

Employee Self Service (ESS)



Please contact the Personnel (HR) Department if you need assistance with ESS.

HR Director: Ed Smudde 608-269-8719 ed.smudde@co.monroe.wi.us
HR Coordinator: Hannah Olsen 608-269-8720 hannah.olsen@co.monroe.wi.us

1. In your internet browser type <https://monroewi.munisselfservice.com/login.aspx>
 - i. Does NOT require network access; can access from home.
2. **Login** – Enter your username (Employee #) and password
 - a. **Tip:** If this is your 1st time logging in please use 1234 for your password and follow the prompts.
 - b. Click **Log in**

Login

Username
12345 [Forgot your username?](#)

Password
.... [Forgot your password?](#)

LOG IN

3. **Employee Self Service** – has the following sections: Announcements, Personal Information, Time Off, and Paychecks.

Welcome to Employee Self Service

Announcements

Personal information [More](#)

MONROE, JOE M
124 NORTH COURT STREET
SPARTA, WI 54656

Phone: HOME PHONE MIGRATION: 6082698720 Email: joe.monroe@gmail.com

Time off [Request time off](#)

	Currently Available	Earned
VACATION	77.00	76.99
SICK	75.66	75.66
FLOATING H	12.00	12.00

[Show time off taken](#)

Paychecks [Show paycheck amounts](#)

Last Paycheck: 5/23/2019

Year to date

Previous paychecks

Date	Details
5/23/2019	Details
5/9/2019	Details
4/25/2019	Details
4/11/2019	Details
3/28/2019	Details

Tools

- [Paycheck simulator](#)
- [View last years W2](#)
- [Change your W4](#)

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- a. **Announcements** – is used to post information for staff to review. Please be sure to check this area each time you log in to ensure you do not miss any shared information.

Announcements

WRS Annual Statement of Benefits Coming Soon

The Wisconsin Retirement System Annual Statement of Benefits (dated January 1, 2023) will soon be delivered to active employees with WRS contribution balances as of December 31, 2022. The annual Statement of Benefits provides WRS participants the opportunity to review important WRS account information that will eventually be used in benefit calculations. Please carefully review your statement once received and refer to supporting materials on the ETF website: [Explanation of Annual Statement of Benefits \(ET-7333\)](#)

- b. **Personal Information** – lists your name, address, phone number, and email address.

*****Monroe County provides paperless 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.*****

Personal information

MONROE, JOE M
124 NORTH COURT STREET
SPARTA, WI 54656

Phone
HOME PHONE MIGRATION: 6082698720

Email
Email: joe.monroe@gmail.com

- c. **Time Off** – shows your current accruals graph. The graph indicates your current available balances and 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.

- i. You can also select the Request Time Off button as a 'quick' link to request time off.


Time off

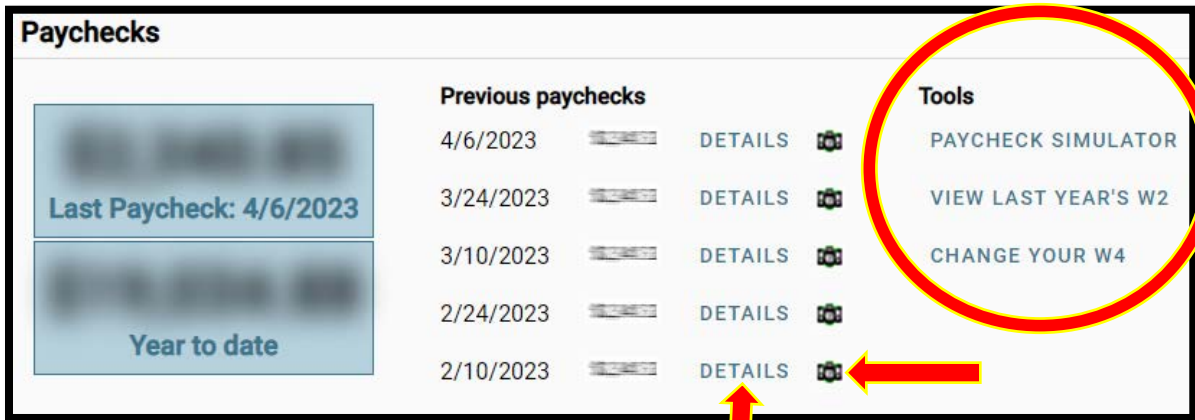
	Currently Available	Earned
VACATION	230.68	230.67
SICK	329.16	329.16
FLOATING H	12.00	12.00
COMP	40.00	40.00

