

# City of Quincy

## MUNIS Employee Self Service (ESS) Guide

Available 24 Hours a Day, 7 Days a Week from Home

### MUNIS Employee Self Service Overview

MUNIS Employee Self Service (ESS) is a web based application that allows City of Quincy Employees to privately access selected personal and payroll information. Employees who signed up for Direct Deposit will be directed to MUNIS Self Service to view their pay information.

The following are some features and information available through ESS:

#### PERSONAL INFORMATION

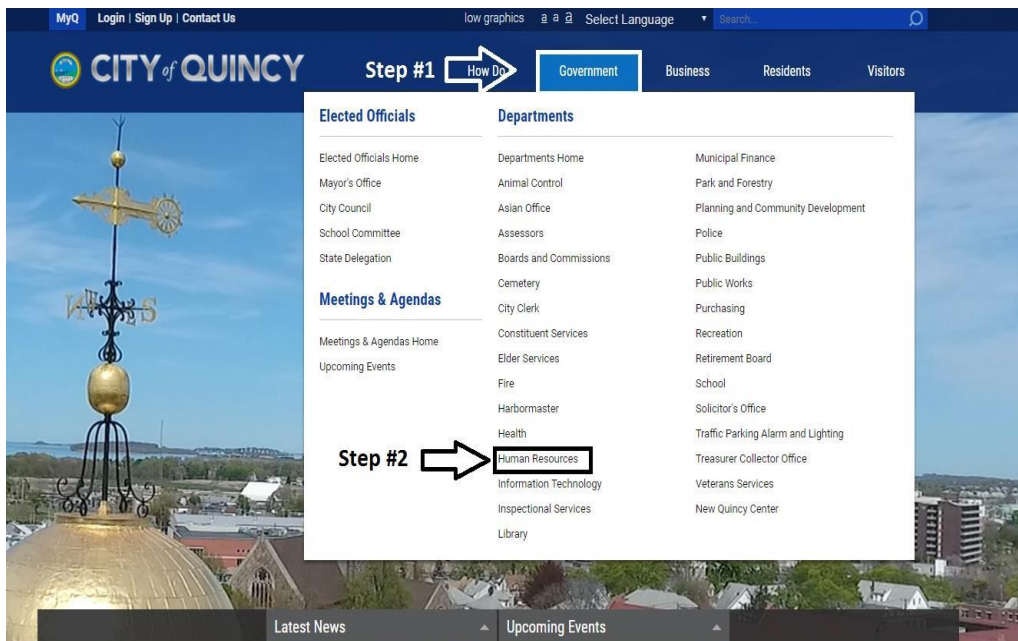
- View contact information (Address and Telephone Numbers).
- View email contact information.
- View emergency contact information.
- View employee profile information (General employment and demographic information).

#### PAY AND TAX INFORMATION

- View and print pay check information.
- View and print year-to-date gross earnings.
- View and print W-2 information. Available beginning January.
- View and print current W-4 withholding information.
- Paycheck Simulator utility.

