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

Instructional Guide

To access the BISD MUNIS ESS site visit:
https://selfservice.brenhamisd.net/ess/default.aspx

Or
From the BISD home page (https://www.brenhamisd.net/) click Staff Resources and click the link Employee Self Service.

MUNIS Employee Self Service Overview

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

The following are some features and information available through ESS:

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

- **PAY AND TAX INFORMATION**
    - o View and print pay check information.
    - o View and print year-to-date gross earnings.
    - o View and print W-2 information.
    - o View and print current W-4 withholding information.
    - o Paycheck Simulator utility.

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

Before You Get Started, General Guidelines

- **User Name is your** First Initial Last Name and last 4 digits of your Social Security Number and with no spaces.   (i.e., Jane Doe 0123 = jdoe1234)

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

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    - o 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. This password hint will be emailed to you upon your request, if you lose or forget your password in order to reset your password. Your password will expire every 3 months.
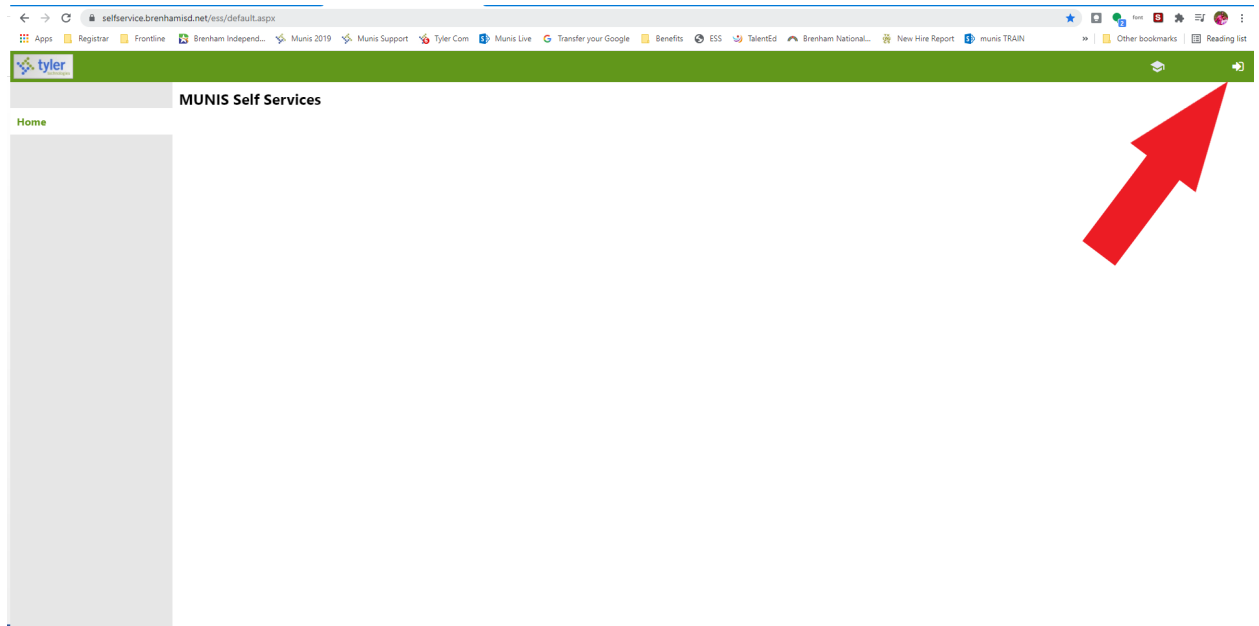
Accessing MUNIS Employee Self Service

