



York County
Munis **E**mployee **S**elf **S**ervice (ESS)
Available 24 Hours a Day, 7 Days a Week from Home

Instructional Guide

To access the York County Munis ESS site visit:

<https://yorkcountyva.munisselfservice.com/ess>

or

From the York County Intranet “Navigator”, click Employee Self Service (ESS) in the top blue ribbon.

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Munis Employee Self Service Overview

Munis Employee Self Service (ESS) is a web based application that allows York County employees to privately access selected personal and payroll information.

The following are some features and information available through ESS:

PERSONAL INFORMATION

- View and update contact information (Address and Telephone Numbers).
- View and update email contact information.
- View and update emergency contact information.
- View and update employee profile information (General employment and demographic information).

PAY AND TAX INFORMATION

- View and print paycheck information.
- View and print year-to-date gross earnings.
- View and print W-2 information.
- View and print 1095-C information.

RESOURCE LINKS

- View and print any additional documents or links that have been provided for your reference.

Before You Get Started, General Guidelines

Internet access is necessary in order to access Munis Employee Self Service (ESS).

User Name is your **Munis Employee Number**. This will be sent to each employee through email.

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

- Passwords guidelines are as follows:
 - minimum of 8 characters in length
 - alphanumeric
 - upper and lower case
 - 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. Provide a hint that will allow you to easily remember your password. If you lose or forget your password your password hint will be emailed to you upon your request to the primary email address on file in Munis.

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

Please make sure you log off when finished.

Accessing Munis Self Service

1. From the Internet, type <https://selfservice.yorkcounty.gov>
2. The Munis Self Service homepage will appear.



Logging In to Munis Self Service

1. Click the **Login** link located in the blue Munis Ribbon on the top right-hand side of the screen.

Login

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

2. Enter your username. This is your Munis employee number. See “Frequently asked questions” for obtaining your username.
3. First time users will enter the **last 4 digits of your Social Security Number** as the default password. You will be forced to change your password once you click Login. Otherwise, returning users, enter your password.
4. Click **Login**. First time users will be prompted to change their password. Returning users will log into Munis Self Service and can proceed to the next section.
5. Enter your new password. Your new password must contain a minimum of 8 characters, alphanumeric with upper and lower case letters, and at least one special character such as @,#,\$,%,* . Passwords cannot begin with a special character.

Munis Self Service

Home

Vendor Self Service

Login

Before proceeding you must change your password.

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

Current password

New password

Password strength Unacceptable

Confirm new password

New password hint

Change **Cancel**

The last 4 of your SSN#

Your new password. Remember 8 characters, upper and lower case and include a special character such as: @, #, \$, %, *.

- If your password is acceptable the Password Strength will change to Acceptable and the font will turn green.

Munis Self Service

Home

Vendor Self Service

Login

Before proceeding you must change your password.

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

Current password

New password

Password strength **Acceptable**

Confirm new password

New password hint

Change **Cancel**

Verify your password.

Provide a password Hint that will allow you to easily remember your Password.

- Verify your password. To do this, re-enter the password you just entered.
- Enter a New Password Hint. This password hint will be emailed to you upon your request should you lose or forget your password.

