



DCSS Employee Self Service Instructions

Please send all inquiries or request for help to douglas.selfservice@dcssga.org

To access: DCSS Class Link > DCSS Apps Folder > Employee Self Service **OR**

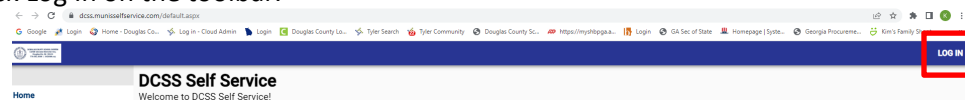
DCSS Website > Resources > Employees > DCSS Self Service

For employees, ESS provides access to personal information, pay and tax information.

Munis Self Service Login

To log in to Munis Self Service: go to <https://dcss.munisselfservice.com>

1. Click Log In on the toolbar.



Enter your username and password and click Log In.

User ID= First Initial + Last Name + Last 4 digits of SSN

EX: John Smith would be JSMITH1234

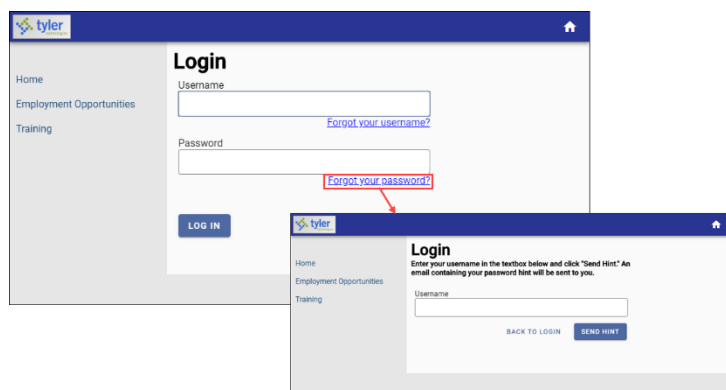
Password= Last 4 digits of SSN

The first time your login, your Password will be the last 4 digits of your SSN. You will be asked to create your own password at this time. New password must be at least four (4) characters long.

Passwords

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.

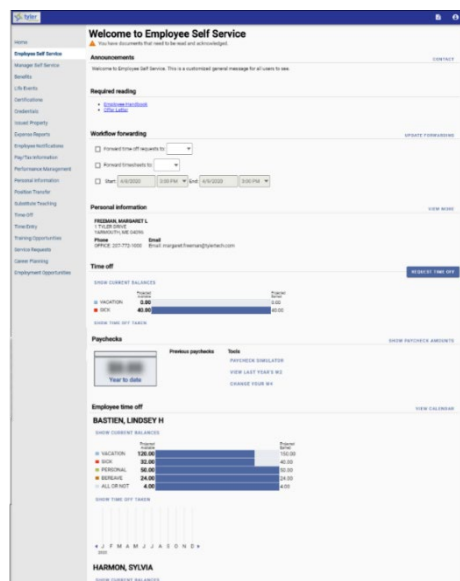
In the Change Password page, you must also enter a password hint. If you forget your password, click the Forgot Your Password? option on the Login page. This causes the application to send you an email message that contains your password hint.



ESS Home Page

At log in, the ESS home page displays organizational announcements, tasks requiring your attention, personal information, time-off, and pay details. If you are a supervisor and the Names Level box is properly defined in User Administration > Employee Administration > Employee

Settings, 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.

Each menu option is described under the [Employee Self Service Menu](#) section.

Personal Information

In addition to organizational resources and announcements, the ESS Home page provides a summary of your personal information including your name, address, and contact information. Click View 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.

Personal Information [VIEW MORE](#)

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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. Use the Show Current Balances and Show Time Off Taken options to review available balances and time used to date.



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

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 [SHOW PAYCHECK AMOUNTS](#)

[Year to date](#)

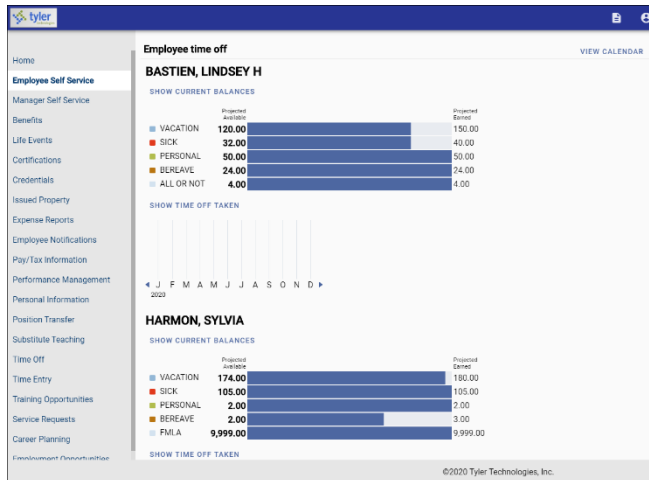
Year-to-Date Information

Year: 2020

Overview	
Gross YTD Earnings	\$2,042.31
Earnings	
ANY SALARY	\$1,893.31
CAR ALLOW	\$250.00
Deductions	
FICA	\$125.42
401K	\$1,021.16
FED TAX	\$68.85
STATE TAX	\$30.19
NURSE DUES	\$18.91
DIRECT DEP N	\$755.58

Employee Time Off

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



information that displays in this section.

