

Employee Self-Service Training (ESS-Train)



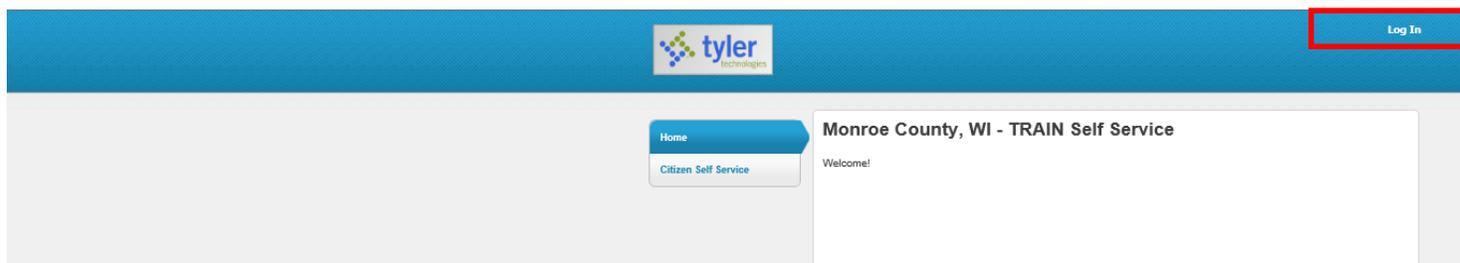
Employee Self-Service Train (ESS-Train)

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

Click **Enter**.



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



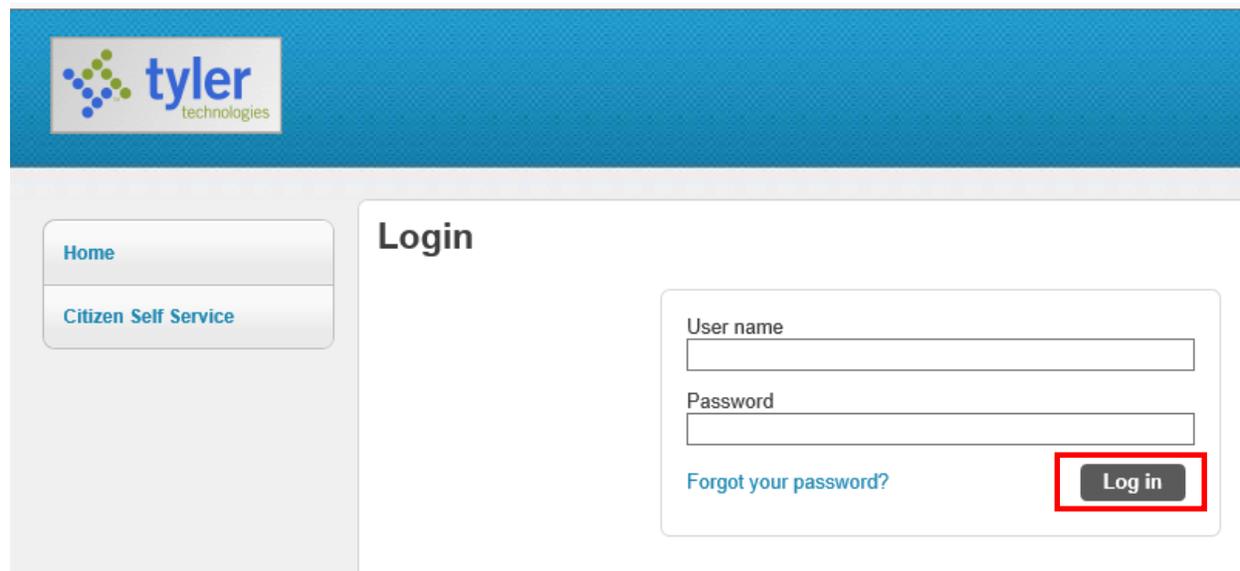
Your screen should appear similar to that shown below.

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 Train (ESS-Train)

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 the last 4 digits of your Social Security #)

Change Password

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

Change **Cancel**

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

Click **Continue**.

Change Password

Your password has been successfully changed.

Continue

Your screen will appear similar to that shown below.

Click on the **Employee Self Service** hyperlink.

Monroe County, WI - TRAIN Self Service

Welcome!

