



## CREC Munis Employee Self Service

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*Employee Self Service User Guide  
Version 11.2*

## TABLE OF CONTENTS

<b>Employee Self Service .....</b>	<b>3</b>
Employee Self Service Users .....	3
Login .....	3
<b>ESS Home Page.....</b>	<b>5</b>
Resources .....	5
Announcements .....	5
Personal Information .....	6
Employee Profile .....	7
Paychecks .....	8
<b>ESS Menu Options .....</b>	<b>10</b>
Certifications.....	10
Pay/Tax Information.....	11
YTD Information .....	11
W-2 .....	12
W-4.....	13
Personal Information .....	14
Time Off and Time Entry .....	14
Support.....	15

## Employee Self Service

Employee Self Service (ESS) is the Munis® Self Service (MSS) application designed specifically for current CREC employees. ESS accesses information from, and stores information in, the CREC Munis HR/Payroll programs. When you update information in MSS, the updates also occur in the applicable Munis programs.

ESS provides access to personal information, pay and tax information and certification information. All information presented through ESS can be printed by right clicking in the body of the page, Selecting Print (or Print Preview) and selecting the appropriate printer.

Employees must be an Active, Regular Employee and have a valid CREC Active Directory login to access the ESS application.

### Employee Self Service Users

The Employee Self Service application utilizes your CREC Active Directory Username and Active Directory password.

### Login

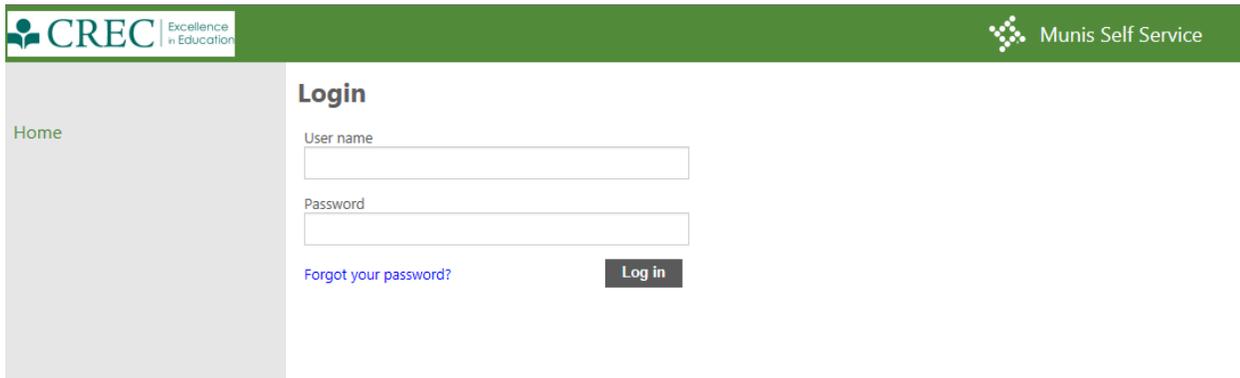
Web Site: <https://munisess.crec.org/MSS/>

User Name: Windows User Name (e.g., jdoe, NOT [jdoe@crec.org](mailto:jdoe@crec.org))

Password: Windows Password (45-Day Refresh and Synch)



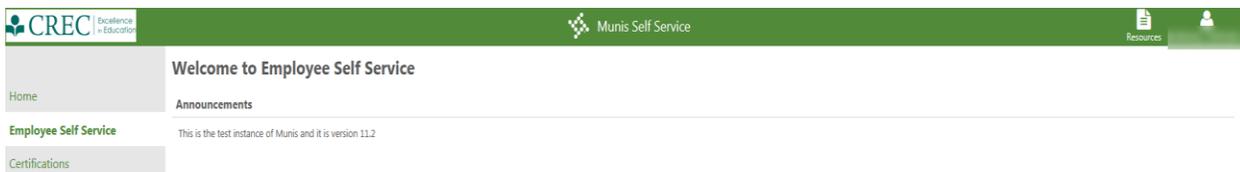
In the upper right hand corner click on Log In which brings you to the Login page



The screenshot shows the login page of the CREC Munis Self Service application. At the top, there is a green header bar with the CREC logo on the left and 'Munis Self Service' on the right. Below the header, on the left, is a grey sidebar with a 'Home' link. The main content area is titled 'Login' and contains two input fields: 'User name' and 'Password'. Below these fields are two links: 'Forgot your password?' in blue text and a 'Log in' button in a dark grey box.

