

# Employee Self-Service Payroll Time Entry TRAIN- (ESS-TRAIN)



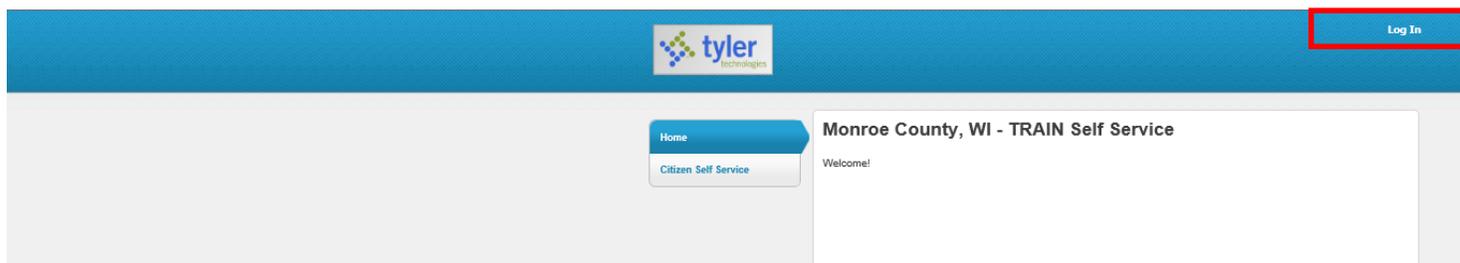
## Employee Self-Service Payroll Time Entry (ESS)

In your internet web browser type <https://monroewitrain.munisselfservice.com/>

Click **Enter**.



Your screen should appear similar to that shown below. Click **Login**.



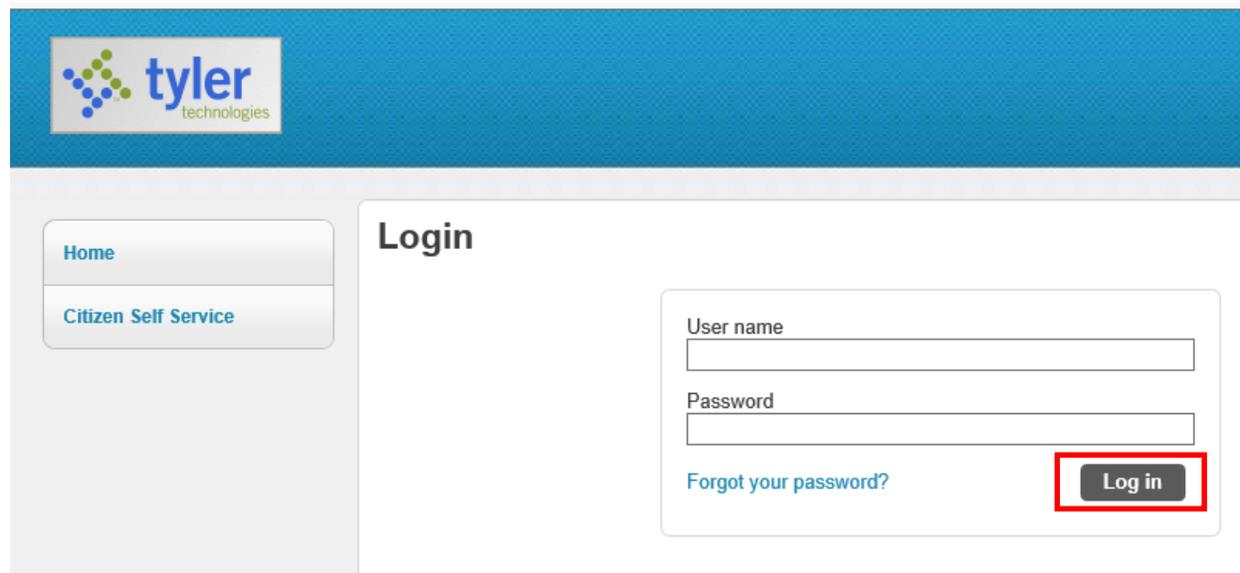
Your screen should appear similar to that shown below.

Type in your User Name (HINT: Employee Number)

Type in your Password. The first time you Login your Password is the last 4 digits of your social security number. You will be prompted to change your password once you have accessed the system.

