



Enterprise ERP, *powered by Munis*[®]
User Guide
for
Employee Self Service (ESS)

Version 2024

Revision History

Date	Comments
04/19/2024	Updated for 2024.1
10/7/2022	Updated for 2021.7
7/22/2022	Updated for 2021.6

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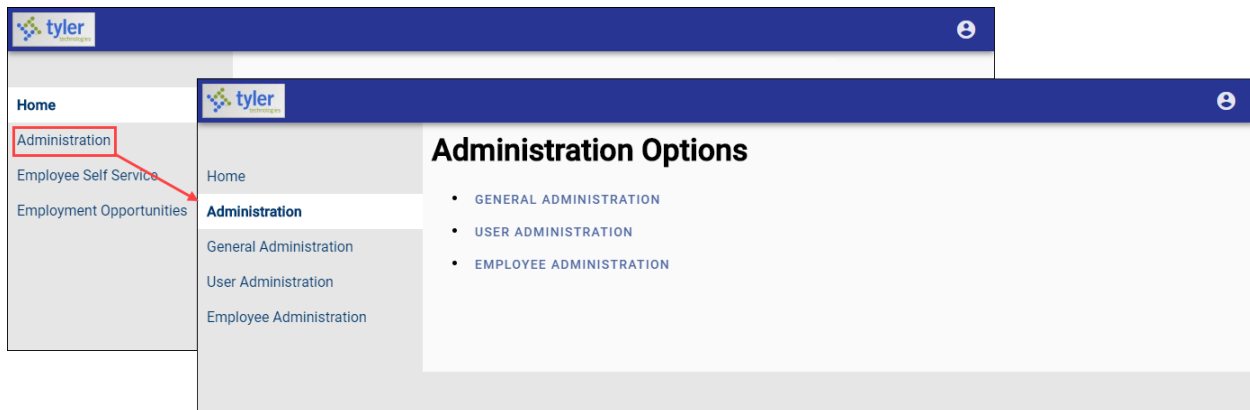
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Employee Self Service

Employee Self Service (ESS) is the Enterprise ERP Self Service application created specifically for current employees and job applicants. ESS accesses information from, and stores information in, the Enterprise ERP Human Resources Management programs. When you update information in ESS, updates also occur in the applicable Enterprise ERP programs.

For employees, ESS provides access to personal information, pay and tax information, benefits, as well as training, certification, and performance information. For applicants, ESS provides information on current job opportunities, manages applicant information, and provides automatic distribution of future employment information.

Employees must have a valid Enterprise ERP Self Service login to access the ESS application; applicants are required to create a username and password to access their profile and prospective employment information.



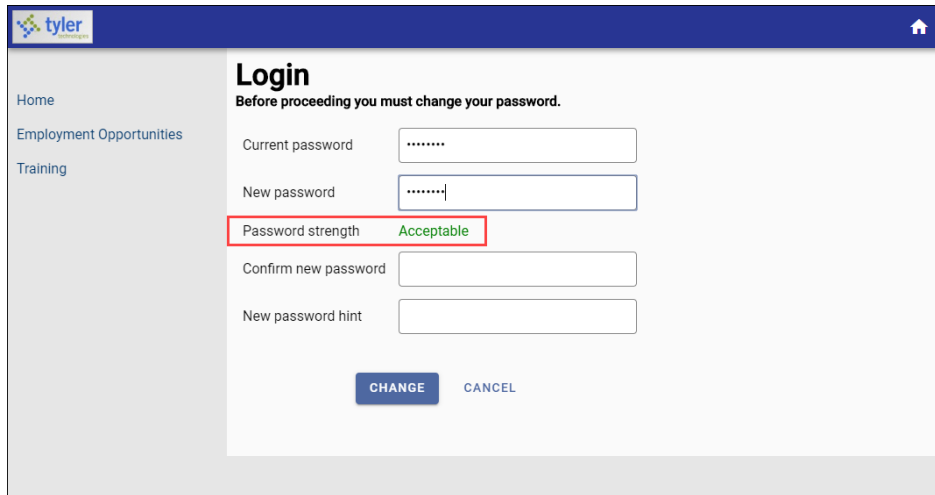
Employee Self Service Users

The Employee Self Service application requires users to have a unique username and password. If you are a system administrator, you can manually add users, or you can use the Migrate Users option in the Enterprise ERP Self Service User Administration program to create a set of ESS users from the Enterprise ERP Payroll Employee Master program. Enterprise ERP users are not automatically provided access to ESS, and there may be many employees who are not Enterprise ERP users, but who do use ESS.

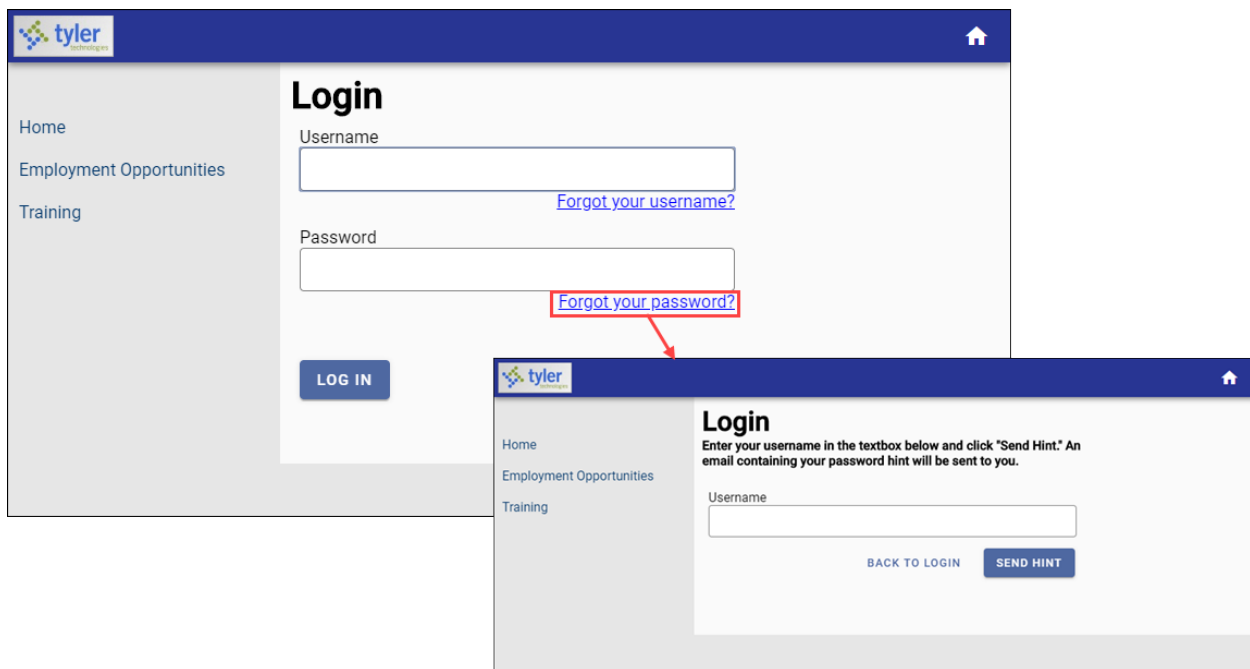
Passwords

Password criteria for your organization is determined by your system administrator. Typically, when you are provided an ESS user account, your administrator will require that you change your password at your first login.

When you change your password, you must enter a password that meets your organization's password security policy. The Change Password page indicates whether the new password meets the enforcement criteria.



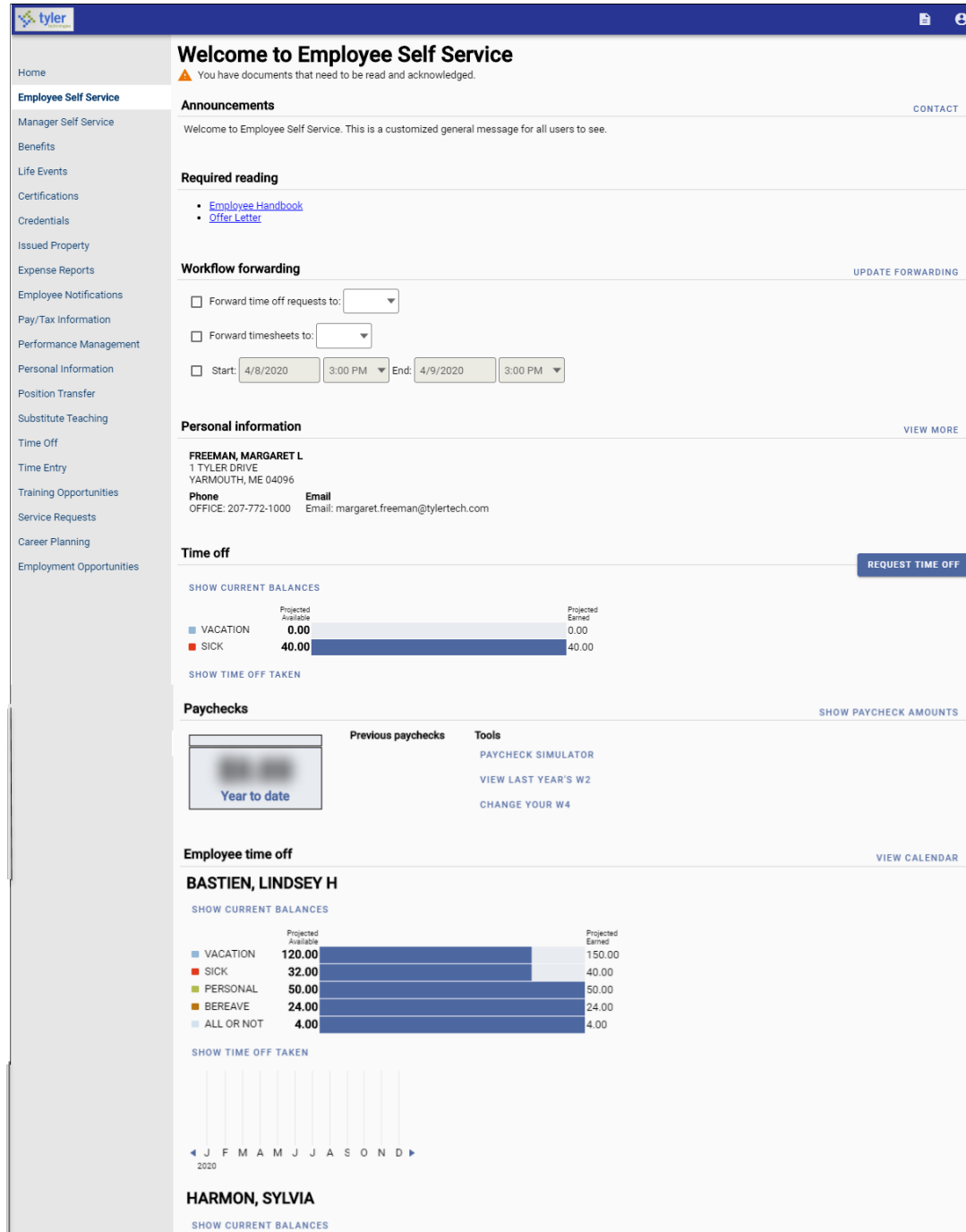
On the Change Password page, you must also enter a password hint. If you forget your password, click the Forgot Your Password? option on the Login page. This causes the application to send you an email message that contains your password hint.



If the password hint does not cause you to remember your password, click the link in the email message to generate a new password. The Password Regeneration page displays and when you select Initiate Password Regeneration, the application sends you an email with a temporary password that you can use to log in. In this case, you are forced to reset the password immediately upon login.

ESS Home Page

At log in, the ESS home page displays organizational announcements, tasks requiring your attention, personal information, time-off, and pay details. If you are a supervisor and the Names Level box is properly defined in User Administration > Employee Administration > Employee



Welcome to Employee Self Service
 You have documents that need to be read and acknowledged.

Announcements [CONTACT](#)
 Welcome to Employee Self Service. This is a customized general message for all users to see.

Required reading
 • [Employee Handbook](#)
 • [Offer Letter](#)

Workflow forwarding [UPDATE FORWARDING](#)
 Forward time off requests to:
 Forward timesheets to:
 Start: 4/8/2020 3:00 PM End: 4/9/2020 3:00 PM

Personal information [VIEW MORE](#)
FREEMAN, MARGARET L
 1 TYLER DRIVE
 YARMOUTH, ME 04096
Phone OFFICE: 207-772-1000 **Email** Email: margaret.freeman@tylertech.com

Time off [REQUEST TIME OFF](#)
 SHOW CURRENT BALANCES

	Projected Available	Projected Earned
VACATION	0.00	0.00
SICK	40.00	40.00

 SHOW TIME OFF TAKEN

Paychecks [SHOW PAYCHECK AMOUNTS](#)
 Previous paychecks **Tools**
 Year to date [PAYCHECK SIMULATOR](#)
[VIEW LAST YEAR'S W2](#)
[CHANGE YOUR W4](#)

Employee time off [VIEW CALENDAR](#)
BASTIEN, LINDSEY H
 SHOW CURRENT BALANCES

	Projected Available	Projected Earned
VACATION	120.00	150.00
SICK	32.00	40.00
PERSONAL	50.00	50.00
BEREAVE	24.00	24.00
ALL OR NOT	4.00	4.00

 SHOW TIME OFF TAKEN
 2020
 < J F M A M J J A S O N D >

HARMON, SYLVIA
 SHOW CURRENT BALANCES

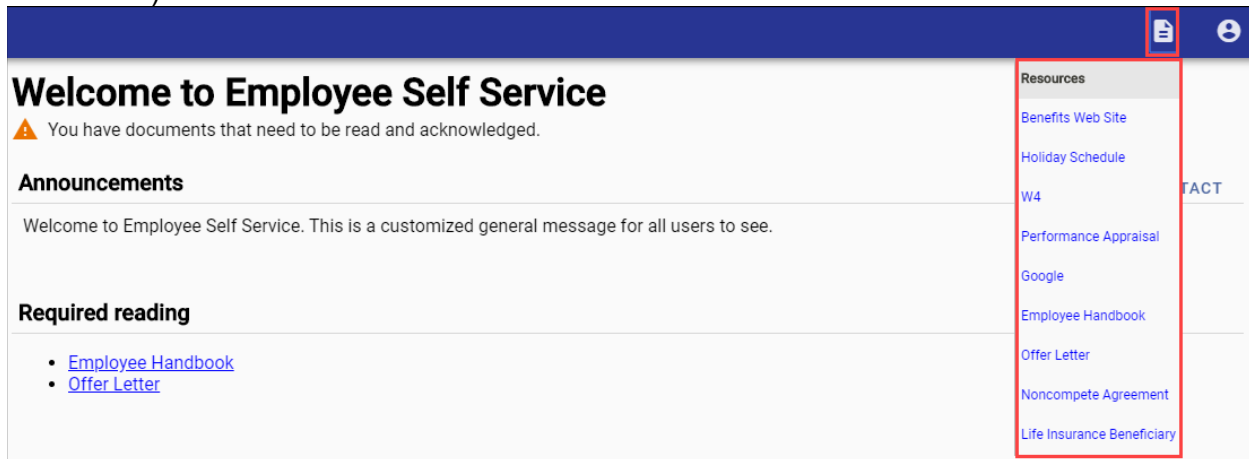
Settings, the page displays time-off details for all employees who report to you. The Home page also provides a menu of the various options available within ESS.

The Home page menu varies according to the settings and permissions defined for ESS use in your organization.

Each menu option is described under the [Employee Self Service Menu](#) section.

Resources

The Resources option in the ESS header displays links to available employee resources, which include items like helpful websites (such as health insurer home pages), company pay schedules, or individual documents that are applicable to your organization (such as employee handbooks).

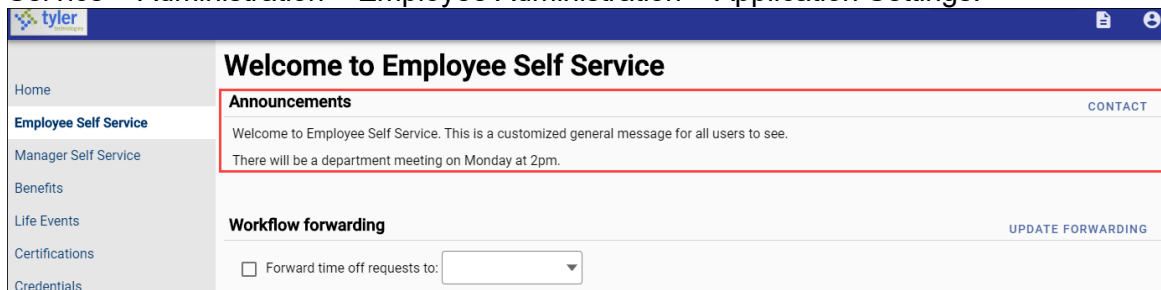


The screenshot shows the top navigation bar of the Employee Self Service portal. The 'Resources' menu is highlighted with a red box and contains the following items: Benefits Web Site, Holiday Schedule, W4, Performance Appraisal, Google, Employee Handbook, Offer Letter, Noncompete Agreement, and Life Insurance Beneficiary. The main content area below the header shows a 'Welcome to Employee Self Service' message and a list of 'Required reading' items: Employee Handbook and Offer Letter.

When you click a resources link, ESS displays the results in a new browser window. Resources are added and maintained in Employee Self Service Administration > Employee Administration > Document Administration.

Announcements

The Announcements section displays announcements that have been entered in Employee Self Service > Administration > Employee Administration > Application Settings.

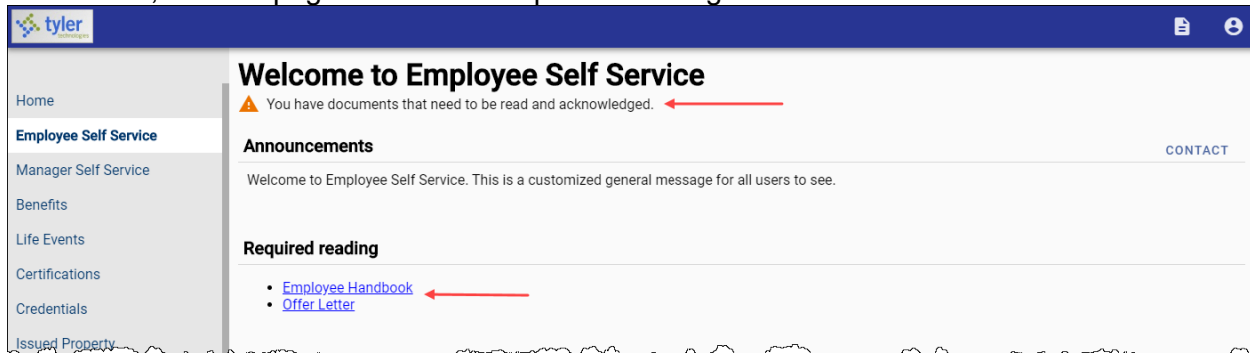


The screenshot shows the 'Announcements' section of the Employee Self Service portal. The 'Announcements' section is highlighted with a red box and contains a message: 'Welcome to Employee Self Service. This is a customized general message for all users to see. There will be a department meeting on Monday at 2pm.' Below this, there is a 'Workflow forwarding' section with a checkbox and a dropdown menu. The 'CONTACT' link is also visible in the top right corner of the announcements section.

If you have questions or comments regarding an announcement, or to submit an announcement, click Contact to open your default email application with a message addressed to your administration contact.

Required Reading

When your organization adds documents or other linked resources to ESS and they identify these resources as required, your Home page includes an announcement alerting you to the documents, and the page includes a Required Reading section that includes the resource.



In this case, when you select the required item, the program provides the View Document option, and then an Acknowledge option.

Once you acknowledge receipt of the resource item, the acknowledgement is transferred to and stored in Enterprise ERP, and the document is removed from the Required Reading section of the ESS home page.

Note: All documents or links that the organization adds in Document Administration display on the Resources menu and are viewable by all ESS users.

Workflow Forwarding

For employees who participate in the workflow approval process, the Workflow Forwarding group is available on the Home page. If you have the appropriate permissions, this group includes the Forward Time-Off Requests To and Forward Timesheets To fields, along with the Start/End date fields. Using these fields, you can update your forwarding requirements and when you click Update Forwarding, the changes are confirmed.

If workflow forwarding is enabled in Munis, the settings in the Workflow Forwarding group reflect that setup. When you enable workflow in ESS, the program displays a confirmation message, and the Pending Timesheets and Manage Time-off Request pages indicate the applicable forwarding setting.



Personal Information

In addition to organizational resources and announcements, the ESS Home page provides a summary of your personal information including your name, address, and contact information. Click [View More](#) to display your full profile, including your contact and hire information on the General tab, with the Demographics, Contacts, Dependents, and Tax Form Delivery tabs providing additional details.

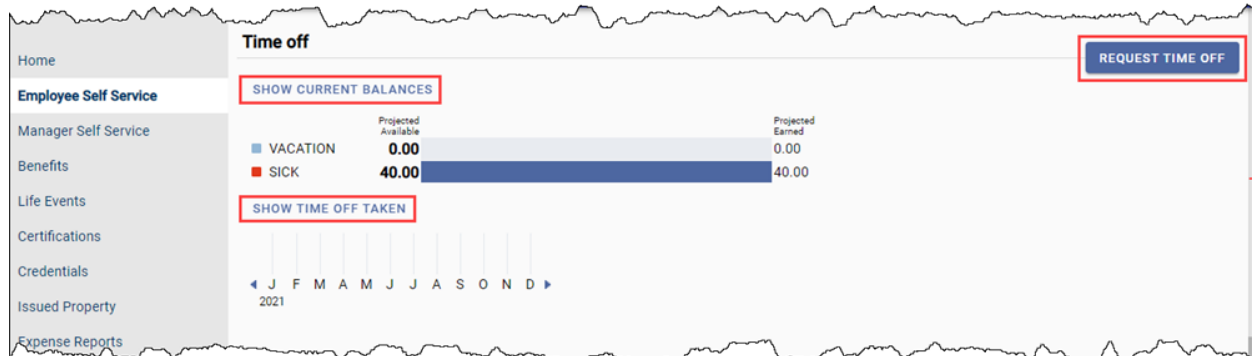


The screenshot shows the 'Personal information' section of the ESS Home page. On the left is a navigation menu with items like 'Credentials', 'Issued Property', 'Expense Reports', 'Employee Notifications', 'Pay/Tax Information', and 'Performance Management'. The main content area displays the following information:

- Personal information** (with a [VIEW MORE](#) button)
- FREEMAN, MARGARET L**
- 1 TYLER DRIVE
YARMOUTH, ME 04096
- Phone**: OFFICE: 207-772-1000
- Email**: Email: margaret.freeman@tylertech.com

Time Off

Time Off displays a chart of your projected available and projected earned time off in hours. Click [Request Time Off](#) to initiate a time off request. Use the [Show Current Balances](#) and [Show Time Off Taken](#) options to review available balances and time used to date.



The screenshot shows the 'Time off' section of the ESS Home page. On the left is a navigation menu with items like 'Home', 'Employee Self Service', 'Manager Self Service', 'Benefits', 'Life Events', 'Certifications', 'Credentials', 'Issued Property', and 'Expense Reports'. The main content area displays the following information:

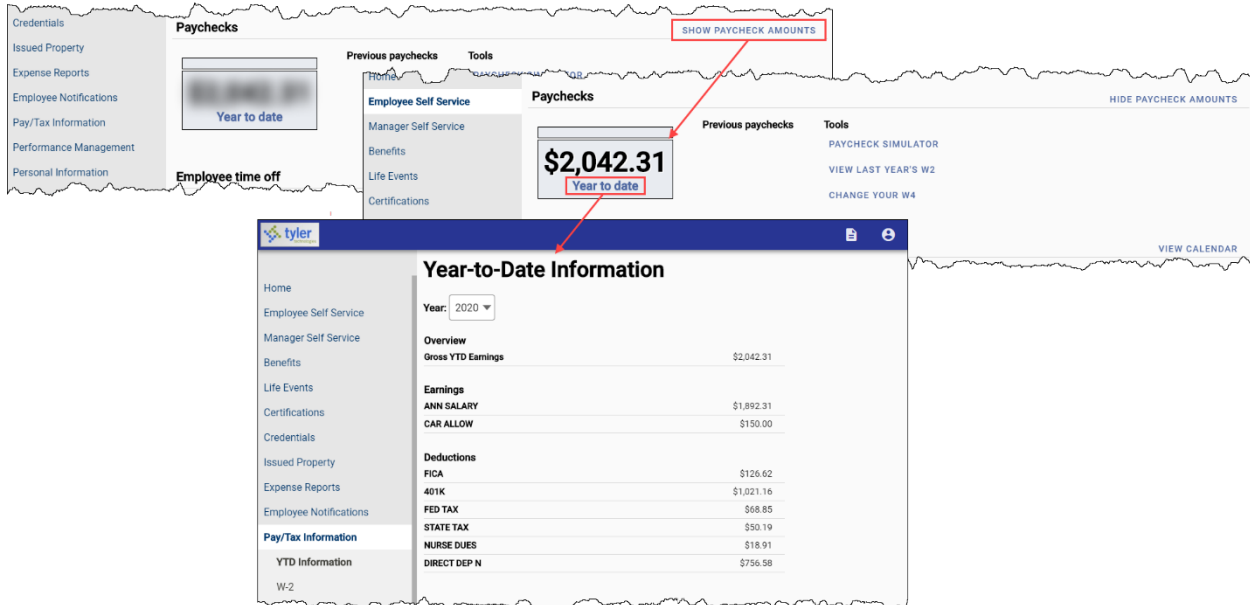
- Time off** (with a [REQUEST TIME OFF](#) button)
- [SHOW CURRENT BALANCES](#)
- Projected Available vs. Projected Earned chart:

Category	Projected Available	Projected Earned
VACATION	0.00	0.00
SICK	40.00	40.00
- [SHOW TIME OFF TAKEN](#)
- Month navigation: J F M A M J J A S O N D 2021

See [Time Off](#) for information on completing time off requests.

Paychecks

The Paychecks section displays information for the most recent pay periods in which you received pay. In the Tools section, options are available for simulating your paycheck and viewing W-2 and W-4 data. For more on these functions, refer to the [Pay/Tax Information](#) section of this document. For security purposes, year-to-date and last-paycheck earnings do not display initially. Click Show Paycheck Amounts to show the dollar amount; click Hide Paycheck Amounts to hide the amount. Click Details to display the Check Detail page.



The screenshot shows the Tyler Technologies Employee Self Service interface. The 'Paychecks' section is active, displaying a 'Year to date' amount of \$2,042.31. A red box highlights the 'SHOW PAYCHECK AMOUNTS' button, and another red box highlights the '\$2,042.31' amount. Below this, the 'Year-to-Date Information' table is shown for the year 2020.

Year-to-Date Information	
Year: 2020	
Overview	
Gross YTD Earnings	\$2,042.31
Earnings	
ANN SALARY	\$1,892.31
CAR ALLOW	\$150.00
Deductions	
FICA	\$126.62
401K	\$1,021.16
FED TAX	\$68.85
STATE TAX	\$50.19
NURSE DUES	\$18.91
DIRECT DEP N	\$756.58

Employee Time Off

For supervisors, the Employee Time Off group displays a time off summary for the employees who report to you. Your organization's settings in Employee Self Service Administration determines the information that displays in this section.

Employee time off VIEW CALENDAR

BASTIEN, LINDSEY H

SHOW CURRENT BALANCES

	Projected Available	Projected Earned
VACATION	120.00	150.00
SICK	32.00	40.00
PERSONAL	50.00	50.00
BEREAVE	24.00	24.00
ALL OR NOT	4.00	4.00

SHOW TIME OFF TAKEN

2020

HARMON, SYLVIA

SHOW CURRENT BALANCES

	Projected Available	Projected Earned
VACATION	174.00	180.00
SICK	105.00	105.00
PERSONAL	2.00	2.00
BEREAVE	2.00	3.00
FMLA	9,999.00	9,999.00

SHOW TIME OFF TAKEN

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ESS Mobile Service URL

The ESS Mobile Service URL group displays the QR code which holds the root web services URL for the ESS mobile app. The Copy to clipboard link allows you to copy the link to paste elsewhere.

