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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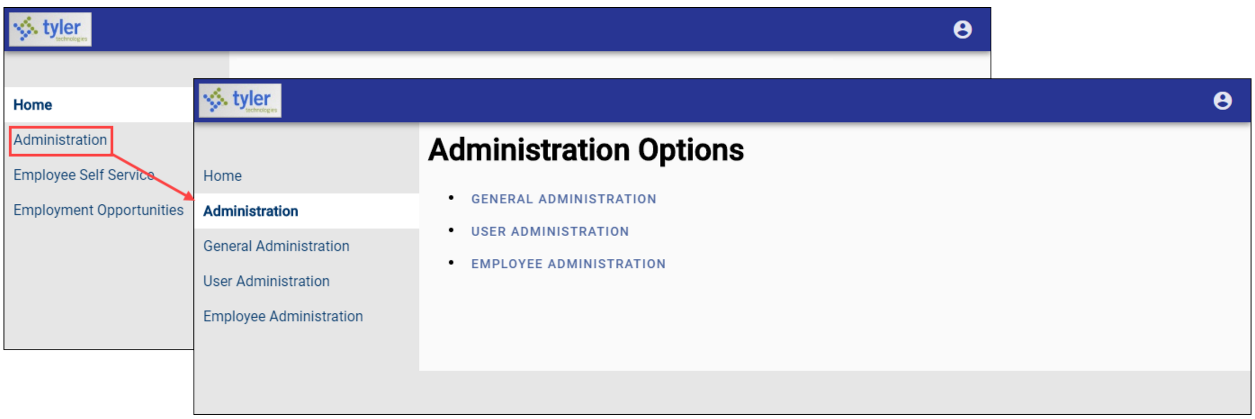
Employee Self Service

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.



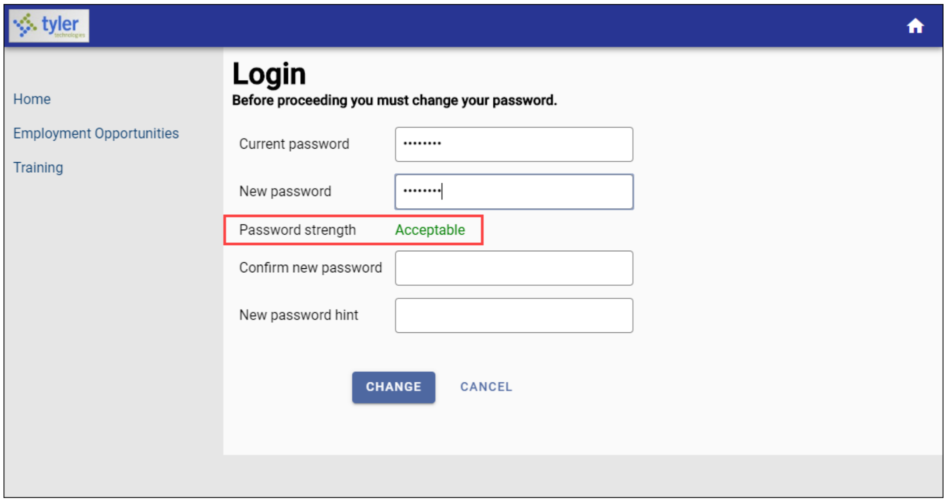
Employee Self Service Users

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.

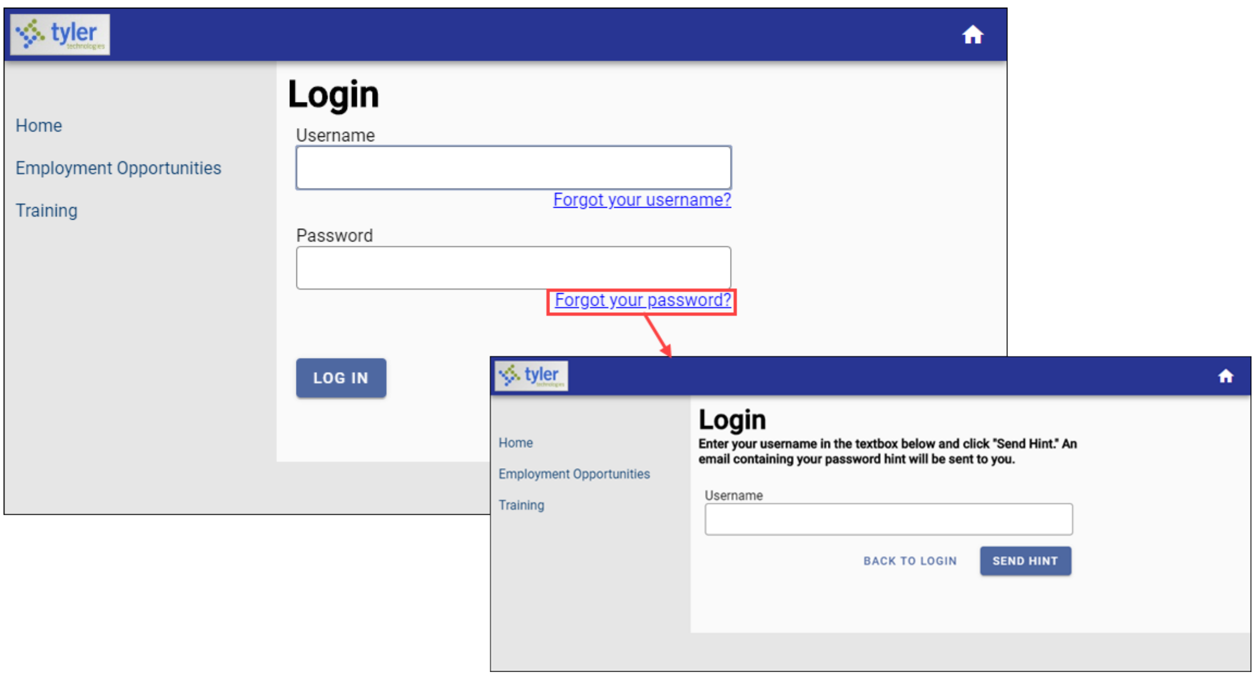
Passwords

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.



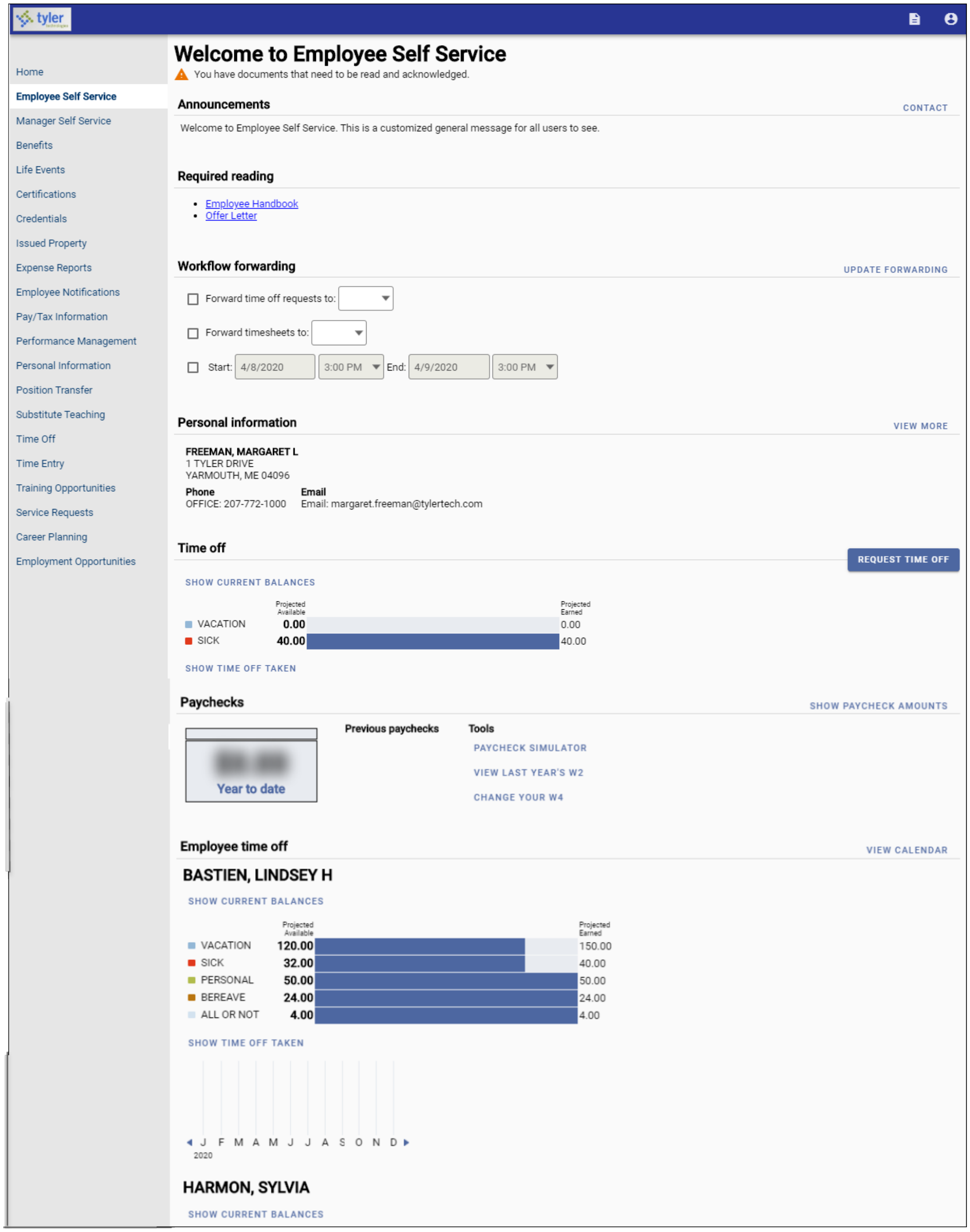
On the Change Password page, you must also enter a password hint. If you forget your password, click the Forgot Your Password? option on the Login page. This causes the application to send you an email message that contains your password hint.



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



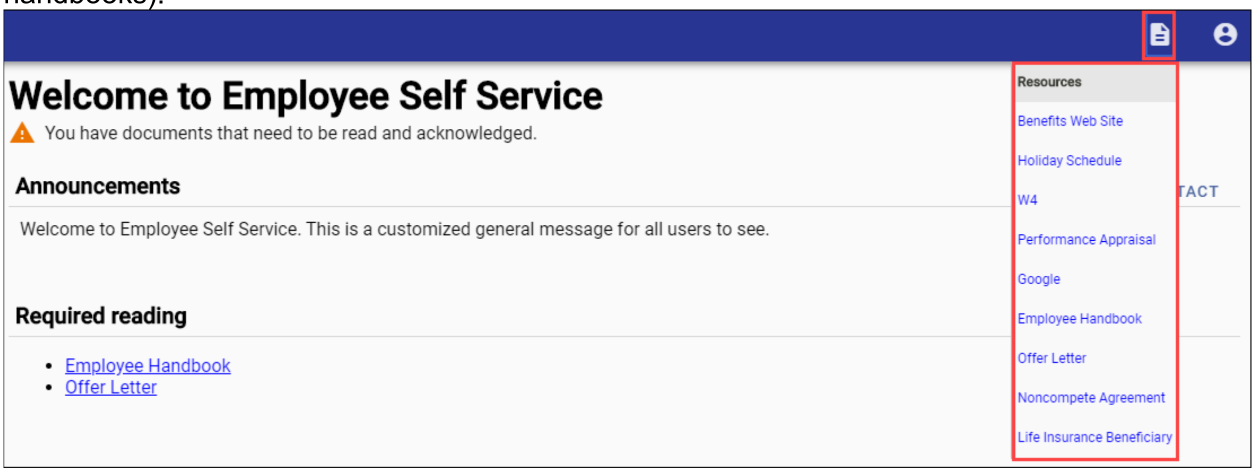
Settings, the page displays time-off details for all employees who report to you. The Home page also provides a menu of the various options available within ESS.

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

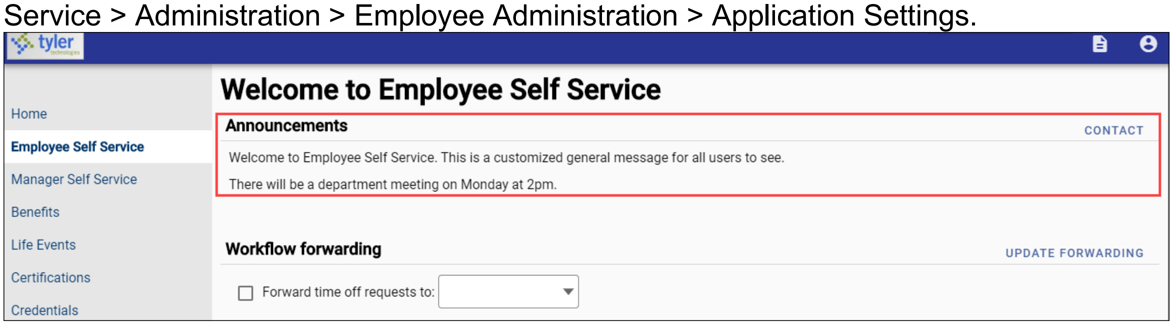
The Resources option in the ESS header displays links to available employee resources, which include items like helpful websites (such as health insurer home pages), company pay schedules, or individual documents that are applicable to your organization (such as employee handbooks).



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.



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.

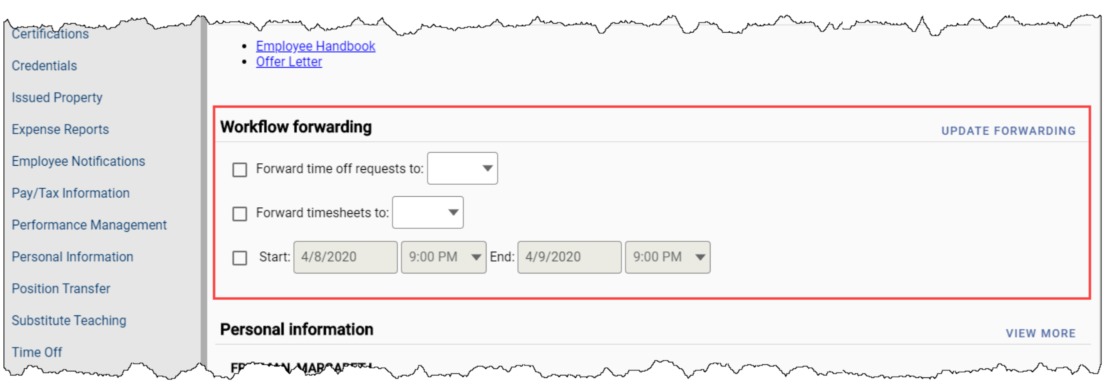
Once you acknowledge receipt of the resource item, the acknowledgement is transferred to and stored in Enterprise ERP, and the document is removed from the Required Reading section of the ESS home page.

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

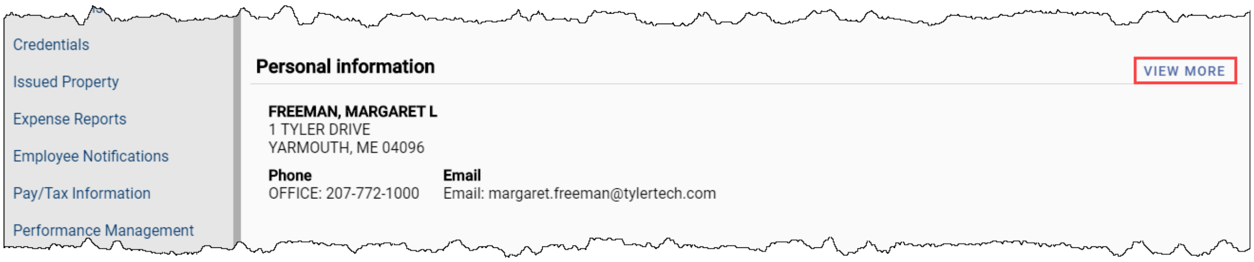
For employees who participate in the workflow approval process, the Workflow Forwarding group is available on the Home page. If you have the appropriate permissions, this group includes the Forward Time-Off Requests To and Forward Timesheets To fields, along with the Start/End date fields. Using these 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.



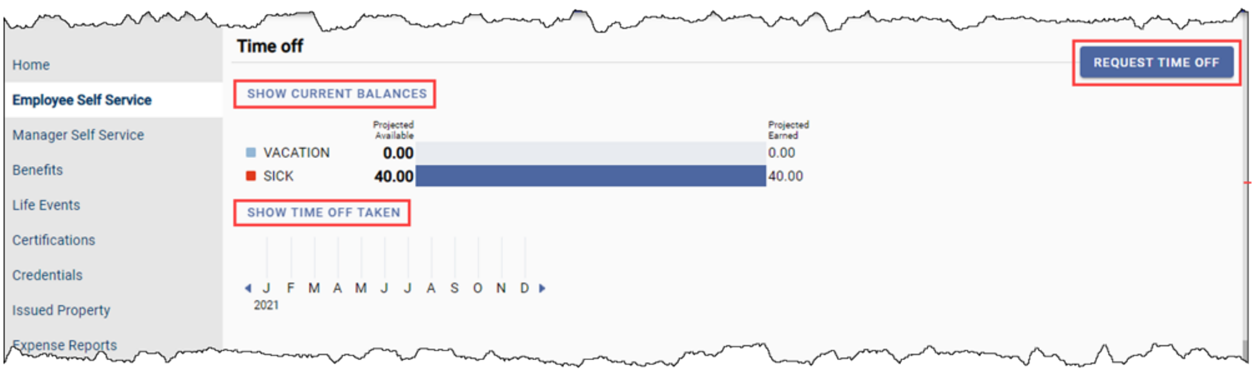
Personal Information

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.



Time Off

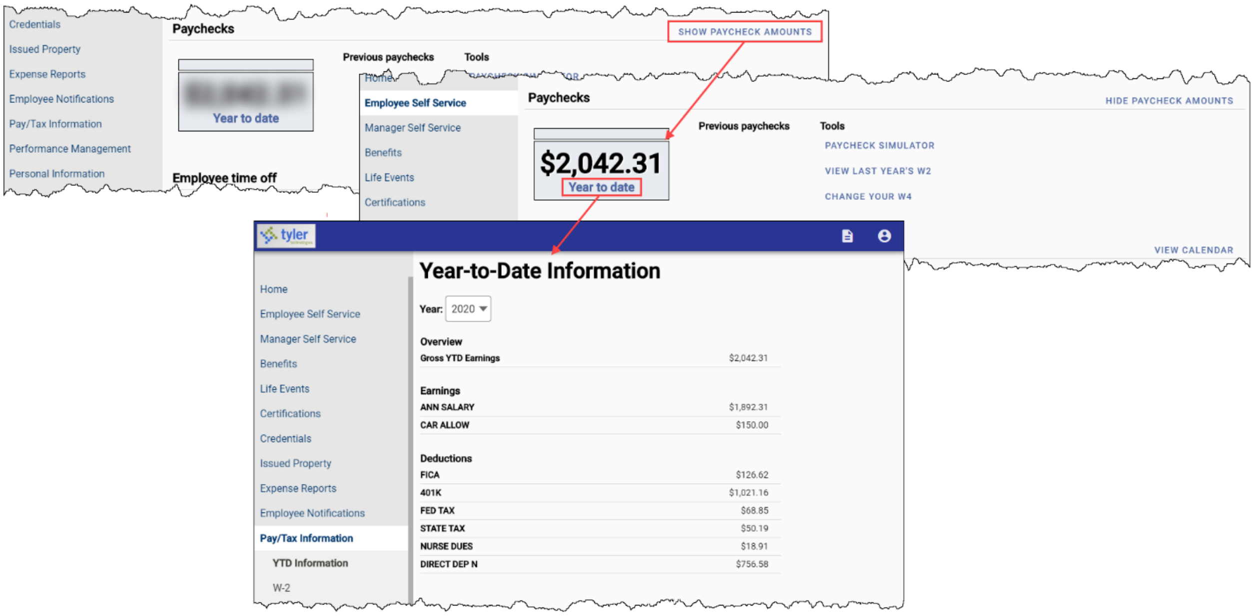
Time Off displays a chart of your projected available and projected earned time off in hours. Click Request Time Off to initiate a time off request. Use the Show Current Balances and Show Time Off Taken options to review available balances and time used to date.



See Time Off for information on completing time off requests.

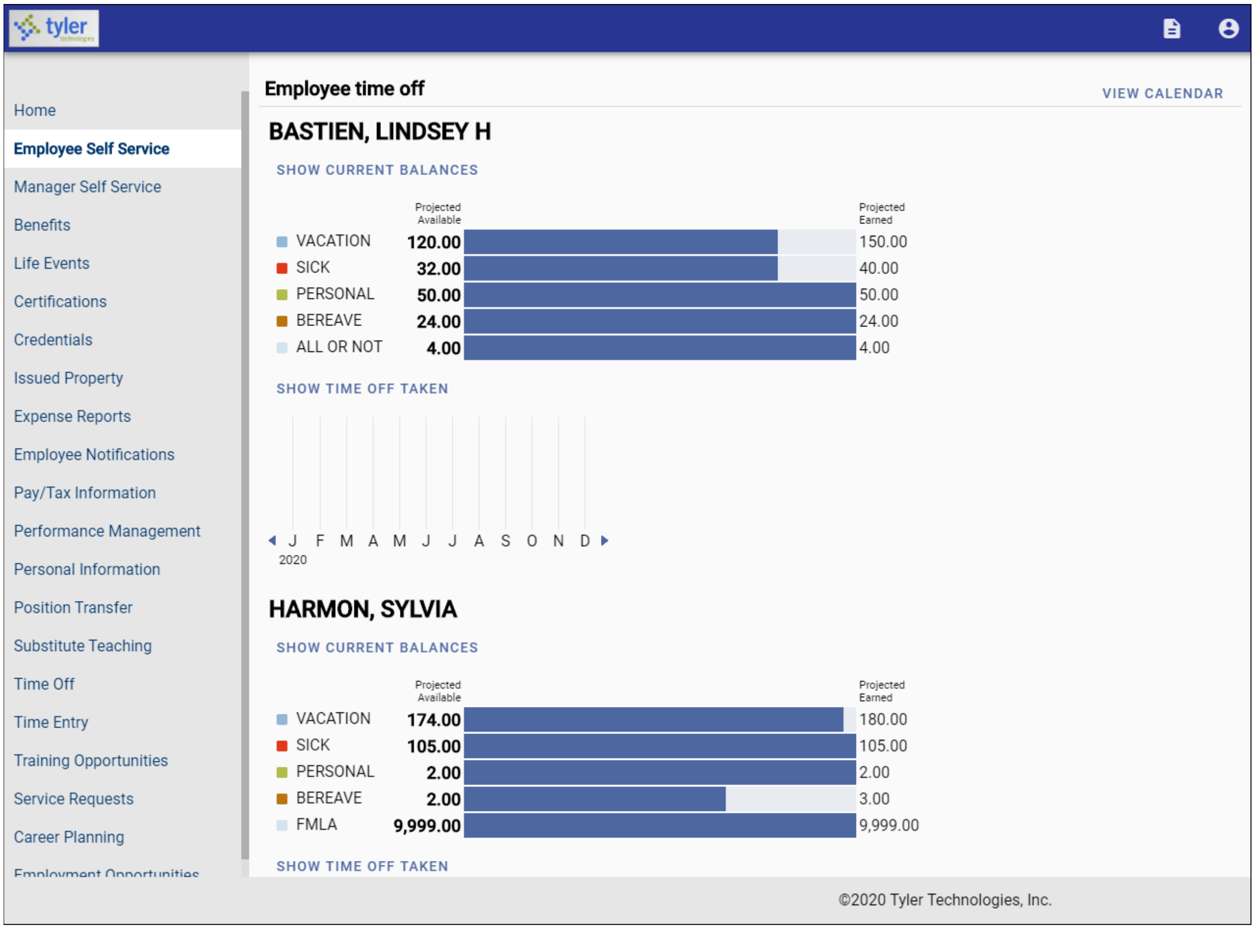
Paychecks

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.



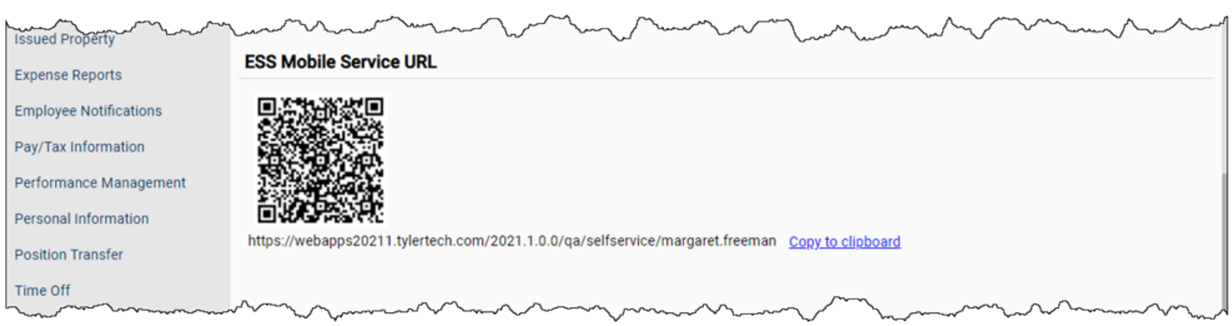
Employee Time Off

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.



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.



