



# New Milford Public Schools Employee Self Service (ESS)

## User Guide

### Employee Self Service Overview

Employee Self Service (ESS) is a web based application that allows New Milford Public Schools Employees to privately access selected payroll and personal information.

The following are some features and information available through ESS:

**CERTIFICATIONS INFORMATION** - View current certification details.

#### **PAY AND TAX INFORMATION**

- View and print paycheck information for the last 24 months.
- View and print year-to-date (current tax year) gross earnings and deductions.
- View and print W-2 information for previous tax years with most recent tax year available by end of January.
- View and update current Federal and State income tax W-4 withholding information.
- View and update Direct Deposit accounts and distribution amounts.
- Paycheck Simulator utility.

#### **PERSONAL INFORMATION**

- View general information.
- View demographic information.
- View emergency contact information.
- View dependents information.

## Before You Get Started - General Guidelines

**NOTE:** Internet access is necessary in order to access Employee Self Service.

User Name is your **Employee Number** (Jane Doe = 123456). This number is found in the upper left hand corner of your paystubs.

First time users will enter the last 4 digits of their SSN# as the password and then be required to change their password.

- Passwords guidelines are as follows:
  - minimum of 6 characters in length
  - alphanumeric (upper & lower case)
  - at least one numeric value
  - at least one special character such as @, #, \$, %, \*, etc.
  - passwords cannot begin with a special character

First time users will be prompted to provide a password hint. This password hint will be emailed to you upon your request if you lose or forget your password in order to reset your password.

Module-Specific screens are listed at the left side of the Employee Self Service page which provides information to which you have access.

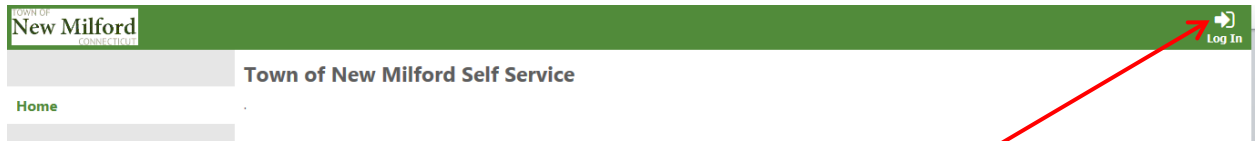
**NOTE:** Some modules are not available at this time.

## Accessing Employee Self Service

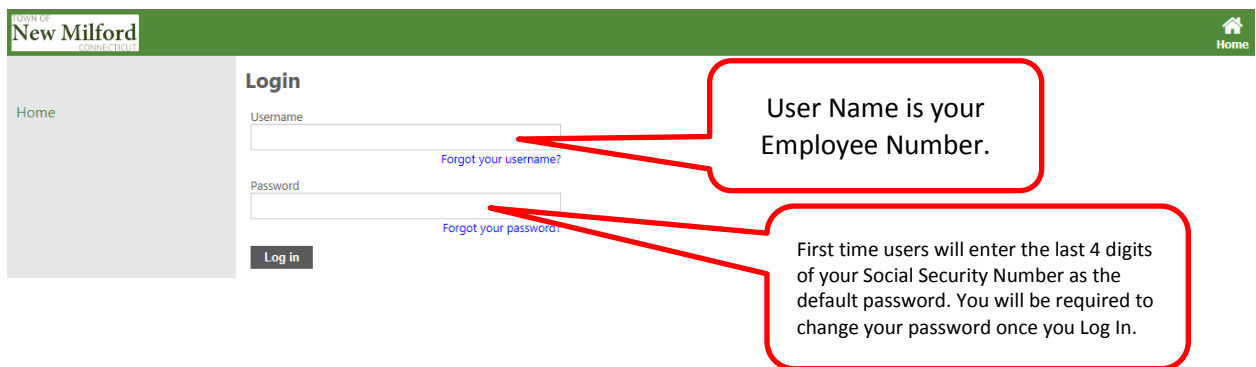
1. From the Internet, type <https://newmilford.munisselfservice.com>. This link is also available on the New Milford Public Schools' website in the Staff section under Employee Self Service.
2. The NMBOE Employee Self Service Home page will appear.