### Accessing MUNIS Employee Self Service

1. From the Internet, type **www.quincyma.gov**
2. Click on Government, Human Resource Department

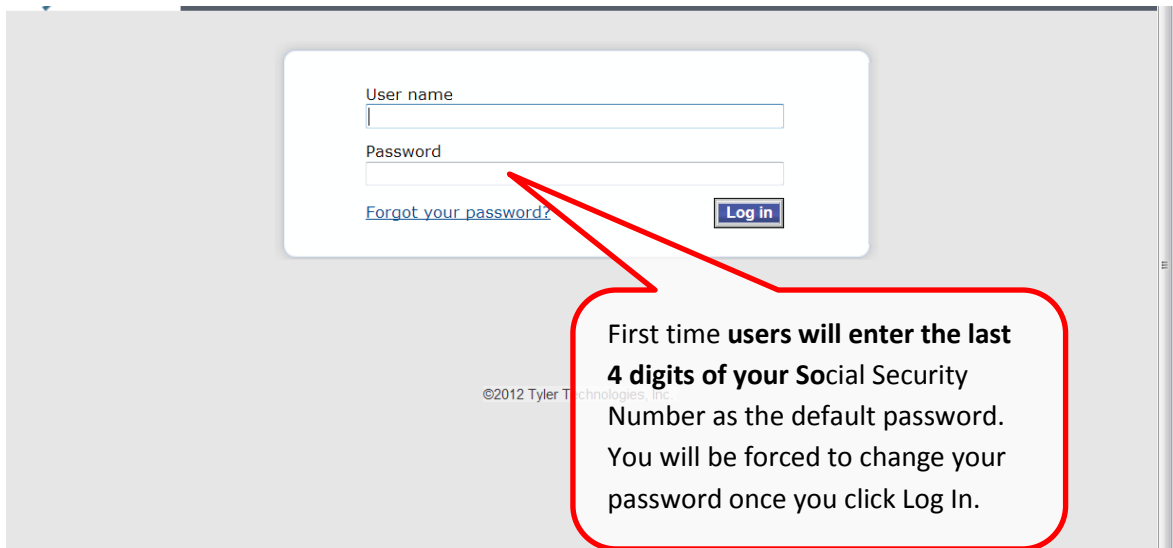


3. Click on Employee Self Service
4. The Munis Self Service page will appear.



## Logging In to MUNIS Self Service

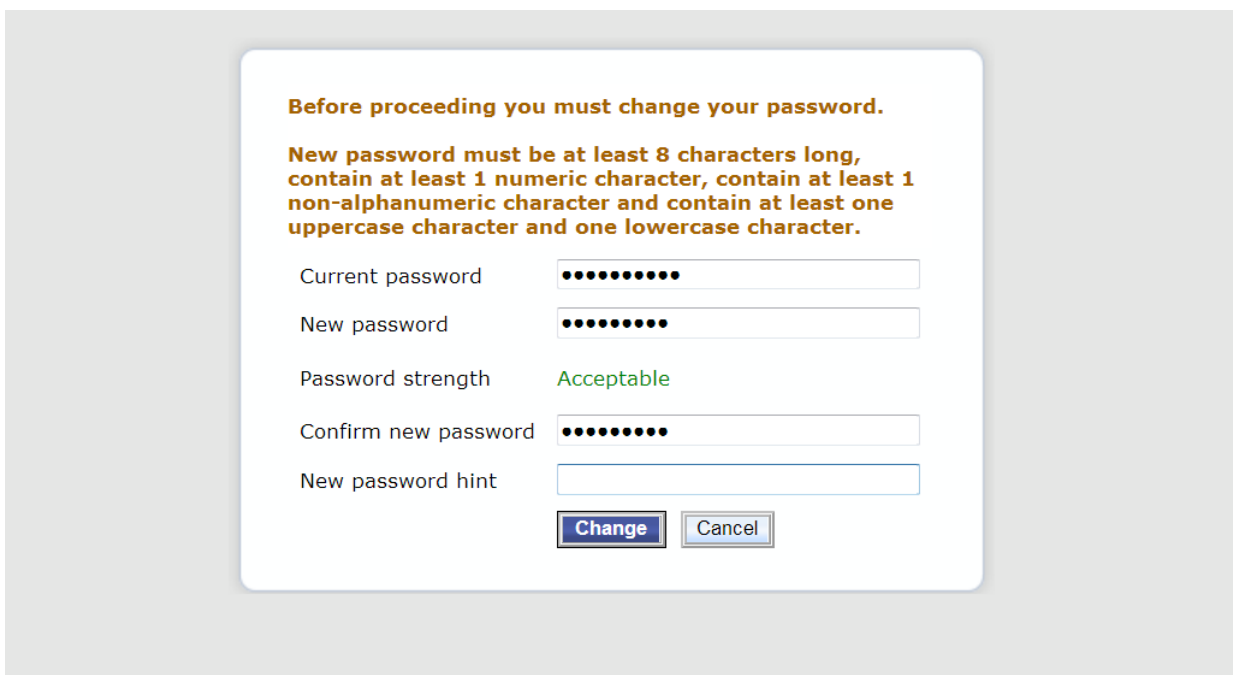
1. Click the **Log In** link located above the gray bar on the top right-hand side of the screen.
2. Enter your First Initial, Last Name and last 4 of your SSN# with no spaces or commas in your User Name. (If you are a MUNIS user as part of your QPS job, your User Name is your 1<sup>st</sup> initial, last name, and your password is your regular MUNIS password.)