Employee Self Service Menu

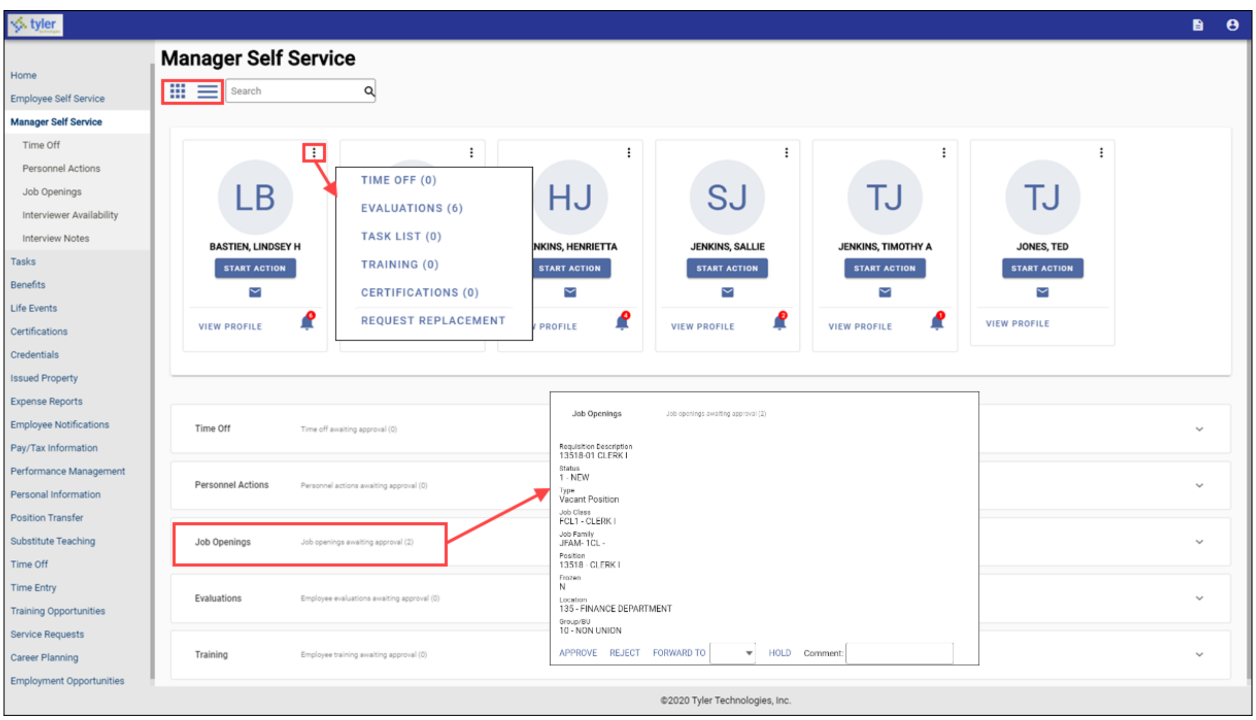
Options on the ESS menu are available according to your organization’s Employee Self Service configuration. The menu can include the following options: Manager Self Service, Tasks, Benefits, Life Events, Certifications, Credentials, Issued Property, Expense Reports, Employee Notifications, Pay/Tax Information, 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.

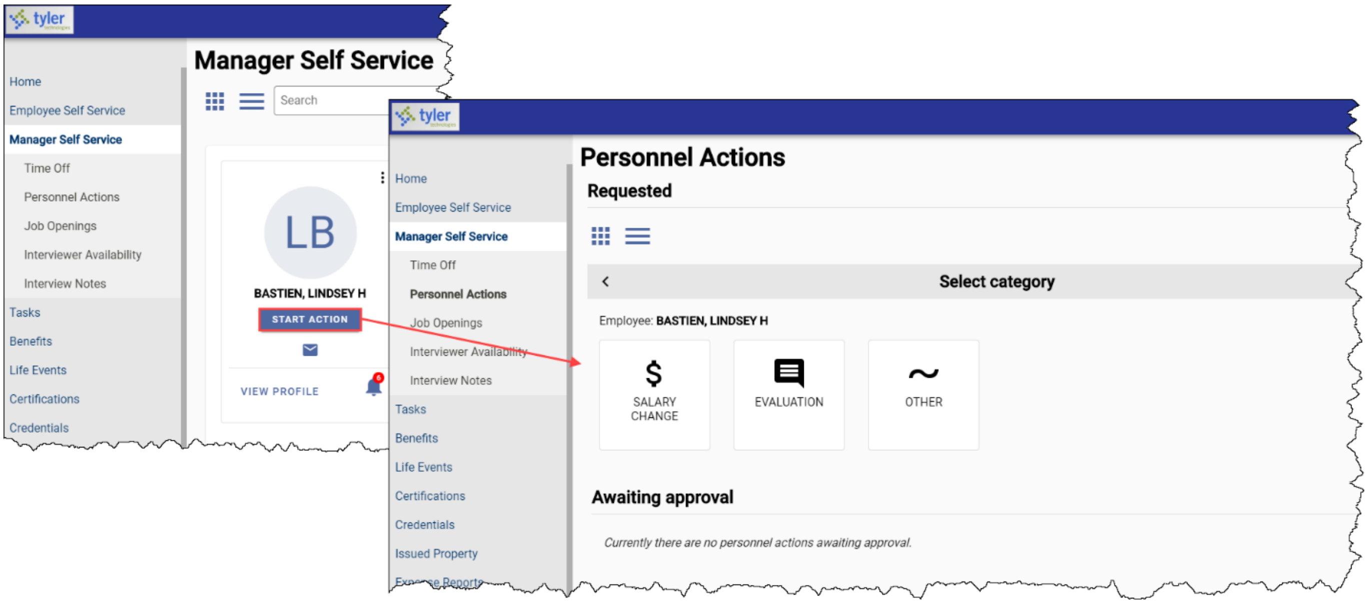
To access details for an individual employee, click View Profile. In grid view, click the More button to view a menu of information pertaining to the selected employee, including time-off, evaluations, task lists, training, and certifications, or to request a replacement for the position.



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

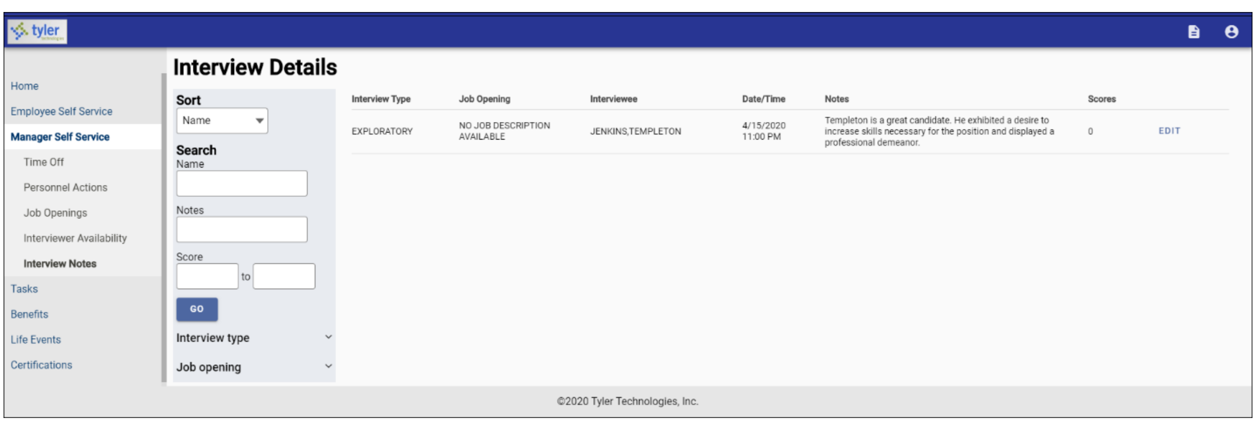
Click the Email option to email the selected employee.

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



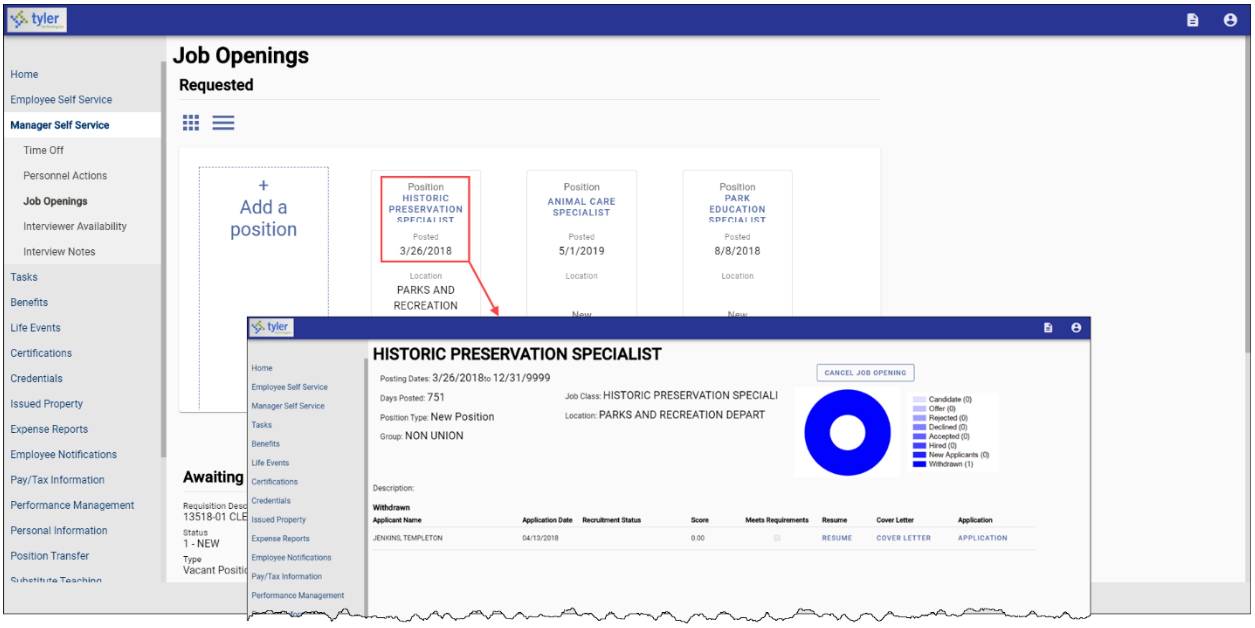
Alternatively, select the Personnel Actions from the Manager Self Service menu to enter a new personnel action for any of your employees, or edit or delete pending actions.

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.

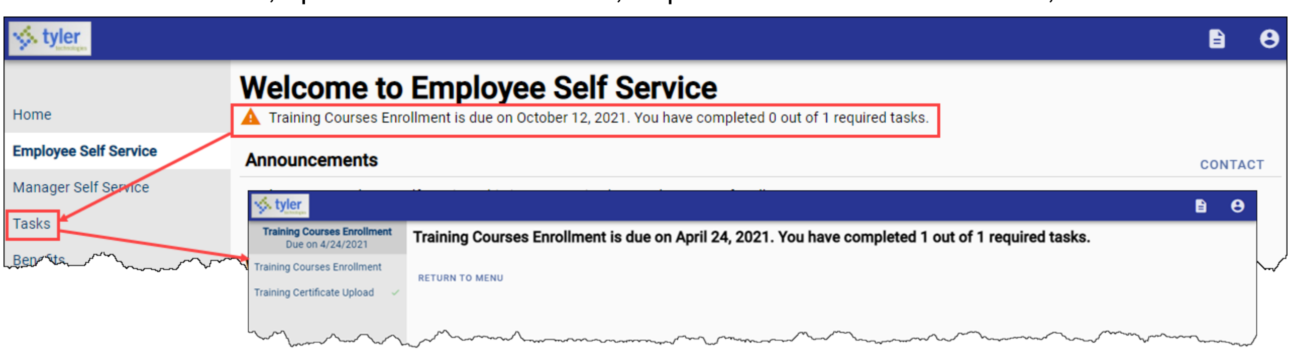
When Manager Self Service settings are selected on the MSS Field Access tab of Enterprise ERP Recruiting Settings program, managers can place requests for new or replacement job openings, or cancel existing job openings, from ESS. The requested positions display on the Job Openings page of the Manager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

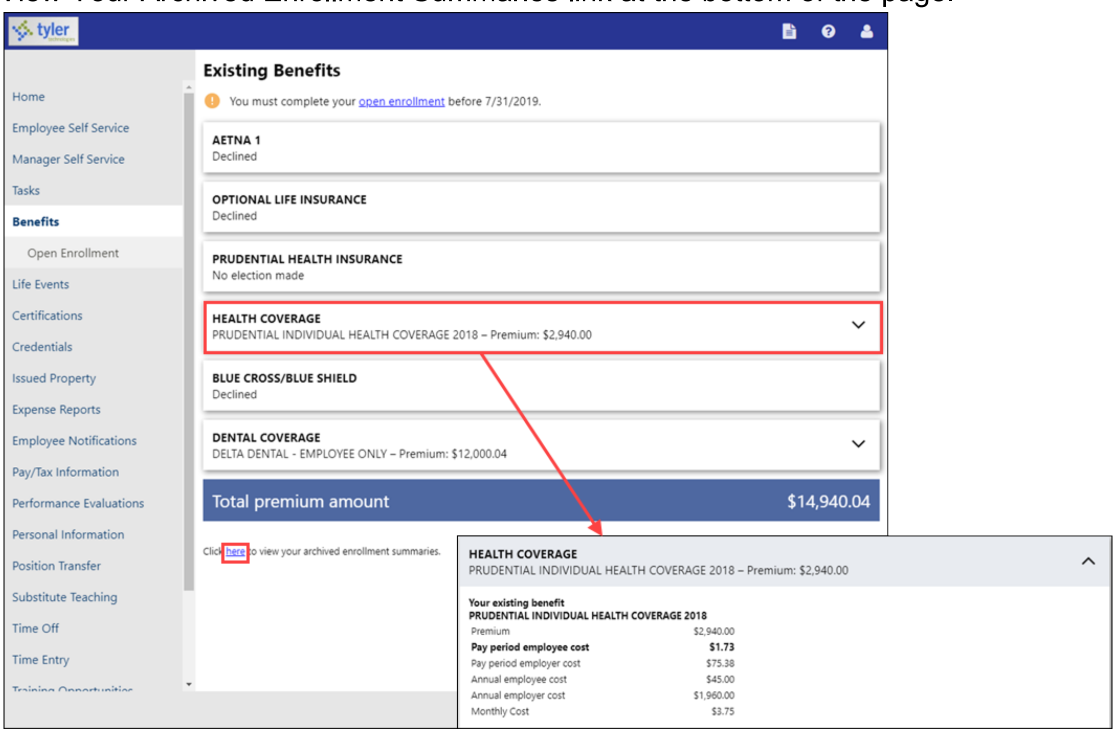
Benefits provides a summary of your current-year benefit elections. Using this option, you can view your current benefit selections. If enabled by your organization, you can also make elections for the upcoming year during the open enrollment period or petition to change current-year elections with a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

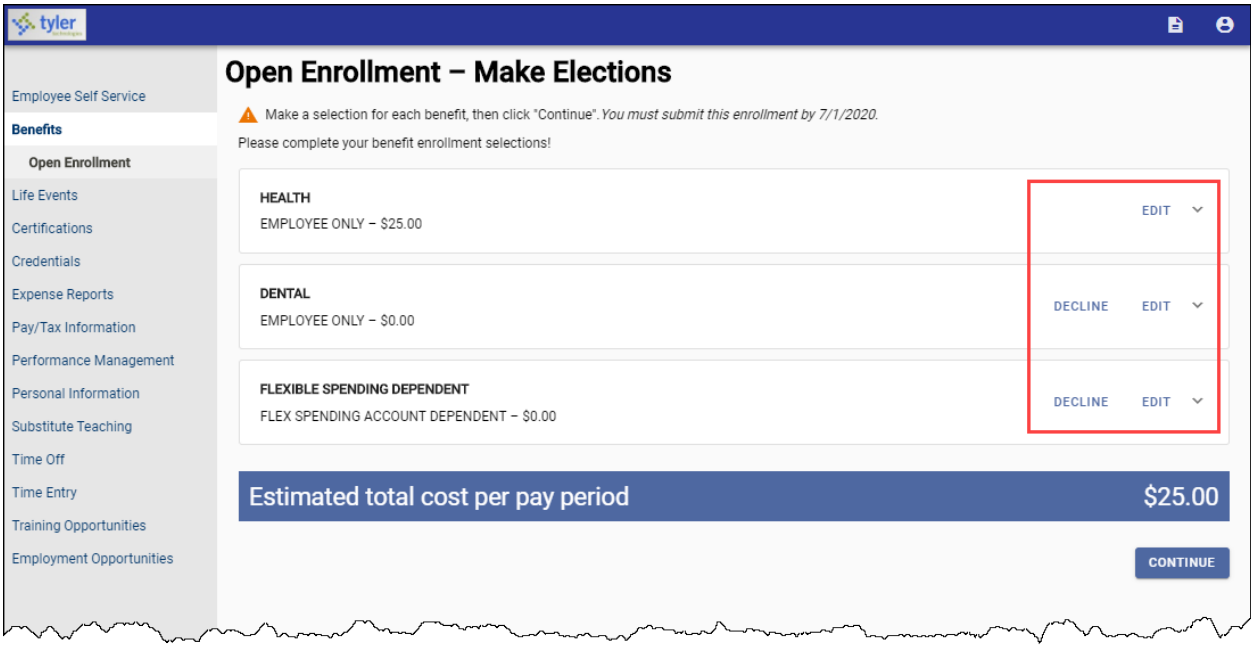
When you are updating benefits and you increase benefit amounts, the program displays a message indicating any supplemental forms that must be completed. The program also indicates any amount or increment restrictions for the acceptable values (for example, if an amount must be between $n and $$nn or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



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.

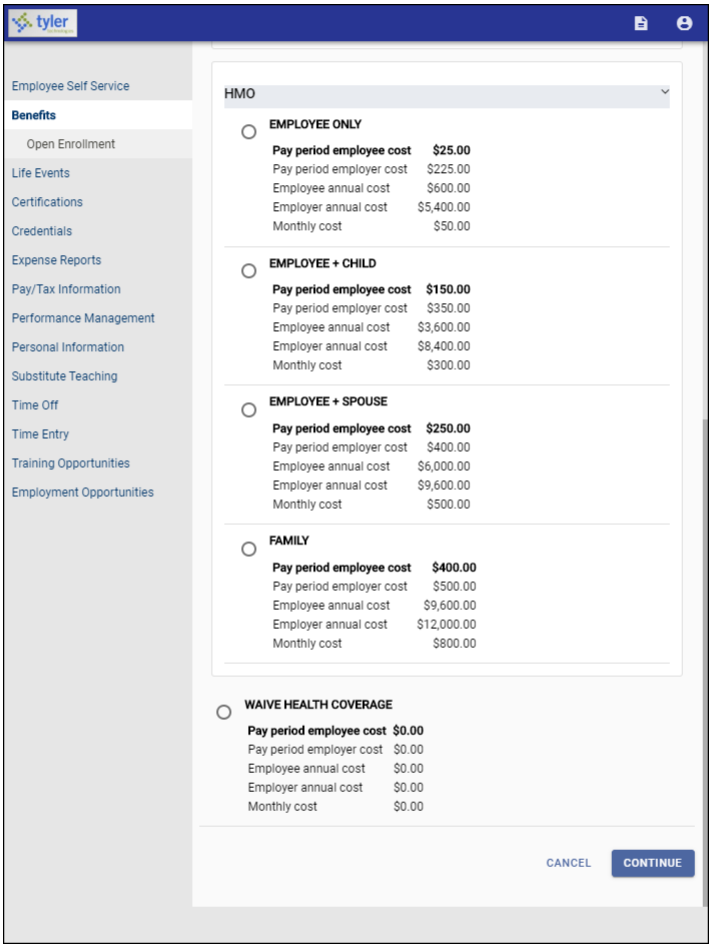


Depending on your organization's ESS settings, the Paycheck Simulator link may be available. When you use the paycheck simulator, ESS indicates how your benefit selections will affect your pay. See the Pay/Tax Information section of this document for more information on using the Paycheck Simulator.

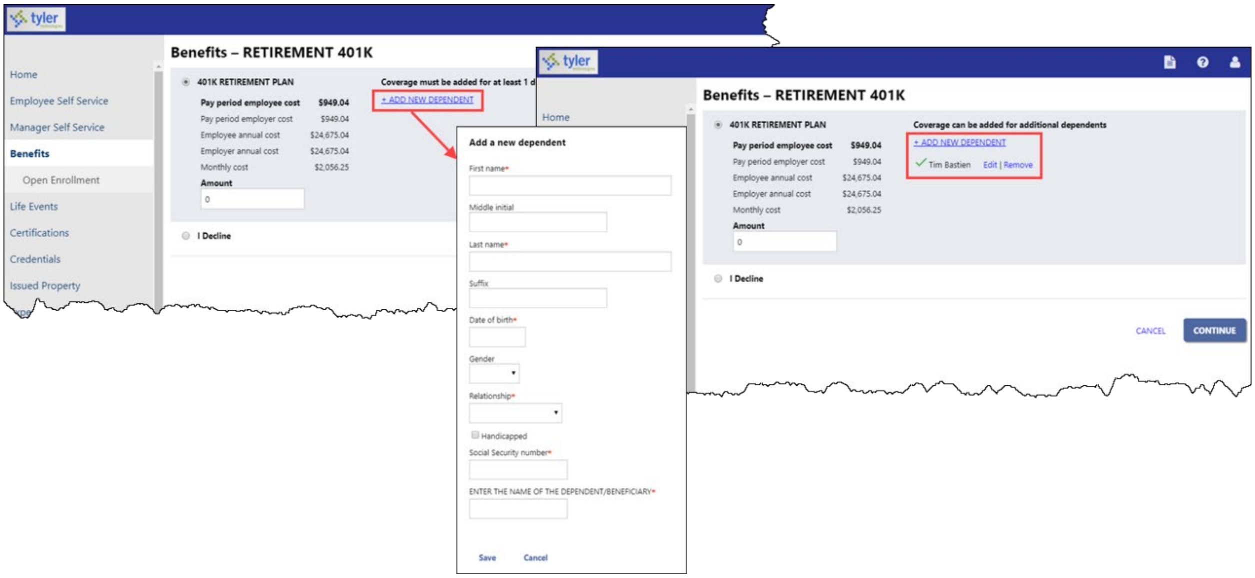
Make New Election

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

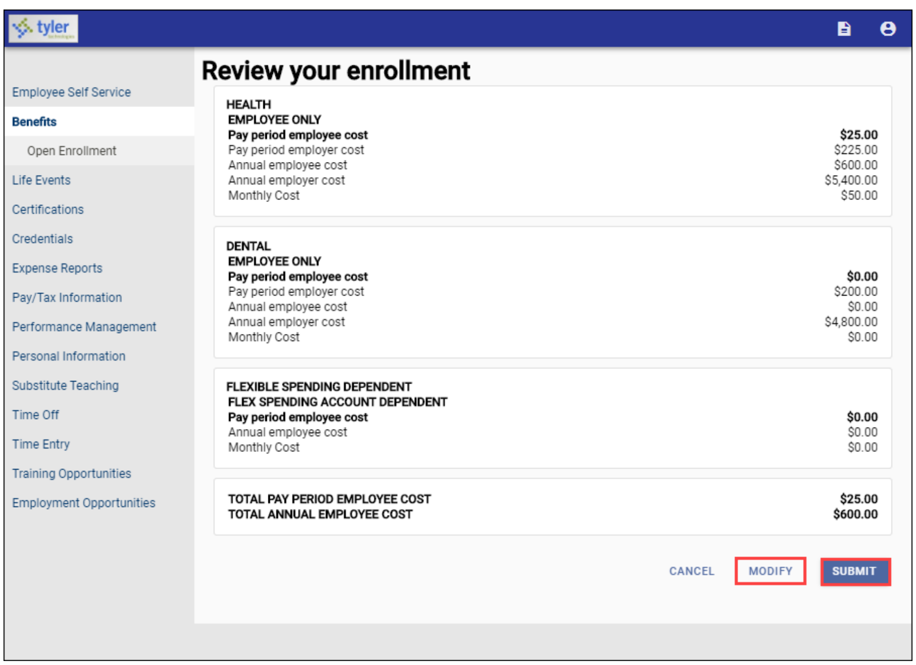
Enterprise ERP. Depending on your organization's ESS configuration, ESS may display the costs for options both annually and by pay period.



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.

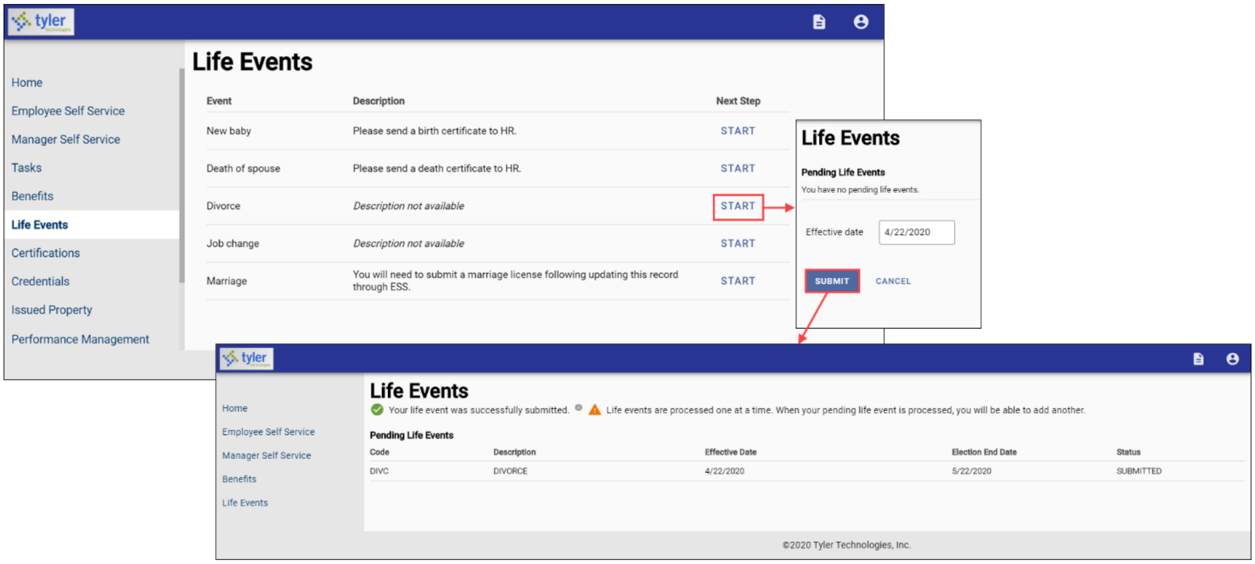


When you have completed your open enrollment choices, the program displays a summary for each benefit type. To make changes, click Modify. Once you have verified that your selections are correct, click Submit.



Life Events

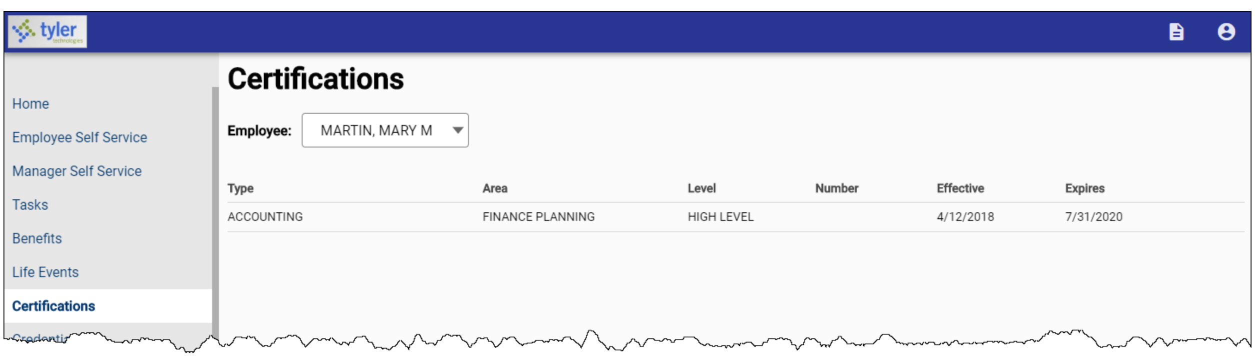
When you select Life Events, the program displays the change options offered by your organization. Life event codes are maintained in the Enterprise ERP Qualifying Event Codes program. Click Start on the life event to report.