SHOW TIME OFF TAKEN

2023

REQUEST TIME OFF

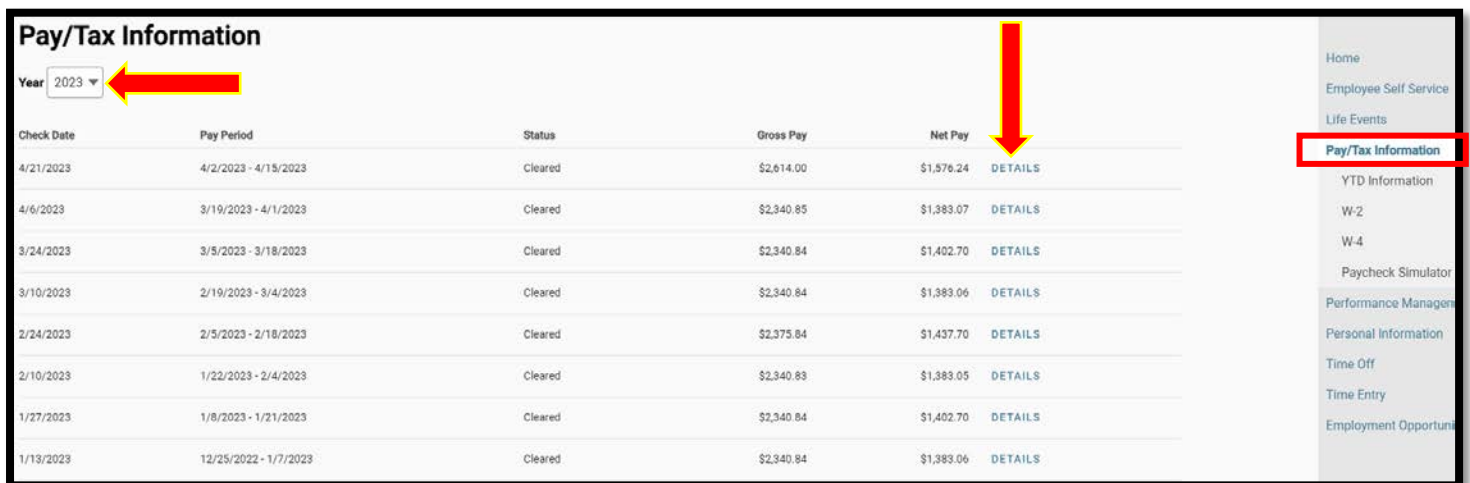
- d. **Paychecks** – lists your previous 5 paychecks. Click on the blue **Details** link to see an overview of your paycheck information which lists total hours worked. Click on the small camera icon  next to the **Details** link to view your paystub PDF (same PDF received via email each payroll week).
- i. **Tools** has the following 'quick' links: **Paycheck Simulator**, **View Last Year's W2**, and **Change Your W4**



4. **Life Events** - is currently not utilized.



5. **Pay/Tax Information** – has the following sections: YTD Information, W-2, W-4, and Paycheck Simulator. **Pay/Tax Information** lists 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.
- The blue **Details** link is available for each paycheck to view your Check Detail
 - o Within Check Detail, click the **View paycheck image** link to view your PDF paystub




- a. **YTD (Year-to-Date) Information** – lists your gross YTD 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: 2023

Overview

Gross YTD Earnings	\$19,034.88
--------------------	-------------

Earnings

REG HR	\$18,062.17
FLOAT HOL	\$73.15
HOL 1.0	\$714.56
MILEAGE	\$35.00
MED INCENT	\$150.00

Deductions

FICA	\$1,177.98
MEDICARE	\$275.48
HEALTH INS F	\$1,299.12
DENTAL FAM	\$41.80
ALLSTATE	\$532.00
DEF COMP	\$400.00
WRG WH	\$1,281.81
FEDERAL TAX	\$1,616.44
WI TAX	\$614.67
PYRL SVG	\$400.00
ADD LIFE	\$44.00
DIRECT DEP	\$11,351.58

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- b. **W-2** – lists you 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

[View W-2 image](#)

RETIREMENT

3RD PARTY SICK

STATUTORY EMPLOYEE

Wages and Tax

	GROSS	TAX
FIT	\$22,006.29	\$2,313.42
FICA	\$25,025.21	\$1,591.41
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

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- c. **W-4** – lists your current W-4 status and exemptions. This area allows you to edit your status and exemptions selected for both Federal and State by selecting the blue **Edit** link under each W-4 section.

***W-4 changes must be submitted prior to 12pm on the Friday before payroll week to be effective for that payroll.**

W-4 Information

FEDERAL

SINGLE
Marital status

0
Exemptions

\$0.0000
Additional amount

[Edit FEDERAL](#)

WISCONSIN

SINGLE
Marital status

0
Exemptions

\$0.0000
Additional amount

[Edit WISCONSIN](#)

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- d. **Paycheck Simulator** – allows you to simulate potential payroll changes based on your actual pay information. Within this area, you will see your typical hours worked, hourly rate, 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. (example image shown below – only changed: from Single-0 to Married-1 for W-4 status and exemptions)

*Changes made in Paycheck Simulator **do not** 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 Simulator

Pay cycle: 1 | Switching deduction cycles will reset the entire page.

Pay Details

Job	Pay	Hours	Rate	Percentage	Amount
PERSONNEL COORDINATOR (6630)	REGULAR HOUR HRLY (100)	80.00	24.1800	0.00	1934.40

Marital | **Exemptions**

Federal Tax: SINGLE | Exemptions: 0
 State Tax: SINGLE | Exemptions: 0
 Local Tax: | Exemptions: 0

Deductions

Description	Amount
ADDITIONAL LIFE INSURANCE	10.00
LIFE INSURANCE GENERAL	0.00
WRS GENERAL WITHHOLDING	126.70
ALLSTATE	66.50
DENTAL INSURANCE FAMILY	9.21
HEALTH INS FAMILY	95.02
	0

Paycheck Simulation

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

	Current	Simulation	Amount
Gross Pay	1934.40	1934.40	10.00
Federal Tax	171.44	107.67	0.00
State Tax	85.41	81.69	126.70
Local Tax	0.00	0	66.50
FICA	119.93	119.93	9.21
Medicare	28.05	28.05	95.02
Other Deductions	307.43	307.43	0
Net Pay	1222.14	1289.63	

Calculate | **Reset** | **Return**

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6. **Performance Management** – has the following section: Evaluations which stores your Pay for Performance Evaluations.

Performance Overview

Employee Name
Title
Emp #

Performance Evaluation

EVALUATION PERIOD: 1/1/2022 - 12/31/2022
 EVALUATION TYPE: ANNUAL
 OVERALL RATING: Not Entered
 EVALUATOR: Supervisor Name

[DETAILS](#)

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- a. **Evaluations** – lists all evaluations you have received. You can review each evaluation by clicking the blue **Details** link.

Evaluations

EVALUATIONS ABOUT ME | EVALUATIONS BY ME

Evaluations by my supervisors

Job	Evaluation period	Overall rating	Status	
HUMAN RESOURCES COORDINATOR	1/1/2022 - 12/31/2022		APPROVED	DETAILS
HUMAN RESOURCES COORDINATOR	1/1/2021 - 12/31/2021		APPROVED	DETAILS
HUMAN RESOURCES COORDINATOR	12/1/2020 - 12/31/2020		APPROVED	DETAILS

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7. **Personal Information** – has the following sections: General, Contact, Dependents, and Beneficiaries.
- a. **General** – lists your basic personal and employment information. If you would like to update your email address click 'Edit' and adjust accordingly.

Personal Information

GENERAL CONTACT DEPENDENTS BENEFICIARIES

Home Address
 Email address
 Hire date
 Primary location
 Service date
 Supervisor
 Supervisor email

Name
 Employee ID
 SSN
 XXX-XX-XXXX
 Active status
 ACTIVE

Personnel status
 FULL TIME

EDIT

- b. **Contact** – lists your current Address, Emergency Contact, and Telephone number. Click the blue **Edit** link to update any area or click Add New if you want to list additional information.

Personal Information

GENERAL CONTACT **DEPENDENTS** BENEFICIARIES

Addresses
 Home Address
 EDIT
 + ADD NEW

Emergency Contacts
 Other
 EDIT DELETE
 + ADD NEW

Telephones
 EDIT DELETE
 + ADD NEW

c. **Dependents & Beneficiaries** – are currently not utilized.

Personal Information

GENERAL CONTACT **DEPENDENTS** **BENEFICIARIES**

No dependents added.

+ ADD NEW

8. **Time Off** – has the following sections: My Requests and Request Time Off. When you click on **Time Off** an overview of your current accruals is listed.

a. Each accrual title is a blue [link](#); when clicked Earned/Used History is displayed for the present year. Select past years' Earned/Used History from the dropdown in the upper left hand corner.

Time Off

Employee:

	Maximum Allowed	Earned	Taken	To Be Taken	Currently Available
VACATION (H)	160.00	244.52	79.91	0.00	164.61
SICK (H)	1040.00	341.16	0.00	0.00	341.16
FLOATING H (H)	20.00	12.00	0.00	0.00	12.00
COMP (H)	40.00	40.00	0.00	0.00	40.00

H=Hours; D=Days.

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- Request Time Off

Earned/Used History

Year: 2023

VACATION Time

Pay Period	Earned	Used	Balance
6/10/2023 - 6/10/2023	4.6160	0.0000	164.6160
6/9/2023 - 6/9/2023	0.0000	3.5000	160.0000
6/8/2023 - 6/8/2023	0.0000	0.5000	163.5000
6/1/2023 - 6/1/2023	0.0000	-0.0840	164.0000
5/27/2023 - 5/27/2023	4.6160	0.0000	163.9160
5/26/2023 - 5/26/2023	0.0000	8.0000	159.3000
5/25/2023 - 5/25/2023	0.0000	5.5000	167.3000
5/24/2023 - 5/24/2023	0.0000	6.5000	172.8000
5/23/2023 - 5/23/2023	0.0000	8.0000	179.3000

b. **My Requests** – shows your current accrual balances for the year, as well as, a list of any accruals you have used or have requested to use.

*You have the option to **Cancel a time off request** by selecting the blue [Cancel](#) link.

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	∅	
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		

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a. **Request Time Off** - allows you to complete Step 1 of 4 of the **Request Time Off** process

i. **Step 1: Select Dates** – select from the calendar what day(s) you would like to request off. Once selected the day(s) will be highlighted yellow, then click Continue.

Request Time Off
Step 1 of 4: Select Dates

Click to select each date that you would like to take off. (Click again to deselect).

<< [previous month](#) [next month](#) >>

May 2019							June 2019							July 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

Continue

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

Request Time Off
Step 2 of 4: Select Type

Select the type of time off you would like to take from which job

	Type	Currently Available
<input checked="" type="radio"/>	VACATION	77.00
<input type="radio"/>	SICK	75.66
<input type="radio"/>	FLOATING H	12.00
<input type="radio"/>	COMP	28.50

Back **Continue**

iii. **Step 3: Partial Day Requests** – enter the amount of time off you are requesting. Time off accruals can be taken in half-hour increments. Once you have entered the desired amount of time off 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](#))

7/5/2019: Hours

Continue

iv. **Step 4: Additional Information** – lists the information you entered in the previous 3 steps. Type a brief comment or select a reason from the dropdown if desired. Once completed, click Make Request, which will notify your supervisor of your Time Off request.

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	7/5
Total Time Requested	6.5 Hour(s) change

Comment: (optional)

Reason

Make Request **Cancel**

9. **Time Entry** – is the area of the system where you will enter and account for your time worked.

Enter time

Adding 56.00 from 5/20/2019 to 5/28/2019 [Copy from previous week](#) [Save for later](#) [Submit](#)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
100 - REGULAR HOUR HRLY			8					8
300 - VAC TAKEN								
350 - SICK LEAVE TAKEN								
370 - FAMILY SICK LEAVE								
TOTAL		8	8					16

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[Enter Time](#)

a. To enter time select the appropriate pay type row listed on the far left-side of the screen. Once you have the correct pay type picked, select the box on that pay type row for the date you wish to enter time for.

Enter time

Adding 56.00 from 5/20/2019 to 5/28/2019 [Copy from previous week](#) [Save for later](#) [Submit](#)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
100 - REGULAR HOUR HRLY			8					8

Hours In Out In Out Notes [Add line item](#)

- b. Utilize the Line Item boxes to enter your time worked for that day, click the blue [Add line item](#) link once complete.
- Account for your unpaid 30-minute lunch break if necessary.
 - When entering any time over a solid hour you must enter a colon [:] and then the remaining minutes (rounding to the nearest quarter hour).

Enter time

Adding 56.00 from 5/20/2019 to 5/28/2019 [Copy from previous week](#) [Save for later](#) [Submit](#)

Apr 2019	Jul 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
prior week	next week	5/26	5/27	5/28	5/29	5/30	5/31	6/1	
100 - REGULAR HOUR HRLY				8					8

Hours In 8 AM Out 12 PM In 12:30 PM Out 4:30 PM Notes [Add line item](#)

- c. If no errors were made when entering your time worked the system will display the total number of hours worked for the day in the pay type date box.

Enter time

Adding 64.00 from 5/20/2019 to 5/29/2019 [Copy from previous week](#) [Save for later](#) [Submit](#)

Apr 2019	Jul 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
prior week	next week	5/26	5/27	5/28	5/29	5/30	5/31	6/1	
100 - REGULAR HOUR HRLY				8	8				16

Hours 8 8:00 AM - 12:00 PM 12:30 PM - 4:30 PM [Edit](#) [Delete](#)

- d. If time worked was entered correctly, click Save for later.


Enter time

✓ Your time has been saved. [Copy from previous week](#) [Save for later](#) [Submit](#)

Apr 2019	Jul 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
prior week	next week	5/26	5/27	5/28	5/29	5/30	5/31	6/1	
100 - REGULAR HOUR HRLY				8	8				16


- e. **Per your department's submission policy**, click Submit to send your timesheet to your supervisor for review and approval. After clicking submit, each box that has a time entry will have a grey circle in the upper right-hand corner.

Enter time

✓ Your time has been submitted. 

PERSONNEL COORDINATOR Copy from previous week Save for later Submit

Apr 2019	Jul 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
prior week	next week	5/26	5/27	5/28	5/29	5/30	5/31	6/1	
100 - REGULAR HOUR HRLY				8	8				16




- f. Once your supervisor has approved your time worked, each grey circle will turn into a green checkmark; you also receive a confirmation email.

Enter time

PERSONNEL COORDINATOR Copy from previous week Save for later Submit

Apr 2019	Jun 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
prior week	next week	5/12	5/13	5/14	5/15	5/16	5/17	5/18	
100 - REGULAR HOUR HRLY			8 ✓	5.75 ✓	8.5 ✓	8.5 ✓	8.25 ✓		39



Time Entry Tips

- At any point prior to your supervisor approving your time worked, you can edit your entries by clicking back into the time entry date box and clicking the blue **Edit** link. Once changes are made, click the blue **Save** link and Save For Later.

Adding 39.25 from 10/30/2023 to 11/3/2023 COPY FROM PREVIOUS WEEK SAVE FOR LATER SUBMIT

SEP 2023	DEC 2023	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
PRIOR WEEK	NEXT WEEK	10/29	10/30	10/31	11/1	11/2	11/3	11/4	
100 - REGULAR HOUR HRLY			11	8.75	8.75	8.75	2		39.25

Hours 8.75 6:45 AM - 1:00 PM 1:30 PM - 4:00 PM Notes office EDIT DELETE

Hours In Out In Out Notes ADD LINE ITEM

Adding 39.25 from 10/30/2023 to 11/3/2023 COPY FROM PREVIOUS WEEK SAVE FOR LATER SUBMIT

SEP 2023	DEC 2023	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
PRIOR WEEK	NEXT WEEK	10/29	10/30	10/31	11/1	11/2	11/3	11/4	
100 - REGULAR HOUR HRLY			11	8.75	8.75	8.75	2		39.25

Hours 8.75 In 6:4 AM Out 1:0 PM In 1:3 PM Out 4:0 PM Notes office SAVE DELETE

- If you are locked out of your ESS account, don't panic! The Personnel/HR Department can unlock your account; please just reach out via email or phone via the contact information listed on the first page of this guide.

- **Overtime** and **Comp Time** are entered at the end of your work-week only when **over 40 hours have been worked**.

Apr 2019	Jun 2019	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total
prior week	next week	5/5	5/6	5/7	5/8	5/9	5/10	5/11	
100 - REGULAR HOUR HRLY			8.5 ✓	8 ✓	8 ✓	8.5 ✓	7 ✓		40

400 - COMP TIME EARNED							1 ✓		1
409 - COMP TIME UNEARNED									
410 - COMP TIME USED									
450 - FLOATING HOLIDAY									
500 - HOLIDAY PAY									
TOTAL			8.5	8	8	8.5	8		41

- 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** (as indicated previously). 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.

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	In progress		POA MEETING	Cancel Add to calendar	
5/14/2019	1 hours	COMP	Taken	ACCRUAL USED	APPOINTMENT		

- ESS can be accessed from other devices, but is not ideally user friendly. Please note if accessing ESS from another device you may need to utilize the + **Expand Menu** and - **Collapse Menu** links to adjust your viewing availability.

