

Employee Self Service User Features Guide

Employee Self Service (ESS) is the MUNIS Self Service Application created specifically for current employees. ESS provides access to personal information, pay and tax information, sick and vacation balances, a paycheck simulator along with other features that are available for use at any device with internet access.

Website Link:

<https://beaufort.munisselfservice.com/login.aspx>

Login Steps

1. Username is first initial of your first name followed by entire last name and last 4 digits of your social security number using **ALL CAPITAL LETTERS** and no spaces. For example, John Smith would be JSMITH1234.
2. If you have never logged into your account, your temporary password will be the last four digits of your social security number. Once you login, then ESS will require you to change your temporary password to a permanent password. There is also a forget your username and password link if you have trouble logging in.



Login

Username

JDOE6789

[Forgot your username?](#)

Password

●●●●●●●●

[Forgot your password?](#)

Log in

ESS Home Page

Once logged in, your home page should look similar to this with sections for personal information, sick and vacation balances, and paycheck information.

The screenshot shows the Employee Self Service (ESS) home page for Beaufort, South Carolina. The page is titled "Welcome to Employee Self Service" and features a navigation menu on the right side with options like "Certifications", "Pay/Tax Information", "Personal Information", and "Time Off".

Announcements
Welcome to Employee Self Service

Personal information [More](#)
DOE, JOHN
123 MAIN STREET
BEAUFORT, SC 29902
Phone : Email : aaisenman@cityofbeaufort.org

Time off [Show current balances](#)

	Projected Available	Projected Earned
SICK	7.40	7.40
VACATION	6.16	6.16

[Show time off taken](#)

2019: J F M A M J J A S O N D

Paychecks [Hide paycheck amounts](#)

Amount	Paycheck Date	Amount	Details	Tools
\$1,906.40	Last Paycheck: 1/10/2019			Paycheck simulator
\$1,906.40	Year to date	1/10/2019 \$1,906.40	Details	View last year's W2
		12/13/2018 \$1,906.40	Details	Change your W4

Sick and Vacation Balances

This section includes up to date information about sick and vacation hours currently available. The employee can also click on “Show time off taken” to view previous sick and vacation time used throughout the year. A blue box on the month represents sick time used and a red box on the month represents vacation time used.

Time off



[Show time off taken](#)



Paycheck Information

This section includes paycheck detail information. An employee can look at detail of previous paychecks as well as viewing a PDF of a paycheck by clicking on the camera icon. An employee has the option to select “Hide paycheck amounts” and their last paycheck, year to date, and previous paycheck information will be “grayed” out if you are using a public computer.

Paychecks



Previous paychecks

1/10/2019	\$1,906.40	Details	
12/13/2018	\$1,906.40	Details	

Tools

- [Paycheck simulator](#)
- [View last year's W2](#)
- [Change your W4](#)

[Hide paycheck amounts](#)

Pay/ Tax Information

On the right menu bar, select Pay/Tax Information and then “Details” for more paycheck information.

The screenshot shows the Beaufort South Carolina Employee Self Service portal. The main content area displays a table titled "Showing pay checks for the last 12 months". The table has five columns: Check Date, Pay Period, Status, Gross Pay, and Net Pay. Two rows of data are visible. The right-hand menu is open, showing options like Employee Self Service, Certifications, Pay/Tax Information (highlighted), YTD Information, W-2, 1095-B, 1095-C, W-4, and Paycheck Simulator. Two orange arrows point from the text above to the "Pay/Tax Information" menu item and the "Details" link in the table.

Check Date	Pay Period	Status	Gross Pay	Net Pay	
1/10/2019	12/22/2018 - 1/4/2019	Cleared	\$1,906.40	\$1,252.10	Details
12/13/2018	11/24/2018 - 12/7/2018	Cleared	\$1,906.40	\$1,246.96	Details

Year-to-Date Information

On the right menu bar, select YTD Information to view your payroll summary by calendar year. An employee can select previous calendar years by selecting another year on the top left.

The screenshot shows the Beaufort South Carolina employee self-service portal. The page title is "Year-to-Date Information". At the top left, there is a "Year:" dropdown menu currently set to "2019". An orange arrow points to this dropdown. On the right side, there is a vertical navigation menu with the following items: "Employee Self Service", "Certifications", "Pay/Tax Information" (which is expanded), "YTD Information" (highlighted with an orange arrow), "W-2", "1095-B", "1095-C", and "W-4". The main content area displays a table with the following data:

Overview	
Gross YTD Earnings	\$1,906.40
Earnings	
REG PAY	\$1,906.40
Deductions	
FICA	\$114.27
MEDICARE	\$26.72
HEALTH INS	\$50.95
PEP	\$4.15
DELTA DENTAL	\$8.27

At the bottom of the page, there is a copyright notice: "©2019 Tyler Technologies, Inc. [Help/Feedback](#)". The Windows taskbar is visible at the bottom of the browser window, showing the time as 5:47 PM on 1/20/2019.

W-2 Information

On the right menu bar, select W-2 to view your most recent W-2 and click on “View W-2 image” on top right to view your W-2 as a PDF. An employee can view prior W-2 by selecting another year on the top left.

