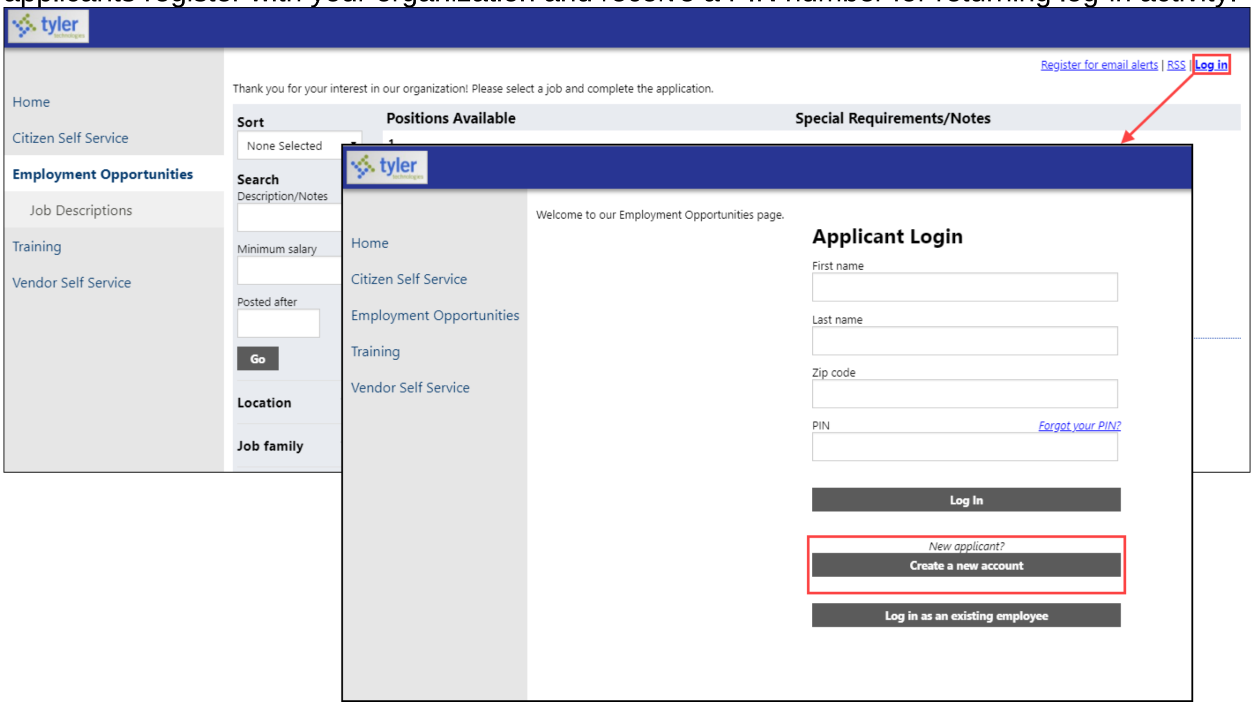
For new applicants who want to receive notifications of future job opportunities, they can use the Register for Email Alerts option on the main page to submit an interest card.



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.

