ESS
Employee Self Service

If at any point you need assistance with ESS please contact the Personnel Department:

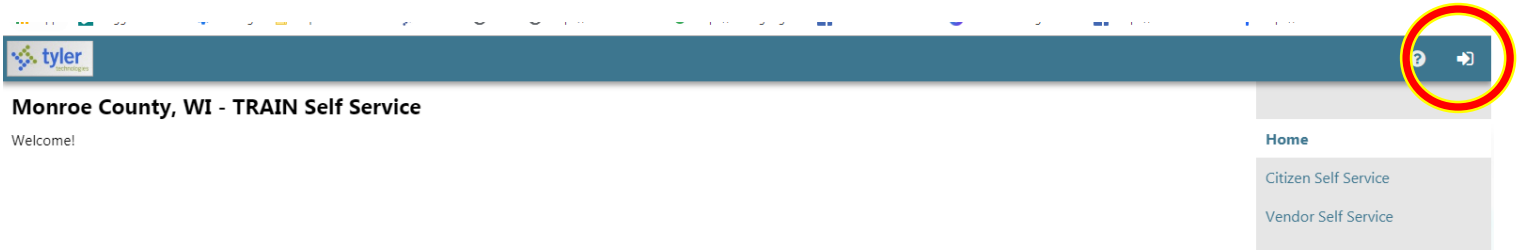
Ed Smudde 608-269-8719
ed.smudde@co.monroe.wi.us

Hannah Olsen 608-269-8720
hannah.olsen@co.monroe.wi.us

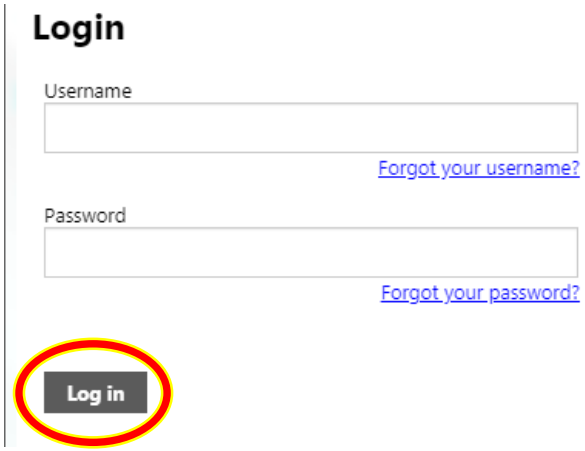
1. In your internet browser type https://monroewi.munisselfservice.com/

Please use Google Chrome.

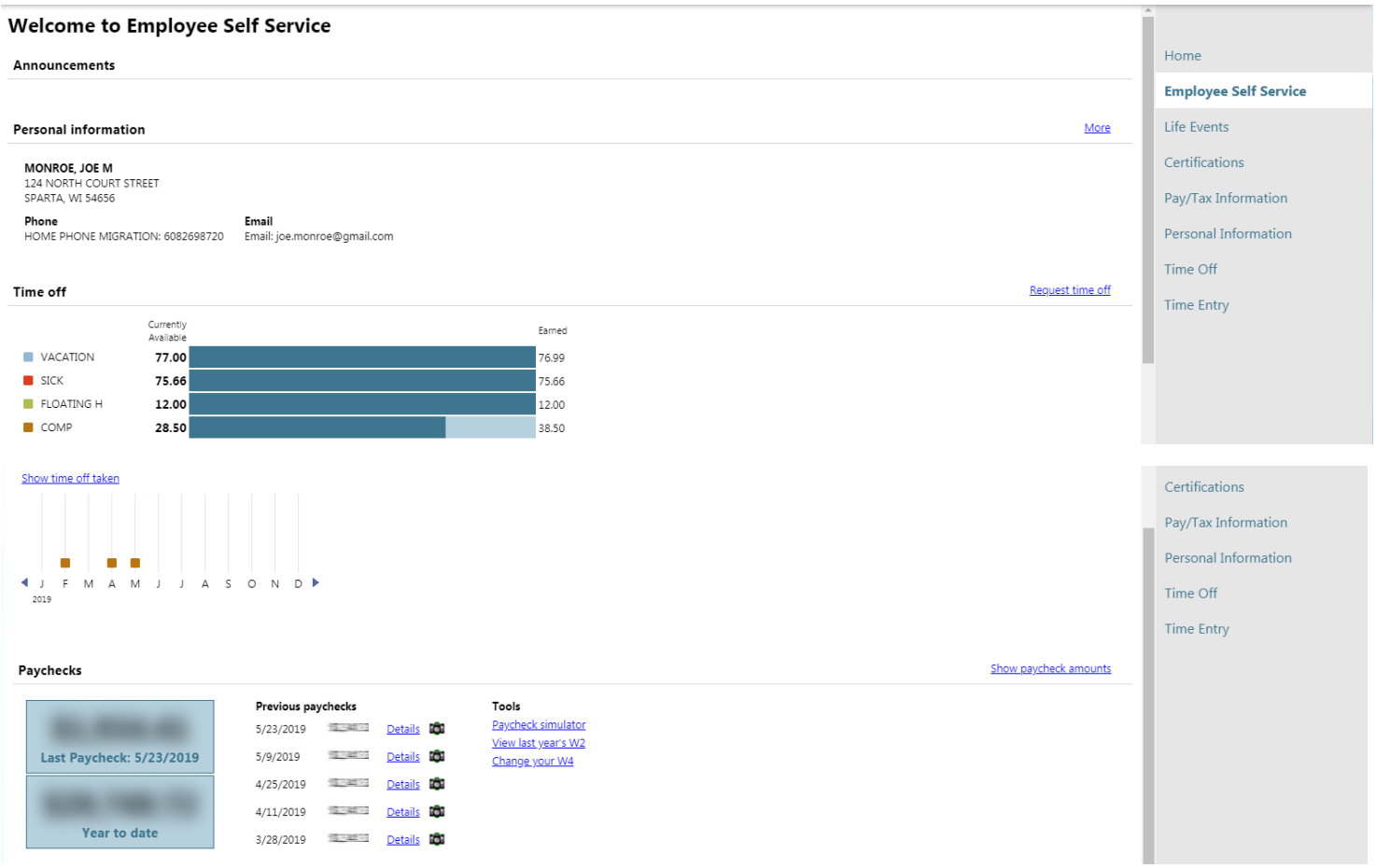
2. Click on the Log in icon



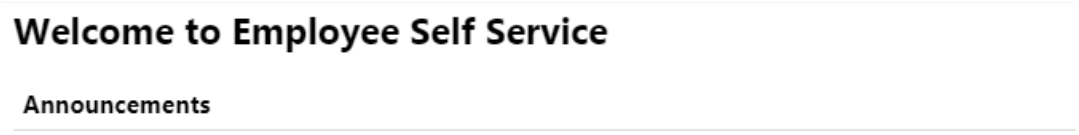
3. Enter your username (aka: Employee #) and password
   a. Click Log in



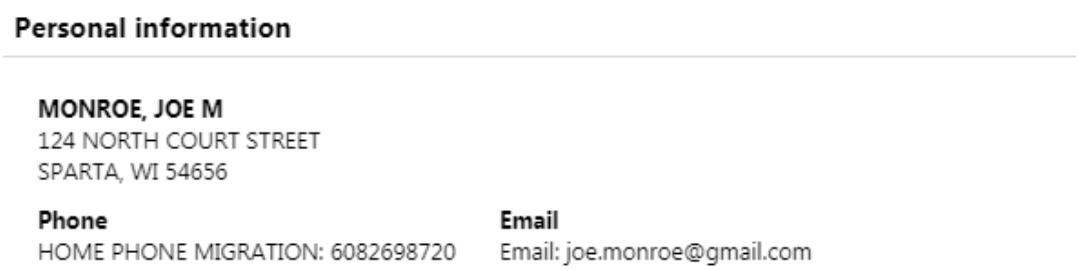
4. You will be directed to the **Employee Self Service** tab which has the following sections: Announcements, Personal Information, Time Off, Paychecks, and to the far right of the screen lists all other areas of ESS.