9. Click **Change**.

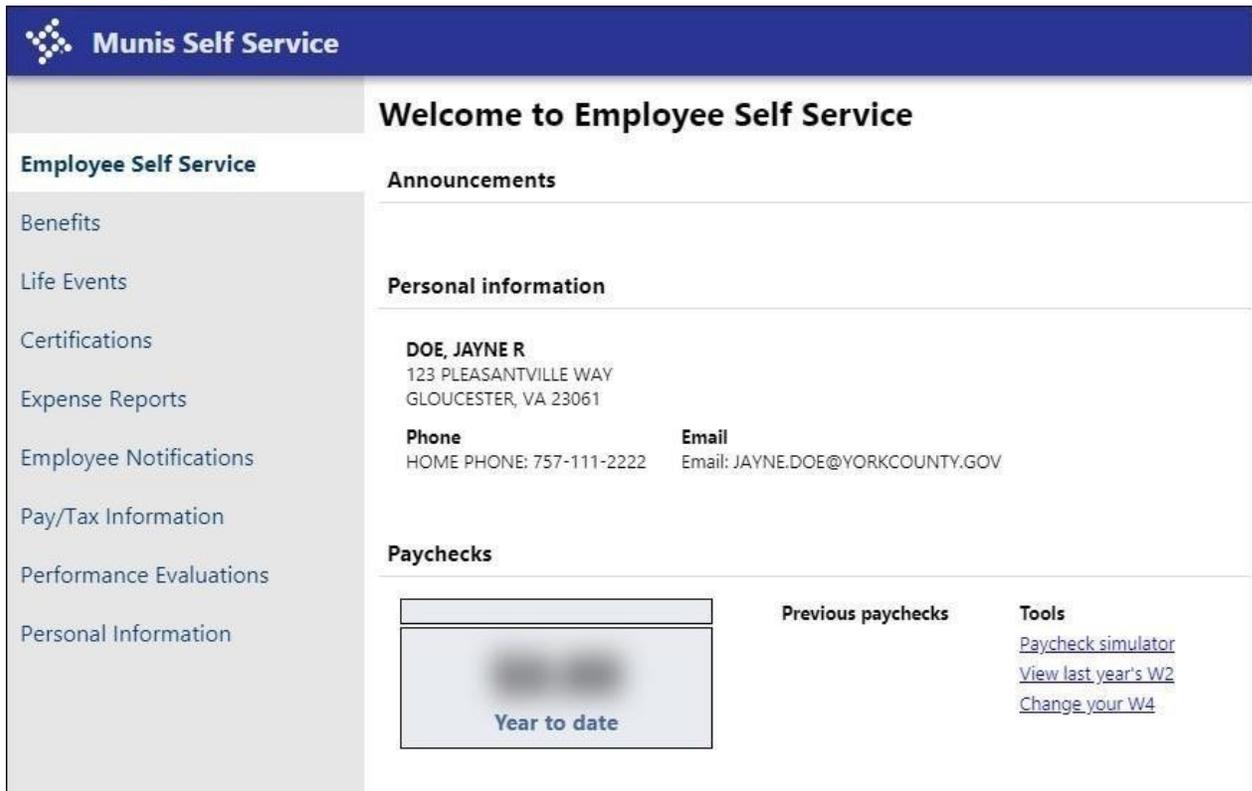
Munis Self Service - Main Page

1. Once you log in, Munis Self Service Main Page appears displaying the Employee Self Service link on the left-hand side.



2. Click Employee Self Service link on the left.
3. The Employee Self Service Welcome screen appears.

Employee Self Service - Main Page



1. **Module-Specific Links** - The left-hand side displays the various links you can access from within Employee Self Service. (Note: modules that do not apply to you will not display)

2. **Announcements** – This area is used by the MSS HR Administrators to communicate global announcements. It will display at the top of the Welcome to Employee Self Service page.
3. **Personal Information** – displays the employee name, address, telephone number and email address

Personal Information – View and make changes directly

1. Click **“Personal Information”** from the Module-Specific list on the left.



The Personal Information section includes four tabs: **General**, **Demographics**, **Contact** and **Tax form delivery**.

Personal Information

General Demographics Contact Tax form delivery

General tab opens by default and includes information such as Employee ID, Personnel status, Hire date, Service date and Supervisor.

2. Click on the Demographics tab.

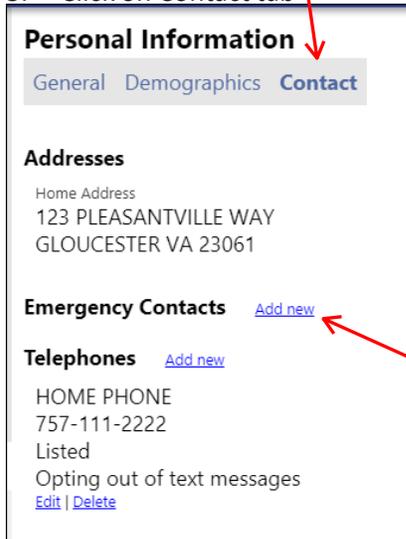
The image shows the 'Personal Information' page with the 'Demographics' tab selected. The page displays the following information:

| | |
|-------------------|----------------------------|
| Date of birth | Ethnic code |
| 10/3/1976 | Ethnicity |
| Gender | No, not Hispanic or Latino |
| FEMALE | Race |
| Primary Language | Two or more races |
| Privacy setting | Marital state |
| Veteran status | SINGLE |
| YES | |
| Disability status | |

At the bottom left of the page, there is a blue [Edit](#) link. A red arrow points to the 'Demographics' tab at the top of the page.