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.

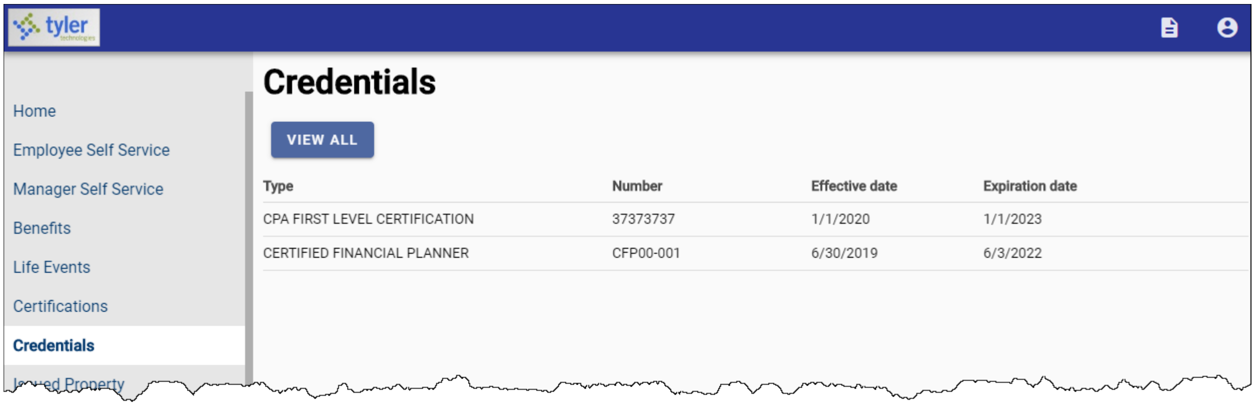
Certifications

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.



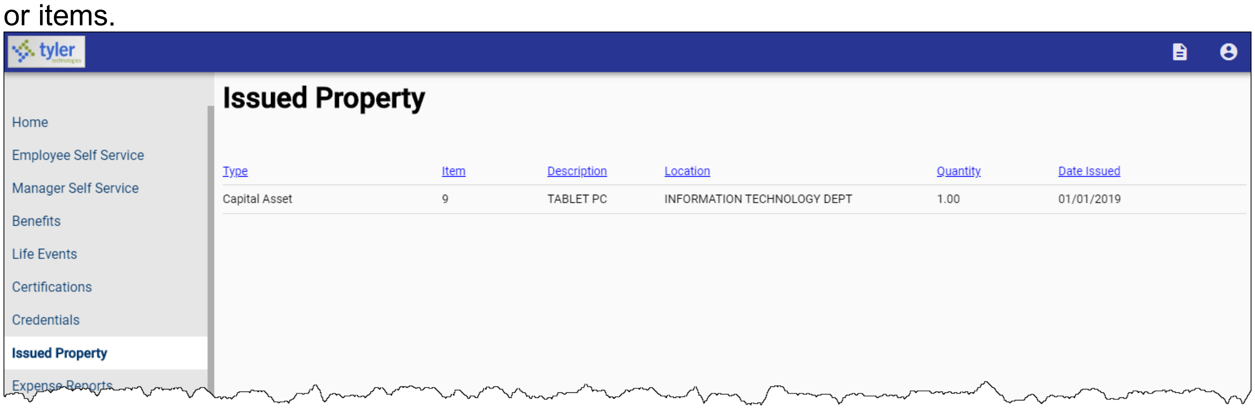
Credentials

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.



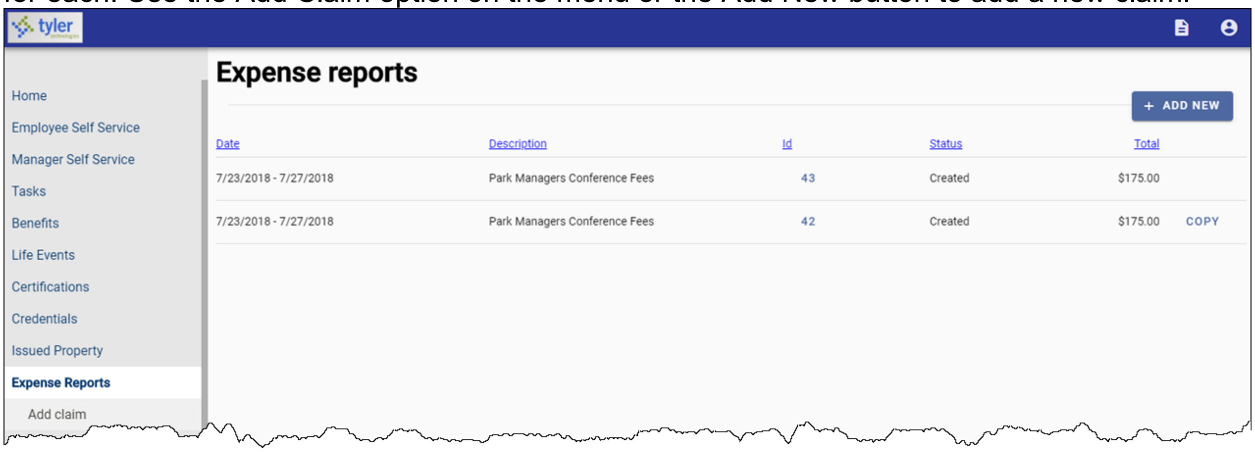
Issued Property

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

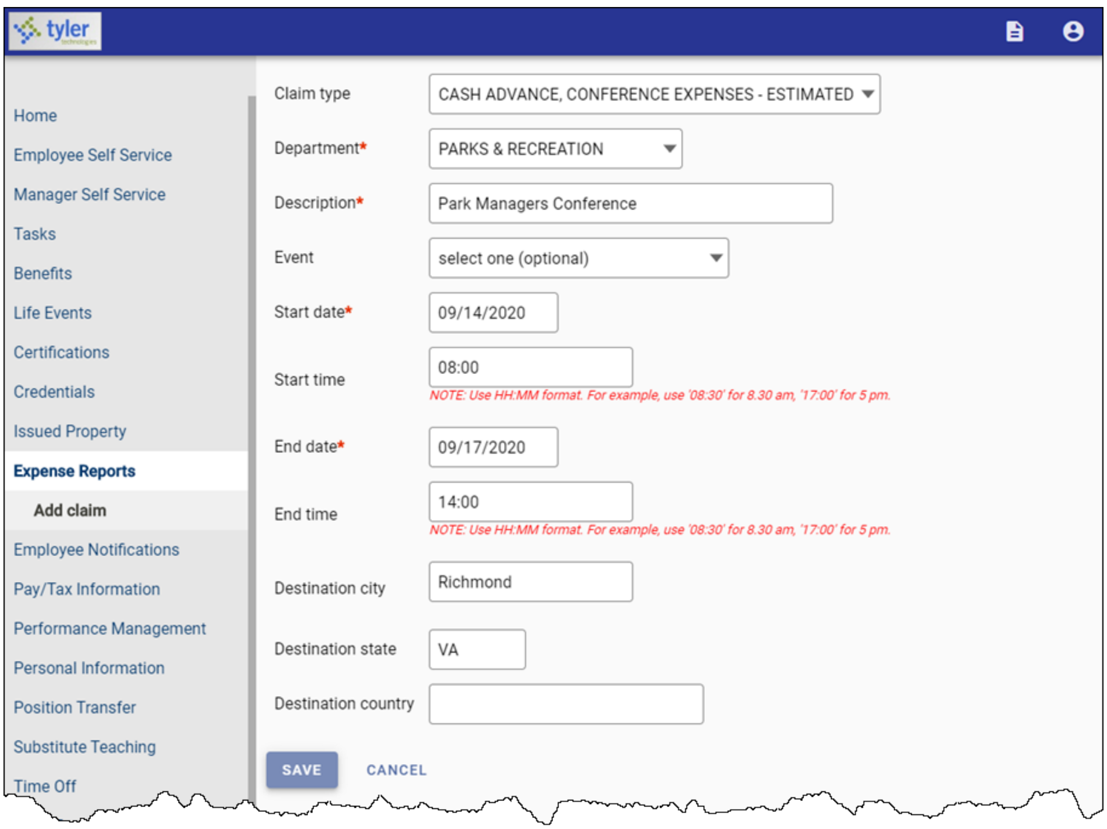


Expense Reports

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.

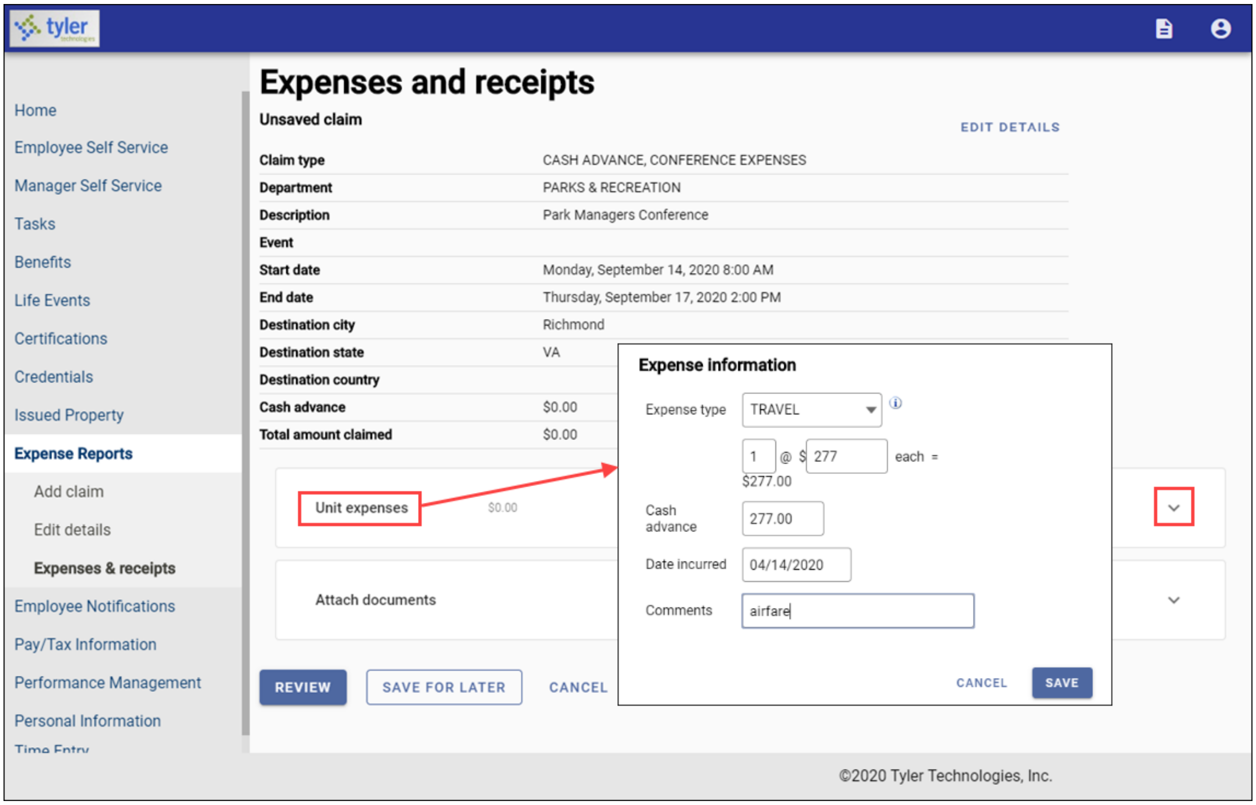


Enter your claim details. All fields marked with the asterisk (*) are required.

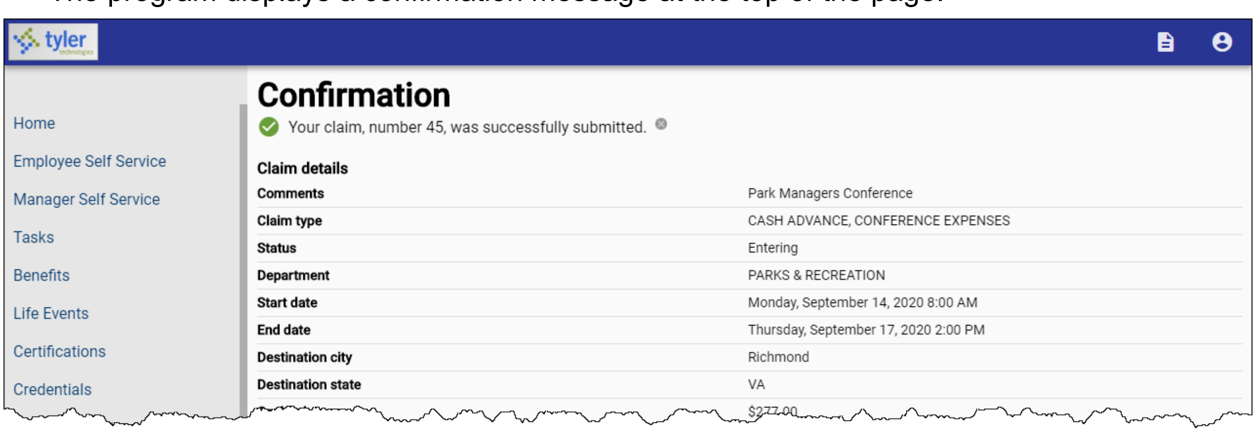


Once you have defined the basic receipt details:

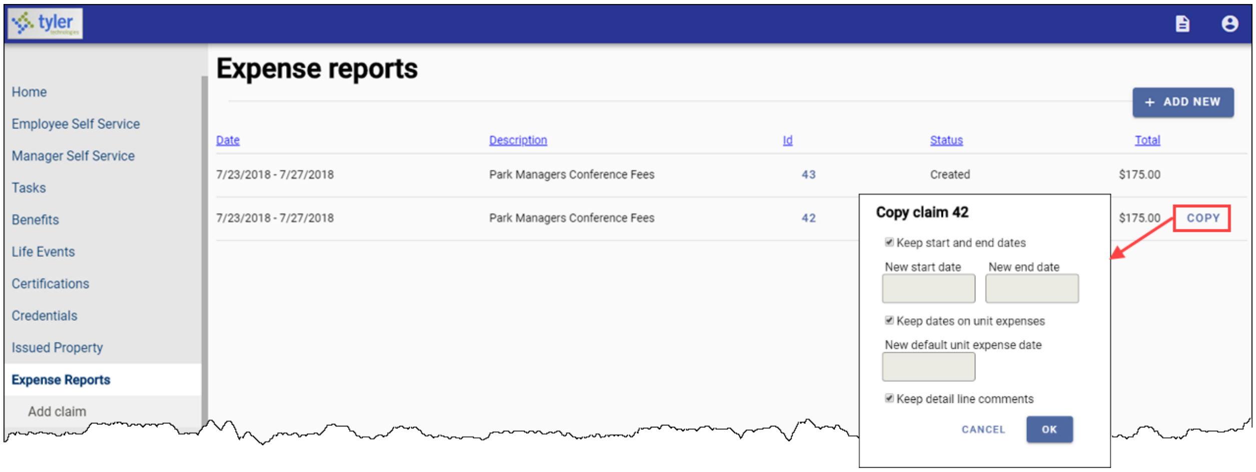
1. Click Save to display the Expenses and Receipts page.
2. Expand the various amount lists to add the expense information.



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.



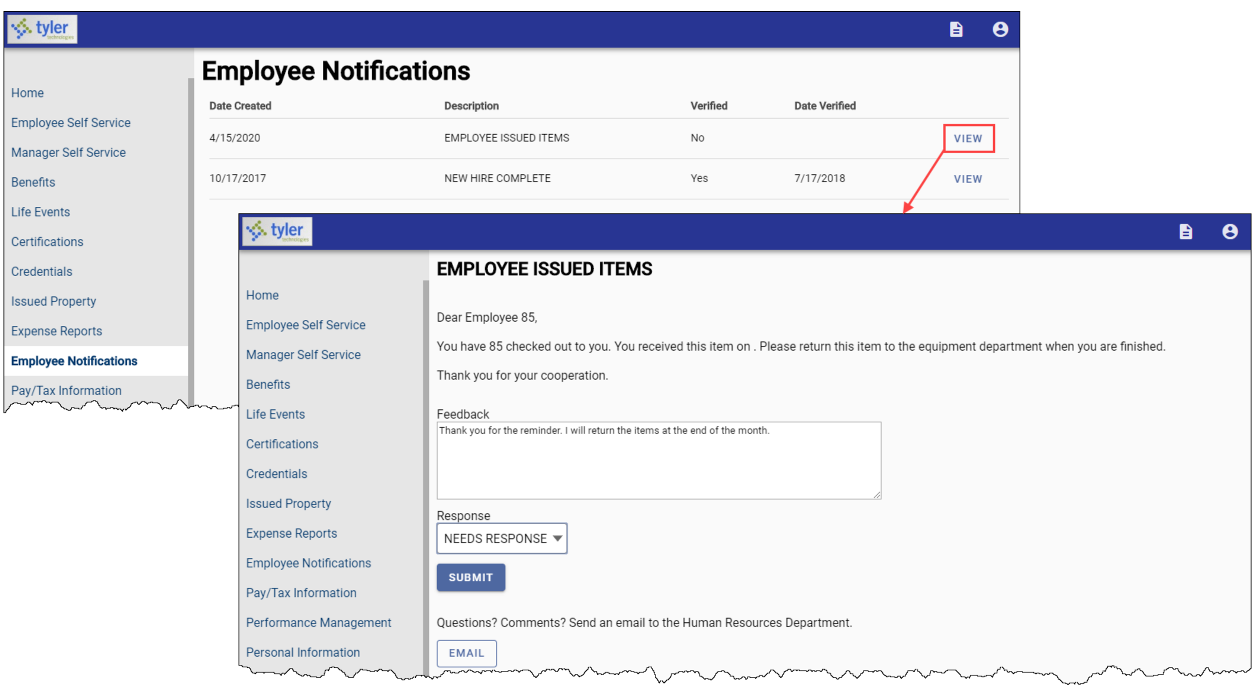
6. To use an existing claim as the base record for a new claim, click Copy, enter the details for the new claim in the Copy Claim dialog box, and click OK; the program displays the new claim record. Update the details or amounts, as appropriate.



Employee Notifications

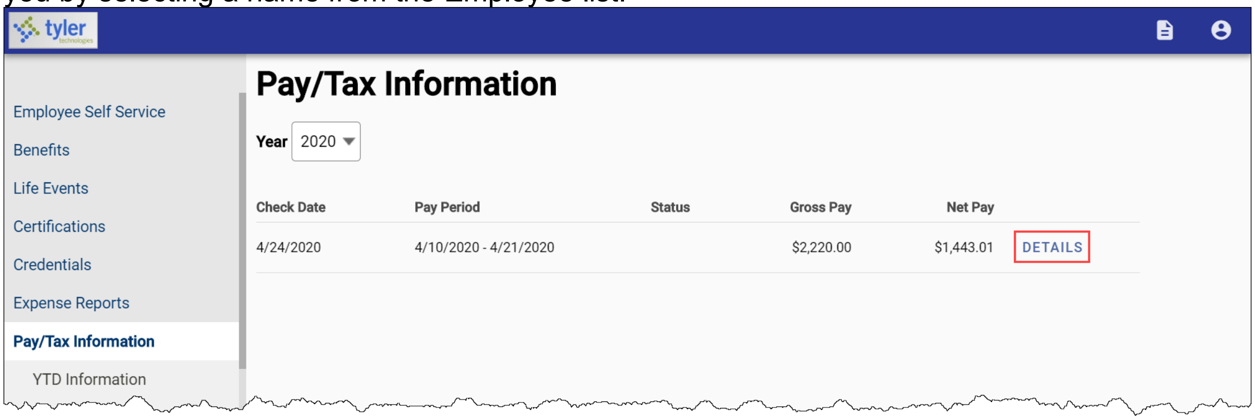
Employee Notifications displays all types of employee notifications, such as welcome letters, contract notifications, salary notifications, and so on. Notifications are created in Enterprise ERP using templates in the Employee Notifications program. You can create a notification for one employee and 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.

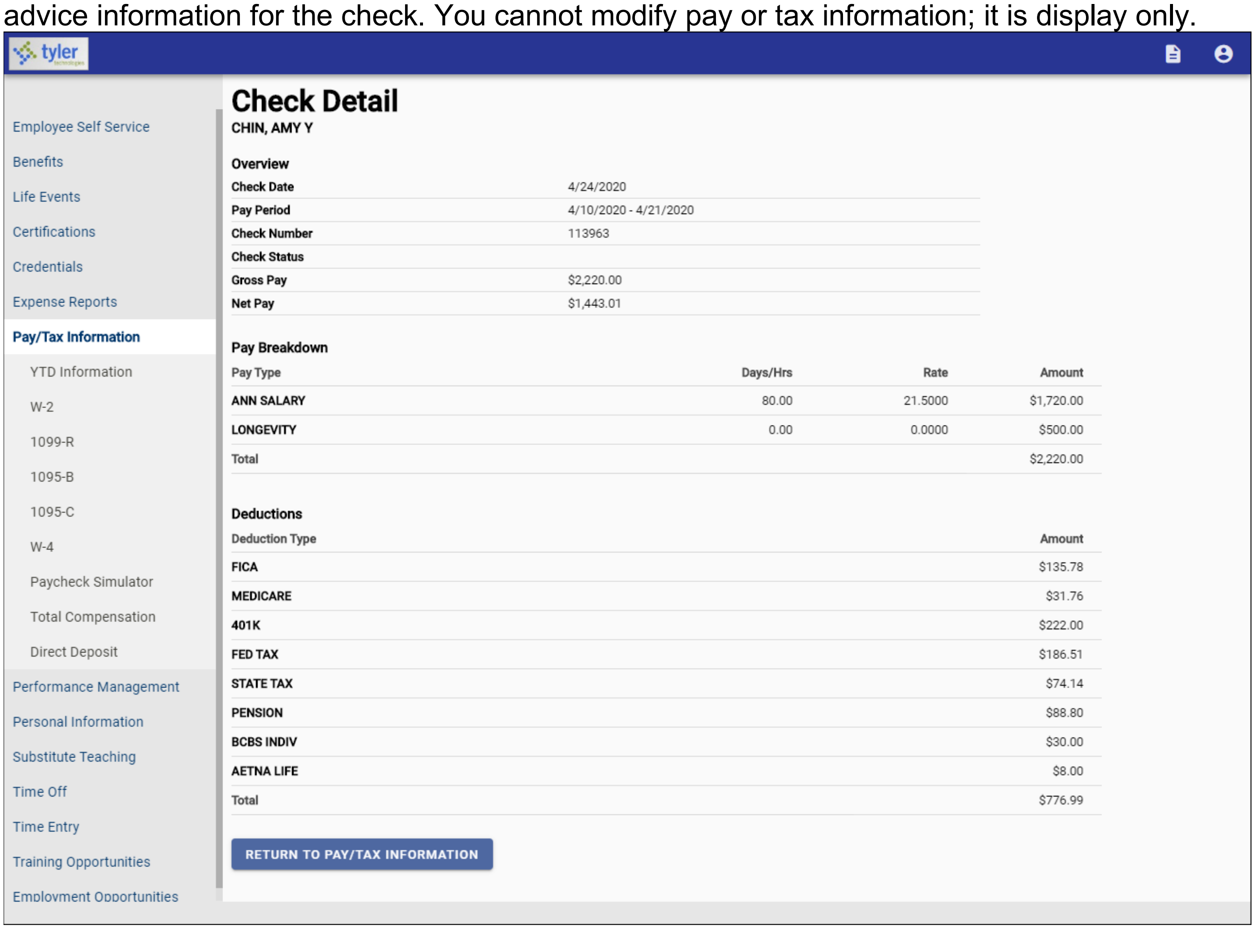


Pay/Tax Information

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.

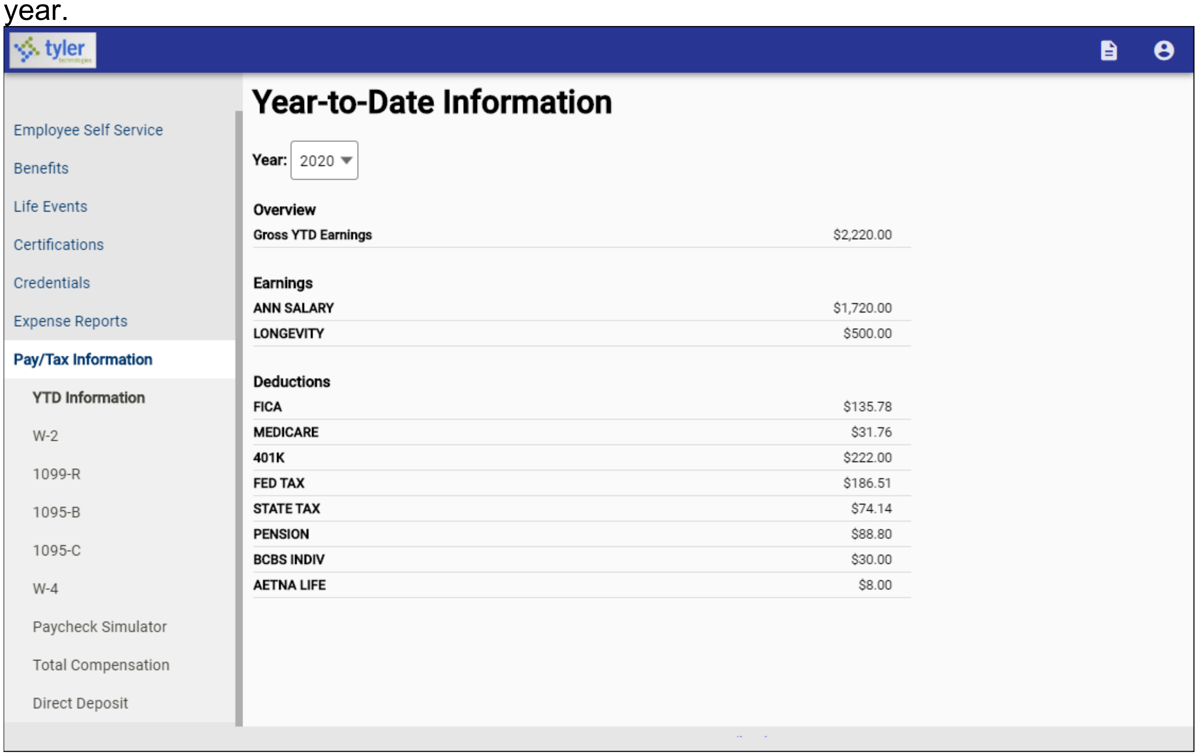


When you click Details, the program displays the Check Detail page, which contains the pay advice information for the check. You cannot modify pay or tax information; it is display only.