ISSUED PROPERTY

EXPENSE REPORTS

EMPLOYEE NOTIFICATIONS

PAY/TAX INFORMATION

PERFORMANCE MANAGEMENT

PERSONAL INFORMATION

POSITION TRANSFER

TIME OFF

ESS Mobile Service URL

<https://webapps20211.tylertech.com/2021.1.0.0/qa/selfservice/margaret.freeman> [Copy to clipboard](#)

Employee Self Service Menu

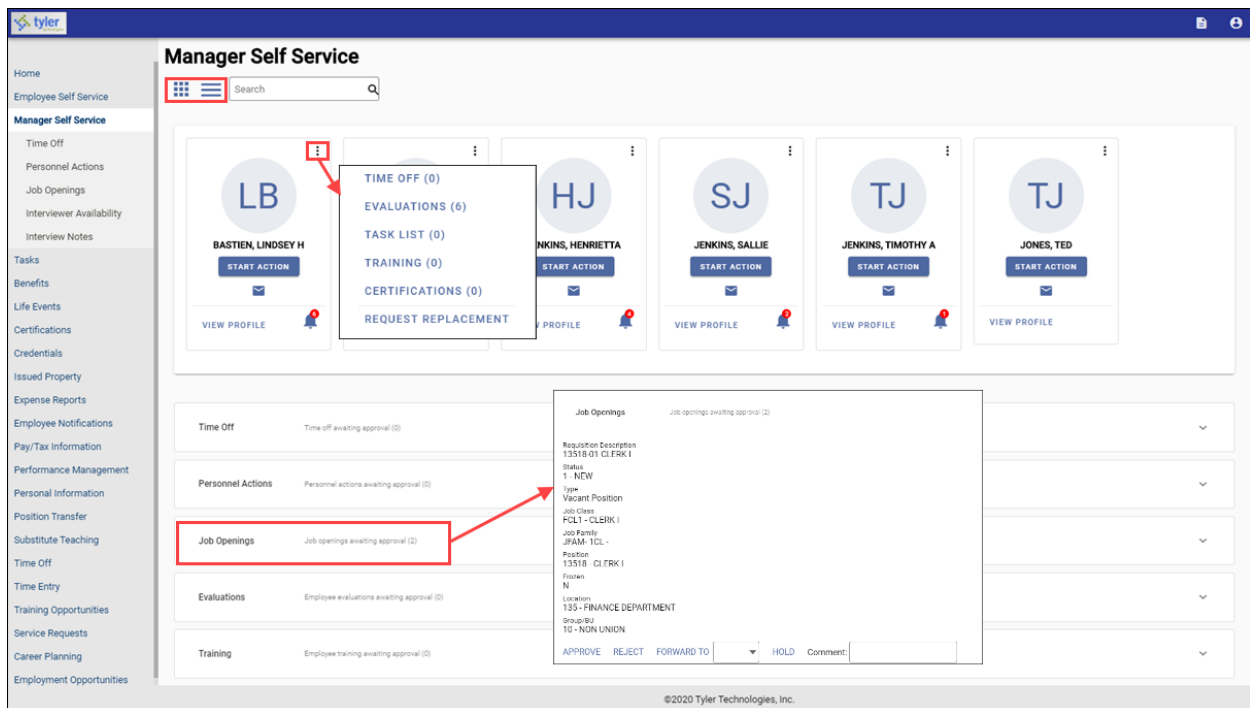
Options on the ESS menu are available according to your organization’s Employee Self Service configuration. The menu can include the following options: Manager Self Service, Tasks, Benefits, Life Events, Certifications, Credentials, Issued Property, Expense Reports, Employee Notifications, Pay/Tax Information, Performance Management, Personal Information, Position Transfer, Punch In/Out, Substitute Teaching, Time Off, Time Entry, Training Opportunities, Service Requests, Career Planning, and Employment Opportunities. The list of available options varies according to the permissions and settings established for your user account and your organization’s ESS configuration.

Manager Self Service

Manager Self Service allows managers to easily maintain the life cycle of their employees within their own ESS landing page. This enables managers who do not have Enterprise ERP access to easily view and update aspects of their employees’ records.

For managers, the Manager Self Service page provides access to employee certifications, training, time-off, absences, task lists, evaluations, notifications, and job openings. Manager Self Service loads the employee information in grid format, but you can select to view the information in list format. An overview of requests awaiting your approval displays on panels below the employee cards. Click a category to view the details of pending requests.

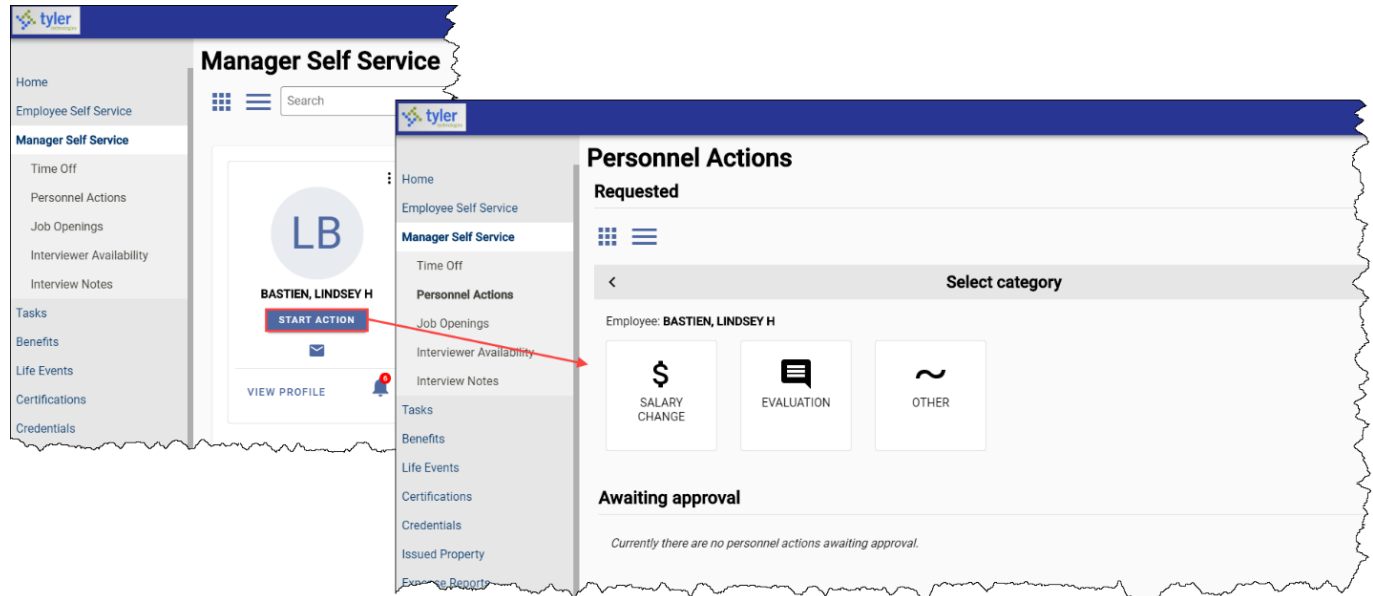
To access details for an individual employee, click View Profile. In grid view, click the More button to view a menu of information pertaining to the selected employee, including time-off, evaluations, task lists, training, and certifications, or to request a replacement for the position.



The Notification icon on the employee card highlights pending items for the employee that await manager attention.

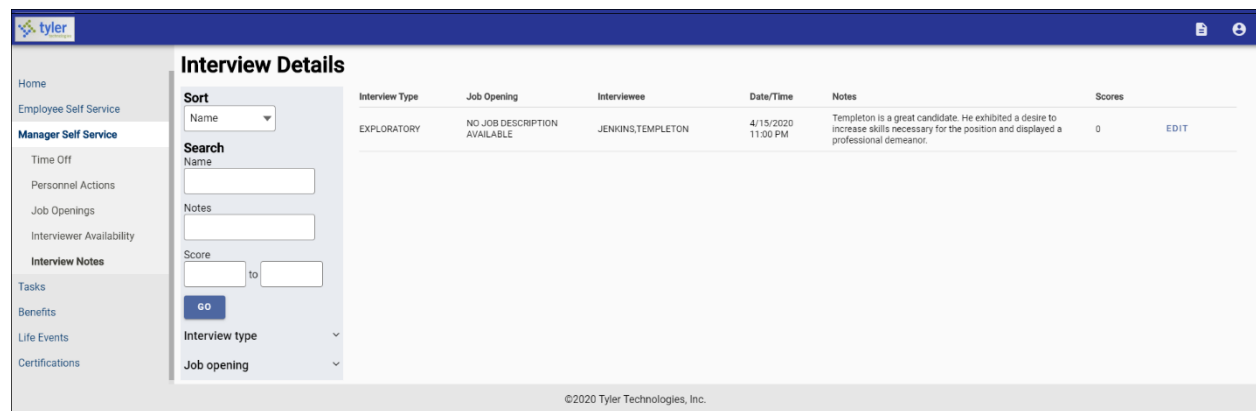
Click the Email option to email the selected employee.

Click Start Action to begin a personnel action for the selected employee. Then select the category of the action you wish to initiate.



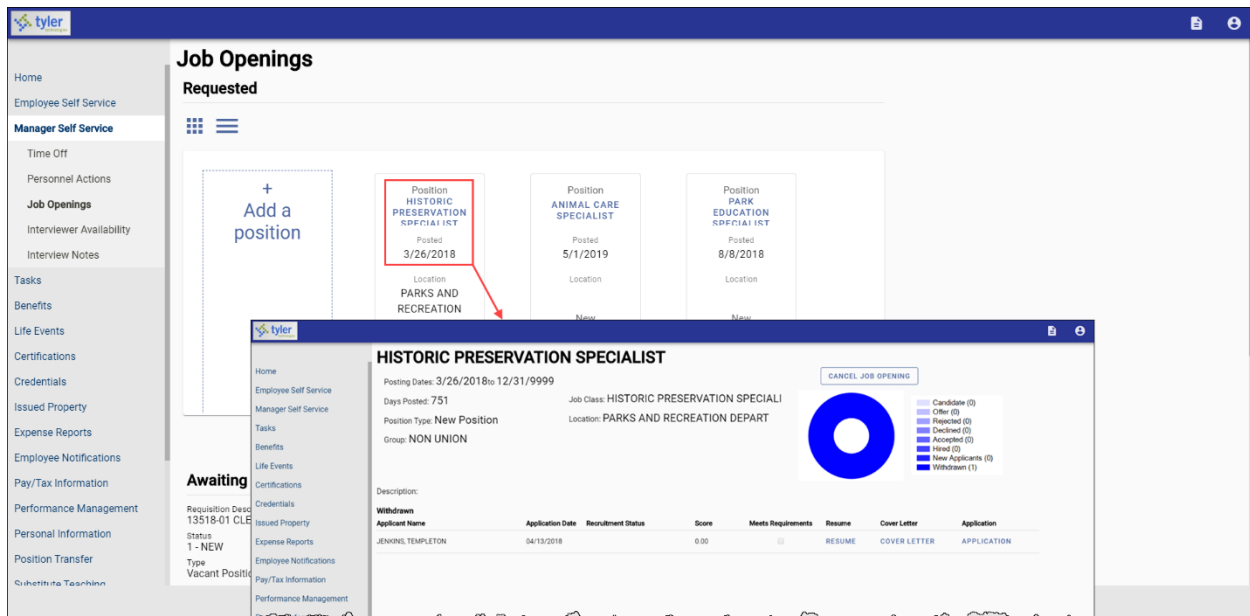
Alternatively, select the Personnel Actions from the Manager Self Service menu to enter a new personnel action for any of your employees, or edit or delete pending actions.

The Manager Self Service menu includes the Interviewer Availability and Interviewer Notes pages. The Interviewer Availability page provides the Add New, Add Recurring, and Delete options for adding or removing available interview times. Use the Add to Calendar option to create an exportable event reminder for your calendar.



The Interviewer Availability page in ESS and the Interviewer Availability program on the Human Capital Management > Recruiting menu in Enterprise ERP share data, so when you update information in one source, the other source is automatically updated.

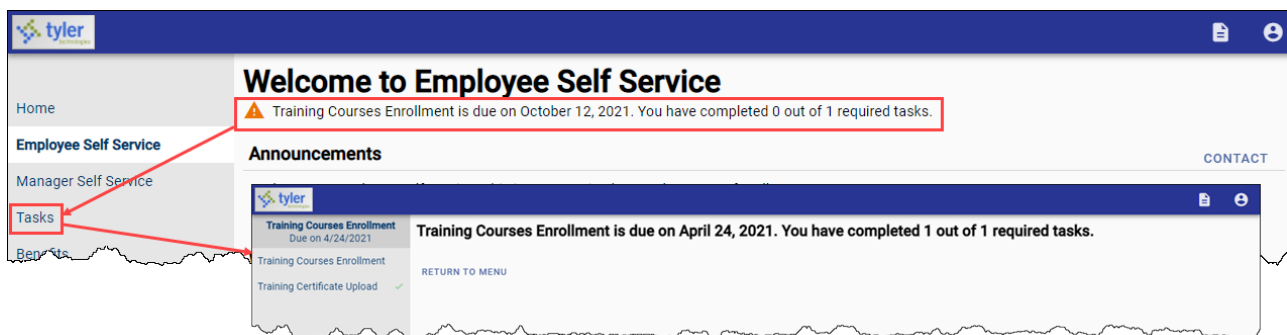
When Manager Self Service settings are selected on the MSS Field Access tab of Enterprise ERP Recruiting Settings program, managers can place requests for new or replacement job openings, or cancel existing job openings, from ESS. The requested positions display on the Job Openings page of the Manager Self Service module.



To request a new position, click Add a Position. You can view the Job Openings page in grid or list format. Click the link for the position to see an overview of the job opening.

Tasks

The Tasks option displays on the menu when you have a task list requiring completion. The Home Page also displays an alert about the tasks and the due date. The Tasks page provides a list of activities that you need to complete for the assigned task list. This task list may be related to new hire activities, open enrollment activities, required documentation reviews, and so on.



The tasks are generated within the Human Capital Management Employee Tasks programs; when tasks are completed the Enterprise ERP database is updated to indicate the completion.

Benefits

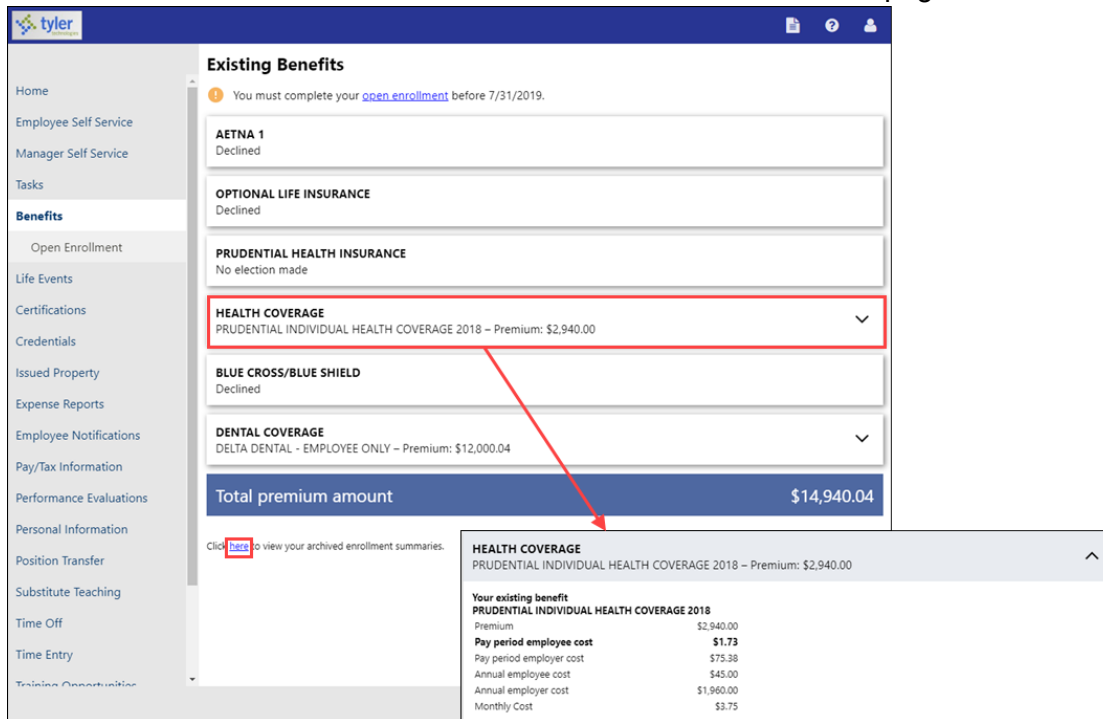
Benefits provides a summary of your current-year benefit elections. Using this option, you can view your current benefit selections. If enabled by your organization, you can also make elections for the upcoming year during the open enrollment period or petition to change current-year elections with a qualifying life event.

Benefit Reviews/Changes

The Benefits page includes various benefit options that are available according to your organization's ESS configuration, as established in the Enterprise ERP Enrollment Sections program. For example, if a benefit is designated as Always Available, then the Decline, No Changes, and Select options are shown. If a benefit is designated as Available for Life Events Changes, then the Report/View Life Events option is shown.

When you are updating benefits and you increase benefit amounts, the program displays a message indicating any supplemental forms that must be completed. The program also indicates any amount or increment restrictions for the acceptable values (for example, if an amount must be between \$n and \$\$nn or if an amount must be entered in specific increments).

The Benefits page opens displaying the Existing Benefits for an employee. Use the expand arrow to view coverage details, including annual employee cost, annual employer cost, cost to each by pay period. Archived enrollment summaries are accessed through the Click Here to View Your Archived Enrollment Summaries link at the bottom of the page.



Existing Benefits

You must complete your [open enrollment](#) before 7/31/2019.

AETNA 1 Declined
OPTIONAL LIFE INSURANCE Declined
PRUDENTIAL HEALTH INSURANCE No election made
HEALTH COVERAGE PRUDENTIAL INDIVIDUAL HEALTH COVERAGE 2018 - Premium: \$2,940.00
BLUE CROSS/BLUE SHIELD Declined
DENTAL COVERAGE DELTA DENTAL - EMPLOYEE ONLY - Premium: \$12,000.04
Total premium amount \$14,940.04

Click [here](#) to view your archived enrollment summaries.

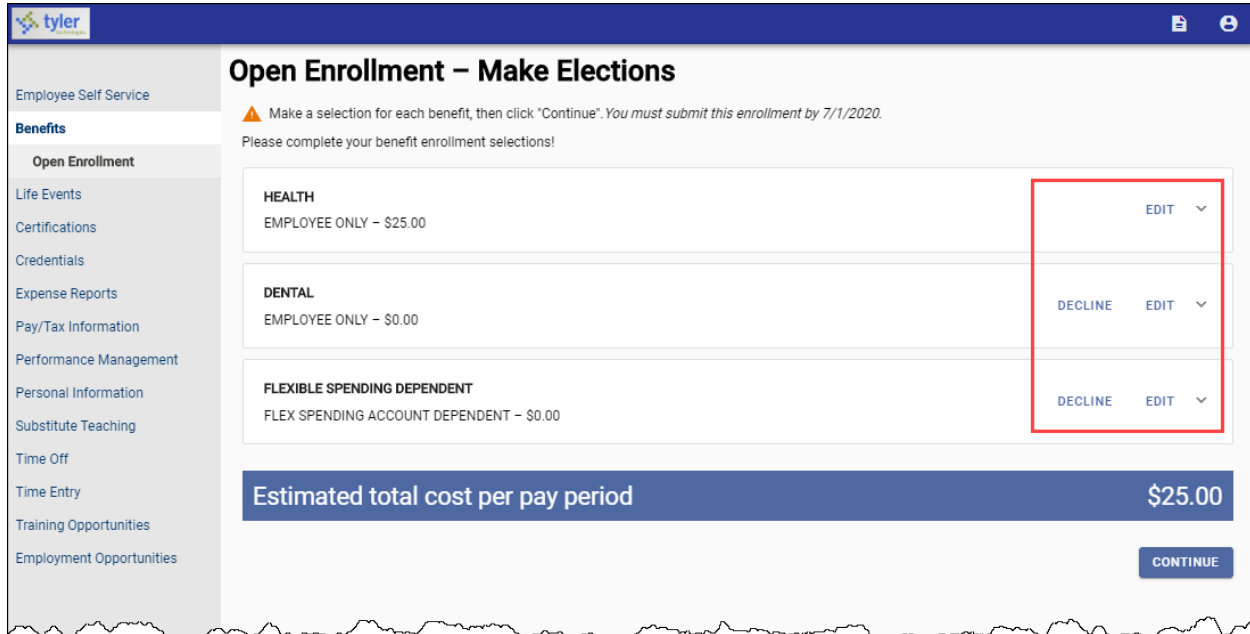
HEALTH COVERAGE
PRUDENTIAL INDIVIDUAL HEALTH COVERAGE 2018 - Premium: \$2,940.00

Your existing benefit
PRUDENTIAL INDIVIDUAL HEALTH COVERAGE 2018

Premium	\$2,940.00
Pay period employee cost	\$1.73
Pay period employer cost	\$75.38
Annual employee cost	\$45.00
Annual employer cost	\$1,960.00
Monthly Cost	\$3.75

Open Enrollment

Open Enrollment provides benefit elections for an upcoming coverage period. Click the Open Enrollment link from the Existing Benefits page or open the Open Enrollment page from the menu. During the Open Enrollment period established by your organization, you can select your preferred options or decline one or more of the benefits provided.

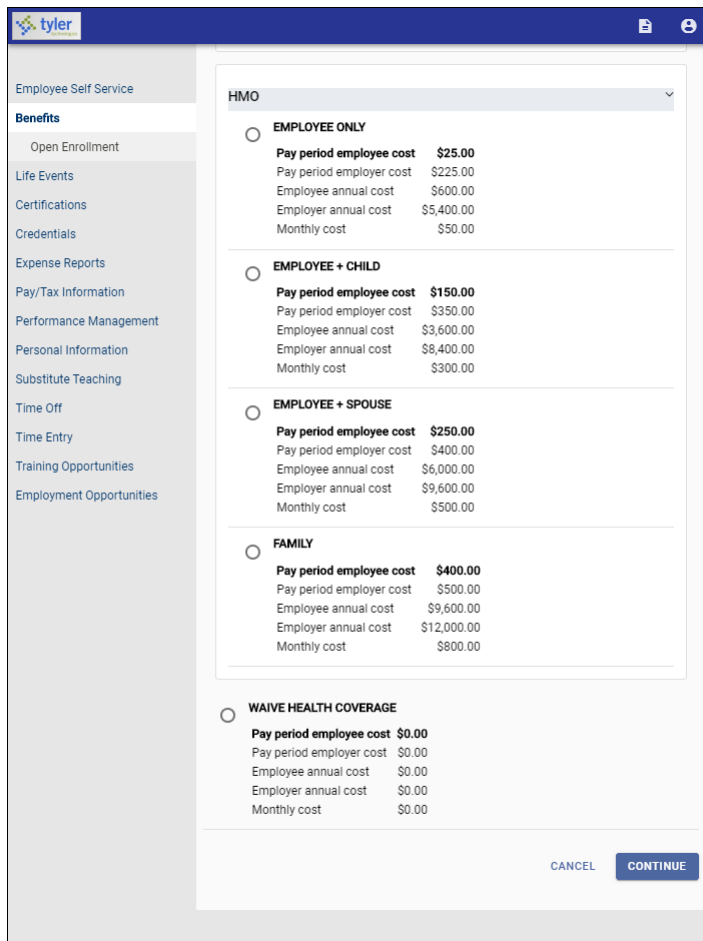


Depending on your organization’s ESS settings, the Paycheck Simulator link may be available. When you use the paycheck simulator, ESS indicates how your benefit selections will affect your pay. See the [Pay/Tax Information](#) section of this document for more information on using the Paycheck Simulator.

Make New Election

The new benefit election options display on the Open Enrollments–Make Elections screen. Click Decline to decline the benefit, click Select to choose the benefit, or click No Changes to use the existing elections from the previous enrollment campaign. The No Changes option is available if the section has been designated to Allow No Changes in the Enrollment Sections program in

Enterprise ERP. Depending on your organization’s ESS configuration, ESS may display the costs for options both annually and by pay period.

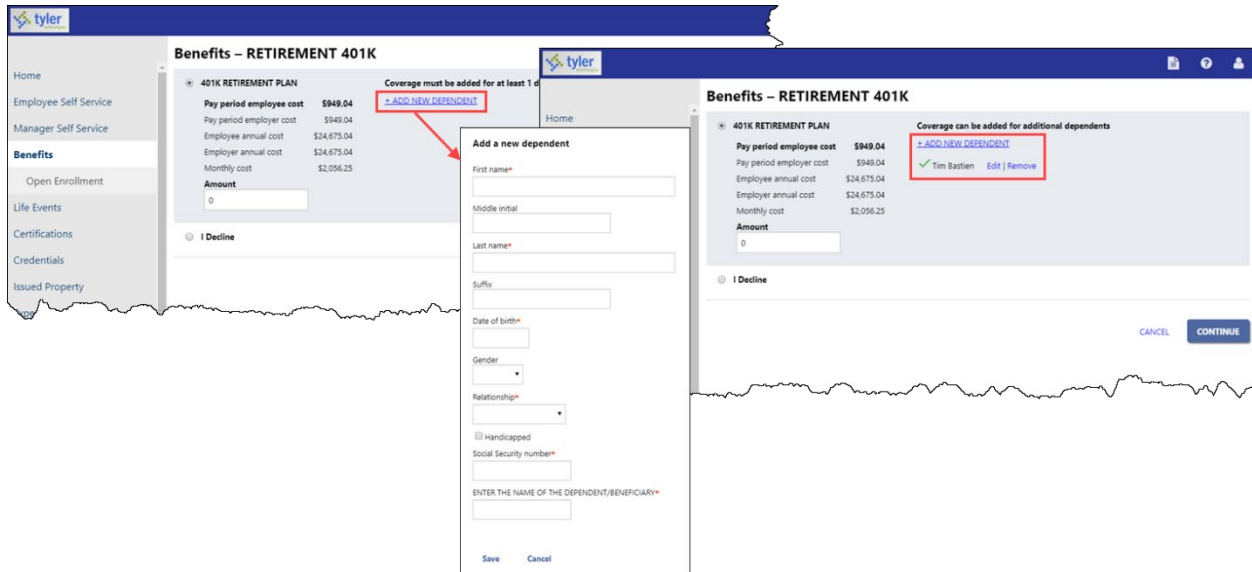


The screenshot displays the Tyler Employee Self Service interface. On the left is a navigation menu with categories like 'Benefits', 'Open Enrollment', 'Life Events', etc. The main content area shows a dropdown menu for 'HMO' with several radio button options. Each option lists costs for 'Pay period employee cost', 'Pay period employer cost', 'Employee annual cost', 'Employer annual cost', and 'Monthly cost'.

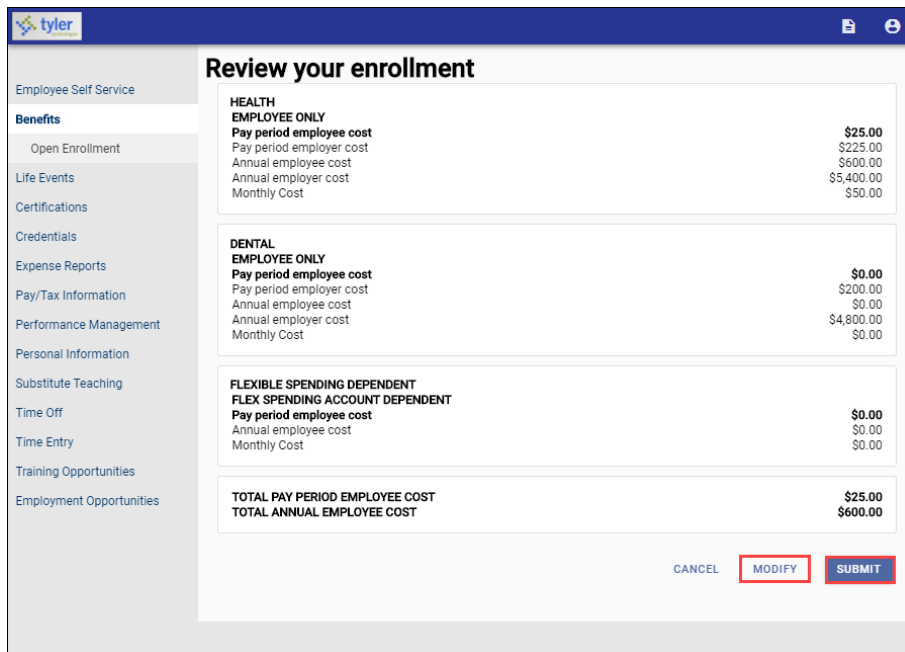
Option	Pay period employee cost	Pay period employer cost	Employee annual cost	Employer annual cost	Monthly cost
EMPLOYEE ONLY	\$25.00	\$225.00	\$600.00	\$5,400.00	\$50.00
EMPLOYEE + CHILD	\$150.00	\$350.00	\$3,600.00	\$8,400.00	\$300.00
EMPLOYEE + SPOUSE	\$250.00	\$400.00	\$6,000.00	\$9,600.00	\$500.00
FAMILY	\$400.00	\$500.00	\$9,600.00	\$12,000.00	\$800.00
WAIVE HEALTH COVERAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

At the bottom right of the main content area, there are 'CANCEL' and 'CONTINUE' buttons.

