



City of Brockton

MUNIS Employee Self Service (ESS)

Available 24 Hours a Day, 7 Days a Week on the Internet

Instructional Guide

To access the City of Brockton MUNIS ESS site visit:

<https://brockton.munisselfservice.com/employees>

From the City of Brockton home page (<http://www.brockton.ma.us>) click Government - City Departments then Human Resources and click the link Employee Self Service.

Internet access is necessary in order to access MUNIS Employee Self Service (MSS).

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MUNIS Employee Self Service Overview

MUNIS Employee Self Service (ESS) is a web based application that allows City of Brockton Employees to privately access selected personal and payroll information.

The following are some features and information available through ESS:

PERSONAL INFORMATION

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

PAY AND TAX INFORMATION

- View pay check information.
- View year-to-date gross earnings.
- View W-2 information.
- Paycheck Simulator utility.
- Paycheck suppression (optional).

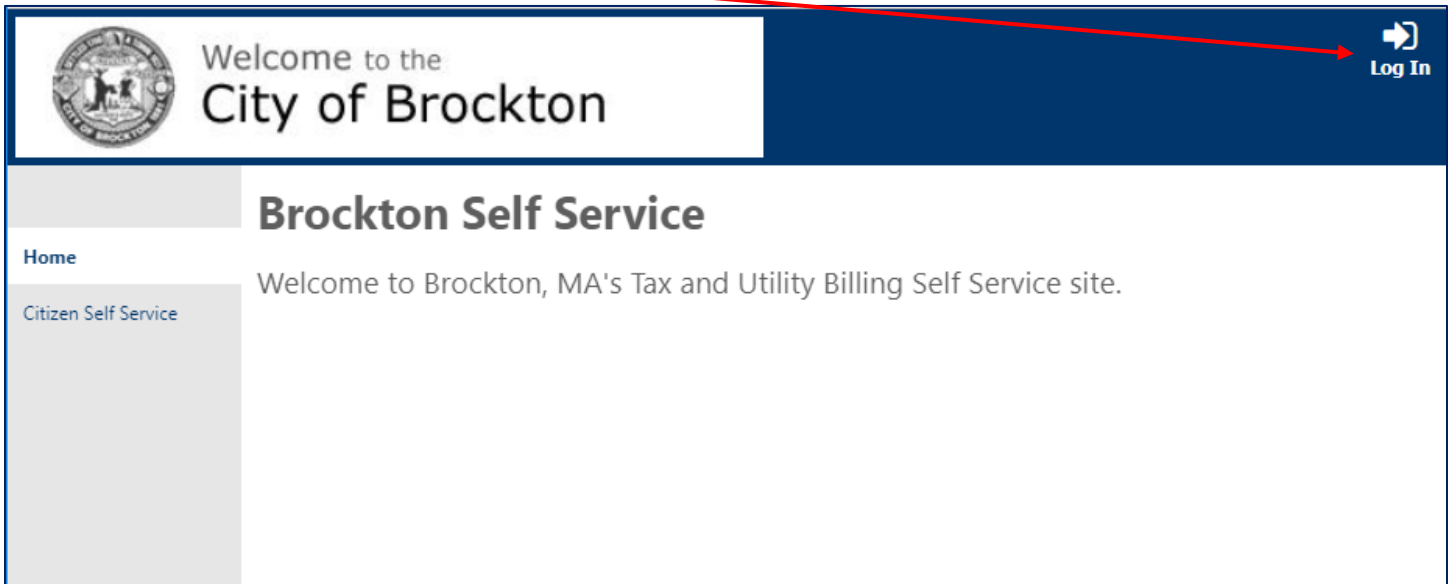
TIME-OFF INFORMATION

- View graphical summary of accruals.