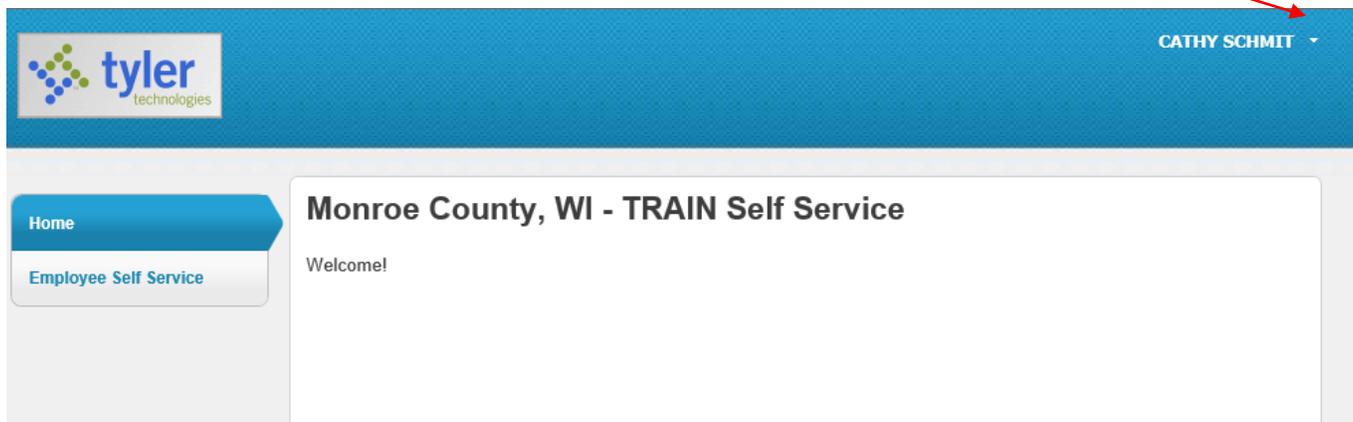
Please keep track of this unique Password in a safe place, other county staff will not have the ability to assist in resetting or recovery of your Password.

Click Log in.



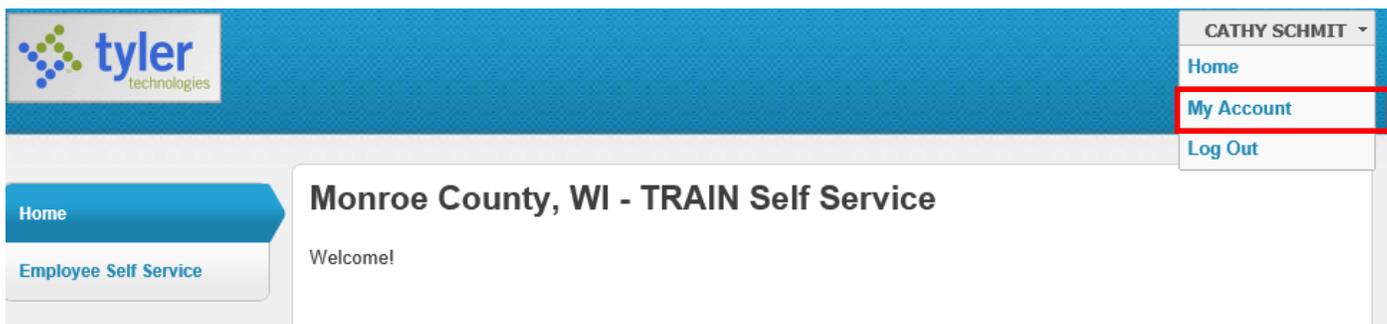
## Employee Self-Service Payroll Time Entry (ESS)

Your screen will appear similar to that shown below. To change your password in the future, click on the  next to your name at the upper right hand area of your screen.