If the benefit option you select requires that you specify one or more dependents or beneficiaries, ESS displays this information on the selection page. Select a dependent or beneficiary from the list or use the Add New Beneficiary option to create a new beneficiary/dependent record.



When you have completed your open enrollment choices, the program displays a summary for each benefit type. To make changes, click Modify. Once you have verified that your selections are correct, click Submit.



Life Events

When you select Life Events, the program displays the change options offered by your organization. Life event codes are maintained in the Enterprise ERP Qualifying Event Codes program. Click Start on the life event to report.

The screenshot shows the Tyler Life Events interface. On the left is a navigation menu with options like Home, Employee Self Service, Manager Self Service, Tasks, Benefits, Life Events (selected), Certifications, Credentials, Issued Property, and Performance Management. The main area displays a table of life events:

Event	Description	Next Step
New baby	Please send a birth certificate to HR.	START
Death of spouse	Please send a death certificate to HR.	START
Divorce	Description not available	START
Job change	Description not available	START
Marriage	You will need to submit a marriage license following updating this record through ESS.	START

A modal window titled "Life Events" is open, showing "Pending Life Events" with the message "You have no pending life events." It includes an "Effective date" field set to 4/22/2020 and "SUBMIT" and "CANCEL" buttons. Red arrows indicate the flow from the "START" button in the table to the modal and then to the "SUBMIT" button.

Below the modal, another screenshot shows the "Life Events" page after submission. It displays a message: "Your life event was successfully submitted. Life events are processed one at a time. When your pending life event is processed, you will be able to add another." Below this is a table of pending life events:

Code	Description	Effective Date	Election End Date	Status
DIVC	DIVORCE	4/22/2020	5/22/2020	SUBMITTED

When you select the life event, the page refreshes to indicate whether documentation is required to support the change. Use the Required Documentation box to upload any required documentation. The default value for the Effective Date field is the current date, but you can update this. Click Submit to save the change and display a summary of the event submitted.

Certifications

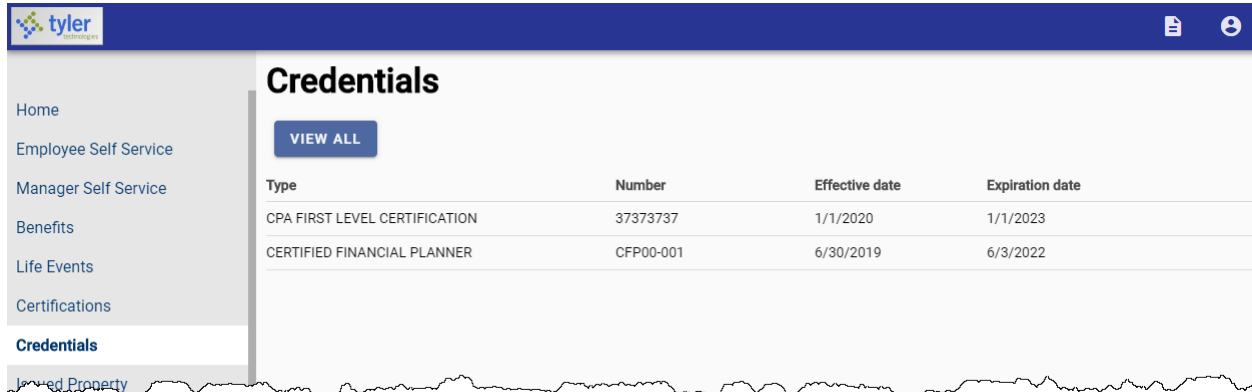
Certifications displays a list of your education or training certifications. This list includes the certification type, area, level, number, and effective and expiration dates. If you are a supervisor, select a name from the Employee list to view that employee's certifications.

The screenshot shows the Tyler Certifications interface. On the left is a navigation menu with options like Home, Employee Self Service, Manager Self Service, Tasks, Benefits, Life Events, and Certifications (selected). The main area displays a dropdown menu for "Employee:" with "MARTIN, MARY M" selected. Below this is a table of certifications:

Type	Area	Level	Number	Effective	Expires
ACCOUNTING	FINANCE PLANNING	HIGH LEVEL		4/12/2018	7/31/2020

Credentials

The Credentials page identifies the credentials you have earned. Click View All to see all credentials, including those that have lapsed. Click View Current to view the credentials that are up to date. If you are a supervisor, select a name from the Employee list to view that employee's credentials.



The screenshot shows the Tyler Credentials page. On the left is a navigation menu with options: Home, Employee Self Service, Manager Self Service, Benefits, Life Events, Certifications, **Credentials**, and Issued Property. The main content area is titled "Credentials" and features a "VIEW ALL" button. Below the button is a table with the following data:

Type	Number	Effective date	Expiration date
CPA FIRST LEVEL CERTIFICATION	37373737	1/1/2020	1/1/2023
CERTIFIED FINANCIAL PLANNER	CFP00-001	6/30/2019	6/3/2022

Issued Property

The Issued Property page identifies any employer property issued to you and describes the item or items.

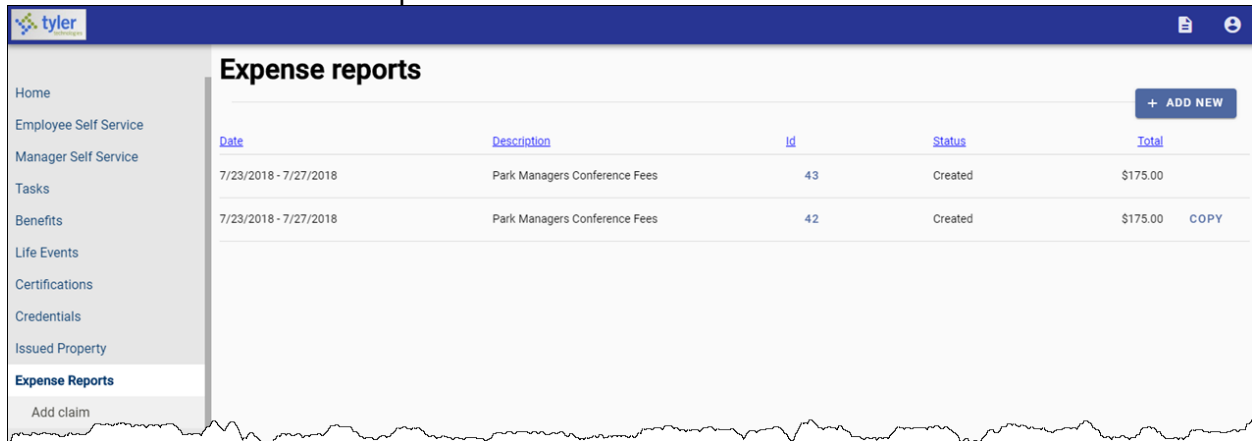


The screenshot shows the Tyler Issued Property page. On the left is a navigation menu with options: Home, Employee Self Service, Manager Self Service, Benefits, Life Events, Certifications, Credentials, **Issued Property**, and Expense Reports. The main content area is titled "Issued Property" and features a table with the following data:

Type	Item	Description	Location	Quantity	Date Issued
Capital Asset	9	TABLET PC	INFORMATION TECHNOLOGY DEPT	1.00	01/01/2019

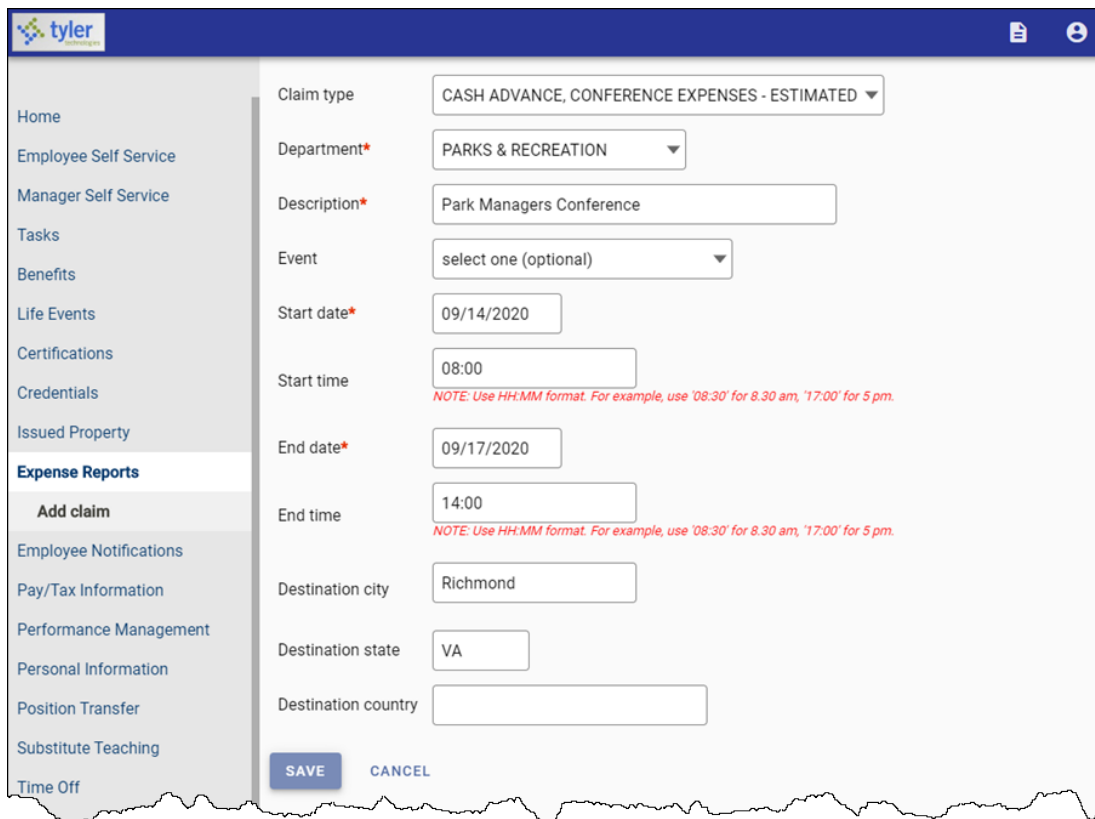
Expense Reports

The Expense Reports group displays a list of your current expense claims, along with the status for each. Use the Add Claim option on the menu or the Add New button to add a new claim.



Date	Description	Id	Status	Total
7/23/2018 - 7/27/2018	Park Managers Conference Fees	43	Created	\$175.00
7/23/2018 - 7/27/2018	Park Managers Conference Fees	42	Created	\$175.00 COPY

Enter your claim details. All fields marked with the asterisk (*) are required.



Claim type: CASH ADVANCE, CONFERENCE EXPENSES - ESTIMATED

Department*: PARKS & RECREATION

Description*: Park Managers Conference

Event: select one (optional)

Start date*: 09/14/2020

Start time: 08:00
NOTE: Use HH:MM format. For example, use '08:30' for 8.30 am, '17:00' for 5 pm.

End date*: 09/17/2020

End time: 14:00
NOTE: Use HH:MM format. For example, use '08:30' for 8.30 am, '17:00' for 5 pm.

Destination city: Richmond

Destination state: VA

Destination country:

SAVE CANCEL

Once you have defined the basic receipt details:

1. Click Save to display the Expenses and Receipts page.
2. Expand the various amount lists to add the expense information.

Expenses and receipts

Unsaved claim EDIT DETAILS

Claim type	CASH ADVANCE, CONFERENCE EXPENSES
Department	PARKS & RECREATION
Description	Park Managers Conference
Event	
Start date	Monday, September 14, 2020 8:00 AM
End date	Thursday, September 17, 2020 2:00 PM
Destination city	Richmond
Destination state	VA
Destination country	
Cash advance	\$0.00
Total amount claimed	\$0.00

Expense information

Expense type: TRAVEL ⓘ

1 @ \$ 277 each = \$277.00

Cash advance: 277.00

Date incurred: 04/14/2020

Comments: airfare

Buttons: REVIEW, SAVE FOR LATER, CANCEL, CANCEL, SAVE

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3. If applicable, attach supporting documents.
4. Once you have uploaded all necessary receipts, click Review. ESS displays the Verify Expenses page. If you submit a new claim using an expense template that has an annual spending limit and your claim causes you to exceed that limit, the Verify Expenses page displays a warning message that notes the annual spending limit for the claim type and the sum of your claim amounts.
5. Click Submit Claim to complete the process. The program displays a confirmation message at the top of the page.

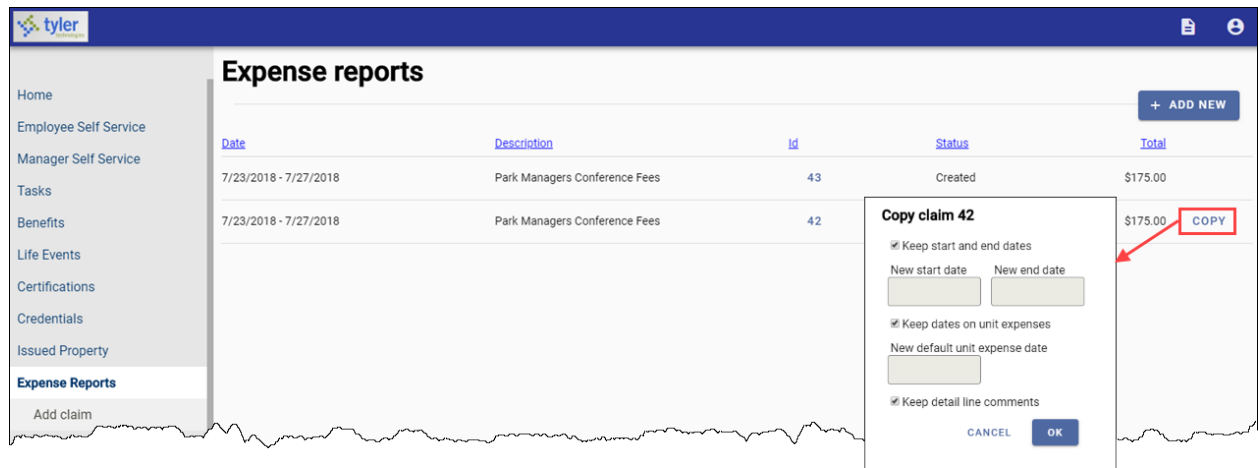
Confirmation

✔ Your claim, number 45, was successfully submitted. ⓘ

Claim details

Comments	Park Managers Conference
Claim type	CASH ADVANCE, CONFERENCE EXPENSES
Status	Entering
Department	PARKS & RECREATION
Start date	Monday, September 14, 2020 8:00 AM
End date	Thursday, September 17, 2020 2:00 PM
Destination city	Richmond
Destination state	VA
	\$277.00

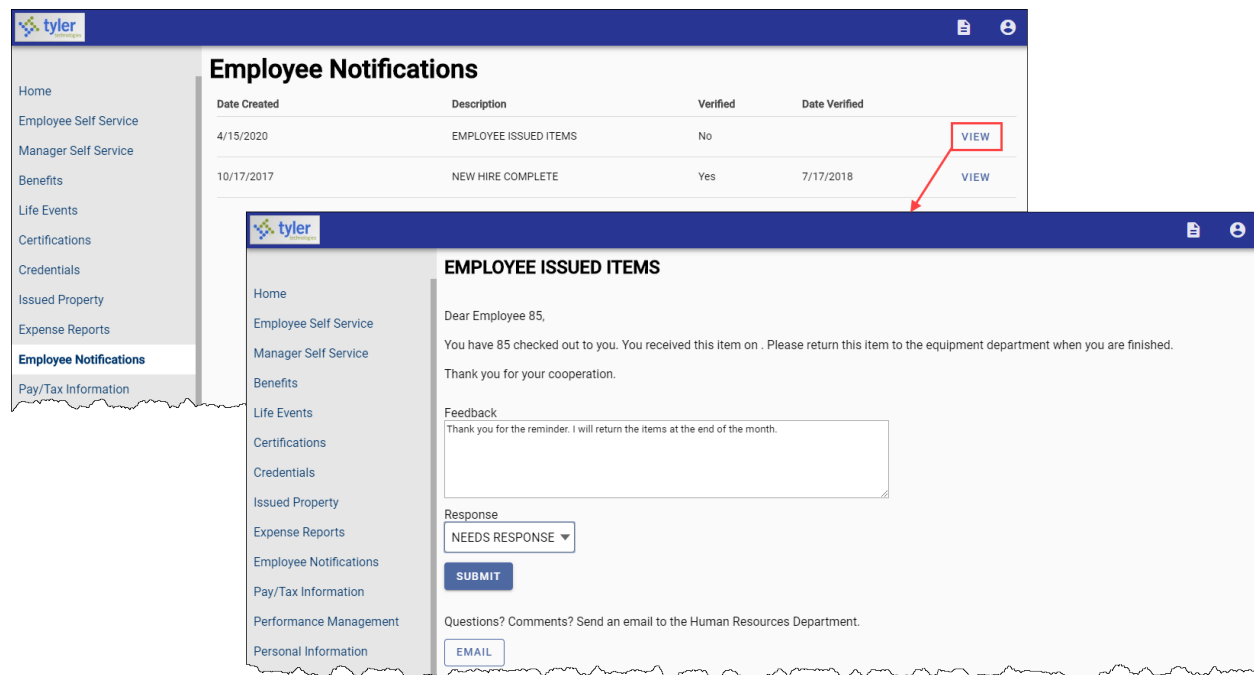
- To use an existing claim as the base record for a new claim, click Copy, enter the details for the new claim in the Copy Claim dialog box, and click OK; the program displays the new claim record. Update the details or amounts, as appropriate.



Employee Notifications

Employee Notifications displays all types of employee notifications, such as welcome letters, contract notifications, salary notifications, and so on. Notifications are created in Enterprise ERP using templates in the Employee Notifications program. You can create a notification for one employee and designate that it displays on ESS, or you can use the generate option to create notifications for multiple employees. The program allows you to set parameters for the notifications, such as whether the employee can provide feedback and responses through ESS.

If the Feedback and Response fields are enabled, when you click View, the program displays the specific notification screen where you can enter this information.



Pay/Tax Information

Pay/Tax Information provides current payroll and payroll history details. The payroll history is stored in the Enterprise ERP Employee Pay History program. If you are a supervisor and you have the appropriate permissions, you can view information for any employees who report to you by selecting a name from the Employee list.

Pay/Tax Information

Year: 2020

Check Date	Pay Period	Status	Gross Pay	Net Pay	
4/24/2020	4/10/2020 - 4/21/2020		\$2,220.00	\$1,443.01	DETAILS

When you click Details, the program displays the Check Detail page, which contains the pay advice information for the check. You cannot modify pay or tax information; it is display only.

Check Detail
CHIN, AMY Y

Overview

Check Date	4/24/2020
Pay Period	4/10/2020 - 4/21/2020
Check Number	113963
Check Status	
Gross Pay	\$2,220.00
Net Pay	\$1,443.01

Pay Breakdown

Pay Type	Days/Hrs	Rate	Amount
ANN SALARY	80.00	21.5000	\$1,720.00
LONGEVITY	0.00	0.0000	\$500.00
Total			\$2,220.00

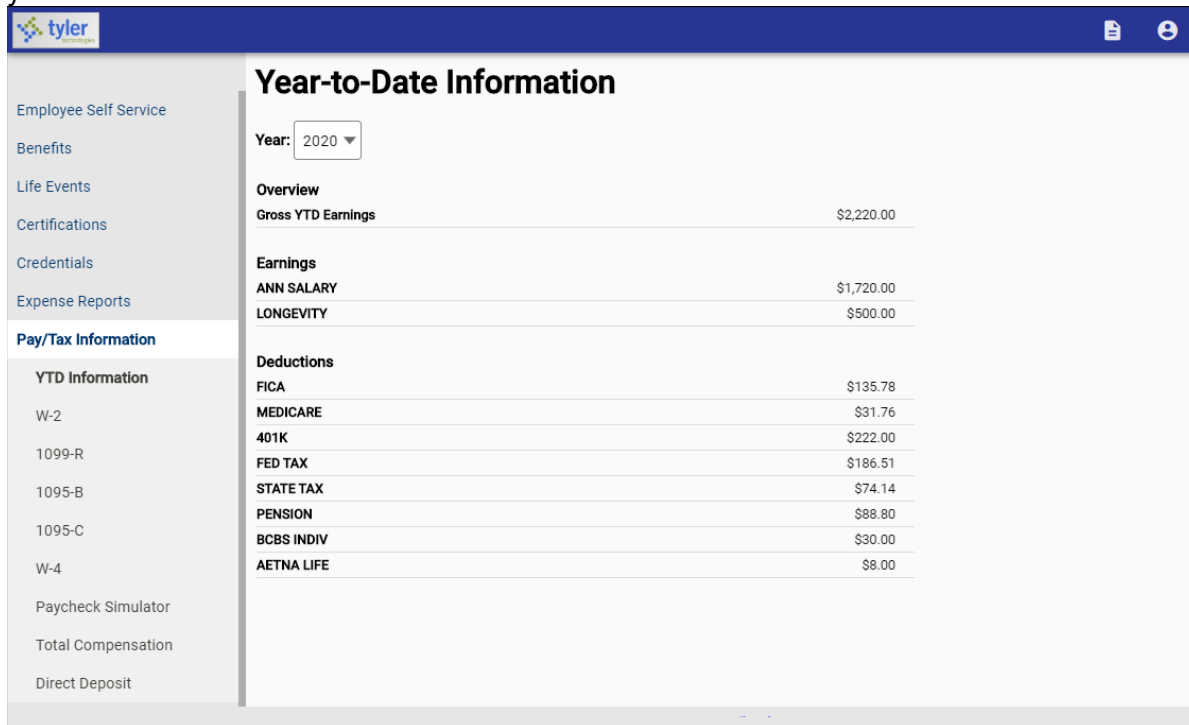
Deductions

Deduction Type	Amount
FICA	\$135.78
MEDICARE	\$31.76
401K	\$222.00
FED TAX	\$186.51
STATE TAX	\$74.14
PENSION	\$88.80
BCBS INDIV	\$30.00
AETNA LIFE	\$8.00
Total	\$776.99

[RETURN TO PAY/TAX INFORMATION](#)

YTD Information

The Year-to-Date Information page contains a cumulative view of payroll figures for a specific year.



The screenshot shows the Tyler Employee Self Service interface. The left sidebar contains navigation options: Employee Self Service, Benefits, Life Events, Certifications, Credentials, Expense Reports, Pay/Tax Information (highlighted), YTD Information (selected), W-2, 1099-R, 1095-B, 1095-C, W-4, Paycheck Simulator, Total Compensation, and Direct Deposit. The main content area is titled 'Year-to-Date Information' and features a 'Year:' dropdown menu set to '2020'. Below this, the 'Overview' section shows 'Gross YTD Earnings' of \$2,220.00. The 'Earnings' section lists 'ANN SALARY' at \$1,720.00 and 'LONGEVITY' at \$500.00. The 'Deductions' section lists: FICA (\$135.78), MEDICARE (\$31.76), 401K (\$222.00), FED TAX (\$186.51), STATE TAX (\$74.14), PENSION (\$88.80), BCBS INDIV (\$30.00), and AETNA LIFE (\$8.00).

Year-to-Date Information	
Year: 2020	
Overview	
Gross YTD Earnings	\$2,220.00
Earnings	
ANN SALARY	\$1,720.00
LONGEVITY	\$500.00
Deductions	
FICA	\$135.78
MEDICARE	\$31.76
401K	\$222.00
FED TAX	\$186.51
STATE TAX	\$74.14
PENSION	\$88.80
BCBS INDIV	\$30.00
AETNA LIFE	\$8.00

W-2 and 1099-R

The W-2 and 1099-R pages display information regarding federal and state taxes and withholdings. This information is drawn from the Payroll W-2 and 1099-R programs.



The screenshot shows the Tyler Technologies Employee Self Service portal. The main content area is titled "W-2 Information" and displays the following details:

- Year:** 2015 - 0
- Employee Name:** AMY CHIN
- Year:** 2015
- Address:** 287 MIDDLE RD BROOKLYN, NY 11230
- RETIREMENT:**
- 3RD PARTY SICK:**
- STATUTORY EMPLOYEE:**

The "Pay/Tax Information" section includes a table for "Wages and Tax":

	GROSS	TAX
FIT	\$36,230.00	\$4,428.50
FICA	\$42,250.00	\$2,619.50
MEDICARE	\$42,250.00	\$612.75
SIT - MA	\$36,230.00	\$1,660.75
DEP CARE		\$0.00
SOCIAL SECURITY TIPS		\$0.00
ALLOCATED TIPS		\$0.00
NONQUAL		\$0.00

Additional information includes:

- Box 12:**
 - D 401K DEFER: \$4,300.00
 - DD EMPR HEALTH COST: \$3,750.00
- Box 14:**
 - 14Y RETIREMENT: \$1,720.00
 - 14X LIFE: \$184.00

1095-B/C

The 1095-B/C pages display information regarding employee insurance coverage data relating to the Affordable Care Act. This information is drawn from Payroll Employee 1095-B/C

programs.

The screenshot shows two forms: 1095-B (Responsible Individual) and 1095-C (Employee). Both forms are for the year 2016-1. The 1095-B form includes fields for Name of responsible individual (ABIGAIL SULLIVAN), Date of birth (3/3/1962), Street address (ONE TYLER DRIVE), City or town (YARMOUTH), State or province (ME), Country and ZIP or foreign postal code (04096), and Enter letter identifying Origin of the Policy (B). The 1095-C form includes fields for Name of employee (ABIGAIL SULLIVAN), Street address (ONE TYLER DRIVE), City or town (YARMOUTH), State or province (ME), Country and ZIP or foreign postal code (04096), Plan Start Month (01), Box 14: Offer of Coverage (All 12 months), and Box 15: Employee Required Contribution (All 12 months). Both forms have checkboxes for Void and Corrected.

W-4

The W-4 page displays your current W-4 deduction information. To update this information, click Edit, enter the new information, select the confirmation check boxes, and then click Submit.

The screenshot shows the W-4 Information page. It displays two sections: FEDERAL and MAINE. The FEDERAL section shows Marital status (MARRIED), Exemptions (0), and Additional amount (\$100.0000). The MAINE section shows Marital status (MARRIED), Exemptions (0), and Additional amount (\$25.0000). An 'EDIT' button is highlighted with a red box and an arrow pointing to the MAINE section. A 'W-4 Information' modal window is open, showing the same information and allowing for updates. The modal includes checkboxes for 'If your last name differs from your social security card, check here.' and '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.' (indicated by a red arrow). The modal also has 'SUBMIT' and 'CANCEL' buttons.

W-4 changes must be approved and processed by your Human Resources department. When you submit changes, ESS displays a confirmation indicating that your change request has been submitted for approval.

W-4 Information

Your W4 information was submitted for approval.

Paycheck Simulator

The Paycheck Simulator simulates adjustments to your pay, tax, or deductions to demonstrate how the changes would affect your total pay. It does not permanently alter your pay records.

To simulate changes to your paycheck, select the pay cycle for which to simulate a change, enter the change values, and click Calculate. The program displays the updated amounts based on the simulated adjustments.

Total Compensation

The Total Compensation page displays the details of the compensation you receive from your organization. The Compensation section displays your compensation as paid compensation and benefits. The Benefit Contributions section displays your benefit contributions and your employer's benefit contributions. The Paid Compensation Breakdown section displays a pie chart that shows what percentage of your total compensation each specific compensation type comprises.

According to your organization's configuration, the Total Compensation section may display information regarding other benefits in the Additional Benefits section. The options for this page are managed in the Human Resources Total Compensation Report program.

Total Compensation

Compensation: 67% PAID COMPENSATION (\$2,220.00) + 13% BENEFITS (\$331.94) = \$2,551.94

BENEFIT	EMPLOYER	EMPLOYEE
FICA	135.78	135.78
Medicare	91.76	91.76
Deferred Compensation	-	222.99
Retirement	44.40	88.80
Health Insurance	120.00	30.00
TOTAL CONTRIBUTIONS	\$331.94	\$508.34

Paid Compensation Breakdown

- Base Pay (77.48%)
- Longevity (22.52%)

Additional Benefits

Disability benefits are provided to you as a source of income protection should you become disabled as a result of injury or sickness. You are eligible to receive up to 90 days of short term disability. If you are disabled for more than 90 days, you are eligible to receive a taxable long term disability benefit.

