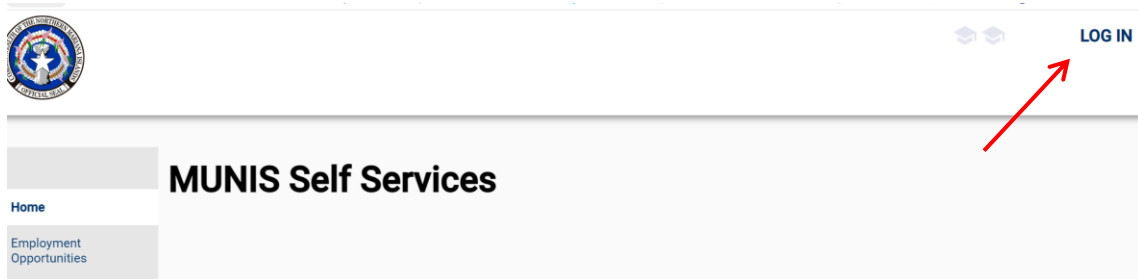


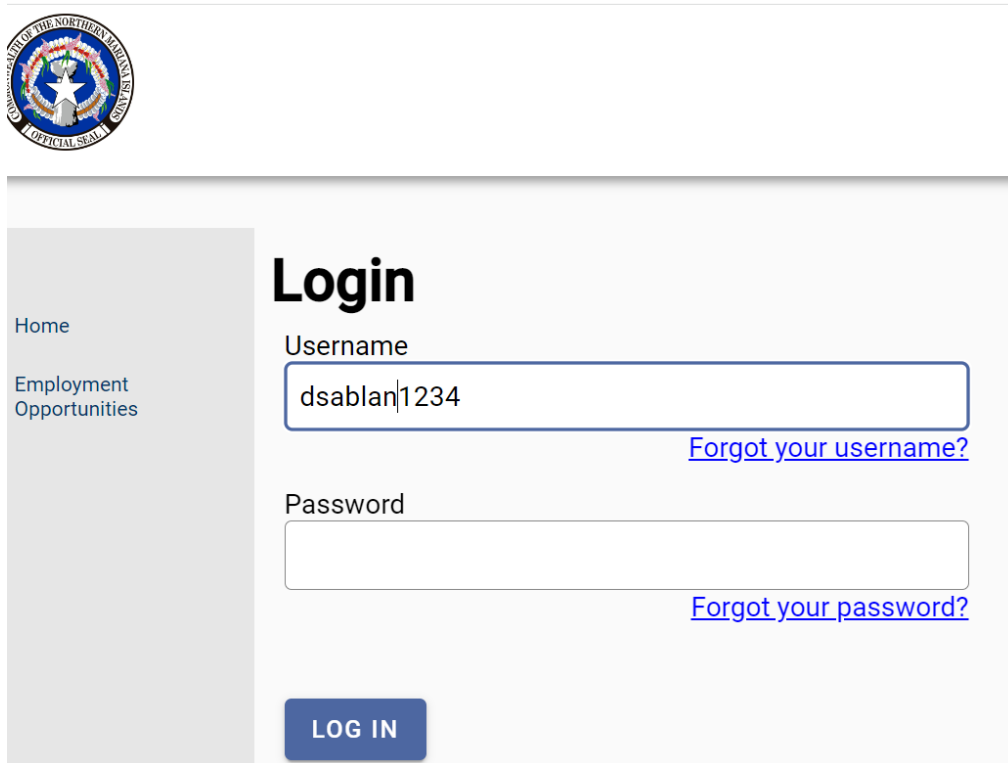
Logging In to MUNIS Employee Self Service(ESS)

<https://selfservice.dof.gov.mp/ess/default.aspx>

1. Click the **Log In** button located above the gray bar on the top right-hand side of the screen.



2. The log in box will appear.
3. For your User Name, Enter your **First Initial, Last Name** and the **last 4 digits of your Social Security Number** with no spaces.

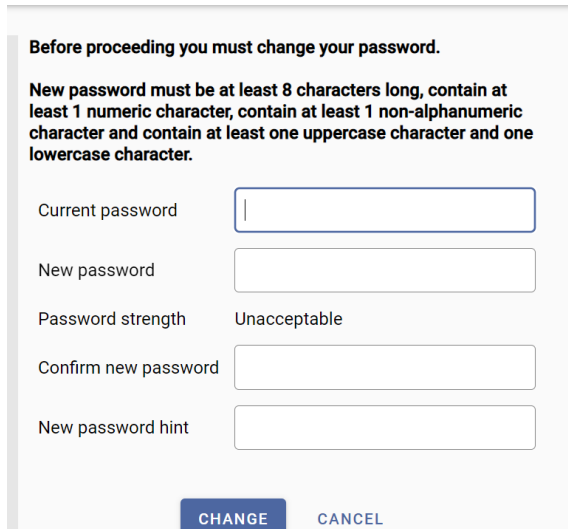


1. For the default password First time users will enter the **last 4 digits of your Social Security Number**. You will be forced to change your password once you click Log In.
2. Click **Log In**. First time users will be prompted to change their password. Returning users will log into Munis Self Service and can proceed to the next section.