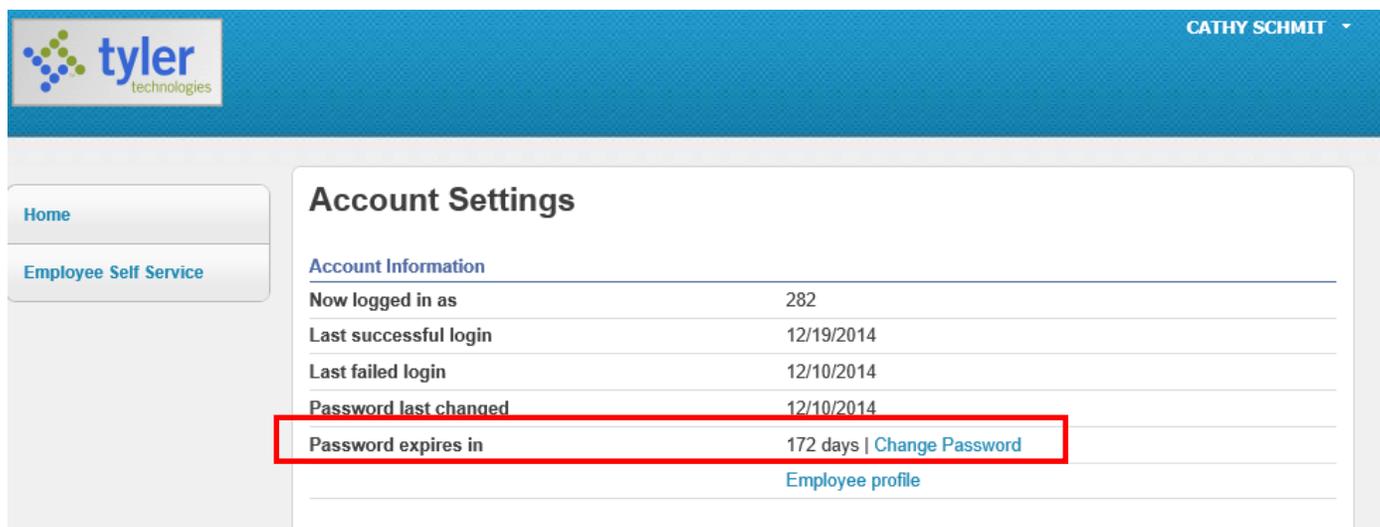
Your screen will appear similar to that shown below.

Click on [My Account](#).



Your screen will appear similar to that shown below.

Click [Change Password](#).



Account Information	
Now logged in as	282
Last successful login	12/19/2014
Last failed login	12/10/2014
Password last changed	12/10/2014
Password expires in	172 days   <a href="#">Change Password</a>
<a href="#">Employee profile</a>	

## Employee Self-Service Payroll Time Entry (ESS)

Your screen will appear similar to that shown below.

Enter your new Password information, your Password Hint and click on **Change**.

*(The first time you do this process, your current Password is 1234)*

The screenshot shows the Tyler Technologies Employee Self-Service interface. The top navigation bar is blue with the Tyler Technologies logo on the left and the user name 'CATHY SCHMIT' on the right. A left sidebar contains buttons for 'Home' and 'Employee Self Service'. The main content area is titled 'Change Password' and contains the following text and form fields:

- Before proceeding you must change your password.
- New password must be at least 4 characters long.
- Current password:
- New password:
- Password strength: Unacceptable
- Confirm new password:
- New password hint:
- Buttons: **Change** and **Cancel**

You will then get a message letting you know that your Password has been successfully changed.

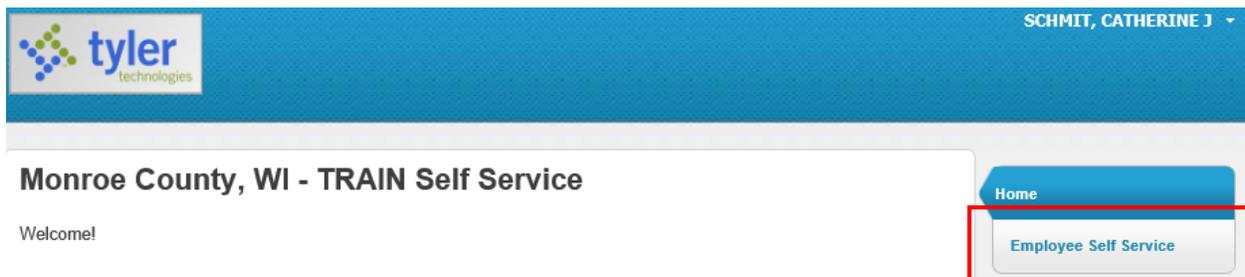
Click **Continue**.

The screenshot shows the Tyler Technologies Employee Self-Service interface after a successful password change. The top navigation bar is blue with the Tyler Technologies logo on the left and the user name 'CATHY SCHMIT' on the right. A left sidebar contains buttons for 'Home' and 'Employee Self Service'. The main content area is titled 'Change Password' and contains the following text and button:

- Your password has been successfully changed.
- Button: **Continue**

## Employee Self-Service Payroll Time Entry (ESS)

Your screen will appear similar to that shown below. Click [Employee Self Service](#).