## Logging In or Out of Employee Self Service

1. Select the **Log In** link located in the green bar on the top right-hand side of the screen.



2. Enter your Employee Number, located in the upper left hand corner of your paystub, as your User Name.



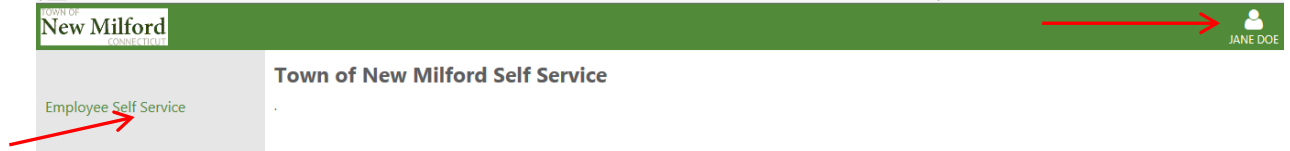
3. Returning users, enter your password and select **Log In**.
4. First time users will enter the **last 4 digits of your Social Security Number** as the default password. You will be required to change your password once you select Log In. Enter your new password. Your new password must contain a minimum of 6 characters, alphanumeric with upper and lower case letters, and at least one special character such as @, #, \$, %, \*. Passwords cannot start with a special character.

To **Log Out** select your name in the upper right hand corner of any screen. Select "Log Out" as shown below. Close your browser session. Your session will be timed out if left idle for 15 minutes.

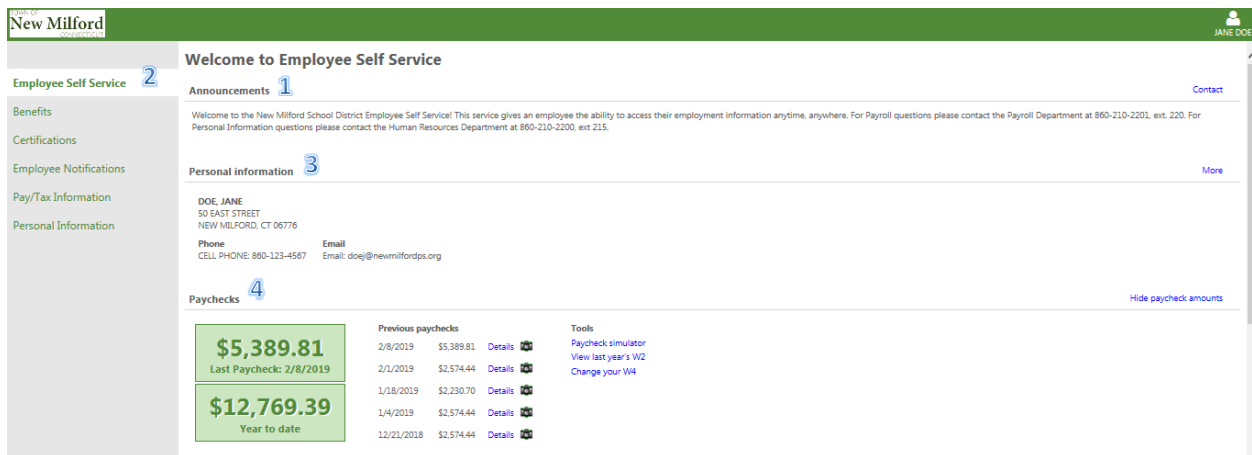


# Self Service Main Screen

1. Once you log in, the Self Service Main Screen appears displaying your name in the upper right-hand side and the Employee Self Service link on the left-hand side.



2. Select Employee Self Service link on the left.
3. The Employee Self Service Welcome Screen appears as shown below:



## Summary of parts of the Employee Self Service Welcome Screen:

1. **Announcements** – District-wide messages for all NMBOE ESS users to view. These are sent by the ESS Administrator.
2. **Module-Specific Links** – Currently the following modules are available: Employee Self Service, Certifications, Pay/Tax Information, and Personal Information. **NOTE:** These modules can be accessed from the hyperlinks on the Welcome Screen shown above or by choosing from the menu options on the left hand side of the screen.
3. **Personal Information Section:** Displays Employee Name, Address, Phone and Email Information. Selecting “More” on the right hand side of the screen will open the Personal Information Module. See below for further details. **NOTE:** This section is available as a “View Only” screen. Contact the Human Resources Department to update your personal information.
4. **Paychecks Section:** Selected paycheck features are available from this screen. Additional information is available in the Pay/Tax Information module which can be accessed by selecting this option on the left hand side of the screen. Refer to the Pay/Tax Information section for further details. The following options are available from the ESS Welcome Screen:
  - View or hide last paycheck and year-to-date (current tax year) gross earnings.
  - View and print paycheck information for the previous 5 paychecks.