Demographics tab - includes information such as Date of birth, Gender, Ethnicity and various statuses.

3. Click on Contact tab



Personal Information

General Demographics **Contact**

Addresses

Home Address
123 PLEASANTVILLE WAY
GLOUCESTER VA 23061

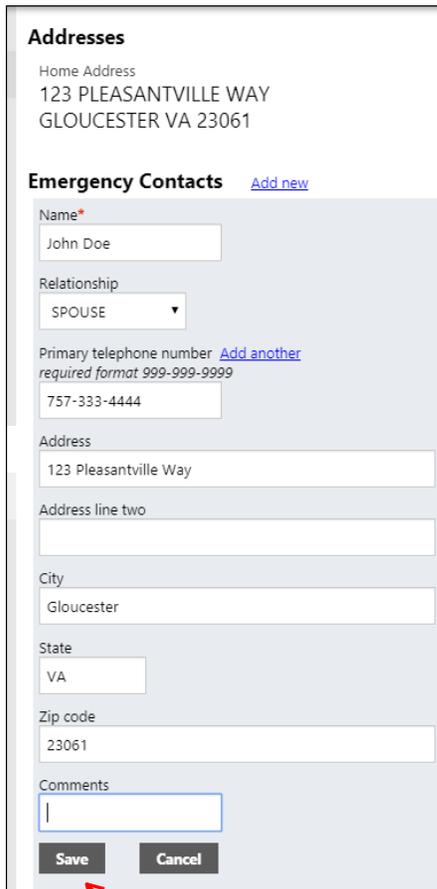
Emergency Contacts [Add new](#)

Telephones [Add new](#)

HOME PHONE
757-111-2222
Listed
Opting out of text messages
[Edit](#) | [Delete](#)

Contact tab - includes information such as Address, Emergency Contacts and Telephone

The user has the ability to update certain Personal Information by clicking the “Edit” or “Add new” links by each section. If you choose “Edit” or “Add new” you will be taken to a new page to edit your information.



Addresses

Home Address
123 PLEASANTVILLE WAY
GLOUCESTER VA 23061

Emergency Contacts [Add new](#)

Name*
John Doe

Relationship
SPOUSE

Primary telephone number [Add another](#)
required format 999-999-9999
757-333-4444

Address
123 Pleasantville Way

Address line two

City
Gloucester

State
VA

Zip code
23061

Comments

[Save](#) [Cancel](#)

4. Click Save once you have made your edits or additions.

5. Click on the Tax form delivery tab.

Personal Information

General Demographics Contact **Tax form delivery**

W-2 Delivery Method

- Mail
- Primary email
- Alternate email
- Self service only

1095 Delivery Method

- Mail
- Primary email
- Alternate email
- Self service only

Tax form delivery tab – displays the method by which you will receive your W-2 and 1095 tax forms.

Primary email is the default and preferred delivery method.

Personal Information – Submitting ESS changes for approval

Please note, not all changes to employee information can be made directly through ESS and be updated automatically. Changes such as Names changes and Address Changes must be entered in ESS but will need to be approved through Munis workflow by the HR department before the update is processed.

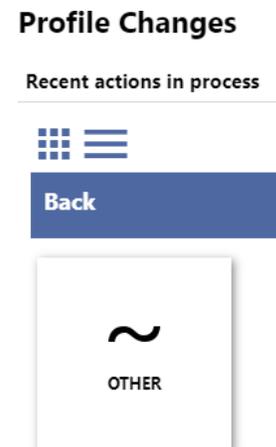
1. To submit these changes, on the left-hand side of the menu under Personal Information, click on **“Add/View Changes”**.



2. Click on the **“Add an action”** box.



3. Next click on the **“OTHER”** box.



- Click the box of the action you wish to change. In this example, the action clicked is Address Change.

Profile Changes

Recent actions in process



Back

Choose an action

1095 DELIVERY
METHOD

ADDRESS CHANGE

NAME CHANGE

PHONE/EMAIL

W-2 DELIVERY
METHOD

- Click Address Change box again. This time from the Address Change page.