YTD Information

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

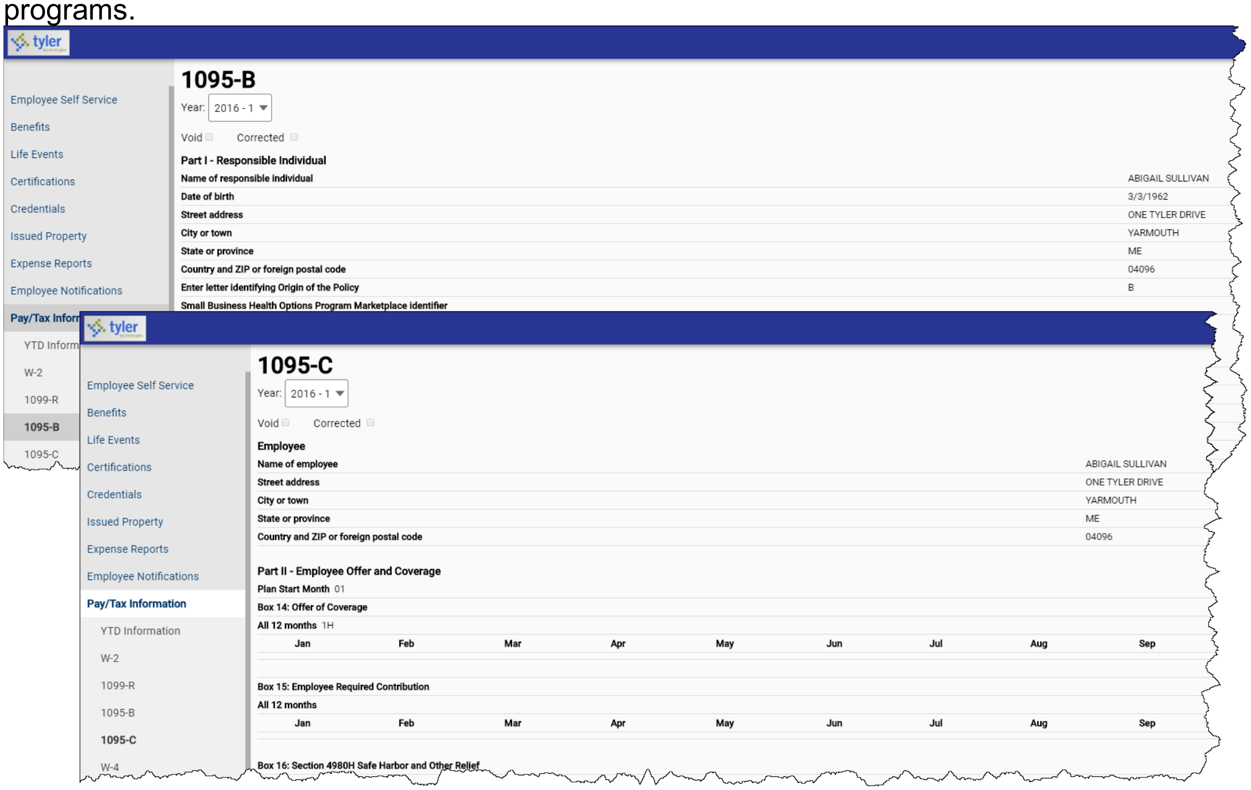


W-2 and 1099-R

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.

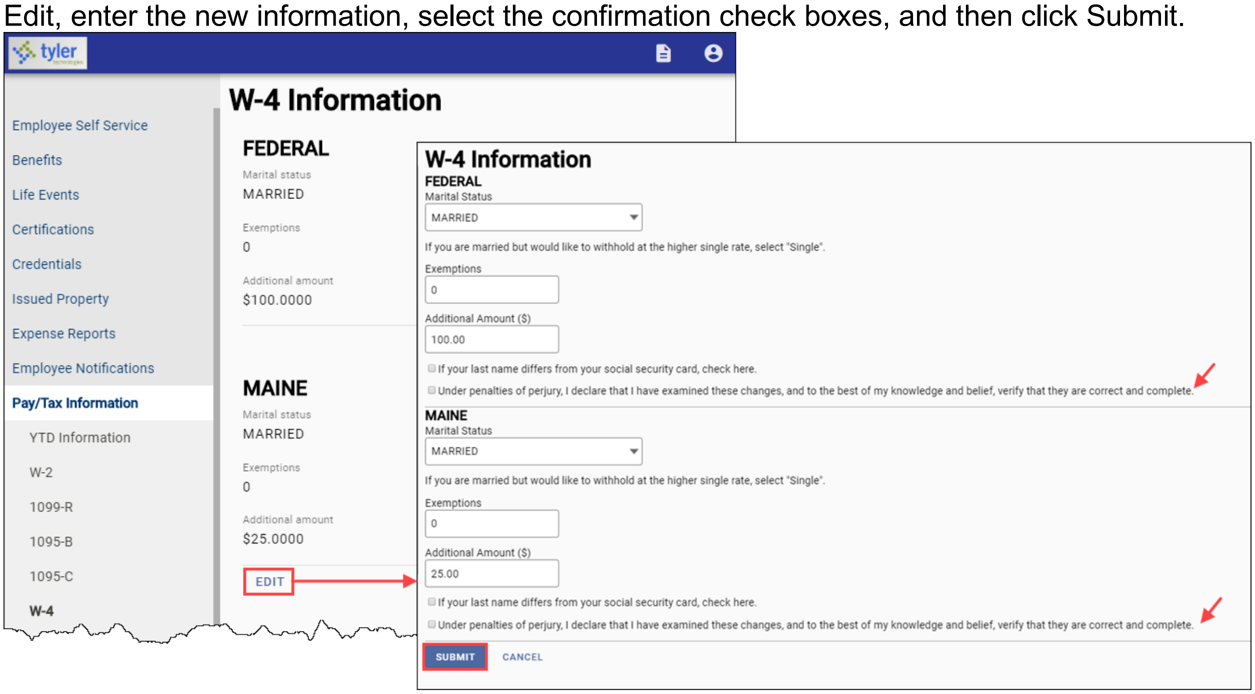
1095-B/C

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.

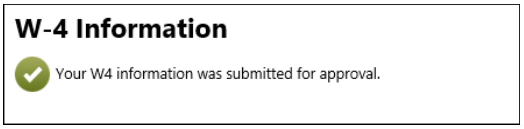


W-4

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.

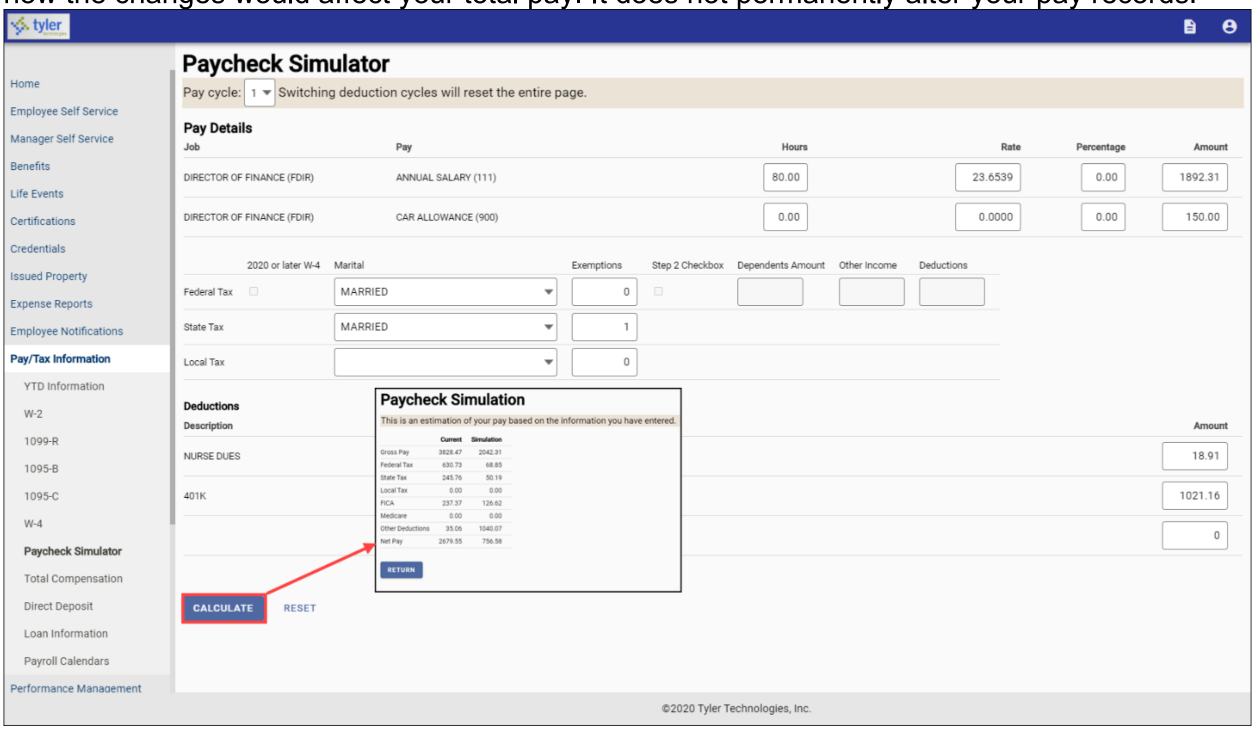


W-4 changes must be approved and processed by your Human Resources department. When you submit changes, ESS displays a confirmation indicating that your change request has been submited for approval.



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.

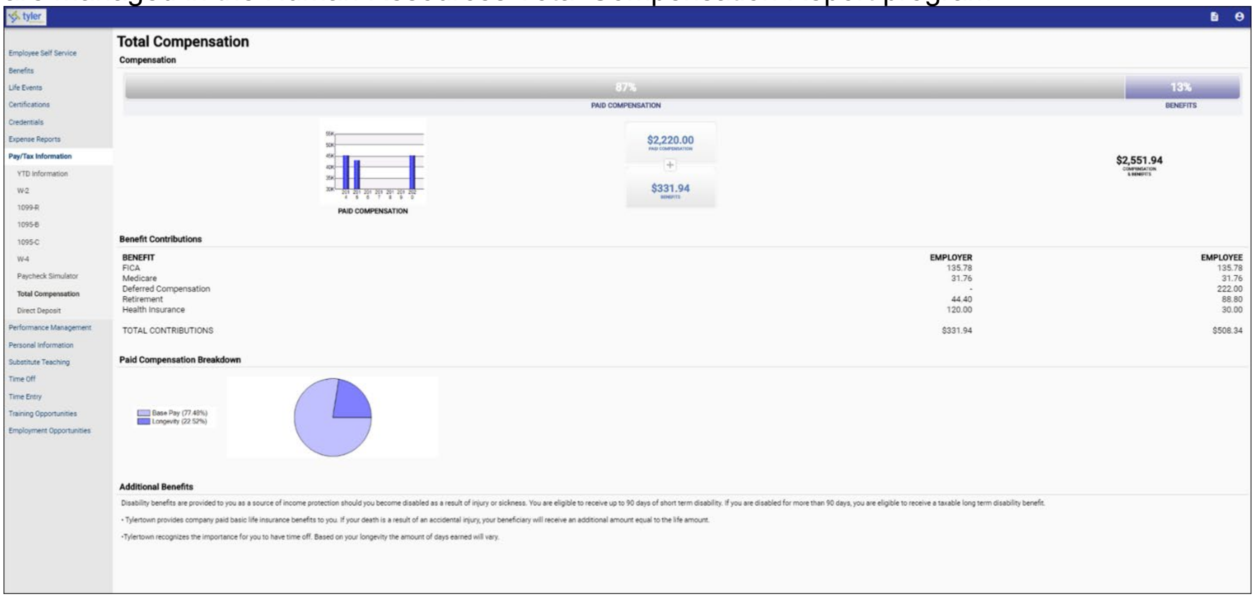


To simulate changes to your paycheck, select the pay cycle for which to simulate a change, enter the change values, and click Calculate. The program displays the updated amounts based on the simulated adjustments.

Total Compensation

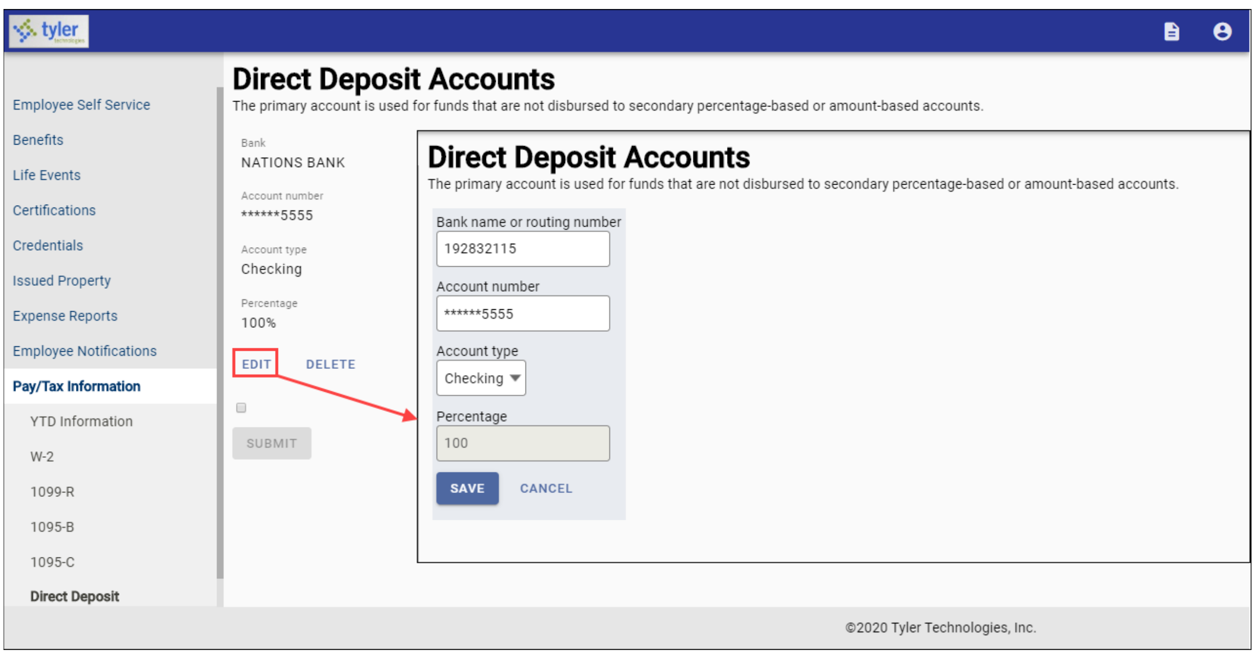
The Total Compensation page displays the details of the compensation you receive from your organization. The Compensation section displays your compensation as paid compensation and benefits. The Benefit Contributions section displays your benefit contributions and your employer’s benefit contributions. 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.



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.



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.

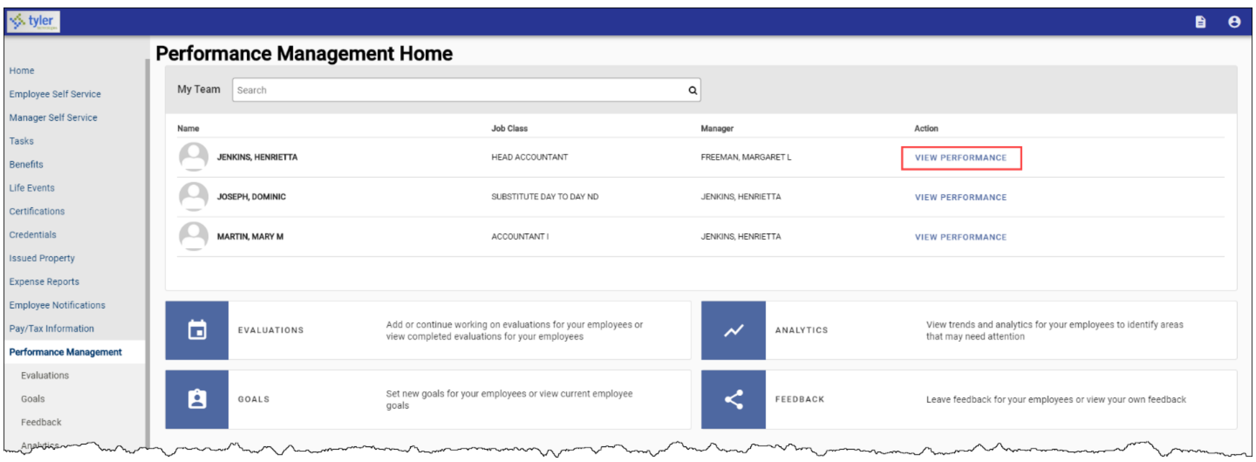
You cannot make additional changes until these changes have been approved.

Performance Management

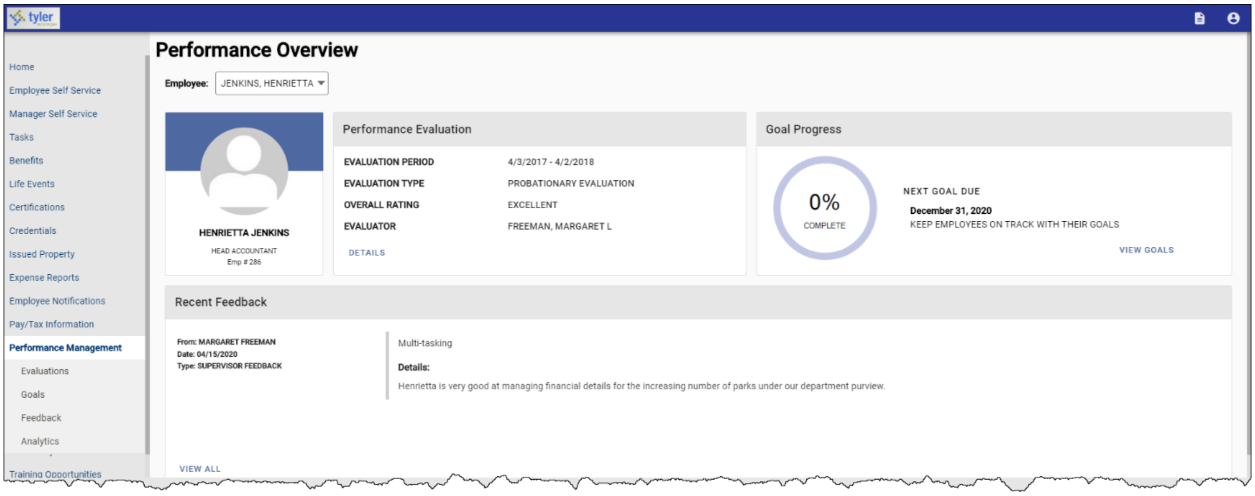
The Performance Management group on the ESS menu provides access to all evaluation functionality, as well as details on established goals and feedback provided by your supervisor or others. You can view evaluations that you have received and given. If you are a supervisor, you can view evaluations that 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.

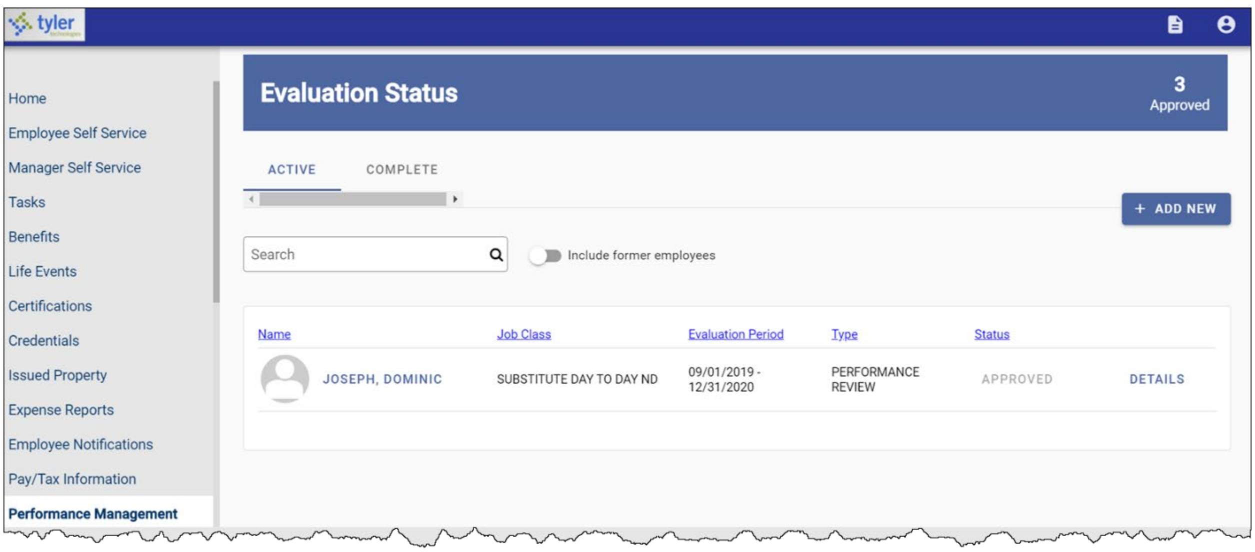
For managers and supervisors, Performance Management opens the Performance Management Home page, which provides an overview of your team and access to evaluations, goals, feedback, and evaluations analytics pages.



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



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.



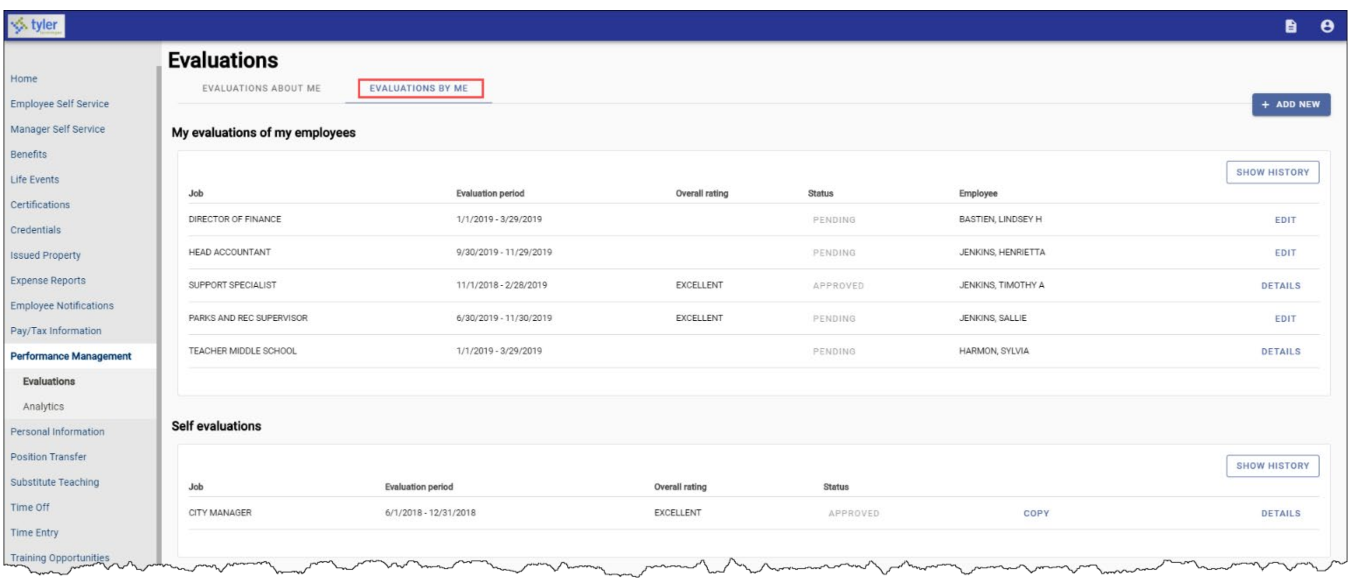
Evaluations

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

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.



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:

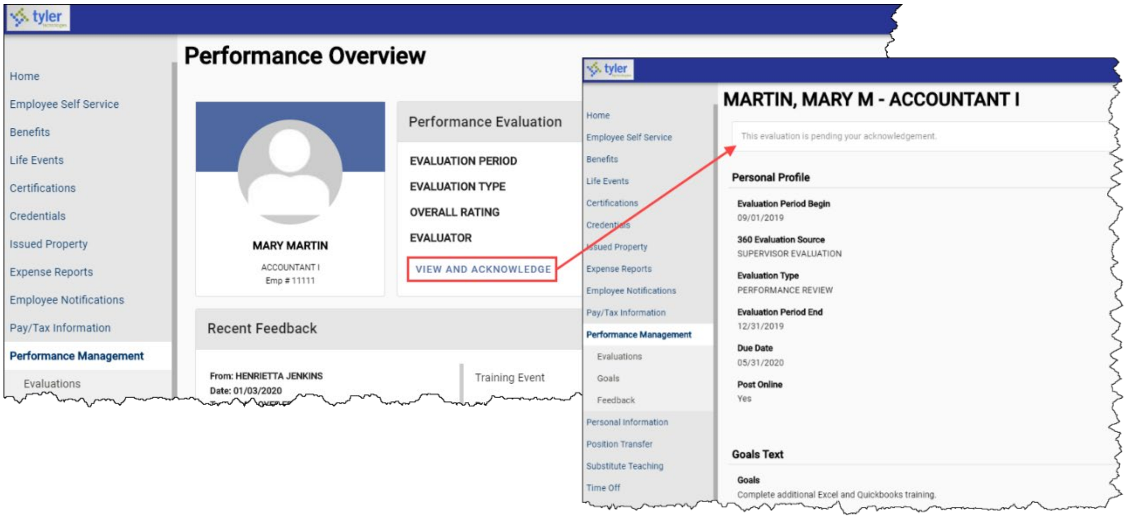
1. Select the name and job class from the available lists, if applicable.

   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.