- Paycheck Simulator utility.
- View and print W-2 information for previous tax years with most recent tax year available by end of January.
- View and update current Federal and State income tax W-4 withholding information.

**Certifications Module** – Provides details of employee’s certifications as shown below:

Type	Area	Level	Number	Effective	Expires
PROFESSIONAL EDUCATOR CERT	COMPREHENSIVE SPECIAL ED, K-12		3816848576	8/4/2014	8/3/2019

## Pay/Tax Information Module

Select **Pay/Tax Information** from the Module-Specific list on the left to view payroll information. The following screen will appear:

Check Date	Pay Period	Status	Gross Pay	Net Pay
3/15/2019	2/25/2019 - 3/10/2019	Cleared	\$2,779.94	\$809.00 <a href="#">Details</a>
3/1/2019	2/11/2019 - 2/22/2019	Cleared	\$2,779.94	\$809.02 <a href="#">Details</a>
2/15/2019	1/28/2019 - 2/10/2019	Cleared	\$2,779.94	\$809.01 <a href="#">Details</a>
2/1/2019	1/14/2019 - 1/25/2019	Cleared	\$2,779.94	\$809.01 <a href="#">Details</a>
1/18/2019	12/31/2018 - 1/13/2019	Cleared	\$2,779.94	\$809.00 <a href="#">Details</a>
1/4/2019	12/17/2018 - 12/30/2018	Cleared	\$2,779.94	\$808.01 <a href="#">Details</a>
12/21/2018	12/3/2018 - 12/16/2018	Cleared	\$2,779.94	\$808.01 <a href="#">Details</a>
12/7/2018	11/19/2018 - 12/2/2018	Cleared	\$2,779.94	\$808.01 <a href="#">Details</a>
11/23/2018	11/5/2018 - 11/18/2018	Cleared	\$2,779.94	\$831.38 <a href="#">Details</a>
11/9/2018	10/22/2018 - 11/4/2018	Cleared	\$2,779.94	\$831.39 <a href="#">Details</a>

The following options can be chosen for further details:

- Paycheck Details
- YTD Information
- W-2
- W-4
- Paycheck Simulator
- Direct Deposit

**A. Paycheck Details Option**– This screen appears when selecting the Pay/Tax Information option and lists paychecks for the past 24 months. Selecting the word “Details” for a specific paycheck will bring you to the following screen:

Pay Breakdown			
Pay Type	Hours	Rate	Amount
REGPAY SAL	80.00	\$26.45	\$2,115.62
GTL > 50000	0.00	\$0.00	\$33.81
<b>Total</b>			<b>\$2,149.43</b>

From this screen you have the option to “View the Paycheck Image” or “Return to Pay/Tax Information”.

**B. YTD Information Option** – Provides YTD Gross Earnings in total and also earnings and deductions by type. Use the drop down arrow to select a different year to view. **NOTE:** This is tax or calendar year NOT fiscal or school year information.

Earnings	
REGPAY SAL	\$13,103.29
SALARY ADJ	(\$343.74)
GTL > 50000	\$9.84

Deductions	
MEDICARE	\$157.85
403(B)	\$100.00
MED CERT FAM	\$1,213.88
VIS CERT FAM	\$5.20
DEN CERT FAM	\$64.36
HSA	\$600.00
FED INC TAX	\$912.18
CT INC TAX	\$470.55
TRB 7%	\$899.92
TRB 1.25%	\$160.68
NMEA DUES	\$121.65
DIR DEPOSIT	\$8,053.28

**NOTE:** This information cannot be modified by the user. Please contact the Payroll Department for questions or issues regarding your pay check information.