NOTE: First time users, the Current Password is the last 4 digits of your social security number.

3. You will be prompted to create a new password.
4. 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 @, #, \$, %, *.

NOTE: Passwords cannot start with a special character.



Before proceeding you must change your password.

New password must be at least 8 characters long, contain at least 1 numeric character, contain at least 1 non-alphanumeric character and contain at least one uppercase character and one lowercase character.

Current password

New password

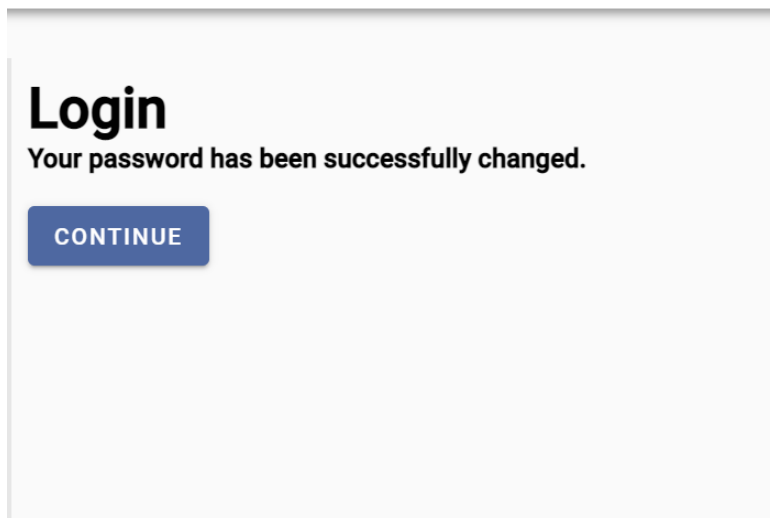
Password strength Unacceptable

Confirm new password

New password hint

CHANGE CANCEL

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



Login

Your password has been successfully changed.

CONTINUE

Click on Employee Self Service Button, if the Main page does not display.



The header of the MUNIS Self Services page. On the left, there is a vertical menu with two items: "Employee Self Service" and "Employment Opportunities". To the right, the text "MUNIS Self Services" is displayed in a large, bold, black font.


Employee Self Service Main Page displays the **Announcements, Personal information, Time Off and Paychecks** sections.

A screenshot of the Employee Self Service main page. The page has a left-hand navigation menu with items like "Benefits", "Life Events", "Certifications", etc. The main content area is titled "Welcome to Employee Self Service" and contains four sections: "Announcements", "Personal Information" (with a "VIEW MORE" button), "Time off" (with a bar chart showing LEAVE and SICK time, and a "REQUEST TIME OFF" button), and "Paychecks" (with a "SHOW PAYCHECK AMOUNTS" button). The "Time off" section shows a bar chart with "LEAVE" at 110.00 and "SICK" at 108.00, both under "Currently available" and "Earned" columns. Below the chart is a "SHOW TIME OFF TAKEN" section with a calendar for 2022. The "Paychecks" section shows "Last Paycheck: 4/8/2022" and "Year to date".


Your name will display in the Top right-hand side. The Employee Self Service link will be on the left-hand side.

Personal information

1. Click on "View More" button on the right to update Personal information.
2. Personal Information includes preferred name, home addresses, primary/alternate e-mail, office/cell phone and emergency contact.
3. Click on "EDIT" to make any changes needed under the General, Demographics, or Contact tabs.