Before You Get Started, General Guidelines

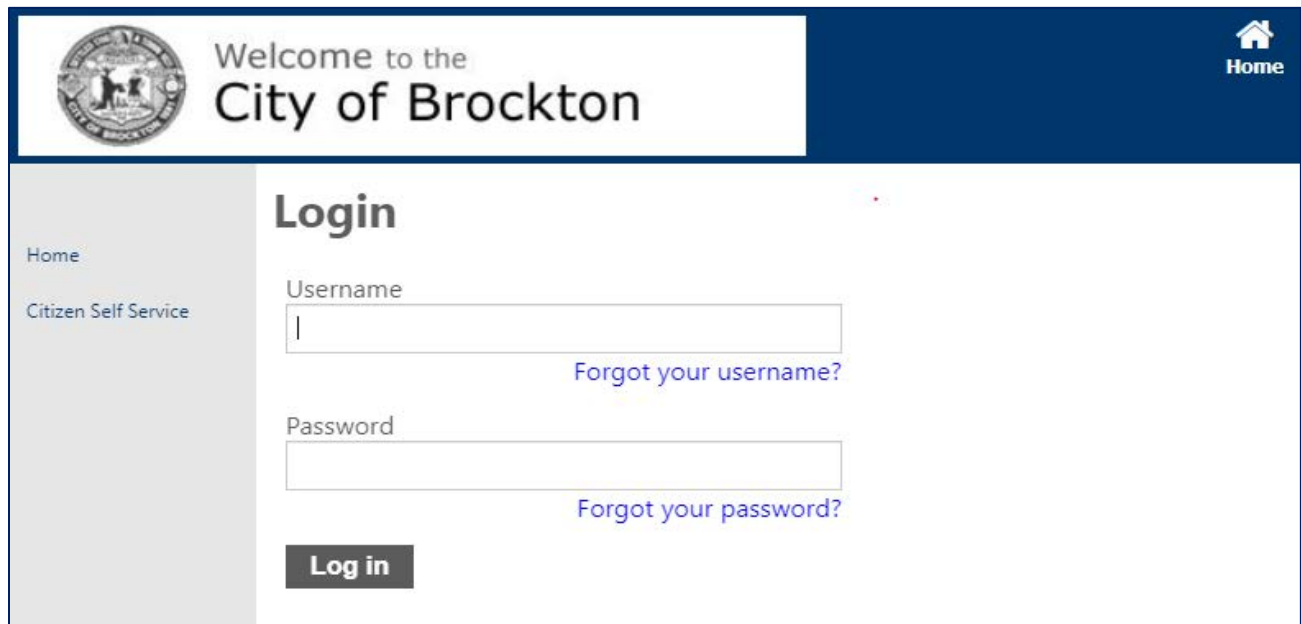
Once you click on one of the above links you will be directed to:

1. Click on "LOG IN" and you will be prompted to enter your username and password.



1. Click on "LOG IN" and you will be prompted to enter your username and password.

1. User Name is your first initial, middle initial and last name with no spaces.
(i.e., Jane A Smith = jasmith)
2. Temporary password is your last four of your social security number.



First time users you must create a new password.

- Passwords guidelines are as follows:
 - minimum of 8 characters in length
 - One number required
 - One upper and lower case letter required
 - (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. 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.

MUNIS Self Service Main Page

Once you log in, MUNIS Self Service Main Page appears displaying your name in the upper right-hand side.

Identifying parts of the Employee Self Service Main Page:

1. **Location** – identifies the module the user is viewing.
2. **Announcements** – City-wide and Department messages for all ESS users.
3. **Module-Specific Links** – these screens are view individually.
4. **Accruals** – summary of available and earned accruals.
5. **Paychecks** – takes you straight into your last payroll advices. You will not see the physical image of your stub; however, it will list all details of your pay advice.

Welcome to the City of Brockton

Welcome to Employee Self Service

Announcements

Welcome to the City of Brockton's Employee Self Service

Personal Information

SMITH, JOHN A
10 PINETREE ROAD
BROCKTON, MA 02301

Phone HOME PHONE MIGRATION: 508-123-4567 Email Email: jciulla@cobma.us

Time off

	Currently Available	Earned
VACATION	35.00	70.00
SICK	110.25	186.75
PERSONAL	17.50	28.00
COMP TIME	0.00	0.00

Show time off taken

2019

Paychecks

Last Paycheck: 10/25/2019

Previous paychecks

Date	Details
10/25/2019	Details
10/11/2019	Details
9/27/2019	Details
9/13/2019	Details

Tools

- Paycheck simulator
- View last year's W2
- View your W4

View Personal Information

1. Click **Personal Information** from the Module-Specific list on the left to view personal employee information.

Employee Self Service

Certifications

Pay/Tax Information

Personal Information

Job Information

Time Off

Personal Information

General Demographics Contact

Name
SMITH, JOHN A

Email address
jsmith@cobma.us

Hire date
2/2/2017

Preferred name

Alternate email address

Service date
2/2/2017

Employee ID
15002

Primary location
HUMAN RESOURCES DEPARTMENT

Original hire date
2/2/2017

SSN
XXX-XX-XXXX

Check location
DATA PROCESSING

Supervisor

Active status
ACTIVE

Supervisor email
unspecified

Personnel status
PROVISIONAL

The Pay/Tax Information Module

The Pay/Tax Information Module allows you to view pay check information, view year-to-date gross earnings, view W-2 information, and offers a Paycheck Simulator utility. This detailed information includes the hours, pay rate and total gross for each pay type along with the amount of each deduction on the check.

