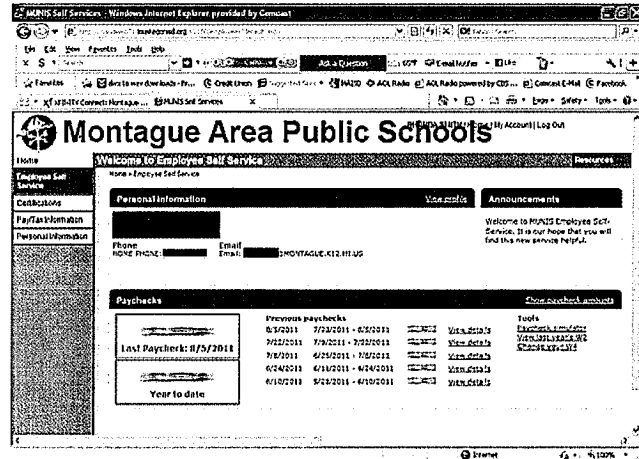




## MUNIS Employee Self-Service

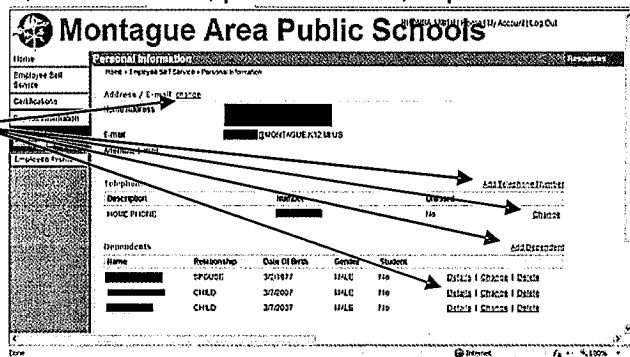
1. Find the Self-Service link on the Montague Website Home page under Staff Resources.
2. Click *Log In* in the upper right corner.
3. Enter your employee ID in the User Name box. This number can be found in the upper left corner of your direct deposit advice. Enter your password in the password box. The first time you log in to MUNIS Self Service, the password will be the last 4 digits of your social security number. The system will prompt you to change your password at that time. It can be any combination of letters or numbers. Be sure to change the password to something that you can remember as this is what you will use the next time you log in.
4. Click *Employee Self-Service* on the left of the screen.
5. The initial self-service screen has 3 areas of information.

- The personal information area will show your name, address, phone number and email address, as recorded in MUNIS.
- The announcement box will be updated periodically with district information.
- The paychecks area will display information from your last paychecks. For security purposes, the dollar amounts will be distorted; click *Show paycheck amounts* on the right. This section also allows you to view your W-2 information beginning with the 2011 W-2 form, use the *Paycheck Simulator* to determine how changes to your deductions will change your net pay and *Change your W-4* to change your federal and state withholdings.



**To change your personal information i.e., address, email address, phone number, dependents and emergency contact information:**

1. Click *Personal Information* on the left of the screen.
2. Use the scroll bar on the right to locate the information to be changed.
3. Click *Add or Change*, as appropriate, to the right of the information.
4. Click the *Update* button at the bottom of the page.



To see information for prior checks or deposits:

1. Click *Pay/Tax Information* on the left of the screen.
2. Change the year at the top, if necessary.
3. Locate the desired pay information, using the scroll bar.
4. Click *View Details* on right.

To change W-4 (tax withholding) information:

1. Click *Pay/Tax Information* on the left of the screen, then click *W-4* or click *Change your W4* from the *Personal Information* page.
2. Click *Edit W-4 Values* on right of screen.
3. Make necessary changes.
4. Click the check box next to *Under penalty of perjury...* statement.
5. Click *Submit* at the bottom of the web page. You may need to scroll down to see this button. **NOTE:** This change must be approved by the payroll department. Please allow time for this approval to take place.

To see how changes to gross pay or deduction amounts will affect your net pay:

1. Click *Pay/Tax Information* on the left of the screen, then click *Paycheck Simulator* or click *Paycheck Simulator* from the *Personal Information* page.
  2. Set the pay of the month for which the estimate is to be completed at the top of the page. This is used to determine which deductions are to be taken during the estimate. Valid values are 1, 2, or 3.
  3. Change the gross pay, withholding information and deduction amounts as desired.
  4. Click the *Calculate* button at the bottom of the page.
- NOTE:** This is for your information only and will have *no affect* on your actual pay. Changes to withholding information must be done as described above. Deduction amount changes, including direct deposit amounts, must be done through the payroll office.

To view or print forms:

1. Click *Resources* on the top right of the screen.
- NOTE:** This is replacing all the forms on the website under staff resources.

We will not be using Employee Self Service to request time off or to enter time sheets at this time. Continue to use Aesop to request time off and fill out time sheet as done in the past.