

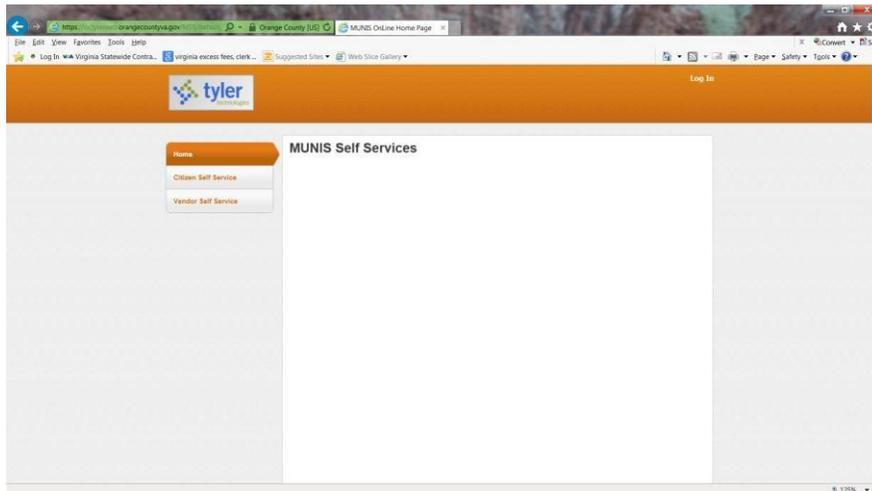


# Orange County Virginia MUNIS Employee Self Service (ESS)

Available 24 Hours a Day, 7 Days a Week, from Anywhere with Internet Access

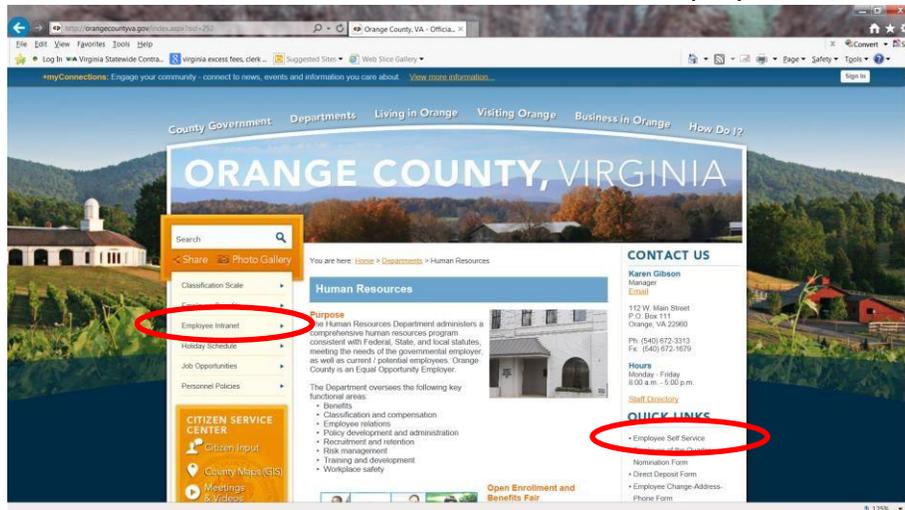
## Instructional Guide

To access Employee Self Service (ESS), visit the Munis Self Service (MSS) site at:  
<http://octylerweb.orangecountyva.gov/MSS/>



-or-

From the Orange County home page (<http://www.orangecountyva.gov/>), click Departments, select Human Resources, and click the link for Employee Self Service.



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# MUNIS Employee Self Service Overview

MUNIS Employee Self Service (ESS) is a secure, web-based application that allows Orange County employees to privately access selected personal and payroll information. It is one module of the larger MUNIS Self Service website that also includes Citizen Self Service and Vendor Self Service.