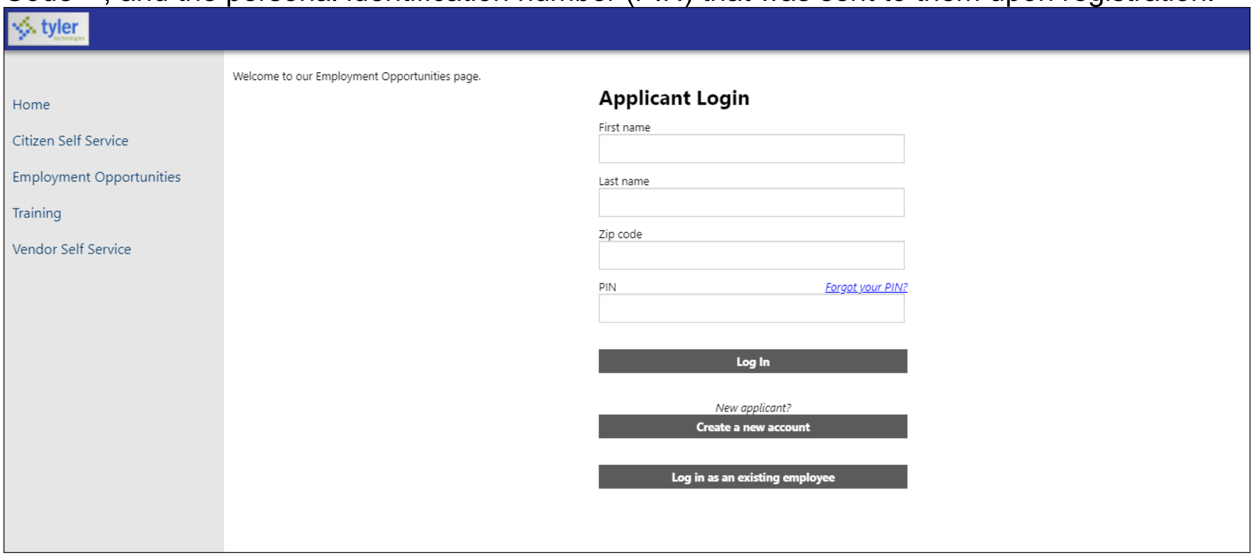
By clicking the Create A New Account link on the Employment Opportunities page, potential applicants register with your organization and receive a PIN number for returning log-in activity.



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

6.2 RETURNING APPLICANTS

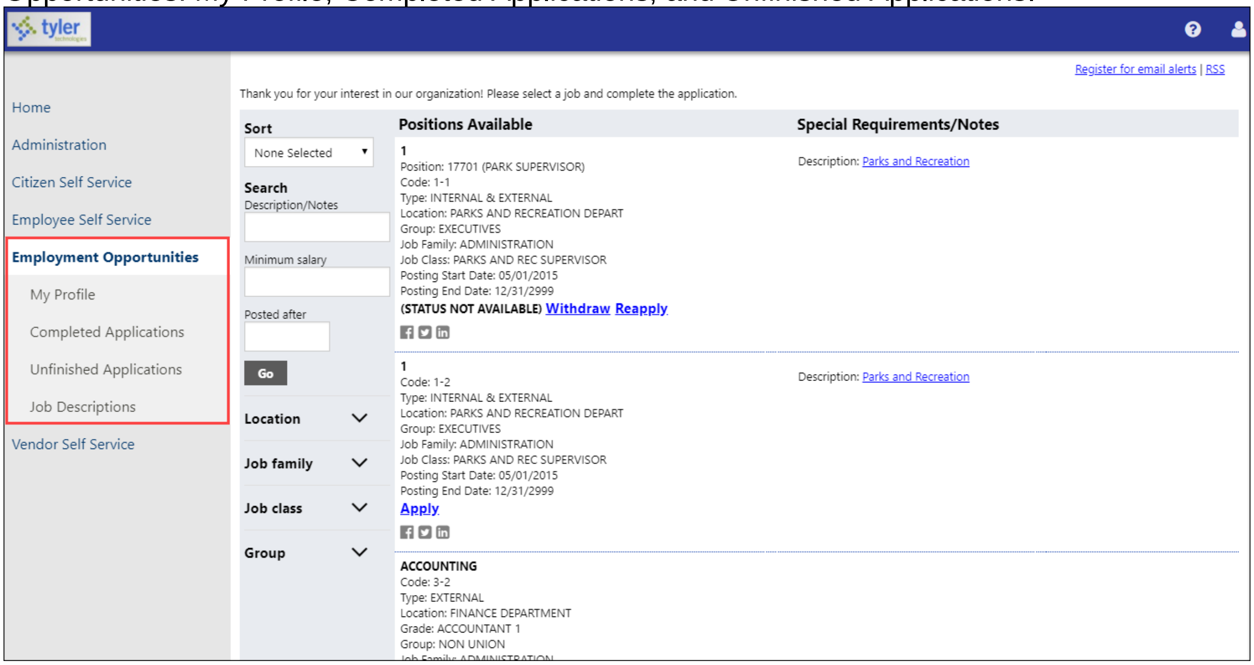
On the Employment Opportunities main page, registered applicants click Log In to display the Applicant Login page. They must enter their registration details, including their full name, ZIP Code™, and the personal identification number (PIN) that was sent to them upon registration.