GENERAL	DEMOGRAPHICS	CONTACT
 <p>Name TEST, EMPLOYEE A</p> <p>Employee ID 1167</p> <p>SSN XXX-XX-XXXX</p> <p>Active status ACTIVE</p> <p>Personnel status FULL TIME PERMANENT</p> <p>EDIT</p>	<p>Primary location OFFICE OF PERSONAL MGMT ADMIN</p>	<p>Hire date 1/23/2005</p> <p>Service date 4/16/2018</p>

4. General tab allows you to add a personal email. Remember to click "SAVE" button to update the record.

 <p>Name TEST, EMPLOYEE A</p> <p>Preferred name <input type="text"/></p> <p>Employee ID 1167</p> <p>SSN XXX-XX-XXXX</p> <p>Active status ACTIVE</p> <p>Personnel status FULL TIME PERMANENT</p> <p>SAVE CANCEL</p>	<p>Alternate email address <input type="text"/></p> <p>Primary location OFFICE OF PERSONAL MGMT ADMIN</p>	<p>Hire date 1/23/2005</p> <p>Service date 4/16/2018</p>
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5. Demographics Tab will display date of birth, Ethnicity, gender, Race.
6. Click on Edit tab to update information. Remember to click "SAVE" button to update the record.

GENERAL	DEMOGRAPHICS
Date of birth 11/27/1973	Ethnic code ▼
Gender FEMALE ▼	Ethnicity <input type="radio"/> Yes, Hispanic or Latino <input checked="" type="radio"/> No, not Hispanic or Latino
Primary Language ▼	Race <input type="checkbox"/> American Indian or Alaska Native <input checked="" type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> Two or more races
Privacy setting ▼	Marital state SINGLE ▼
Veteran status ▼	
Disability ▼	
SAVE CANCEL	

Contacts

7. CONTACT tab allows you to add or update address, phone, emergency contact information.

NOTE: PLEASE UPDATE HOME ADDRESS TO STREET OR PO BOX****

Addresses		+ ADD NEW
Home Address C/O OFFICE OF PERSONNEL MANAGEMENT SAIPAN MP 96950 EDIT		
Emergency Contacts		+ ADD NEW
Child AERO TEST 670-403-1842 1 BOULDER WAY SAIPAN MP 96950 EDIT DELETE		
Telephones		+ ADD NEW
Listed Opting out of text messages EDIT DELETE	Cell Phone 670-403-1842 Listed Opting out of text messages EDIT DELETE MAKE PRIMARY	

8. Click on edit button to update information displayed.

You are able to add a separate mailing address by clicking on "Add New". Remember to click "SAVE" button to complete adding the record.

NOTE: You will need to update your current home Address.

Addresses

Home Address
C/O OFFICE OF PERSONNEL MANAGEMENT
SAIPAN MP 96950
[EDIT](#)

Address
PMB 1001 BOX 12

Address line two

City
SAIPAN

State
MP

Zip code
96950

[SAVE](#) [CANCEL](#)

9. Click on "Add New" to add emergency Contacts information.

Emergency Contacts

[+ ADD NEW](#)

Child
AERO TEST
670-403-1842
1 BOULDER WAY
SAIPAN MP 96950
[EDIT](#) [DELETE](#)

10. Click on "Add New" to add new phone number.

Telephones

[+ ADD NEW](#)

Listed	Call Phone
Opting out of text messages	670-403-1842
EDIT DELETE	Listed
	Opting out of text messages
	EDIT DELETE MAKE PRIMARY

Type*

Number*

required format 999-999-9999

Description

Unlisted

Opt in to text messages

[SAVE](#) [CANCEL](#)

Type and phone number are required fields to complete. Click SAVE, when finished to add/update record.

Paychecks

Paychecks section will allow you to select and view paycheck stubs.

1. Click on **camera button** to be able view check stub or payroll advice. You can select by paycheck date.

2. Separate window will display. Click on the hyperlink to view stub.

Commonwealth of Northern Mariana Islands - PO Box 5234 CHRB Saipan, MP 96950 Check Amount: \$984.28

EMP NO	EMPLOYEE NAME	DEPARTMENT	TYPE	CHECK DATE	PERIOD ENDING	CHECK NO
1167	EMPLOYEE A TEST	OFFICE OF PERSONAL MGMT ADMIN (1111)	BIWEEKLY	04/08/2022	03/26/2022	1242

EARNINGS	RATE	DAYS/HRS	CURRENT	YTD	DEDUCTIONS	CURRENT	YTD	EMPLR	EMPLR YTD
HOURLY	\$13.02	80.00	\$1,041.60	\$1,041.60	CHAP 7	\$57.32	\$57.32	\$0.00	\$0.00
TOTAL		80.00	\$1,041.60	\$1,041.60	TOTAL	\$57.32	\$57.32	\$0.00	\$0.00

W4	MULTIPLE JOBS	DEPENDENTS	OTHER INCOME	DEDUCTIONS
Federal	N	\$0.00	\$0.00	\$0.00

THIS IS YOUR LAST ONE!!