Enter your Active Directory User Name and Active Directory Password which brings you to the Employee Self Service page. Example is Active Directory User Name (jdoe) and Active Directory Password. Do NOT include @crec.org after your Active Directory User name. Once logged in Click on the Employee Self Service link on the left hand panel.

Be advised that for security purposes the application will timeout after 15 minutes of idle time and you will be prompted to log back in using your Active Directory User name and password.



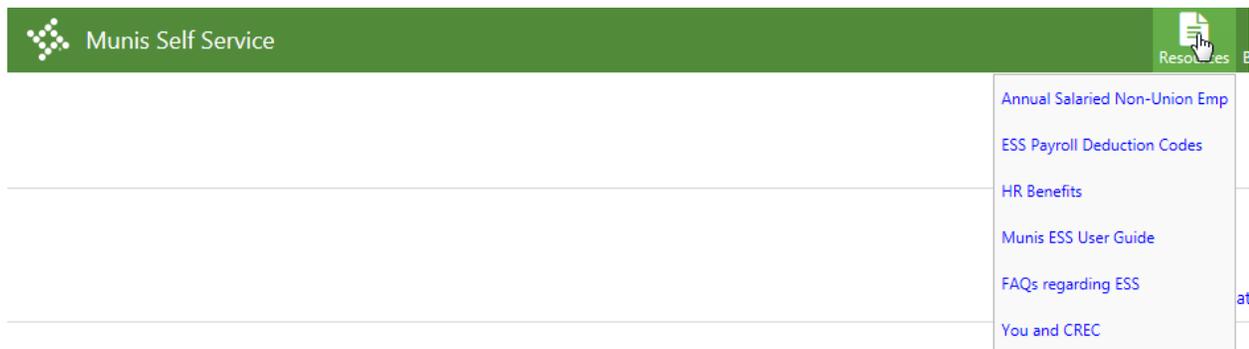
The screenshot shows the 'Employee Self Service' page. It features a green header bar with the CREC logo on the left, 'Munis Self Service' in the center, and 'Resources' on the right. A grey sidebar on the left contains links for 'Home', 'Employee Self Service' (which is highlighted), and 'Certifications'. The main content area is titled 'Welcome to Employee Self Service' and includes an 'Announcements' section with the text: 'This is the test instance of Munis and it is version 11.2'.

# ESS Home Page

The home page of the ESS application displays personal information, organizational announcements and pay details.

## Resources

The Resources option in the ESS banner displays links to available employee resources, which can be helpful websites or individual documents that are applicable to your organization such as You and CREC and HR Benefits.



When you click a link, ESS opens it in a new browser window.

## Announcements

The Announcements section displays announcements that have been entered in Employee Self Service Administration.

### Welcome to Employee Self Service

#### Announcements

This is the test instance of Munis and it is version 11.2



## Personal Information

The Personal Information section displays your information as stored in your employee record.

### Welcome to Employee Self Service

#### Announcements

This is the test instance of Munis and it is version 11.2

#### Workflow forwarding

[Update forwarding](#)

Forward time off requests to: \*    
 Forward timesheets to: \*    
 Start: 3/7/2017 9:00 AM  End: 3/8/2017 9:00 AM

#### Personal information

[View profile](#)

Phone

#### Time off

[Request time off](#)

#### Paychecks

[Show paycheck amounts](#)