**C. W-2 Option** – Provides W-2 for the most recent tax year in a list format. Choose “View W-2 Image” option near top right hand side of screen to view your W-2 in the standard IRS format. The option to print from this screen is available.

**D. W-4 Option** – Provides information regarding current tax withholding status for Federal and State taxes as shown below:

The screenshot shows the 'W-4 Information' page for the Town of New Milford. On the left is a navigation menu with options: Home, Employee Self Service, Benefits, Certifications, Employee Notifications, Pay/Tax Information (highlighted), YTD Information, W-2, W-4, Paycheck Simulator, and Direct Deposit. The main content area is titled 'W-4 Information' and is divided into two sections: 'FEDERAL' and 'CONNECTICUT'. Under 'FEDERAL', the Marital status is 'MARRIED', Exemptions is '0', and Additional amount is '\$0.0000'. Under 'CONNECTICUT', the Marital status is 'FILING STATUS "D"', Exemptions is '1', and Additional amount is '\$0.0000'. There is an 'Edit' link at the bottom of the Connecticut section.

1. Select **Edit** to change a withholding status. The following screen will appear:

This screenshot shows the 'W-4 Information' page in edit mode. The navigation menu is on the left, with 'Pay/Tax Information' selected. The main content area is titled 'W-4 Information' and contains two sections: 'FEDERAL' and 'CONNECTICUT'. In the 'FEDERAL' section, the Marital Status dropdown is set to 'MARRIED'. Below it is a note: 'If you are married but would like to withhold at the higher single rate, select "Single"'. There is an input field for Exemptions with the value '0' and another for Additional Amount (\$) with the value '0.00'. There are two checkboxes: one for 'If your last name differs from your social security card, check here.' and another for '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 'CONNECTICUT' section has a Marital Status dropdown set to 'FILING STATUS "D"', Exemptions input field with '1', and Additional Amount (\$) input field with '0.00'. It also has the same two checkboxes as the Federal section. At the bottom of the page are 'Submit' and 'Cancel' buttons.

3. Enter the updated Marital status, Exemptions and/or Additional Dollar Amount for Federal and/or State.
  4. Select the boxes next to the message “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 true, correct and complete”.
- NOTE:** This is required and is considered your electronic signature authorizing these changes. Both boxes must be checked even if you make a change to only one.
5. Select **Submit** to update the requested changes.

6. An email will be sent from [noreply@tylertech.com](mailto:noreply@tylertech.com) as shown below:  
**NOTE:** Please check your spam or trash folder if you don't receive the email.

**From:** <[noreply@tylertech.com](mailto:noreply@tylertech.com)>  
**Date:** March 6, 2019 at 8:29:25 AM EST  
**To:** <[doej@newmilfordps.org](mailto:doej@newmilfordps.org)>  
**Subject:** Pending W-4 Request

Your W-4 Change Request has been submitted successfully.  
You will receive another email once the request has been approved.

This is a system generated message, do not respond to this email.

7. An email will be sent from [noreply@munis.com](mailto:noreply@munis.com) as shown below when the changes have been approved in the payroll system:  
**NOTE:** Please check your spam or trash folder if you don't receive the email.

**From:** <[noreply@munis.com](mailto:noreply@munis.com)>  
**Date:** March 6, 2019 at 9:54:01 AM EST  
**To:** <[doej@newmilfordps.com](mailto:doej@newmilfordps.com)>  
**Subject:** W-4 Request

This is a notification that your W-4 change request submitted on 03/06/2019 has been Approved.

Please verify the changes made are correct and contact the Payroll Department with any concerns.

This is a system generated message, do not respond to this email.



## E. Paycheck Simulator Option –

1. Select the **Paycheck Simulator** option of the Pay/Tax Information Module. Enter proposed pay, tax marital filing status and exemptions, or pretax deduction amounts.