- *Tyler's own provides company paid basic life insurance benefits to you. If your death is a result of an accidental injury, your beneficiary will receive an additional amount equal to the life amount.
- *Tyler's own recognizes the importance for you to have time off. Based on your longevity the amount of days earned will vary.

Direct Deposit

The Direct Deposit page provides the details for your direct deposit accounts. If your organization allows, you can update the accounts and amounts allotted to each account by clicking Edit on the Direct Deposit Accounts page.

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Bank: NATIONS BANK
 Account number: *****5555
 Account type: Checking
 Percentage: 100%

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Bank name or routing number: 192832115
 Account number: *****5555
 Account type: Checking
 Percentage: 100%

Buttons: EDIT, DELETE, SUBMIT, SAVE, CANCEL

When you select the Submit This Account for Approval check box, the program submits the changes to your Human Resources department for approval. Once they are approved, the changes are effective to the next payroll cycle. If your organization uses the prenote process for

verifying direct deposit transactions, the change may be delayed until the prenote test is complete.

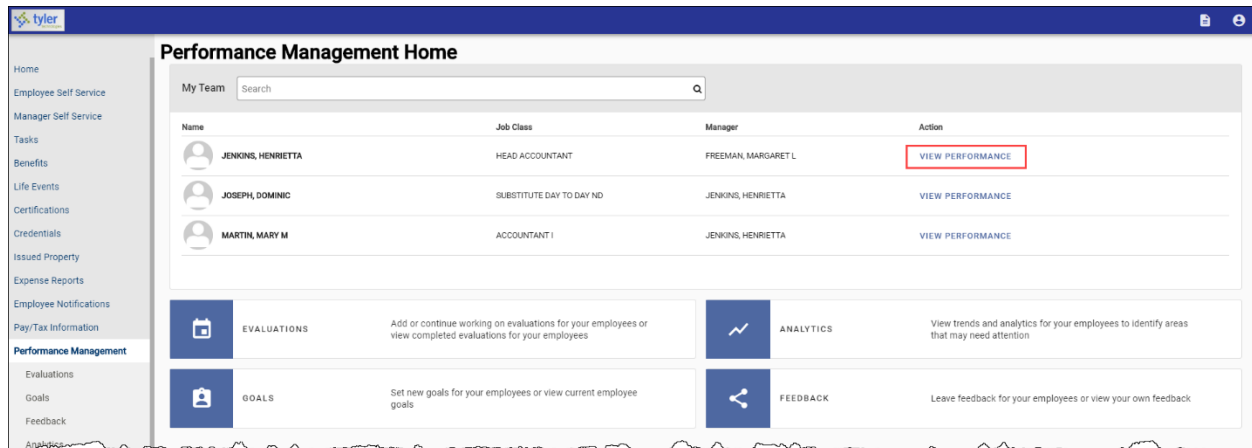
You cannot make additional changes until these changes have been approved.

Performance Management

The Performance Management group on the ESS menu provides access to all evaluation functionality, as well as details on established goals and feedback provided by your supervisor or others. You can view evaluations that you have received and given. If you are a supervisor, you can view evaluations that your employees have received. With the appropriate permissions, you can also create evaluations. For evaluations to be available in Employee Self Service, the Post Online check box must be selected in the Human Resources Employee Evaluations program.

When employees click Performance Management on the ESS menu, the Performance Overview page displays an overview of performance details, including evaluations, goals, and feedback.

For managers and supervisors, Performance Management opens the Performance Management Home page, which provides an overview of your team and access to evaluations, goals, feedback, and evaluations analytics pages.



Performance Management Home

My Team

Name	Job Class	Manager	Action
JENKINS, HENRIETTA	HEAD ACCOUNTANT	FREEMAN, MARGARET L	VIEW PERFORMANCE
JOSEPH, DOMINIC	SUBSTITUTE DAY TO DAY ND	JENKINS, HENRIETTA	VIEW PERFORMANCE
MARTH, MARY M	ACCOUNTANT I	JENKINS, HENRIETTA	VIEW PERFORMANCE

EVALUATIONS

Add or continue working on evaluations for your employees or view completed evaluations for your employees

ANALYTICS

View trends and analytics for your employees to identify areas that may need attention

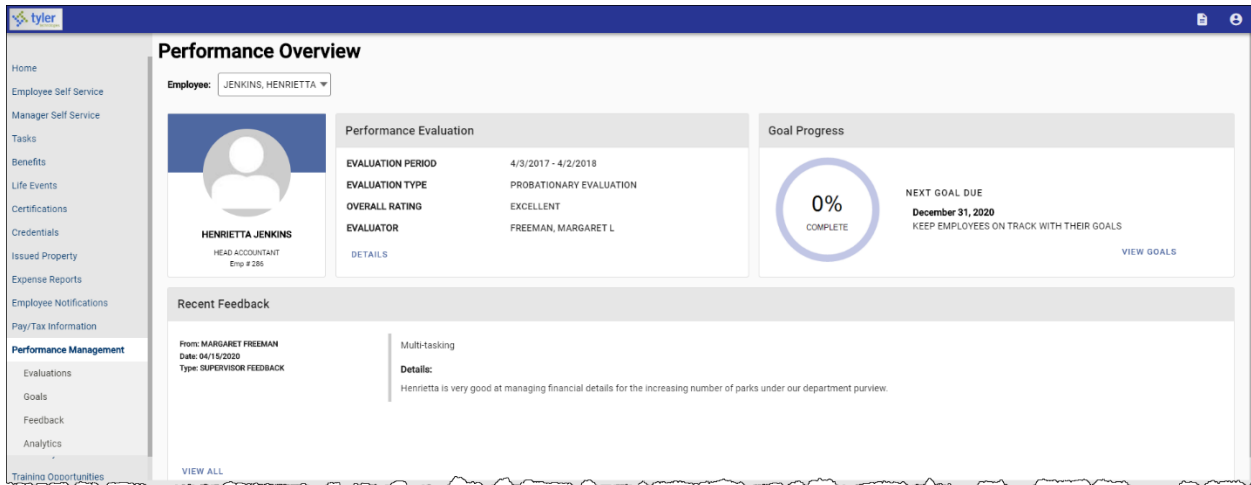
GOALS

Set new goals for your employees or view current employee goals

FEEDBACK

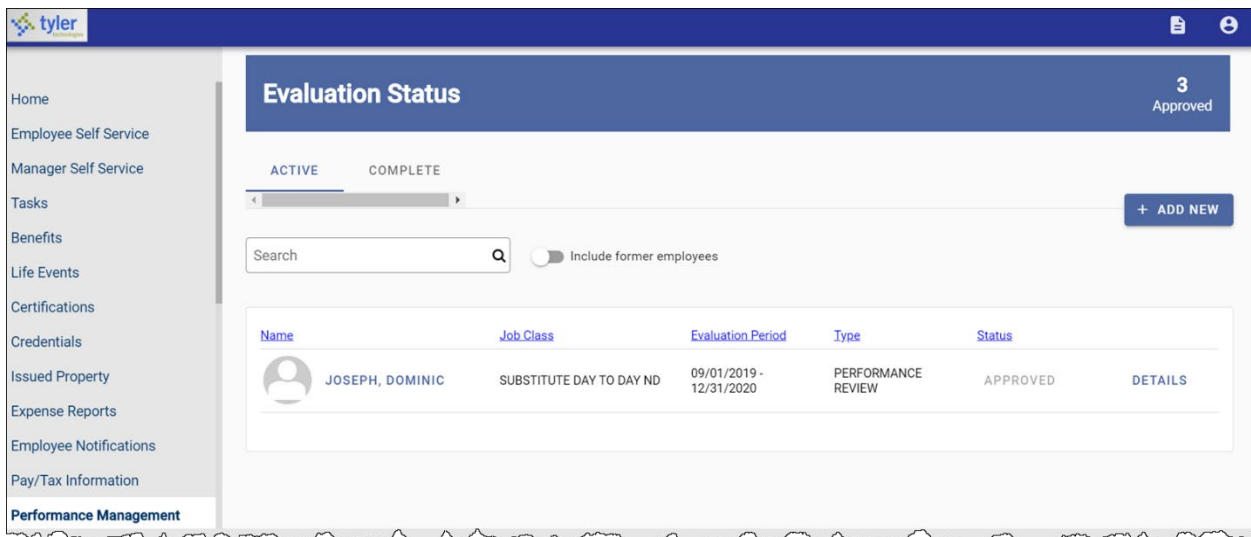
Leave feedback for your employees or view your own feedback

Click View Performance to display the Performance Overview for the selected employee or yourself.




The screenshot shows the 'Performance Overview' page for Henrietta Jenkins. The page includes a navigation sidebar on the left with options like Home, Employee Self Service, Manager Self Service, Tasks, Benefits, Life Events, Certifications, Credentials, Issued Property, Expense Reports, Employee Notifications, Pay/Tax Information, Performance Management, Evaluations, Goals, Feedback, Analytics, and Training Opportunities. The main content area is titled 'Performance Overview' and features a dropdown menu for the employee name, currently set to 'JENKINS, HENRIETTA'. Below this, there are three main sections: 'Performance Evaluation', 'Goal Progress', and 'Recent Feedback'. The 'Performance Evaluation' section shows details for an evaluation period of 4/3/2017 - 4/2/2018, an overall rating of 'EXCELLENT', and an evaluator of 'FREEMAN, MARGARET L'. The 'Goal Progress' section shows a progress indicator at 0% complete, with the next goal due on December 31, 2020. The 'Recent Feedback' section shows a feedback entry from Margaret Freeman dated 04/15/2020, regarding 'Multi-tasking', with a positive comment about Henrietta's performance in managing financial details.

Click Evaluations from the Performance Management Home page to view evaluations by status—active or complete. You can search and filter these results, as well as select if former employee evaluations should be included in the list.

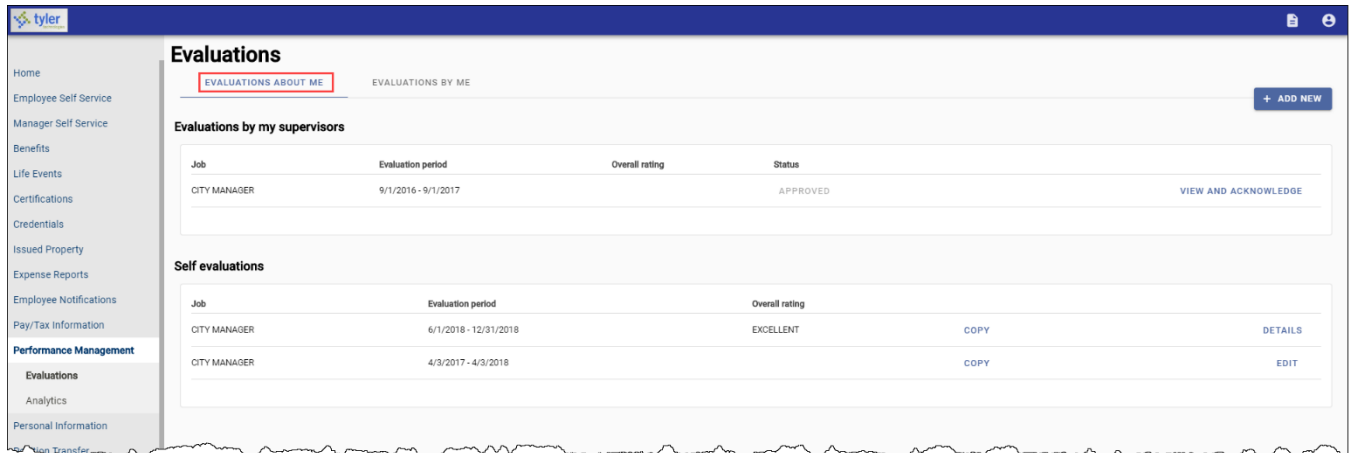


The screenshot shows the 'Evaluation Status' page. The page has a navigation sidebar on the left, similar to the previous screenshot, with 'Performance Management' highlighted. The main content area is titled 'Evaluation Status' and shows a summary of 3 approved evaluations. Below the title, there are tabs for 'ACTIVE' and 'COMPLETE', with 'COMPLETE' selected. A search bar and a toggle for 'Include former employees' are present. A table lists the evaluation details for Joseph, Dominic, including his job class, evaluation period, type, and status.

Name	Job Class	Evaluation Period	Type	Status	Details
 JOSEPH, DOMINIC	SUBSTITUTE DAY TO DAY ND	09/01/2019 - 12/31/2020	PERFORMANCE REVIEW	APPROVED	DETAILS

Evaluations

ESS Evaluations accommodates the 360° evaluation functionality on one page for ease of viewing evaluations both about and by you.

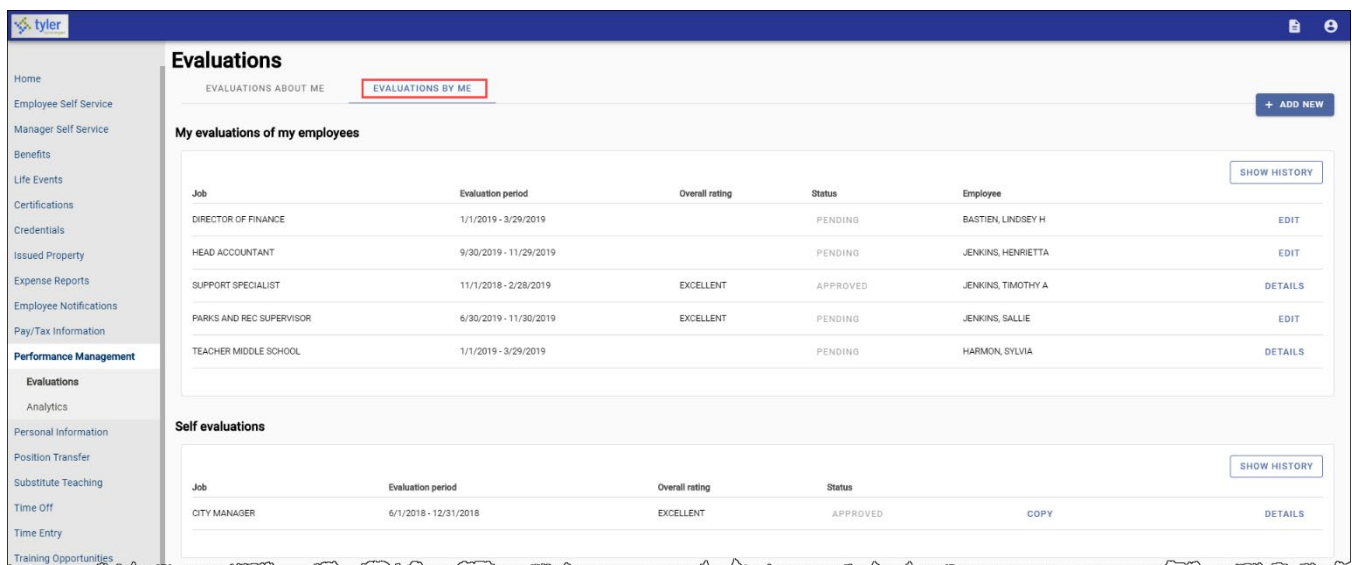


The screenshot shows the Tyler Evaluations interface. The left sidebar contains navigation options like Home, Employee Self Service, Manager Self Service, Benefits, Life Events, Certifications, Credentials, Issued Property, Expense Reports, Employee Notifications, Pay/Tax Information, Performance Management, Evaluations, Analytics, and Personal Information. The main content area is titled 'Evaluations' and has two tabs: 'EVALUATIONS ABOUT ME' (selected) and 'EVALUATIONS BY ME'. There is an '+ ADD NEW' button in the top right. Under 'Evaluations by my supervisors', there is a table with columns: Job, Evaluation period, Overall rating, Status, and a 'VIEW AND ACKNOWLEDGE' button. One row shows 'CITY MANAGER' for the period '9/1/2016 - 9/1/2017' with an 'APPROVED' status. Below this is the 'Self evaluations' section with a table with columns: Job, Evaluation period, Overall rating, and buttons for 'COPY' and 'DETAILS'. Two rows are shown for 'CITY MANAGER' with 'EXCELLENT' ratings for periods '6/1/2018 - 12/31/2018' and '4/3/2017 - 4/3/2018'.

Use the Evaluations About Me tab to view evaluations others have completed about you. Use the Evaluations by Me tab to view evaluations you have completed about others. These will be grouped according to who performed them: your supervisors, your peers, your employees, and yourself.

To display details from a completed self-evaluation on a basic evaluation (supervisor to employee), the 360° evaluations must be of the same employee, evaluation type, and evaluation period.

To view more evaluations of any type, click Show History. If you have permission to enter an evaluation, use the Add New button to add a new evaluation.



The screenshot shows the Tyler Evaluations interface with the 'EVALUATIONS BY ME' tab selected. The main content area is titled 'Evaluations' and has two tabs: 'EVALUATIONS ABOUT ME' and 'EVALUATIONS BY ME' (selected). There is an '+ ADD NEW' button in the top right. Under 'My evaluations of my employees', there is a table with columns: Job, Evaluation period, Overall rating, Status, Employee, and buttons for 'SHOW HISTORY', 'EDIT', and 'DETAILS'. Five rows are shown for various jobs like 'DIRECTOR OF FINANCE', 'HEAD ACCOUNTANT', 'SUPPORT SPECIALIST', 'PARKS AND REC SUPERVISOR', and 'TEACHER MIDDLE SCHOOL'. Below this is the 'Self evaluations' section with a table with columns: Job, Evaluation period, Overall rating, Status, and buttons for 'SHOW HISTORY', 'COPY', and 'DETAILS'. One row is shown for 'CITY MANAGER' with an 'EXCELLENT' rating for the period '6/1/2018 - 12/31/2018' and an 'APPROVED' status.

When you have multiple employees for whom to create evaluations, ESS displays an Add Evaluation dialog box that allows you to select the type of evaluation, the employee, and the job class of the correct individual.

To create an evaluation:

1. Select the name and job class from the available lists, if applicable.

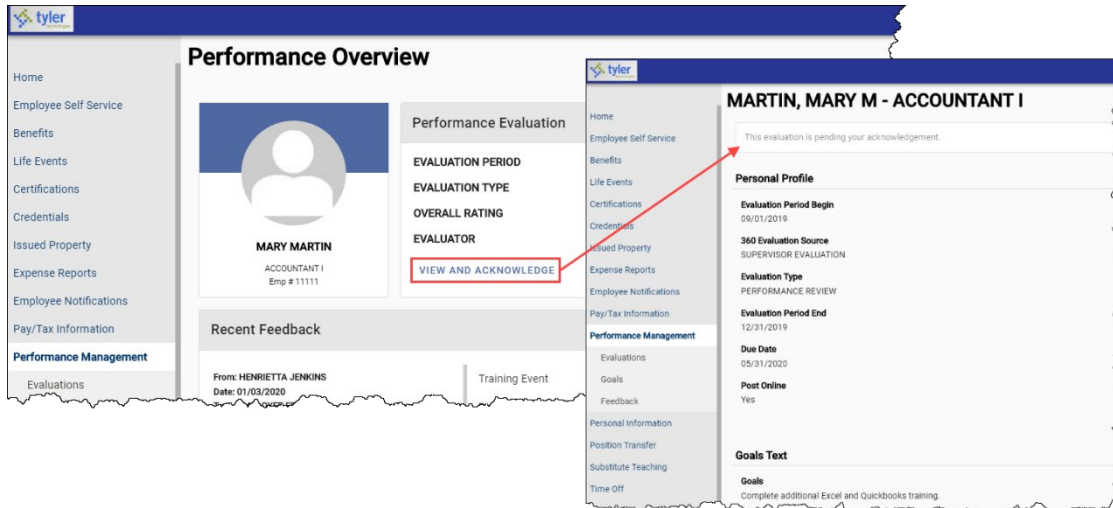
If there is more than one individual to evaluate, ESS displays a list that allows you to select the name of the correct individual. If the individual has more than one job class, ESS displays a list of job classes as well.

To create a self-evaluation, select Myself from the For list in the Add Evaluation dialog box.

2. Click Add.
The program provides the evaluation form defined for that job class if one exists. Otherwise, it displays a default form.
3. Complete the fields, as appropriate, to define the evaluation.
Use the Add or Edit options, if available, to add new data or edit existing data in a section.
4. At any point, click Save and Close to save the evaluation and return to it at a later time.
5. Click Submit to submit a completed evaluation.
6. If your organization has not configured workflow, submitted evaluations are automatically marked as approved. Otherwise, they are forwarded to a supervisor for approval. The Employee Evaluations page displays the status of all current employee evaluations. Click Edit for any evaluation that you have created, but that has not yet been approved, to edit that evaluation.

The option to Load Default Goals allows you to automatically copy goals from a previous evaluation. To enable this option, the employee must have a prior evaluation record. Additionally, within the Evaluation Settings program, the ESS Goals Copy Option must be populated with a selection that defines the goals to be copied.

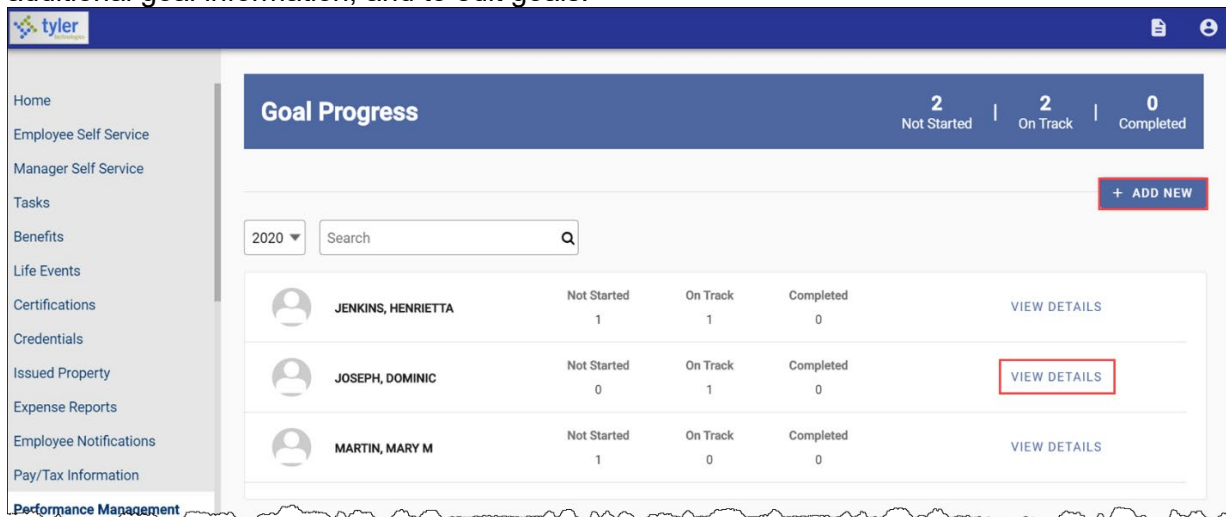
To review an evaluation, click View and Acknowledge to display a review page.



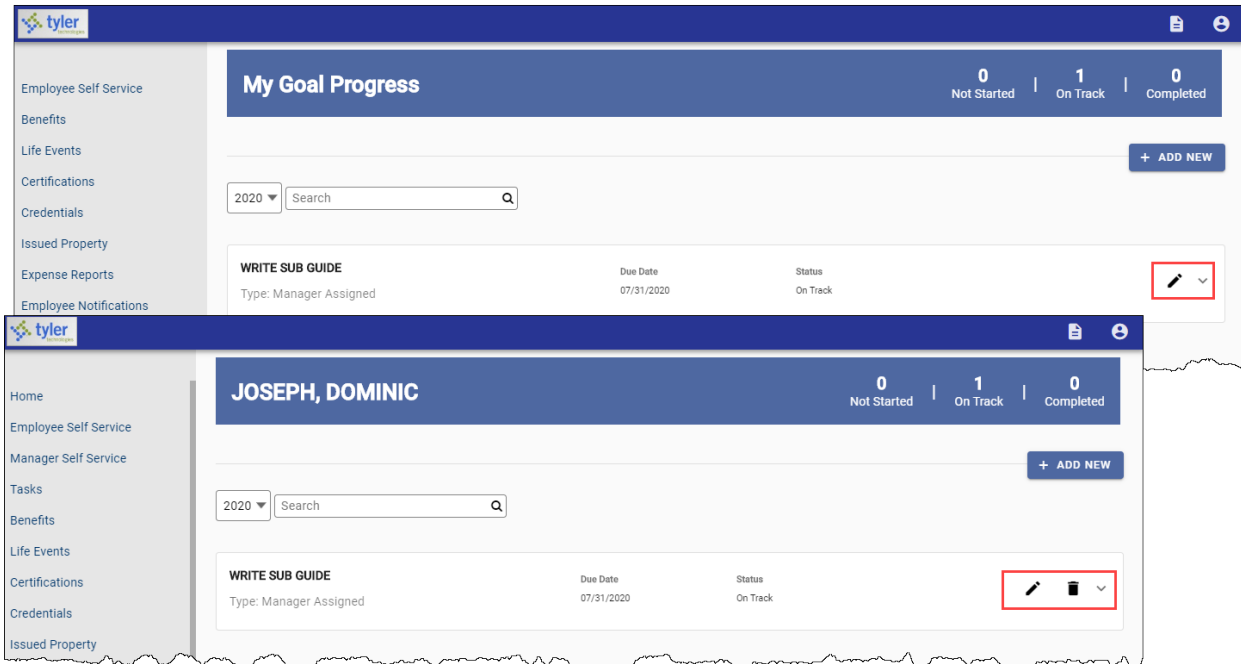
Use the Employee Comments and Acknowledgement box to enter your comments, and then click I Acknowledge This Evaluation to indicate that you have reviewed the evaluation, had an opportunity to enter comments, and submit the acknowledgement.

Goals

If enabled by your organization, the Goals page provides a searchable overview of goals for the individual employee or for the manager and their employees and provides the status of the progress toward each goal. Click Add New to enter new goal details. Click View Details to view additional goal information, and to edit goals.

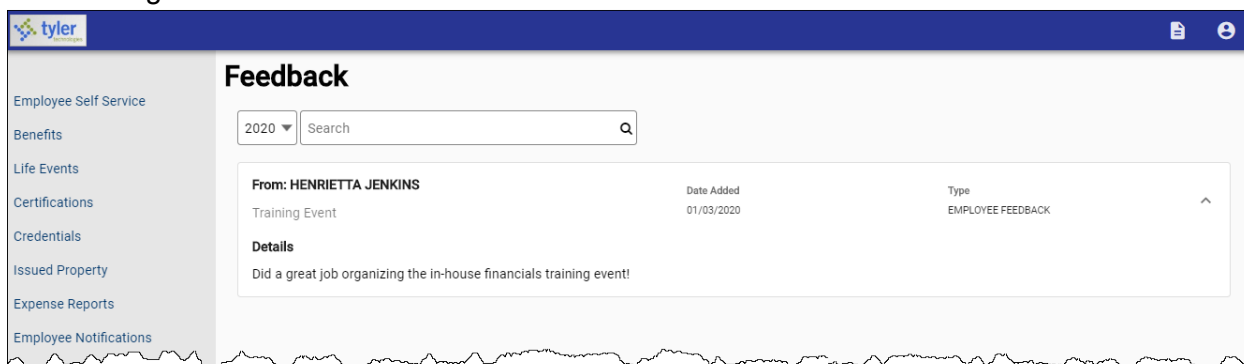


Both employees and managers can edit goals, but employees cannot delete goals added by their manager.

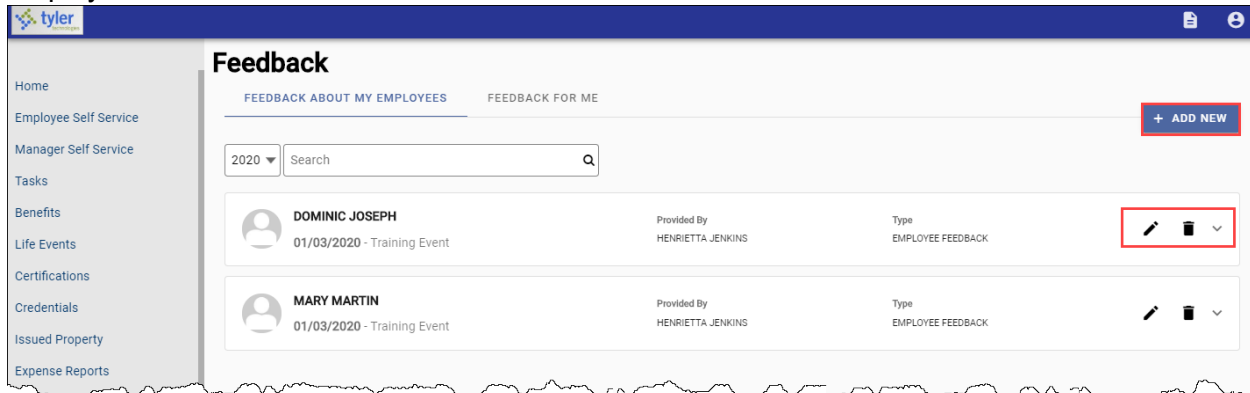


Feedback

If enabled by your organization, the Feedback page allows employees to view feedback from their managers.