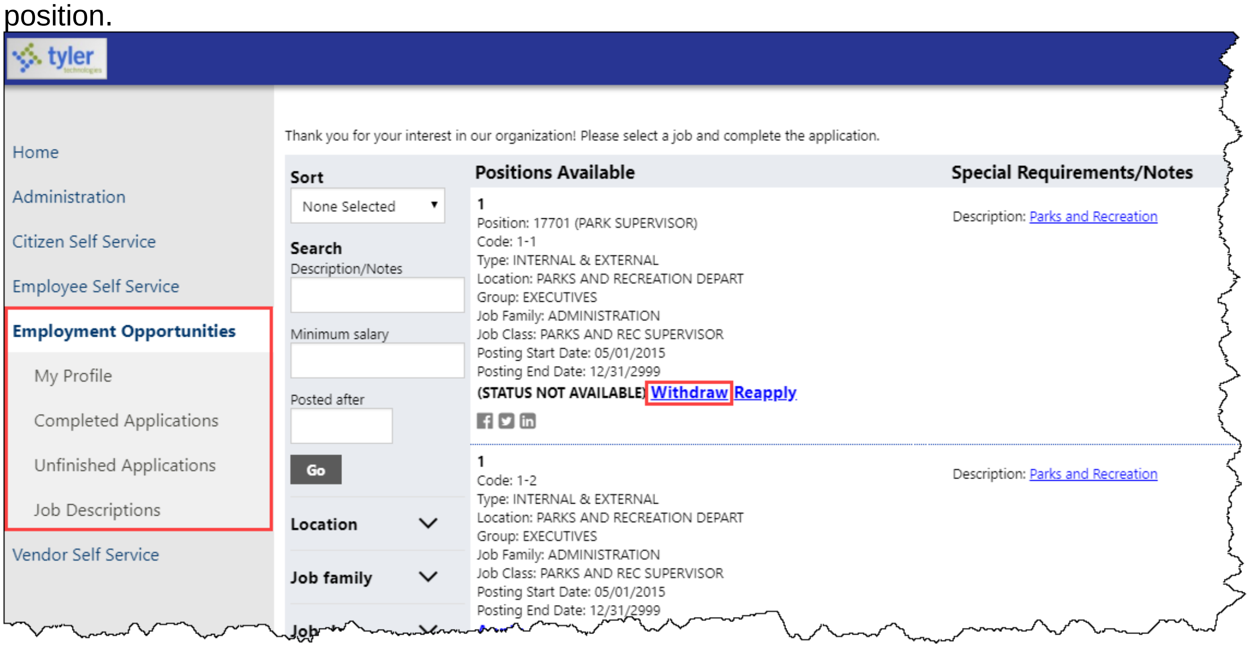
If an applicant has forgotten their assigned PIN, they can use the Forgot Your PIN? reminder option to generate an automatic email containing a PIN hint. The email text for PIN hints is established in the Munis Recruiting Settings program and depending upon an organization's requirements, may include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