1. From the Internet, type https://selfservice.brenhamisd.net/ess/default.aspx
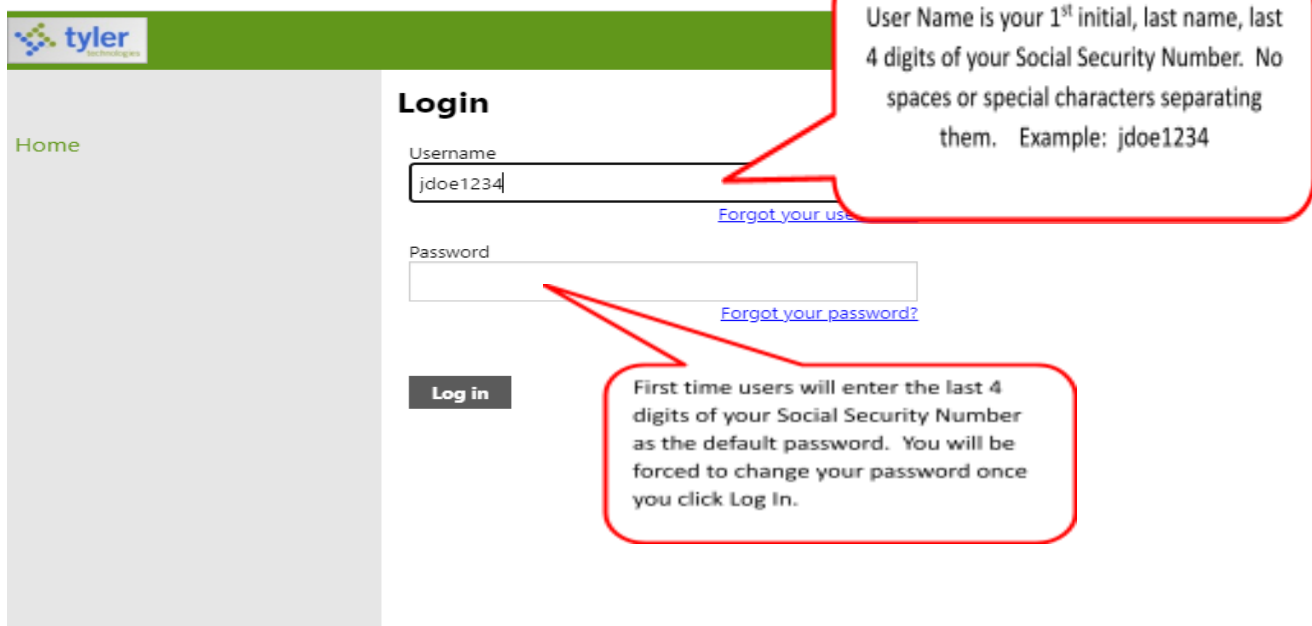2. The COR Munis Self Service page will appear.
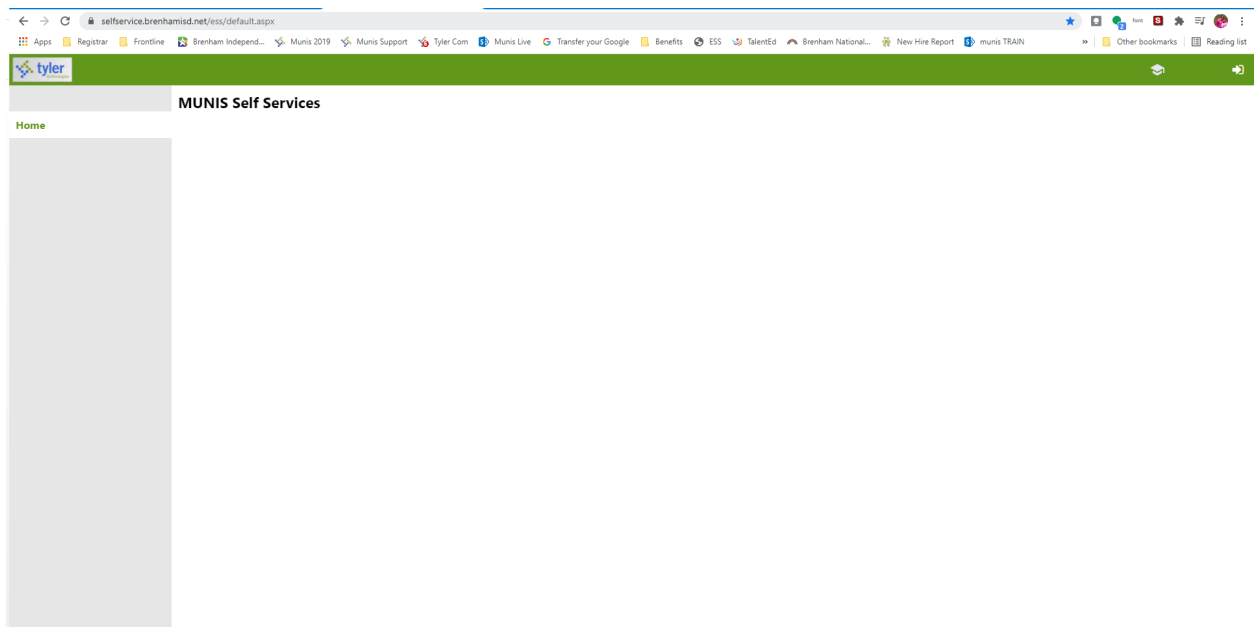
Logging In to MUNIS Self Service