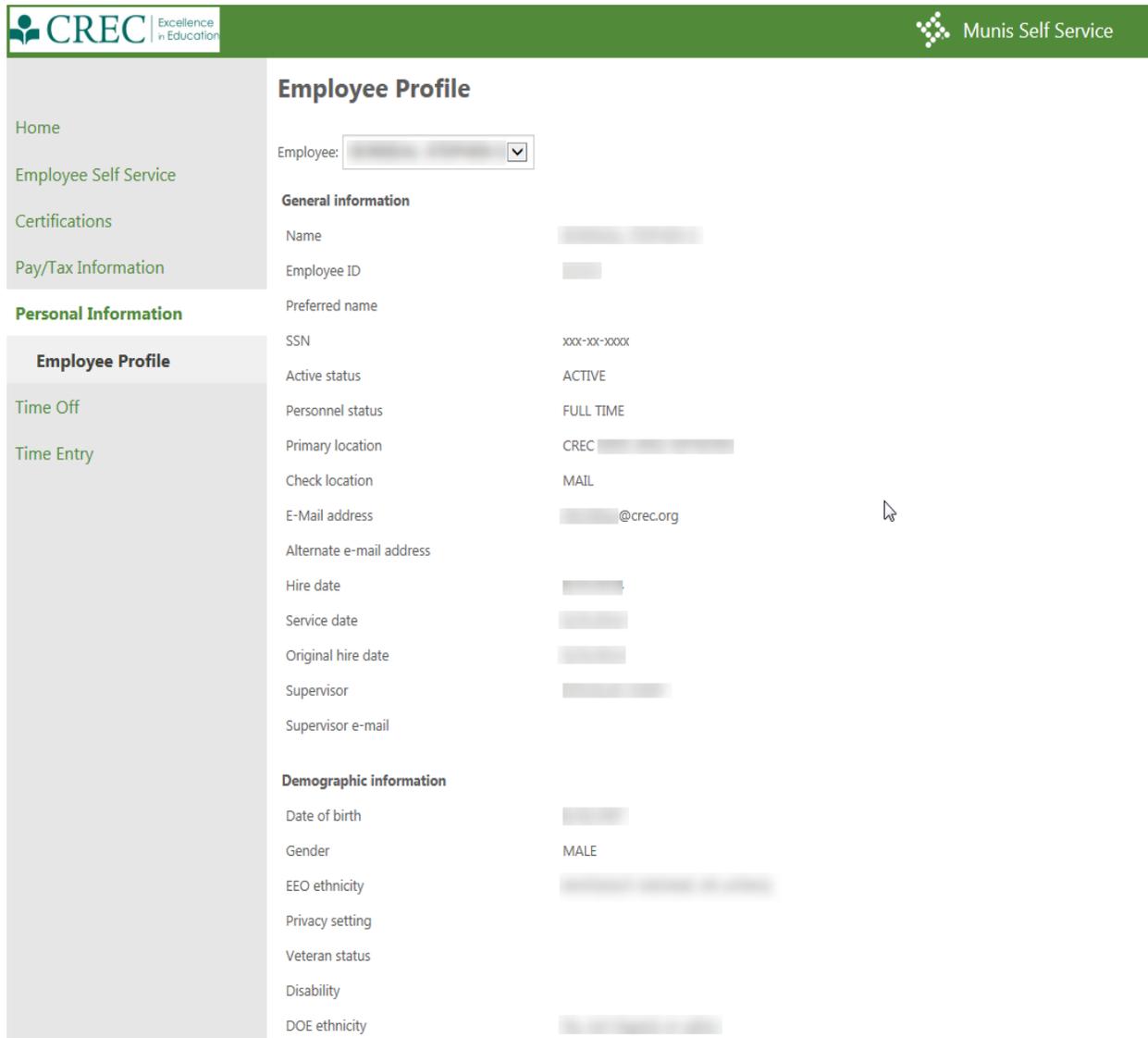
Previous paychecks		Tools	
2/24/2017	 <a href="#">Details</a>	<a href="#">View last year's W2</a>	
2/10/2017	 <a href="#">Details</a>	<a href="#">View your W4</a>	
1/27/2017	 <a href="#">Details</a>		
1/13/2017	 <a href="#">Details</a>		
12/30/2016	 <a href="#">Details</a>		

It is redacted in this screen print, however, in the Personal Information section the default HOME PHONE Description displays in front of your Primary phone number. The number itself can be changed, but the Description of HOME PHONE can not.

Note that if you list an additional phone number and do not include a 'Description' it will display without a description. In order to input a description navigate to Personal Information on the left panel. Under 'Telephone' locate the number that does not have a description, Select Change, Input a Description of your choice, Select Update. Changes are saved and when you return to the Employee Self Service link on the left the description is displayed.