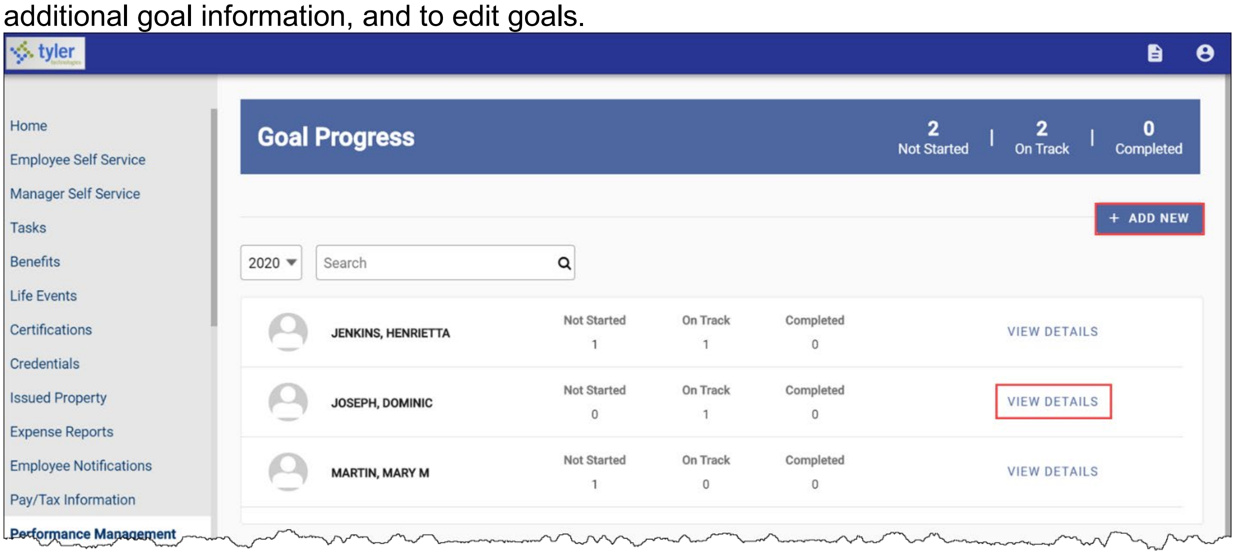
To review an evaluation, click View and Acknowledge to display a review page.



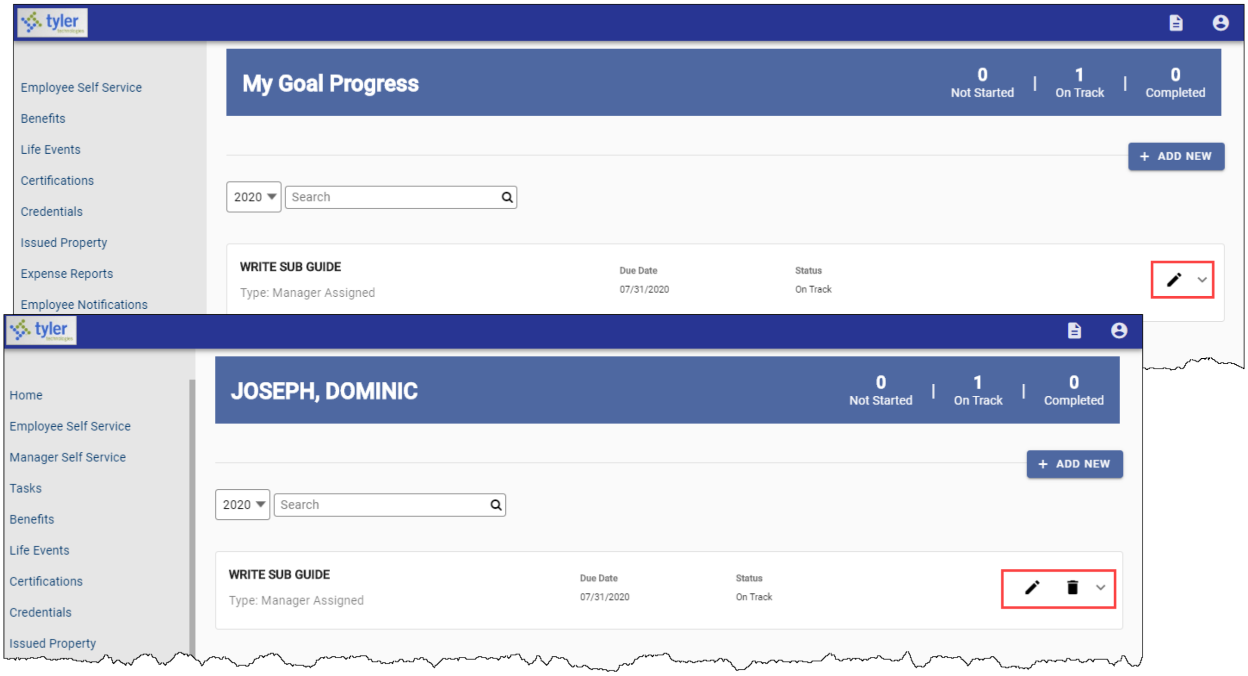
Use the Employee Comments and Acknowledgement box to enter your comments, and then click I Acknowledge This Evaluation to indicate that you have reviewed the evaluation, have had an opportunity to enter comments, and submit the acknowledgement.

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.

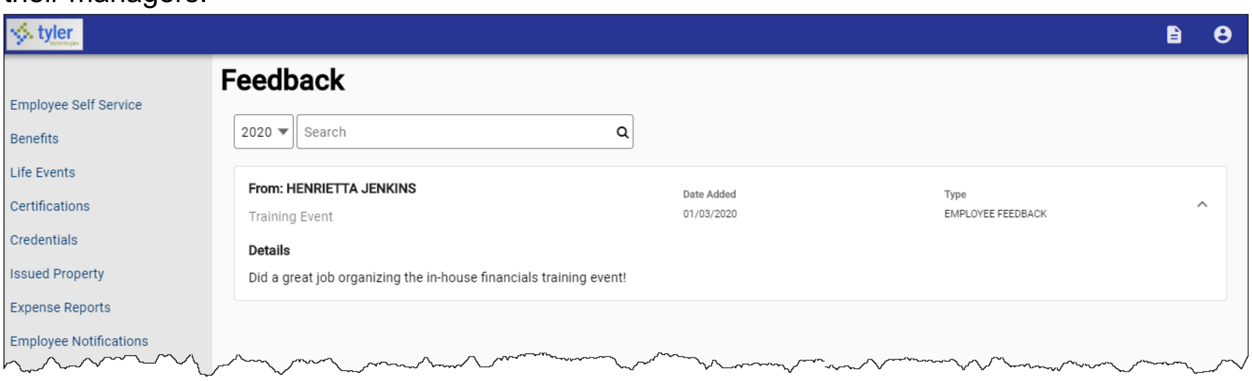


Both employees and managers can edit goals, but employees cannot delete goals added by their manager.

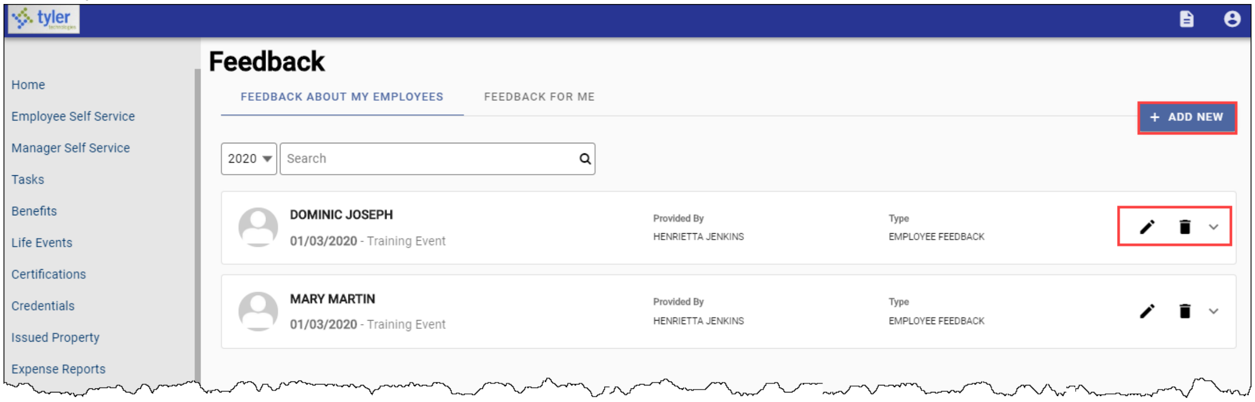


Feedback

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



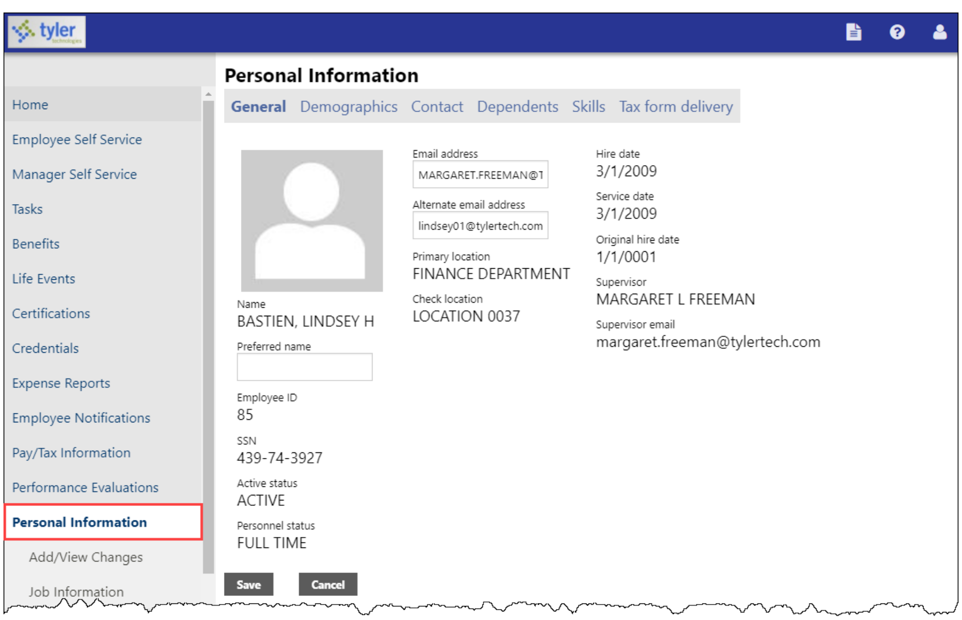
When logged in as a manager, the Feedback page provides a view of feedback managers have provided for their employees as well as feedback on the manager provided by others in the organization. Managers can add employee feedback with the Add New button and can edit or delete feedback details using the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



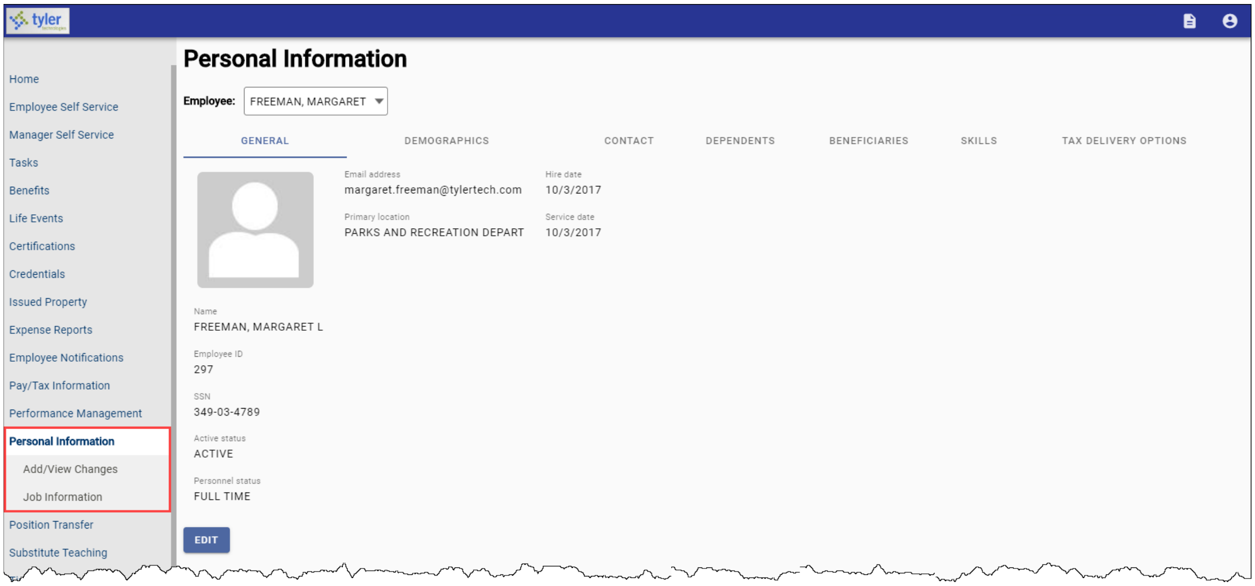
Feedback is separate from evaluations but can be associated with an evaluation or a specific competency. Only feedback that is created during the evaluation period can be connected to an evaluation.

Personal Information

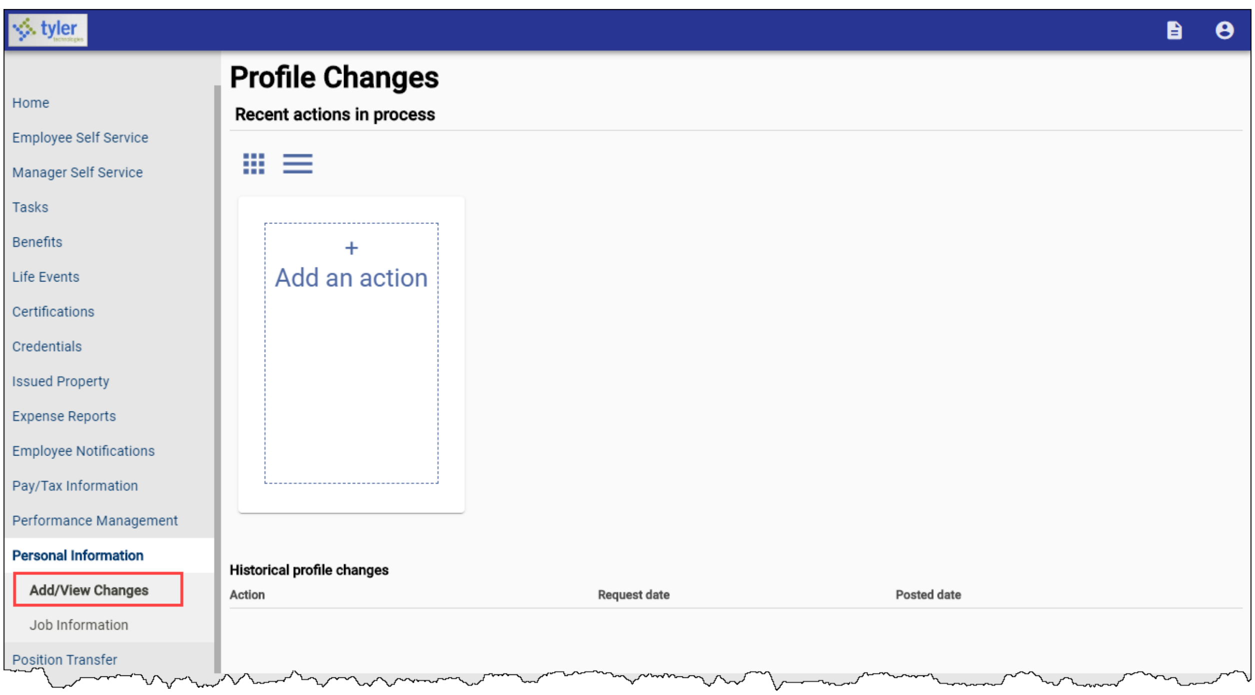
When you click Personal Information on the menu, ESS displays your personal information as it is stored in Payroll Employee Master, and, if allowed by your organization, provides opportunities to update the information directly from ESS. Click the Edit link from each tab: General, Demographics, Contact, 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.



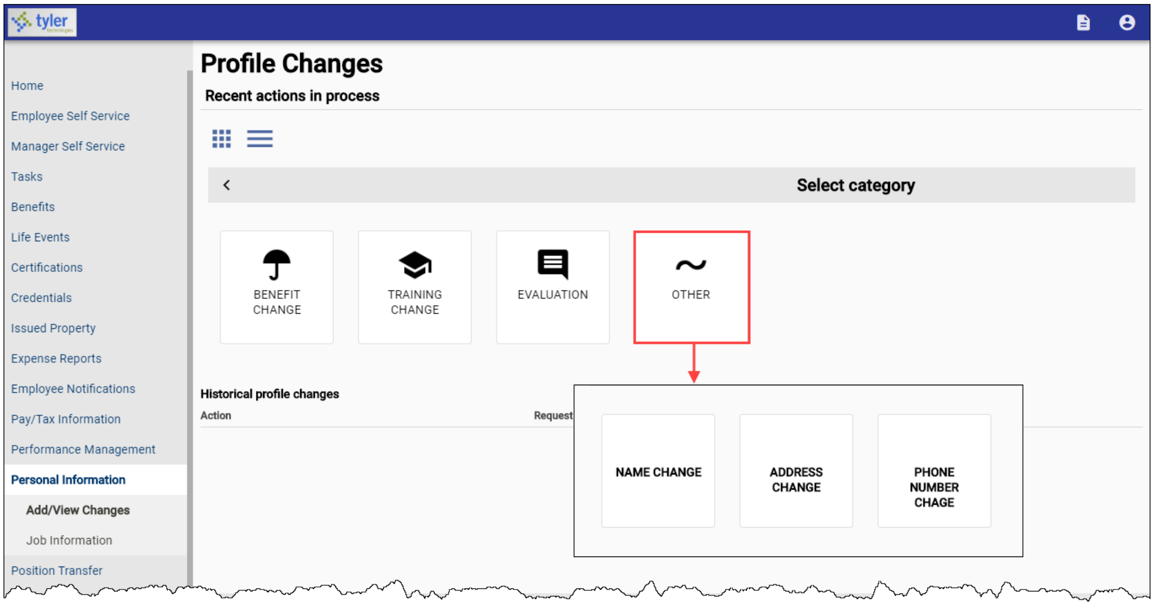
For those sections that provide a Change or Add option, you can update or add additional information. When you do update or add information, the updates are transferred to the appropriate programs in Enterprise ERP.



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.

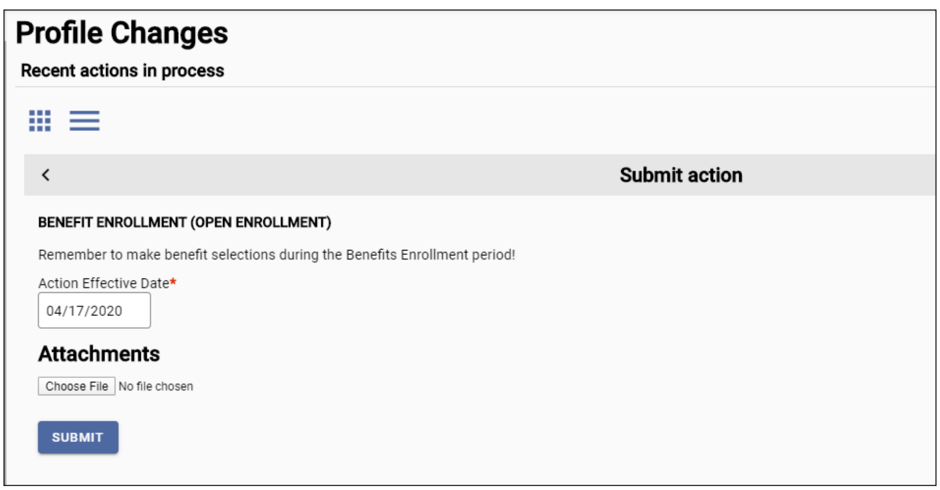


When you select Add an Action, you can choose a category from the available action types by clicking on the action button.



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.

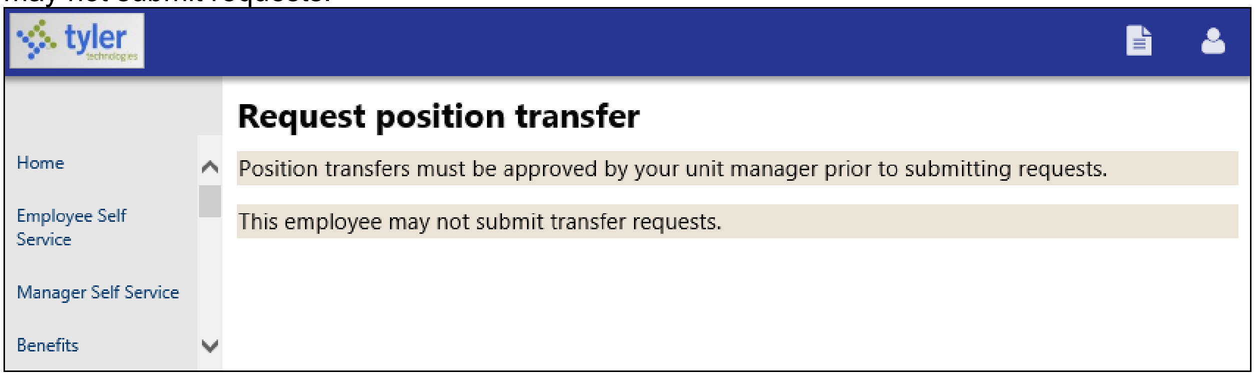
Change items are supported by ESS templates that are maintained in the Action Entry Templates program in Enterprise ERP. This program defines the actions and fields that are available for update. When you complete a change action in ESS, the Employee Initiated check box in the Human Resources Personnel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



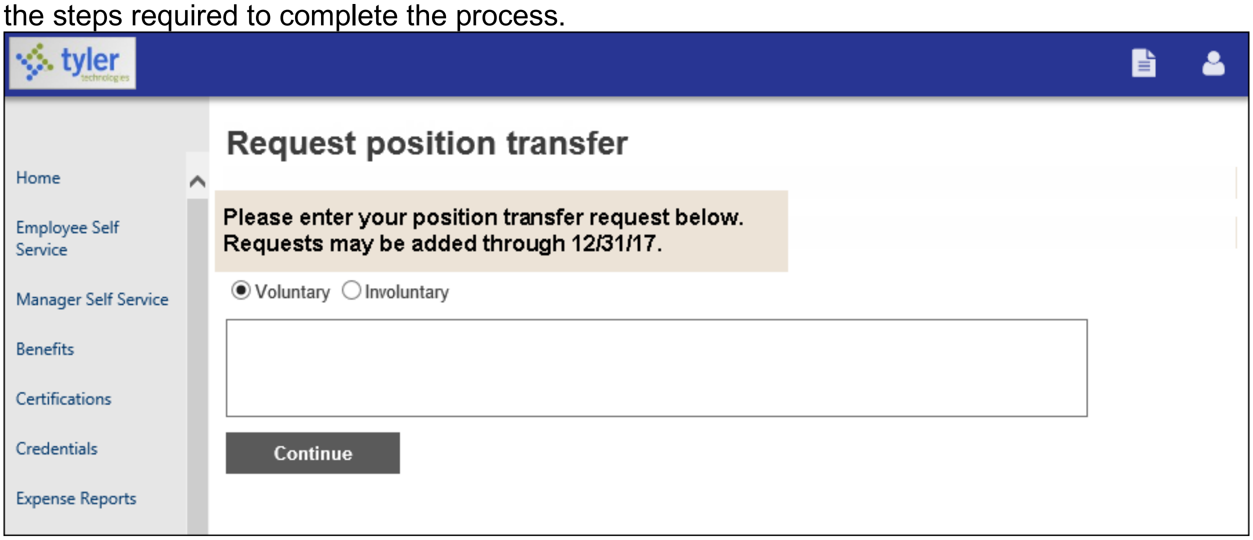
Position Transfer

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.



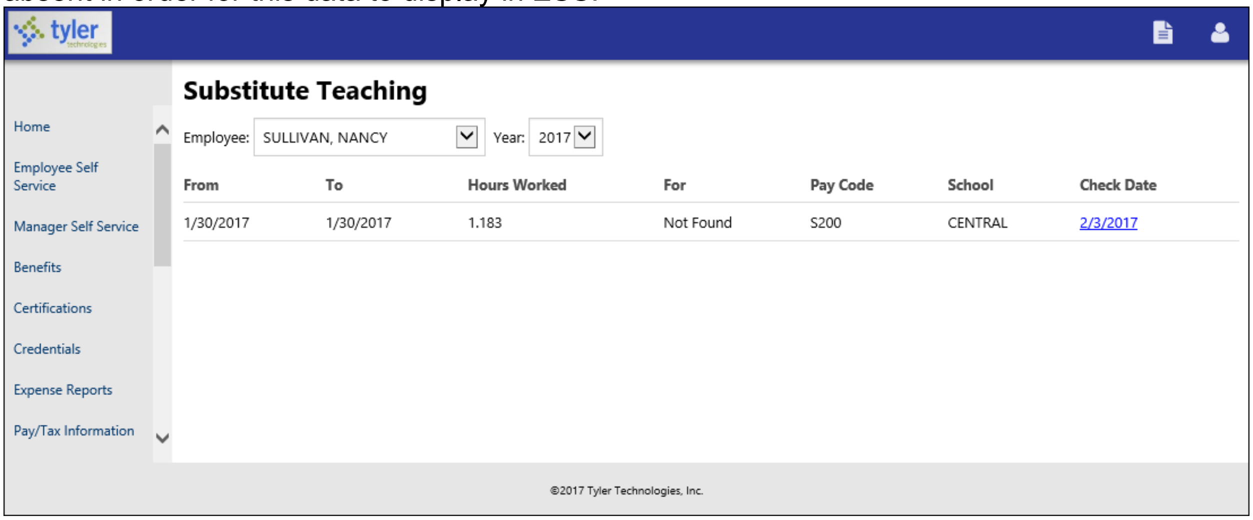
If Position Transfer is set up for your organization, the program provides a series of screens of the steps required to complete the process.



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.