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SCHMIT, CATHERINE J

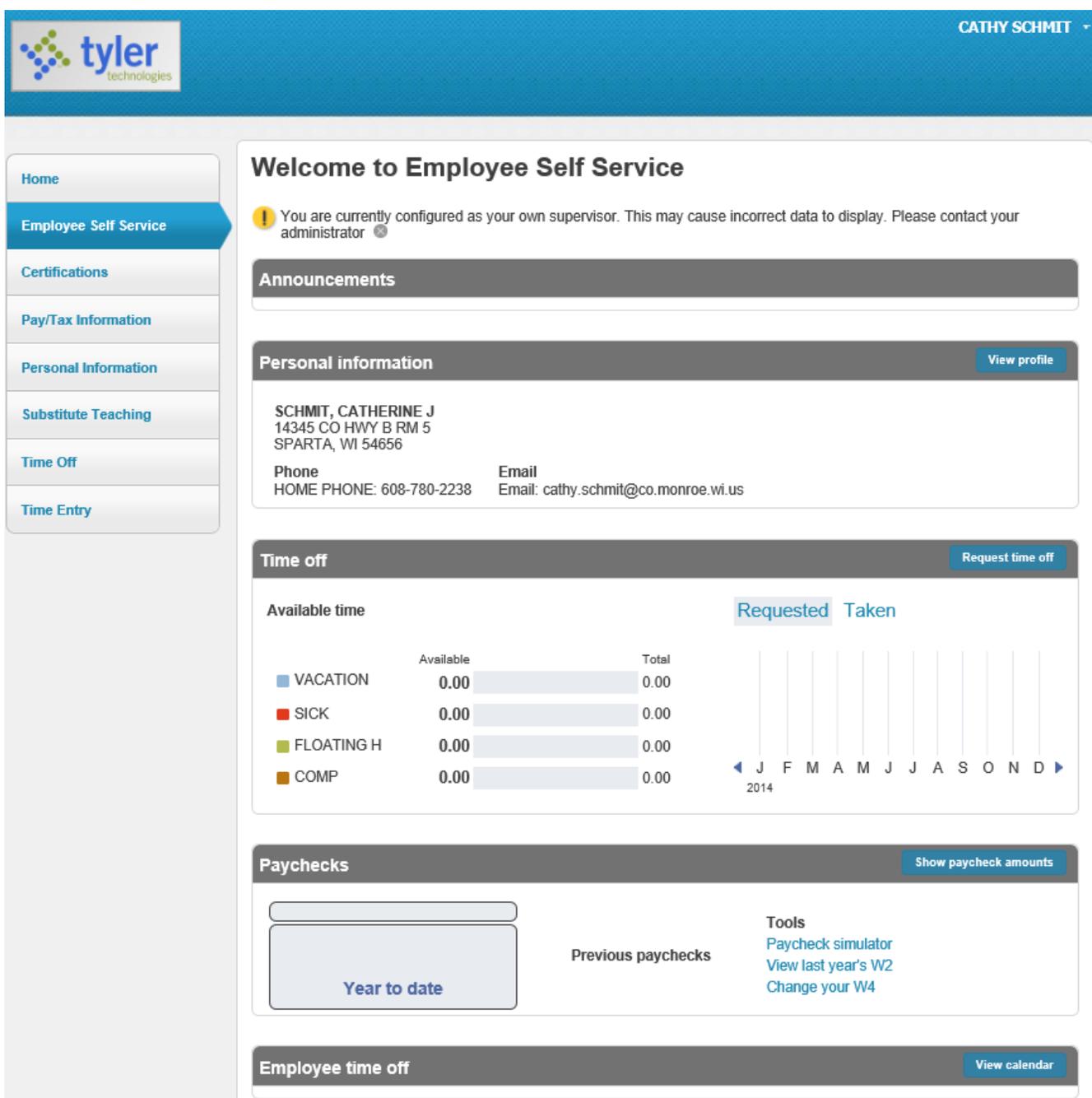
Monroe County, WI - TRAIN Self Service

Welcome!

Home

Employee Self Service

A screen, with your specific information, will appear similar to that shown below.



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CATHY SCHMIT

Home

Employee Self Service

Certifications

Pay/Tax Information

Personal Information

Substitute Teaching

Time Off

Time Entry

### Welcome to Employee Self Service

**!** You are currently configured as your own supervisor. This may cause incorrect data to display. Please contact your administrator

#### Announcements

#### Personal information [View profile](#)

SCHMIT, CATHERINE J  
14345 CO HWY B RM 5  
SPARTA, WI 54656

Phone HOME PHONE: 608-780-2238      Email Email: cathy.schmit@co.monroe.wi.us

#### Time off [Request time off](#)

Available time

	Available	Total
VACATION	0.00	0.00
SICK	0.00	0.00
FLOATING H	0.00	0.00
COMP	0.00	0.00

Requested Taken

2014

#### Paychecks [Show paycheck amounts](#)

[Year to date](#)