W-2 Information

Year: 2018 - 0

JOHN DOE

YEAR: 2018

123 MAIN STREET BEAUFORT, SC 29902

RETIREMENT

3RD PARTY SICK

STATUTORY EMPLOYEE

Wages and Tax

	GROSS	TAX
FIT	\$1,671.45	\$180.24
FICA	\$1,843.03	\$114.27

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Paycheck Simulator

On the right menu bar, select Paycheck Simulator to provide different scenarios to changes to your federal and/or state tax status along with your insurance benefits. Click on Calculate at the bottom left to see your results in this simulation.

Paycheck Simulator

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

Pay Details

Job	Pay	Hours	Rate	Percentage	Amount
ACCOUNTANT (238)	REGULAR PAY (100)	80.00	23.8300	0.00	1906.40

Marital: SINGLE Exemptions: 0

Federal Tax: SINGLE Exemptions: 0

State Tax: SINGLE Exemptions: 0

Local Tax: Exemptions: 0

Deductions

Description	Amount
REGULAR SCRS	171.58
DELTA DENTAL	8.27
PHYSICIANS EYECARE PLAN	4.15
BC/BS HEALTH INS	50.95

Calculate **Reset**

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Paycheck Simulation

This is an estimation of your pay based on the information you have entered.

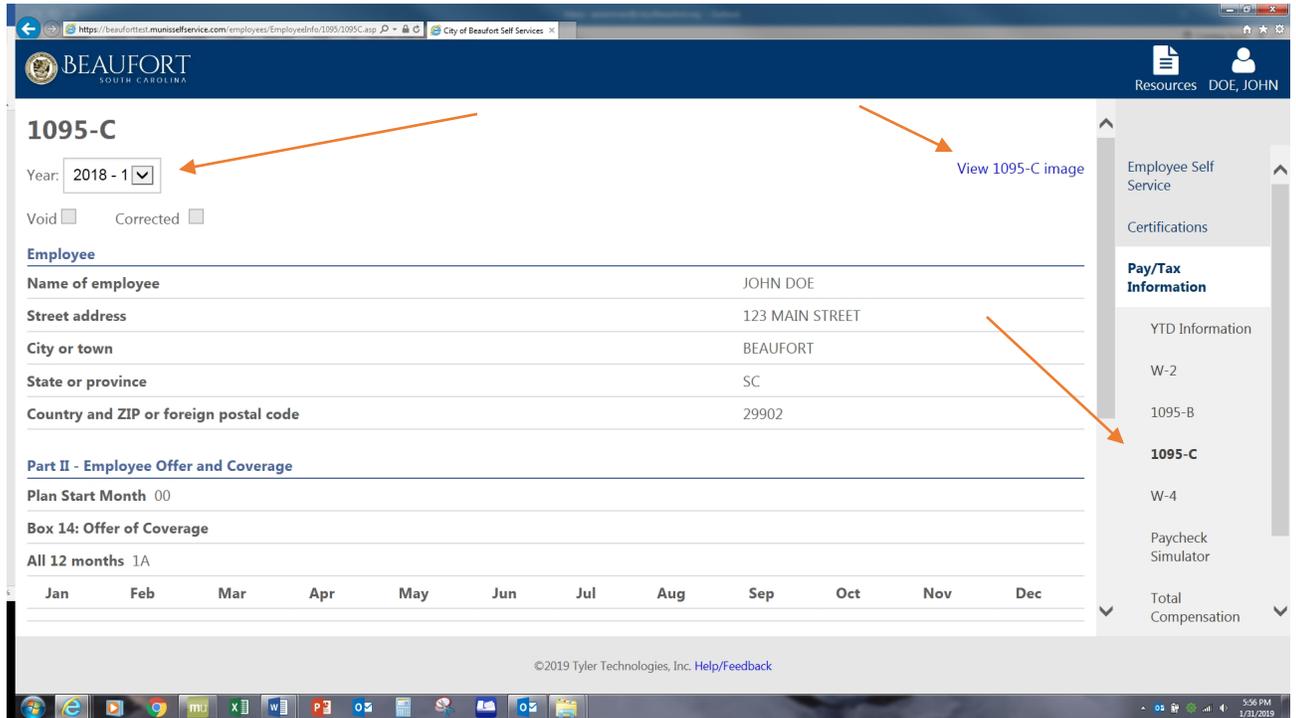
	Current	Simulation
Gross Pay	1906.40	1906.40
Federal Tax	176.34	131.17
State Tax	102.02	102.02
Local Tax	0.00	0.00
FICA	114.27	114.27
Medicare	26.72	26.72
Other Deductions	234.95	234.95
Net Pay	1252.10	1297.27

Return

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1095-C Information

On the right menu bar, select 1095-C to view your most recent 1095-C and click on “View 1095-C image” on top right to view your 1095-C as a PDF. An employee can view prior 1095-C by selecting another year on the top left.