**Paycheck Simulator**

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

Job	Pay	Hours	Rate	Percentage	Amount
SPECIAL EDUCATION TEACHER (6096)	BOE-REGULAR PAY SALARY (150)	72.50	47.4121	0.00	2571.16
SPECIAL EDUCATION TEACHER (6096)	GROUP TERM LIFE INS >50000 BOE (999)	0.00	0.0000	0.00	3.29

Marital:  Exemptions:

Federal Tax: MARRIED  1

State Tax: FILING STATUS "D"  1

Local Tax:  0

Description	Amount
BOE-NMEA TEACHER UNION DUES	40.55
BOE-TRB - PRE TAX 1.25%	40.17
BOE-TRB - PRE TAX 7.0%	224.98
HEALTH SAV ACCT (HSA)	150.00
BOE-DENTAL 019 CERTIFIED FAM	16.09
BOE-VIS 019 CERTIFIED FAMILY	1.30
BOE-MEDICAL 019 CERT FAM HSA	303.47
BOE-METLIFE	25.00

2. **NOTE:** The system will only simulate a change in current deductions or tax withholdings and does not simulate the addition of new deductions.
3. Select **Calculate** to see the results of your entered values as shown below:

**Paycheck Simulation**

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

	Current	Simulation
Gross Pay	2779.94	2779.94
Federal Tax	69.06	112.37
State Tax	49.54	49.54
Local Tax	0.00	0.00
FICA	136.83	136.84
Medicare	32.00	32.00
Other Deductions	1635.36	1635.36
Net Pay	809.02	765.70

4. Select **Return** to begin another simulation.

**F. Direct Deposit Option** – Select the Direct Deposit option from the Pay/Tax Information Module. The following screen will appear:

The screenshot shows a web interface for "Direct Deposit Accounts". On the left is a navigation menu with items: Home, Employee Self Service, Benefits, Certifications, Employee Notifications, Pay/Tax Information (highlighted), YTD Information, W-2, W-4, Paycheck Simulator, Direct Deposit (highlighted), and Personal Information. The main content area is titled "Direct Deposit Accounts" and includes a sub-header: "The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts." Below this, there is a link "Add an amount-based account" and the following details: Bank: BANK OF AMERICA, Account number: \*\*\*\*\*2022, Account type: Checking, Percentage: 100%. There are "Edit | Delete" links, a checkbox, and a "Submit this account for approval" button.

There are two options to update your Direct Deposit:

- Add an Amount Based Account – This option will allow an employee to add an additional account and designate a specific dollar amount to be deposited.
- Edit Current Direct Deposit Information – This option will allow an employee to update the existing bank account where their paycheck is deposited.

**NOTE:** Changes to Direct Deposit accounts require processing time of 1-2 payroll periods. All changes to direct deposit information will create a "Pre-Note" transaction for the bank/financial institution. A pre-note allows the bank/financial institution to verify that the routing and account numbers are valid. The pre-note transaction with a \$0.00 amount may appear on your banking activity.

Add an Amount Based Account – Select this option and the following screen will appear:

This screenshot shows the "Add an Amount Based Account" form. It features the "TOWN OF New Milford CONNECTICUT" logo at the top left. The navigation menu is similar to the previous screenshot, with "Direct Deposit" expanded. The main content area is titled "Direct Deposit Accounts" and includes the same sub-header. The form fields are: Bank: BANK OF AMERICA, Account number: \*\*\*\*\*2022, Account type: Checking, Percentage: 100%. A new section for "Bank name or routing number" contains fields for "Bank name or routing number", "Account number", and "Account type" (with a dropdown menu set to "Savings"). An "Amount" field is set to "0.0000". There are "Save" and "Cancel" buttons at the bottom of the form.

Enter a new Bank Name or Routing Number, Account Number and Dollar Amount to be deposited into this account. Be sure the Account Type of checking or savings corresponds to the Account Number that has been added.

**NOTE:** Send a voided check or Bank Account Information Document to the Payroll Department for account verification.

Select **Save** to update the changes. The following screen will appear:

**TOWN OF New Milford CONNECTICUT**

### Direct Deposit Accounts

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

Bank	Account number	Account type	Percentage
BANK OF AMERICA	*****2022	Checking	100%
BANK OF AMERICA	*****9999	Savings	\$100

[Edit](#) | [Delete](#)      [Edit](#) | [Delete](#)

**Submit these accounts for approval**

**PLEASE NOTE:**  
**Percentage** = Balance of Direct Deposit minus **Amount**  
**Amount** = Specific amount defined for second account

Select the box above the message “Submit these accounts for approval” which will highlight the message. Select the message box and the following screen will appear:

**TOWN OF New Milford CONNECTICUT**

### Direct Deposit Accounts

Your new direct deposit information has been successfully submitted for approval.