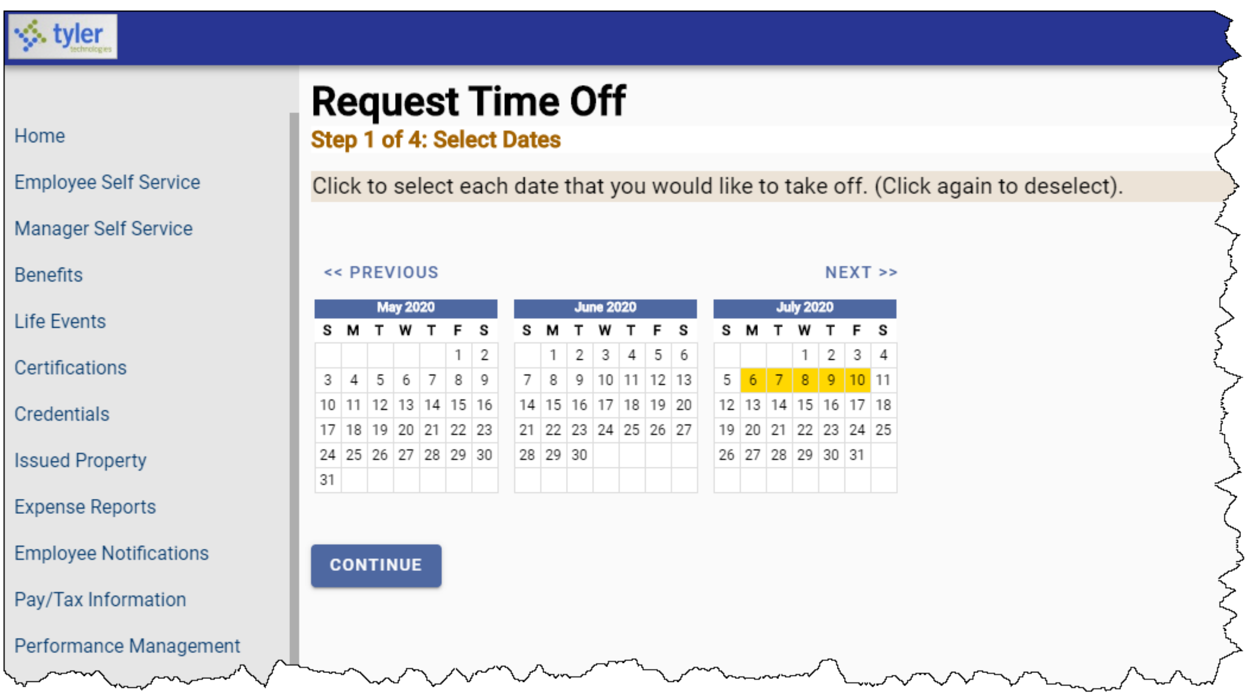
Time Off

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.

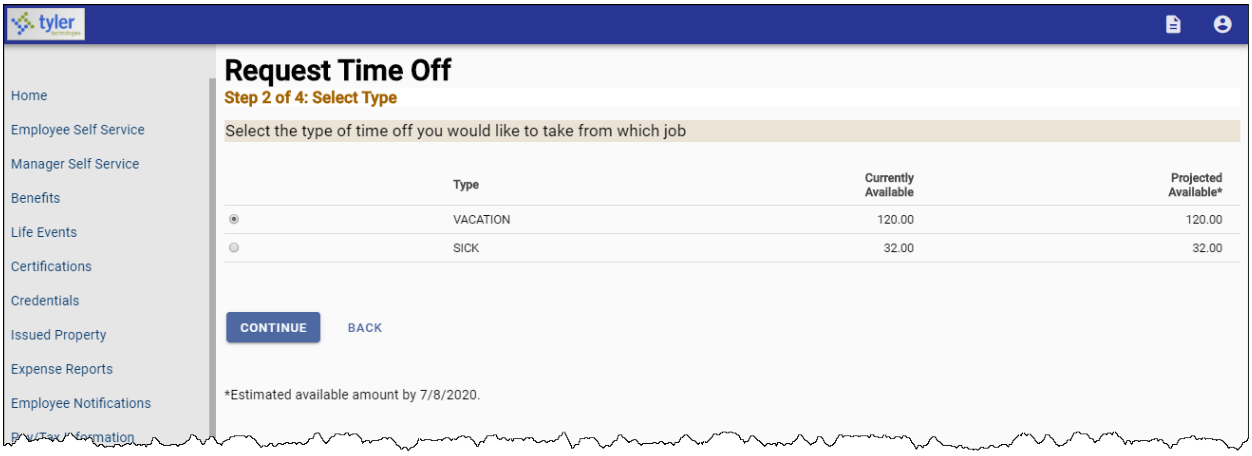
Requesting Time Off

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.

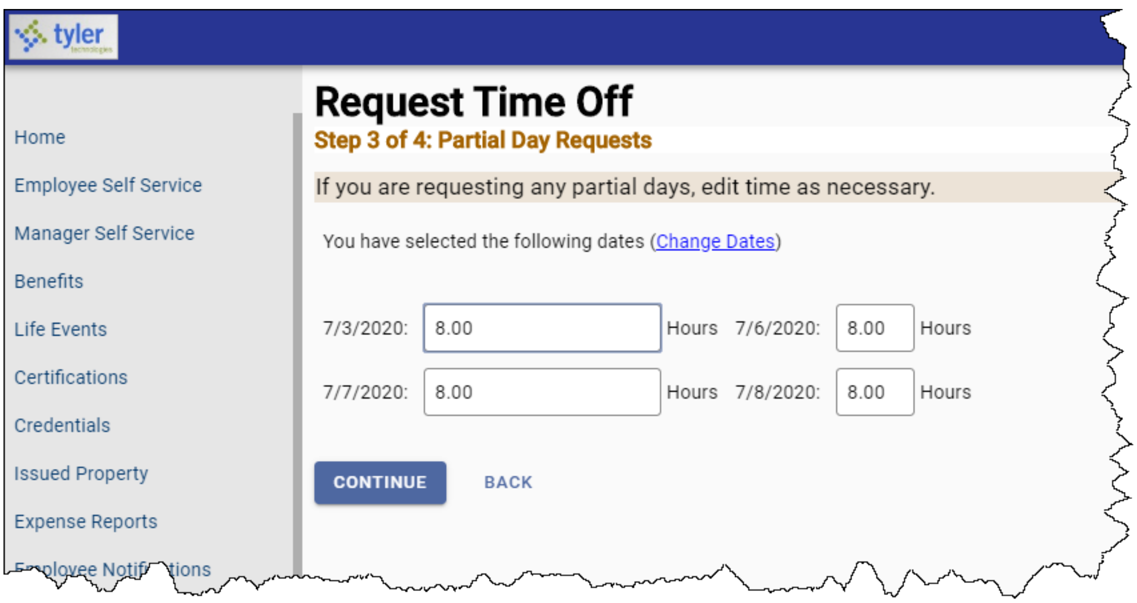


3. Select the type of time-off you are requesting.
   The program displays only the types of time-off that are available. For example, if you only have vacation time available, the program only displays the vacation option; if you have vacation time and personal time available, the program displays an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

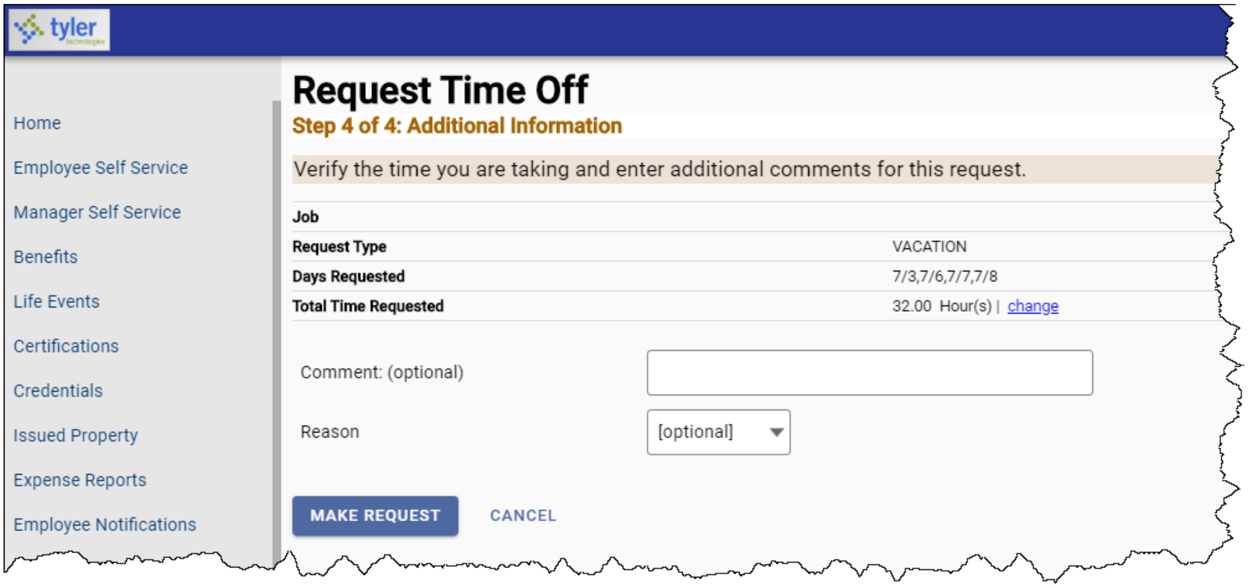


4. Click Continue.

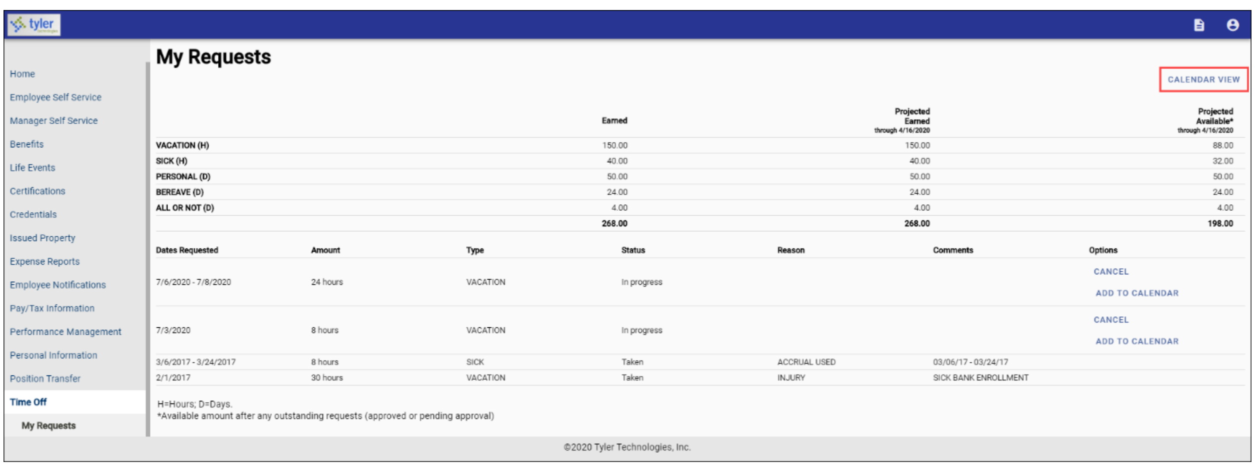
You can edit the time off request to partial days by changing the number of hours on the necessary requested dates.



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.



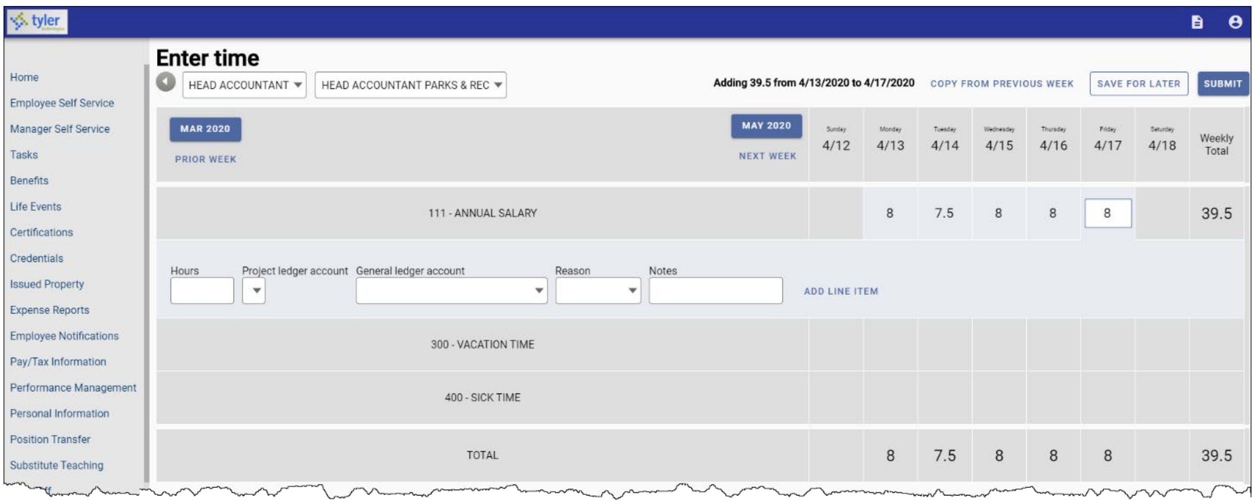
Click the Calendar View option to view your current time-off in a calendar format.

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.



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.

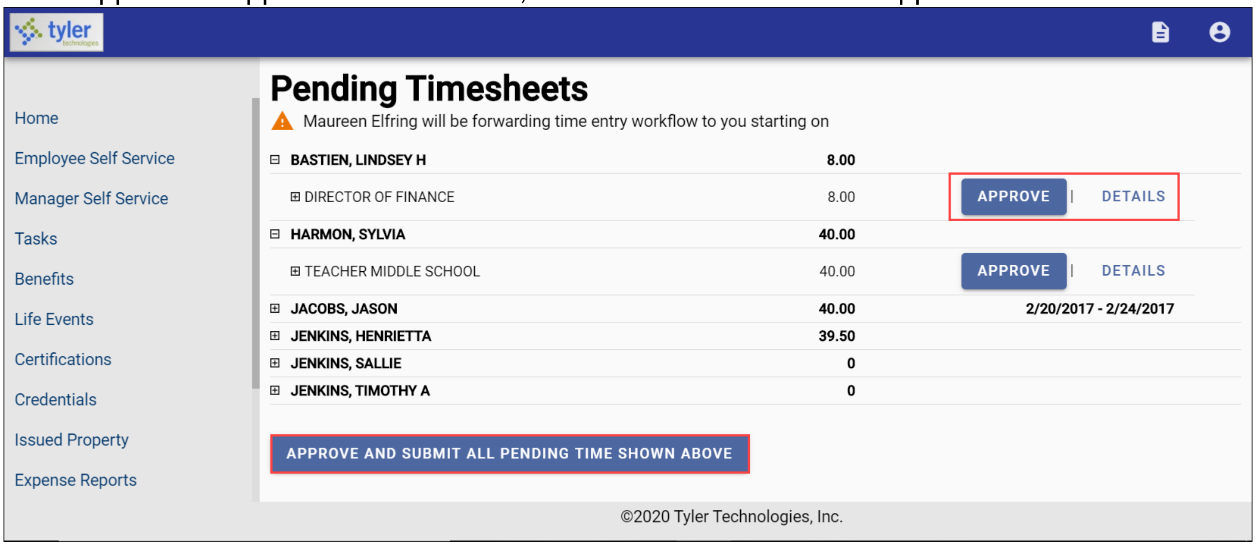
Click Copy from Previous Week to copy the time sheet entered for the previous week. The function copies any line entries that you have used to specify notes, general ledger accounts, or project accounts.

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.

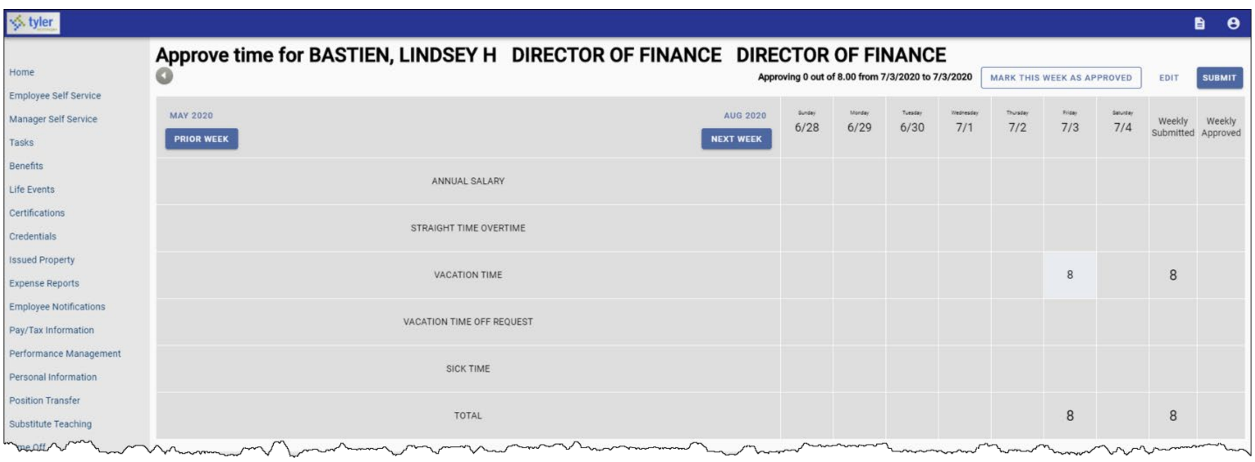
If your organization has not configured workflow, time sheet entries are automatically approved. Otherwise, time sheets require the approval of a supervisor.

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.

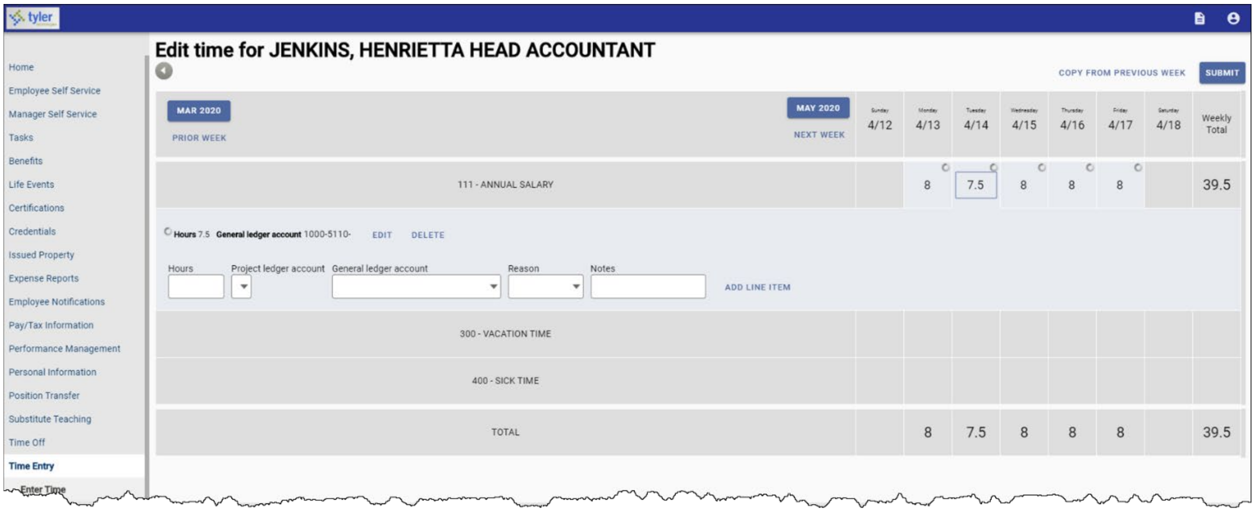
Click Approve to approve the timesheet; click Details to review and approve individual time.



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



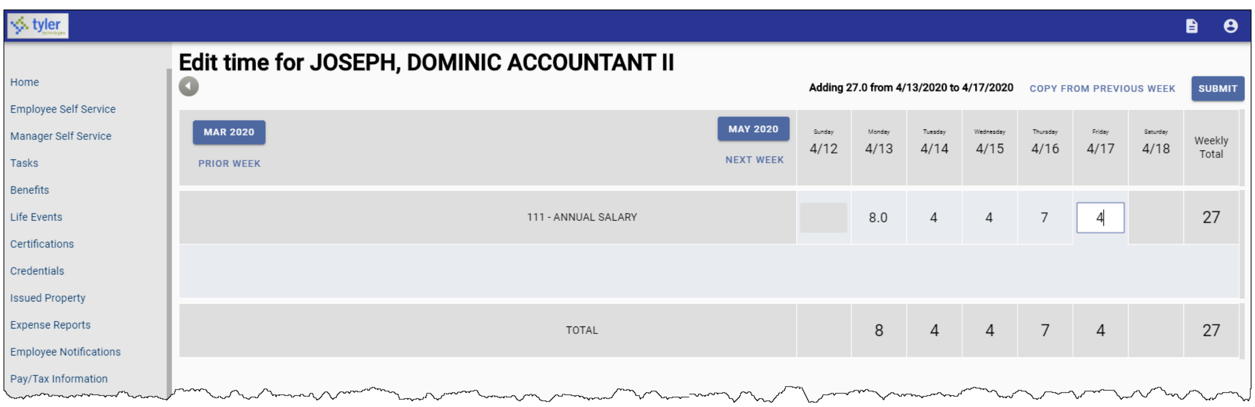
To respond to an individual item on the time sheet, click the item to display workflow options.



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.



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.

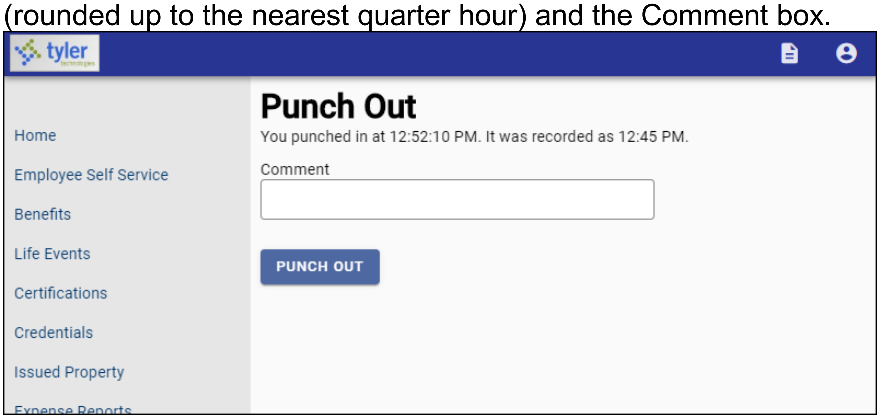
Punch-In/Punch-Out

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.

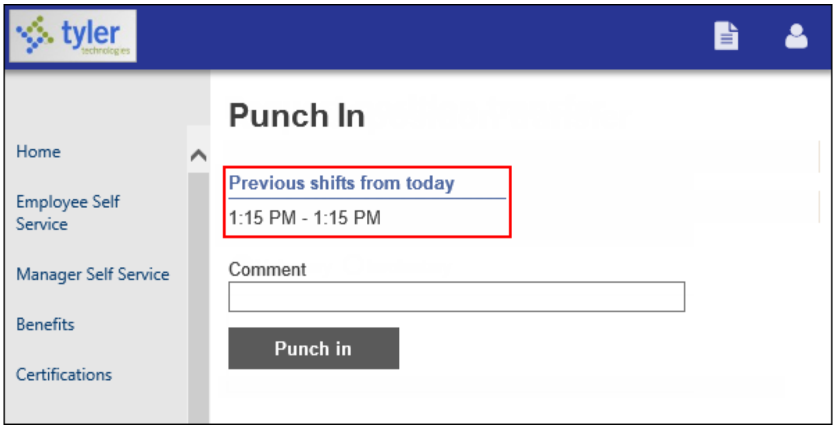
Use the Comment box to provide brief explanations for work interruptions or other circumstances. Comments are optional. Click Punch In to punch the time clock. The program displays your punch-in information and the ESS menu option changes to Punch Out.

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.