## Employee Profile

Click **View Profile** to view a more detailed personal profile on the Employee Profile page. This page displays your general information, demographic information, and DOE race details.



**Employee Profile**

Employee:  ▼

**General information**

Name	XXXXXXXXXX
Employee ID	XXXXXXXXXX
Preferred name	
SSN	XXXX-XX-XXXX
Active status	ACTIVE
Personnel status	FULL TIME
Primary location	CREC XXXXXXXX
Check location	MAIL
E-Mail address	XXXXXXXXXX@crec.org
Alternate e-mail address	
Hire date	XXXXXXXXXX
Service date	XXXXXXXXXX
Original hire date	XXXXXXXXXX
Supervisor	XXXXXXXXXX
Supervisor e-mail	

**Demographic information**

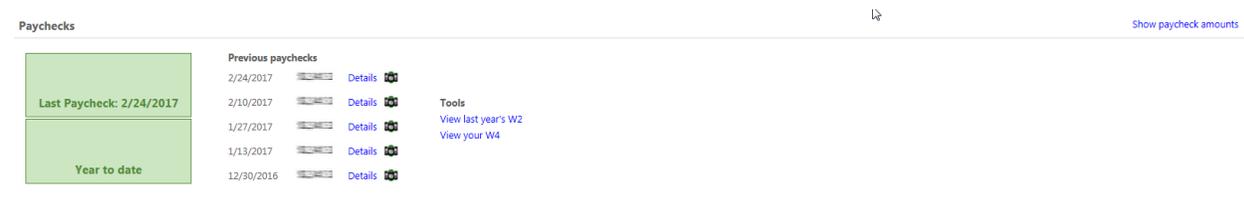
Date of birth	XXXXXXXXXX
Gender	MALE
EEO ethnicity	XXXXXXXXXX
Privacy setting	
Veteran status	
Disability	
DOE ethnicity	XXXXXXXXXX

The General Information, Demographic Information and DOE Race information is inquiry only and not available for update. If there are inaccuracies in your personal information please follow the established CREC policy of contacting your Timekeeper to submit a PCN through the proper channels.

## Paychecks

The Paychecks section of the Employee Self Service Home page displays information for the most recent pay periods in which you received pay. In the tools section, options are available for viewing W-2 and W-4 data. For more on these functions, refer to the [Pay/Tax Information](#) section of this document.

For security purposes, year-to-date and last-paycheck earnings do not display initially. Click **Show Paycheck Amounts** in the upper right corner to show the dollar amount; click **Hide Paycheck Amounts** to hide the amount.



Paychecks [Show paycheck amounts](#)