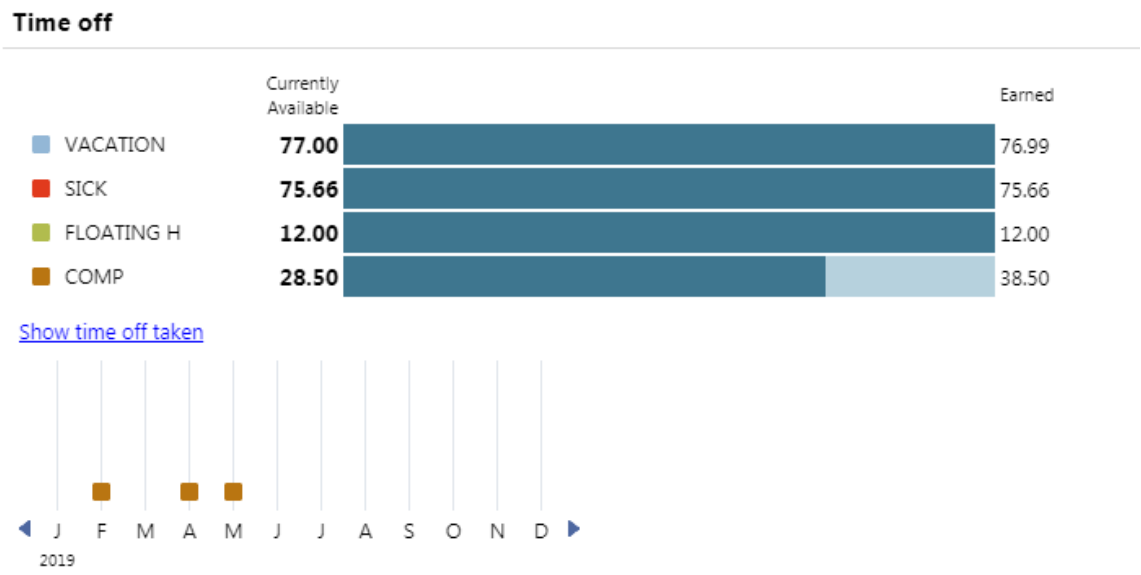
a. **Announcements** – This area is used by the Personnel Department to post various announcements for employees. Please be sure to check this area each time you log in to ensure you don't miss out on any needed information.



b. **Personal Information** – This area lists your name, address, phone number, and email address. ***Monroe County is paperless when it comes to paystubs. Whatever email address is listed in ESS is where your paystub will be emailed each payroll week. Your emailed paystub is a password protected PDF. The password to access your paystub is the last 4 digits of your social security number.***

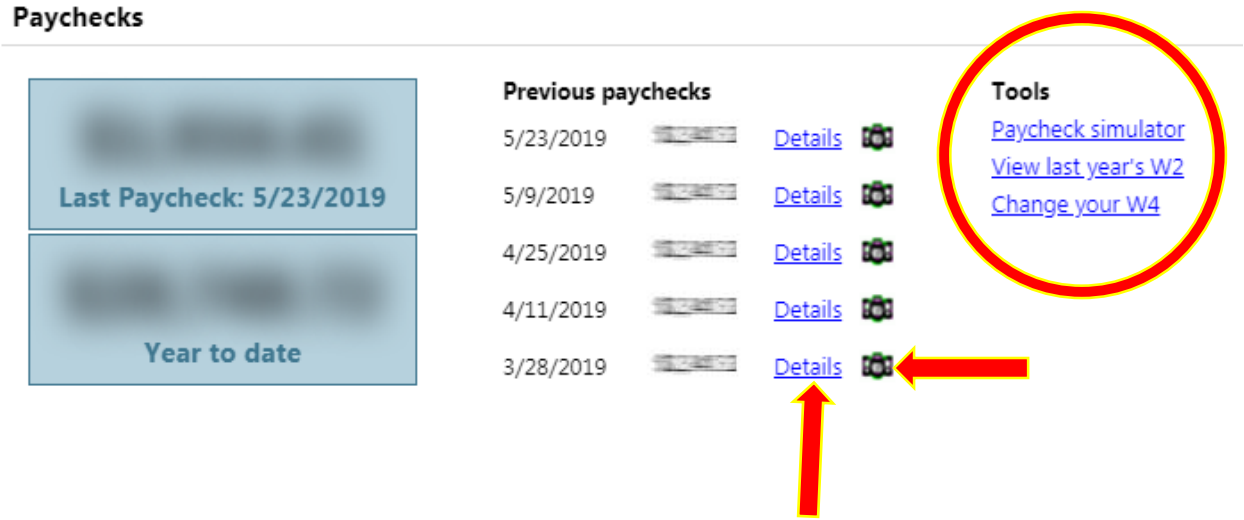


c. **Time Off** – This area shows your current accrual graphs. They are listed separately and are color coded (small colored square next to title). The graph indicates your current available balances as well as what you've accrued year to date. When you take time off it will be indicated by a color coded square in the calendar graph as shown below.

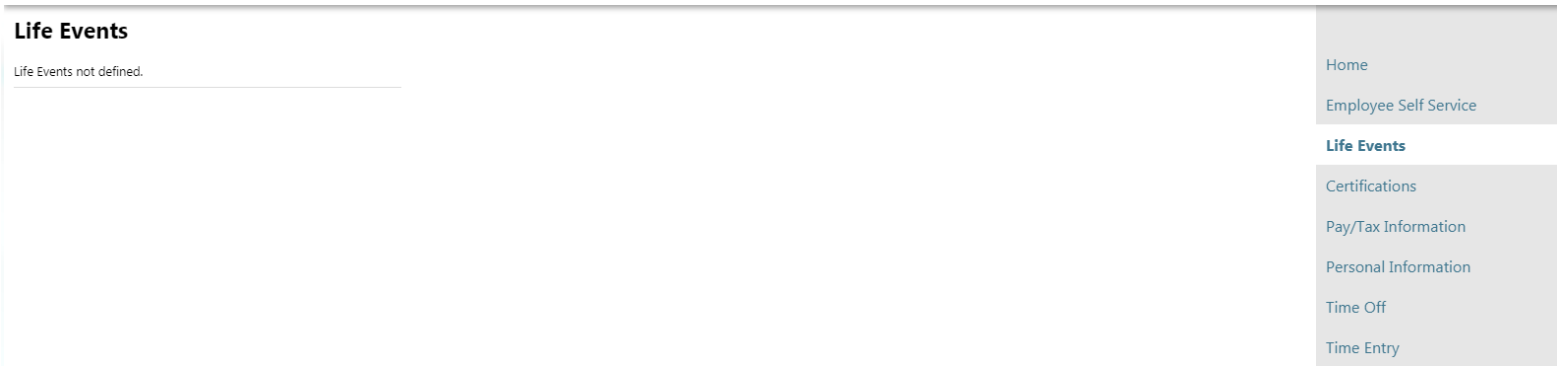


d. **Paychecks** – This area lists your last 5 paychecks. If you click on the blue Details link it will take you to an overview of your paycheck information. If you click on the small camera icon next to the Details link it will take you to your exact paystub which is also emailed to you each payroll week. You will also note there is a Tools area to include: Paycheck simulator, View last year's W2, and Change your W4; these areas of ESS are explained later in this guide but can be accessed from this area as well.

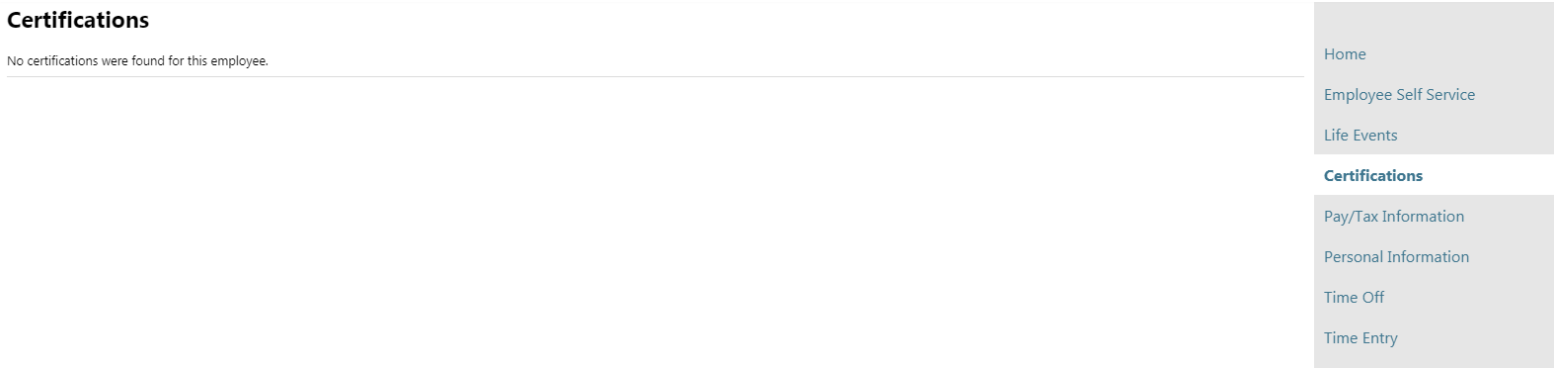
*****DON'T FORGET!** ***Monroe County is paperless when it comes to paystubs. Whatever email address is listed in ESS is where your paystub will be emailed each payroll week. Your emailed paystub is a password protected PDF. The password to access your paystub is the last 4 digits of your social security number.***



5. **Life Events -** This is an area that we are currently not utilizing.