Bank	Account number	Account type	Percentage
BANK OF AMERICA	*****2022	Checking	100%
BANK OF AMERICA	*****9999	Savings	\$100

No further changes can be submitted. Attempting to change your direct deposit information will result in the following screen below. Please contact the Payroll Department if you made these changes in error and need a correction to be made.

**TOWN OF New Milford CONNECTICUT**

**Direct Deposit Accounts**

⚠ This direct deposit configuration is awaiting approval. No changes can be made at this time.

Bank	Account number	Account type	Percentage
BANK OF AMERICA	*****2022	Checking	100.0000%
BANK OF AMERICA	*****9999	Savings	Amount
			\$100.0000

**NOTE:** Your paycheck stub will show the Current and YTD amounts deposited into both accounts as shown below:

<b>DEPOSITS:</b>		
DIR DEPOSIT	1,545.36	9,626.53
<i>WELLS FARGO BANK</i>		
DIR DEPOSIT	100.00	600.00
<i>MUTUAL SECURITY CU</i>		

Edit Current Direct Deposit Account– Select **Edit** and the following screen will appear:

**TOWN OF New Milford** JANE DOE

### 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  
221172241

Account number  
\*\*\*\*\*5669

Account type  
Checking

Percentage  
100

**Save** **Cancel**

Enter an updated Bank Name/Routing Number and/or Account Number in the designated fields in the green box. Be sure the Account Type of checking or savings corresponds to the Account Number. The percentage field cannot be updated and will remain as 100% because your entire paycheck will continue to be deposited into one bank account. See the instructions on Page 10 for adding an additional amount based account.

Select **Save** to update the changes and the following screen will appear:

**TOWN OF New Milford** JANE DOE

### Direct Deposit Accounts

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

[Add an amount-based account](#)

Bank  
UNION SAVINGS BANK

Account number  
\*\*\*\*\*9999

Account type  
Savings

Percentage  
100%

[Edit](#) | [Delete](#)

**Submit this account for approval**

Select the box above the message "Submit these accounts for approval" which will highlight the message. Select the message box and the following screen will appear:

The screenshot shows the 'New Milford' logo in the top left and 'TOWN OF New Milford CONNECTICUT' in the top right. A user profile icon labeled 'JANE DOE' is in the top right corner. On the left is a navigation menu with options: Employee Self Service, Benefits, Certifications, Employee Notifications, Pay/Tax Information (highlighted), YTD Information, W-2, W-4, Paycheck Simulator, and Direct Deposit (highlighted). The main content area is titled 'Direct Deposit Accounts' and features a green checkmark icon with the message: 'Your new direct deposit information has been successfully submitted for approval.' Below this, the account details are listed: Bank: UNION SAVINGS BANK, Account number: \*\*\*\*\*9999, Account type: Savings, and Percentage: 100%.

**IMPORTANT NOTE:** DO NOT close your current account used for the Direct Deposit of your paycheck. When you successfully receive the first Direct Deposit in your new account you may then close the previous bank account.

**NOTE:** Send a voided check or Bank Account Information Document to the Payroll Department for account verification.

## Personal Information Module – Available as View Only

Select **Personal Information** from the Module-Specific list on the left to view personal information. The following screen will appear:

New Milford				JANE DOE
Employee Self Service Benefits Certifications Employee Notifications Pay/Tax Information <b>Personal Information</b>	<b>Personal Information</b>			
	General Demographics Contact Dependents			
	Name	Email address	Hire date	
	DOE, JANE	doej@newmilfordps.org	8/25/2008	
	Preferred name	Alternate email address	Service date	
	Employee ID	Primary location	Original hire date	
	302769	NORTHVILLE ELEMENTARY SCHOOL	8/25/2008	
	SSN	Check location	Supervisor	
	XXX-XX-XXXX	NORTHVILLE ELEMENTARY	Supervisor email	
	Active status		Supervisor email	
ACTIVE		unspecified		
Personnel status				
FULL-TIME				

The following options, located across the top ribbon on the screen, can be selected for further details:

- General
- Demographics
- Contact
- Dependents

**General Information Option** – Lists the following personal data:

- Name
- Employee ID Number
- Active Status
- Personnel Status – indicates full or part time
- Email Address – email address where paystubs are sent
- Alternate email address – **NOTE:** Not used by Payroll or HR Departments
- Primary Location
- Check Location
- Hire Date – Date employee began current position
- Service Date – Date used for longevity determination
- Original Hire Date – Date first hired by Board of Education

**Demographics Information Option** – Lists the following personal data:

- Date of Birth
- Gender
- Ethnicity

**Contact Information Option** – Lists the following personal data:

- Home address
- Home Phone

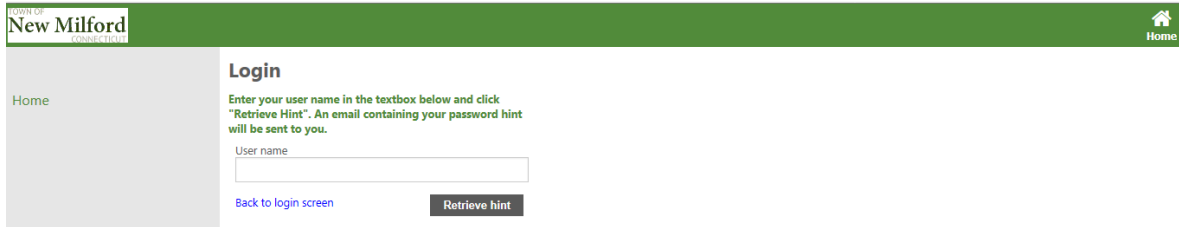
**Dependents Option** – Lists the following personal data:

- Name of dependent
- Dependent's birth date
- Student status
- Dependent's address

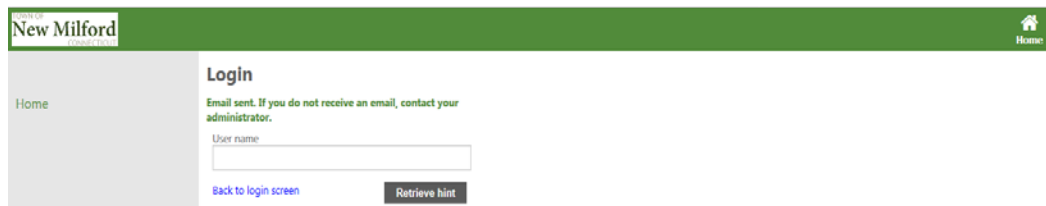
# Frequently Asked Questions

## What if I forget my password?

1. At the Log In screen select the **“Forgot your password?”** link for Employee Self Service to send an e-mail message containing your password hint.



2. The following screen indicates an e-mail message containing your password hint has been sent.



3. Access your e-mail account.
4. From your e-mail Inbox, open the e-mail from noreply@tylertech.com.
5. After reading your password hint, if you remember your password, return to Employee Self Service and log in.
6. If you still do not remember your password, choose the link provided in your e-mail message to reset your password.

From: noreply@tylertech.com [mailto:noreply@tylertech.com]  
Sent: Thursday, March 21, 2019 12:33 PM  
To: Doe, Jane  
Subject: Request Password Hint

As requested, here is your password hint.

Password Hint: your hint will be printed here

If this e-mail message was sent to you in error, or you are still having problems logging on to the site, you can:

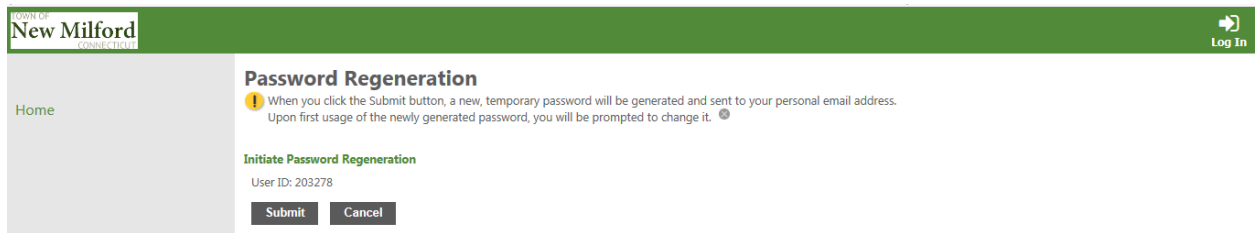
1) contact the site administrator, or

2) use the following link: <https://newmilford.munisselfservice.com//PasswordRegenerate.aspx?id=nhQ+UfU50nM=&> to generate a new password.