The following are some features and information available through ESS:

## **Pay and Tax Information**

- View and print pay check information. View and print year-to-date gross earnings by calendar year. View and print W-2 information beginning with 2014. View and print 1095-C information beginning with 2015.
- Paycheck Simulator utility to forecast the effect of various changes, such as the number of tax exemptions on net pay.
- View the value of your actual total compensation, including County-paid benefits, for the most recent completed calendar year.

## **Personal Information**

- View and update contact information (address and telephone numbers).
- View and update email contact information.
- View and update tax form delivery options (mail vs. email). View and update dependent information. View and update emergency contact information.
- View employee profile information (general employment and demographic information).

## **Coming Soon...Time Entry**

- Currently used by Fire and EMS and some exempt positions.
- View and enter time off (leave) requests.
- View and enter time sheets.

## **Resource Links**

- View and print any additional documents or links that have been provided for your reference. Examples include payroll calendars, holiday schedules, and open enrollment information.

## Before You Get Started, General Guidelines

Internet access is necessary to access MUNIS Employee Self Service (ESS).

User Name is your first initial, last name, and employee number, without spaces.

Example: Jane Doe 1234 = jdoe1234

First time users will enter the last 4 digits of their SSN# as the password and then be forced to change their password.

Password guidelines are as follows:

- Minimum of 12 characters in length
- Alphanumeric with at least one number

First time users will be prompted to provide a password hint. Provide a hint that will allow you to easily remember your password. This password hint will be emailed to you upon your request, if you lose or forget your password and need to reset it.

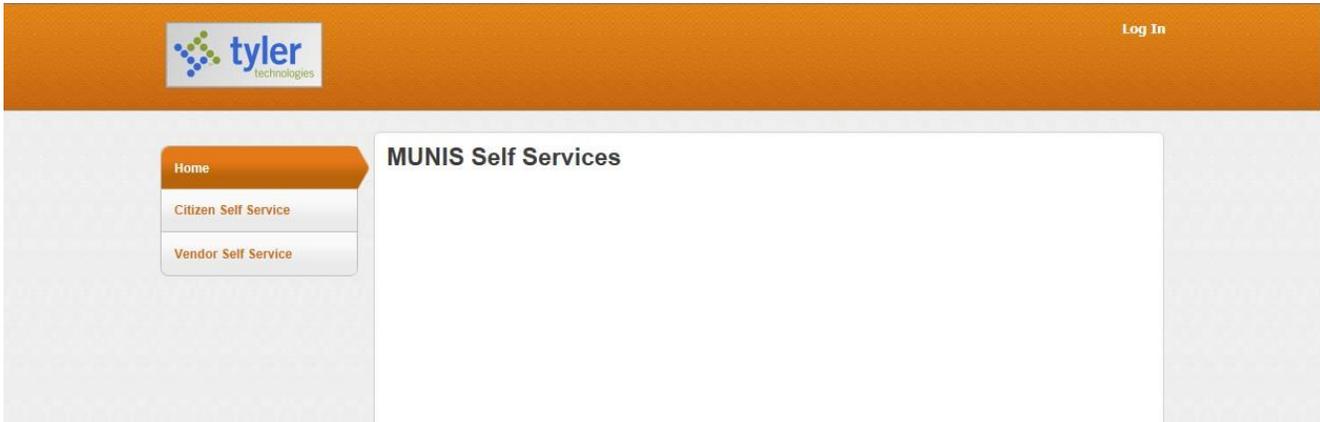
Module-specific screens are listed at the left side of the Employee Self Service page and provide information to which you have access.

Please make sure you log-off when finished.