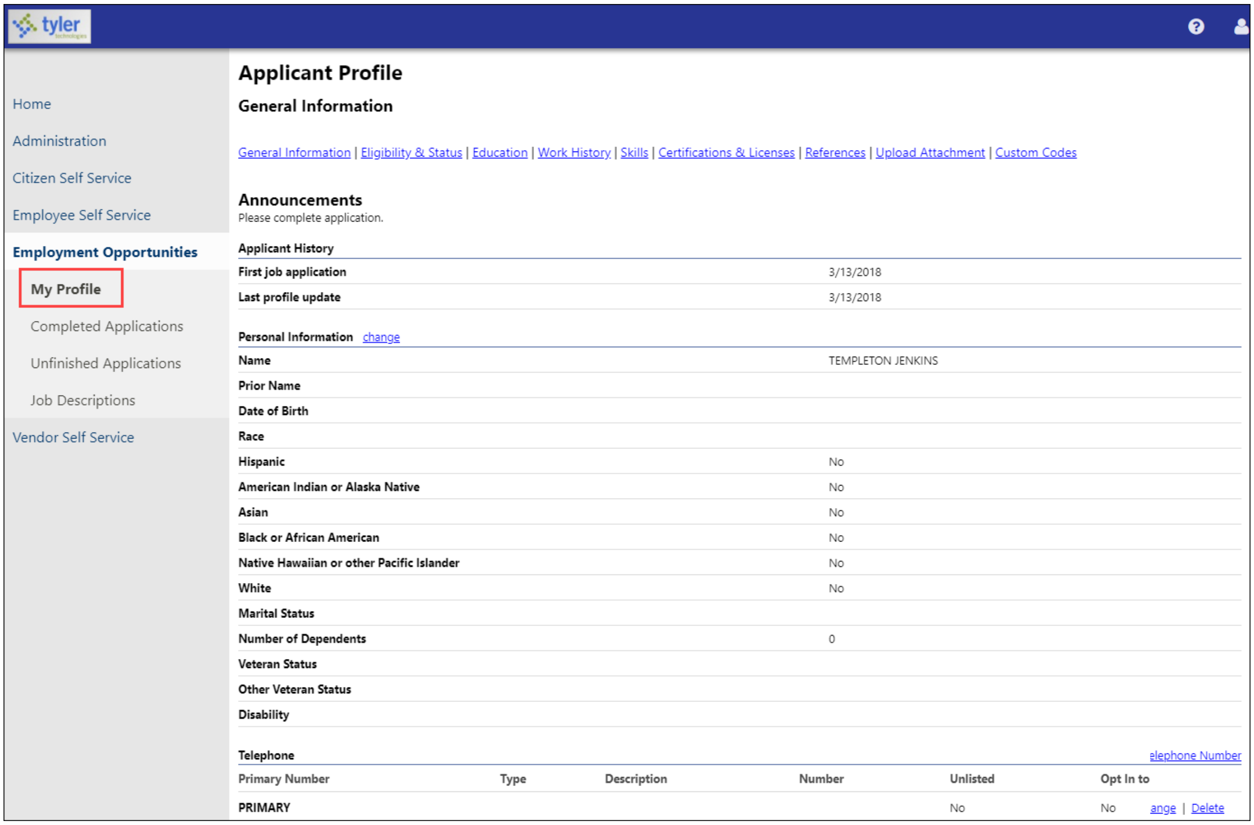


If a returning applicant decides that they no longer wish to apply for a position, they can remove their application from consideration by clicking the Withdraw link associated with the position for which they applied. After clicking the Withdraw link, the Reapply link is available for the position.