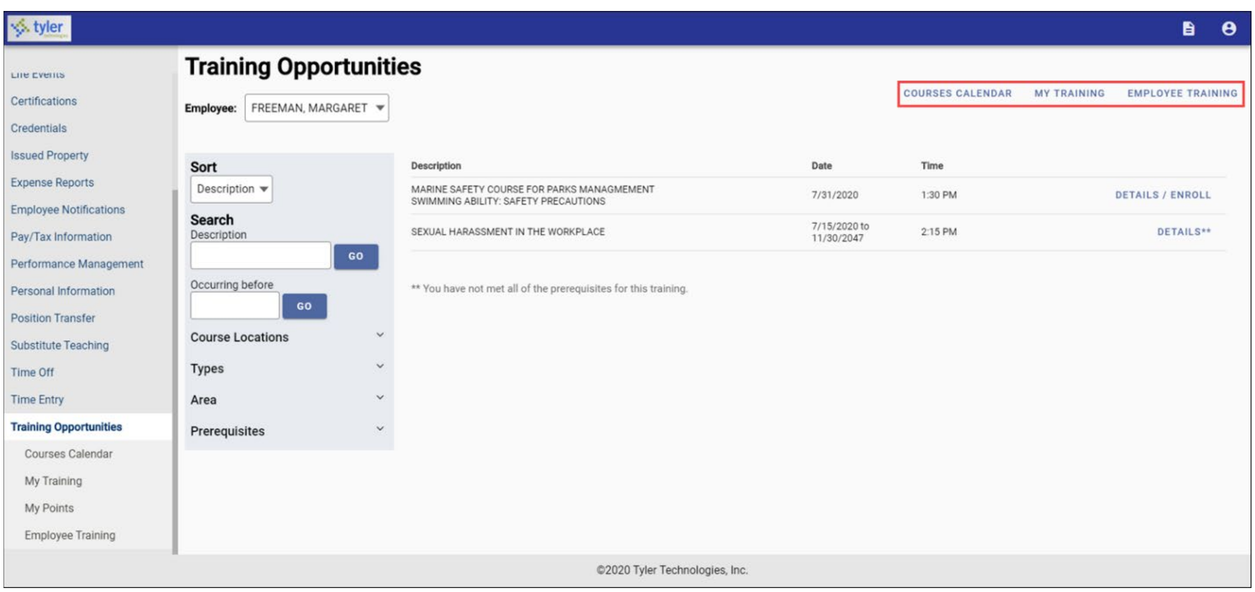


Training Opportunities

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

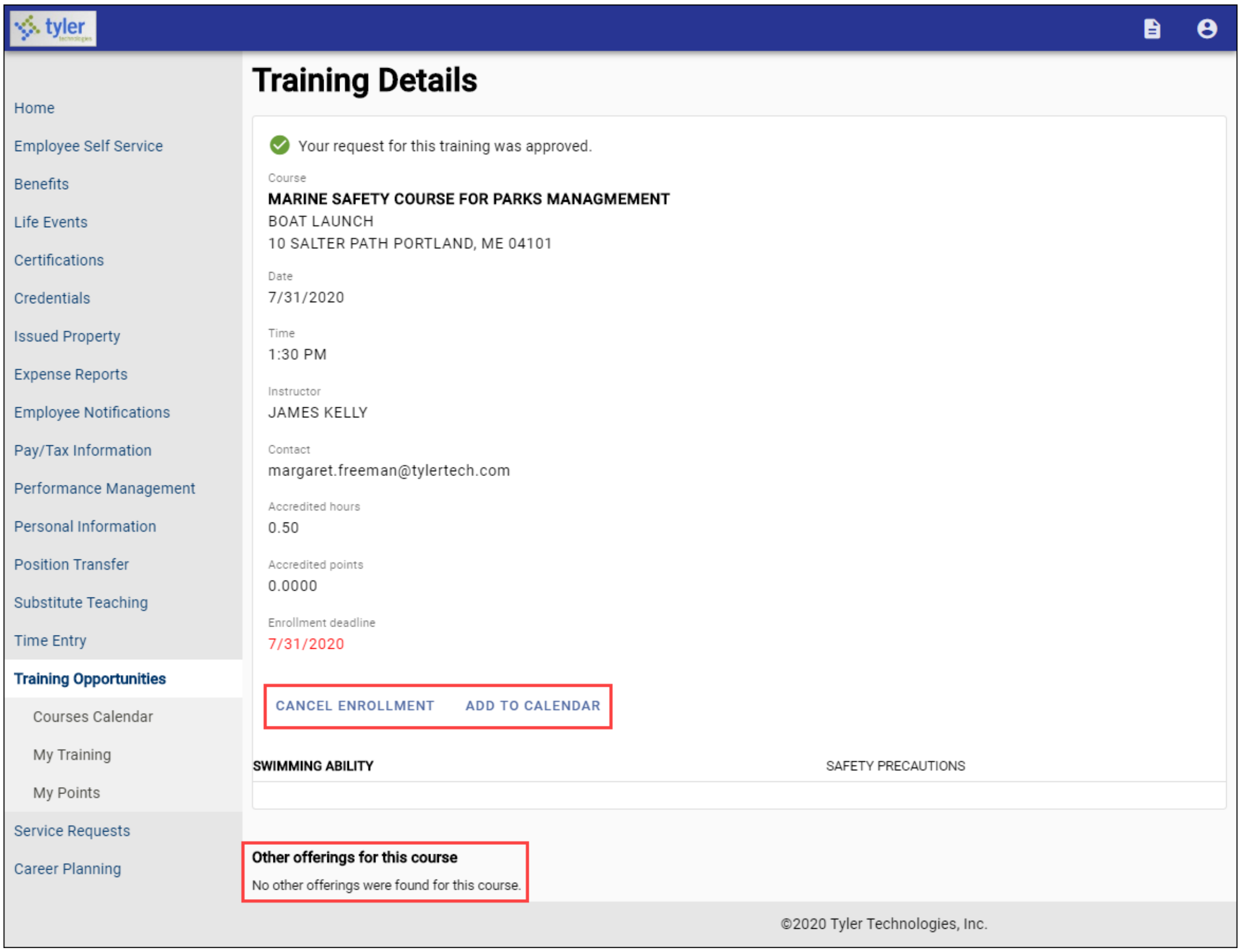
The Training Opportunities default page includes all training that is available to you. Training may be restricted to locations, job classes, or groups; in this case, only the tabs for which you have permissions display on the page. Use the Sort and Search fields to narrow the available courses. You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



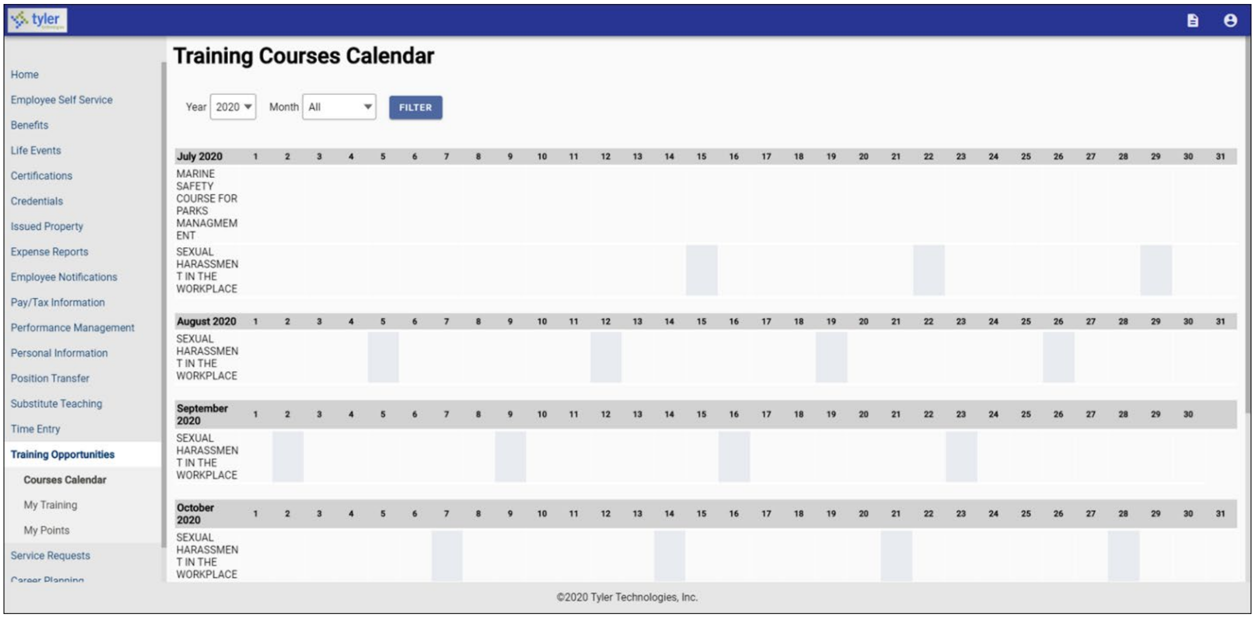
If you are enrolled in a course, the Details link directs you to the Training Details page. Otherwise, click Details/Enroll to display the Training Details page for that course. Use this page to view additional details and to enroll.

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.



Courses Calendar

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

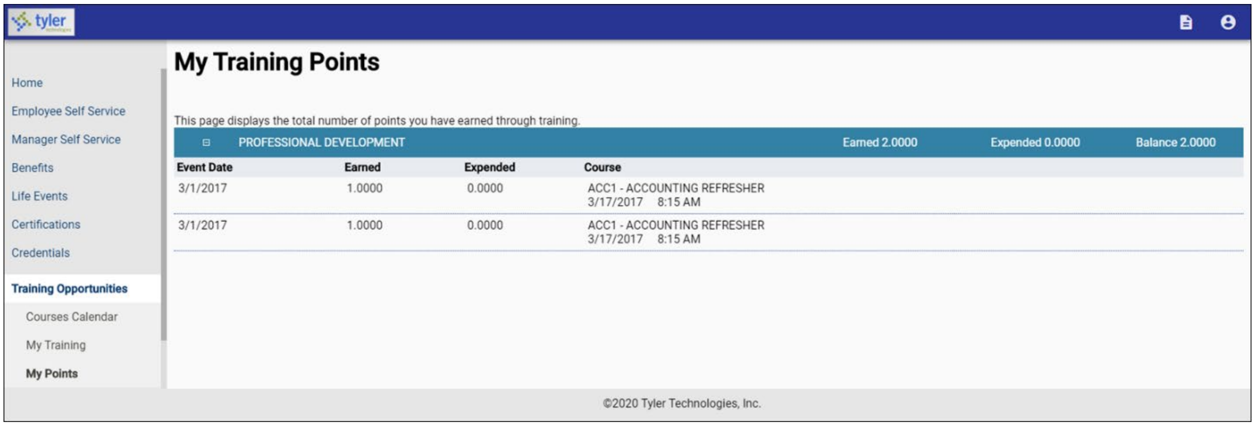


My Training

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 Points

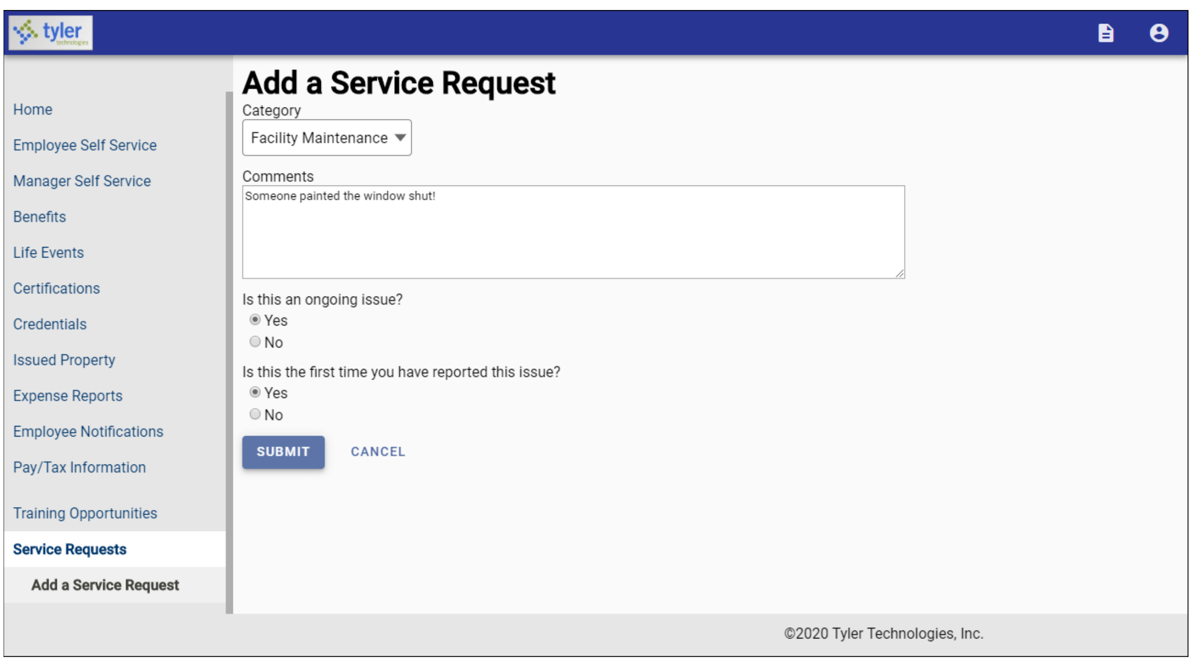
My Points is available in the Training Opportunities group on the ESS menu if your organization uses points to track training courses for professional development. Select this option to display the My Training Points page.



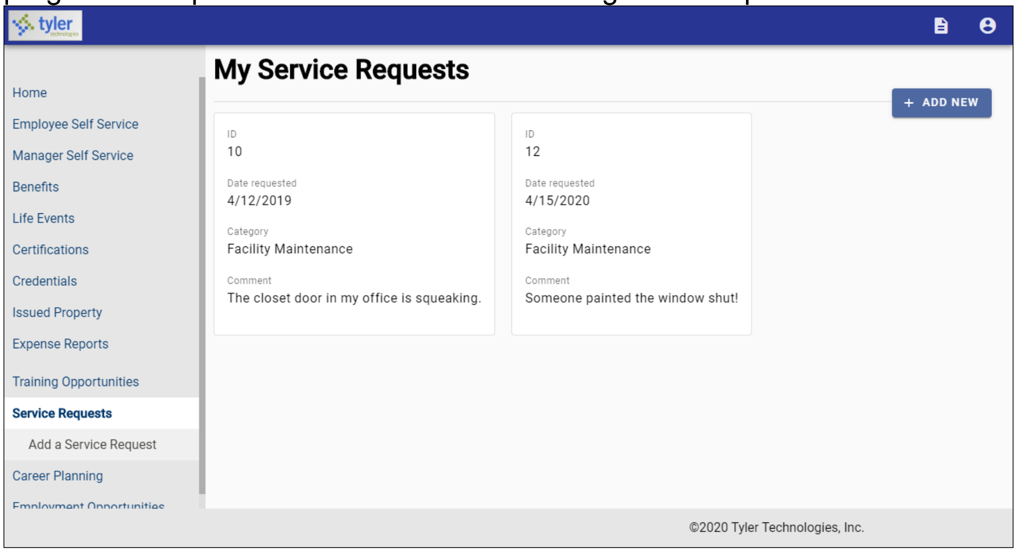
The My Training Points page displays previously completed courses organized by points type. In addition, it displays points earned, points expended, and the resulting points balance.

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.



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.

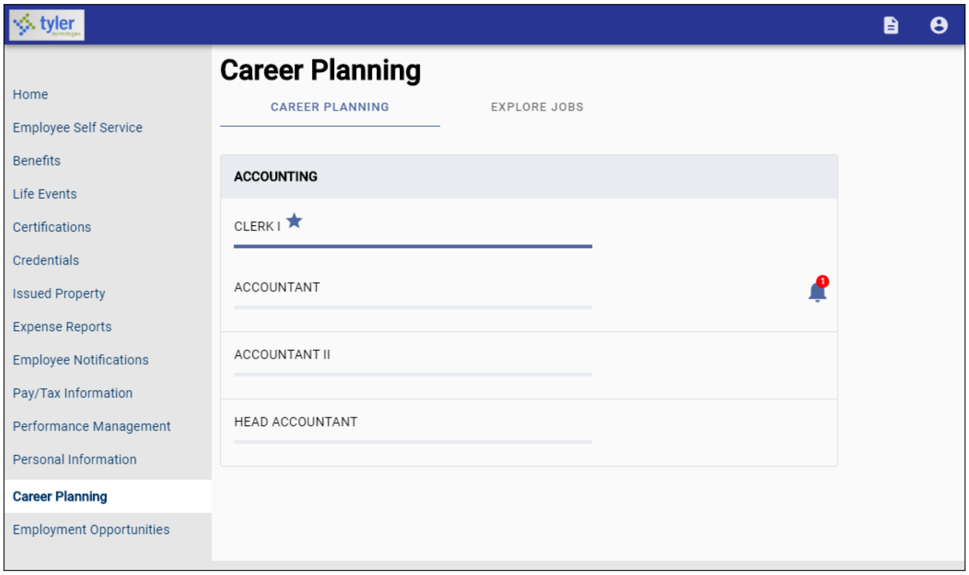


Training (Guest)

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.

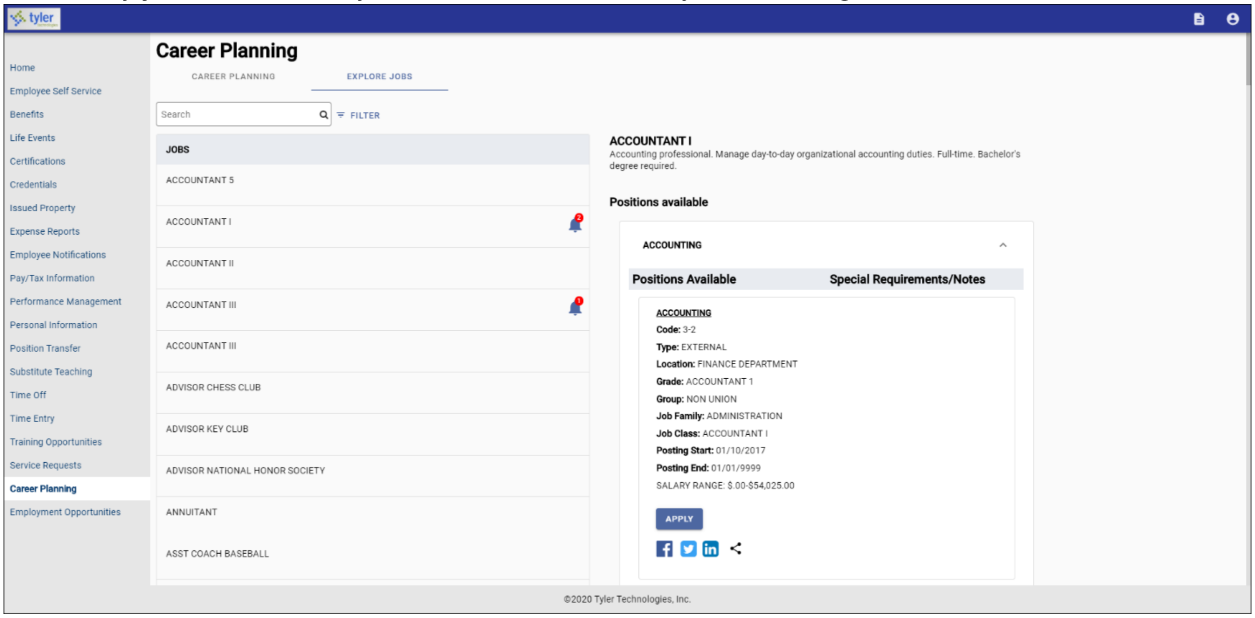
Career Planning

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.



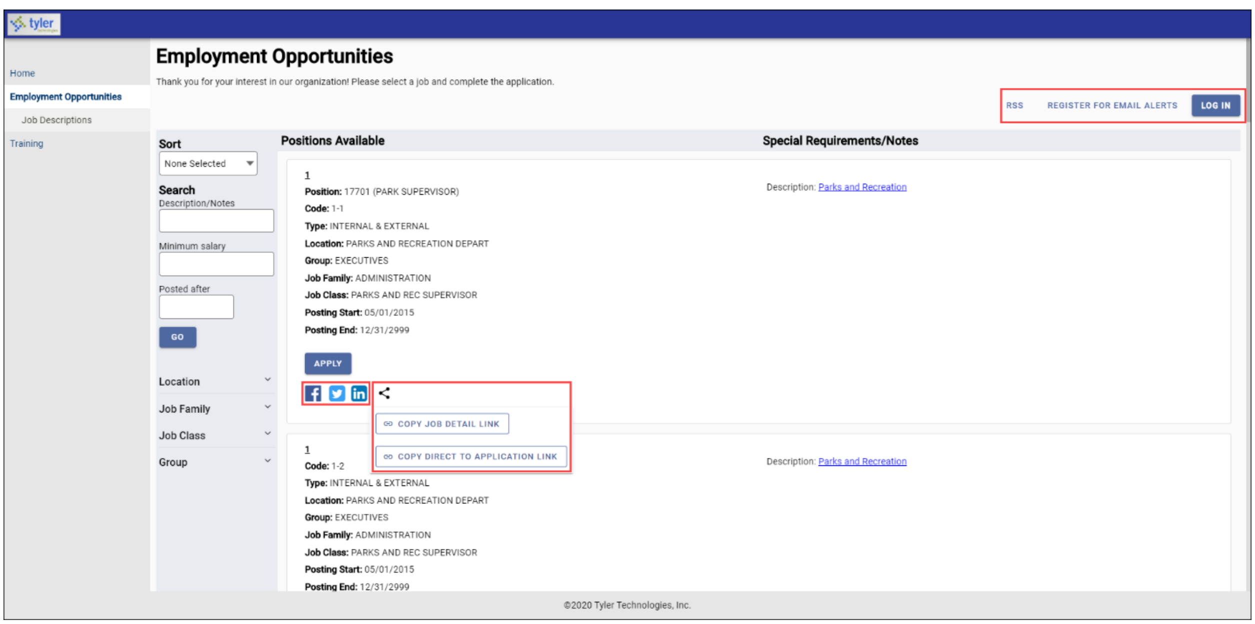
The program displays a Notification icon beside current job openings in your career track. Your current position is starred. You can also view whether you have met employer-established steps for career progression, such as training, certification, skills, or educational requirements, by employee-specified due dates. If your certifications have expired, or a missing certification "grace" period has been generated though 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.



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.

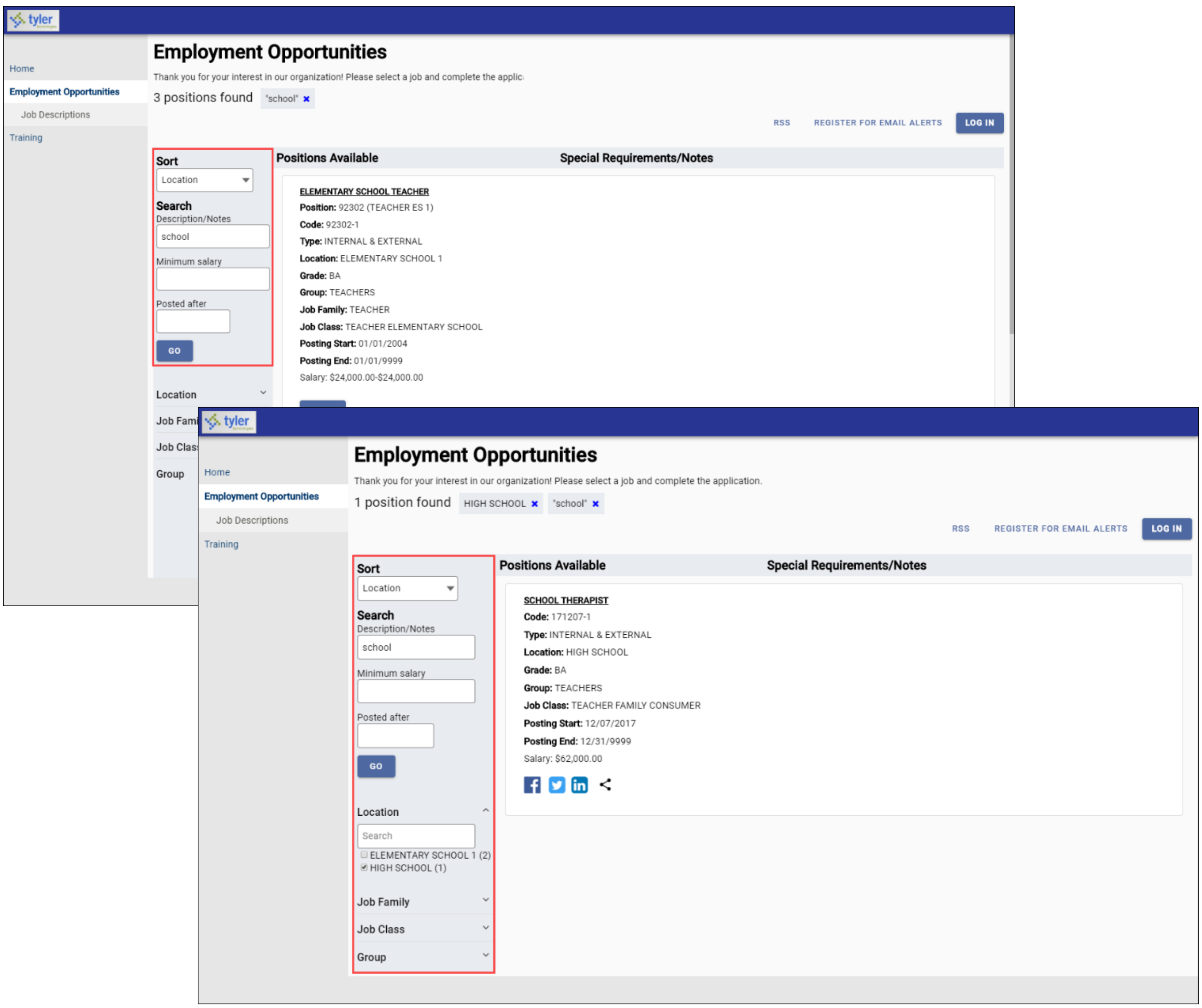


Employment Opportunities provides job openings for your organization. Using this feature, job applicants can view available jobs and apply for one or more jobs directly from the Employment Opportunities page. Your organization builds job applications using the Self Service Application program within 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.

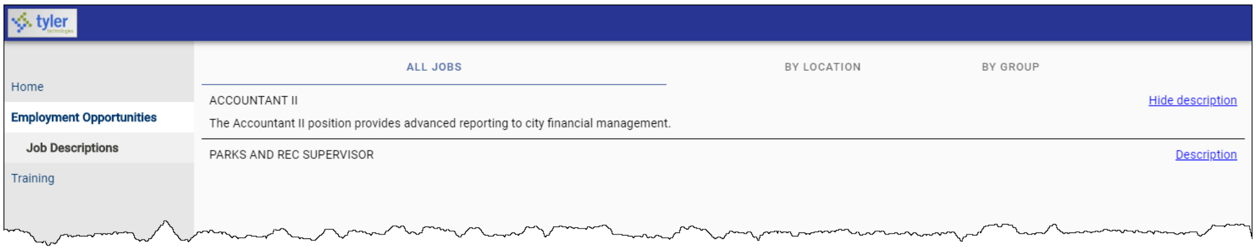
In addition to applying for positions, applicants can request to receive regular updates for job openings according to job categories, and they can share the job openings to social media, using direct links from the posting. Use the Share icon to access direct links to the specific job posting details 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.