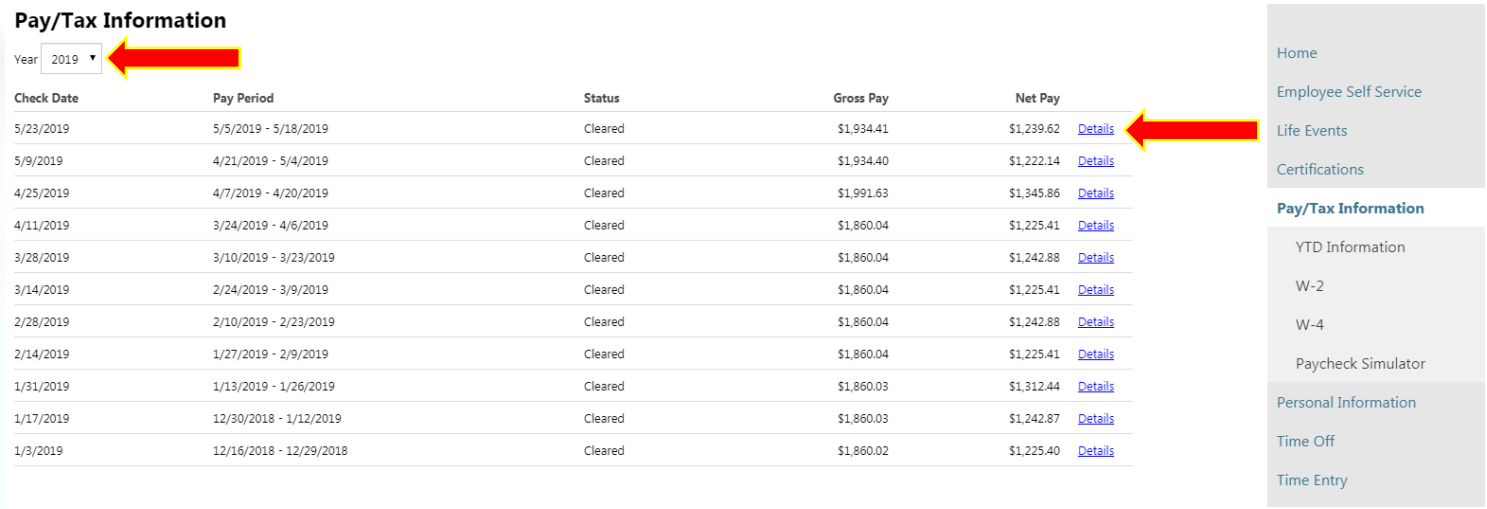


6. **Certifications -** This is an area that we are currently not utilizing.



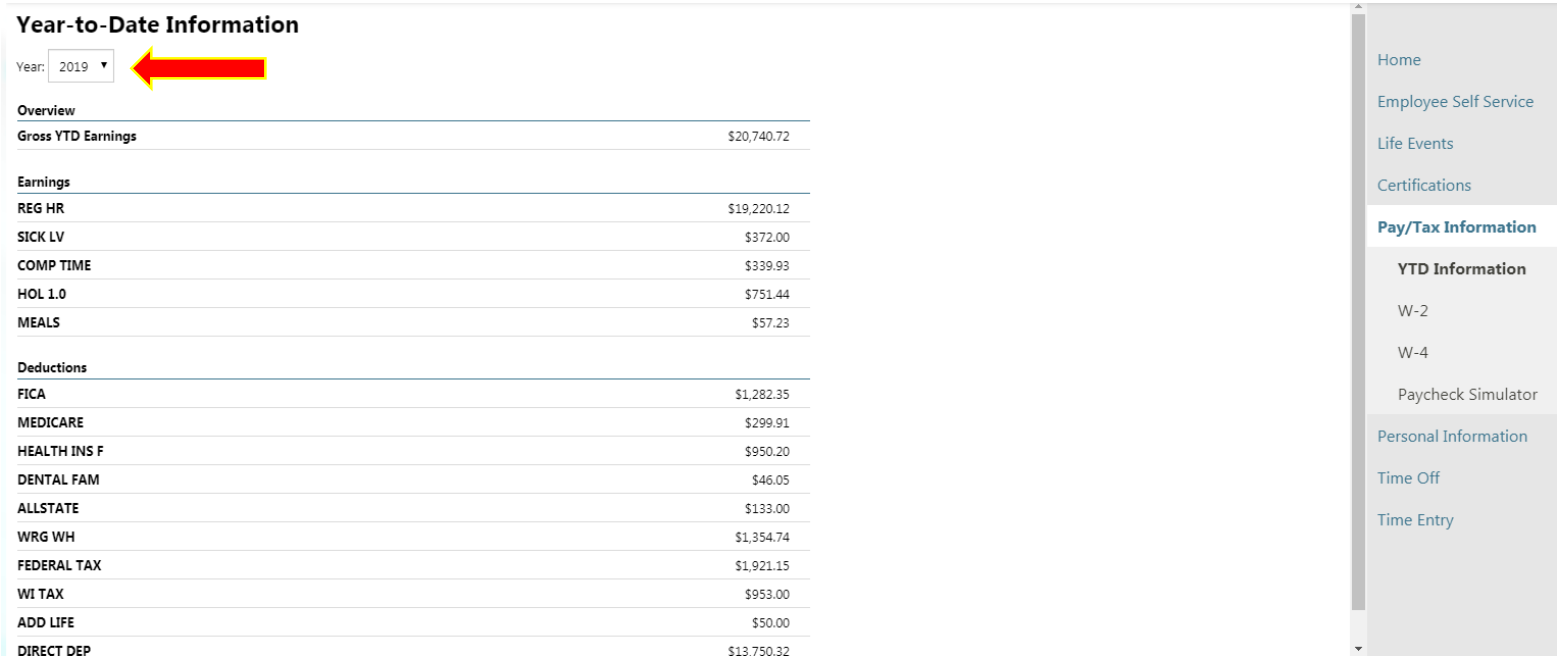
7. **Pay/Tax Information** - has the following subset areas: YTD Information, W-2, W-4, and Paycheck Simulator. When you initially click on **Pay/Tax Information** you will see your basic pay information for the present year with the option to select past years' history from the dropdown in the upper left hand corner.

Clicking on the blue Details link at the end of each line will take you to a basic overview of each paycheck listed.



Check Date	Pay Period	Status	Gross Pay	Net Pay	
5/23/2019	5/5/2019 - 5/18/2019	Cleared	$1,934.41	$1,239.62	Details
5/9/2019	4/21/2019 - 5/4/2019	Cleared	$1,934.40	$1,222.14	Details
4/25/2019	4/7/2019 - 4/20/2019	Cleared	$1,991.63	$1,345.86	Details
4/11/2019	3/24/2019 - 4/6/2019	Cleared	$1,860.04	$1,225.41	Details
3/28/2019	3/10/2019 - 3/23/2019	Cleared	$1,860.04	$1,242.88	Details
3/14/2019	2/24/2019 - 3/9/2019	Cleared	$1,860.04	$1,225.41	Details
2/28/2019	2/10/2019 - 2/23/2019	Cleared	$1,860.04	$1,242.88	Details
2/14/2019	1/27/2019 - 2/9/2019	Cleared	$1,860.04	$1,225.41	Details
1/31/2019	1/13/2019 - 1/26/2019	Cleared	$1,860.03	$1,312.44	Details
1/17/2019	12/30/2018 - 1/12/2019	Cleared	$1,860.03	$1,242.87	Details
1/3/2019	12/16/2018 - 12/29/2018	Cleared	$1,860.02	$1,225.40	Details

a. **YTD Information –** When you click on **YTD (Year to Date) Information** you will see your gross earnings and deductions for the present year with the option to select past years' history from the dropdown in the upper left hand corner.



Year-to-Date Information

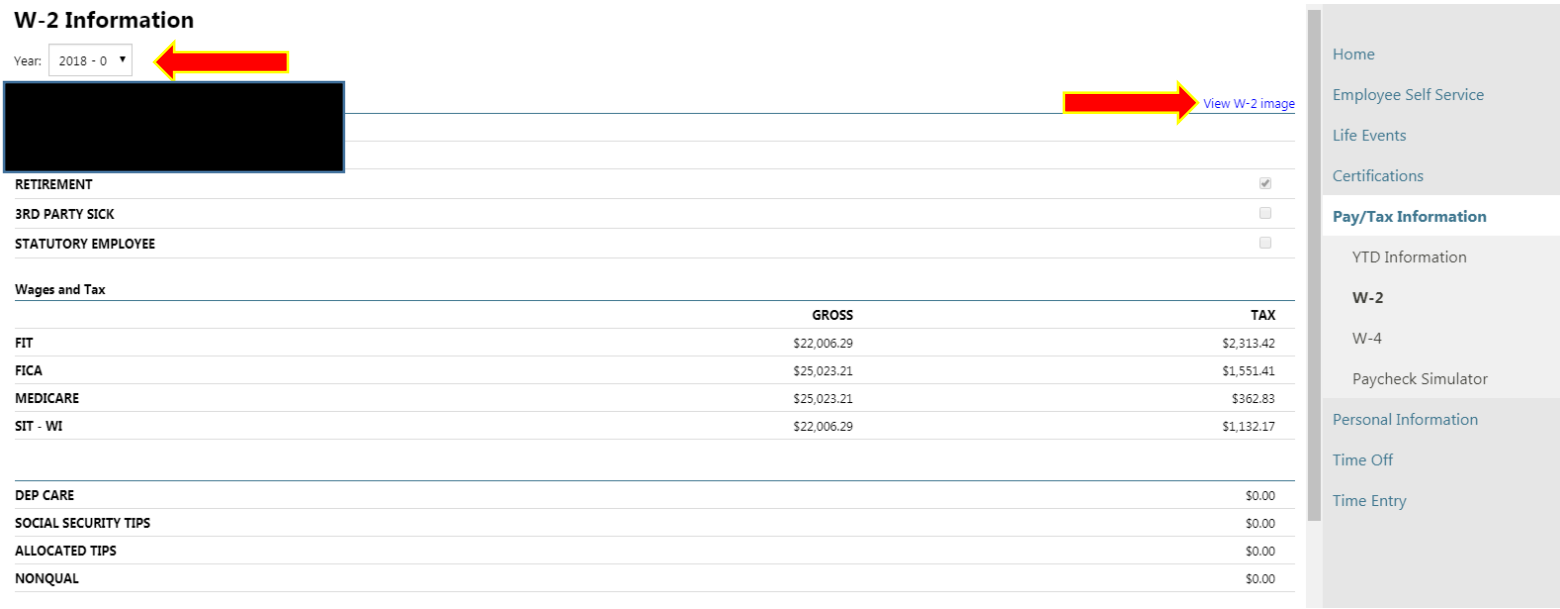
Year: 2019

Overview	
Gross YTD Earnings	$20,740.72

Earnings	
REG HR	$19,220.12
SICK LV	$372.00
COMP TIME	$339.93
HOL 1.0	$751.44
MEALS	$57.23