# Accessing MUNIS Employee Self Service

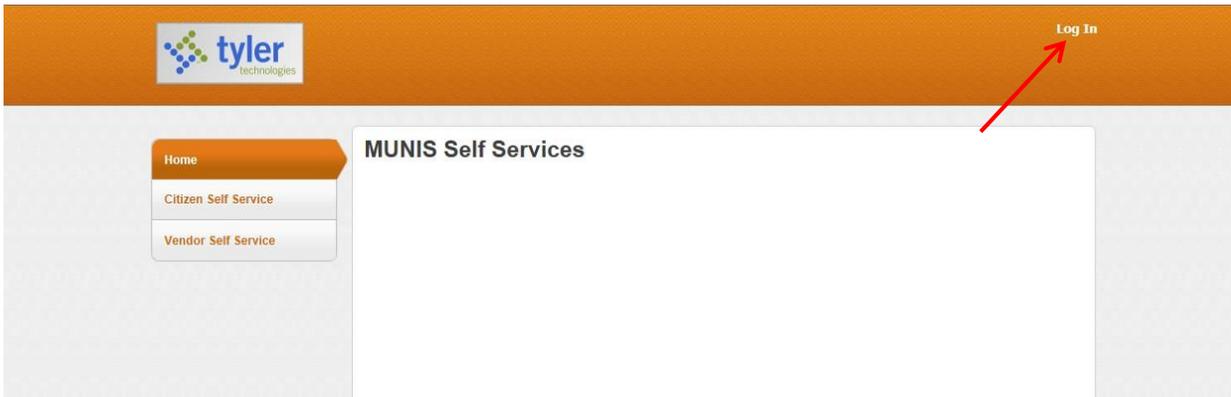
From the Internet, type <https://octylerweb.orangecountyva.gov/MSS/>

You will arrive at this screen:

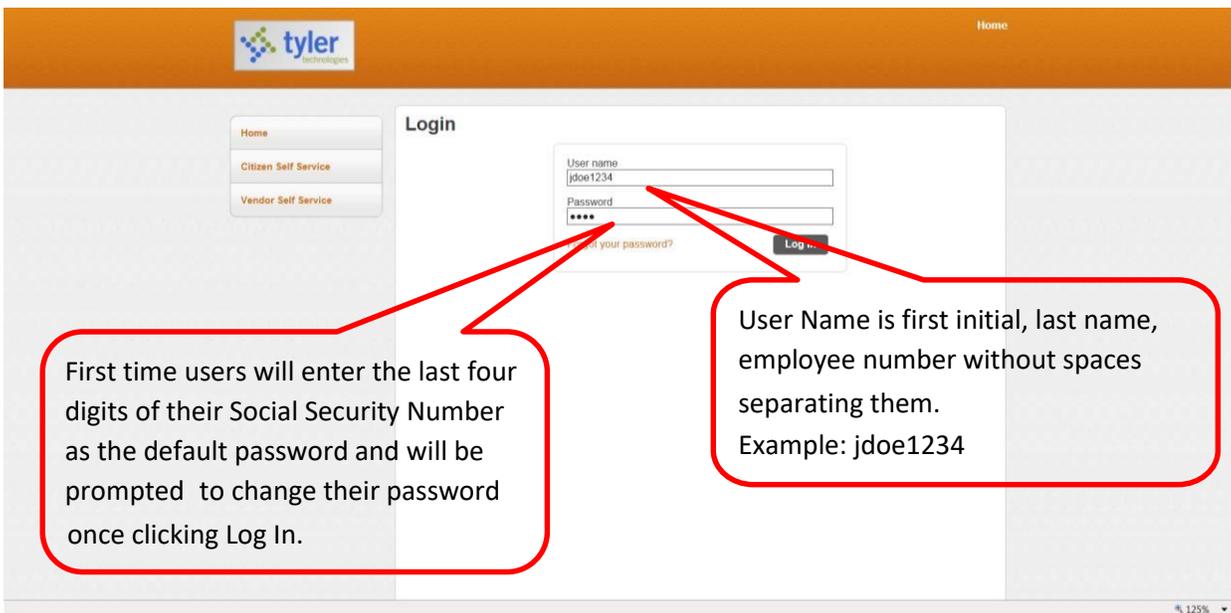


# Logging in to MUNIS Employee Self Service

1. Click the Log In link located in the orange bar on the top right-hand side of the screen.



2. Enter your first initial, last name, and employee number without spaces as your User Name.



3. First time users will enter the last four digits of their Social Security Number as the default password. You will be prompted to change your password once you click Log In.