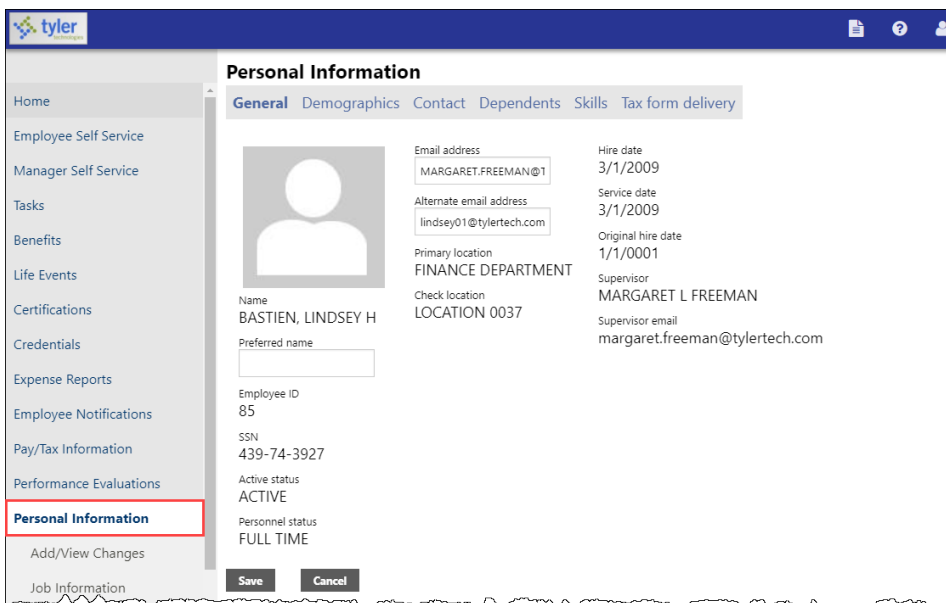
When logged in as a manager, the Feedback page provides a view of feedback managers have provided for their employees as well as feedback on the manager provided by others in the organization. Managers can add employee feedback with the Add New button and can edit or delete feedback details using the edit or delete options on the dropdown panel for the individual employee.



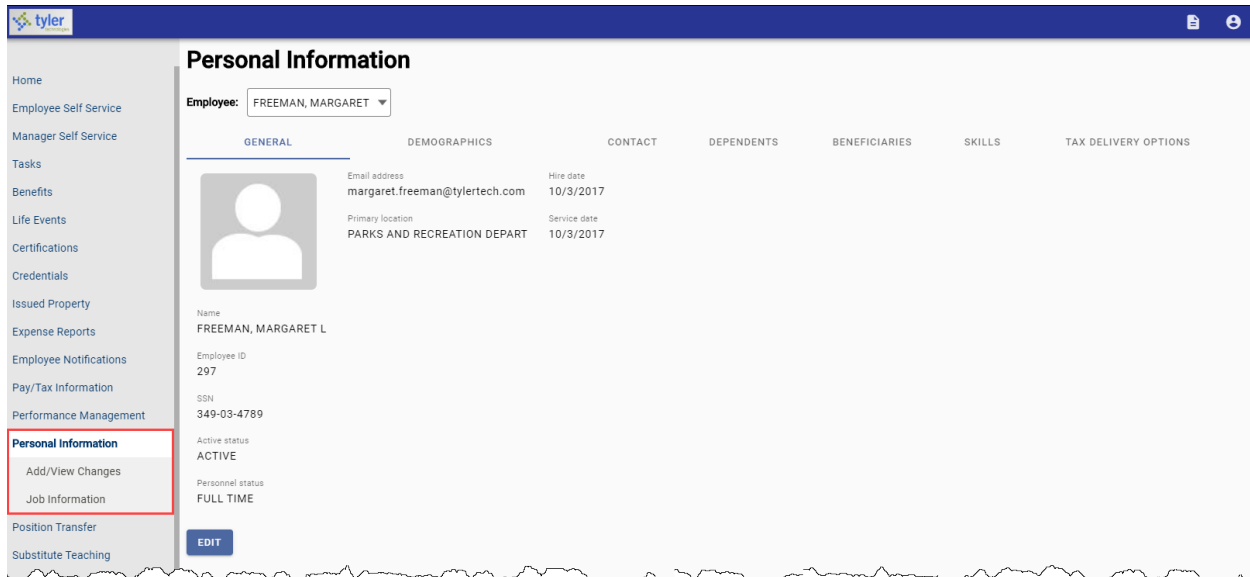
Feedback is separate from evaluations but can be associated with an evaluation or a specific competency. Only feedback that is created during the evaluation period can be connected to an evaluation.

Personal Information


When you click Personal Information on the menu, ESS displays your personal information as it is stored in Payroll Employee Master, and, if allowed by your organization, provides opportunities to update the information directly from ESS. Click the Edit link from each tab: General, Demographics, Contact, Dependents, Skills, and Tax Form Delivery to edit items in ESS. With the appropriate settings defined in Employee Administration, the Demographic Information and DOE Race information are available for update. Make any required changes and click Save.



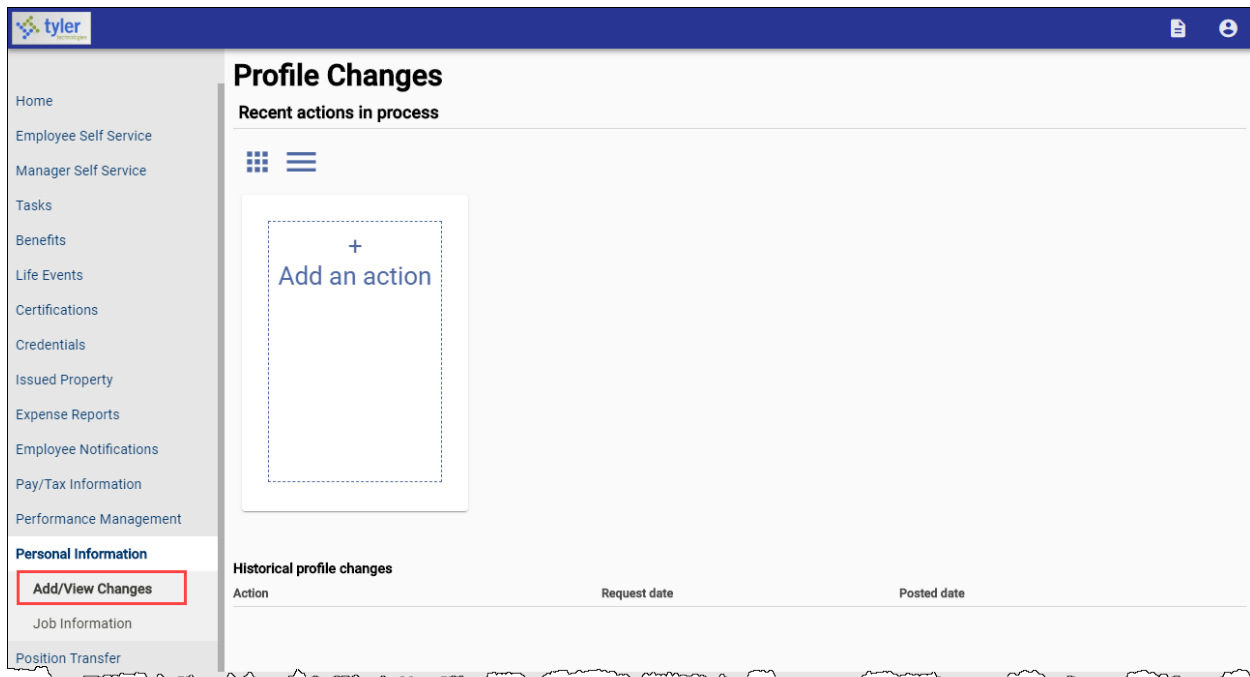
For those sections that provide a Change or Add option, you can update or add additional information. When you do update or add information, the updates are transferred to the appropriate programs in Enterprise ERP.



The screenshot shows the 'Personal Information' page for Margaret Freeman. The left sidebar contains a navigation menu with 'Personal Information' and 'Add/View Changes' highlighted. The main content area displays the employee's details under the 'GENERAL' tab, including a profile picture, email address, hire date, primary location, and service date. A table lists personal information such as Name, Employee ID, SSN, Active status, and Personal status. An 'EDIT' button is located at the bottom of the page.

GENERAL	DEMOGRAPHICS	CONTACT	DEPENDENTS	BENEFICIARIES	SKILLS	TAX DELIVERY OPTIONS
 Name FREEMAN, MARGARET L Employee ID 297 SSN 349-03-4789 Active status ACTIVE Personal status FULL TIME		Email address margaret.freeman@tylertech.com Hire date 10/3/2017 Primary location PARKS AND RECREATION DEPART Service date 10/3/2017				

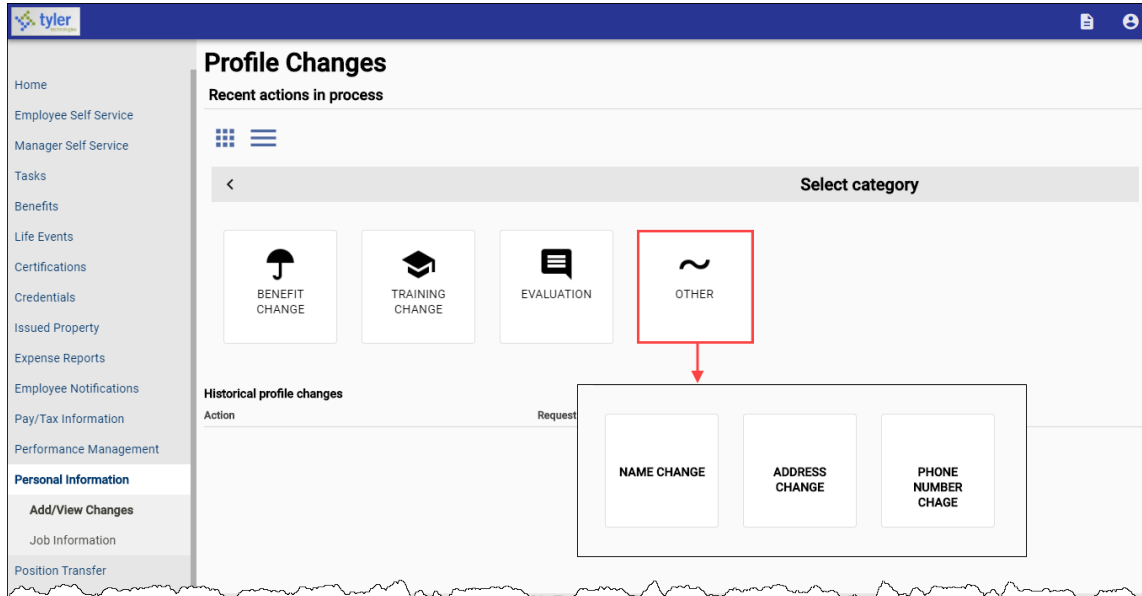
Use the Add/View Changes option on the menu to open the Profile Changes page to review pending or previous changes to your profile, or to initiate a new change.



The screenshot shows the 'Profile Changes' page. The left sidebar highlights 'Add/View Changes'. The main content area features a 'Recent actions in process' section with a large dashed box containing a plus sign and the text 'Add an action'. Below this is a 'Historical profile changes' section with a table that has columns for Action, Request date, and Posted date.

Historical profile changes		
Action	Request date	Posted date

When you select Add an Action, you can choose a category from the available action types by clicking on the action button.



If an action requires supporting documentation, use the Choose File option in the Attachments group to navigate to the file to upload. If there are existing attachments, use the Remove option to delete them, as applicable.

Change items are supported by ESS templates that are maintained in the Action Entry Templates program in Enterprise ERP. This program defines the actions and fields that are available for update. When you complete a change action in ESS, the Employee Initiated check box in the Human Resources Personnel Actions Entry program is automatically selected.

Profile Changes

Recent actions in process

<
Submit action

BENEFIT ENROLLMENT (OPEN ENROLLMENT)

Remember to make benefit selections during the Benefits Enrollment period!

Action Effective Date*

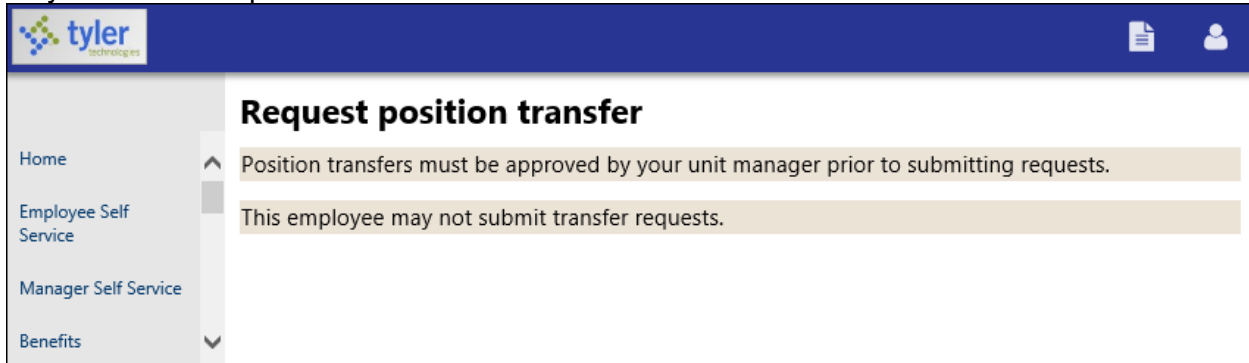
Attachments

No file chosen

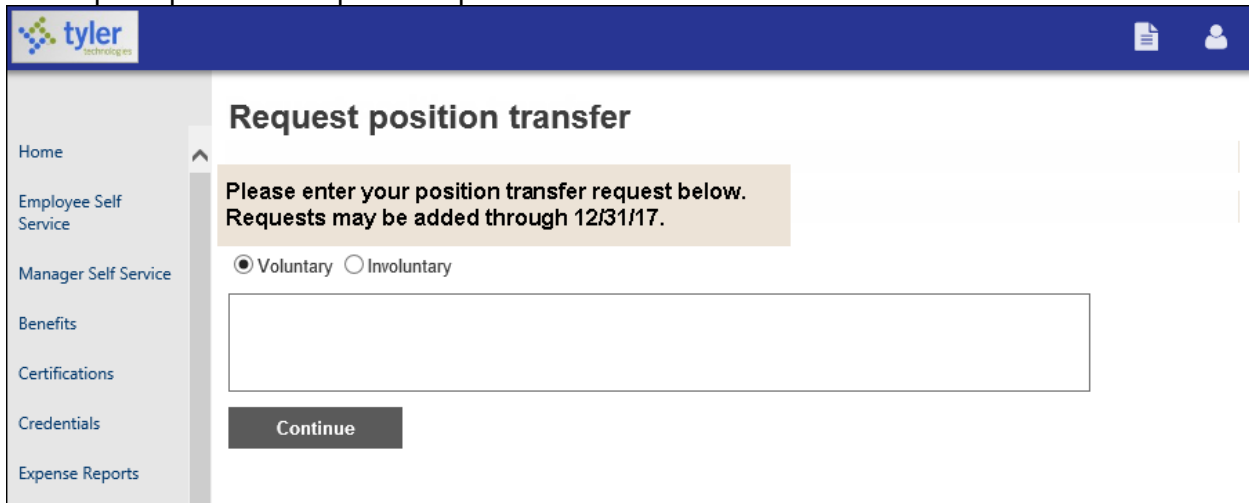
Position Transfer

Position Transfer provides staff members a means of requesting a transfer to another position within the organization. The settings for the Position Transfer page are available according to the Enterprise ERP Position Transfer Processing programs.

If Position Transfer has not been set up for your organization, the program indicates that you may not submit requests.



If Position Transfer is set up for your organization, the program provides a series of screens of the steps required to complete the process.



Substitute Teaching

Substitute Teaching displays days worked by a substitute teacher. The dates worked, number of days/hours worked, who they substituted for, where they substituted, and a link to the check in which they were paid for those days are displayed. Click Calendar to view the days worked in a calendar view.

The substitute time worked must be entered in Time Entry and linked to the teacher who is absent in order for this data to display in ESS.

Substitute Teaching

Employee: SULLIVAN, NANCY Year: 2017

From	To	Hours Worked	For	Pay Code	School	Check Date
1/30/2017	1/30/2017	1.183	Not Found	S200	CENTRAL	2/3/2017

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Time Off

The Time Off section displays a summary of your vacation, sick, and personal time off. Initially, the page displays the time off that you have taken. For more details on a specific time-off type, click the link for that time-off type to view the Earned/Used History page.

Requesting Time Off

To request time-off:

1. Click the link for the type of time-off to request (vacation, sick, and so on).
2. Highlight the dates for which you are requesting time off and then click Continue.

Request Time Off

Step 1 of 4: Select Dates

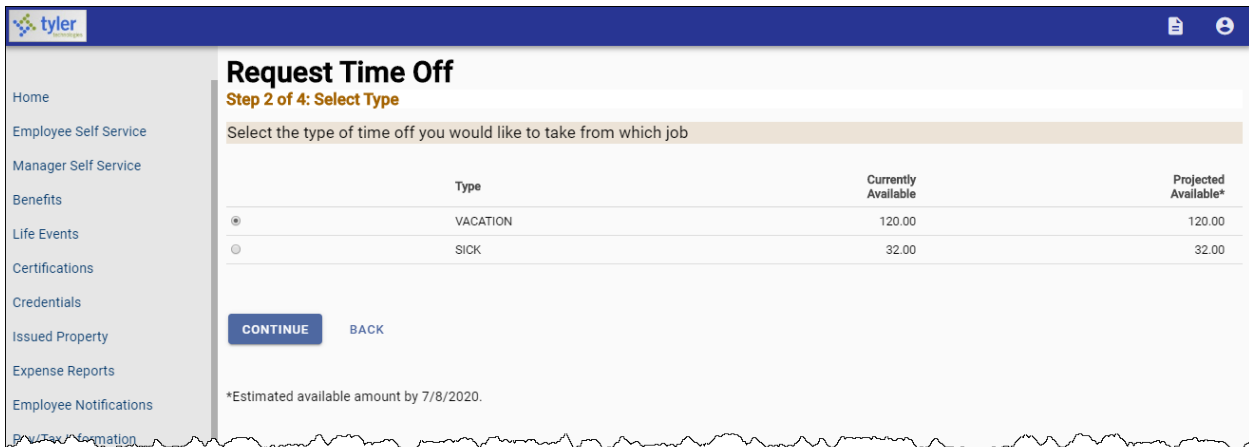
Click to select each date that you would like to take off. (Click again to deselect).

<< PREVIOUS NEXT >>

May 2020							June 2020							July 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

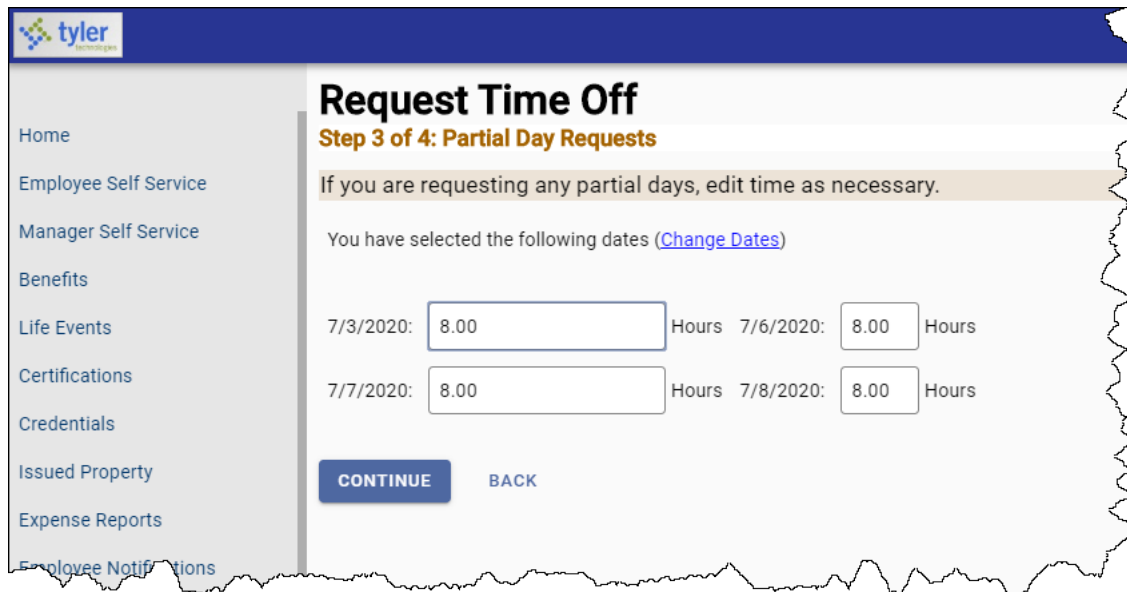
CONTINUE

3. Select the type of time-off you are requesting.
The program displays only the types of time-off that are available. For example, if you only have vacation time available, the program only displays the vacation option; if you have vacation time and personal time available, the program displays an option for each.



Type	Currently Available	Projected Available*
VACATION	120.00	120.00
SICK	32.00	32.00

4. Click Continue.
You can edit the time off request to partial days by changing the number of hours on the necessary requested dates.



Enter any additional information regarding the request. Verify that you have entered your request correctly. If necessary, change the numbers of hours requested. Click Make Request.

The program processes the request, generates an email to your supervisor indicating that approval is required, and displays the My Requests page with your most recent request included.

	Earned	Projected Earned through 4/16/2020	Projected Available* through 4/16/2020
VACATION (H)	150.00	150.00	88.00
SICK (H)	40.00	40.00	32.00
PERSONAL (D)	50.00	50.00	50.00
BEREAVE (D)	24.00	24.00	24.00
ALL OR NOT (D)	4.00	4.00	4.00
	268.00	268.00	198.00

Dates Requested	Amount	Type	Status	Reason	Comments	Options
7/6/2020 - 7/8/2020	24 hours	VACATION	In progress			CANCEL ADD TO CALENDAR
7/3/2020	8 hours	VACATION	In progress			CANCEL ADD TO CALENDAR
3/6/2017 - 3/24/2017	8 hours	SICK	Taken	ACCRUAL USED	03/06/17 - 03/24/17	
2/1/2017	30 hours	VACATION	Taken	INJURY	SICK BANK ENROLLMENT	

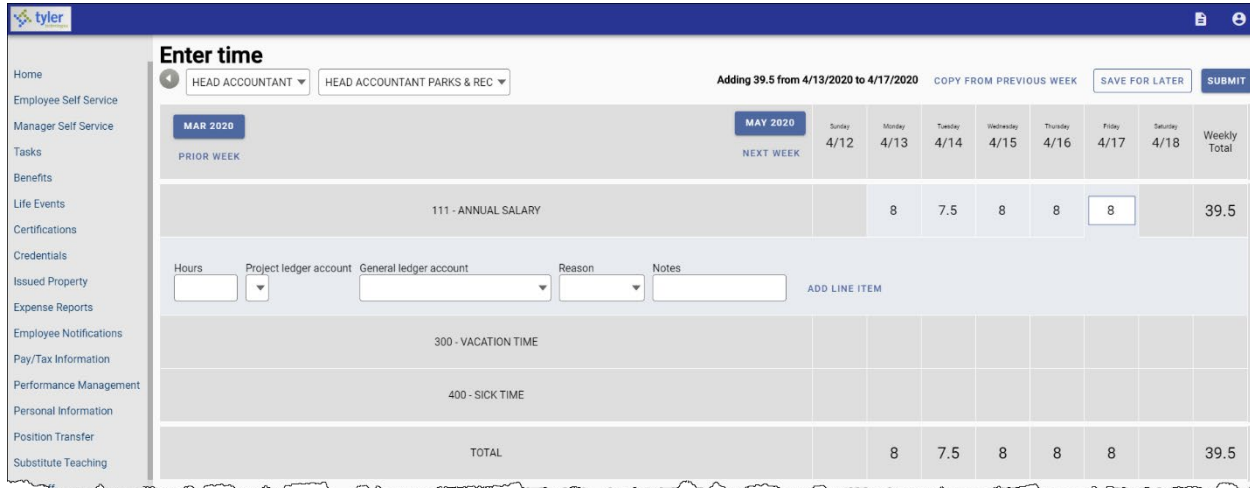
Time Off
H=Hours, D=Days.
*Available amount after any outstanding requests (approved or pending approval)

Click the Calendar View option to view your current time-off in a calendar format. On the Time Off Calendar page, click Return to Previous View to return to the My Requests page.

Time Entry

Time Entry allows you to enter time applicable to your regular work schedule. When you select Enter Time in the Time Entry group, the program displays those exception items for which you can enter time. This includes accrual time, such as sick or vacation time.

To complete a time sheet, select the job for which you are entering time and enter hours in the grid. To enter hours and additional details, select a box in the grid and complete the fields configured by your organization, for example, General Ledger Account or Notes. Enter time worked, sick time, vacation time, and so on, directly from the Time Entry page.



The screenshot shows the 'Enter time' interface. At the top, it displays 'HEAD ACCOUNTANT' and 'HEAD ACCOUNTANT PARKS & REC'. Below this, there are buttons for 'MAR 2020' and 'MAY 2020'. A summary bar indicates 'Adding 39.5 from 4/13/2020 to 4/17/2020' and includes 'COPY FROM PREVIOUS WEEK', 'SAVE FOR LATER', and 'SUBMIT' buttons. The main grid shows the following data:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
111 - ANNUAL SALARY		8	7.5	8	8	8		39.5
300 - VACATION TIME								
400 - SICK TIME								
TOTAL		8	7.5	8	8	8		39.5

Below the grid, there are input fields for 'Hours', 'Project ledger account', 'General ledger account', 'Reason', and 'Notes', along with an 'ADD LINE ITEM' button.

Time Entry performs time entry rule verification based on the Rules Validation Method setting in the Munis Payroll Control Settings program. If this is set to Validate Timesheet on Submission, the time validation states change when the time sheet is submitted. If it is set to Validate Timesheet on Entry, validation states change when the primary time text box value changes, when the detail lines change, and when the time sheet is submitted.

Click Copy from Previous Week to copy the time sheet entered for the previous week. The function copies any line entries that you have used to specify notes, general ledger accounts, or project accounts.

Click Save for Later to save the time sheet for completion at a later time. Click Submit to submit a completed time sheet. If the Require Acknowledgement for Time Entry Records setting is enabled in Employee Administration, the program provides a certification acknowledgement for the time entered. When you submit a completed time sheet, the program displays a confirmation page.

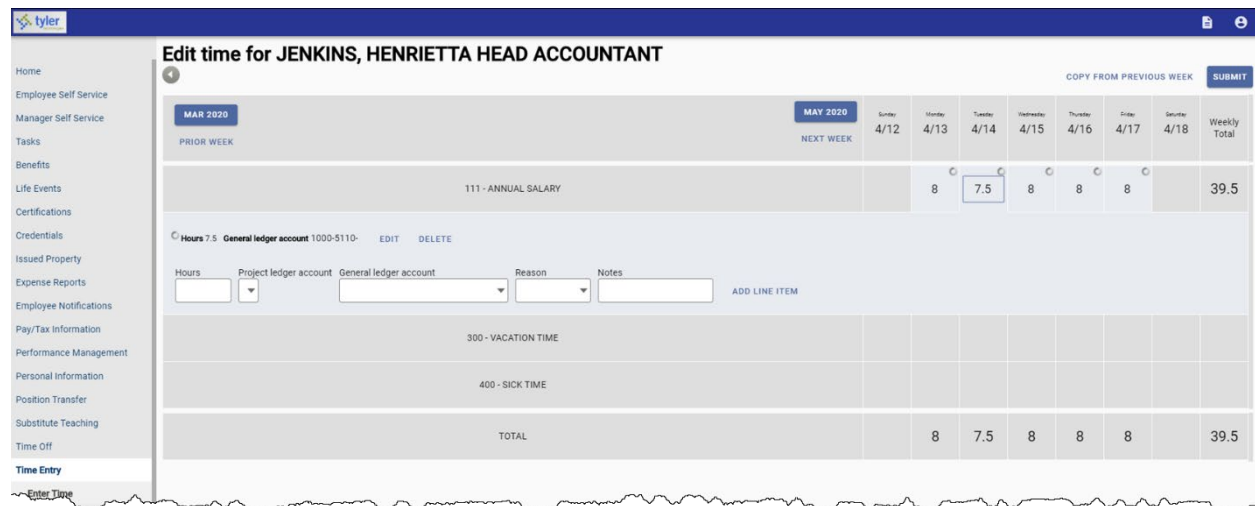
If your organization has not configured workflow, time sheet entries are automatically approved. Otherwise, time sheets require the approval of a supervisor.