Profile Changes

Recent actions in process



Back

ADDRESS CHANGE

ADDRESS CHANGE

NO REASON

6. Enter the change and then click “Submit”.

ADDRESS CHANGE (ADDRESS CHANGE)

Please make desired changes below:

Home Address Line 1*

123 MAIN STREET

Home Address Line 2

Home Address City*

YORKTOWN

Home Address State*

VA

Home Address ZIP*

23690

Submit

Note - Some changes will require you to bring documentation to Human Resources before the change will be approved.

After submitting, you will be taken back to the profile changes screen where you can monitor the status of your request. Initially the status is “In Progress”. Once approved the status will change to “Approved”.

Recent actions in process



+
Add an action

Action type
ADDRESS CHANGE

Status
In Progress

Initiation date
5/4/2022

Documentation
[new ESS.GIF](#)

Edit

Delete

The Pay/Tax Information Module

The Pay/Tax Information Module allows you to view and print paycheck information, year-to-date gross earnings, W-2 and 1095 information.

View and Print Pay/Tax Information

1. Click **Pay/Tax Information** from the Module-Specific list on the left to view pay history.

Munis Self Service

Pay/Tax Information

Year: 2019

| Check Date | Pay Period | Status | Gross Pay | Net Pay | Details |
|------------|-------------------------|---------|-----------|---------|-------------------------|
| 11/1/2019 | 10/13/2019 - 10/26/2019 | Cleared | \$- | \$- | Details |

Pay/Tax Information

- YTD Information
- W-2
- 1099-R
- 1095-B
- 1095-C
- W-4
- Paycheck Simulator
- Total Compensation
- Performance Evaluations
- Personal Information

2. Click **Details** to view pay check stub details from the selected pay period. After clicking Details, click **View paycheck image** to see an image of that paycheck.

Munis Self Service

Overview

| | |
|--------------|-------------------------|
| Check Date | 11/1/2019 |
| Pay Period | 10/13/2019 - 10/26/2019 |
| Check Number | 151 |
| Check Status | Cleared |
| Gross Pay | \$ 121.55 |
| Net Pay | \$ 869.65 |

Pay Breakdown

| Pay Type | Days/Hrs | Rate | Amount |
|--------------|----------|--------|------------------|
| SALARY (E) | 80.00 | 6.7529 | \$ 740.23 |
| HOLIDAY EX | 8.00 | 6.7529 | \$374.02 |
| GTL | 0.00 | 0.0000 | \$7.30 |
| Total | | | \$ 121.55 |

Deductions

| Deduction Type | Amount |
|----------------|------------------|
| FICA | \$ 53.68 |
| MEDICARE | \$59.33 |
| HEALTH | \$21.00 |
| DENTAL | \$9.00 |
| FEDERAL TAX | \$ 39.07 |
| STATE TAX | \$ 93.64 |
| HYB RETM 24 | \$ 52.08 |
| HYB ICMA 24 | \$40.52 |
| HYB 457 24 | \$ 2.08 |
| OPT LIFE 24 | \$3.80 |
| CHILD LIFE | \$0.40 |
| DIR DEPT NET | \$ 869.65 |
| Total | \$ 244.60 |

