City of Quincy
MUNIS **E**mployee **S**elf **S**ervice (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
- o View contact information (Address and Telephone Numbers).
- o View email contact information.
- o View emergency contact information.
- o View employee profile information (General employment and demographic information).

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

Accessing MUNIS Employee Self Service

1. From the Internet, type www.quincyma.gov
2. Click on Department, Human Resource Department
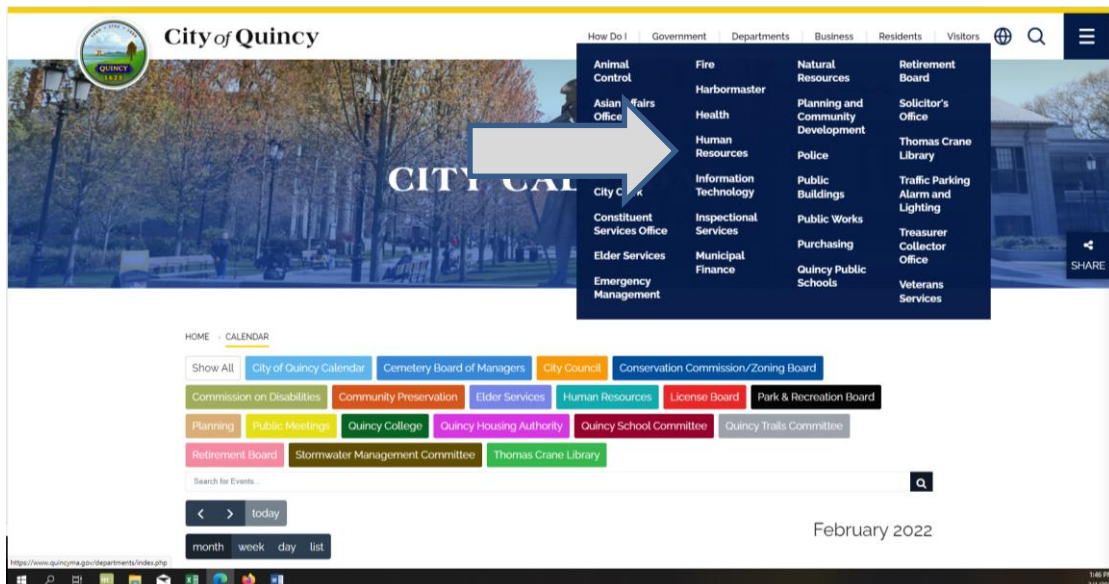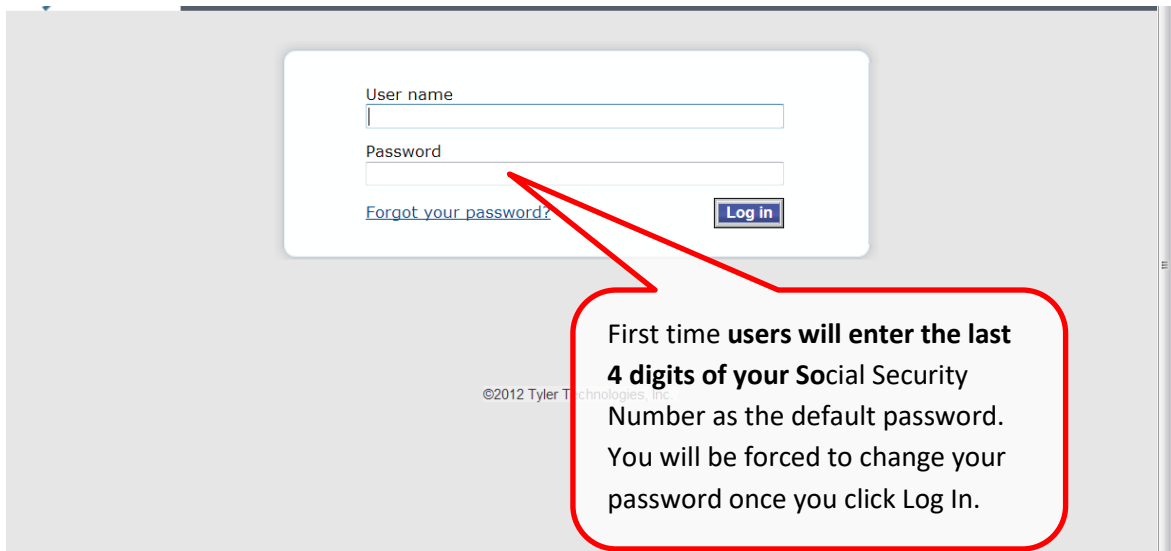
3. Scroll down and you will see Employee Self Service.
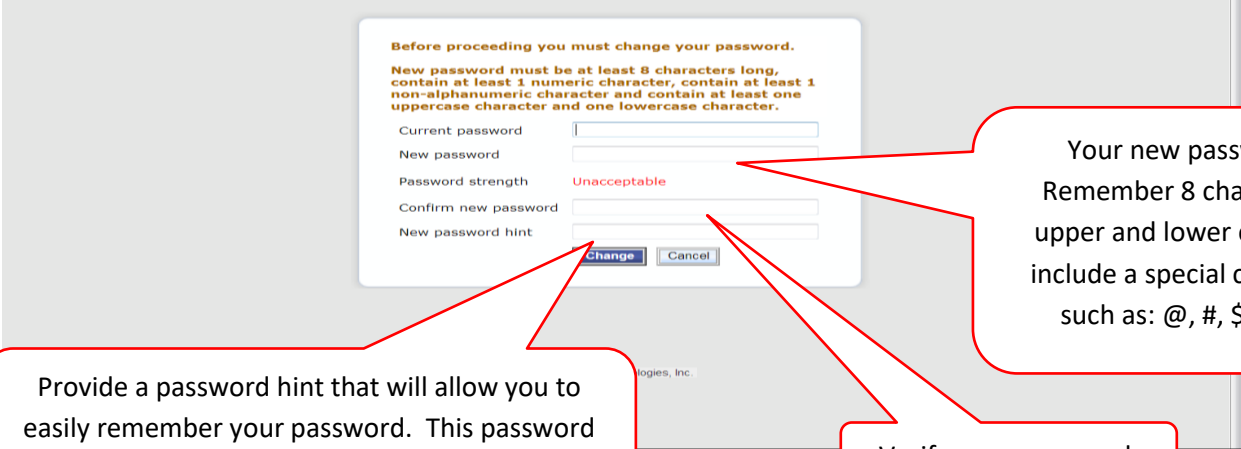4. Click on Employee Self Service.