ESS Mobile Service URL

The ESS Mobile Service URL group displays the QR code which holds the root web services URL for the ESS mobile app. The Copy to clipboard link allows you to copy the link to paste elsewhere.



Pay/Tax Information

Pay/Tax Information provides current payroll and payroll history details. The payroll history is stored in the Enterprise ERP 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.

The screenshot shows the 'Pay/Tax Information' interface. It displays a table of payroll history for the year 2020. The table has columns for Check Date, Pay Period, Status, Gross Pay, and Net Pay. A 'DETAILS' link is available for each row.

Check Date	Pay Period	Status	Gross Pay	Net Pay
4/24/2020	4/10/2020 - 4/21/2020		\$2,220.00	\$1,443.01

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 Payroll W-2 and 1099-R programs.

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 Payroll department. When you submit changes, ESS displays a confirmation indicating that your change request has been submitted for approval.

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.

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 Human Resources Total Compensation Report program.

Personal Information

When you click Personal Information on the menu, ESS displays your personal information as it is stored in Payroll 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

The screenshot shows the 'Personal Information' page for Lindsey H. Bastien. The left sidebar contains a navigation menu with 'Personal Information' highlighted. The main content area has tabs for General, Demographics, Contact, Dependents, Skills, and Tax form delivery. The 'General' tab is active, displaying fields for email address, hire date, alternate email address, service date, primary location, original hire date, primary location, check location, name, preferred name, employee ID, SSN, active date, and account status. The 'Save' and 'Cancel' buttons are at the bottom.

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 Enterprise ERP.

The screenshot shows the 'Personal Information' page for Margaret L. Freeman. The left sidebar contains a navigation menu with 'Personal Information' highlighted. The main content area has tabs for General, Demographics, Contact, Dependents, Beneficiaries, Skills, and Tax delivery options. The 'General' tab is active, displaying fields for email address, hire date, alternate email address, service date, primary location, original hire date, primary location, check location, name, preferred name, employee ID, SSN, active date, and account status. The 'Edit' button is at the bottom.

Time Off

The Time Off section displays a summary of 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 to view the Earned/Used History page.

Requesting Time Off

To request time-off:

1. Click the link for the type of time-off to request (vacation, sick, and so on).

Request Time Off
Step 1 of 4: Select Dates
Click to select each date that you would like to take off. (Click again to deselect).

<< PREVIOUS NEXT >>

May 2020 June 2020 July 2020

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3 4 5 6 7 8 9 7 8 9 10 11 12 13 5 6 7 8 9 10 11

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31

CONTINUE

2. Highlight the dates for which you are requesting time off and then click Continue.
3. 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.

4. Click Continue.

Request Time Off
Step 2 of 4: Select Type
Select the type of time off you would like to take from which job

Type	Currently Available	Projected Available*
<input checked="" type="radio"/> VACATION	120.00	120.00
<input type="radio"/> SICK	32.00	32.00

CONTINUE **BACK**

*Estimated available amount by 7/8/2020.

5. You can edit the time off request to partial days by changing the number of hours on the necessary requested dates.

Request Time Off
Step 3 of 4: Partial Day Requests
If you are requesting any partial days, edit time as necessary.
You have selected the following dates ([Change Dates](#))

7/3/2020: Hours 7/6/2020: Hours

7/7/2020: Hours 7/8/2020: Hours

CONTINUE **BACK**

- Enter any additional information regarding the request. Verify that you have entered your request correctly. If necessary, change the numbers of hours requested. Click Make 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: 7/3/7/6/7/7/8
Total Time Requested: 32.00 Hour(s) | [change](#)

Comment: (optional)

Reason: [optional] ▼

[MAKE REQUEST](#) [CANCEL](#)

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.

My Requests

[CALENDAR VIEW](#)

	Earned	Projected Earned through 4/16/2020	Projected Available* through 4/16/2020
VACATION (H)	150.00	150.00	88.00
SICK (H)	40.00	40.00	32.00
PERSONAL (D)	50.00	50.00	50.00
BEREAVE (D)	24.00	24.00	24.00
ALL OR NOT (D)	4.00	4.00	4.00
	268.00	268.00	198.00

Dates Requested	Amount	Type	Status	Reason	Comments	Options
7/6/2020 - 7/8/2020	24 hours	VACATION	In progress			CANCEL ADD TO CALENDAR
7/9/2020	8 hours	VACATION	In progress			CANCEL ADD TO CALENDAR
3/6/2017 - 3/24/2017	8 hours	SICK	Taken	ACCRUAL USED	03/06/17 - 03/24/17	
2/1/2017	30 hours	VACATION	Taken	INJURY	SICK BANK ENROLLMENT	

Hi-Hours: 0=Days
*Available amount after any outstanding requests (approved or pending approval)

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Click the Calendar View option to view your current time-off in a calendar format. On the Time Off Calendar page, click Return to Previous View to return to the My Requests page.