6.2.1 My Profile

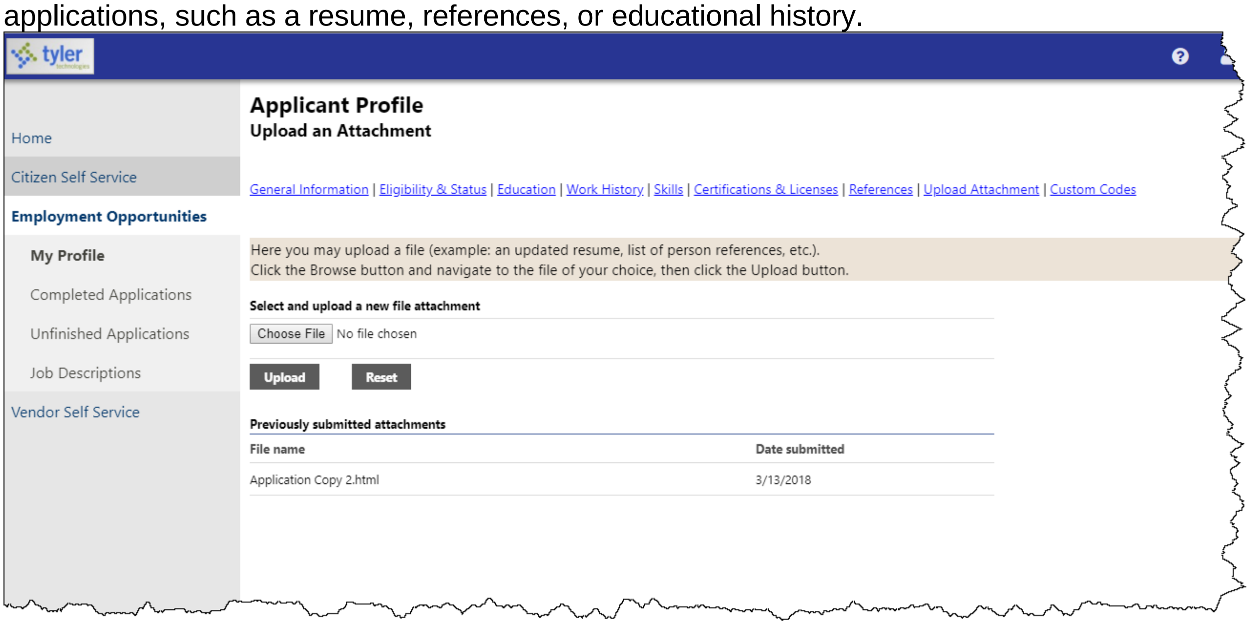
The My Profile page displays the saved Applicant Profile information. In the General Information section, there are multiple options for updating application information, such as work history, education, or references. For each section of the profile (Personal Information, Telephone, Contact Information,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



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

6.2.2 Upload Attachments

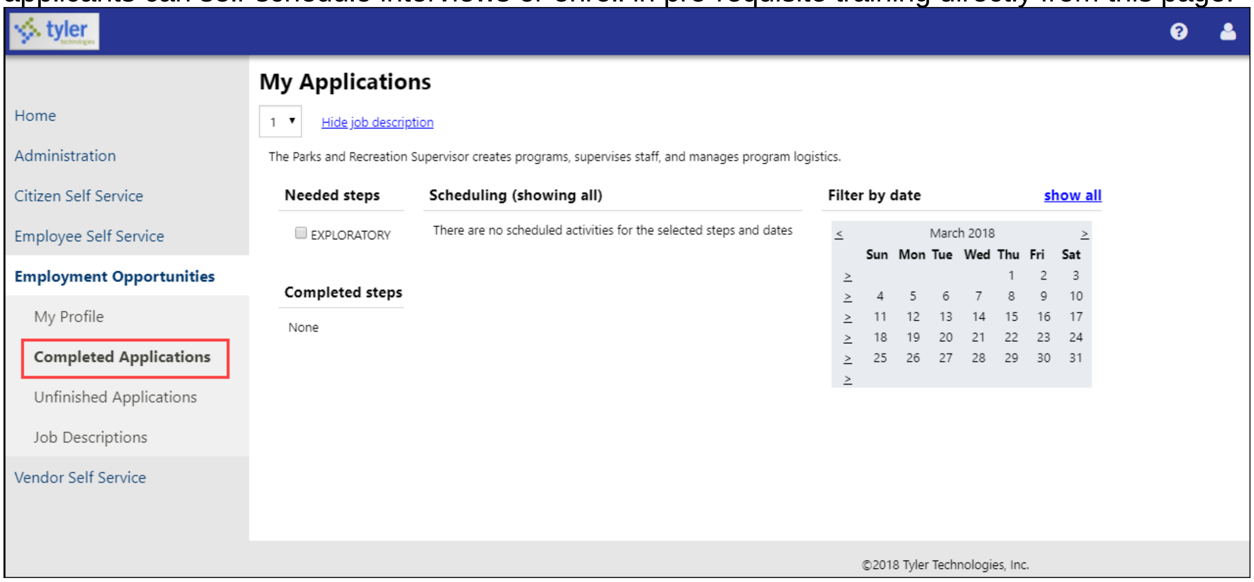
The Upload Attachments page allows applicants to upload documents associated with applications, such as a resume, references, or educational history.