If you are a supervisor or other employee with permissions to verify time sheets, the Pending Timesheets page displays all pending time sheets. The page displays the total hours submitted for individual time sheets.

Click Approve to approve the timesheet; click Details to review and approve individual time.

Click Mark This Week as Approved to approve the entire time sheet.

To respond to an individual item on the time sheet, click the item to display workflow options.



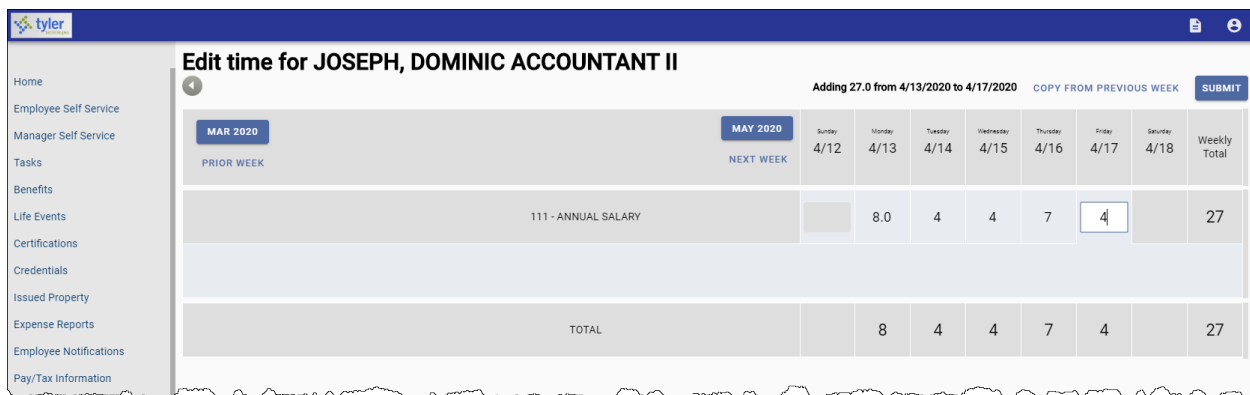
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
111 - ANNUAL SALARY		8	7.5	8	8	8		39.5
300 - VACATION TIME								
400 - SICK TIME								
TOTAL		8	7.5	8	8	8		39.5

If you select the Hold and Reject options, ESS requires an entry in the Comments box. Once you have responded to all or part of the time sheet, click Submit.

Entering Time for an Employee

To enter a time sheet for an employee, expand the employee's entry on the Pending Timesheets list and then click Details.

On the employee's Time Entry page, click Edit to enter or update time.



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
111 - ANNUAL SALARY		8.0	4	4	7	4		27
300 - VACATION TIME								
400 - SICK TIME								
TOTAL		8	4	4	7	4		27

Use the Prior Week, Next Week, and month links to navigate. You can select a week for which the employee has already entered a time sheet and edit it. Click Copy from Previous Week to copy the time sheet from the previous week or click Submit to complete. In the event of a supervisor's absence, the Payroll ESS Additional Supervisors program can be used to grant temporary administrative access to ESS to approve and enter time sheets.

For the time sheets to be accepted into the Payroll Time Entry program, the payroll for time entry must have been started and be the active payroll selected in the Payroll Start and Status program.

Punch-In/Punch-Out

The Punch In/Punch Out option tracks your hours worked by allowing you to punch in at the beginning of a shift and punch out at the end. For this option to be enabled, the ESS Time Entry option must be set to P-Punch In/Out within the Payroll Job Class Master program and Position Control, if used by your organization.



When this option is enabled, it replaces the Time Entry option on the ESS Home page.

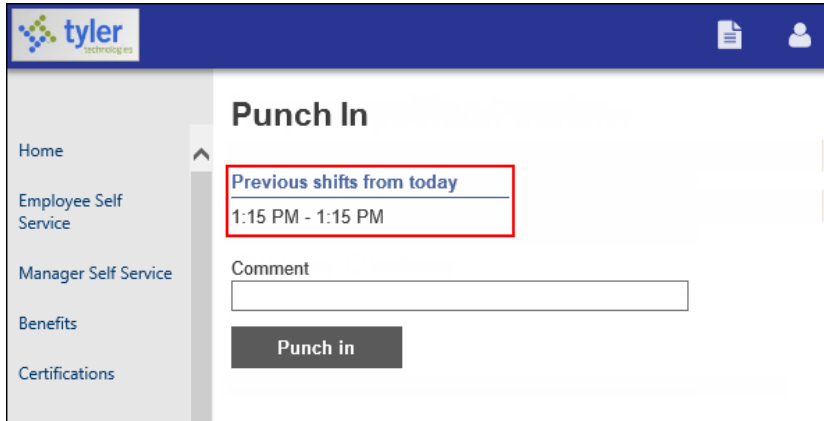
Use the Comment box to provide brief explanations for work interruptions or other circumstances. Comments are optional. Click Punch In to punch the time clock. The program displays your punch-in information and the ESS menu option changes to Punch Out.

At the end of your shift, click Punch Out on the Employee Self Service menu. The program displays the Punch Out page, which indicates the time that you punched in (rounded up to the nearest quarter hour) and the Comment box.



If necessary, use the Comment box to provide brief explanations for work interruptions or other circumstances. Click Punch Out.

The ESS main menu now displays the Punch In option. If you return to the Punch In page later in the day, ESS displays any time you previously entered for the day.

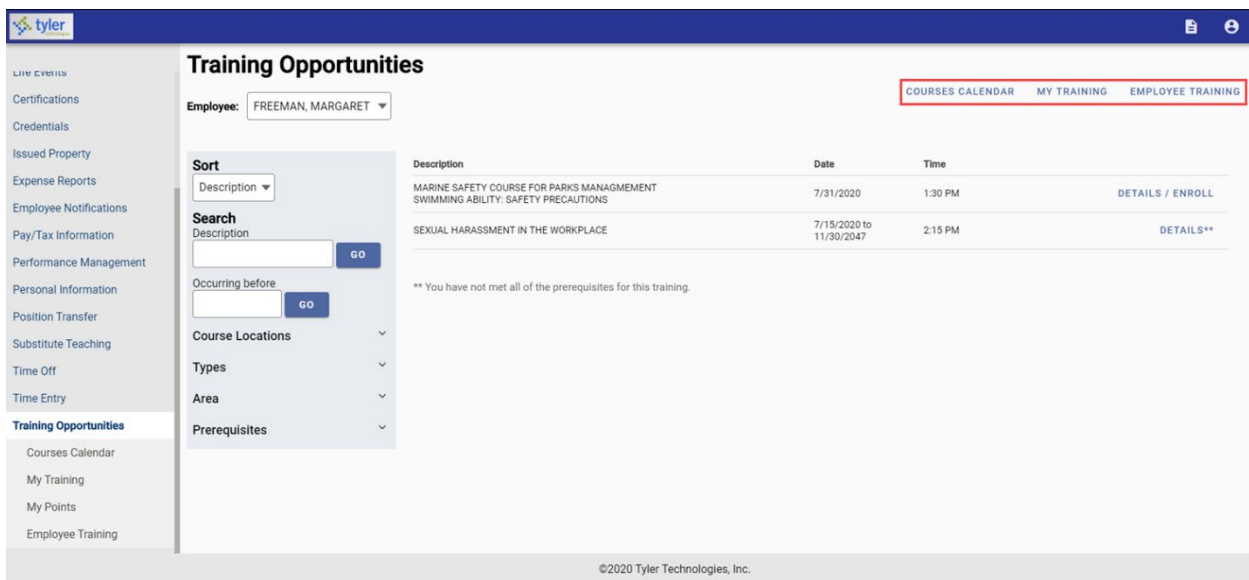


Training Opportunities

Training Opportunities allows you to view and enroll in available training, as well as view and cancel training for which you are currently enrolled.

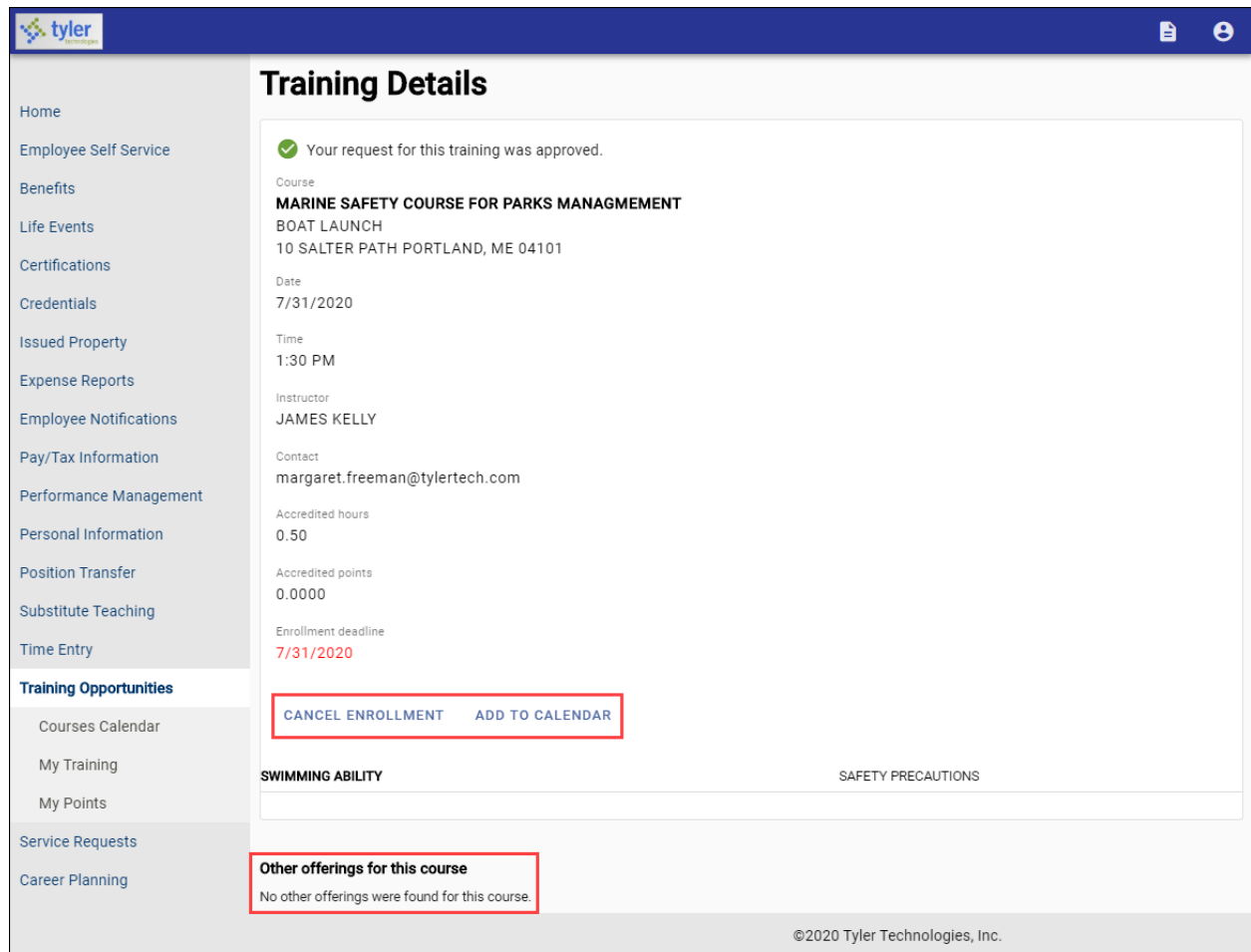
The Training Opportunities default page includes all training that is available to you. Training may be restricted to locations, job classes, or groups; in this case, only the tabs for which you have permissions display on the page. Use the Sort and Search fields to narrow the available courses. You can filter the training courses by training types, areas, and prerequisites.

If you are a supervisor, you can review the Training Opportunities page for employees who report to you, and you can complete or cancel training course enrollments for the employees. Select the employee's name from the Employee list. Click Employee Training to view a specific employee's scheduled training or training history.



If you are enrolled in a course, the Details link directs you to the Training Details page. Otherwise, click Details/Enroll to display the Training Details page for that course. Use this page to view additional details and to enroll.

When the enrollment is complete, the page refreshes to confirm the enrollment and to provide the Add to Calendar and Cancel Enrollment options. The Other Offerings for this Course group provides access to other sessions of the same course if available.



Training Details

✔ Your request for this training was approved.

Course
MARINE SAFETY COURSE FOR PARKS MANAGEMENT
 BOAT LAUNCH
 10 SALTER PATH PORTLAND, ME 04101

Date
 7/31/2020

Time
 1:30 PM

Instructor
 JAMES KELLY

Contact
 margaret.freeman@tylertech.com

Accredited hours
 0.50

Accredited points
 0.0000

Enrollment deadline
 7/31/2020

CANCEL ENROLLMENT **ADD TO CALENDAR**

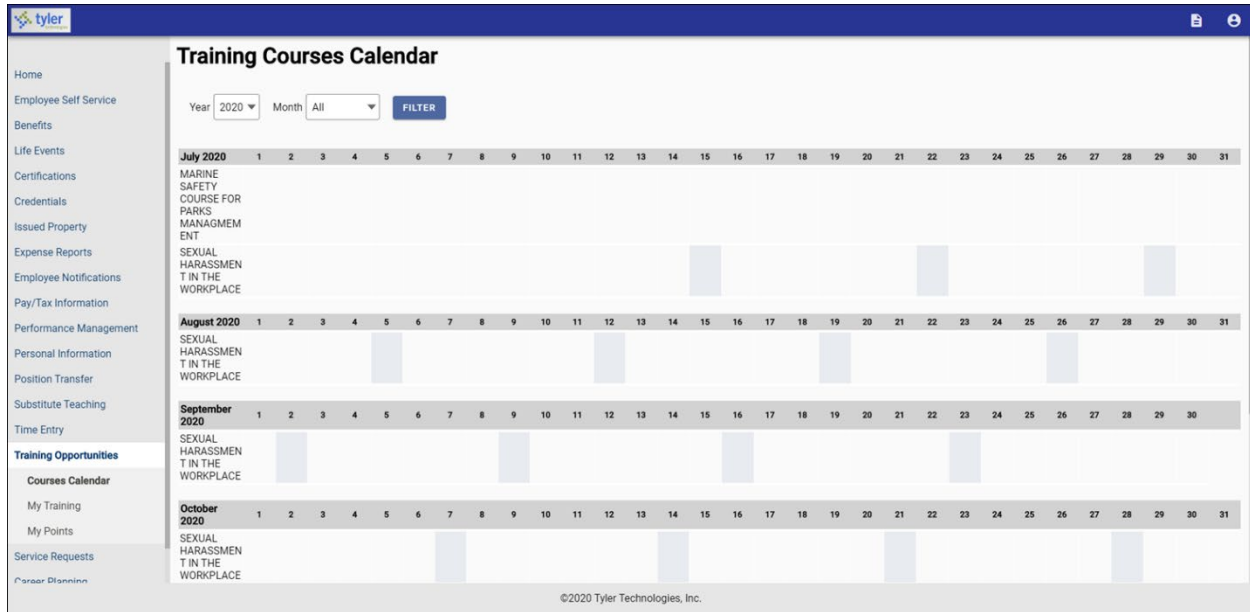
SWIMMING ABILITY SAFETY PRECAUTIONS

Other offerings for this course
 No other offerings were found for this course.

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Courses Calendar

The Course Calendar provides a calendar view of available training courses. You can filter the display by year and by month.



Training Courses Calendar

Year: 2020 | Month: All | FILTER

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
July 2020																															
MARINE SAFETY COURSE FOR PARKS MANAGEMMENT																															
SEXUAL HARASSMENT IN THE WORKPLACE																															
August 2020																															
SEXUAL HARASSMENT IN THE WORKPLACE																															
September 2020																															
SEXUAL HARASSMENT IN THE WORKPLACE																															
October 2020																															
SEXUAL HARASSMENT IN THE WORKPLACE																															

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My Training

My Training displays a list of courses for which you are currently enrolled. For each course, the Details and Cancel options are available. If you have completed other courses, the Training History group provides this information.



My Training HIDE TRAINING HISTORY

Scheduled

Description	Dates	Time	
TRAINING ON THE PARKS/REC COMPUTER SYSTEMS	7/15/2021 - 7/15/2021	8:30 AM	DETAILS CANCEL

• This course is in conflict with another course for which you are scheduled.

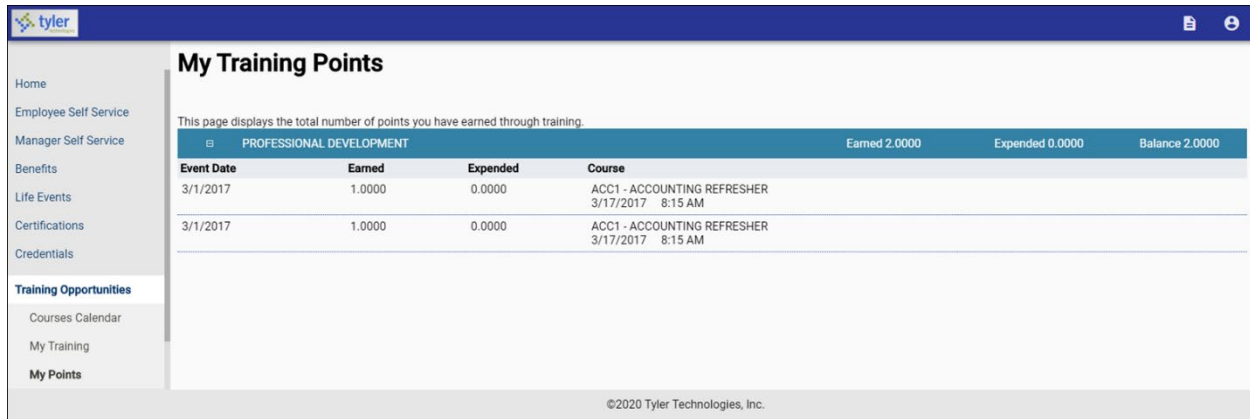
Training History

No Training History found for the selected employee.

[RETURN TO TRAINING OPPORTUNITIES](#)

My Points

My Points is available in the Training Opportunities group on the ESS menu if your organization uses points to track training courses for professional development. Select this option to display the My Training Points page.

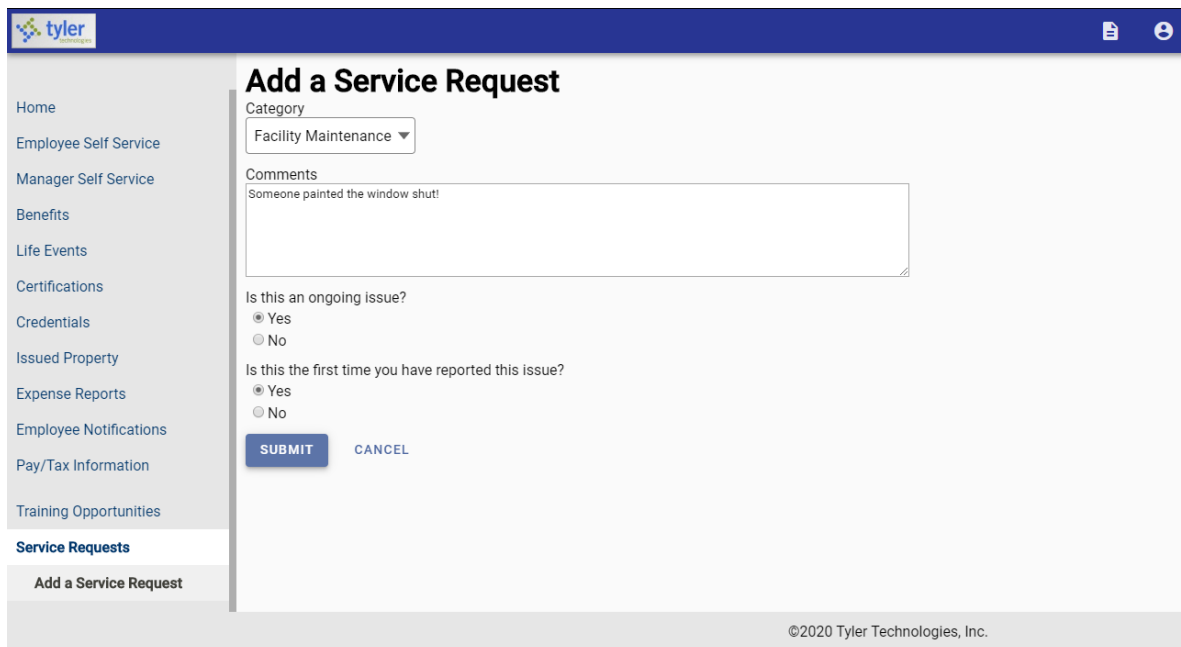


PROFESSIONAL DEVELOPMENT				Earned 2.0000	Expended 0.0000	Balance 2.0000
Event Date	Earned	Expended	Course			
3/1/2017	1.0000	0.0000	ACC1 - ACCOUNTING REFRESHER 3/17/2017 8:15 AM			
3/1/2017	1.0000	0.0000	ACC1 - ACCOUNTING REFRESHER 3/17/2017 8:15 AM			

The My Training Points page displays previously completed courses organized by points type. In addition, it displays points earned, points expended, and the resulting points balance.

Service Requests

Service Requests allows employees to enter an internal service request. For example, a school teacher might use the request to report a light out in their classroom or a leaky water fountain. The employee service requests flow to the EAM Asset Maintenance program to be approved and corrected with a work order.



Add a Service Request

Category: Facility Maintenance

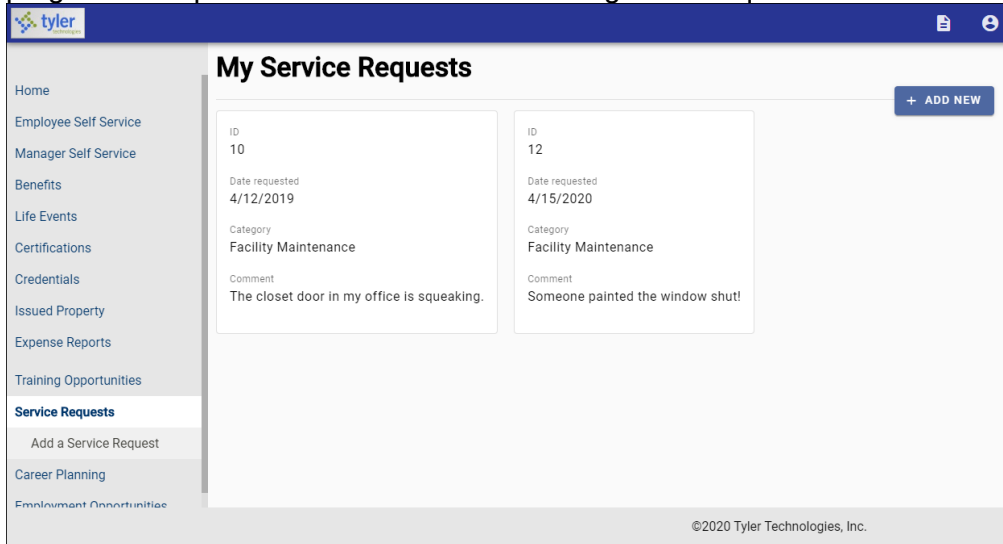
Comments: Someone painted the window shut!

Is this an ongoing issue?
 Yes
 No

Is this the first time you have reported this issue?
 Yes
 No

SUBMIT CANCEL

Click Add a Service Request and provide the required information. The categories in the Category list are established on the Request Types screen of the Citizen Request Settings program. Complete the additional fields relating to the request and click Submit.



My Service Requests

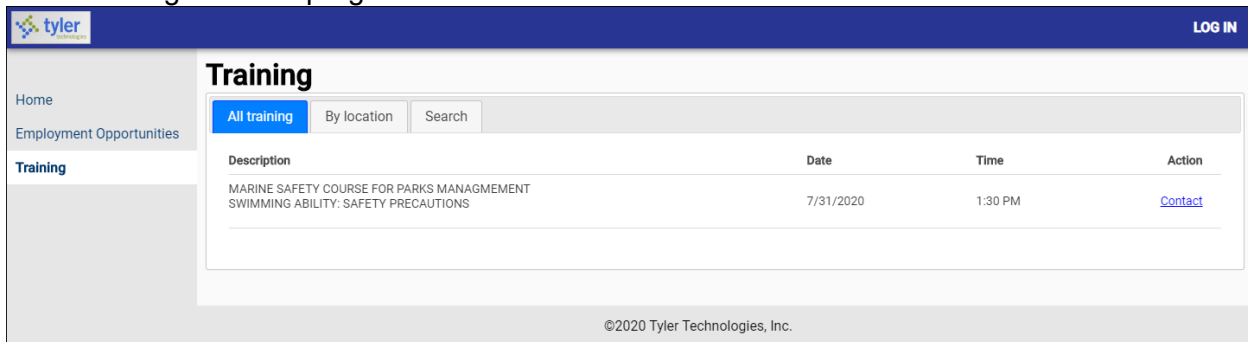
+ ADD NEW

ID	Date requested	Category	Comment
10	4/12/2019	Facility Maintenance	The closet door in my office is squeaking.
12	4/15/2020	Facility Maintenance	Someone painted the window shut!

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Training (Guest)

Training may be made available to individuals who are not employees of your organization. While it is considered a part of ESS, the Training option displays on the ESS Home page and is accessible without a username and password. Guests cannot enroll in a course through ESS; they must email the course contact. The availability of courses is maintained in the Enterprise ERP Training Courses program.



Training

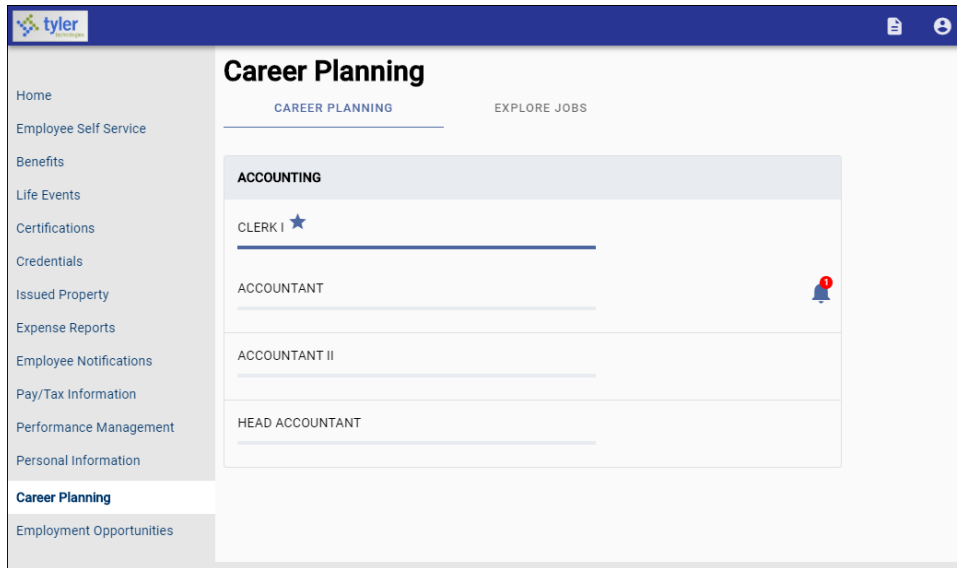
All training | By location | Search

Description	Date	Time	Action
MARINE SAFETY COURSE FOR PARKS MANAGEMENT SWIMMING ABILITY: SAFETY PRECAUTIONS	7/31/2020	1:30 PM	Contact

©2020 Tyler Technologies, Inc.

