MUNIS Employee Self Service

MUNIS Employee Self Service is an internal website that as a Manchester Board of Education employee, you may go to view your employee profile, view paystubs, update W-4 information, and even sign up for specific training sessions. It is a tool to help you stay connected, updated and informed. Please read through these instructions on how to locate and use the site most effectively.

If you have any concerns or issues using MUNIS Self Service, please contact the Human Resource Department at (860) 647-3440.

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Using a web browser (i.e., Internet Explorer), go to the Manchester Public Schools homepage http://www.mpspride.org click on Resources tab and select the Employees link.

Click on MUNIS Self Service to display the Self Service options.

Click on Employee Self Service Login to log onto the system.
Click on the Log In link located in the top RIGHT corner of the page. You will then be prompted to enter your username and password. Your username* will be your first initial and last name. Your password will be the last four digits of your social security number initially but you will be prompted immediately to change it. Make it something that you will remember. *Those employees with duplicate first initials and last names will be notified via email with your special username and password. Those employees with hyphenated last names will use your SECOND portion of your last name as the “last name” portion of your user name.

On the right side of the page are two options: “Employee Self Service” and “Employment Opportunities”. Click on “Employee Self Service” to view your profile.
Main Page of MUNIS Self Serve

The main page for Employee Self Serve will give you an overview of your profile. You can review your personal information on file with us, along with available time and the last few paycheck received. ALSO, please make sure to check out the “ANNOUNCEMENTS” section. We will be using this for any staff notices and important information. You will have to scroll down in this section to view Manchester Public Schools announcements.

To view documents, forms, etc., you can click on the Resources tab in the upper right corner. This section is currently under construction. Please continue to visit the Manchester Public School’s website “Departments” section for all forms and documents needed.
MUNIS Self Serve Options

- **Benefits** – This section is “under construction” and should be ready for the Spring of 2015.

- **Pay/Tax Information** – This displays a summary of each pay check going back to 2010. To view the details of each pay period, click on the View Details button. This will display your pay along with all of your deductions.

- **Personal Information** – This section shows the information that is entered in MUNIS concerning your home address, phone number, email address, and emergency contact information.

- **Time Off** – This screen displays your accrual amounts. You can see the amount of Sick, Personal, or other Leave Times you have Earned, Taken, and have Available.

- **Training Opportunities** – This option is “under construction”.

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**Certifications**—(For Certified Staff only.) This section will show any State of Connecticut Educator Certifications that we have on file for you. If it is blank, and you have a certification, then you must contact Human Resources immediately to update your records.
Clicking on **Paycheck Simulator** will allow you to “test” any adjustments for income tax deductions. This does NOT affect your paycheck. This is just a simulator.

**YTD Information** displays a summary of your pay and deductions for the Year to Date. You can go back to 2010 by clicking on the drop down box and selecting a year.

Amount of Gross and Net pay are listed here. “Cleared” indicates that the check was Direct Deposit. “Details” are deductions and taxes for that pay deposit.

You may click on **W2** to review your information for each year. The W2 information for the previous year will not be displayed until Payroll has completed the W2 process in January of the current year.

Clicking on **W-4** will display the information that you selected on your State and Federal Income Tax forms. If you need to make any changes, please contact Payroll for an updated form or select the form from the list on for the Payroll Department on the web site.

Clicking on **Paycheck Simulator** will allow you to “test” any adjustments for income tax deductions. This does NOT affect your paycheck. This is just a simulator.
You are allowed to make several changes to your Personal Information right here on Self Serve. You can update your address, phone numbers and emergency contacts. At this time, dependents are not listed.

An “Unlisted Number” means that it will not be used in any profiles or distribution lists.

Employee Profile shows the current employment information for you. If a change is needed to data that can not be updated in the Personal Information section, please contact Human Resources at boehr@mpspride.org.
Change and Updates to Personal Information

To modify the information contained in your profile, select Change or Add for the information to be changed. For example, to add an Emergency Contact, select “Add Emergency Contact”. This opens an input screen. Input the required information and select “Update” to update your profile. “Cancel” will cancel the request.
Time Off and Logging Off

The section for “Time Off” shows you your total amount of earned time, taken time, and currently available time. When you click on Summary, you will see a list of all accrued time, and during which pay period it was earned or taken. This is not where you will schedule time off. You must still report all absences through Kelly Services.

To log off MUNIS Self Serve, click the down arrow next to your name in the top RIGHT hand corner of the screen. This will list the options available at the log in level, including Log Out. This will end your session.