Deductions	
FICA	$1,282.35
MEDICARE	$299.91
HEALTH INS F	$950.20
DENTAL FAM	$46.05
ALLSTATE	$133.00
WRG WH	$1,354.74
FEDERAL TAX	$1,921.15
WI TAX	$953.00
ADD LIFE	$50.00
DIRECT DEP	$13,750.32

b. **W-2 –** When you click on **W-2** you will see your W-2 information with the option to view your W-2 image as well as select past years' W-2 history from the dropdown in the upper left hand corner.



W-2 Information

Year: 2018 - 0

[redacted]

View W-2 image

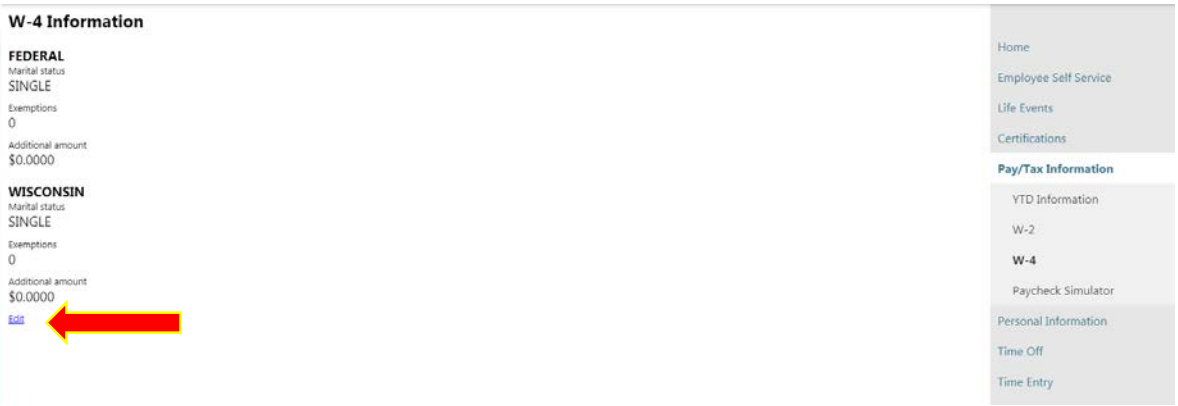
RETIREMENT	☑
3RD PARTY SICK	☐
STATUTORY EMPLOYEE	☐

Wages and Tax	GROSS	TAX
FIT	$22,006.29	$2,313.42
FICA	$25,023.21	$1,551.41
MEDICARE	$25,023.21	$362.83
SIT - WI	$22,006.29	$1,132.17

DEP CARE	$0.00
SOCIAL SECURITY TIPS	$0.00
ALLOCATED TIPS	$0.00
NONQUAL	$0.00

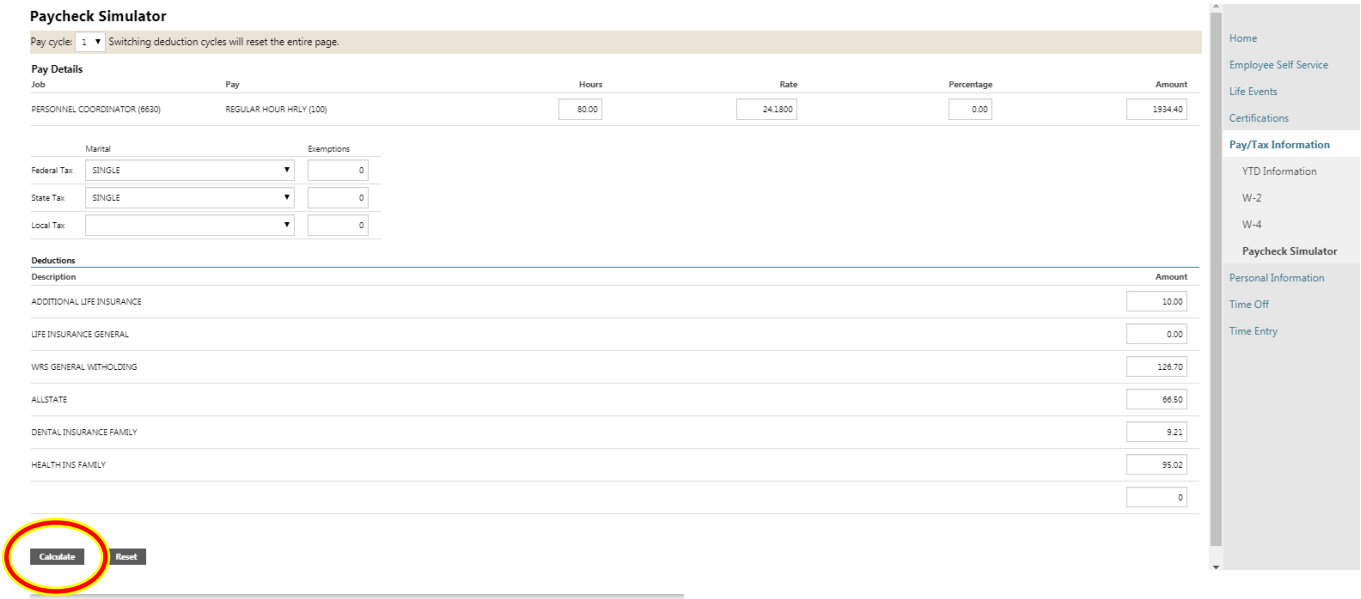
c. **W-4 –** When you click on **W-4** you will see your current W-4 status and exemptions. This area allows you to edit your status and exemptions selected for both Federal and State by simply selecting the blue Edit link at the bottom of the screen.

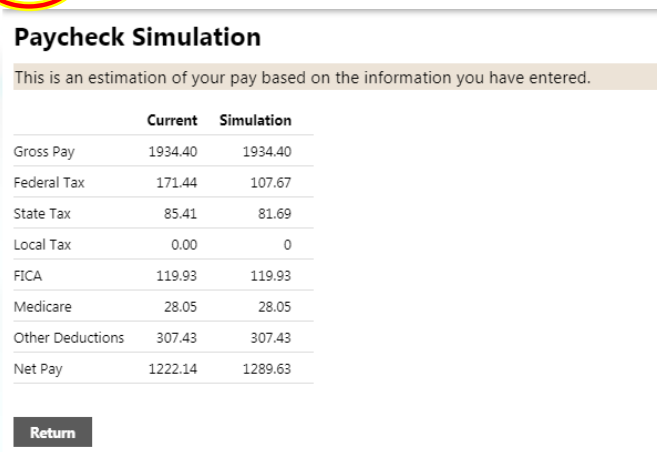
All W-4 edits must be submitted prior to 12pm on the Friday before payroll week in order to be effective for that payroll.



d. **Paycheck Simulator –** When you click on **Paycheck Simulator** you will see your basic earnings, hours, and deduction information with the option to edit each field. Make your desired changes and select Calculate to view a side by side of your original pay calculation and your anticipated pay calculation based on the changes you made prior to selecting Calculate. (example image shown below – only change was: from Single-0 to Married-1 for W-4 status and exemptions)

Changes made in Paycheck Simulator **<u>do not</u>** change any of your actual settings; this is just a simulation to give you an idea of how those changes would affect your pay.





Paycheck Simulation

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

	Current	Simulation
Gross Pay	1934.40	1934.40
Federal Tax	171.44	107.67
State Tax	85.41	81.69
Local Tax	0.00	0
FICA	119.93	119.93
Medicare	28.05	28.05
Other Deductions	307.43	307.43
Net Pay	1222.14	1289.63

Return

8. **Personal Information –** When you click on **Personal Information** it will bring you to the General tab.

   a. **General –** When you click on **General** you will see some of your general employment information to include the following:

***There is an Edit link on this screen; when clicked you can only edit your email address and your preferred name. Be mindful that whatever you list as your email address in this area is where your paystubs will be emailed. ***

   b. **Contact –** When you click on **Contact** you will see your current Address and telephone number. Each section does have a blue Edit link where you can update your information.

If you edit your address through ESS please also inform the Personnel Department of this change so that your address can be updated in any other needed area.

   c. **Dependents –** This is an area we are currently not utilizing.