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.

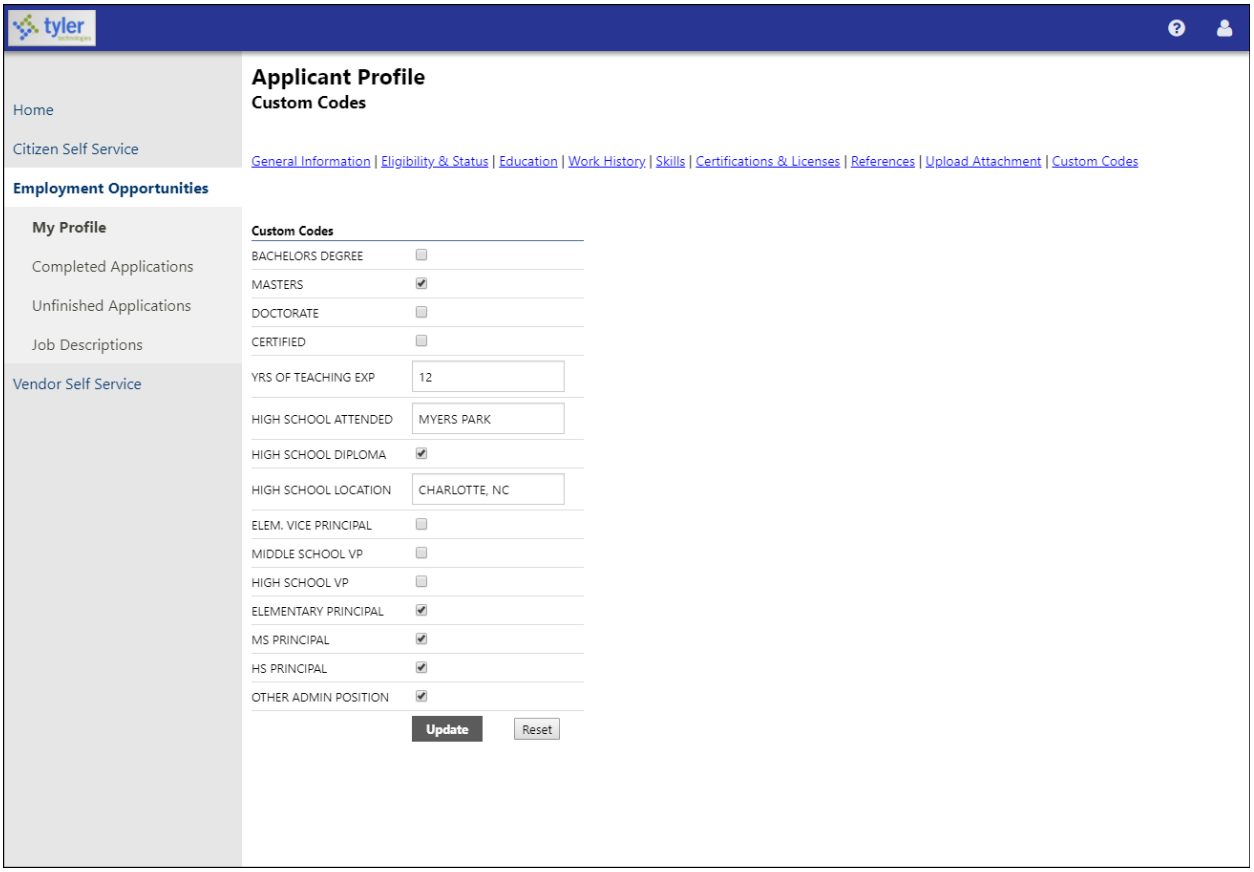
6.2.3 Completed Applications

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.



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.



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.