Previous paychecks

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

#### Employee time off [View calendar](#)

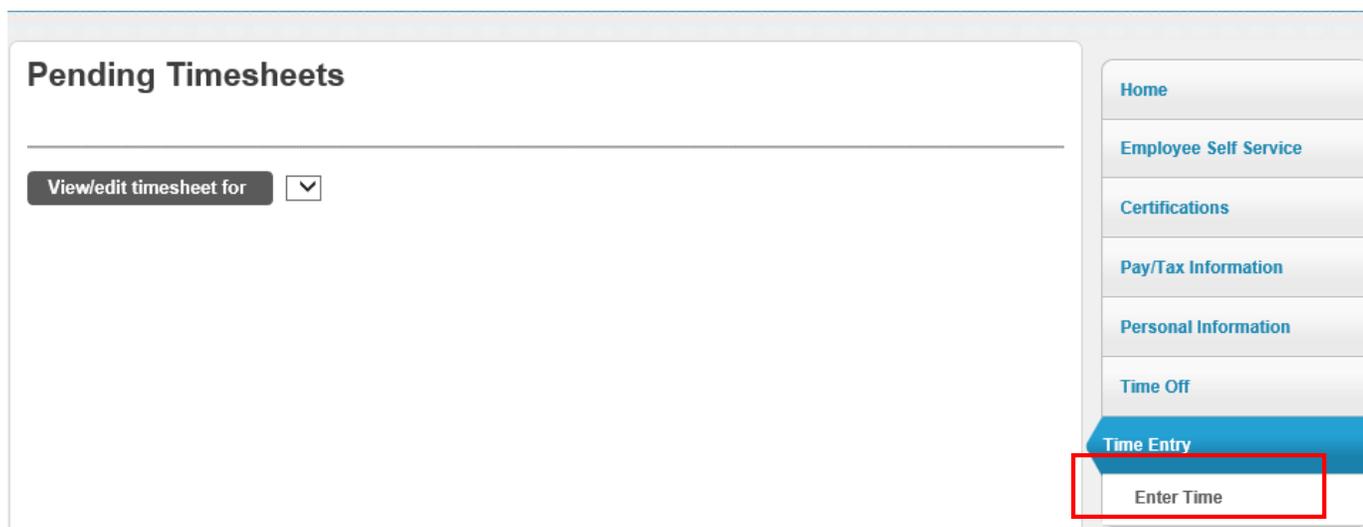
## Employee Self-Service Payroll Time Entry (ESS)

To enter your hours for bi-weekly payroll, click on [Time Entry](#) from your Menu options.



Your screen will then appear similar to that shown below.

Click on [Enter Time](#) from your Menu options.





## Employee Self-Service Payroll Time Entry (ESS)

To begin entering hours for payroll processing, ensure that you are entering hours on the correct weekly calendar. You can click back or forward by clicking the hyperlinks at the top of the page.

Nov 2014	Jan 2015	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
<a href="#">prior week</a>	<a href="#">next week</a>	12/21	12/22	12/23	12/24	12/25	12/26	12/27	

Per WI law you will be **REQUIRED** to enter your Hours, **TIME IN** and **TIME OUT** for each **EARNINGS TYPE** on **EACH DAY**.

To begin, click directly onto the date column for the Earnings Type row for which you are entering earnings.

Your screen will appear similar to that shown below.

Nov 2014	Jan 2015	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
<a href="#">prior week</a>	<a href="#">next week</a>	12/21	12/22	12/23	12/24	12/25	12/26	12/27	
REGULAR HOUR HRLY									
Hours		In <input type="text"/> AM <input type="text"/> Out <input type="text"/> AM		In <input type="text"/> AM <input type="text"/> Out <input type="text"/> AM		<a href="#">Add line item</a>			

**EXAMPLE:** Typical 8 Hour day with ½ hour unpaid lunch.

Click on the appropriate Date column, Regular Hours Hrly row.

Enter Hours, TIME IN and TIME OUT, then click **Add Line Item**.

Hours will calculate and populate the required fields. You can **Edit** or **Delete** if needed.

Nov 2014	Jan 2015	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
<a href="#">prior week</a>	<a href="#">next week</a>	12/21	12/22	12/23	12/24	12/25	12/26	12/27	
REGULAR HOUR HRLY			8						8
Hours 8		8:00 AM - 12:00 PM		12:30 PM - 4:30 PM		<a href="#">Edit</a> <a href="#">Delete</a>			
Hours		In <input type="text"/> AM <input type="text"/> Out <input type="text"/> PM		In <input type="text"/> PM <input type="text"/> Out <input type="text"/> PM		<a href="#">Add line item</a>			

## Employee Self-Service Payroll Time Entry (ESS)

**EXAMPLE:** Typical 8 Hour Vacation Day

Click on the appropriate Date column, Vacation Taken row.