Home

Employee Self Service

Employee Self-Service Train (ESS-Train)

After clicking [Employee Self Service](#) from the Menu located in the margins of your screen, your specific information similar to that shown below will appear.

tyler technologies SCHMIT, CATHERINE J

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: cathy.schmit@co.monroe.wi.us

Time off [Request time off](#)

Available time [Requested](#) [Taken](#)

	Available	Total
VACATION	161.64	161.64
SICK	368.00	368.00
FLOATING H	0.00	0.00
COMP	0.00	0.00

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](#)

Home
Employee Self Service
 Certifications
 Pay/Tax Information
 Personal Information
 Time Off
 Time Entry

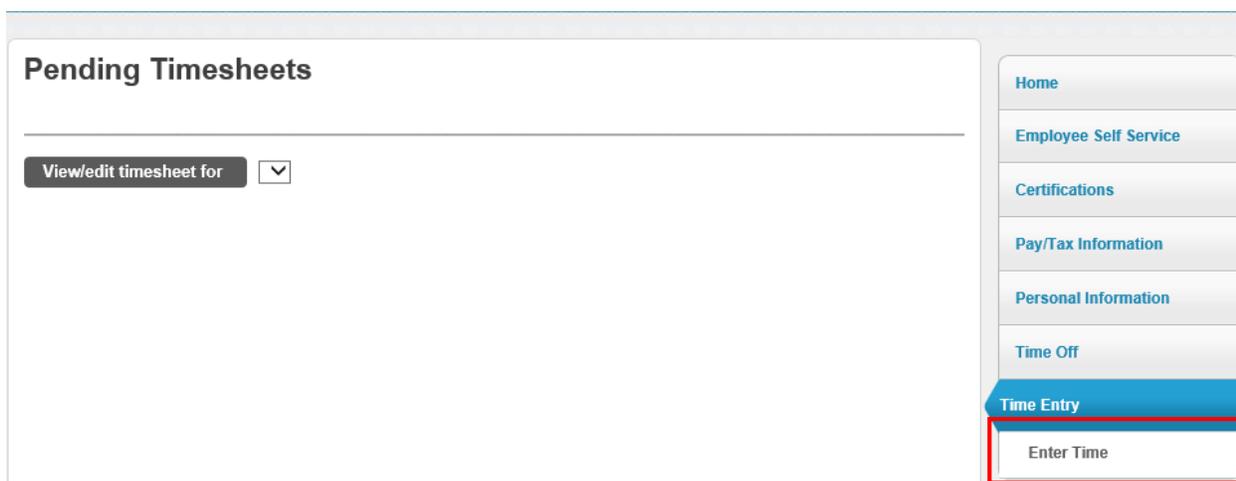
Employee Self-Service Train (ESS-Train)

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 Train (ESS-Train)

Your screen will then appear similar to that shown below.

(For instruction on Time Entry please refer to separate document.)

Click on the back arrow  to return to the previous screen.

Enter time

 COUNTY ADMINISTRATOR ▾

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

	Nov 2014 <small>prior week</small>	Jan 2015 <small>next week</small>	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										
VAC TAKEN										
SICK LEAVE TAKEN										
FAMILY SICK LEAVE										
FMLA PAY										
COMP TIME EARNED										
COMP TIME 1.0										

To return to the Home screen, select **Home** from the drop down menu by clicking on your user name as shown below.



Employee Self-Service Train (ESS-Train)

From the **Employee Self Service** screen:

You can click on the **View Profile** button on the Personal information tab, you will see your unique demographic screen similar to that shown below.

The screenshot displays the Employee Self-Service interface. At the top, a dark grey header bar contains the text "Personal information" on the left and a blue button labeled "View profile" on the right, which is highlighted with a red rectangular border. Below the header is a vertical navigation menu with several options: "Home", "Employee Self Service", "Certifications", "Pay/Tax Information", "Personal Information" (highlighted with a blue arrow), "Employee Profile", "Substitute Teaching", "Time Off", and "Time Entry". The main content area is titled "Employee Profile" and is divided into two sections: "General information" and "Demographic information".