Pay/Tax Information

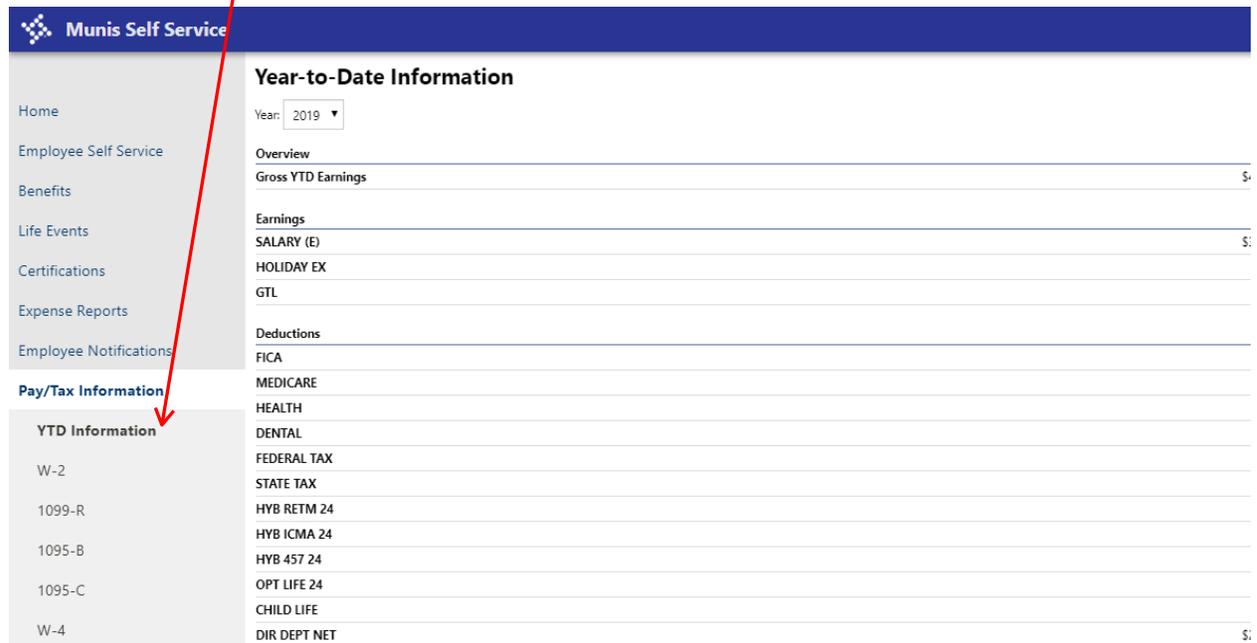
- YTD Information
- W-2
- 1099-R
- 1095-B
- 1095-C
- W-4
- Paycheck Simulator
- Total Compensation
- Performance Evaluations
- Personal Information

The password to view the paycheck image is the last 4 of your SSN and this password cannot be changed. You may download or print the paycheck image.

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

YTD Information

1. Click the **YTD Information** subsection of Pay/Tax Information for a cumulative view of payroll information for a given year.



The screenshot displays the 'Munis Self Service' interface. On the left is a navigation sidebar with categories like 'Home', 'Employee Self Service', 'Benefits', 'Life Events', 'Certifications', 'Expense Reports', 'Employee Notifications', and 'Pay/Tax Information'. Under 'Pay/Tax Information', 'YTD Information' is highlighted, with a red arrow pointing to it. The main content area is titled 'Year-to-Date Information' and includes a 'Year' dropdown menu set to '2019'. Below this, there are sections for 'Overview', 'Earnings', and 'Deductions', each with a table of items and their corresponding dollar amounts. The 'Earnings' section lists 'SALARY (E)', 'HOLIDAY EX', and 'GTL'. The 'Deductions' section lists 'FICA', 'MEDICARE', 'HEALTH', 'DENTAL', 'FEDERAL TAX', 'STATE TAX', 'HYB RETM 24', 'HYB ICMA 24', 'HYB 457 24', 'OPT LIFE 24', 'CHILD LIFE', and 'DIR DEPT NET'.

W-2 Information

1. Click the **W-2 Information** subsection of Pay/Tax Information.
2. W-2 Information displays Federal and State taxes and withholdings for a given year.
3. Click **View W-2 image** to view, download or print that W-2.

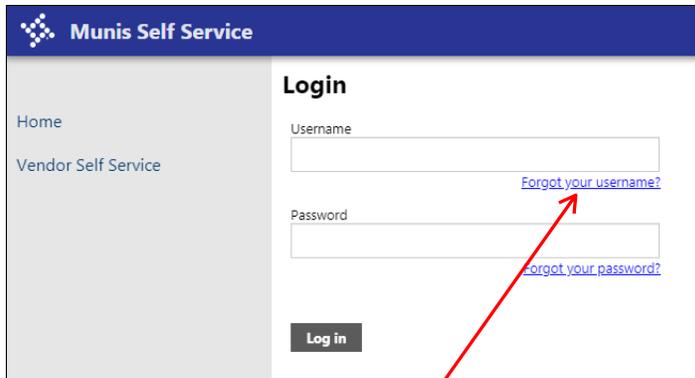
1095-C Information

4. Click the **1095-C** subsection of Pay/Tax Information.
5. 1095-C Information displays months of health insurance coverage for employee and dependents for a given year.
6. Click **View 1095-C image** to view, download or print that 1095-C.