View Pay/Tax Information

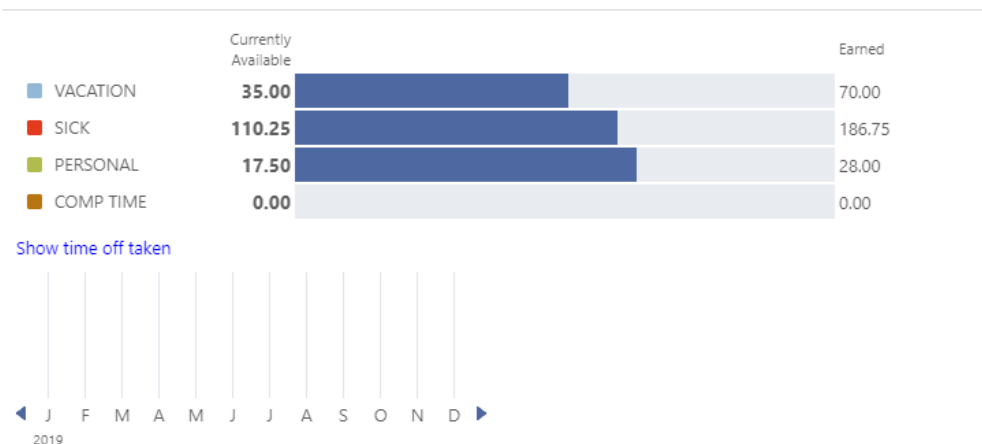
1. Click **Pay/Tax Information** from the Module-Specific list on the left to view pay history.

Employee Self Service	Pay/Tax Information				
	Showing pay checks for the last 12 months				
Certifications	Check Date	Pay Period	Status	Gross Pay	Net Pay
Pay/Tax Information	10/25/2019	10/13/2019 - 10/26/2019	Cleared	\$2,833.14	\$1,403.60 Details
	10/11/2019	9/29/2019 - 10/12/2019	Cleared	\$3,333.14	\$1,801.70 Details
	9/27/2019	9/15/2019 - 9/28/2019	Cleared	\$3,509.78	\$1,919.46 Details
	9/13/2019	9/1/2019 - 9/14/2019	Cleared	\$2,721.31	\$1,351.46 Details
	8/30/2019	8/18/2019 - 8/31/2019	Cleared	\$2,609.48	\$1,515.82 Details
	8/16/2019	8/4/2019 - 8/17/2019	Cleared	\$2,609.48	\$1,476.82 Details
	8/2/2019	7/21/2019 - 8/3/2019	Cleared	\$3,754.20	\$2,410.98 Details
	7/19/2019	7/7/2019 - 7/20/2019	Cleared	\$3,448.24	\$2,166.71 Details
	7/17/2019	2/19/2019 - 6/13/2019		\$2,565.75	\$1,964.86 Details
	7/3/2019	6/23/2019 - 7/6/2019	Cleared	\$3,780.48	\$2,400.37 Details
YTD Information	6/21/2019	6/9/2019 - 6/22/2019	Cleared	\$2,833.14	\$1,718.81 Details
	6/7/2019	5/26/2019 - 6/8/2019	Cleared	\$2,308.27	\$1,483.63 Details
	5/24/2019	5/12/2019 - 5/25/2019	Cleared	\$3,500.36	\$2,328.52 Details
	5/10/2019	4/28/2019 - 5/11/2019	Cleared	\$2,357.74	\$1,525.88 Details
	4/26/2019	4/14/2019 - 4/27/2019	Cleared	\$2,308.27	\$1,446.58 Details
	4/12/2019	3/31/2019 - 4/13/2019	Cleared	\$2,808.27	\$1,842.21 Details
W-2					
W-4					
Paycheck Simulator					
Personal Information					
Time Off					

Time Off

The Time Off section of the Welcome Screen allows the employee to see a quick visual overview of their various Accrual balances such as Vacation Time and Sick or Personal Time. Accruals are up to date based on their last pay check.

Time off



The first part shows in bar chart fashion the current available balance, a bar representing how much of the Total Earned is still available, and then an indication of the Total Earned since being hired.

In the example above, the employee currently has 205 hours of vacation available of the 285 hours that have been earned since being hired. The Time Off Section shows a visual indication of Taken time for each of the Accrual Types. A line represents each month of the year, and a color coded box indicates in which month a record exists. In the example above, the green box on the May line indicates that Personal Time has been taken for May. If the employee clicks on the green box, a window will display indicating the details of that record:

PERSONAL: May, 2019
5/20/2019 to 5/26/2019 - Taken
5/2/2019 - Taken

Click on the Time Off from the Module-Specific list on the left to view more Time Off information. Alternately click on the accrual listed on the left in blue to see a detailed list or calendar view.

Time Off		Maximum Allowed	Earned	Taken	Currently Available
Employee Self Service	VACATION (H)	140.00	70.00	35.00	35.00
	SICK (H)	999.00	186.75	76.50	110.25
	PERSONAL (H)	28.00	28.00	10.50	17.50
	COMP TIME (H)	9999.00	0.00	0.00	0.00

H=Hours; D=Days.

Frequently Asked Questions

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

Payroll

contact Payroll for assistance at (508) 580-7153

Auditors@cobma.us

Human Resources

contact HR for assistance at (508) 580-7820

HR@cobma.us

Passwords/troubleshooting

contact IT for assistance at (508) 580-7628

ITCenter@cobma.us