4. Enter your new password. Your new password must contain a minimum of 12 characters, alphanumeric with at least one number.

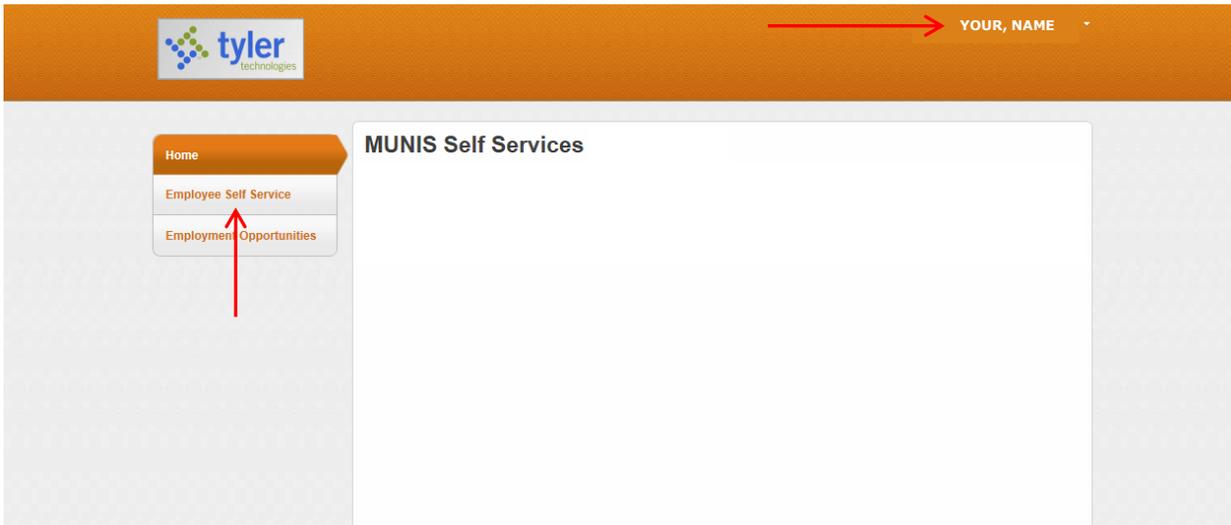
The screenshot shows the Tyler Technologies 'Login' page. On the left is a navigation menu with 'Home', 'Citizen Self Service', 'Employment Opportunities', and 'Vendor Self Service'. The main content area is titled 'Login' and contains a form with the following fields: 'Current password', 'New password', 'Password strength' (displaying 'Unacceptable'), 'Confirm new password', and 'New password hint'. Below the fields are 'Change' and 'Cancel' buttons. Annotations with red callouts point to specific parts of the form: one points to the 'Current password' field with the text 'The last four of your SSN.'; another points to the 'New password' field with the text 'Your new password. Remember 12 characters, alphanumeric with at least one number.'; a third points to the 'Confirm new password' field with the text 'Verify your password.'; and a fourth points to the 'New password hint' field with the text 'Provide a password hint that will allow you to easily remember your password. This password hint will be emailed to you upon request.'

5. Verify your password. To do this, re-enter the password you just entered.
6. Enter a New Password Hint. This password hint will be emailed to you upon your request, should you lose or forget your password.
7. Click Update.
8. If your password is acceptable, the Password Strength will change to Acceptable and the font will turn green.

This screenshot shows the same Tyler Technologies 'Login' page as the previous one, but after the password change. The 'Password strength' field now displays 'Acceptable' in green text, which is circled in red. The 'Current password' and 'New password' fields are filled with black dots. The 'Confirm new password' field is also filled with black dots. The 'New password hint' field is empty. The 'Change' and 'Cancel' buttons remain at the bottom of the form.