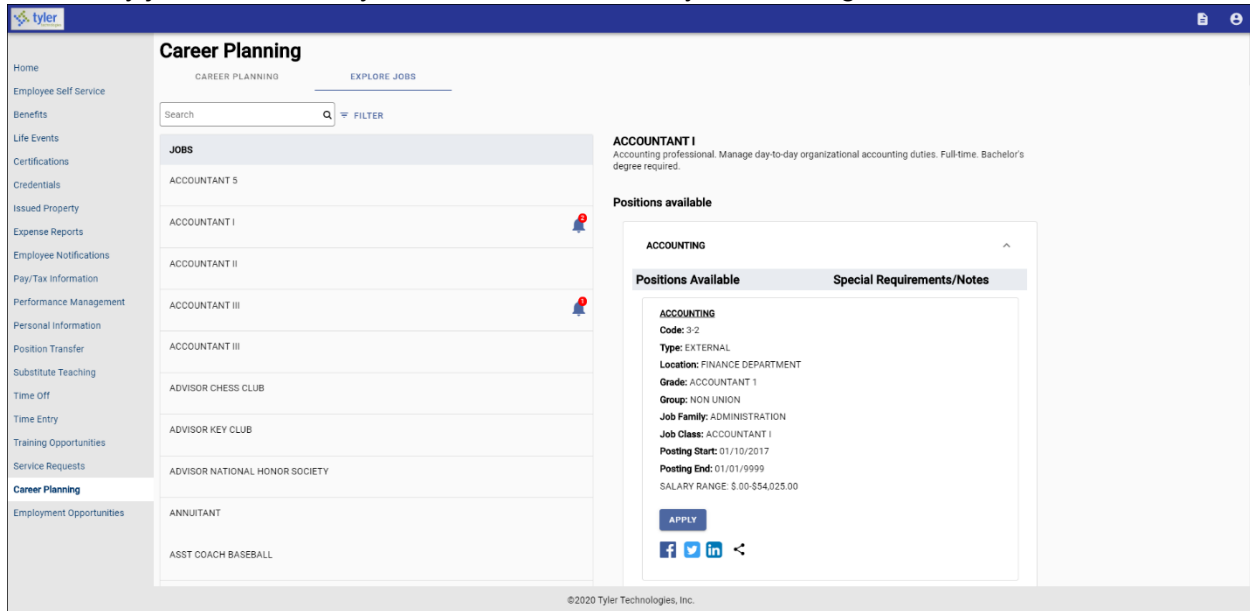
Career Planning

Career Planning provides tools to plan your career development. If your position or job class is part of a career track with employer-specified requirements, you can view other jobs in your track and the descriptions and requirements for those jobs on the Career Planning page. The Career Planning page draws information from the Human Resources Succession/Career Planning Status programs.



The program displays a Notification icon beside current job openings in your career track. Your current position is starred. You can also view whether you have met employer-established steps for career progression, such as training, certification, skills, or educational requirements, by employee-specified due dates. If your certifications have expired, or a missing certification “grace” period has been generated through the Employee Certifications program, the notification displays on the page. Once the training course is completed and certification is earned, the page reflects the updated certification standing.

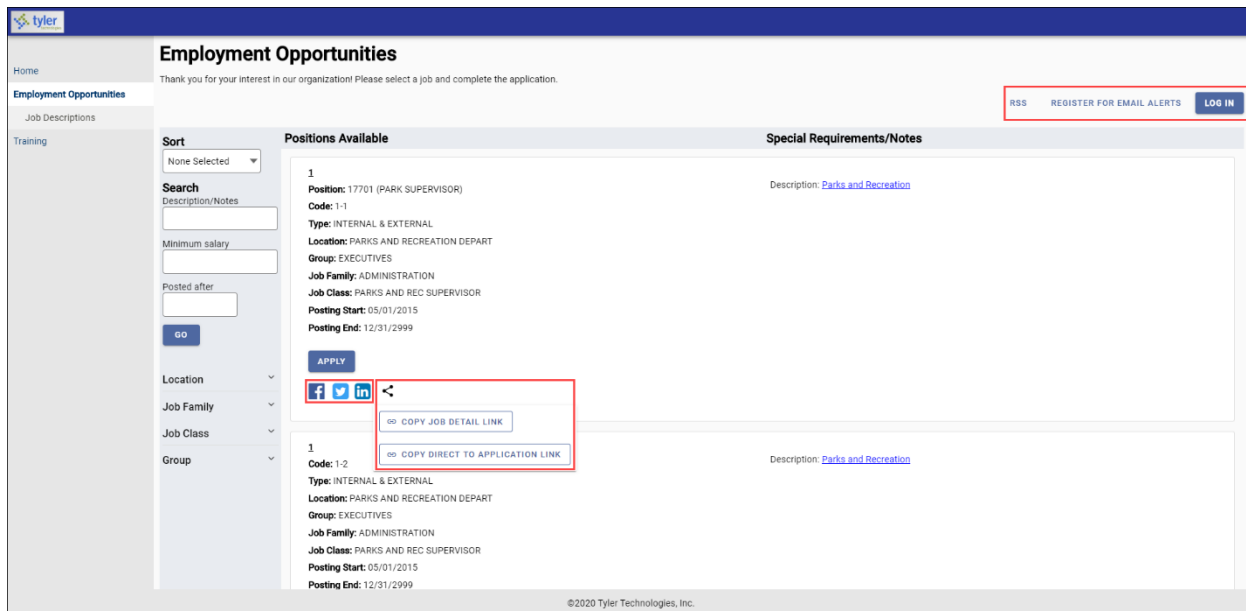
Search by job title to see if you are on track to meet your career goals.



The screenshot shows the 'Career Planning' section of the Tyler Technologies self-service portal. On the left is a navigation menu with options like Home, Employee Self Service, Benefits, Life Events, etc. The main area is titled 'Career Planning' and has two tabs: 'CAREER PLANNING' and 'EXPLORE JOBS'. Under 'EXPLORE JOBS', there is a search bar and a 'FILTER' button. Below this is a list of jobs under the heading 'JOBS'. The jobs listed include ACCOUNTANT 5, ACCOUNTANT I, ACCOUNTANT II, ACCOUNTANT III, ADVISOR CHESS CLUB, ADVISOR KEY CLUB, ADVISOR NATIONAL HONOR SOCIETY, ANNUITANT, and ASST COACH BASEBALL. To the right of the job list, there is a detailed view for the 'ACCOUNTANT I' position. This view includes a description: 'Accounting professional. Manage day-to-day organizational accounting duties. Full-time. Bachelor's degree required.' Below the description is a 'Positions available' section with a table. The table has two columns: 'Positions Available' and 'Special Requirements/Notes'. The 'Positions Available' column contains details for the ACCOUNTANT I position, including Code: 3-2, Type: EXTERNAL, Location: FINANCE DEPARTMENT, Grade: ACCOUNTANT 1, Group: NON UNION, Job Family: ADMINISTRATION, Job Class: ACCOUNTANT I, Posting Start: 01/10/2017, Posting End: 01/01/9999, and SALARY RANGE: \$ 00-\$54,025.00. There is an 'APPLY' button and social media icons (Facebook, Twitter, LinkedIn) below the details. At the bottom of the page, it says '©2020 Tyler Technologies, Inc.'

Employment Opportunities

Employment Opportunities is the Enterprise ERP Self Service interface for Recruiting. It is considered a part of ESS; however, the Employment Opportunities option displays on the Self Service Home page and is accessible without a username and password.



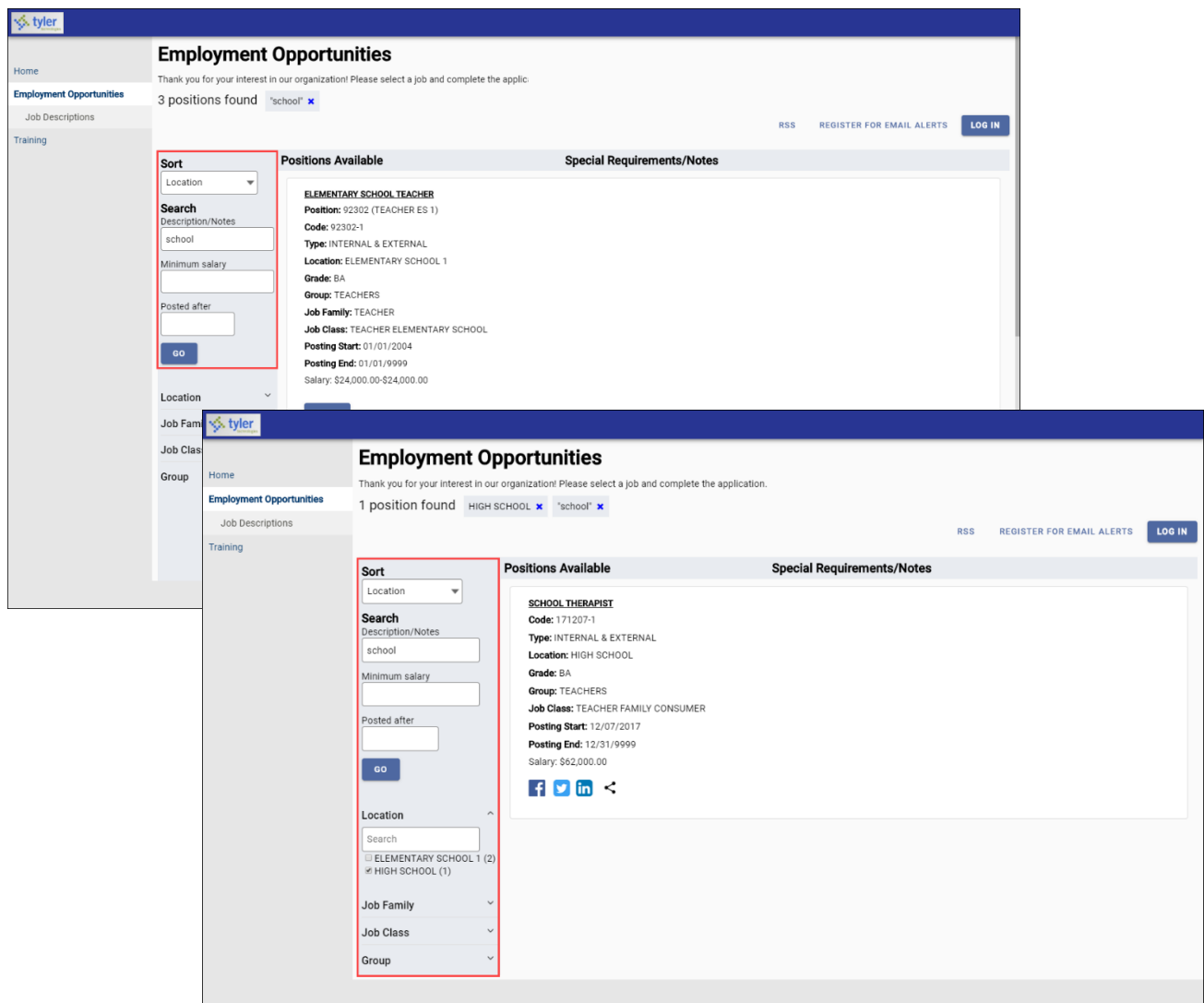
The screenshot shows the 'Employment Opportunities' section of the Tyler Technologies self-service portal. The top navigation bar includes 'Home', 'Employment Opportunities', 'Job Descriptions', and 'Training'. The main heading is 'Employment Opportunities' with a sub-heading 'Thank you for your interest in our organization! Please select a job and complete the application.' In the top right corner, there are links for 'RSS', 'REGISTER FOR EMAIL ALERTS', and 'LOG IN'. Below the heading is a 'Sort' dropdown menu set to 'None Selected'. To the left of the job list is a 'Search' section with fields for 'Description/Notes', 'Minimum salary', and 'Posted after', along with a 'GO' button. Below the search section are dropdown menus for 'Location', 'Job Family', 'Job Class', and 'Group'. The main area displays a list of job openings under the heading 'Positions Available'. The first job is '1' with Position: 17701 (PARK SUPERVISOR), Code: 1-1, Type: INTERNAL & EXTERNAL, Location: PARKS AND RECREATION DEPART, Group: EXECUTIVES, Job Family: ADMINISTRATION, Job Class: PARKS AND REC SUPERVISOR, Posting Start: 05/01/2015, and Posting End: 12/31/2999. Below the job details is an 'APPLY' button and social media icons. A red box highlights two buttons: 'COPY JOB DETAIL LINK' and 'COPY DIRECT TO APPLICATION LINK'. At the bottom of the page, it says '©2020 Tyler Technologies, Inc.'

Employment Opportunities provides job openings for your organization. Using this feature, job applicants can view available jobs and apply for one or more jobs directly from the Employment Opportunities page. Your organization builds job applications using the Self Service Application program within Enterprise ERP Recruiting and posts them to ESS through the Job Openings program.

When applicants register for an account, the program stores their applicant information in the Munis database. Returning applicants do not have to re-enter information each time they apply for a job; however, they can update their applicant information to tailor it to a specific job or to add updated information.

In addition to applying for positions, applicants can request to receive regular updates for job openings according to job categories, and they can share the job openings to social media, using direct links from the posting. Use the Share icon to access direct links to the specific job posting details and the job application that you can link to social media and job posting boards. If applicants use the Internet Rich Site Summary (RSS) application, they can click RSS to subscribe to an RSS feed for employment opportunities, or they can click Register for Email Alerts to get automatic updates regarding opportunities.

The Employment Opportunities page displays all Positions Available as the default view. The Sort and Search fields allow applicants to sort the various positions by Job Description, Location, Job Family, Job Class, Group, Salary, Posting Start Date, and Posting Type and the ability to search by Description/Notes, Minimum Salary, and Posted After date within the sort.



Employment Opportunities
Thank you for your interest in our organization! Please select a job and complete the application.

3 positions found "school" x

Sort: Location
Search: Description/Notes: school
Minimum salary:
Posted after:
GO

Positions Available

ELEMENTARY SCHOOL TEACHER
Position: 92302 (TEACHER ES 1)
Code: 92302-1
Type: INTERNAL & EXTERNAL
Location: ELEMENTARY SCHOOL 1
Grade: BA
Group: TEACHERS
Job Family: TEACHER
Job Class: TEACHER ELEMENTARY SCHOOL
Posting Start: 01/01/2004
Posting End: 01/01/9999
Salary: \$24,000.00-\$24,000.00

Employment Opportunities
Thank you for your interest in our organization! Please select a job and complete the application.

1 position found HIGH SCHOOL x "school" x

Sort: Location
Search: Description/Notes: school
Minimum salary:
Posted after:
GO

Location:
SEARCH
ELEMENTARY SCHOOL 1 (2)
HIGH SCHOOL (1)

Job Family:
Job Class:
Group:

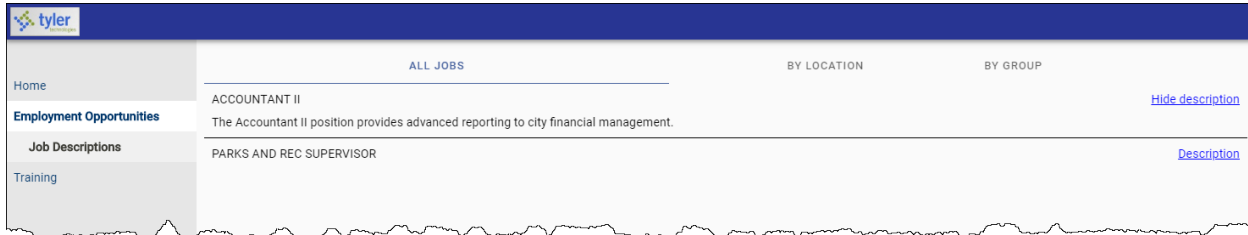
Positions Available

SCHOOL THERAPIST
Code: 171207-1
Type: INTERNAL & EXTERNAL
Location: HIGH SCHOOL
Grade: BA
Group: TEACHERS
Job Class: TEACHER FAMILY CONSUMER
Posting Start: 12/07/2017
Posting End: 12/31/9999
Salary: \$62,000.00

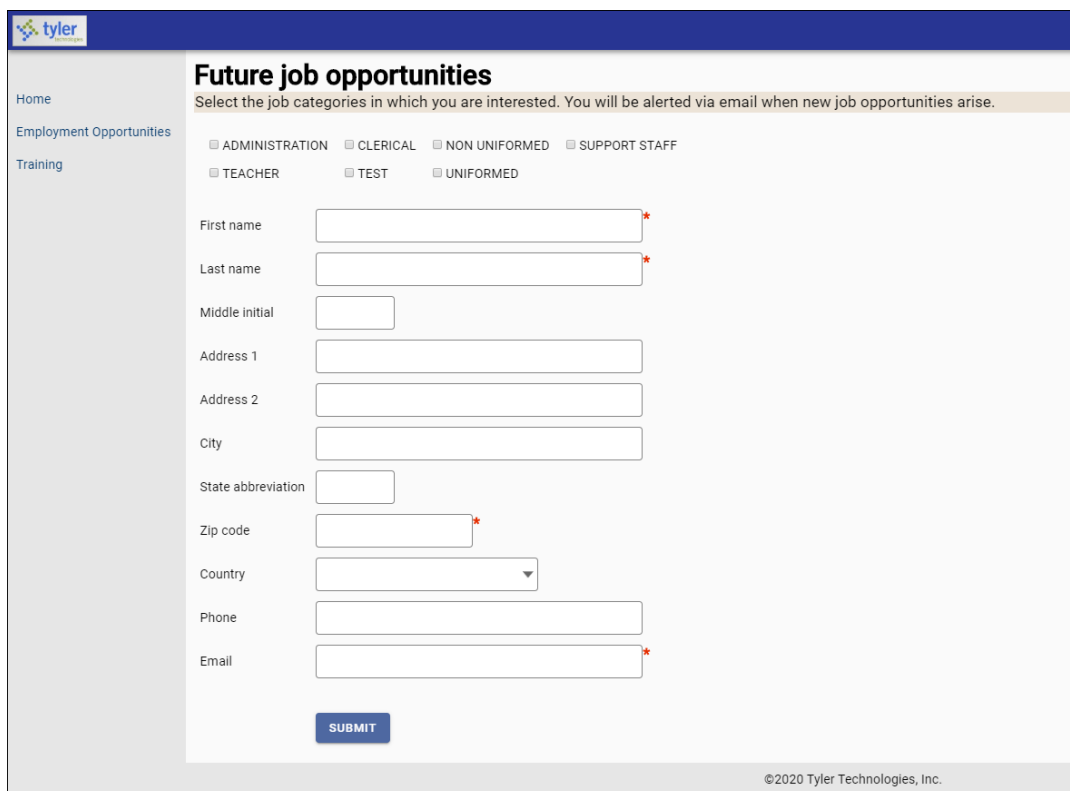
f t in <

Applicants can further refine their search for positions within the Sort and Search returns by use of the drop down menus for Location, Job Family, Job Class, and Group. Each menu displays the available positions that meet the search criteria. Selecting the check box beside the desired option under the Location, Job Family, Job Class, or Group additionally filters the positions.

If the Display Job Descriptions Page setting is enabled for Employee Opportunities in Employee Self Service Administration, and job descriptions are enabled in Payroll Job Class Master or Position Control, the Job Descriptions page provides applicants the option to view a detailed job description, either as plain text or as an attachment. The descriptions are arranged on tabs; you can view all jobs, jobs by location, or jobs by group/BU.



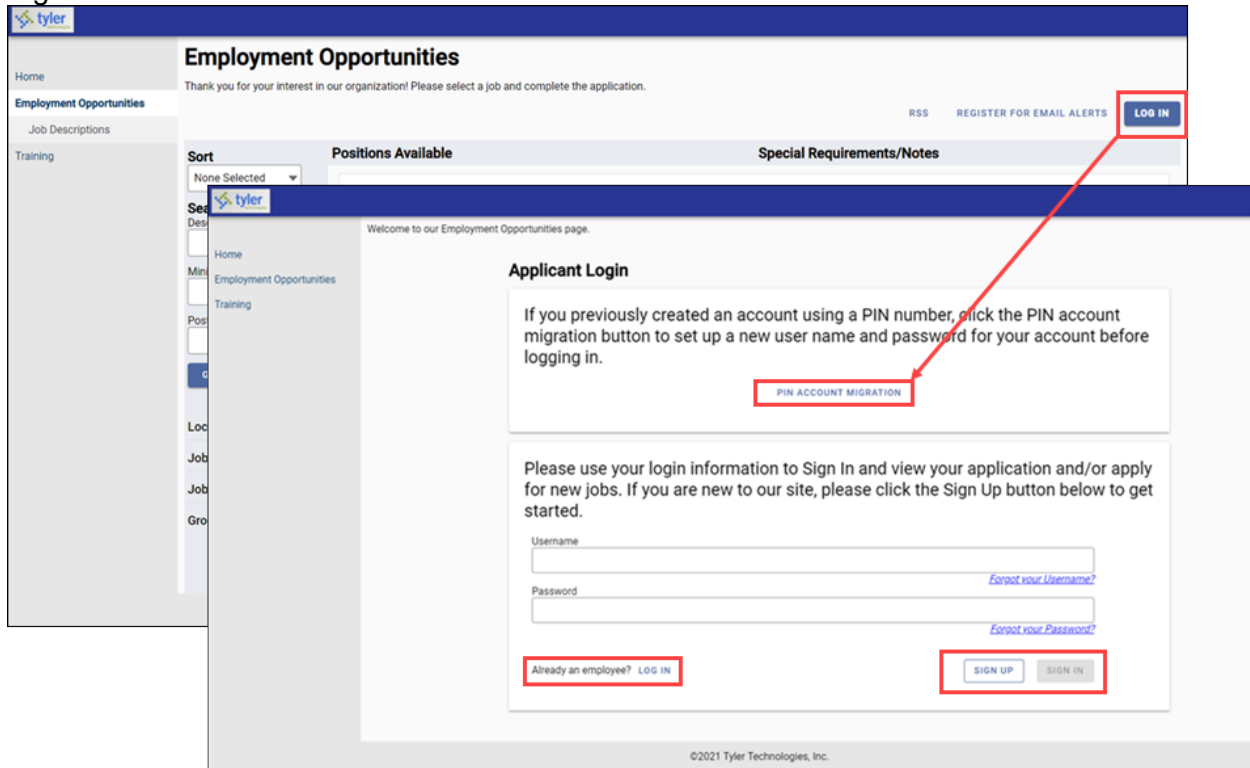
New applicants who want to receive notifications of future job opportunities can use the Register for Email Alerts option on the main page to submit an interest card. Required fields are marked with a red asterisk.



The screenshot shows the 'Future job opportunities' registration form. The title is 'Future job opportunities' and the subtitle is 'Select the job categories in which you are interested. You will be alerted via email when new job opportunities arise.' Below the subtitle, there are several checkboxes for job categories: ADMINISTRATION, CLERICAL, NON UNIFORMED, SUPPORT STAFF, TEACHER, TEST, and UNIFORMED. The form includes several input fields: First name, Last name, Middle initial, Address 1, Address 2, City, State abbreviation, Zip code, Country (a dropdown menu), Phone, and Email. Red asterisks are placed next to the First name, Last name, Zip code, and Email fields to indicate they are required. A 'SUBMIT' button is located at the bottom of the form. The footer of the page reads '©2020 Tyler Technologies, Inc.'

New Applicants

When potential job applicants first access the Employment Opportunities page, they can create an applicant log-in that allows them to actively participate in the employment process for your organization.



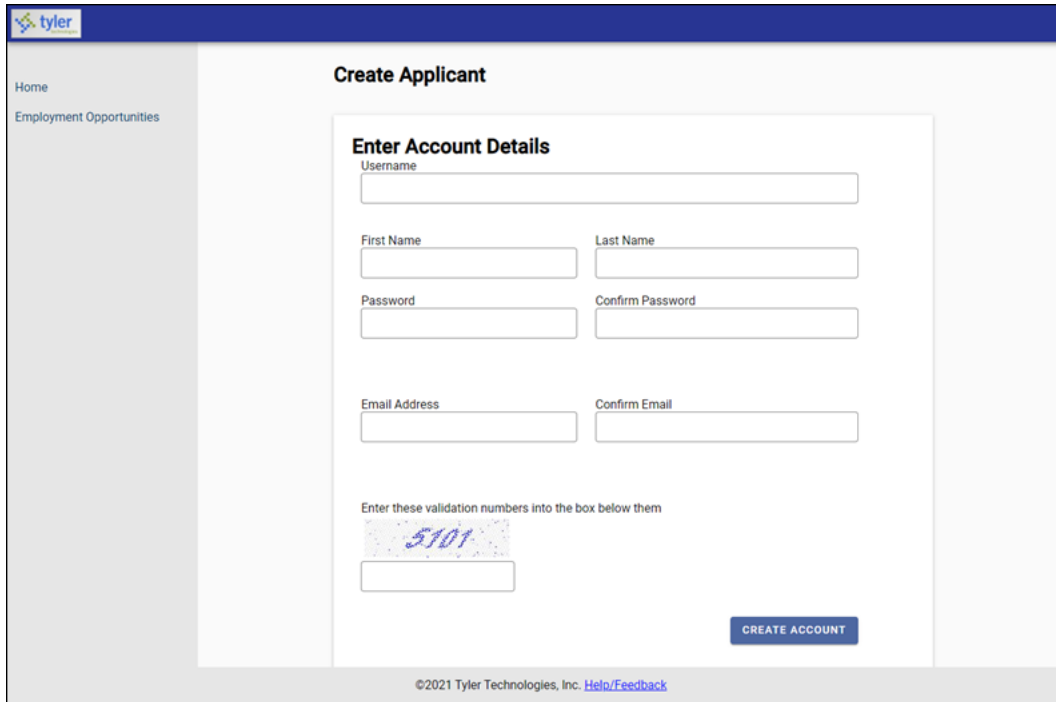
Applicants who had previously created an account using a PIN number can click PIN Account Migration to set up a new username and password to log in to their existing account.

New applicants click the Sign Up button to create a new account to register with your organization. Returning applicants enter their username and password and click Sign In to access their existing account.

If the applicant is already an employee of the organization, the Log In option will prompt them for their employee username and password to create an applicant account.

Returning applicants who have forgotten their username or password can use the Forgot Your Username? or Forgot Your Password? links to generate a username reminder or password hint sent to the email address associated with the account.

First time applicants will create a username and password that they will use to access their account. An email containing the account username will be sent to the email address entered on the account.

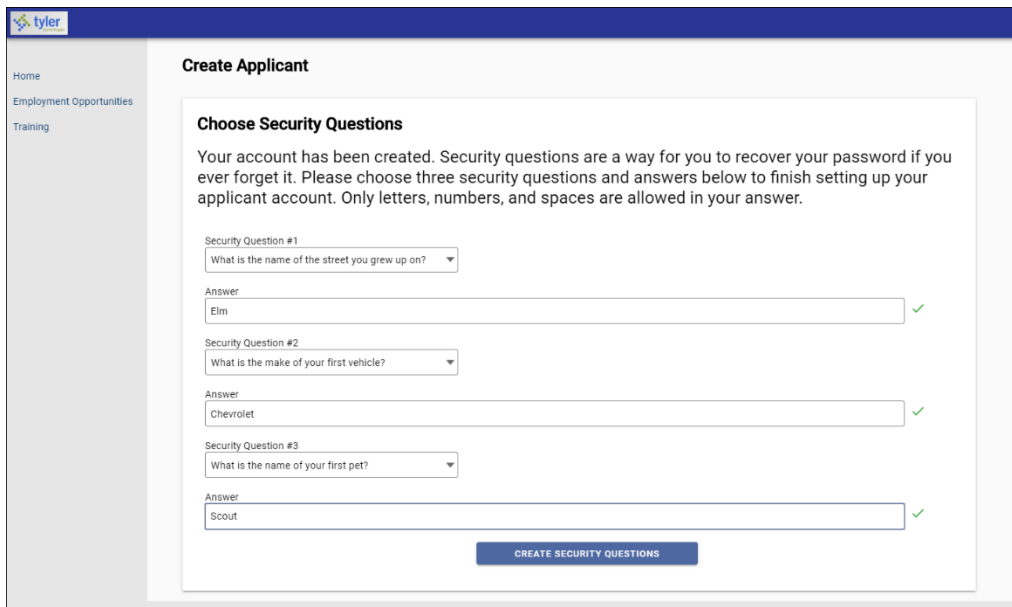


The screenshot shows the 'Create Applicant' page with a sidebar on the left containing 'Home' and 'Employment Opportunities'. The main content area is titled 'Create Applicant' and contains a form titled 'Enter Account Details'. The form includes the following fields:

- Username:
- First Name:
- Last Name:
- Password:
- Confirm Password:
- Email Address:
- Confirm Email:

Below the email fields, there is a CAPTCHA image showing the number '5101' and a text prompt: 'Enter these validation numbers into the box below them'. A text input field for the CAPTCHA is provided. At the bottom right of the form is a blue button labeled 'CREATE ACCOUNT'. The footer of the page reads '©2021 Tyler Technologies, Inc. [Help/Feedback](#)'.

The new applicant will be prompted to create security questions, which can be used to verify the account in the case of an account password reset.