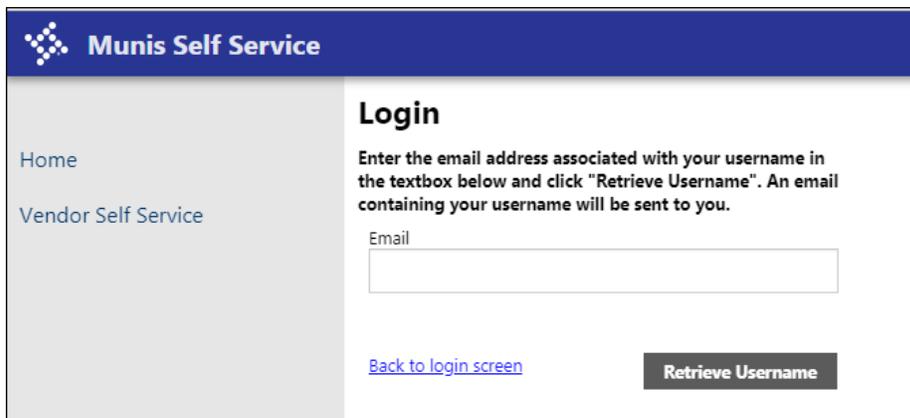
Frequently Asked Questions

What if I forget my username?

1. At the Login screen, I forgot my username (your employee number).



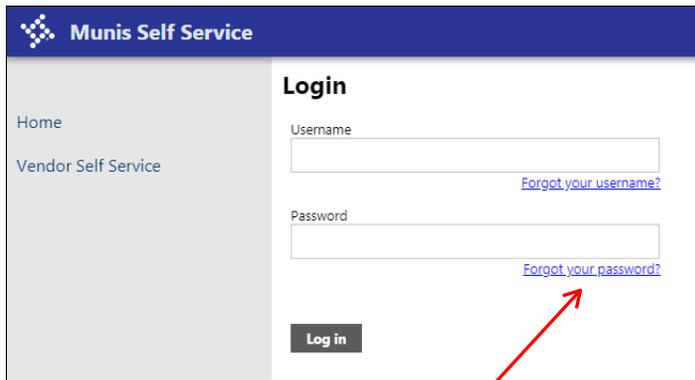
2. Click on “Forgot your username?” link.



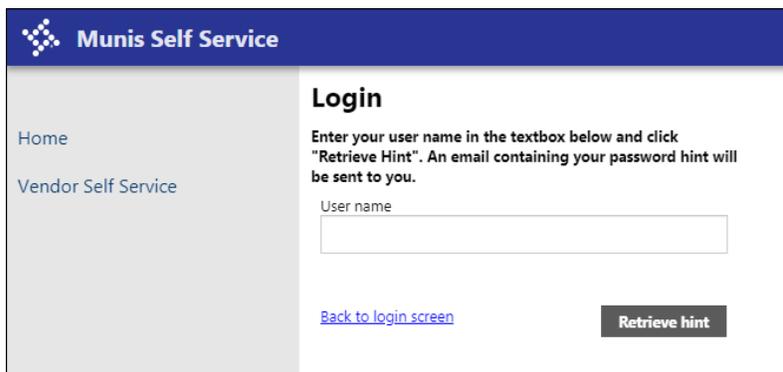
3. Then enter your email address (your primary email address on file in Munis) and click on **Retrieve Username**. An email will be sent from Munis Self Service “noreplyselfservice@yorkcounty.gov” containing your username.
4. Go back to the Munis Self Service login screen and enter the user name provided in the email along with the password.

What if I forget my password?

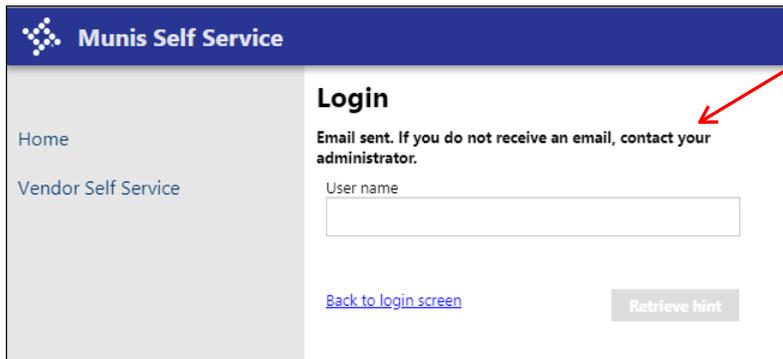
1. At the Login screen, I forgot my password and/or my login attempt failed.