9. **Time Off –** has the following subset areas: My Requests and Request Time Off. When you initially click on **Time Off** you will see an overview of your current time off accruals.

Each accrual is listed as a blue link; if you click on the accrual title it will take you to your history for the present year and also allows the option to view past years' history by selecting from the dropdown in the upper left corner. (example image is shown below)

Time Off

	Maximum Allowed	Earned	Taken	To Be Taken	Currently Available
VACATION (H)	120.00	76.99	0.00	0	77.00
SICK (H)	1040.00	75.66	0.00	0	75.66
FLOATING H (H)	20.00	12.00	0.00	0	12.00
COMP (H)	40.00	38.50	7.00	3.00	28.50

Earned/Used History

MONROE, JOE Year: 2019

VACATION Time

Pay Period	Earned	Used	Balance
6/1/2019 - 6/1/2019	0.1443	0.0000	77.0000
5/5/2019 - 5/18/2019	3.0800	0.0000	76.8557
4/21/2019 - 5/4/2019	3.0800	0.0000	73.7757
4/7/2019 - 4/20/2019	3.0800	0.0000	70.6957
3/24/2019 - 4/6/2019	3.0800	0.0000	67.6157
3/10/2019 - 3/23/2019	3.0800	0.0000	64.5357
2/24/2019 - 3/9/2019	3.0800	0.0000	61.4557
2/10/2019 - 2/23/2019	3.0800	0.0000	58.3757
1/27/2019 - 2/9/2019	3.0800	0.0000	55.2957
1/13/2019 - 1/26/2019	3.0800	0.0000	52.2157
1/1/2019 - 1/12/2019	2.7335	0.0000	49.1357

a. **My Requests –** When you click on **My Requests** it will show all of your current accrual balances for the year as well as a list of any accruals you have Taken or have requested to take.

This is the area of ESS where you have the option to Cancel a time off request by selecting the Cancel link at the end of the accrual line.

My Requests

Calendar view

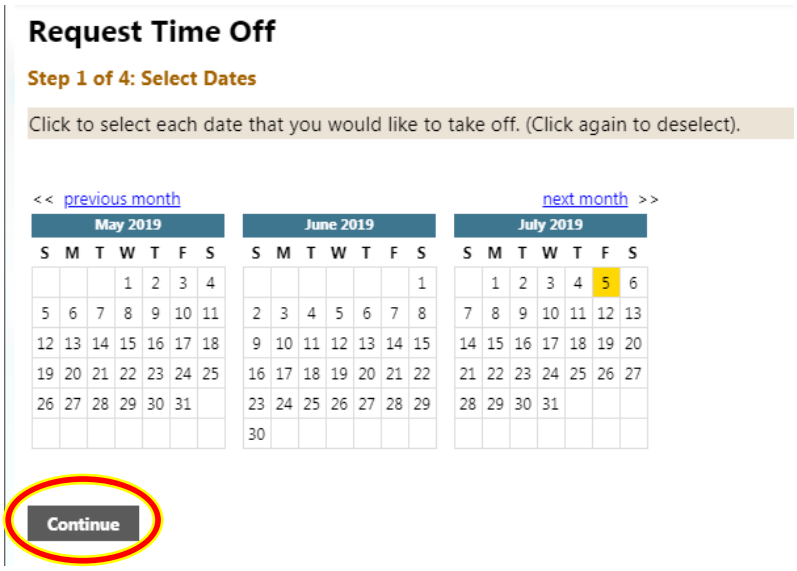
	Earned
VACATION (H)	76.99
SICK (H)	75.66
FLOATING H (H)	12.00
COMP (H)	38.50
	203.15

Dates Requested	Amount	Type	Status	Reason	Comments	Options
5/24/2019	3 hours	COMP	Saved for later		POA MEETING	Cancel Add to calendar
5/14/2019	1 hours	COMP	Taken	ACCRUAL USED	APPOINTMENT	
4/26/2019	2 hours	COMP	Taken	ACCRUAL USED	DENTAL APPTS.	
4/5/2019	2.50 hours	COMP	Taken	ACCRUAL USED	APPOINTMENT	
2/22/2019	1 hours	COMP	Taken	ACCRUAL USED		
1/3/2019	0.50 hours	COMP	Taken	ACCRUAL USED		
12/29/2018	39.66 hours	SICK	Taken	TRANSFER IN/OUT		
12/29/2018	46.06 hours	VACATION	Taken	TRANSFER IN/OUT		
12/29/2018	17.50 hours	COMP	Taken	TRANSFER IN/OUT		

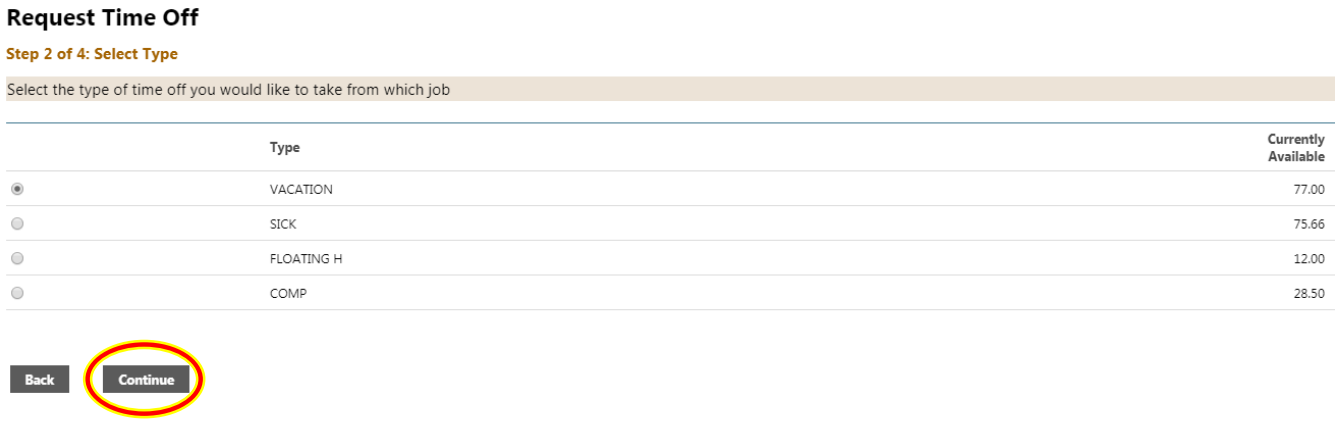
Home
Employee Self Service
Life Events
Certifications
Pay/Tax Information
Personal Information
Time Off
My Requests
Request Time Off
Time Entry

a. **Request Time Off -** When you click on **Request Time Off** it will show you Step 1 of 4 of the Request Time off Area

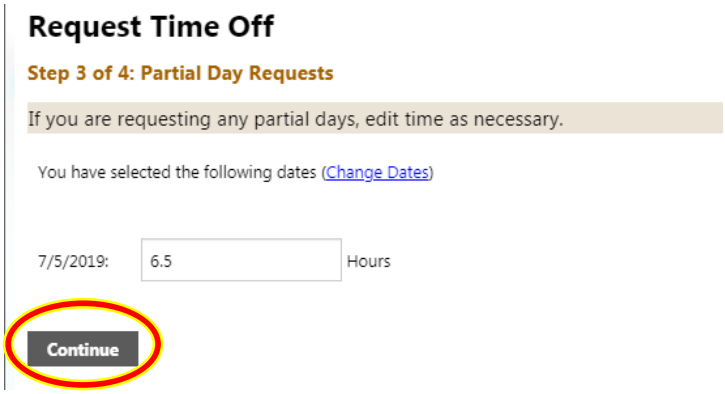
i. **Step 1: Select Dates –** During this step you select from the calendar what day you would like to request off. Once selected the day will be highlighted yellow and you can select Continue.



ii. **Step 2: Select Type –** During this step you select what type of accrual you will use for this requested time off. Once selected you can select Continue.



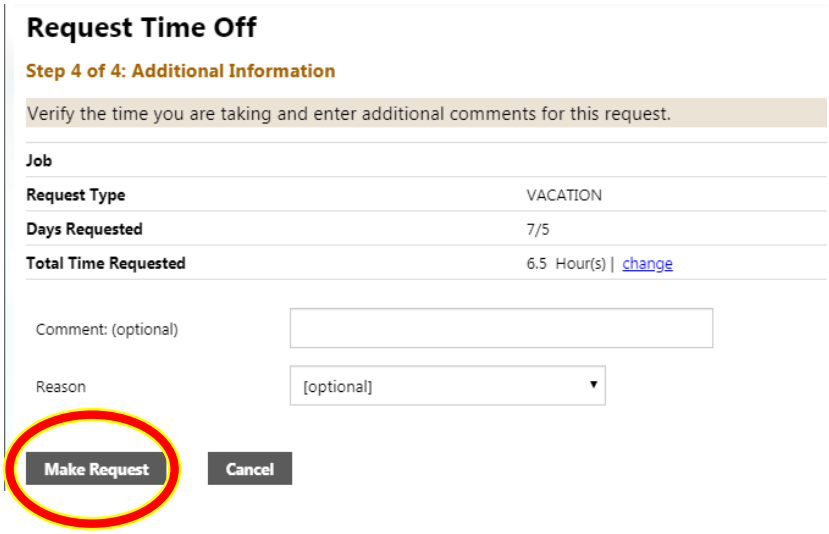
iii. **Step 3: Partial Day Requests –** During this step you enter the amount of time off you are requesting. Time off accruals can only be entered in half-hour increments. Once you have your time entered you can select Continue.



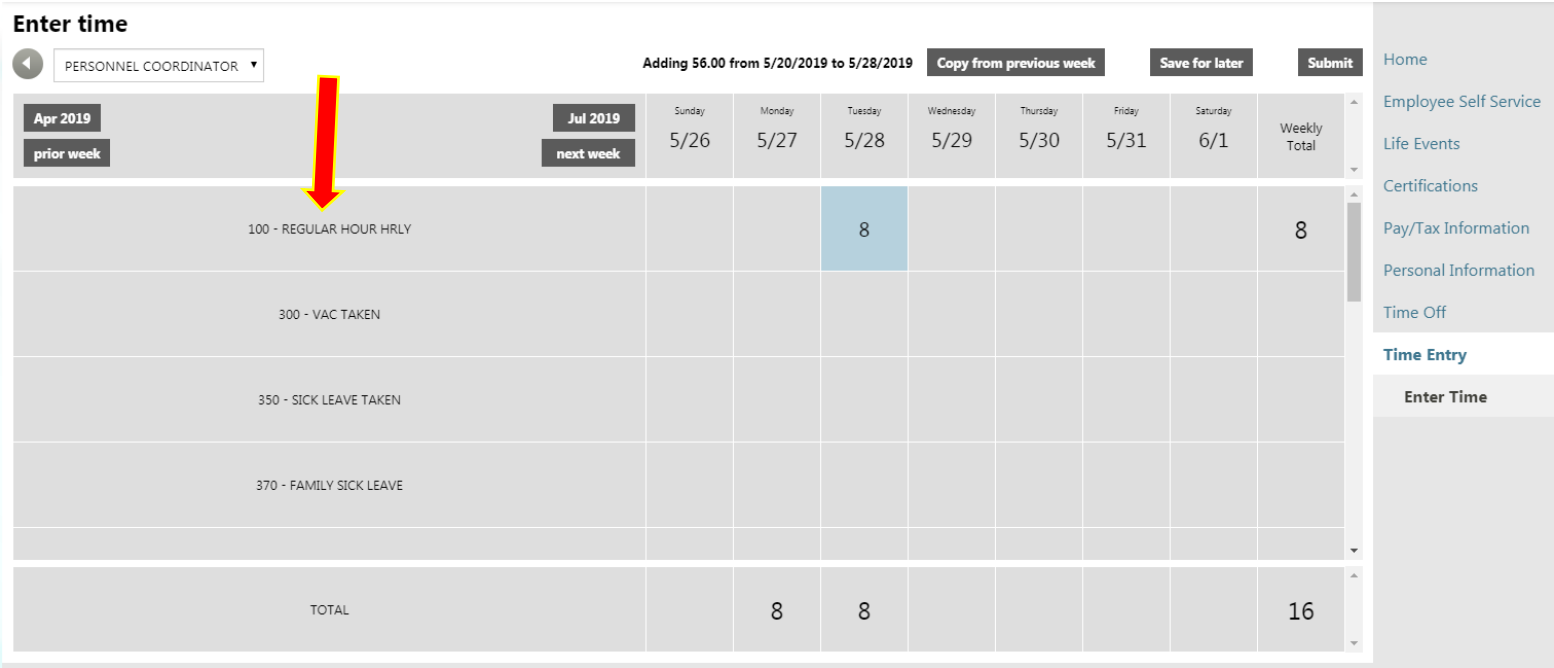
iv. **Step 4: Additional Information –** During this step it will give you an overview of the information you already entered in the previous steps as well as the option to type in a Comment or select a reason from the dropdown. Once you've entered your desired information you can select Make Request which will notify your supervisor of your Time Off request and allow them to either approve or deny the request.

A comment and/or reason are optional features. Note: all comments will print on pay stubs.

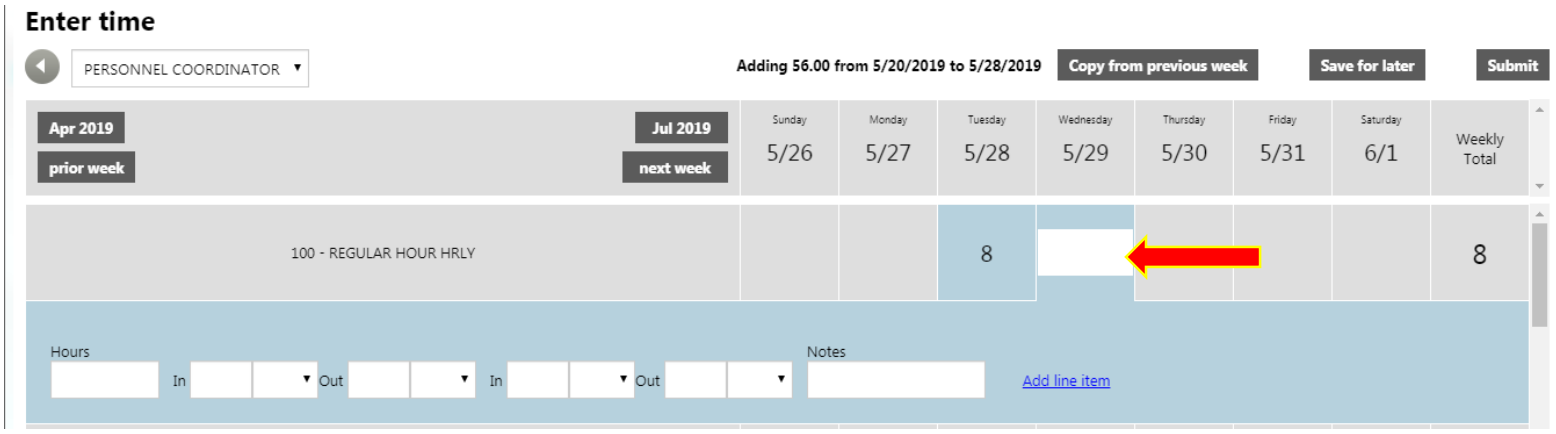
Requesting Time Off through this area will automatically upload the time onto your timesheet.



10. **Time Entry –** This is the area of the system where you will enter and account for your time worked and only has one subset area: **Enter Time.** When you click on **Time Entry** it will automatically take you to the **Enter Time** screen as shown below.

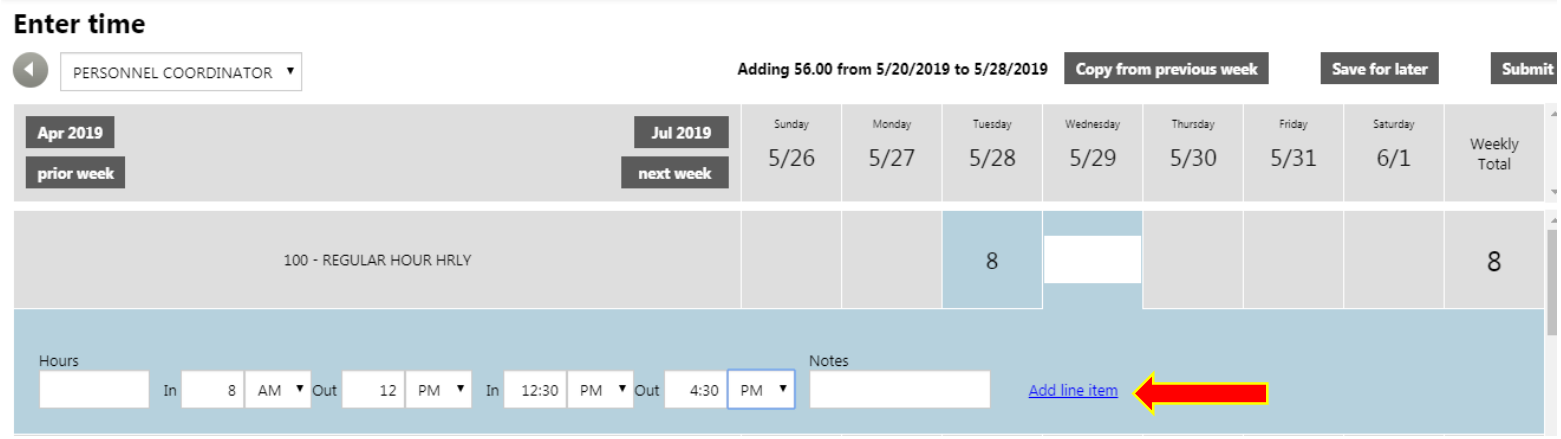


a. To enter time for the day you must first select from the row of pay codes listed on the far left side of the screen. These pay codes indicate what type of pay you are entering. Once you have the correct pay code figured you will select the box on that pay code row for the date you wish to enter time for.

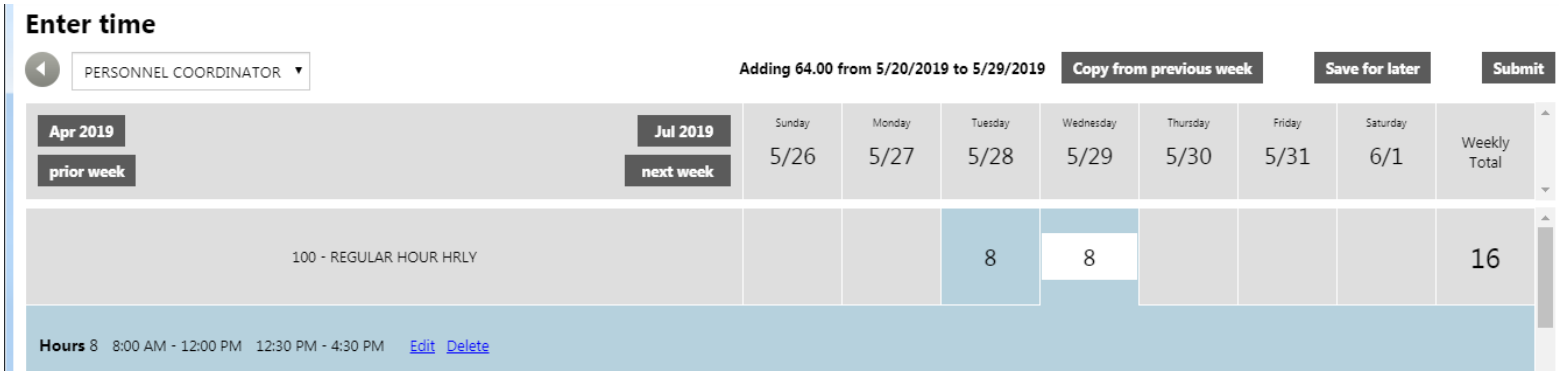


b. Now you must enter your time for the day (example shown below). Be sure to account for your lunch break if necessary.

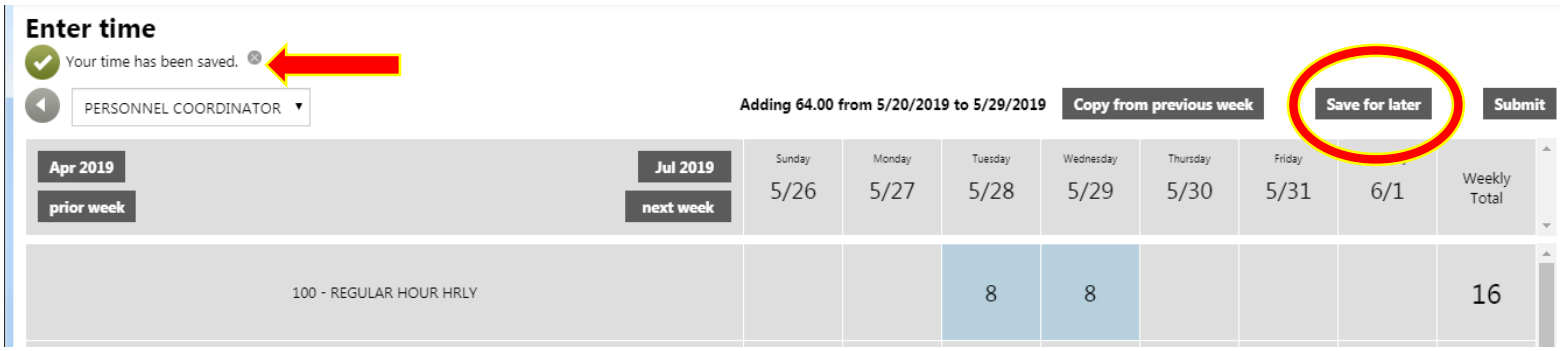
When entering any time over a solid hour you must enter a colon: and then the remaining minutes.



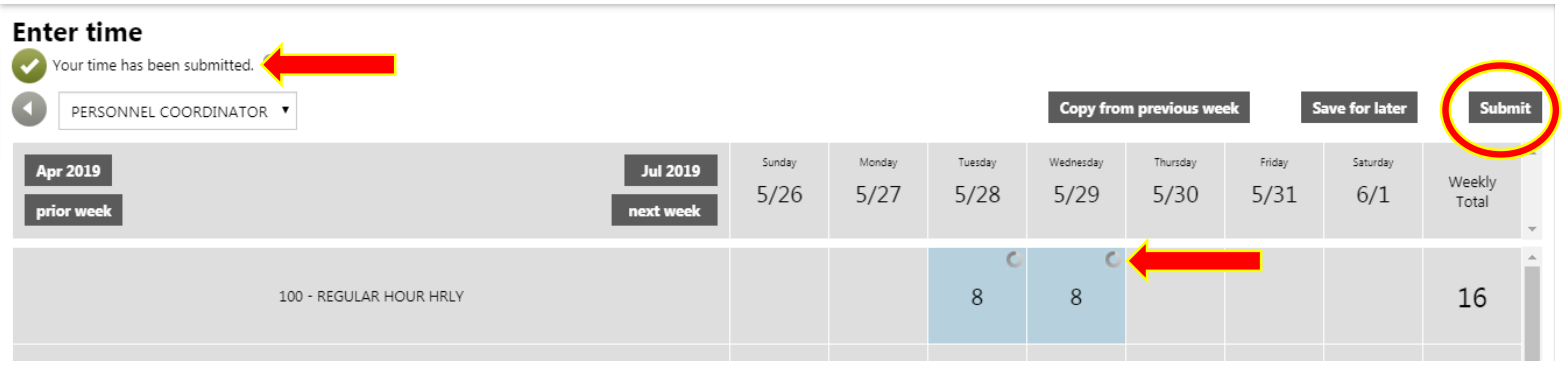
c. Once your time has been entered, select Add Line Item which will calculate and give you a total number of hours worked for the day in the pay code date box.



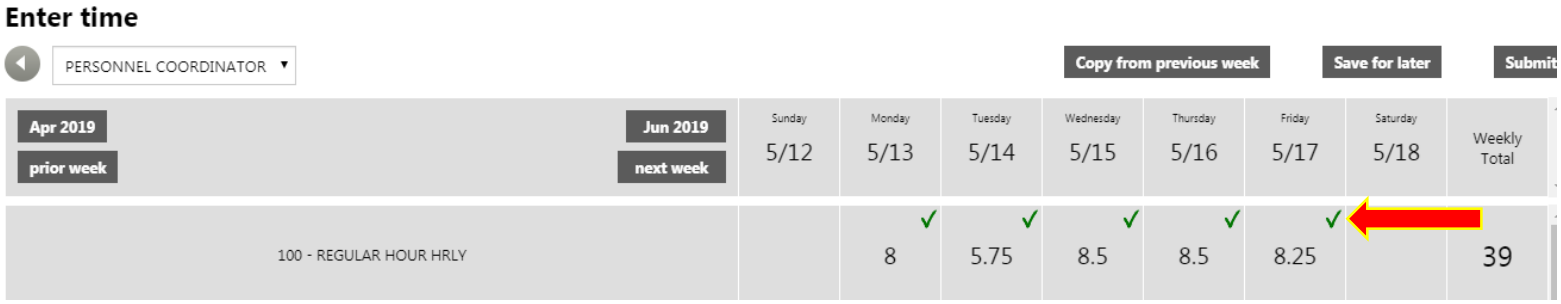
d. If your time has been entered correctly you are now able to select Save for later in the upper right corner. Once Save for later has been selected you should see a green circle with a white checkmark in the upper left corner under the Enter Time title.



e. Per your department's submission policy, you would now be able to select Submit in the upper right corner which then sends your timesheet to your supervisor for review and approval. Once you've selected submit you should see a 'Your time has been submitted' message with a green circle and white checkmark in the upper left corner under the Enter time title, as well as seeing that each box you have time entered in will now have a grey circle in the upper right hand corner.

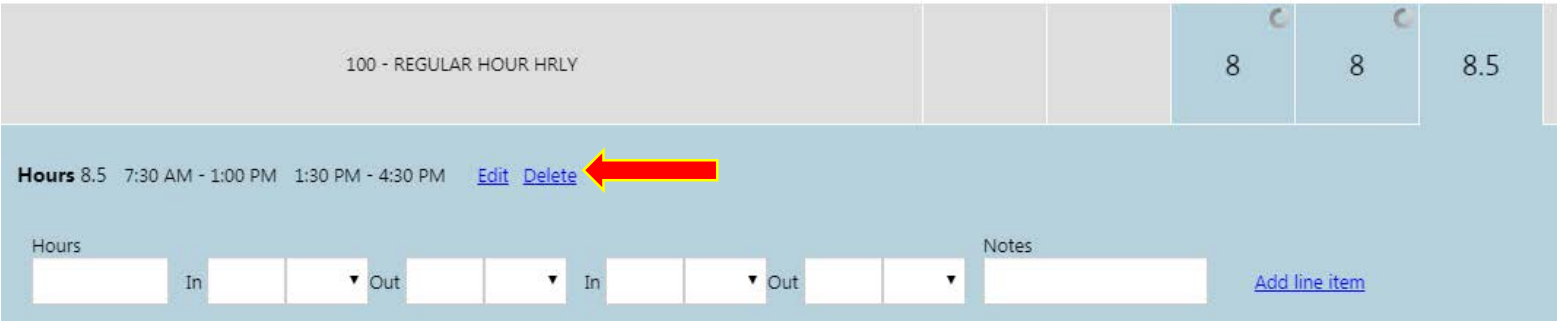


f. Once you supervisor has approved your time the grey circles in each box will turn into a green checkmark and you will also receive a confirmation email.

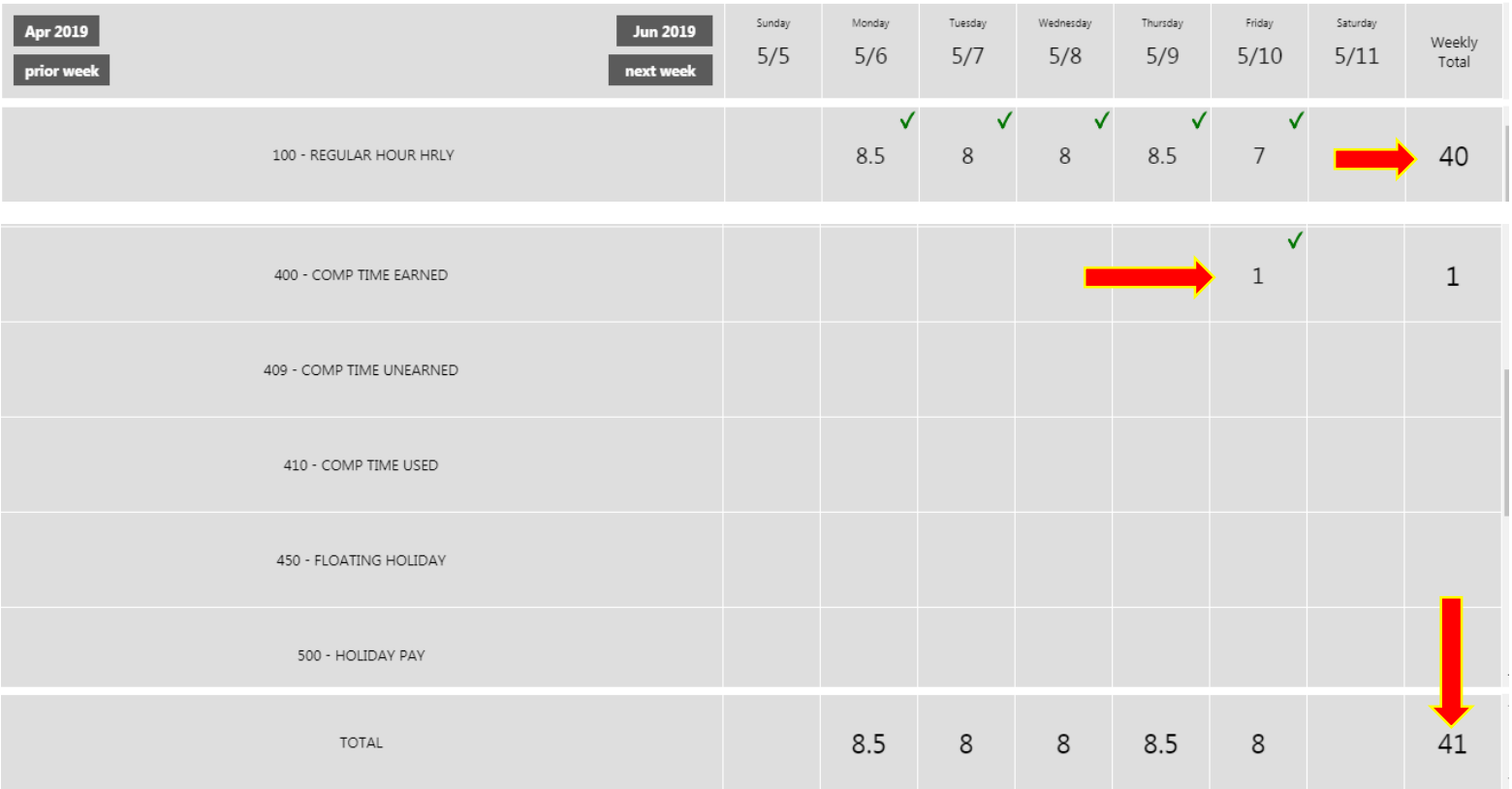


Time Entry Tips and Tricks

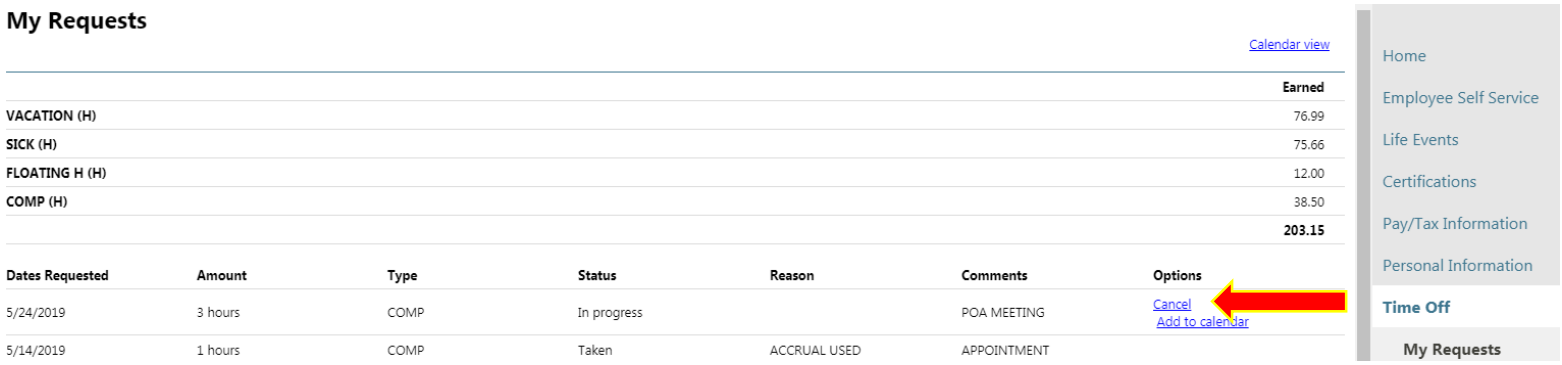
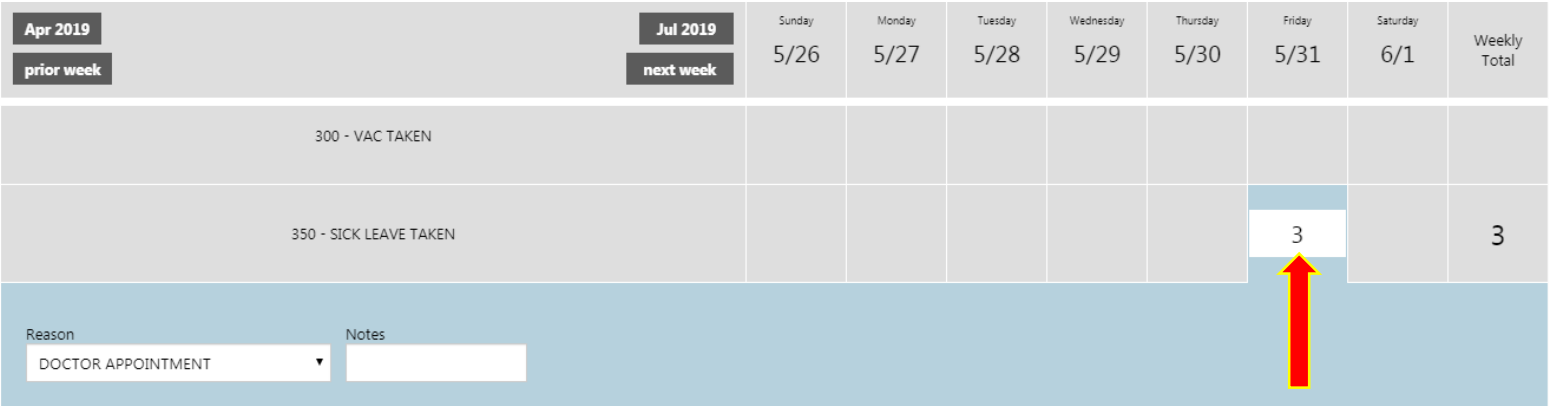
- If at any point prior to your supervisor approving your time, you can edit your time entered by simply clicking back into the box and then selecting Edit. Once you make your desired changes be sure to go back through the above listed steps for saving your time.



- Overtime and comp time fall off and are entered at the end of your work week only when over 40 hours worked.



- Accruals can be entered directly onto the timesheet **BUT can only be cancelled (deleted) by going through the Time Off - My Requests area and selecting cancel**. This same idea applies if you'd like to edit your Time Off accrual time entered; you must first cancel the request and then re-enter the desired accrual amount.



- If you want to directly enter your accrual time onto your timesheet, you would click in the appropriate pay code date box and enter the total amount of accrual time directly into the pay code date box as shown below. Again reasons and notes are optional features but give your supervisor a heads up to why you need the time as well as a good reminder to you when looking back as to why you used the time.