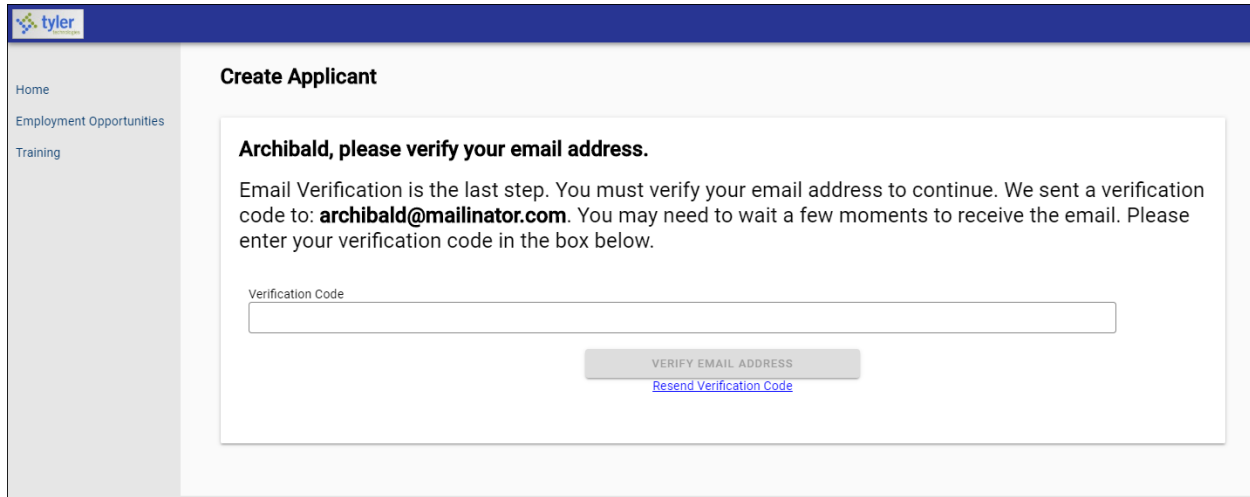
The screenshot shows the 'Create Applicant' page with a sidebar on the left containing 'Home', 'Employment Opportunities', and 'Training'. The main content area is titled 'Create Applicant' and contains a form titled 'Choose Security Questions'. The form includes the following text: 'Your account has been created. Security questions are a way for you to recover your password if you ever forget it. Please choose three security questions and answers below to finish setting up your applicant account. Only letters, numbers, and spaces are allowed in your answer.'

The form contains three security question entries:

- Security Question #1: 'What is the name of the street you grew up on?' with a dropdown menu. The answer field contains 'Elm' and has a green checkmark.
- Security Question #2: 'What is the make of your first vehicle?' with a dropdown menu. The answer field contains 'Chevrolet' and has a green checkmark.
- Security Question #3: 'What is the name of your first pet?' with a dropdown menu. The answer field contains 'Scout' and has a green checkmark.

At the bottom of the form is a blue button labeled 'CREATE SECURITY QUESTIONS'.

After the questions are created successfully, the applicant will be asked to verify their email address by entering a verification code sent to the email address they provide. Applicants can also select to receive a password reset code by email.



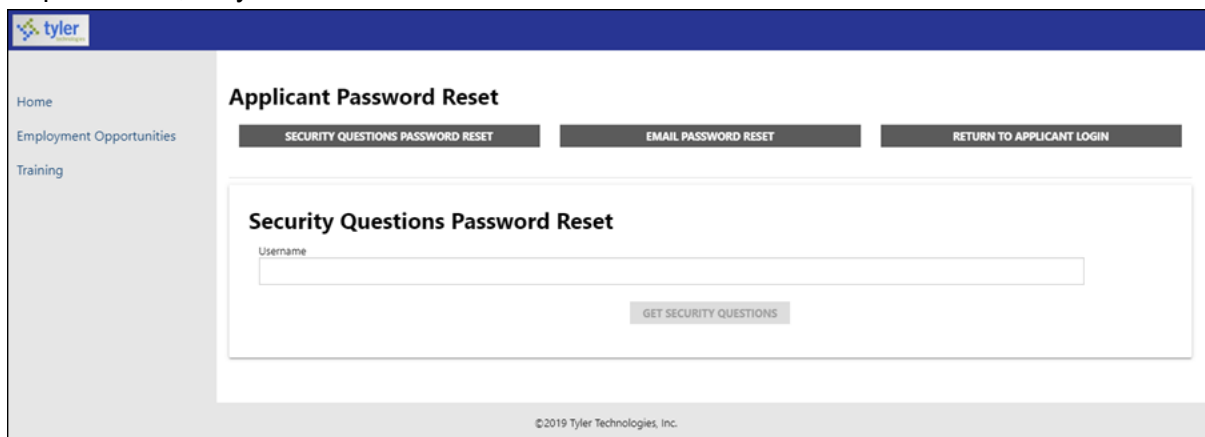
The screenshot shows a web interface with a blue header containing the Tyler Technologies logo. On the left is a navigation menu with 'Home', 'Employment Opportunities', and 'Training'. The main content area is titled 'Create Applicant'. It features a message: 'Archibald, please verify your email address.' Below this, it explains that email verification is the final step and that a code was sent to 'archibald@mailinator.com'. A text input field labeled 'Verification Code' is provided, followed by a 'VERIFY EMAIL ADDRESS' button and a 'Resend Verification Code' link.

Once registered, potential applicants can manage applications for available positions.

Returning Applicants

On the Employment Opportunities main page, registered applicants click Log In to display the Applicant Login page.

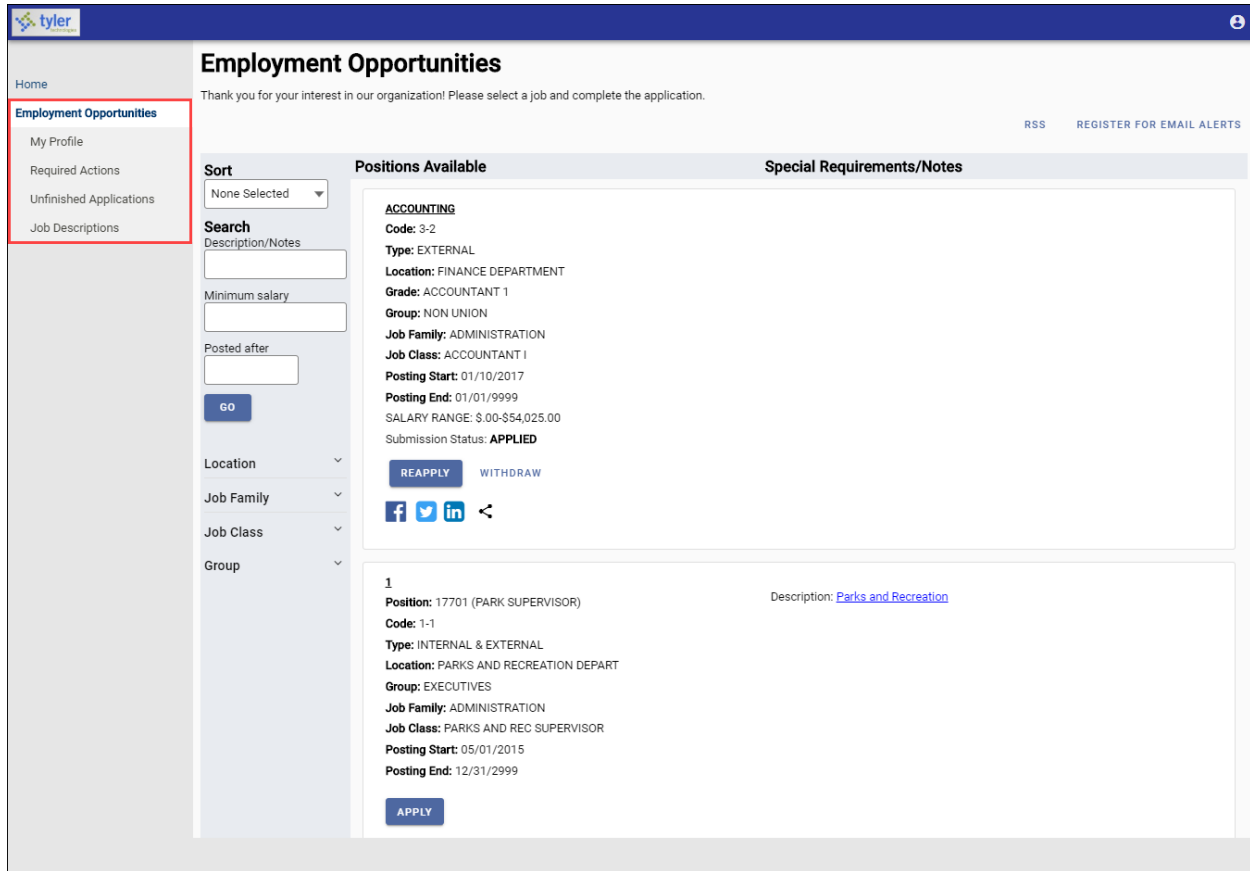
If an applicant has forgotten their password, they can use the Forgot Your Password? link to access the Applicant Password Reset screen. The email text for PIN hints is established in the Enterprise ERP Recruiting Settings program and depending upon an organization's requirements, may include the actual PIN.



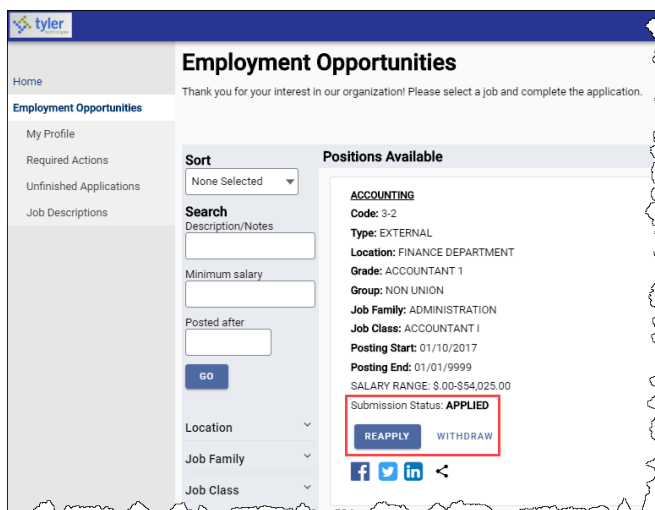
The screenshot shows the 'Applicant Password Reset' page. It has a blue header with the Tyler Technologies logo and a left navigation menu. The main content area has three buttons: 'SECURITY QUESTIONS PASSWORD RESET', 'EMAIL PASSWORD RESET', and 'RETURN TO APPLICANT LOGIN'. The 'SECURITY QUESTIONS PASSWORD RESET' button is selected. Below it is a form titled 'Security Questions Password Reset' with a 'Username' input field and a 'GET SECURITY QUESTIONS' button. The footer contains the copyright notice '©2019 Tyler Technologies, Inc.'.

If an applicant has previously applied for a position, the details are stored in an applicant profile. The profile includes personal information, contact information, and availability and requirements details.

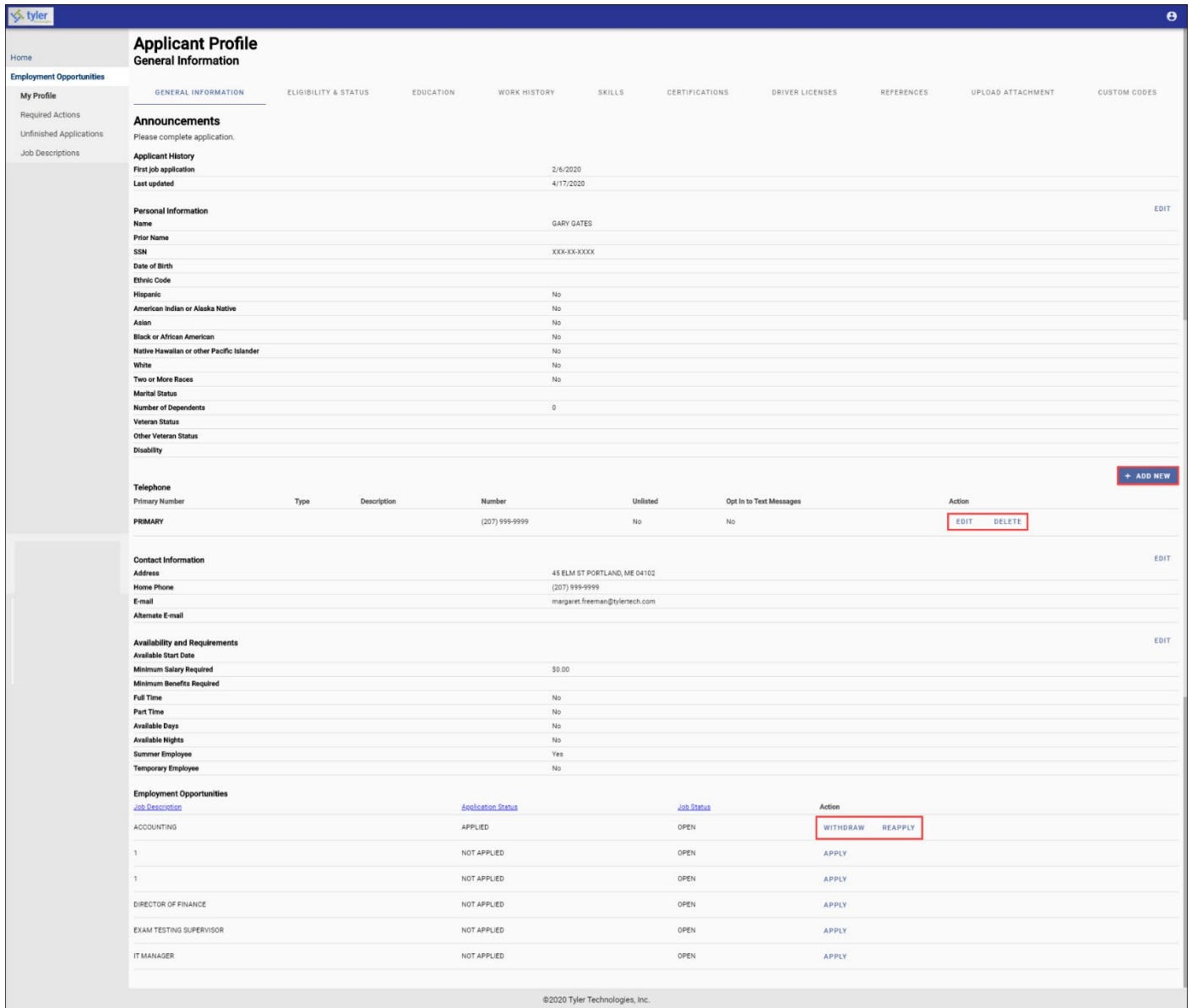
After logging in, registered applicants can access three additional menu options under Employment Opportunities: My Profile, Required Actions, Unfinished Applications, and Job Descriptions.



If a returning applicant decides that they no longer wish to apply for a position, they can remove their application from consideration by clicking the Withdraw link associated with the position for which they applied. If the applicant chooses to withdraw an application, they can reapply for the position using the Reapply link.



The My Profile page displays the saved Applicant Profile information. In the General Information section, there are multiple options for updating application information, such as work history, education, or references. For each section of the profile (Personal Information, Telephone, Contact Information, and Availability and Requirements), applicants click Edit or Delete to change or remove existing details, and click Add New to provide new details. In addition to maintaining personal information, the Applicant Profile provides options for uploading attachments and updating or verifying custom application information.



Applicant Profile
General Information

Home | Employment Opportunities | My Profile | Required Actions | Unfinished Applications | Job Descriptions

GENERAL INFORMATION | ELIGIBILITY & STATUS | EDUCATION | WORK HISTORY | SKILLS | CERTIFICATIONS | DRIVER LICENSES | REFERENCES | UPLOAD ATTACHMENT | CUSTOM CODES

Announcements
Please complete application.

Applicant History
First job application: 2/6/2020
Last updated: 4/17/2020

Personal Information [EDIT]

Name: GARY GATES
Prior Name: []
SSN: XXX-XX-XXXX
Date of Birth: []
Ethnic Code: []
Hispanic: No
American Indian or Alaska Native: No
Asian: No
Black or African American: No
Native Hawaiian or other Pacific Islander: No
White: No
Two or More Races: No
Marital Status: []
Number of Dependents: 0
Veteran Status: []
Other Veteran Status: []
Disability: []

Telephone [ADD NEW]

Primary Number	Type	Description	Number	Unlisted	Opt In to Text Messages	Action
PRIMARY			(207) 999-9999	No	No	[EDIT] [DELETE]

Contact Information [EDIT]

Address: 45 ELM ST PORTLAND, ME 04102
Home Phone: (207) 999-9999
E-mail: margaret.freeman@tylertech.com
Alternate E-mail: []

Availability and Requirements [EDIT]

Available Start Date: []
Minimum Salary Required: \$0.00
Minimum Benefits Required: []
Full Time: No
Part Time: No
Available Days: No
Available Nights: No
Summer Employee: Yes
Temporary Employee: No

Employment Opportunities

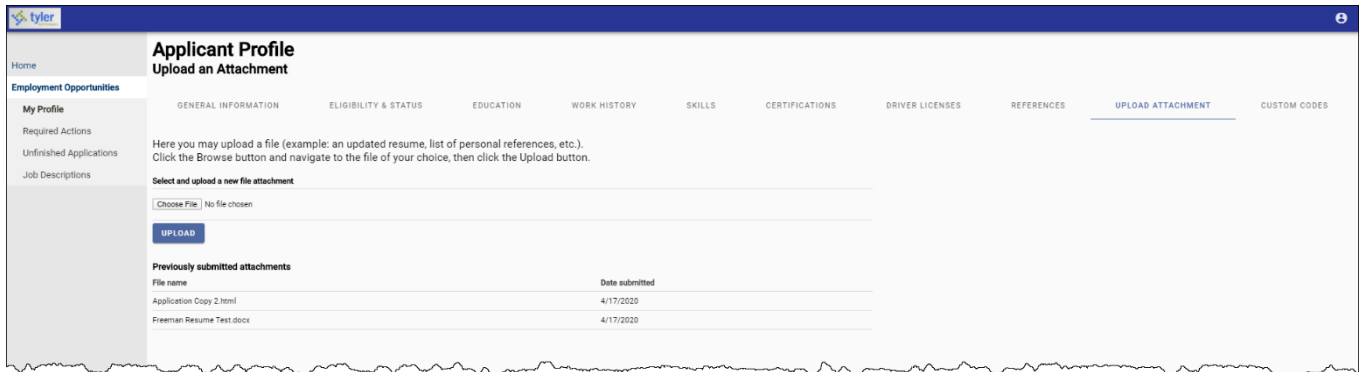
Job Description	Application Status	Job Status	Action
ACCOUNTING	APPLIED	OPEN	[WITHDRAW] [REAPPLY]
1	NOT APPLIED	OPEN	[APPLY]
1	NOT APPLIED	OPEN	[APPLY]
DIRECTOR OF FINANCE	NOT APPLIED	OPEN	[APPLY]
EXAM TESTING SUPERVISOR	NOT APPLIED	OPEN	[APPLY]
IT MANAGER	NOT APPLIED	OPEN	[APPLY]

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Upload Attachments

The Upload Attachments page allows applicants to upload documents associated with applications, such as a resumé, references, or educational history.

To attach a document, applicants can navigate to the file on a networked or personal directory and then click Upload. Any documents previously attached are listed on the page.

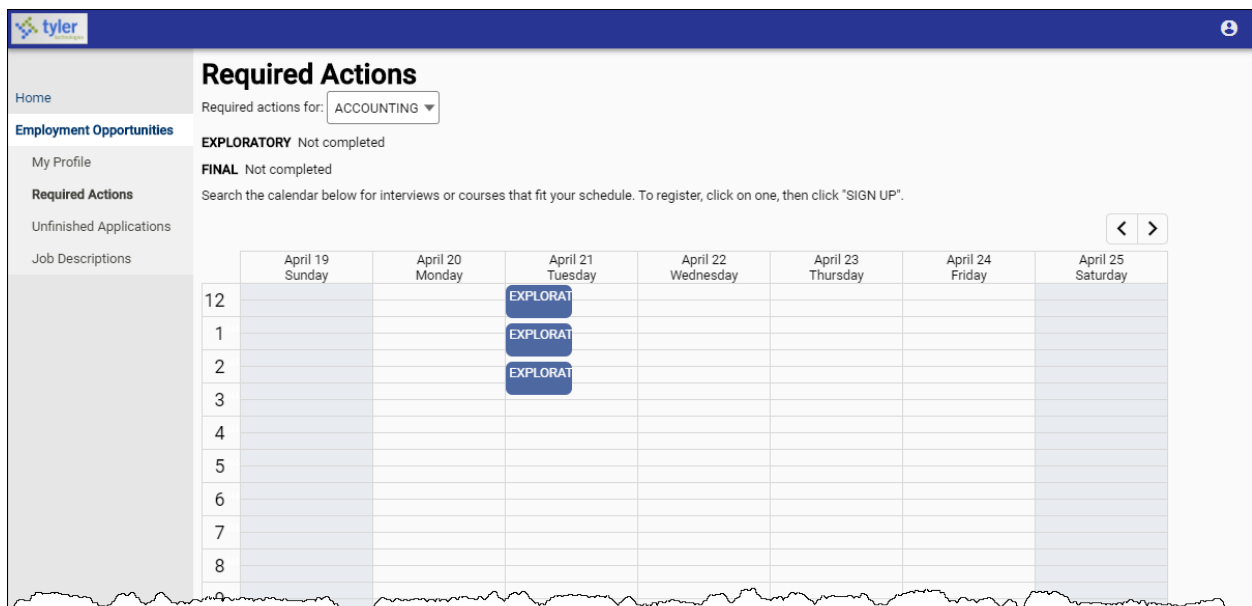


The screenshot shows the 'Applicant Profile' page with the 'Upload an Attachment' sub-section active. The page includes a navigation menu on the left with options like 'Home', 'Employment Opportunities', 'My Profile', 'Required Actions', 'Unfinished Applications', and 'Job Descriptions'. The main content area has tabs for 'GENERAL INFORMATION', 'ELIGIBILITY & STATUS', 'EDUCATION', 'WORK HISTORY', 'SKILLS', 'CERTIFICATIONS', 'DRIVER LICENSES', 'REFERENCES', 'UPLOAD ATTACHMENT', and 'CUSTOM CODES'. The 'UPLOAD ATTACHMENT' tab is selected, showing instructions to upload a file, a 'Choose File' button, and an 'UPLOAD' button. Below this is a table of 'Previously submitted attachments'.

File name	Date submitted
Application Copy 2.html	4/17/2020
Freeman Resume Test.docx	4/17/2020

Required Actions

Required Actions displays any required actions for the jobs for which the applicant has applied. For example, if the applicant must complete tasks as part of the application process, such as an interview or a training course, they can self-schedule interview time or course options on the calendar.

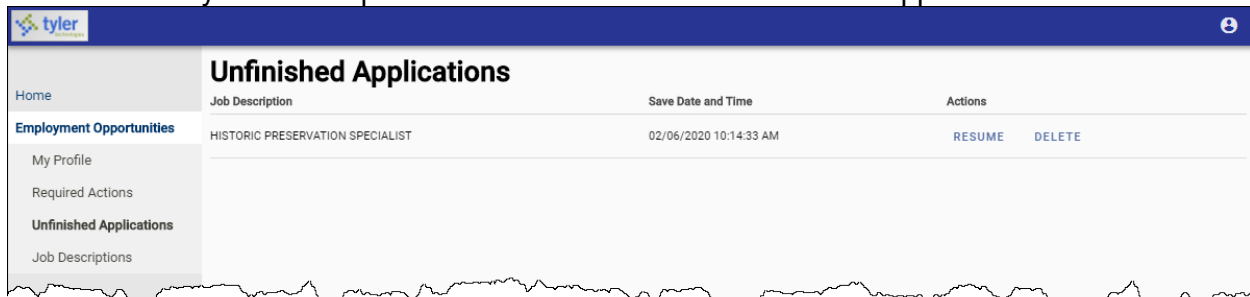


The screenshot shows the 'Required Actions' page. At the top, it says 'Required actions for: ACCOUNTING'. Below this, it lists 'EXPLORATORY Not completed' and 'FINAL Not completed'. A search instruction reads: 'Search the calendar below for interviews or courses that fit your schedule. To register, click on one, then click "SIGN UP".' The calendar shows dates from April 19 (Sunday) to April 25 (Saturday). On April 21 (Tuesday), there are three 'EXPLORAT' buttons stacked vertically at 12, 1, and 2 o'clock.

	April 19 Sunday	April 20 Monday	April 21 Tuesday	April 22 Wednesday	April 23 Thursday	April 24 Friday	April 25 Saturday
12			EXPLORAT				
1			EXPLORAT				
2			EXPLORAT				
3							
4							
5							
6							
7							
8							

Unfinished Applications

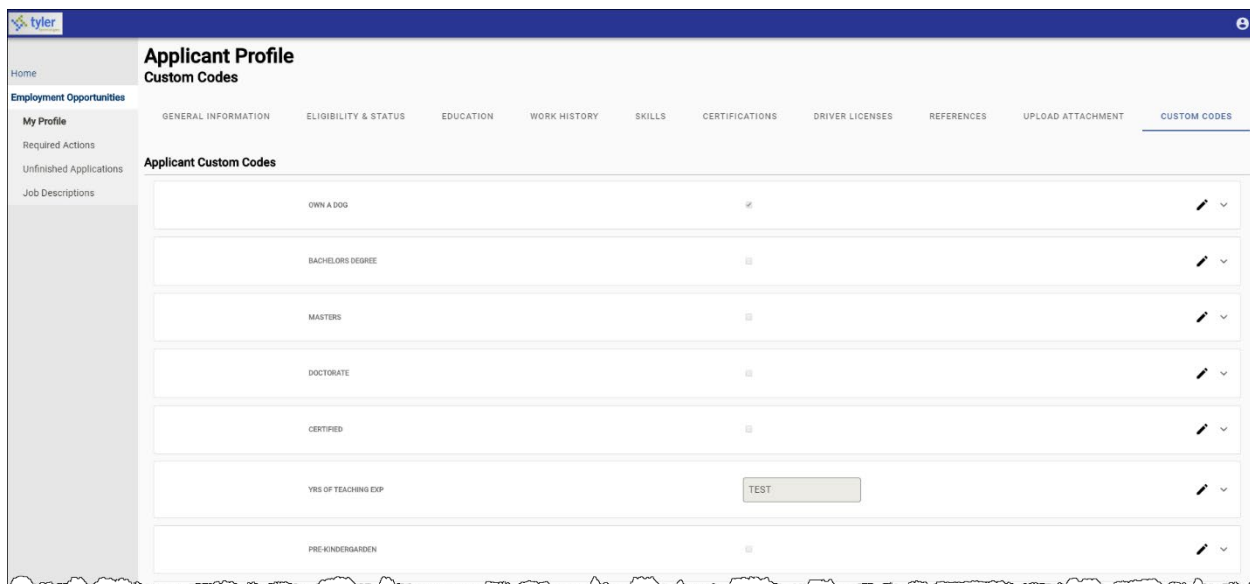
Unfinished Applications provides applicants with a list of applications that have not yet been submitted. They have the option to resume or delete the unfinished applications.

















Job Description	Save Date and Time	Actions
HISTORIC PRESERVATION SPECIALIST	02/06/2020 10:14:33 AM	RESUME DELETE

Custom Codes

Custom codes are customized application items that are maintained by your organization using the Custom Datatypes program, and then assigned to an application.



Code Name	Status	Actions
OWN A DOG	<input checked="" type="checkbox"/>	 
BACHELORS DEGREE	<input type="checkbox"/>	 
MASTERS	<input type="checkbox"/>	 
DOCTORATE	<input type="checkbox"/>	 
CERTIFIED	<input type="checkbox"/>	 
YRS OF TEACHING EXP	<input type="checkbox"/>	<input type="text" value="TEST"/>  
PRE-KINDERGARDEN	<input type="checkbox"/>	 

Applications

Applications are created in the Munis Self Service Applications program. Using this program, you design the application sections, determine the fields to include in each section, and identify the order in which they display. As a result, fields available on the application vary according to how your organization manages the process.

Different sections of an application may display on separate pages. In this case, applicants click Next to move through the pages, completing the fields, as required. Once an application is complete, applicants can click Review & Submit prior to clicking Submit Application to complete the process.

On any application section, clicking Save for Later saves an application for completion at a later time. Enterprise ERP Self Service displays an applicant's incomplete applications on the Unfinished Applications page under Employment Opportunities. Applicants click Resume to resume an application or click Delete to remove it.

If an applicant has multiple records for items like work history, certifications, or references saved to their profile, they can remove those sections that do not pertain to the specific job for which they are applying. For example, an applicant might select to display teaching certifications when applying for a teaching position but to remove those certifications when applying for an office administration position.