2. Click the **“Forgot your password?”** link for Munis Self Service to send an email message containing your password hint. Then click on **“Retrieve hint”**.

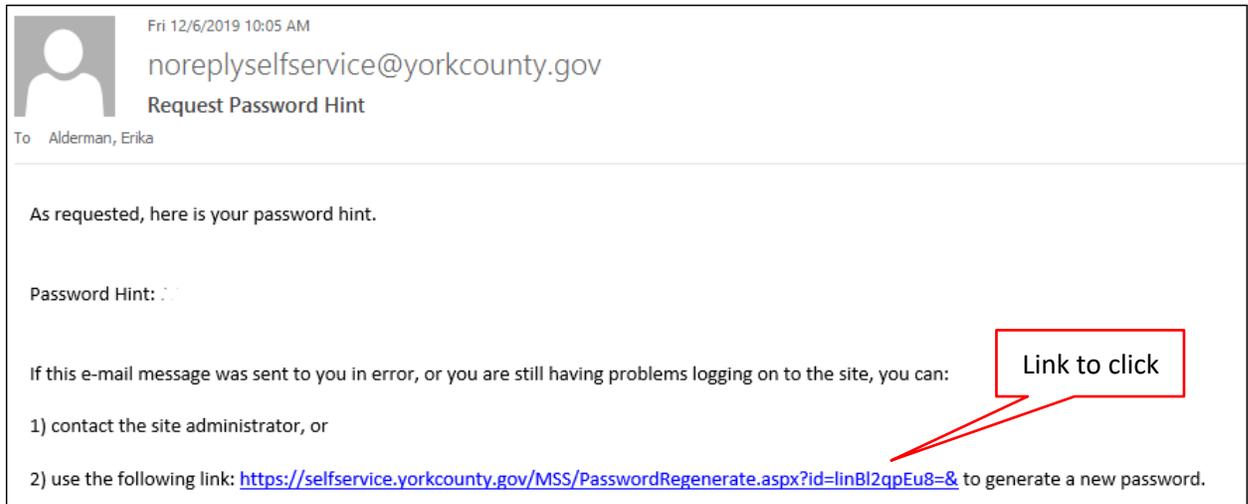


3. The following screen indicates an email message containing your password hint has been sent.

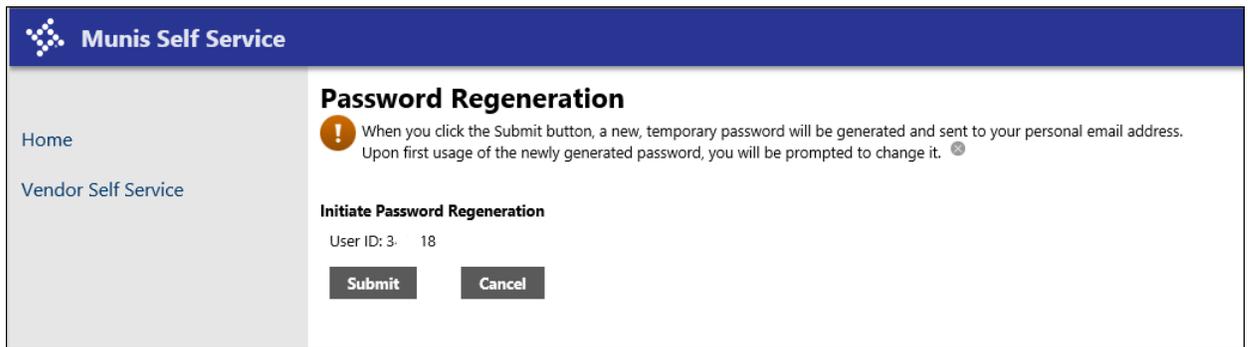


4. Access your primary email account on file in Munis.
5. From your email Inbox, open the email message from Munis Self Service **“noreplyselfservice@yorkcounty.gov”**.
6. After reading your password hint, you remember your password. Return to Munis Self Service and log in.