Enter Hours, then click **Add Line Item**.

Hours will calculate and populate the required fields. You can **Edit** or **Delete** if needed.

Nov 2014 prior week	Jan 2015 next week	Sunday 12/21	Monday 12/22	Tuesday 12/23	Wednesday 12/24	Thursday 12/25	Friday 12/26	Saturday 12/27	Weekly Total
REGULAR HOUR HRLY			8						8
VAC TAKEN									

Hours  In  AM Out  AM In  AM Out  AM [Add line item](#)

Your screen will appear similar to that shown below.

Nov 2014 prior week	Jan 2015 next week	Sunday 12/21	Monday 12/22	Tuesday 12/23	Wednesday 12/24	Thursday 12/25	Friday 12/26	Saturday 12/27	Weekly Total
REGULAR HOUR HRLY			8						8
VAC TAKEN				8					8

Hours 8 [Edit](#) [Delete](#)

Hours  In  AM Out  AM In  AM Out  AM [Add line item](#)

## Employee Self-Service Payroll Time Entry (ESS)

**EXAMPLE:** 8 Hour Day, with 2 Hours Sick Leave

Click on the appropriate Date column, Regular Hours Hrly row.

Enter Hours, TIME IN and TIME OUT, then click **Add Line Item**.

Nov 2014 prior week	Jan 2015 next week	Sunday 12/21	Monday 12/22	Tuesday 12/23	Wednesday 12/24	Thursday 12/25	Friday 12/26	Saturday 12/27	Weekly Total
REGULAR HOUR HRLY			8						8
Hours <input type="text" value="6"/> In <input type="text" value="8"/> AM <input type="text" value="10"/> AM Out <input type="text" value="12:30"/> PM <input type="text" value="4:30"/> PM <input type="button" value="Add line item"/>									
VAC TAKEN				8					8

**THEN:**

Click on the appropriate Date column, Sick Leave Taken row.

Enter Hours, TIME IN and TIME OUT, then click **Add Line Item**.

Hours will calculate and populate the required fields. You can **Edit** or **Delete** if needed.

Nov 2014 prior week	Jan 2015 next week	Sunday 12/21	Monday 12/22	Tuesday 12/23	Wednesday 12/24	Thursday 12/25	Friday 12/26	Saturday 12/27	Weekly Total
REGULAR HOUR HRLY			8		6				14
VAC TAKEN				8					8
SICK LEAVE TAKEN									
Hours <input type="text" value="2"/> In <input type="text" value="10"/> AM <input type="text" value="12"/> PM <input type="text" value=""/> AM <input type="text" value=""/> AM <input type="button" value="Add line item"/>									

## Employee Self-Service Payroll Time Entry (ESS)

Your screen will appear as shown below.

Nov 2014 prior week	Jan 2015 next week	Sunday 12/21	Monday 12/22	Tuesday 12/23	Wednesday 12/24	Thursday 12/25	Friday 12/26	Saturday 12/27	Weekly Total
REGULAR HOUR HRLY			8		6				14
VAC TAKEN				8					8
SICK LEAVE TAKEN					2				2

Hours 2 10:00 AM - 12:00 PM [Edit](#) [Delete](#)

Hours  In  AM  Out  PM  In  AM  Out  AM  [Add line item](#)

**EXAMPLE:** Typical 8 Hour Holiday

Click on the appropriate Date column, Holiday 1.0 row.

Enter Hours, then click **Add Line Item**.

Hours will calculate and populate the required fields. You can [Edit](#) or [Delete](#) if needed.

HOLIDAY 1.0									
-------------	--	--	--	--	--	--	--	--	--

Hours  In  AM  Out  AM  In  AM  Out  AM  [Add line item](#)

Your screen will appear similar to that shown below.

Nov 2014 prior week	Jan 2015 next week	Sunday 12/21	Monday 12/22	Tuesday 12/23	Wednesday 12/24	Thursday 12/25	Friday 12/26	Saturday 12/27	Weekly Total
REGULAR HOUR HRLY			8		6				14
VAC TAKEN				8					8
SICK LEAVE TAKEN					2				2
HOLIDAY 1.0						8			8

## Employee Self-Service Payroll Time Entry (ESS)

**EXAMPLE:** 8 Hour Day, with 6 Hours Comp Time Earned

Click on the appropriate Date column, Regular Hours Hrly row.

Enter Hours, TIME IN and TIME OUT, then click **Add Line Item**.