1. Click the **Log In** link located above the green bar on the top right-hand side of the screen.

2. Enter your First Initial, Last Name last 4 digits of your Social Security Number and with no spaces as your User Name.

User Name is your 1st initial, last name, last 4 digits of your Social Security Number. No spaces or special characters separating them. Example: jdoe1234

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 Log In.

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 Log In. Otherwise, returning users, enter your password.
4. Click **Log In**. 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 start with a special character.
6. If your password is acceptable the Password Strength will change to Acceptable and the font will turn green.
7. Verify your password. To do this, re-enter the password you just entered.
8. 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 **Update**.

MUNIS Self Service Main Page

1. Once you log in, MUNIS Self Service Main Page appears displaying your name in the upper right-hand side and the Employee Self Service link on the left-hand side.
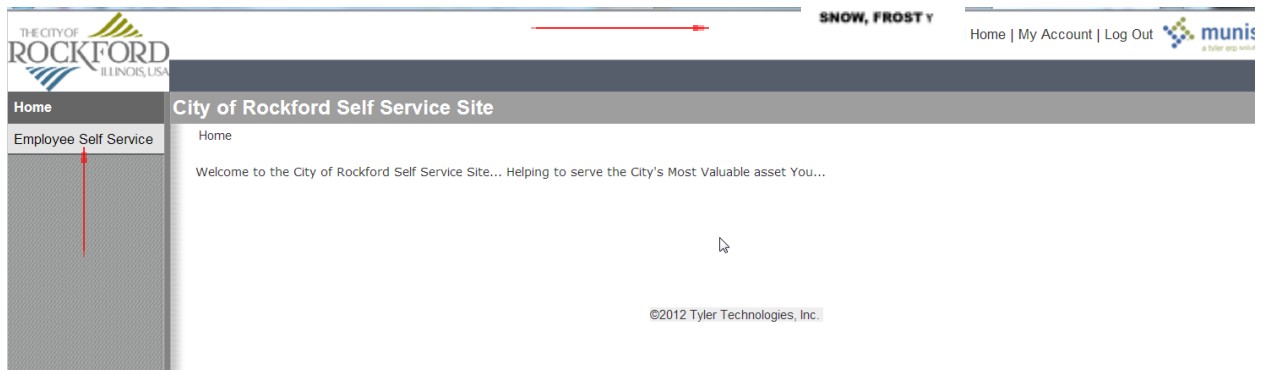

2. Click Employee Self Service link from the list on the left.
3. The Employee Self Service Welcome screen appears.

View and Update Personal Information

1. Click Personal Information from the Module-Specific list on the left.
2. Personal Information includes home address, e-mail, telephone, dependent, tax form delivery option and emergency information.
3. The user has the ability to update most Personal Information by clicking the "**Add/View Changes**" link to update Direct Deposit, Address Change, Name

Change. Click **Edit** to update email address, demographics, contact and Tax form delivery.

