

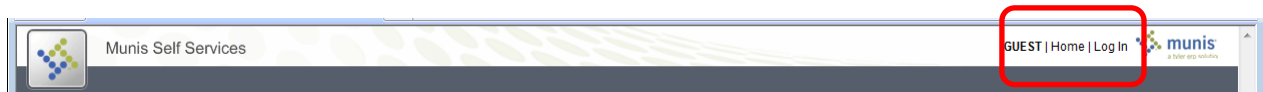
Employee Self Service Instructions

We have created an e-mail account for all questions related to ESS. Please send all inquiries or request for help to douglas.selfservice@douglas.k12.ga.us

Munis Self Service Login

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

1. Click **Log In** on the toolbar.




2. Enter your username and password and click Log In.

Your **User Name** will be your First Initial, Last Name, Last 4 digits of your SSN.

EX: John Smith would be JSMITH1234

The first time you login, your **Password** will be the last 4 digits of your SSN. You will be asked to create your own password at this time. Before proceeding you must change your password. New password must be at least four (4) characters long. You must also enter a new password hint. The system will give you the password hint as a reminder if you forget your password in the future.

 **DOUGLAS COUNTY SCHOOL SYSTEM**
To provide a quality education for all students in a safe, supportive environment.
9030 HIGHWAY 5, DOUGLASVILLE, GA 30134, 770-651-2000

User name

Password

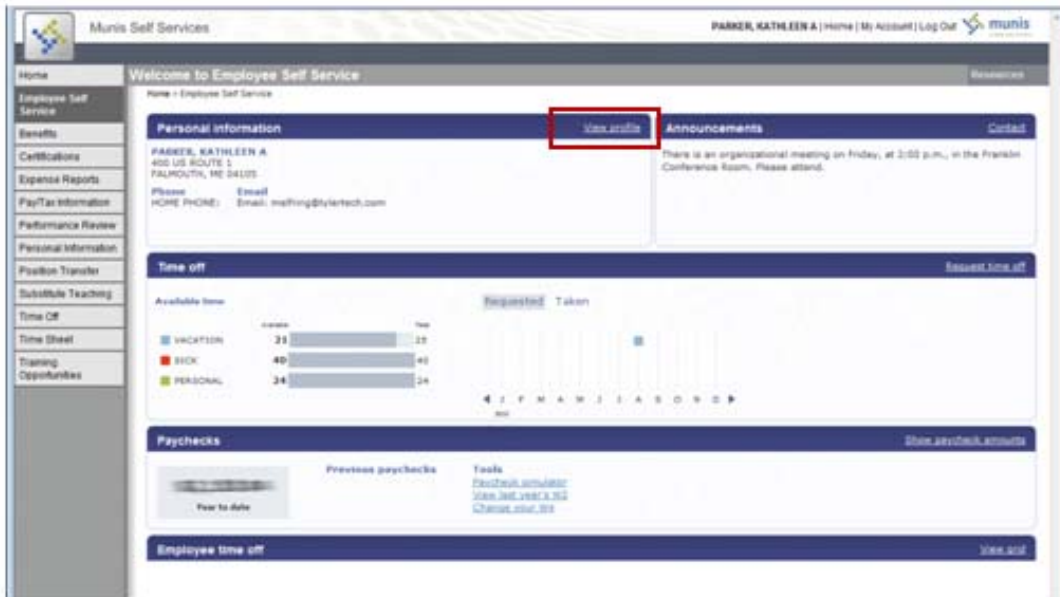
[Forgot your password?](#)

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3. Click on the [Employee Self Service](#) link on the left side of the page.

ESS Main Page

The main page of the ESS application displays personal information, organizational announcements, time-off and pay details.



Personal Information

Click **Personal Information** to view your personal information.

You can click **change** to update your Home Address, Phone Number, Personal Email and Emergency Contact information. Updating this information in Employee Self Service automatically updates your electronic employee file.

Click **View Profile** to view all your General information.

You cannot update the General or Demographic Information. If there is an error, click **Human Resources** at the bottom of the page to send a change notice to your Human Resources department.

Paychecks

The Paychecks panel displays information for the most recent pay periods where you received pay. You can view the **Paycheck Simulator**, **Year-to-Date Information**, or **W-4 Information**.