Personal information [View profile](#)

Employee Profile

General information

- Name
- Employee ID
- Preferred name
- SSN
- Active status
- Personnel status
- Office location
- E-Mail address
- Alternate e-mail address
- Hire date
- Service date
- Original hire date
- Supervisor
- Supervisor e-mail

Demographic information

- Date of birth
- Gender
- EEO ethnicity
- Marital status
- Privacy setting
- DOE ethnicity

DOE Race

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

Employee Self-Service Train (ESS-Train)

To submit changes to your Employee Profile click on the [Return to Personal Information](#) hyperlink.

Employee Profile

General information

[Return to Personal Information](#)

Your screen will appear similar to that shown below. Updates can be submitted by clicking the various highlighted hyperlinks.

Personal Information

[Employee Preferred Name](#) [change](#)

Preferred Name N/A

[Address / E-mail](#) [change](#)

Home Address 14345 CO HWY B RM 5,
SPARTA, WI 54656

E-mail cathy.schmit@co.monroe.wi.us

Alternate E-mail

[Telephone](#) [Add Telephone Number](#)

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE	608-780-2238	No	Change

[Dependents](#) [Add Dependent](#)

No Dependent information to display.

[Emergency Contacts](#) [Add Emergency Contact](#)

No Emergency Contact information to display.

[Home](#)

[Employee Self Service](#)

[Certifications](#)

[Pay/Tax Information](#)

Personal Information

[Employee Profile](#)

[Time Off](#)

[Time Entry](#)

Click on the Menu option to return to [Employee Self Service](#)

[Home](#)

[Employee Self Service](#)

[Certifications](#)

[Pay/Tax Information](#)

Personal Information

[Employee Profile](#)

[Time Off](#)

[Time Entry](#)

Employee Self-Service Train (ESS-Train)

When clicking on the **Request time off** button on the Personal information tab or from the menu, you will see the current calendar to indicate dates for you wish to request time off, similar to that shown below.



Step 1: Select the dates you wish to request off, click **Continue**.

The **Approver** will receive your Request and you will be notified when your request has been processed.

The screenshot shows the 'Request Time Off' interface. On the left is a navigation menu with 'Time Off' selected. The main content area is titled 'Request Time Off' and 'Step 1 of 4: Select Dates'. Below the title is a instruction: 'Click to select each date that you would like to take off. (Click again to deselect)'. There are three calendar grids for December 2014, January 2015, and February 2015. In the January 2015 calendar, dates 19, 20, 21, 22, 23, and 24 are highlighted in yellow. A 'Continue' button is located at the bottom center.

Step 2: Select the Type of time off you are requesting, click **Continue**.

The screenshot shows the 'Request Time Off' interface at 'Step 2 of 4: Select Type'. The instruction is 'Select the type of time off you would like to take from which job'. Below this is a table with four rows of options. The 'VACATION' option is selected with a radio button. A 'Continue' button is at the bottom center. On the right is a navigation menu with 'Time Off' selected.

Type	Currently Available
<input checked="" type="radio"/> VACATION	0.00
<input type="radio"/> SICK	0.00
<input type="radio"/> FLOATING H	0.00
<input type="radio"/> COMP	0.00

Employee Self-Service Train (ESS-Train)

Step 3: Review and confirm the dates and hours of time off you are requesting, click **Continue**.

Request Time Off

Step 3 of 4: Partial Day Requests

If you are requesting any partial days, edit time as necessary.

You have selected the following dates ([Change Dates](#))

1/19/2015: <input style="width: 80px;" type="text" value="8.00"/> x Hours	1/20/2015: <input style="width: 80px;" type="text" value="8.00"/> Hours
1/21/2015: <input style="width: 80px;" type="text" value="8.00"/> Hours	1/22/2015: <input style="width: 80px;" type="text" value="8.00"/> Hours
1/23/2015: <input style="width: 80px;" type="text" value="8.00"/> Hours	1/26/2015: <input style="width: 80px;" type="text" value="8.00"/> Hours
1/27/2015: <input style="width: 80px;" type="text" value="8.00"/> Hours	1/28/2015: <input style="width: 80px;" type="text" value="8.00"/> Hours

[Continue](#)

- [Home](#)
- [Employee Self Service](#)
- [Pay/Tax Information](#)
- [Personal Information](#)
- Time Off**
- [Request Time Off](#)
- [My Requests](#)
- [Employee Requests](#)
- [Employee History](#)
- [Time Entry](#)

Step 4: Review your request, click **Change** to modify it, click **Cancel** to discontinue, or click **Make Request** to submit it for approval.