LEAVE	BEGINNING	EARNED	USED	BALANCE	YTD EARNED	YTD USED	WITHHOLDING ALLOWANCES			
							FILING STATUS	EXEMPTIONS	EXTRA AMOUNT	
LEAVE	0.0000	4.0000	0.0000	4.0000	4.0000	0.0000	Federal	S	0	\$0.00
SICK	0.0000	4.0000	0.0000	4.0000	4.0000	0.0000				

CHECK TOTALS		
TYPE	CURRENT	YTD
Taxable Pay	\$1,041.60	\$1,041.60
Gross Pay	\$1,041.60	\$1,041.60
Deductions	\$57.32	\$57.32
Net Pay	\$984.28	\$984.28

COMMONWEALTH TREASURY
Commonwealth of Northern Mariana Islands
PO BOX 5234 CHRB
SAIPAN, MP 96950-5234

Salipan Branch
Bank of Guam
PO Box 50078
Saipan, MP 96950

Check Date: 04/08/2022
Check Number: 1242
VOID 90 DAYS FROM DATE OF ISSUE

*** Nine Hundred And Eighty-Four Dollars And Twenty-Eight Cents *** **\$984.28**

3. You can view, download, save or print the PDF image.

Check Detail

TEST, EMPLOYEE A

[View paycheck image](#)

Overview

Check Date	4/8/2022
Pay Period	3/13/2022 - 3/26/2022
Check Number	1242
Check Status	
Gross Pay	\$1,041.60
Net Pay	\$984.28

Pay Breakdown

Pay Type	Days/Hrs	Rate	Amount
HOURLY	80.00	13.0200	\$1,041.60
Total			\$1,041.60

Deductions

Deduction Type	Amount
CHAP 7	\$57.32
Total	\$57.32

[RETURN TO PAY/TAX INFORMATION](#)

2. Click on “Details” button will list your pays and deductions breakdown by check date.
3. Click on View paycheck image to display pay stub in PDF image

Paychecks [HIDE PAYCHECK AMOUNTS](#)

Amount	Date	Amount	Action
\$1,041.60	4/8/2022	\$1,041.60	DETAILS
\$3,626.07	Year to date		

Tools

- [PAYCHECK SIMULATOR](#)
- [VIEW LAST YEAR'S W2](#)
- [CHANGE YOUR W4](#)

4. Click on show/hide button to display or hide last paycheck and year to date information.

Paycheck Simulator

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 Federal tax or allotment deductions.

Paycheck Simulator

Pay cycle: 1 Switching deduction cycles will reset the entire page.

Pay Details

Job	Pay	Hours	Rate	Percentage	Amount
PERSONNEL SPECIALIST II (1501)	HOURLY (100)	80.00	13.0200	0.00	1041.60

2020 or later W-4 Marital Exemptions Step 2 Checkbox Dependents Amount Other Income Deductions

Federal Tax SINGLE 0.00 0.00 0.00

Local Tax 0

Deductions

Description	Amount
	0

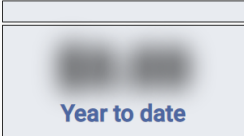
[CALCULATE](#) [RESET](#)

1. Click **Calculate** to see the results of the entered values. Click "Reset" to do a new simulator.

W4 Withholding – ***Available at a later date****

5. To change your W4 Federal Tax withholding. Click on "Change Your W4" Link.

Paychecks SHOW PAYCHECK AMOUNTS

Previous paychecks	Tools
 Year to date	PAYCHECK SIMULATOR VIEW LAST YEAR'S W2 VIEW YOUR W4

6. It will display current withholding status. Click "Edit" Button to make any changes.

N MARIANA ISLAN

Marital status
SINGLE

Exemptions
0

Additional amount
\$0.0000

FEDERAL

Marital status
SINGLE

W-4 - Step 2
Unchecked

Dependents amount
0.00

Other Income
0.00

Deductions amount
0.00

Additional amount
\$0.0000

7. Once new information is added, enter first and last name in the bottom box and click "Submit".

W-4 Information

FEDERAL

Marital Status

If you are married but would like to withhold at the higher single rate, select "Single".

Checkbox in Step 2 of 2020 or later W-4

Dependents amount from Step 3 of 2020 or later W-4

Other Income amount from Step 4, Box 4(a) of 2020 or later W-4

Deductions amount from Step 4, Box 4(b) of 2020 or later W-4

Additional Amount (\$)

If your last name differs from your social security card, check here.

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

SUBMIT CANCEL

8. The change will need to be approved by Payroll. You will receive an email once approved.

You can access all the above information by clicking on the specific section using the left side of the menu.

Home

Employee Self Service

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

Personal Information

Year-to-Date Information

Year:

Overview

Gross YTD Earnings	\$0.00
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Earnings

Deductions