7. If you still do not remember your password. Click the link provided in your email message to reset your password.

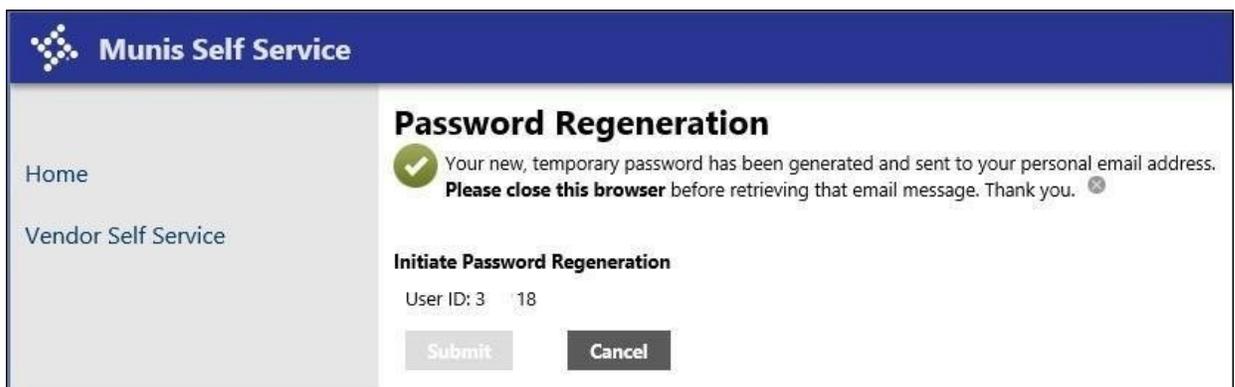


8. By clicking the link, the Password Regeneration page appears.



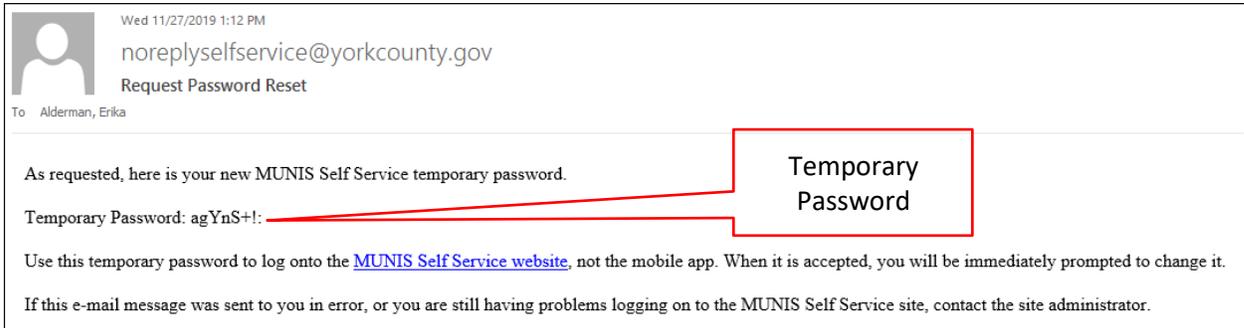
9. Click **Submit** to confirm you want your password reset.

10. The following page appears indicating a temporary password has been sent to your email address.



11. Access your email account.

12. From your email inbox, open the email message from Munis Self Service “noreplyselfservice@yorkcounty.gov” to receive your temporary password.



13. Return to Munis Self Service and log in using the temporary password for the password.
14. Click **Login**.
15. You will be prompted to change your password.
16. Enter the Temporary password as the Current Password, and then enter your new password and password hint. Remember the password must be at least 8 characters, alphanumeric with upper and lower case letters, and at least one special character such as @,#,\$,%,* . Passwords cannot start with
17. Click **Change**.
18. The prompt will indicate if your password was successfully reset.

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

Payroll
Department
757-890-3700
FiscalAccountingSrvcs@yorkcounty.gov

Human Resources Related Questions

Human Resources
Office 757-890-3687
hrmunis@yorkcounty.gov

Employee Self Service System Related Questions

If after reading through this guide you continue to experience technical problems, please send an email to FinSys@yorkcounty.gov with the specific issue and if possible, a screen shot of the problem. Someone will contact you to assist.