W-4 Information

On the right menu bar, select W-4 to view your current W-4 tax status for federal and state taxes. An employee can update their tax status, number of exemptions, and additional amount by clicking on the “Edit” link at the bottom.

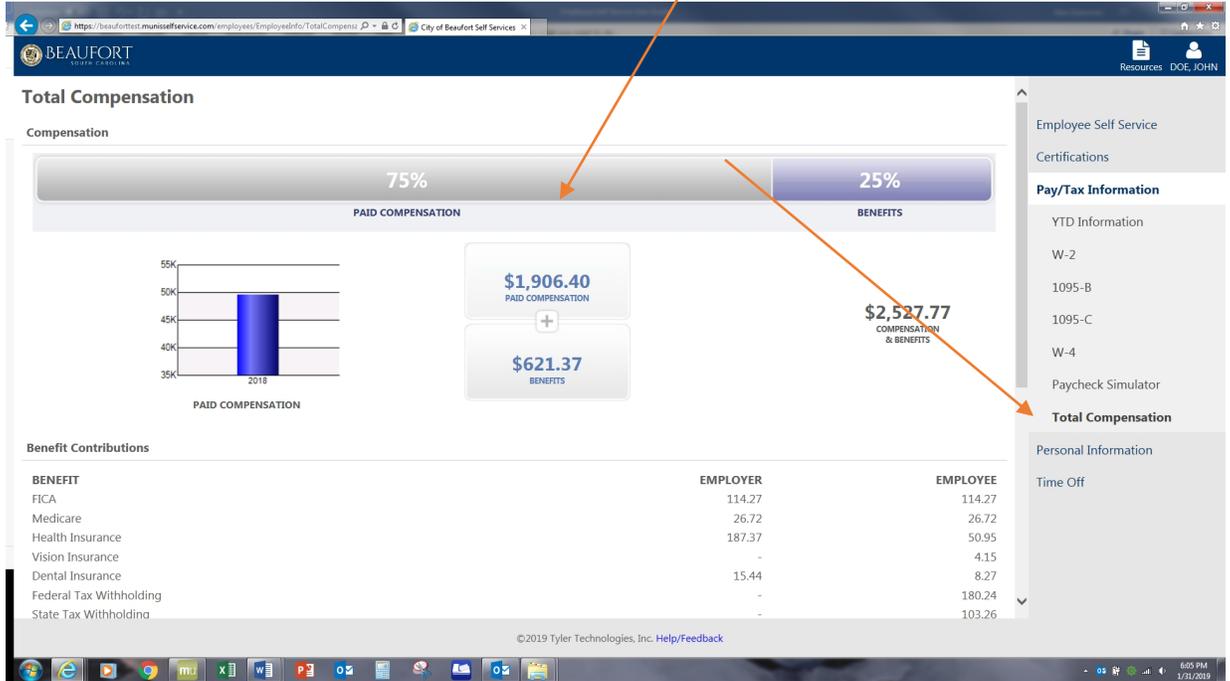
The screenshot shows the 'W-4 Information' page for a user named 'DOE, JOHN'. The page is divided into two main sections: 'FEDERAL' and 'SOUTH CAROLINA'. Both sections show a marital status of 'SINGLE' and '0' exemptions. The 'Additional amount' is listed as '\$0.0000000000' for both. At the bottom of the 'SOUTH CAROLINA' section, there is a blue 'Edit' link. On the right side, a vertical menu bar is visible, with 'W-4' highlighted in blue. An orange arrow points from the 'W-4' menu item to the 'Edit' link. Another orange arrow points from the 'Additional amount' field to the 'Edit' link. The footer of the page includes the copyright notice '©2019 Tyler Technologies, Inc. Help/Feedback' and the system time '5:59 PM 1/31/2019'.

Then update your federal and/or state tax status, exemptions, and/or additional amount and click “Submit” at the bottom.

This screenshot shows the 'W-4 Information' page with the edit form open. The 'FEDERAL' section has a dropdown menu for 'Marital Status' set to 'SINGLE'. Below it, there is a text input field for 'Exemptions' with '0' entered, and another for 'Additional Amount (\$)' with '0.00' entered. A checkbox is present for 'If your last name differs from your social security card, check here.' Below this is a declaration: '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.' The 'SOUTH CAROLINA' section has a similar dropdown for 'Marital Status' set to 'SINGLE', with '0' in the 'Exemptions' field and '0.00' in the 'Additional Amount (\$)' field. It also includes the same checkbox and declaration. At the bottom left, there are two buttons: 'Submit' and 'Cancel'. An orange arrow points from the 'Submit' button to the 'Additional Amount (\$)' field. The right-side menu bar is visible, with 'W-4' selected. The footer shows '©2019 Tyler Technologies, Inc. Help/Feedback' and the system time '6:58 PM 1/31/2019'.

Total Compensation

On the right menu bar, select Total Compensation to view a summarized version of your compensation and employer paid portion of benefits to get a breakdown of your total City employee package.



Update Personal Information

If you would like to update your contact information, on the right menu bar select Personal Information and then select “Contact” near the top. An employee can update their address, emergency contact, and telephone number by clicking on the blue Edit.