NOTE: The primary e-mail address will be used for your electronic paystub delivery. To open the attachment it will prompt for a password which is the last four digits of your SSN.
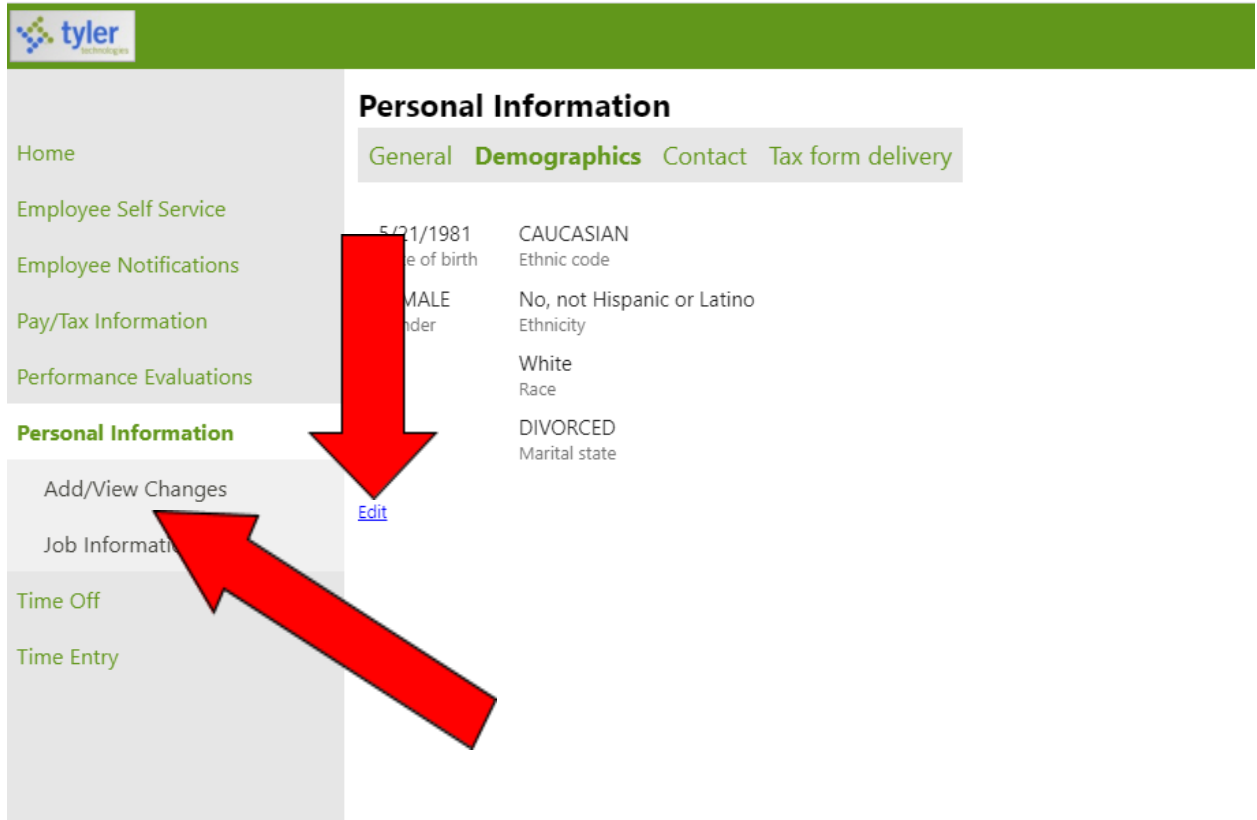
4. If you choose "Change", you will be taken to a new page to edit your information.