Nov 2014 prior week	Jan 2015 next week	Sunday 12/21	Monday 12/22	Tuesday 12/23	Wednesday 12/24	Thursday 12/25	Friday 12/26	Saturday 12/27	Weekly Total
REGULAR HOUR HRLY			8		6		8		22

Hours 8 8:00 AM - 12:00 PM 12:30 PM - 4:30 PM [Edit](#) [Delete](#)

Hours  In  AM  PM Out  PM  PM  PM  [Add line item](#)

**THEN:**

Click on the appropriate Date column, Comp Time Earned row.

Enter Hours, TIME IN and TIME OUT, then click **Add Line Item**.

Hours will calculate and populate the required fields. You can [Edit](#) or [Delete](#) if needed.

COMP TIME EARNED							6		6
------------------	--	--	--	--	--	--	---	--	---

Hours 6 4:30 PM - 10:30 PM [Edit](#) [Delete](#)

Hours  In  PM  PM Out  AM  AM  [Add line item](#)

## Employee Self-Service Payroll Time Entry (ESS)

For week 1 of the pay period, your sample screen would appear similar to that shown below:

Nov 2014 prior week	Jan 2015 next week	Sunday 12/21	Monday 12/22	Tuesday 12/23	Wednesday 12/24	Thursday 12/25	Friday 12/26	Saturday 12/27	Weekly Total
REGULAR HOUR HRLY			8		6		8		22
VAC TAKEN				8					8
SICK LEAVE TAKEN					2				2
FAMILY SICK LEAVE									
FMLA PAY									
COMP TIME EARNED							6		6
COMP TIME 1.0									
FLOATING HOLIDAY									
HOLIDAY 1.0						8			8
MILEAGE									
MEALS									
JURY DUTY									
FUNERAL LEAVE									
TOTAL			8	8	8	8	14		46

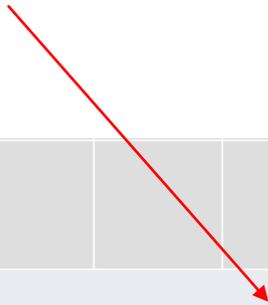
## Employee Self-Service Payroll Time Entry (ESS)

### Mileage and Meals:

To enter **Mileage** or **Meals** click on the date for entry and enter the \$\$\$ amount to be submitted in the field indicated as Hours or Amount, as shown below. Then click Add line item.

### Mileage:

MILEAGE								
Hours	In	AM	Out	AM	In	AM	Out	AM
32.75								
Notes								Add line item



Your screen will then appear similar to that shown below.

MILEAGE		32.75						32.75
Amount 32.75	Edit	Delete						

### Meals:

MEALS								
Amount	In	AM	Out	AM	In	AM	Out	AM
7.00								
Notes								Add line item

MEALS		7						7
Amount 7	Edit	Delete						

## Employee Self-Service Payroll Time Entry (ESS)

After completing time entry for week 1 of the pay period, click **Save for later**.

Adding 46 from 12/22/2014 to 12/26/2014

[Copy from previous week](#)
[Save for later](#)
[Submit](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
12/21	12/22	12/23	12/24	12/25	12/26	12/27	

### THEN:

Click **next week** to advance the calendar for the next weeks' hourly payroll entry.

Nov 2014 prior week	Jan 2015 next week	Sunday 12/21	Monday 12/22	Tuesday 12/23	Wednesday 12/24	Thursday 12/25	Friday 12/26	Saturday 12/27	Weekly Total
------------------------	-----------------------	-----------------	-----------------	------------------	--------------------	-------------------	-----------------	-------------------	-----------------

Your screen will appear similar to that shown below.

You can click **Copy from previous week** to autofill your weekly hours.

Adding 46.00 from 12/22/2014 to 12/26/2014

[Copy from previous week](#)
[Save for later](#)
[Submit](#)

**CAUTION:** When utilizing this option it is **CRITICAL** you review your time entry and ensure that it is updated and accurate prior to submitting it for payroll processing!!!!

Utilize the **Edit** and/or **Delete** buttons to modify time entry for accuracy.

COMP TIME EARNED							6		6
------------------	--	--	--	--	--	--	---	--	---

Hours 6 4:30 PM - 10:30 PM [Edit](#) [Delete](#)

Hours

In 4:30 PM  Out 10:30 PM  In  AM  Out  AM  [Add line item](#)

## Employee Self-Service Payroll Time Entry (ESS)

A copied and then modified payroll entry may look similar to that shown below.

Nov 2014 prior week	Feb 2015 next week	Sunday 12/28	Monday 12/29	Tuesday 12/30	Wednesday 12/31	Thursday 1/1	Friday 1/2	Saturday 1/3	Weekly Total
			8	8	8		8		32
						8			8
			8	8	8	8	8		40

## Employee Self-Service Payroll Time Entry (ESS)

After completing time entry for week 2 of the pay period, click **Save for later**.