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 1st initial, last name, and your password is your regular MUNIS password.)

First time **users will enter the last 4 digits of your So**cial Security Number as the default password. You will be forced to change your password once you click Log In.

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
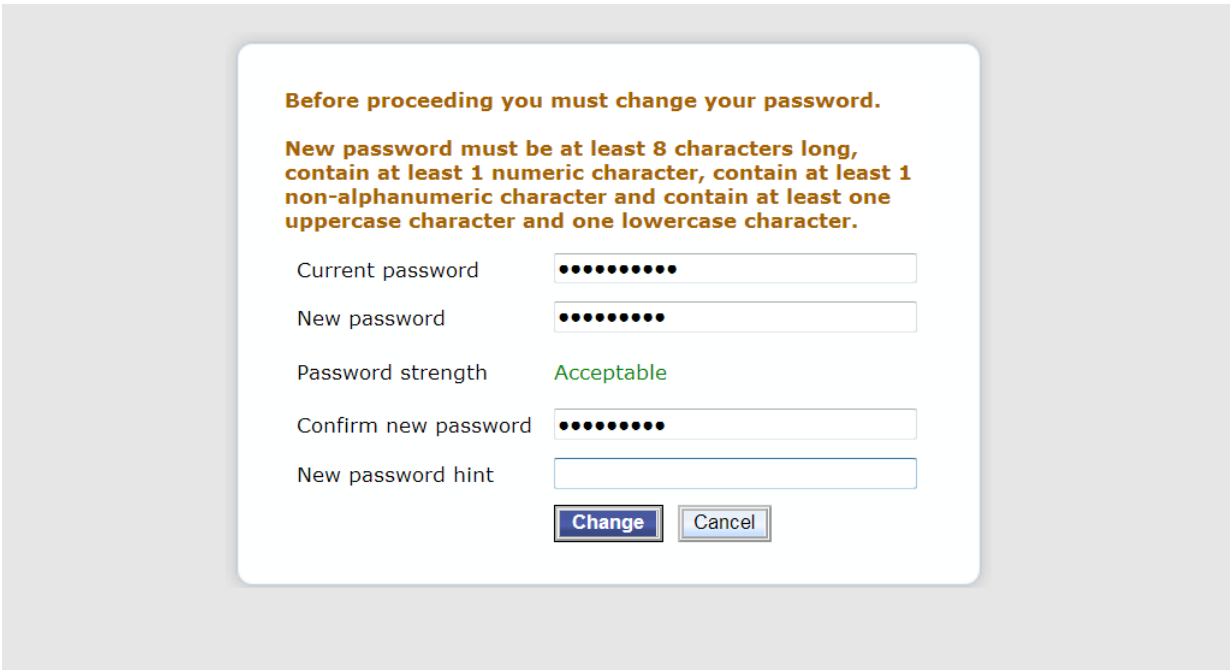
special character such as @,#,$,%,*. Passwords cannot start with a special character.

Your new password. Remember 8 characters, upper and lower case and include a special character such as: @, #, $, %, *.

Provide a password hint that will allow you to easily remember your password. This password hint will be emailed to you upon request.

Verify your password.

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, and 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 1st of each year etc.

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.

3. Please contact QPS Payroll Dept at 617-984-8776 or QPS HR Dept at 617-984-8767 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	Check Detail

Employee Self Service
Certifications
Pay/Tax Information
  YTD Information
  W-2
  W-4
  Paycheck Simulator
Personal Information

Overview

Check Date	12/14/2012
Pay Period	11/25/2012 - 12/8/2012
Check Number	668742
Check Status	Cleared
Gross Pay	
Net Pay	

Pay Breakdown

Pay Type	Hours	Rate	Amount
REG ADJUST			
Total			

Deductions

Deduction Type	Amount
FICA	
MEDICARE	
PPO SIN+1	
FLEX MEDIC	
NATIONWD 4	
FEDERAL TA	
STATE TAX	
GRT SOUTH	
RMECU	
DIRECT DEP	
Total	

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.

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. Please call payroll at 617-984-8776, to have your password reset.
3. Return to MUNIS Self Service and log in using the temporary password for the password.
4. Click **Log In**.
5. You will be prompted to change your password.
6. 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
7. Click **Update**. The prompt will indicate if your password was successfully reset.
8. 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

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

Kathy Myers – Payroll Clerk
617-984-8789
kathleenmyers@quincypublicschools.com

Quincy Public Schools- Human Resources Related Question

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

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