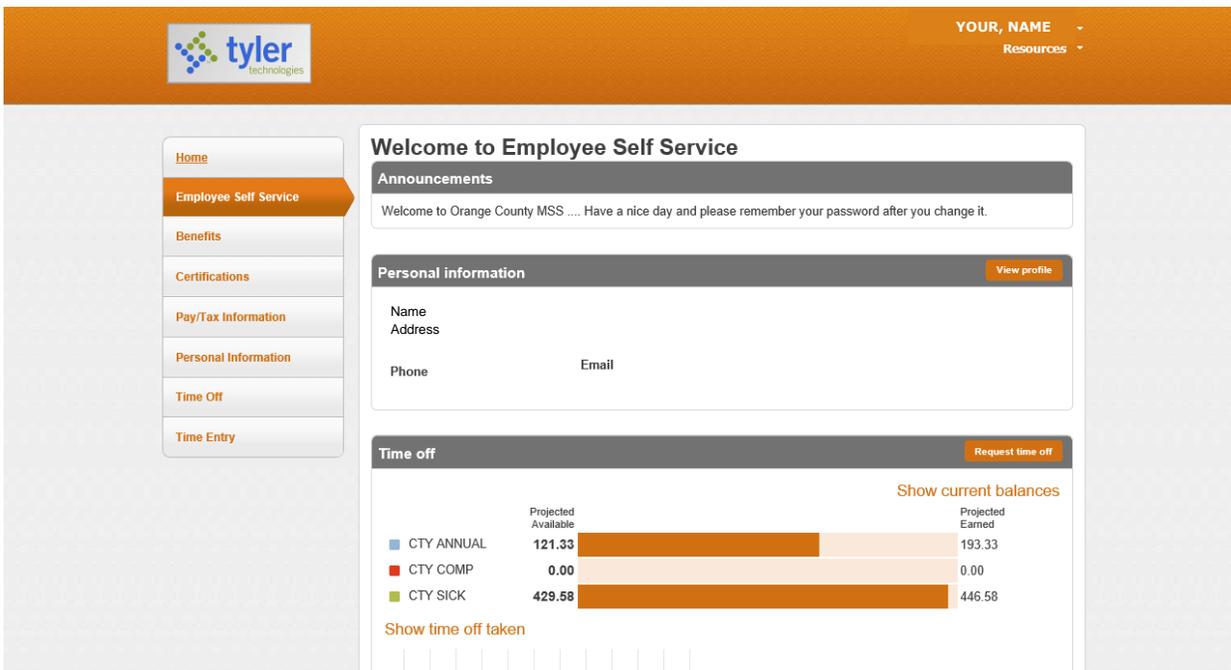
# MUNIS Self Service Main Page

1. Once you log in, the 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 the Employee Self Service link from the list on the left.
3. The Employee Self Service Main Page appears.

# Employee Self Service Main Page



# Viewing and Making Benefits Selections

1. Click Benefits. On this screen, you can view current benefit choices and costs.

Benefit	Current Election
FLEXIBLE SPENDING ACCOUNT	FLEXIBLE SPENDING- MEDICAL \$19.23   details
MEDICAL INSURANCE	HEALTHKEEPERS POS OA 20/20%/500D, 10/30/50/50 RX / EE ONLY \$9.23   details
DENTAL INSURANCE	DENTAL - HIGH / EE SPOUSE \$18.75   details

All costs are per pay period. Your estimated total cost per pay period is \$47.21.

2. Click Open Enrollment. On this screen, you can view your current elections in the first column, and new elections will appear in the second column.

Benefit	Current Election	New Election
FLEXIBLE SPENDING ACCOUNT	FLEXIBLE SPENDING- MEDICAL \$19.23   details	Election Not Made Decline benefit   No changes   Make New Election
MEDICAL INSURANCE	HEALTHKEEPERS POS OA 20/20%/500D, 10/30/50/50 RX / EE ONLY \$9.23   details	Election Not Made Decline benefit   No changes   Make New Election
LEGAL RESOURCES	No Election Made	Election Not Made Decline benefit   Make New Election
DENTAL INSURANCE	DENTAL - HIGH / EE SPOUSE \$18.75   details	Election Not Made Decline benefit   No changes   Make New Election
VISION INSURANCE	No Election Made	Election Not Made Decline benefit   Make New Election
OFF THE JOB ACCIDENT INSURANCE	No Election Made	Election Not Made Decline benefit   Make New Election

All costs are per pay period. Your estimated total cost per pay period is \$0.00.

3. Use the orange links on the right-hand side to decline a benefit, select no changes, or select a new election.

4. Click Continue once all elections have been made.

5. Review your elections, which are shown on the next screen. A breakdown is provided for each benefit, including your selected coverage, pay period costs, and annual costs.

The screenshot displays a web interface for reviewing enrollment. On the left is a vertical navigation menu with the following items: Home, Employee Self Service, Benefits (highlighted with an orange arrow), Open Enrollment, Certifications, Pay/Tax Information, Personal Information, Time Off, and Time Entry. The main content area is titled "Review your enrollment" and contains a "Review" section. This section lists several benefits, each with a corresponding "ELECTION" field: FLEXIBLE SPENDING ACCOUNT, MEDICAL INSURANCE, HEALTH SAVINGS ACCOUNT, LEGAL RESOURCES, DENTAL INSURANCE, VISION INSURANCE, and OFF THE JOB ACCIDENT INSURANCE. At the bottom of the list are two summary rows: "TOTAL PAY PERIOD EMPLOYEE COST" and "TOTAL ANNUAL EMPLOYEE COST". A red arrow points from the "TOTAL ANNUAL EMPLOYEE COST" row to a set of three gray buttons: "Submit Choices", "Modify", and "Cancel".

6. Use the gray buttons at the bottom of the page to submit elections, modify elections, or cancel submission.

## Viewing Pay Stubs

The Paychecks section displays your most recent payroll advices. The physical image of your pay stub is emailed to you, it is also available under details.

**Welcome to Employee Self Service**

Home  
Employee Self Service  
Benefits  
Certifications  
Pay/Tax Information  
Personal Information  
Time Off  
Time Entry

**Announcements**

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

**Time off** [Show current balances](#)

	Projected Available	Projected Earned
CTY ANNUAL	424.92	440.92
CTY COMP	0.00	0.00
CTY SICK	525.11	803.11
PERSONAL	8.00	8.00

[Show time off taken](#)