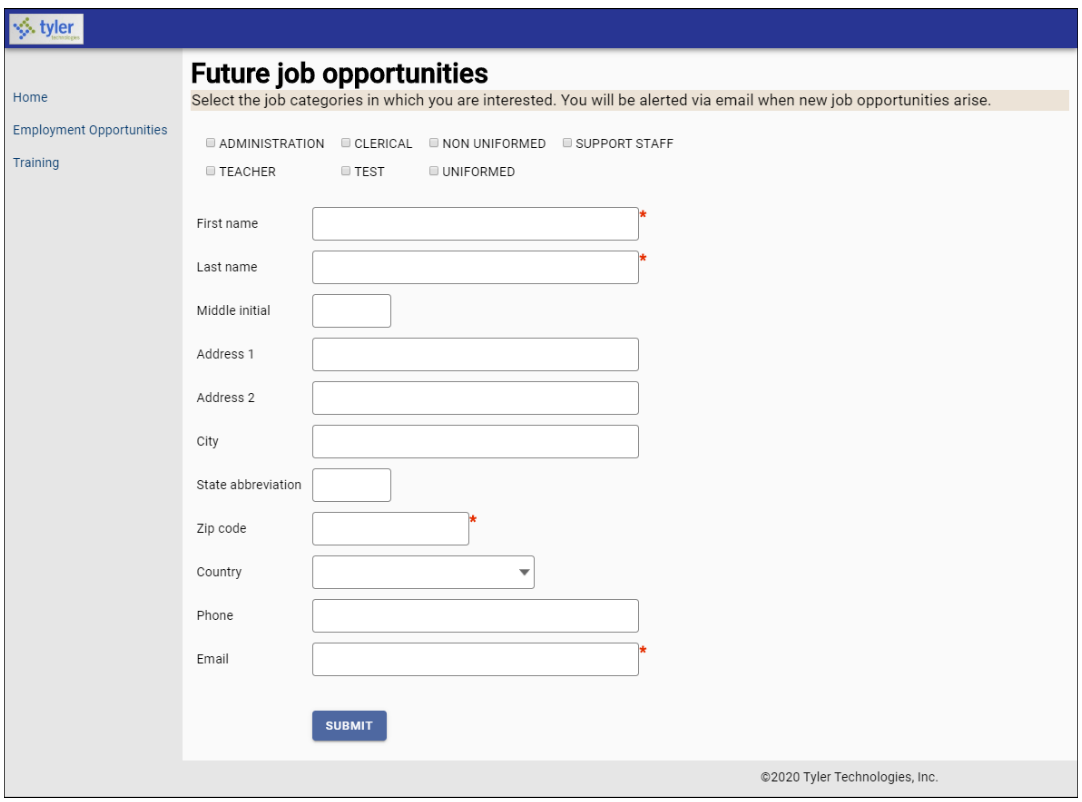


Applicants can further refine their search for positions within the Sort and Search returns by use of the drop down menus for Location, Job Family, Job Class, and Group. Each menu displays the available positions that meet the search criteria. Selecting the check box beside the desired option under the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

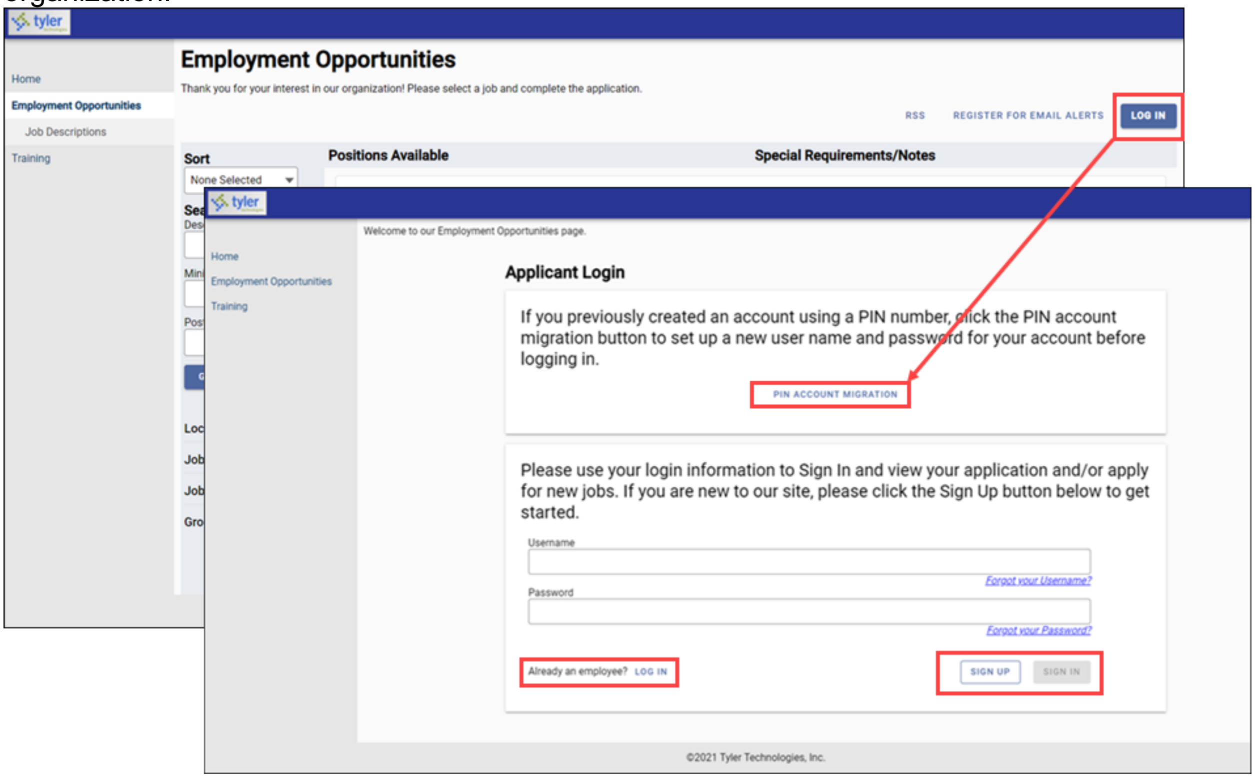


New applicants who want to receive notifications of future job opportunities can use the Register for Email Alerts option on the main page to submit an interest card. Required fields are marked with a red asterisk.



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.



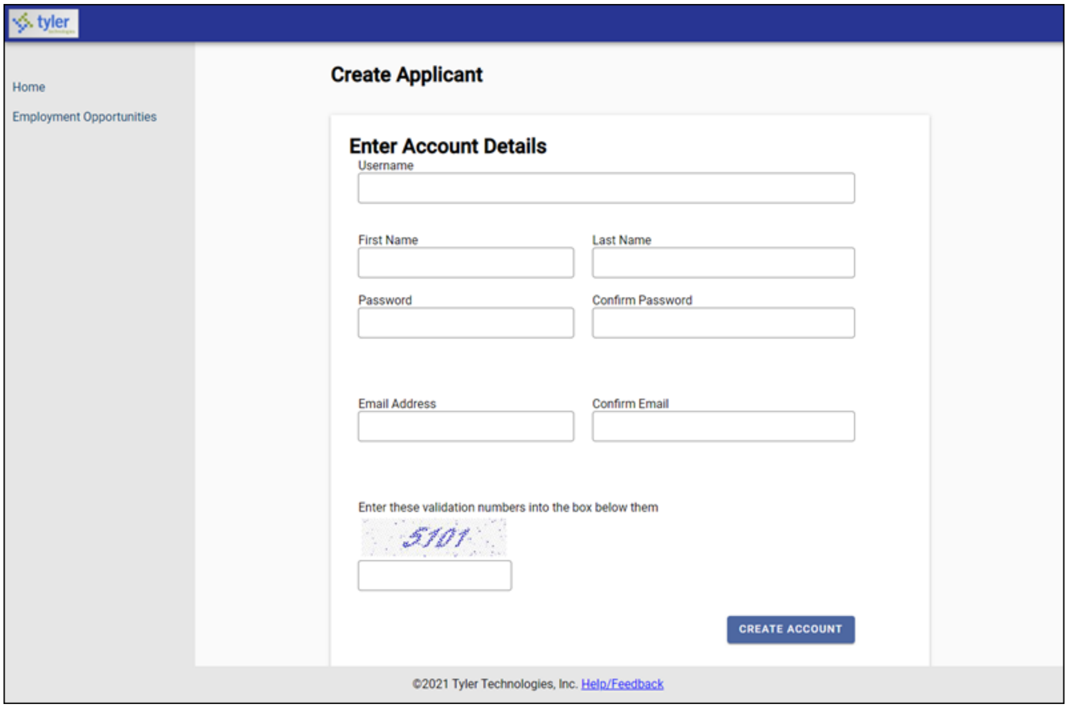
Applicants who had previously created an account using a PIN number can click PIN Account Migration to set up a new username and password to log in to their existing account.

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.

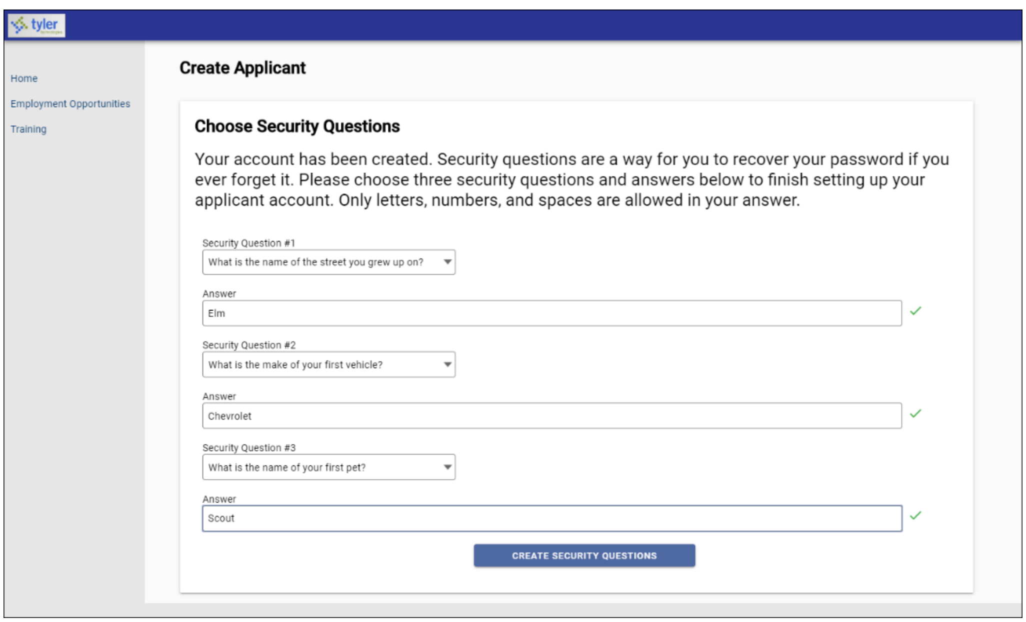
If the applicant is already an employee of the organization, the Log In option will prompt them for their employee username and password to create an applicant account.

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.

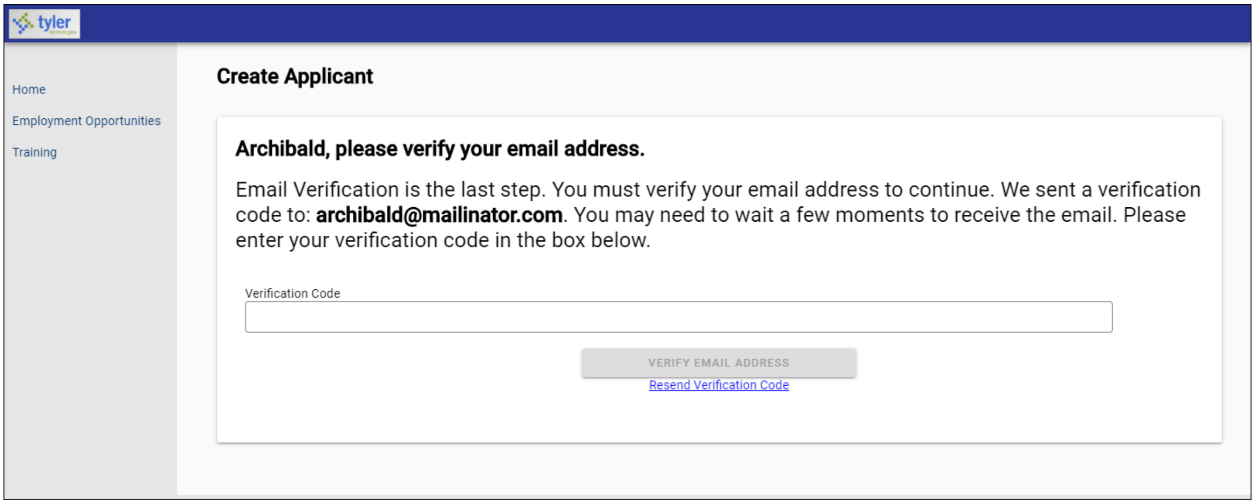
First time applicants will create a username and password that they will use to access their account. An email containing the account username will be sent to the email address entered on the account.



The 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.



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.

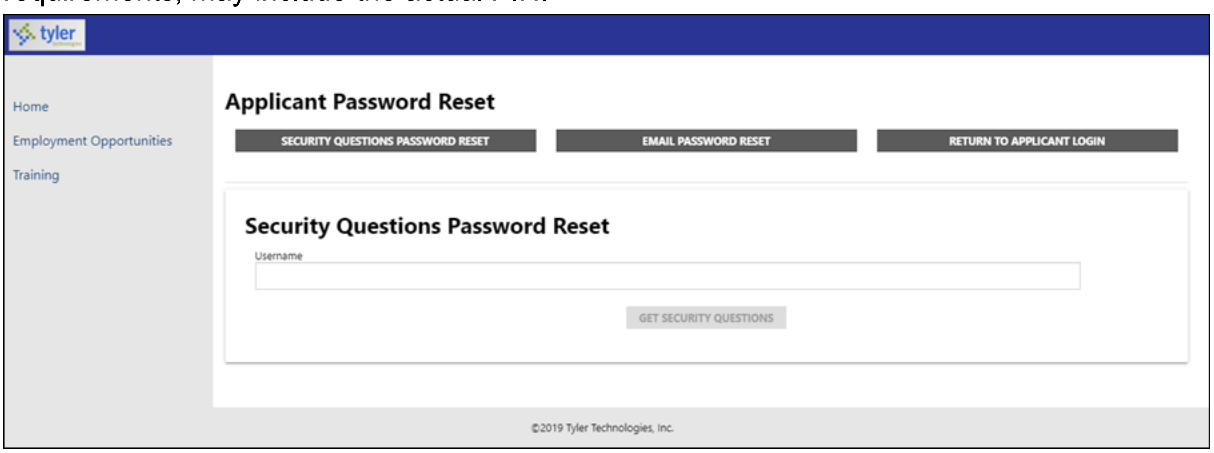


Once registered, potential applicants can manage applications for available positions.

Returning Applicants

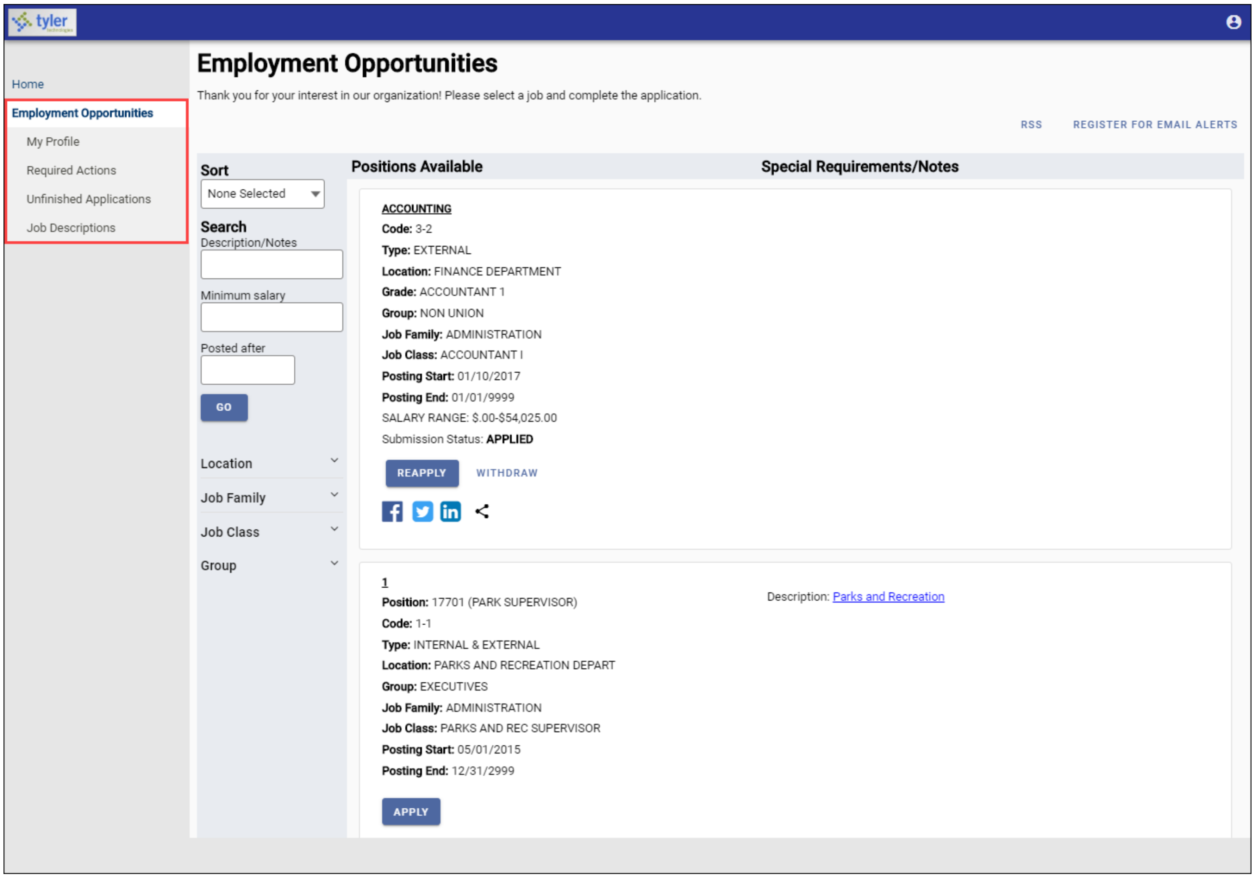
On the Employment Opportunities main page, registered applicants click Log In to display the Applicant Login page.

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.

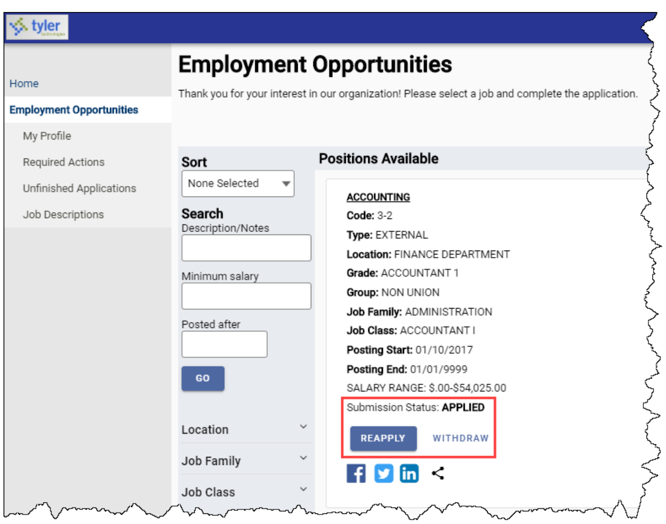


If an applicant has previously applied for a position, the details are stored in an applicant profile. The profile includes personal information, contact information, and availability and requirements details.

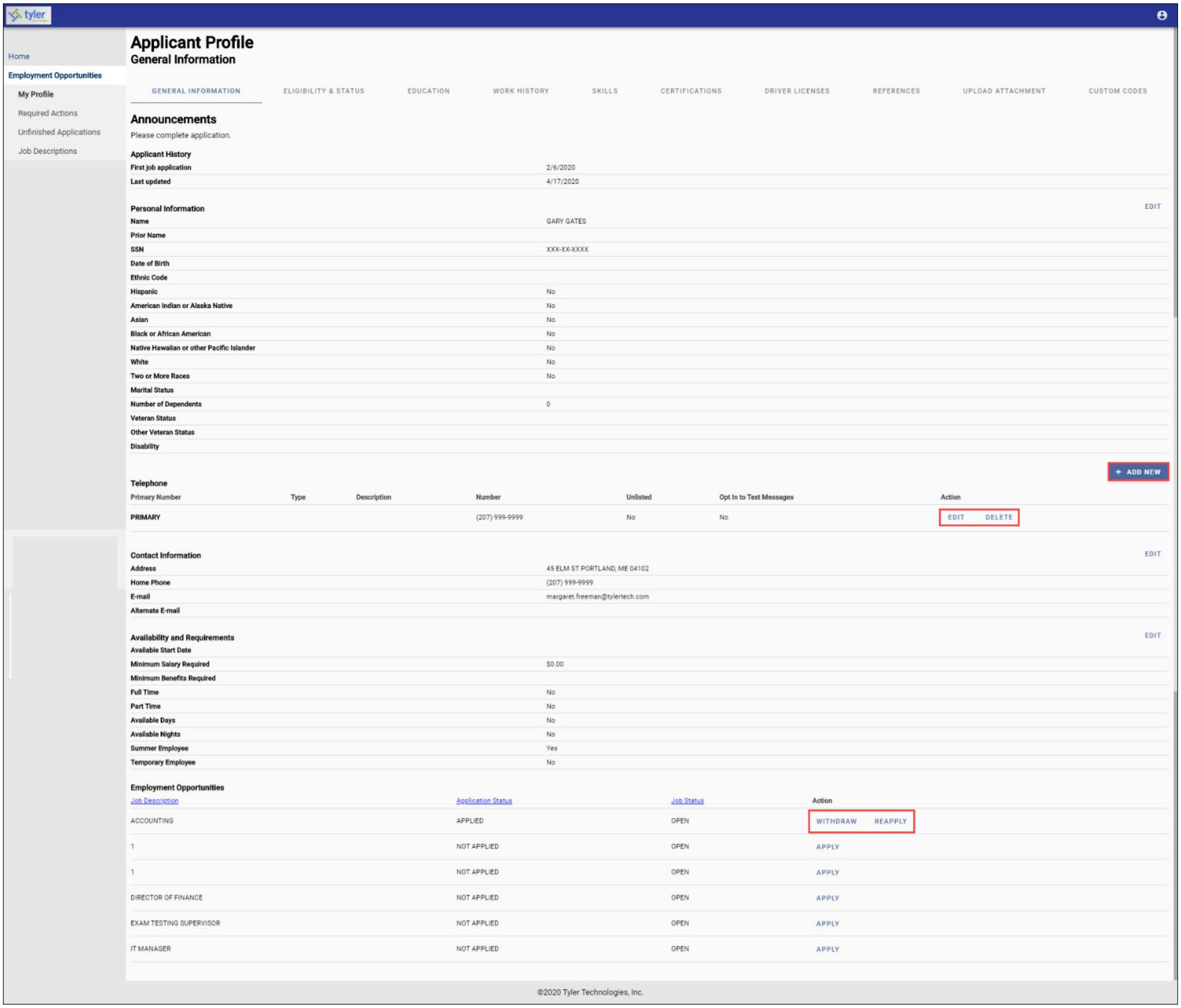
After logging in, registered applicants can access three additional menu options under Employment Opportunities: My Profile, Required Actions, Unfinished Applications, and Job Descriptions.



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.



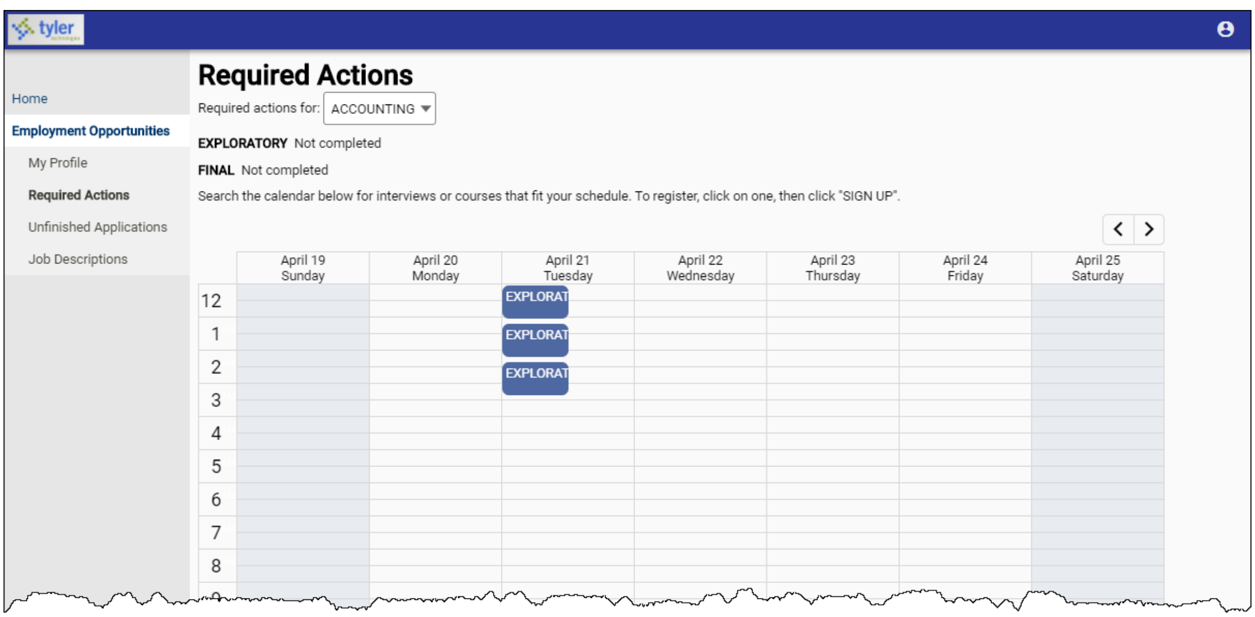
Upload Attachments

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.

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.

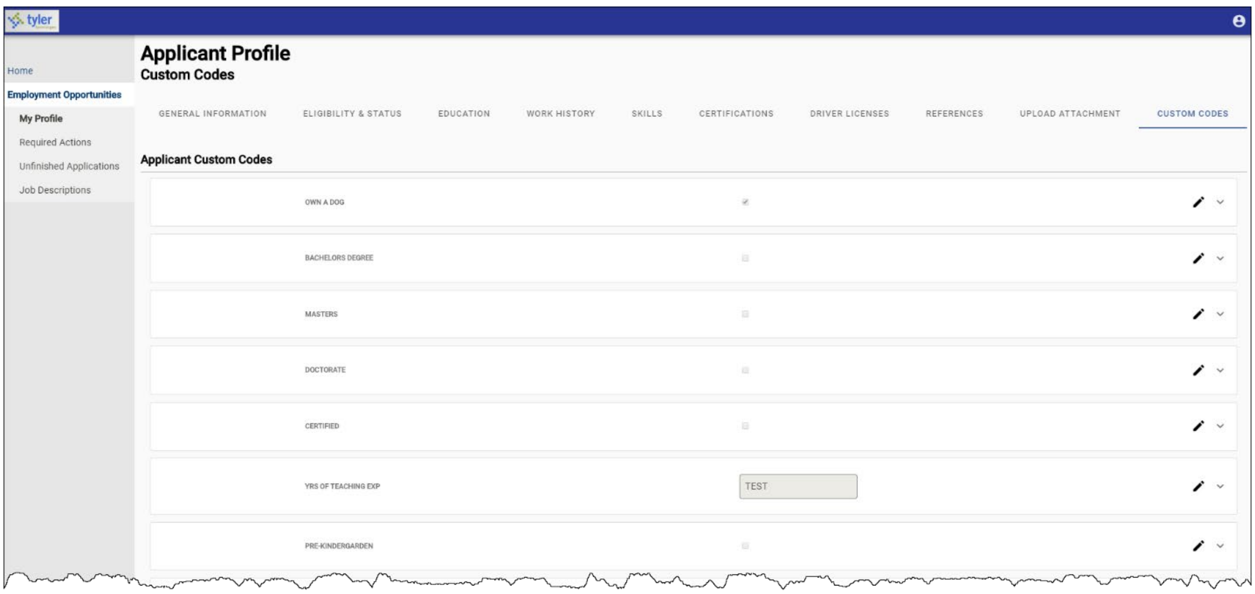


Unfinished Applications

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.

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.



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.