The blurred image represents your year-to-date earnings. It displays initially as blurred for

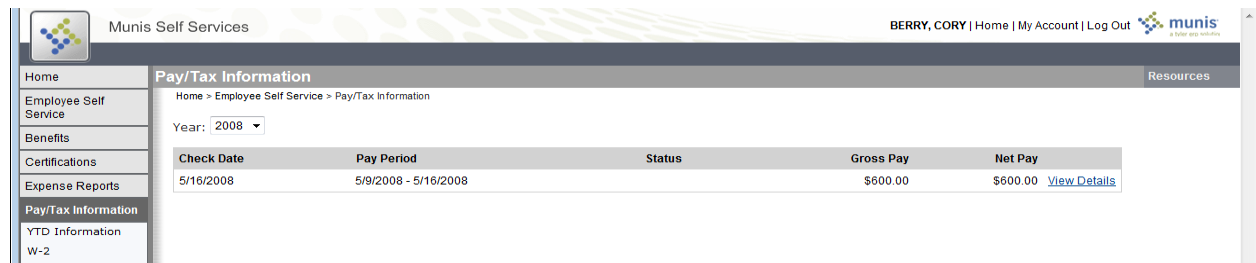
security purposes. Click **Show Paycheck Amounts** to convert the image to the dollar amount; click Hide Paycheck Amounts to return to the blurred image.



Camera Icon – clicking on the camera icon will show a copy of your paystub. Note: this will only be effective from your April 30, 2014 paycheck and beyond. Prior month's information is available in the detail format but not the check stub format.


Pay/Tax Information

Pay/Tax Information displays a list of payment history records for the year. The default year is the current year, but you can also view past years. Click **View Details** to view more information for a specific pay period.



Check Date	Pay Period	Status	Gross Pay	Net Pay
5/16/2008	5/9/2008 - 5/16/2008		\$600.00	\$600.00

When you click **View Details**, the program displays Check Detail, which contains the pay advice information for the check. Click on the **View Image** to open a copy of the paystub for that pay period.

Munis Self Services BERRY, CORY | Home | My Account | Log Out 

Check Detail Resources

Home > Employee Self Service > Pay/Tax Information > Check Detail

BERRY, CORY [Return to pay/tax information](#)

Overview

Check Date	5/16/2008
Pay Period	5/9/2008 - 5/16/2008
Check Number	590
Check Status	
Gross Pay	\$600.00
Net Pay	\$600.00

Pay Breakdown

Pay Type	Hours	Rate	Amount
HOURLY TM	80.00	\$7.50	\$600.00
Total			\$600.00

Deductions

No Pay Stub Detail information could be found.

W-2 Information

W-2 Information provides wage and deduction details for a selected year.

From the main page, select the year to view from the Year list; the program displays the details.

Munis Self Services PARKER,

W-2 Information

Home > Employee Self Service > Pay/Tax Information > W-2

Year: No W2s could be found.

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Munis Self Services MALIA, ROMAN | Home | My Account

W-2 Information

Home > Employee Self Service > Pay/Tax Information > W-2

Year: 2005 - 0

ROMAN MALIA

YEAR: 2005
SEQ: 0

320 HOWELLS TPKE
ANYTOWN, US 12345

RETIREMENT	<input checked="" type="checkbox"/>
DEF COMP	<input type="checkbox"/>
3RD PARTY SICK	<input type="checkbox"/>
STATUTORY EMPLOYEE	<input type="checkbox"/>
DECEASED	<input type="checkbox"/>

Wages and Tax

	GROSS	TAX
FIT	\$20,060.04	\$0.00
FICA	\$21,080.02	\$1,307.02
MEDICARE	\$21,080.02	\$305.76
SIT MA (0 Exemptions)	\$20,060.04	\$1,009.06
LIT	\$0.00	\$0.00
DEP CARE	\$0.00	\$0.00
SOCIAL SECURITY TIPS	\$0.00	\$0.00
ALLOCATED TIPS	\$0.00	\$0.00
EIC	\$0.00	\$0.00
NONQUAL	\$0.00	\$0.00

Box 12

C LIFE	\$0.00	M UNCL FICA	\$0.00
D 401K	\$0.00	N UNCL MEDC	\$0.00
E 403B	\$0.00	P EXCL MOVE	\$0.00
F 408K6	\$0.00	Q MILITARY	\$0.00
G 457B	\$0.00	R MEDICAL	\$0.00
H 501C18D	\$0.00	S SIMPLE PENS	\$0.00

W-4 Information

W-4 displays your current State and Federal W-4 details. If you edit your W-4 values select either single or married for federal and A, B, C, or D for state.