2016: J F M A M J J A S O N D

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

**Last Paycheck: 7/15/2016**

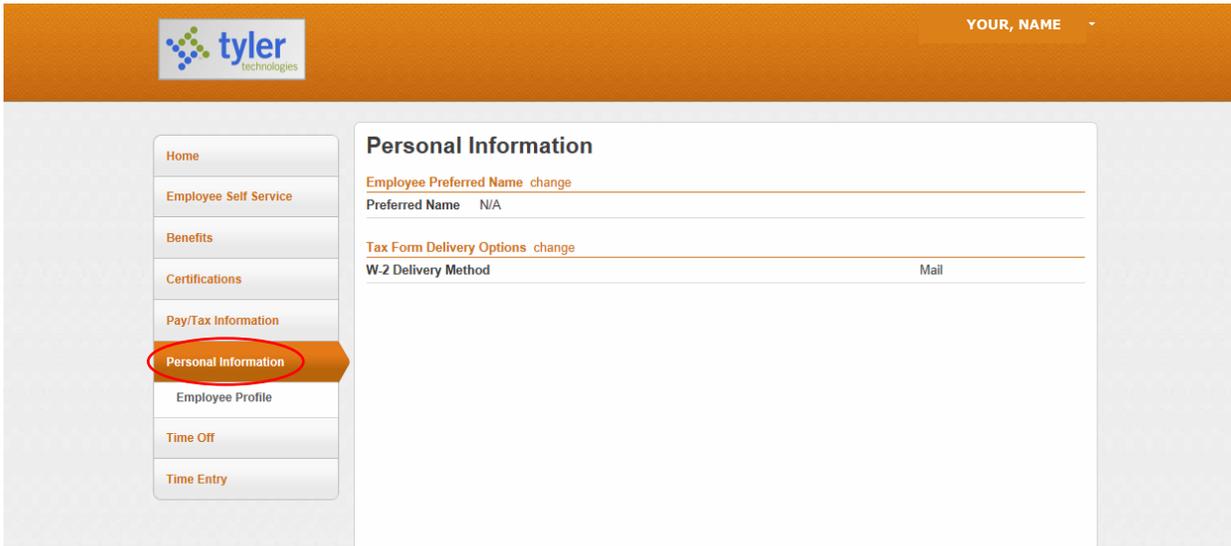
**Previous paychecks**

7/15/2016		<a href="#">Details</a>	
7/1/2016		<a href="#">Details</a>	
6/17/2016		<a href="#">Details</a>	

**Tools**  
[Paycheck simulator](#)  
[View last year's W2](#)

# View and Update Personal Information

1. Click Personal Information from the module list on the left.
2. Personal Information includes home address, e-mail, telephone, dependent, and emergency information.
3. The user can update most personal information by clicking the "Change" link by each section.



4. If you click "Change," you will be taken to a new page to edit your information.

**Note:** Should you find inaccurate information and do not have the ability to change it, please print the page, write the appropriate changes, and submit it to Human Resources. Include your name and employee number on the page.

5. Click "Update" once you have made your edits.

## Employee Profile

1. Under Personal Information, click the Employee Profile to view general employment and demographic information.

**NOTE:** General employment and demographic information can only be changed by e-mailing your request to Human Resources. Please include your name and employee number.

# The Pay/Tax Information Module

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.

The screenshot shows the Tyler Technologies interface. On the left is a navigation menu with options: Home, Employee Self Service, Benefits, Certifications, Pay/Tax Information (highlighted), YTD Information, W-2, 1095-B, 1095-C, Paycheck Simulator, Salary Notification, and Total Compensation. The main content area is titled 'Pay/Tax Information' and includes a dropdown for 'Employee:' and a 'Year' dropdown set to '2016'. Below this is a table of pay checks with columns for Check Date, Pay Period, Status, Gross Pay, and Net Pay. Each row has a 'Details' link.

Check Date	Pay Period	Status	Gross Pay	Net Pay	
7/15/2016	6/19/2016 - 7/2/2016	Cleared	\$2,287.71	\$1,521.17	<a href="#">Details</a>
7/1/2016	6/5/2016 - 6/18/2016	Cleared	\$2,139.56	\$1,430.86	<a href="#">Details</a>
6/17/2016	5/22/2016 - 6/4/2016	Cleared	\$2,531.18	\$1,672.10	<a href="#">Details</a>
6/3/2016	5/8/2016 - 5/21/2016	Cleared	\$2,173.56	\$1,451.80	<a href="#">Details</a>
5/20/2016	4/24/2016 - 5/7/2016	Cleared	\$2,299.53	\$1,529.40	<a href="#">Details</a>
5/6/2016	4/10/2016 - 4/23/2016	Cleared	\$2,258.56	\$1,504.16	<a href="#">Details</a>
4/22/2016	3/27/2016 - 4/9/2016	Cleared	\$2,139.56	\$1,430.86	<a href="#">Details</a>
4/8/2016	3/13/2016 - 3/26/2016	Cleared	\$2,224.56	\$1,483.22	<a href="#">Details</a>
3/25/2016	2/28/2016 - 3/12/2016	Cleared	\$2,333.53	\$1,550.35	<a href="#">Details</a>
3/11/2016	2/14/2016 - 2/27/2016	Cleared	\$2,139.56	\$1,430.86	<a href="#">Details</a>
2/26/2016	1/31/2016 - 2/13/2016	Cleared	\$2,758.48	\$1,812.12	<a href="#">Details</a>