   Note: Should you find inaccurate information and do not have the ability to change it, please print the page, write the appropriate changes and submit it to the Human Resources department. Include your name and employee number on the page

5. Click Update once you have made your edits.

The Pay/Tax Information Module

The Pay/Tax Information Module allows you to view and print pay check information, view and print year-to-date gross earnings, view and print W-2 information, view and print current W-4 withholding information and offers a Paycheck Simulator utility.

View and Print Pay/Tax Information

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

2. Click **View Details** to view pay check stub details from the last pay period.

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 Subsection

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

W-2 Information Subsection

1. Click the **W-2 Information** subsection of Pay/Tax Information.
2. W-2 Information displays Federal and State taxes and withholding for a given year.

W-4 Information Subsection

1. Click the **W-4 Information** subsection of Pay/Tax Information to view information regarding current tax withholding status for Federal taxes.

Paycheck Simulator Subsection

1. Click the **Paycheck Simulator** subsection of Pay/Tax Information to enter pay, tax, and deductions to see what your paycheck might look like if you change tax withholdings.

2. Click **Submit** to see the results of your enter values.

Frequently Asked Questions

What if I forget my password?

1. At the Log In screen, I forgot my password and my log in attempt failed.

   Click the **"Forgot your password?"** link for MUNIS Self Service to send an e-mail message containing your password hint.
2. The following screen indicates an e-mail message containing your password hint has been sent.
3. Access your e-mail account.

4. From your e-mail Inbox, open the e-mail message from MUNIS Self Service.
5. After reading your password hint, you remember your password. Return to MUNIS Self Service and log in.
6. If you still do not remember your password. Click the link provided in your e-mail message to reset your password.

From: NoReply@MUNIS.com [mailto:NoReply@MUNIS.com]
Frost Snow   ober 09, 2012 12:25 PM

Subject: Request Password Hint

As requested, here is your MUNIS Self Service password hint.

Password Hint: [there is no hint associated with your current password]

If this e-mail message was sent to you in error, or you are still having problems logging on to the site, you can:

1) contact the site administrator, or   Link to click on.

2) use the following link: http://sv125/MSSTest2/PasswordRegenerate.aspx?id=8X2rTHdUwH6BZjF6ovyekw==& to generate a new password.

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

   Click **Submit** to confirm you want your password reset.
8. The following page appears indicating a temporary password has been sent to your e-mail address.

   Access your e-mail account.
9. From your e-mail Inbox, open the e-mail message from MUNIS Self Service to receive your temporary password.

10. Return to MUNIS Self Service and log in using the temporary password for the password.

11. Click **Log In**.
12. You will be prompted to change your password.
13. 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
14. Click **Update**.

15. The prompt will indicate if your password was successfully reset.
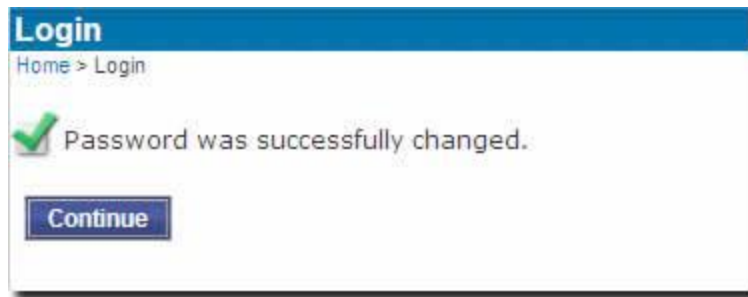
16. Click **Continue**.
17. If you get locked out contact the payroll department.

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

Jessica Allen – Payroll Administrator
Ext 2111
jallen@brenhamk-12.net

Human Resources Related Questions

Cheryl Joswiak – Human Resources Coordinator
Ext 2108
cjoswiak@brenhamk-12.net