Last Paycheck: 2/24/2017

Year to date

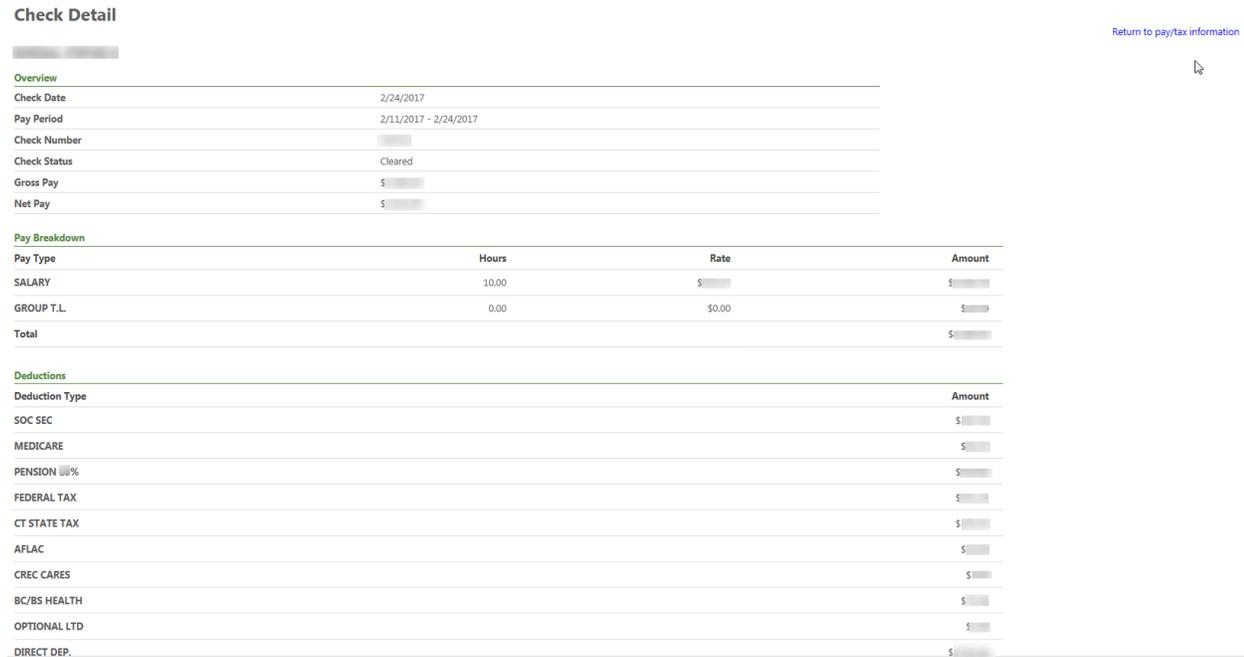
**Previous paychecks**

2/24/2017		<a href="#">Details</a>
2/10/2017		<a href="#">Details</a>
1/27/2017		<a href="#">Details</a>
1/13/2017		<a href="#">Details</a>
12/30/2016		<a href="#">Details</a>

**Tools**

- [View last year's W2](#)
- [View your W4](#)

Click the **Details** option for any check to display the Check Detail screen.



**Check Detail** [Return to pay/tax information](#)

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**Overview**

Check Date	2/24/2017
Pay Period	2/11/2017 - 2/24/2017
Check Number	
Check Status	Cleared
Gross Pay	\$
Net Pay	\$

---

**Pay Breakdown**

Pay Type	Hours	Rate	Amount
SALARY	10.00	\$	\$
GROUP T.L.	0.00	\$0.00	\$
<b>Total</b>			\$

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**Deductions**

Deduction Type	Amount
SOC SEC	\$
MEDICARE	\$
PENSION	\$
FEDERAL TAX	\$
CT STATE TAX	\$
AFLAC	\$
CREC CARES	\$
BC/BS HEALTH	\$
OPTIONAL LTD	\$
DIRECT DEP.	\$

Note that in the Pay Breakdown section CREC hourly employees will view the amount of hours worked during the Pay Period. For a CREC Salary employee hours will be '10' which represents the number of days during that Pay Period.

Additionally, in the Deductions section note that the Total at the bottom is a total of all deductions and does not include Direct Deposit (if you have it).

In order to view a copy of your actual paystub select the picture icon next to 'Details' and it will be presented in a separate window.

**Previous paychecks**

2/24/2017

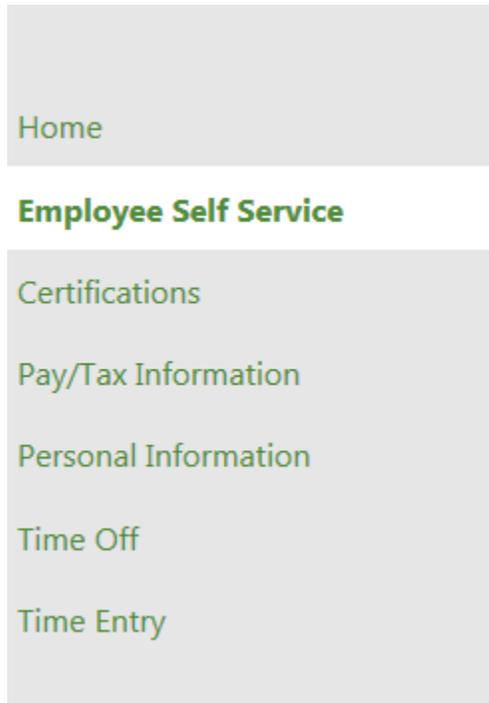


[Details](#)



# ESS Menu Options

The CREC ESS menu includes the following options: Certifications, Pay/Tax Information, Personal Information, Time Off and Time Entry.