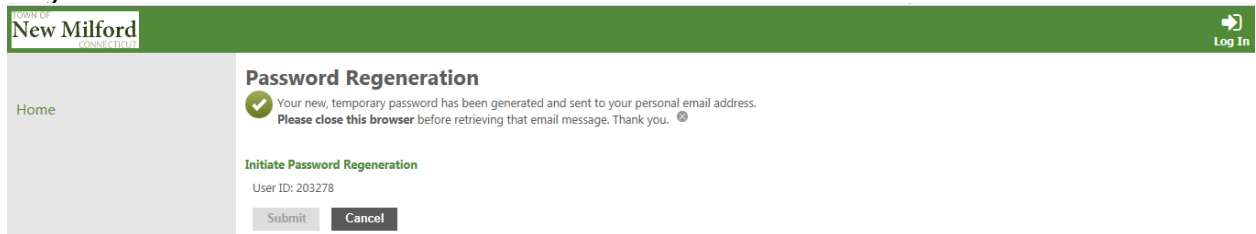
Link to select.



- By selecting the link, the Password Regeneration page appears.



- Select **Submit** to confirm you want your password reset.
- The following page appears indicating a temporary password has been sent to your e-mail address.



- Access your e-mail account.
- From your e-mail Inbox, open the e-mail from [noreply@tylertech.com](mailto:noreply@tylertech.com) to receive your temporary password.

**From:** noreply@tylertech.com [mailto:noreply@tylertech.com]  
**Sent:** Thursday, March 21, 2019 12:38 PM  
**To:** Doe, Jane  
**Subject:** Request Password Reset

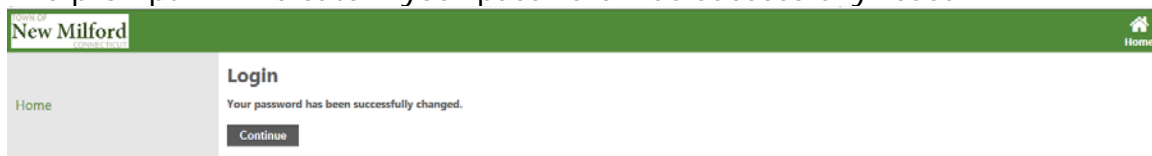
As requested, here is your new MUNIS Self Service temporary password.

Temporary Password: 3|EdTJ#

Use this temporary password to log onto the [MUNIS Self Service website](#), not the mobile app. When it is accepted, you will be immediately prompted to change it.

If this e-mail message was sent to you in error, or you are still having problems logging on to the MUNIS Self Service site, contact the site administrator.

- Return to Employee Self Service and log in using the temporary password for access.
- Select **Log In**.
- You will be prompted to change your password.
- Enter the Temporary password as the Current Password, and then enter your new password and password hint. Remember the password must be at least 6 characters, alphanumeric with upper and lower case letters, and at least one special character such as @, #, \$, %, \*. Passwords cannot start with a special character.
- Select **Update**.
- The prompt will indicate if your password was successfully reset.



- Select **Continue**.

## How secure is my personal information?

Your information is encrypted for privacy and will remain secure as long as you protect your password.

## Who do I call if I have questions about my information?

### Payroll Related Questions

Kimberly Hopp – Payroll Bookkeeper  
Phone Number – 860-210-2201 x 221  
[Hoppk@newmilfordps.org](mailto:Hoppk@newmilfordps.org)

### Human Resources Related Questions

Personal Information Changes contact:  
Eileen Gillette – Human Resources Secretary  
Phone number: 860-210-2201 x 215  
[Gillettee@newmilfordps.org](mailto:Gillettee@newmilfordps.org)

### Dependents Information Questions

Dependents Information Changes contact:  
Missy Smith – Benefits Secretary  
Phone number: 860-354-8726 x 217  
[Smithje@newmilfordps.org](mailto:Smithje@newmilfordps.org)