Request Time Off

Step 4 of 4: Additional Information

Verify the time you are taking and enter additional comments for this request.

Job	
Request Type	VACATION
Days Requested	1/19,1/20,1/21,1/22,1/23,1/26,1/27,1/28
Total Time Requested	64.00 Hour(s) change

Comment: (optional)

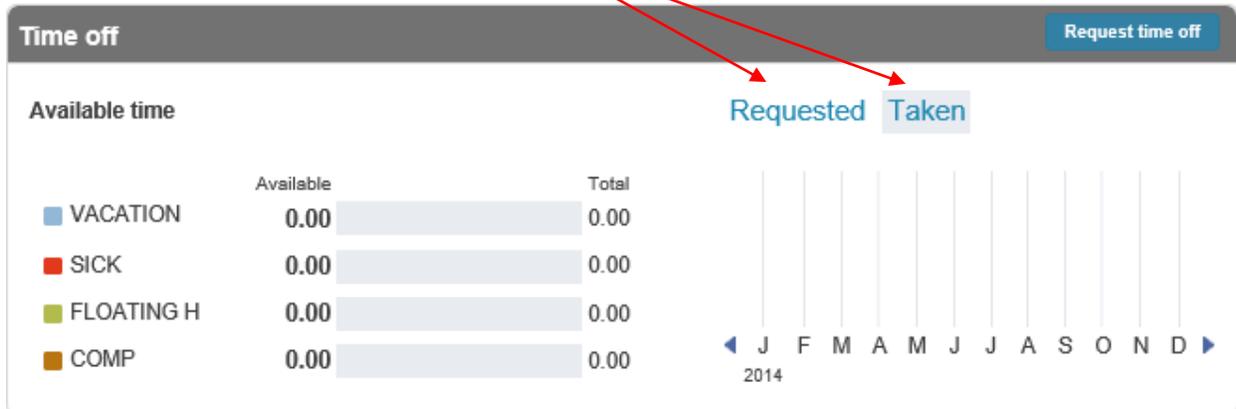
Reason [optional] v

[Make Request](#) [Cancel](#)

- [Home](#)
- [Employee Self Service](#)
- [Certifications](#)
- [Pay/Tax Information](#)
- [Personal Information](#)
- Time Off**
- Request Time Off**
- [My Requests](#)
- [Employee Requests](#)

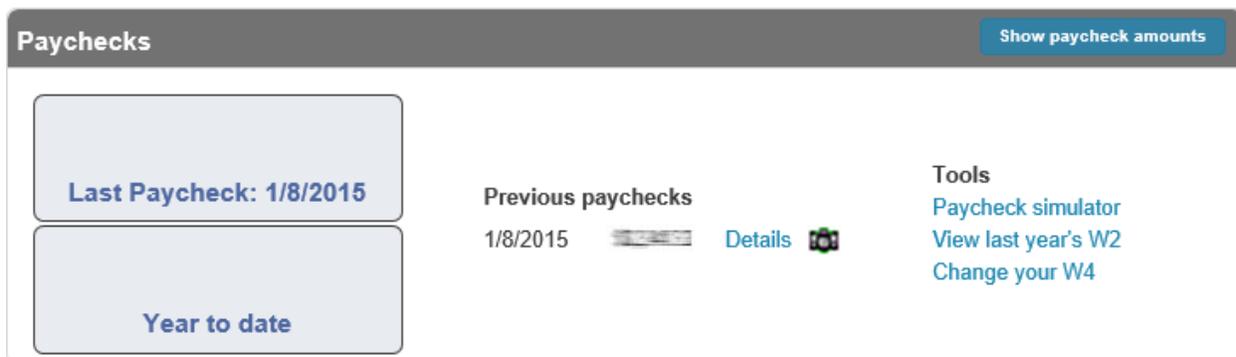
Employee Self-Service Train (ESS-Train)

In the **Time off** section, you can also view numerical and graphical displays of the amounts of Time off either **Requested** or **Taken** by clicking on either option here.