## Certifications

Certifications displays a list of your education or training certifications. This list includes the certification type, area, level, number, and effective and expiration dates.

Certifications					
Employee: <input type="text"/> <input type="text"/> <input type="checkbox"/>					
Type	Area	Level	Number	Effective	Expires
ANNUAL EMPLOYEE	ANNUAL EMPLOYEE				
EDUCATION LEVEL	BACHELORS DEGREE				
SEXUAL HARASSMENT	SEXUAL HARASSMENT TRAINING				
HEALTH - HEALINS. ELIGIBILITY	HEALTH - HEALINS. ELIGIBILITY				
HEALTH - NEW ENROLLMENT	HEALTH - NEW ENROLLMENT				
HEALTH - LTD ELIGIBILITY	HEALTH - LTD ELIGIBILITY				
HEALTH - OPTIONAL LTD	HEALTH - OPTIONAL LTD				

## Pay/Tax Information

Pay/Tax Information provides current payroll and payroll history details. The payroll history is stored in the Munis Employee Pay History program.

### Pay/Tax Information

Employee:

Showing pay checks for the last 24 months

Check Date	Pay Period	Status	Gross Pay	Net Pay
2/24/2017	2/11/2017 - 2/24/2017	Cleared	\$	\$ <a href="#">Details</a>
2/10/2017	1/28/2017 - 2/10/2017	Cleared	\$	\$ <a href="#">Details</a>
1/27/2017	1/14/2017 - 1/27/2017	Cleared	\$	\$ <a href="#">Details</a>

When you click **Details**, the program displays the Check Detail screen, which contains the pay advice information for the check. You cannot modify pay or tax information; it is display only.

In order to print the pay advice information right click in the body of the page, Select Print (or Print preview) and select the appropriate printer.

### Check Detail

[Return to pay/tax information](#)

#### Overview

Check Date	2/24/2017
Pay Period	2/11/2017 - 2/24/2017
Check Number	
Check Status	Cleared
Gross Pay	\$
Net Pay	\$

#### Pay Breakdown

Pay Type	Hours	Rate	Amount
SALARY	10.00	\$	\$
GROUP T.L.	0.00	\$0.00	\$
<b>Total</b>			\$

#### Deductions

Deduction Type	Amount
SOC SEC	\$
MEDICARE	\$
PENSION 00%	\$
FEDERAL TAX	\$
CT STATE TAX	\$
AFLAC	\$
CREC CARES	\$
BC/BS HEALTH	\$
OPTIONAL LTD	\$
DIRECT DEP.	\$

## YTD Information

The Year-to-Date Information page contains a cumulative view of payroll figures for a specific year. To view details for a different year, select the year from the Year list.

### Year-to-Date Information

Employee: [dropdown] Year: 2017 [dropdown]

**Overview**

Gross YTD Earnings \$ [blurred]

**Earnings**

SALARY \$ [blurred]

GROUP T.L. \$ [blurred]

**Deductions**

SOC SEC \$ [blurred]

MEDICARE \$ [blurred]

PENSION [blurred] % \$ [blurred]

FEDERAL TAX \$ [blurred]

CT STATE TAX \$ [blurred]

AFLAC \$ [blurred]

CREC CARES \$ [blurred]

BC/BS HEALTH [blurred]

OPTIONAL LTD \$ [blurred]

DIRECT DEP. \$ [blurred]

## W-2

The W-2 page displays information regarding federal and state taxes and withholdings. This information is drawn in the Munis W-2 programs. To view details for a different year, select the year from the Year list.

**W-2 Information**

Employee: [dropdown] Year: 2016 - 0 [dropdown]

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YEAR: 2016

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RETIEMENT

3RD PARTY SICK

STATUTORY EMPLOYEE

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**Wages and Tax**

	GROSS	TAX
FIT	[blurred]	[blurred]
FICA	[blurred]	[blurred]
MEDICARE	[blurred]	[blurred]
SIT - CT	[blurred]	[blurred]
DEP CARE		[blurred]
SOCIAL SECURITY TIPS		[blurred]
ALLOCATED TIPS		[blurred]
NONQUAL		[blurred]
<b>Box 12</b>		
C LIFE INSURANCE		[blurred]
E 403B DEFER		[blurred]
DD EMPR HEALTH COST		[blurred]
<b>Box 14</b>		
14V OPT. LTD		[blurred]
14W HEALTH PREMIUM		[blurred]

## W-4

The W-4 page displays information related to your W-4.