3. First time users will enter the **last 4 digits of your Social Security Number** as the default password. You will be forced to change your password once you click Log In. Otherwise, returning users, enter your password.
4. Click **Log In**. First time users will be prompted to change their password. (Returning users will log into Munis Self Service and can proceed to the next section.)
5. First time users, the Current Password is the last 4 digits of your social security number.
6. Enter your new password. Your new password must contain a minimum of 8 characters, alphanumeric with upper and lower case letters, and at least one special character such as @, #, \$, %, \*. Passwords cannot start with a special character.



7. If your password is acceptable the Password Strength will change to Acceptable and the font will turn green.



8. Verify your password. To do this, re-enter the password you just entered.

9. Enter a New Password Hint. This password hint will be emailed to you upon your request should you lose or forget your password.
10. Click **Update**.

## MUNIS Self Service Main Page

1. Once you log in, MUNIS Self Service Main Page appears displaying your name in the upper right-hand side and the Employee Self Service link on the left-hand side.
2. Click Employee Self Service link from the list on the left.
3. The Employee Self Service Welcome screen appears.

### Identifying parts of the Employee Self Service Main Page:

1. **Announcements** – District-wide messages for all users to view which are set by the Administrator.
2. **Personal Information**- address, phone numbers, email.
3. **Time Off**- shows you accruals, available balances, earned, with a “show time off” section that can be clicked on to see the type of days taken in each month
4. **Department Information** – only those users associated with a specific department will view department information.
5. **Paychecks** – takes you straight into your last payroll advices. You will not see the physical image of your stub; but it will list all details of your pay advice.
6. **Module-Specific Links** – these screens on the left are viewed individually. Click on **Pay/Tax Information** and you will immediately see your paychecks for the last 12 months. Click on YTD (Year-to-date) information to see your current year totals. Click on W-2 to see each year’s W-2 information. Click on 1095-C to see your monthly insurance coverage status for each year. Click on W-4 to see your status and exemptions claimed for Federal and Massachusetts State. Click on Personal Information and see address, email, phones, emergency contacts, Click on Time Off to see your accruals- vacation, sick, personal. If you click on each one’s “taken” amount, you can see the specific days used. Even though the calendar is from January to December, the amounts are as of July 1<sup>st</sup> of each year.etc

Home > Employee Self Service

**Personal information** [View profile](#)

TAPIA, JANE L  
4674 BURNINGTREE DR  
ROCKFORD, IL 61114

Phone HOME PHONE: 815-877-3916 [Email](#)

**Announcements**

Welcome to the City of Rockford Employee Self Service... Version 9.3

Welcome to the Finance Dept. Message Board

**Paychecks** [Show paycheck amounts](#)

**Last Paycheck: 12/14/2012**

[Year to date](#)

**Previous paychecks**

12/14/2012	11/25/2012 - 12/8/2012		<a href="#">View details</a>
11/30/2012	11/11/2012 - 11/24/2012		<a href="#">View details</a>
11/16/2012	10/28/2012 - 11/10/2012		<a href="#">View details</a>
11/2/2012	10/14/2012 - 10/27/2012		<a href="#">View details</a>
10/19/2012	9/30/2012 - 10/13/2012		<a href="#">View details</a>

**Tools**

- [Paycheck simulator](#)
- [View last year's W2](#)
- [View your W4](#)

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# View Personal Information

1. Click Personal Information from the Module-Specific list on the left.
2. Personal Information includes home address, e-mail, telephone, dependent and emergency information.

Home > Employee Self Service > Personal Information

**Address / E-mail** [change](#)

**Home Address** 4674 BURNINGTREE DR,  
ROCKFORD, IL 61114

**E-mail**

**Alternate E-mail**

**Telephone** [Add Telephone Number](#)

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE	815-877-3916	No	<a href="#">Change</a>

**Dependents**

No Dependent information to display.

**Emergency Contacts** [Add Emergency Contact](#)

No Emergency Contact information to display.

3. Please contact QPS HR Dept at 617-984-8767 or contact QPS Payroll Dept at 617-984-8804 if you need to make any changes to your personal information, as changes cannot be made from the portal at this time. You can also print the page, write the appropriate changes and submit it to the QPS HR Dept. Include your name and employee number on the page.

# The Pay/Tax Information

The Pay/Tax Information Module allows you to view and print pay check information, view and print year-to-date gross earnings, view and print W-2 information, view and print current W-4 withholding information and offers a Paycheck Simulator utility.

## View and Print Pay/Tax Information

1. Click **Pay/Tax Information** from the Module-Specific list on the left to view pay history.
2. Click **Details** on right side of pay line, to view pay check stub details from the last pay period.

Home > Employee Self Service > Pay/Tax Information

Year 2012

Check Date	Pay Period	Status	Gross Pay	Net Pay	
12/14/2012	11/25/2012 - 12/8/2012	Cleared	\$2,027.68	\$1,083.25	<a href="#">View Details</a>
11/30/2012	11/11/2012 - 11/24/2012	Cleared	\$2,027.68	\$1,113.25	<a href="#">View Details</a>
11/16/2012	10/28/2012 - 11/10/2012	Cleared	\$2,027.68	\$1,068.42	<a href="#">View Details</a>
11/2/2012	10/14/2012 - 10/27/2012	Cleared	\$2,027.68	\$1,083.25	<a href="#">View Details</a>
10/19/2012	9/30/2012 - 10/13/2012	Cleared	\$2,027.68	\$1,068.42	<a href="#">View Details</a>
10/5/2012	9/16/2012 - 9/29/2012	Cleared	\$2,027.68	\$1,083.25	<a href="#">View Details</a>
9/21/2012	9/2/2012 - 9/15/2012	Cleared	\$2,027.68	\$1,068.42	<a href="#">View Details</a>
9/7/2012	8/19/2012 - 9/1/2012	Cleared	\$2,027.68	\$1,083.25	<a href="#">View Details</a>
8/24/2012	8/5/2012 - 8/18/2012	Cleared	\$2,027.68	\$1,068.42	<a href="#">View Details</a>

Home	Check Detail																																																
Employee Self Service	Home > Employee Self Service > Pay/Tax Information > Check Detail																																																
Certifications																																																	
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Paycheck Simulator																																																	
Personal Information																																																	
	<p><b>Overview</b></p> <table border="1"> <tr> <td>Check Date</td> <td>12/14/2012</td> </tr> <tr> <td>Pay Period</td> <td>11/25/2012 - 12/8/2012</td> </tr> <tr> <td>Check Number</td> <td>668742</td> </tr> <tr> <td>Check Status</td> <td>Cleared</td> </tr> <tr> <td>Gross Pay</td> <td></td> </tr> <tr> <td>Net Pay</td> <td></td> </tr> </table> <p><b>Pay Breakdown</b></p> <table border="1"> <thead> <tr> <th>Pay Type</th> <th>Hours</th> <th>Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>REG ADJUST</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Deductions</b></p> <table border="1"> <thead> <tr> <th>Deduction Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>FICA</td> <td></td> </tr> <tr> <td>MEDICARE</td> <td></td> </tr> <tr> <td>PPO SIN+1</td> <td></td> </tr> <tr> <td>FLEX MEDIC</td> <td></td> </tr> <tr> <td>NATIONWD 4</td> <td></td> </tr> <tr> <td>FEDERAL TA</td> <td></td> </tr> <tr> <td>STATE TAX</td> <td></td> </tr> <tr> <td>GRT SOUTH</td> <td></td> </tr> <tr> <td>RMECU</td> <td></td> </tr> <tr> <td>DIRECT DEP</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td></td> </tr> </tbody> </table>	Check Date	12/14/2012	Pay Period	11/25/2012 - 12/8/2012	Check Number	668742	Check Status	Cleared	Gross Pay		Net Pay		Pay Type	Hours	Rate	Amount	REG ADJUST				<b>Total</b>				Deduction Type	Amount	FICA		MEDICARE		PPO SIN+1		FLEX MEDIC		NATIONWD 4		FEDERAL TA		STATE TAX		GRT SOUTH		RMECU		DIRECT DEP		<b>Total</b>	
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**NOTE:** This information cannot be modified by the user. Please contact the Payroll Department for questions or issues regarding your pay check information.

## YTD Information Subsection

1. Click the YTD Information subsection of Pay/Tax Information for a cumulative view of payroll information for a given year.

## W-2 Information Subsection

1. Click the **W-2 Information** subsection of Pay/Tax Information. Select year and then click on "view w-2 image" in the right hand corner of your screen. (This view image option is only available for year 2017 going forward.)

## W-4 Information Subsection

1. Click the **W-4 Information** subsection of Pay/Tax Information to view information regarding current tax withholding status for Federal taxes.

## Paycheck Simulator Subsection

1. Click the **Paycheck Simulator** subsection of Pay/Tax Information to enter pay, tax, and deductions to see what your paycheck might look like if you change tax withholdings.



Home > Employee Self Service > Pay/Tax Information > Paycheck Simulator

### Paycheck Simulator

Home > Employee Self Service > Pay/Tax Information > Paycheck Simulator

**Pay Details**

Job	Job Description	Pay	Pay Description	Hours	Rate	Percentage	Amount
A533	PROGRAMMER/ANALST II	100	PAY ANNUAL	10.00	218.1800	0.00	4109.06

Marital Exemptions

Federal Tax: SINGLE

State Tax: SINGLE NO EXEMPTIONS

Local Tax: SINGLE NO EXEMPTIONS

**Deduction Details**

Description	Amount
ANNUITIES - PRE TAX	0.00
TRS CONTRIBUTION	262.98
TRS INSURANCE	26.71
NISD EDUCATION FOUNDATION	10.00

Submit Reset

2. Click **Submit** to see the results of your enter values.

## Frequently Asked Questions

### What if I forget my password?

1. At the Log In screen, I forgot my password and my log in attempt failed.
2. Click the "**Forgot your password?**" link for MUNIS Self Service to send an e-mail message containing your password hint.
3. A screen will indicate that an e-mail message containing your password hint has been sent.
4. Access your e-mail account.
5. From your e-mail Inbox, open the e-mail message from MUNIS Self Service.
6. After reading your password hint, you remember your password. Return to MUNIS Self Service and log in.
7. If you still do not remember your password. Click the link provided in your e-mail message to reset your password. If you still have problems logging on to the site, contact the site administrator (listed at end of this printout)
8. By clicking the link, the Password Regeneration page appears.
9. Click **Submit** to confirm you want your password reset.
10. The following page appears indicating a temporary password has been sent to your e-mail address.
11. Access your e-mail account.
12. From your e-mail Inbox, open the e-mail message from MUNIS Self Service to receive your temporary password.

13. Return to MUNIS Self Service and log in using the temporary password for the password.
14. Click **Log In**.
15. You will be prompted to change your password.
16. Enter the Temporary password as the Current Password, and then enter your new password and password hint. Remember the password must be at least 8 characters, alphanumeric with upper and lower case letters, and at least one special character such as @, #, \$, %, \*. Passwords cannot start with
17. Click **Update**. The prompt will indicate if your password was successfully reset.
18. Click **Continue**.

**How often does my password expire?** Your password will expire every 3 months.

## Who do I call if I have questions about my information?

### Quincy Public Schools- Payroll Related Questions

Cindie Lally – Payroll Manager  
617-984-8804  
cindielally@quincypublicschools.com

Angela Fasoli – Payroll Clerk  
617-984-8776  
angelafasoli@quincypublicschools.com

### Quincy Public Schools- Human Resources Related Question

Geri Calos- HR Assistant  
617-984-8767  
gervaiscalos@quincypublicschools.com

Mary Lou Peck- HR Assistant  
617-984-8774  
maryloupeck@quincypublicschools.com

### Employee Self Service System Related Questions

Resetting Employee Self Service Passwords or  
Logging into Employee Self Service or  
Navigating issues in Employee Self Service

Contact the Helpdesk – 617-376-1116 or  
send e-mail to **bmcveigh@quincyma.gov**  
and provide issue and contact information.  
Someone will contact you to assist.