2. Click View Details to view pay check details.

The screenshot shows the 'Check Detail' page. On the left is a navigation menu with options: Home, Employee Self Service, Benefits, Certifications, Pay/Tax Information (highlighted), YTD Information, W-2, 1095-B, 1095-C, Paycheck Simulator, Salary Notification, Total Compensation, Personal Information, Time Off, and Time Entry. The main content area is titled 'Check Detail' and includes a 'Return to pay/tax information' link. Below this is an 'Overview' section with fields for Check Date, Pay Period, Check Number, Check Status, Gross Pay, and Net Pay. Below that is a 'Pay Breakdown' table with columns for Pay Type, Hours, Rate, and Amount. At the bottom is a 'Deductions' table with columns for Deduction Type and Amount.

Pay Type	Hours	Rate	Amount
	8.00	\$26.66	\$1,919.69
	8.00	\$26.93	\$215.43
	1.00	\$26.80	\$26.80
	0.00	\$0.00	\$119.00
	0.00	\$0.00	\$6.79
			\$2,287.71

Deduction Type	Amount
FICA	\$141.08
MEDICARE	\$33.00

**NOTE:** This information cannot be modified by the user. Please contact the Payroll Department for questions or issues regarding your pay advice information.

## YTD Information

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

## W-2 Information

1. Click the W-2 Information subsection of Pay/Tax Information for a display of Federal and State taxes and withholding for a given year.

## Paycheck Simulator

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

The screenshot shows the 'Paycheck Simulator' interface. On the left is a navigation menu with options: Home, Employee Self Service, Benefits, Certifications, Pay/Tax Information (highlighted), YTD Information, W-2, 1095-B, 1095-C, Paycheck Simulator, Salary Notification, Total Compensation, Personal Information, Time Off, and Time Entry. The main content area is titled 'Paycheck Simulator' and includes a 'Pay cycle' dropdown set to '1'. Below this is a 'Pay Details' table with columns for Job, Pay, Hours, Rate, Percentage, and Amount. The table contains two rows of data. Below the table are fields for Marital status (set to 'SINGLE') and Exemptions (set to '0') for Federal, State, and Local taxes. A 'Deductions' table lists items like 'C-VIRGINIA RETIREMENT', 'C-EYE MED PRE TAX COUNTY', and 'C-HEALTH INS COUNTY' with their respective amounts. At the bottom are 'Calculate' and 'Reset' buttons.

Job	Pay	Hours	Rate	Percentage	Amount
		80.00	26.9289	0.00	2154.31
		0.00	0.0000	0.00	6.79

Description	Amount
C-VIRGINIA RETIREMENT	107.72
C-EYE MED PRE TAX COUNTY	2.93
C-HEALTH INS COUNTY	9.23

2. Click Submit to see the results of your entered values.

## Total Compensation

1. Click the Total Compensation subsection of Pay/Tax Information to view the total dollar value of all actual wages and benefits received from the County for the most recently completed calendar year.
2. The Total Compensation subsection will include all earnings, including any overtime pay.

# Frequently Asked Questions

## What if I forget my password?

Email the IT Help Desk at [helpdesk@orangecountyva.gov](mailto:helpdesk@orangecountyva.gov) or call Connie Clark, ext. 5408.

## How secure is my personal information?

Your information is encrypted for privacy and will remain secure if you protect your password.

## How often does my password expire?

Your password will expire every three (3) months.

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

### Payroll Related Questions

Connie Clark - Accountant  
[cclark@orangecountyva.gov](mailto:cclark@orangecountyva.gov)

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### Human Resources Related Questions

Karen Gibson – Human Resources Manager  
[kgibson@orangecountyva.gov](mailto:kgibson@orangecountyva.gov)

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### Employee Self Service System Related Questions

Email the IT Helpdesk at [helpdesk@orangecountyva.gov](mailto:helpdesk@orangecountyva.gov) or call Connie Clark, ext. 5408.