### W-4 Information

Employee:

**EMPLOYER INFORMATION**

#### FEDERAL

Marital Status   
Exemptions   
Additional Amount

#### CONNECTICUT

Marital Status   
Exemptions   
Additional Amount

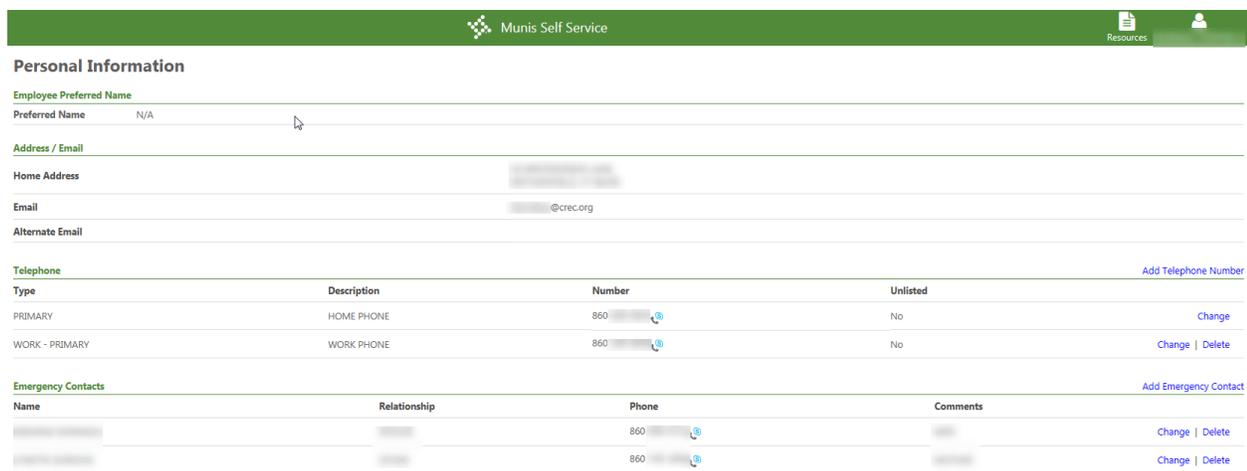


## Personal Information

The Personal Information page displays your contact information, as well as dependent information and Emergency Contacts.

The information found under Personal Information and Employee Profile is located in the Munis Employee Master program. When you change any of the information on these pages, the corresponding Employee Master record is updated. A CREC user can make changes to telephone numbers and emergency contacts.

If there are inaccuracies in your personal information for anything other than telephone and emergency contacts please follow the established CREC policy of contacting your Timekeeper to submit a PCN through the proper channels.



**Personal Information**

Employee Preferred Name

Preferred Name: N/A

Address / Email

Home Address: [Redacted]

Email: [Redacted]@crec.org

Alternate Email: [Redacted]

Telephone [Add Telephone Number](#)

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE	860 [Redacted]	No	<a href="#">Change</a>
WORK - PRIMARY	WORK PHONE	860 [Redacted]	No	<a href="#">Change</a>   <a href="#">Delete</a>

Emergency Contacts [Add Emergency Contact](#)

Name	Relationship	Phone	Comments	
[Redacted]	[Redacted]	860 [Redacted]	[Redacted]	<a href="#">Change</a>   <a href="#">Delete</a>
[Redacted]	[Redacted]	860 [Redacted]	[Redacted]	<a href="#">Change</a>   <a href="#">Delete</a>

## Time Off and Time Entry

Time Off and Time Entry are accessible from the ESS Menu but since there are differences between Contracted Hourly and Contracted Salary Employees, there are separate User Guides for each group that go through the Time Off and Time Entry modules.

## Support

For Support please follow these guidelines:

- Technical (issues logging in or general system issues):  
<https://crec.force.com/support>
- Data or Settings (if anything is not correct with your personal information): Usual Channels (Human Resources, Payroll)