The system will then indicate that your time has been saved.

### Enter time

 Your time has been saved. 

 COUNTY ADMINISTRATOR 

Adding 86.00 from 12/22/2014 to 1/2/2015

[Copy from previous week](#)

[Save for later](#)

[Submit](#)

When you have completed and saved your time entry for the complete 2 week pay period, click **Submit** to forward it on for approval and processing.

The system will indicate with a  that your time has been successfully submitted.

### Enter time

 Your time has been submitted. 

 COUNTY ADMINISTRATOR 

[Copy from previous week](#)

[Save for later](#)

[Submit](#)

	Nov 2014 prior week	Feb 2015 next week	Sunday 12/28	Monday 12/29	Tuesday 12/30	Wednesday 12/31	Thursday 1/1	Friday 1/2	Saturday 1/3	Weekly Total
REGULAR HOUR HRLY				8 	8 	8 		8 		32
HOLIDAY 1.0							8 			8
TOTAL				8	8	8	8	8		40

## Employee Self-Service Payroll Time Entry (ESS)

### Supervisor Approval:

When you staff has submitted their ESS Time Entry pay information to you for approval, you will receive an Outlook email notification and a MUNIS Approval Notification.

### Outlook:



### Munis:

Monroe County, WI - Live

#### My Workflow

**Notifications** 65 (0 Unread)

**Approvals: All** 4 (0 Unread)

<input type="checkbox"/>	Type	Created	Summary	Actions
<input type="checkbox"/>	ESA	01/07/2015	Emp 8015, Job , Type 2	▼
<input type="checkbox"/>	ESA	01/07/2015	Emp 8015, Job , Type 2	▼
<input type="checkbox"/>	ESA	01/07/2015	Emp 8015, Job , Type 2	▼

From the ESS Time Entry you will see your staff Pending Timesheets to be Viewed and Approved.

Click on the View hyperlink.

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SCHMIT, CATHERINE J

### Pending Timesheets

1/4/2015 - 1/10/2015			
HAMILTON, RONALD R	HUMAN SERVICES DIRECTOR	40.00	<a href="#">View</a>
ZIEGLER, CHARLES M	FORESTRY & PARKS ADMINISTRATOR	32.50	<a href="#">View</a>
		72.50	
1/11/2015 - 1/17/2015			
HAMILTON, RONALD R	HUMAN SERVICES DIRECTOR	40.00	<a href="#">View</a>
ZIEGLER, CHARLES M	FORESTRY & PARKS ADMINISTRATOR	40.50	<a href="#">View</a>
		80.50	

Approve and submit all pending time shown above

View/edit timesheet for: ANDERSON, LINDA M (ROLLING HILLS ADMINISTRATOR)

- Home
- Employee Self Service
- Pay/Tax Information
- Personal Information
- Time Off
- Time Entry**
  - Enter Time

## Employee Self-Service Payroll Time Entry (ESS)

As the supervisor you may **Edit** if necessary, then click **Mark this week as approved**.

Approving 0 out of 80.00 from 1/5/2015 to 1/16/2015 [Mark this week as approved](#) [Edit](#) [Submit](#)

Dec 2014 prior week	Feb 2015 next week	Sunday 1/4	Monday 1/5	Tuesday 1/6	Wednesday 1/7	Thursday 1/8	Friday 1/9	Saturday 1/10	Weekly Submitted	Weekly Approved
REGULAR HOUR HRLY			8	8	6				22	
VAC TAKEN						8			8	
SICK LEAVE TAKEN					2				2	

Once **Approved** the screen will appear similar to that shown below.

Click **Submit** for final processing.

Approving 40.00 out of 80.00 from 1/5/2015 to 1/16/2015 [Mark this week as skipped](#) [Edit](#) [Submit](#)

Dec 2014 prior week	Feb 2015 next week	Sunday 1/4	Monday 1/5	Tuesday 1/6	Wednesday 1/7	Thursday 1/8	Friday 1/9	Saturday 1/10	Weekly Submitted	Weekly Approved
REGULAR HOUR HRLY			8 ✓	8 ✓	6 ✓				22	
VAC TAKEN						8 ✓			8	
SICK LEAVE TAKEN					2 ✓				2	

The record will then disappear from your Time Entry screen.

Staff records can be retrieved for review or editing by selecting them from the dropdown menu similar to that shown below.

**View/edit timesheet for**  ▼



## Employee Self-Service Payroll Time Entry (ESS)

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