The screenshot shows the 'W-4 Information' page in the Munis Self Services portal. The page header includes the user name 'PARKER, KATHLEEN A' and navigation links for 'Home', 'My Account', and 'Log Out'. A left-hand navigation menu lists various services, with 'W-4' highlighted. The main content area displays the user's name and provides details for both Federal and Maine W-4 forms. For the Federal form, the marital status is 'SINGLE', exemptions are '0', and the additional amount is '\$0.0000'. For the MAINE form, the marital status is also 'SINGLE' and exemptions are '0'. An 'Edit W-4 Values' link is located in the top right corner of the main content area.

FEDERAL	
Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000

MAINE	
Marital Status	SINGLE
Exemptions	0

Paycheck Simulator

The Pay Check Simulator allows you to simulate adjustments to your pay, tax, or deductions in order to see how the changes would affect your total pay. The program does not permanently alter your pay records.

To use the simulator:

1. Enter the pay, tax, or deduction changes.

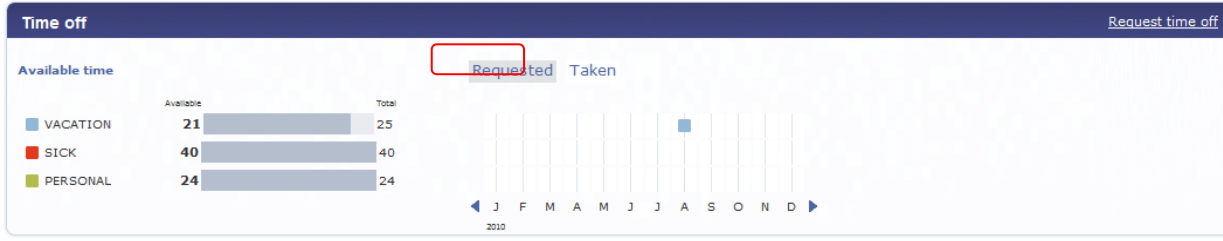
2. Click **Calculate**.
The program displays the new adjusted amounts.

	Current	Simulation
Gross Pay	0.00	25.00
Federal Tax	0.00	0.00
State Tax	0.00	0.00
Local Tax	0.00	0.00
FICA	0.00	1.55
Medicare	0.00	0.36
Other Deductions	0.00	0.00
Net Pay	0.00	23.09

3. Click **Reset** to clear the amounts.

Time Off Summary (on the Main Page)

The Time Off panel displays your vacation, sick, and personal time off. For the initial display, the Time Off is the time currently available. Click **Taken** to refresh the panel to display time off taken for the current year.



Time Off (from the Side Menu)

Employee Time Off displays the available time off and the taken time-off for categories applicable to you.

The screenshot shows the 'Munis Self Services' interface. The main content area displays a 'Time Off' summary table. The table has columns for Maximum Allowed, Earned, Projected Earned, Taken, To Be Taken, Currently Available, and Projected Available. The 'Taken' column for VACATION (00) is highlighted with a red box.

	Maximum Allowed	Earned	Projected Earned* through 06/30/10	Taken	To Be Taken	Currently Available	Projected Available* through 06/30/10	
VACATION (00)	80.00	80.00	80.00	0.00	0	80.00	80.00	Summary
SICK (00)	100.00	40.00	40.00	0.00	0	40.00	40.00	Summary
PERSONAL (00)	3.00	0.00	0.00	0.00	0	0.00	0.00	Summary
HOLIDAY (00)	40.00	40.00	40.00	0.00	0	40.00	40.00	Summary
BEREAVE (00)	3.00	0.00	0.00	0.00	0	0.00	0.00	Summary

Hours: 0 Days: 0
 *This is an estimate. Please note that your actual earnings may differ.
 Time Off Approver: SHAHEEN E BISHOP-ELFRING

Click the **calendar icon** next to the **Taken** value to display a calendar highlighting the days taken to-date for the current

The Calendar shows the information by month. To view details for a specific date, right-click the date.

Name	Amount	Reason	Comment	Type	Status
SULLIVAN, ABIGAIL N	0.00 H			VACATION	Request