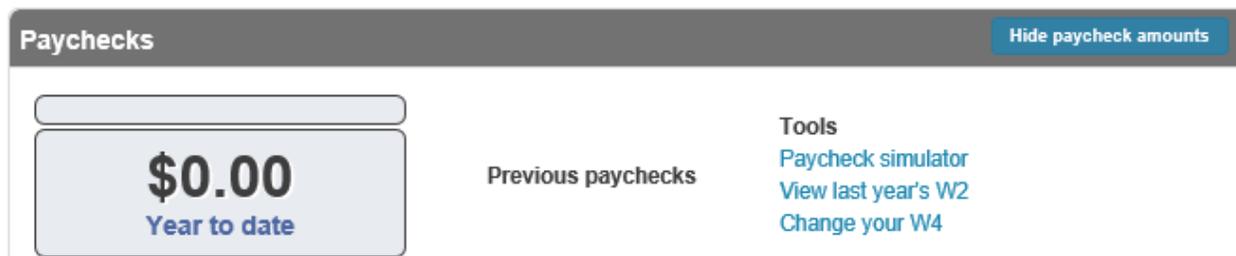
From **Pay/Tax Information** on the Main Menu or in the **Paychecks** section here you can:

- *View paycheck and amounts
- *Use the Paycheck simulator
- *View last year's W2
- *Request a change to your W4



Views:

Show Paycheck Amounts:



Employee Self-Service Train (ESS-Train)

Paycheck Simulator:

- Home
- Employee Self Service
- Certifications
- Pay/Tax Information
- YTD Information
- W-2
- 1099-R
- W-4
- Paycheck Simulator
- Direct Deposit
- Personal Information
- Substitute Teaching
- Time Off
- Time Entry

Paycheck Simulator

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

Pay Details							
Job	Job Description	Pay	Pay Description	Hours	Rate	Percentage	Amount
1000	COUNTY ADMINISTRATOR	100	REGULAR HOUR HRLY	80.00	0	0.00	0000

Marital	Exemptions
Federal Tax: <input type="text" value=""/>	<input type="text" value=""/>
State Tax: <input type="text" value=""/>	<input type="text" value=""/>
Local Tax: <input type="text" value=""/>	<input type="text" value="0"/>

Deductions	Amount
ADDITIONAL LIFE INSURANCE	<input type="text" value="0"/>
LIFE INSURANCE GENERAL	<input type="text" value="0"/>
MEDICAL FLEX ACCOUNT	<input type="text" value="0"/>

View Last Year's W2:

- Home
- Employee Self Service
- Certifications
- Pay/Tax Information
- YTD Information
- W-2
- 1099-R
- W-4
- Paycheck Simulator
- Direct Deposit

W-2 Information

Year:

No W2s could be found.

Employee Self-Service Train (ESS-Train)

Request a Change to Your W4:

[Home](#)

[Employee Self Service](#)

[Certifications](#)

[Pay/Tax Information](#)

[YTD Information](#)

[W-2](#)

[1099-R](#)

[W-4](#)

[Paycheck Simulator](#)

[Direct Deposit](#)

[Personal Information](#)

[Substitute Teaching](#)

[Time Off](#)

[Time Entry](#)

Edit W-4

SCHMIT, CATHERINE J

FEDERAL

Marital Status Select... ▼ *
If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions

Additional Amount (\$)

WISCONSIN

Marital Status Select... ▼ *

Exemptions

Additional Amount (\$)

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.

Check Details and Image: Click on the [Details](#) hyperlink to view paycheck details.

Paychecks [Show paycheck amounts](#)

Last Paycheck: 1/8/2015

Year to date

Previous paychecks

1/8/2015 [Details](#)

Tools

[Paycheck simulator](#)

[View last year's W2](#)

[Change your W4](#)

Click on the camera icon to view an image of your paycheck.

Employee Self-Service Train (ESS-Train)

To view the Employee Time Off Calendar click [View Calendar](#)

Once requests have been made, they will populate under the appropriate Time Off tabs.

Supervisors will review and process approvals under the Employee Requests tab.

Employee time off [View calendar](#)

Time Off Calendar

Employee time off calendar - 2014

2014

0 Monday	0 Tuesday	0 Wednesday	0 Thursday	0 Friday	0 Saturday	0 Sunday
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Exit Tyler ESS by selecting [Log Out](#) from the drop down menu accessed by clicking on your user name at the top of the screen as shown below.

SCHMIT, CATHERINE J ▾

- Home
- My Account
- Log Out

NOTES:
