Employee Self Service (ESS)

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

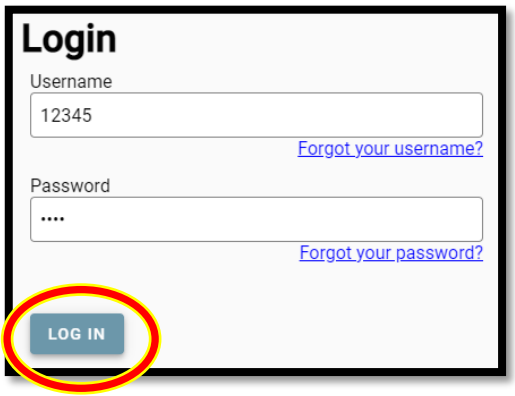
HR Director: Ed Smudde 608-269-8719 ed.smudde@co.monroe.wi.us
HR Coordinator: Hannah Olsen 608-269-8720 hannah.olsen@co.monroe.wi.us

1. In your internet browser type https://monroewi.munisselfservice.com/login.aspx
   i. Does NOT require network access; can access from home.

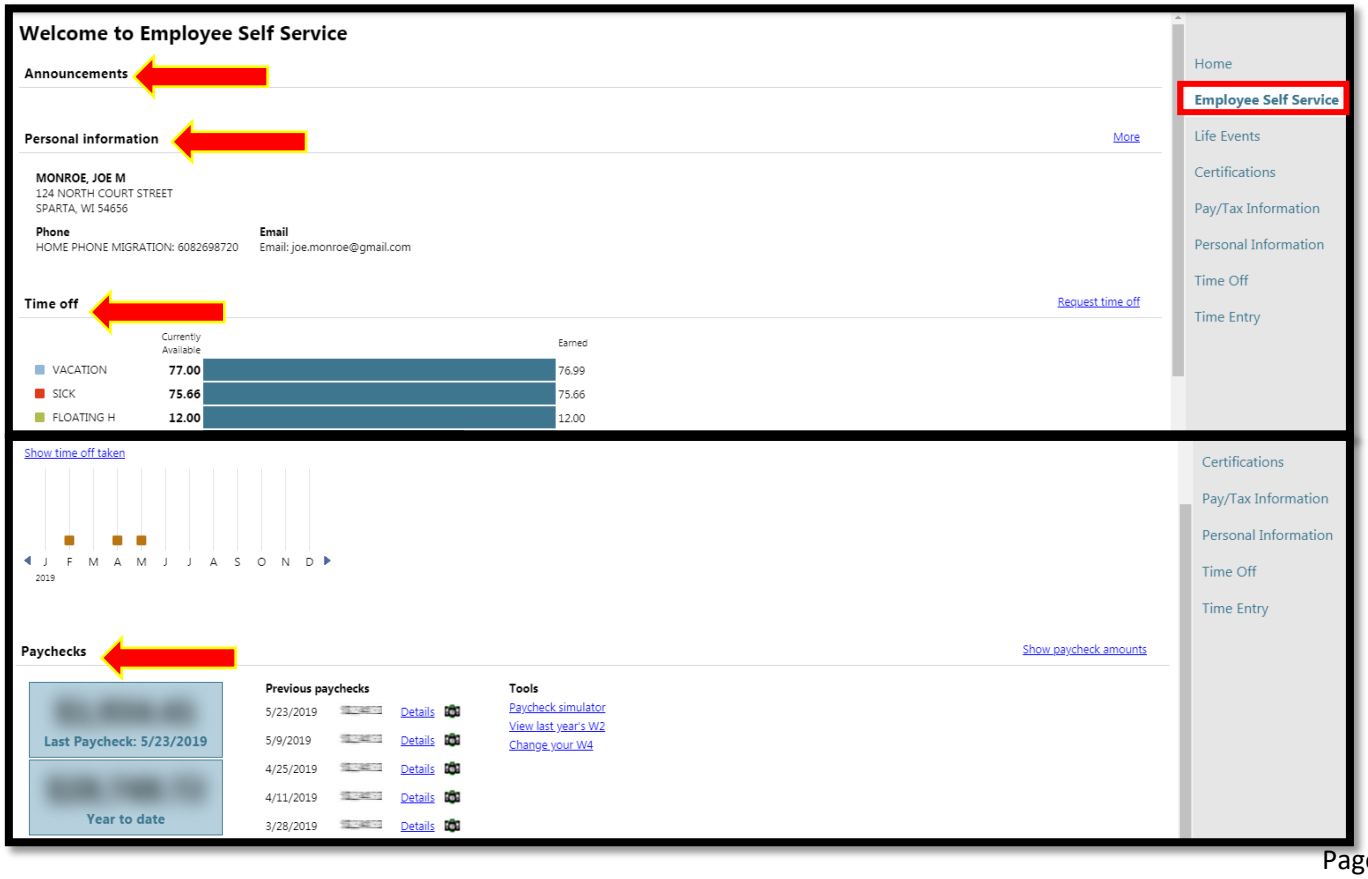
2. **Login** – Enter your username (Employee #) and password

a. Tip: If this is your 1st time logging in please use 1234 for your password and follow the prompts.

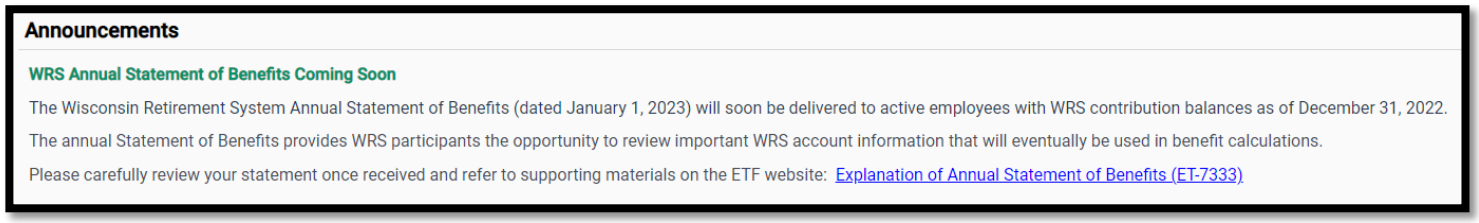
b. Click **Log in**



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

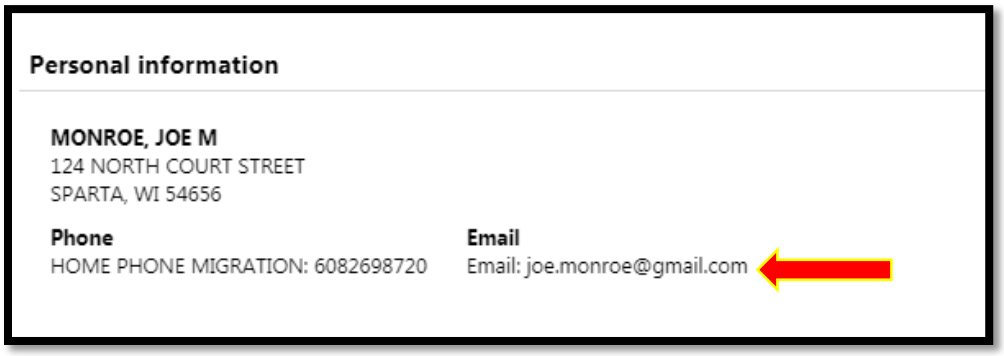


a. **Announcements –** is used to post information for staff to review. Please be sure to check this area each time you log in to ensure you do not miss any shared information.



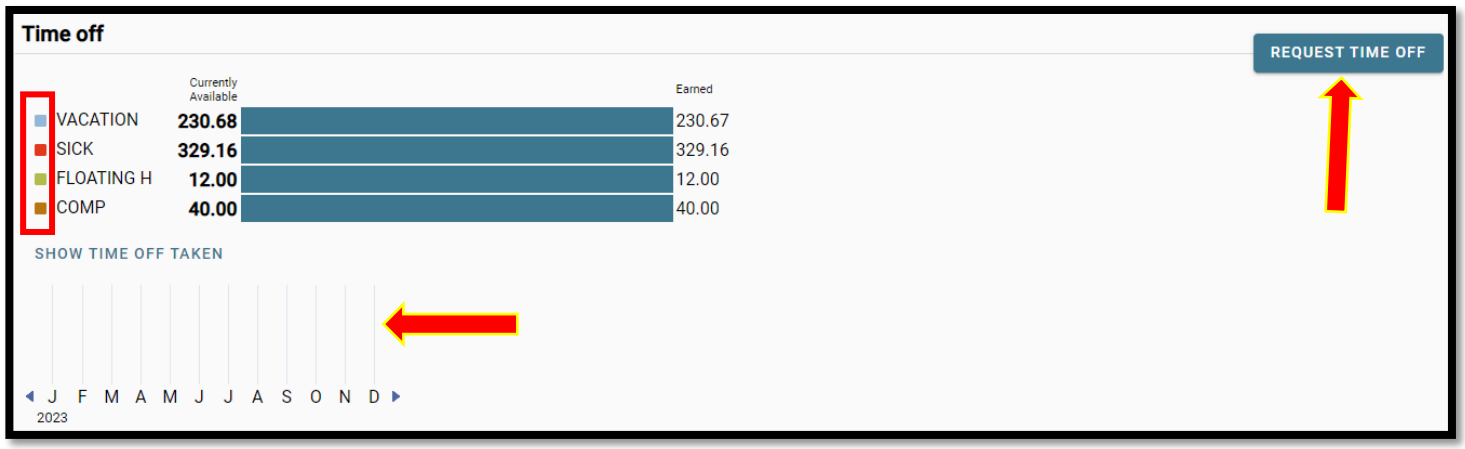
b. **Personal Information** – lists your name, address, phone number, and email address.

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.

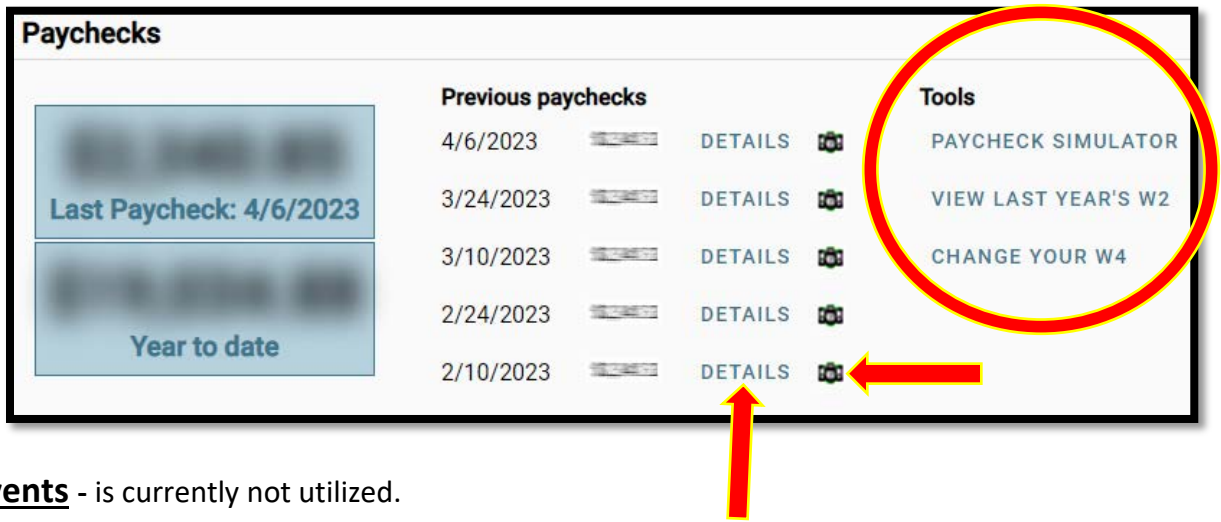


c. **Time Off** – shows your current accruals graph. The graph indicates your current available balances and what you've accrued year-to-date. When you take time off it will be indicated by a color-coded square in the calendar graph.

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

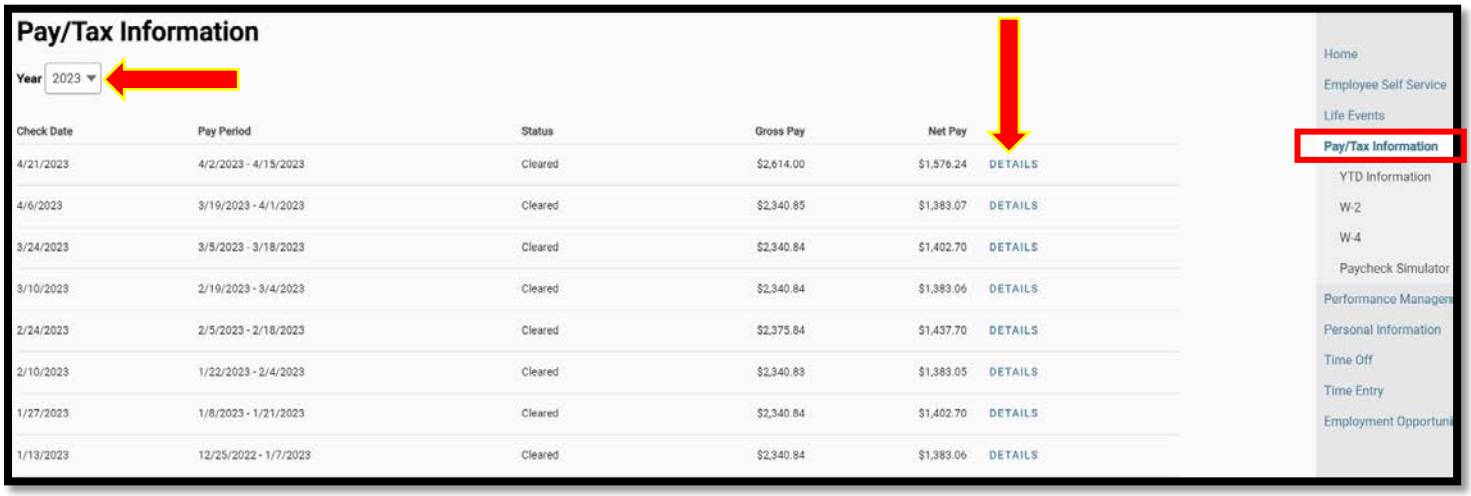


d. **Paychecks** – lists your previous 5 paychecks. Click on the blue **Details** link to see an overview of your paycheck information which lists total hours worked. Click on the small camera icon next to the **Details** link to view your paystub PDF (same PDF received via email each payroll week).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



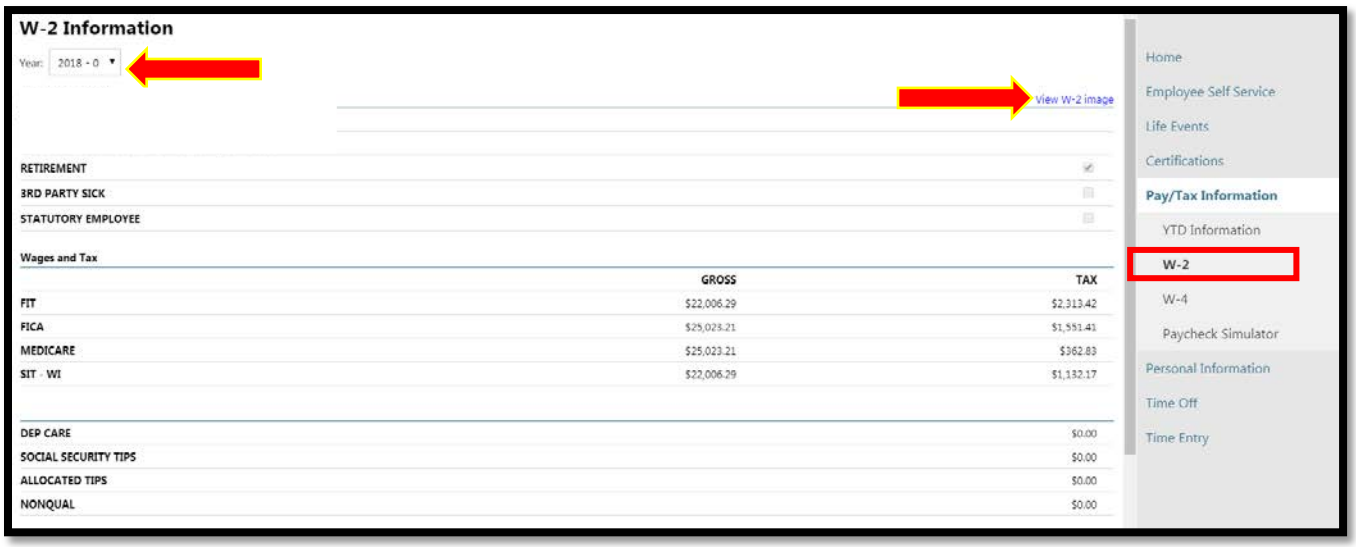
4. **Life Events** - is currently not utilized.

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
        - 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.

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.

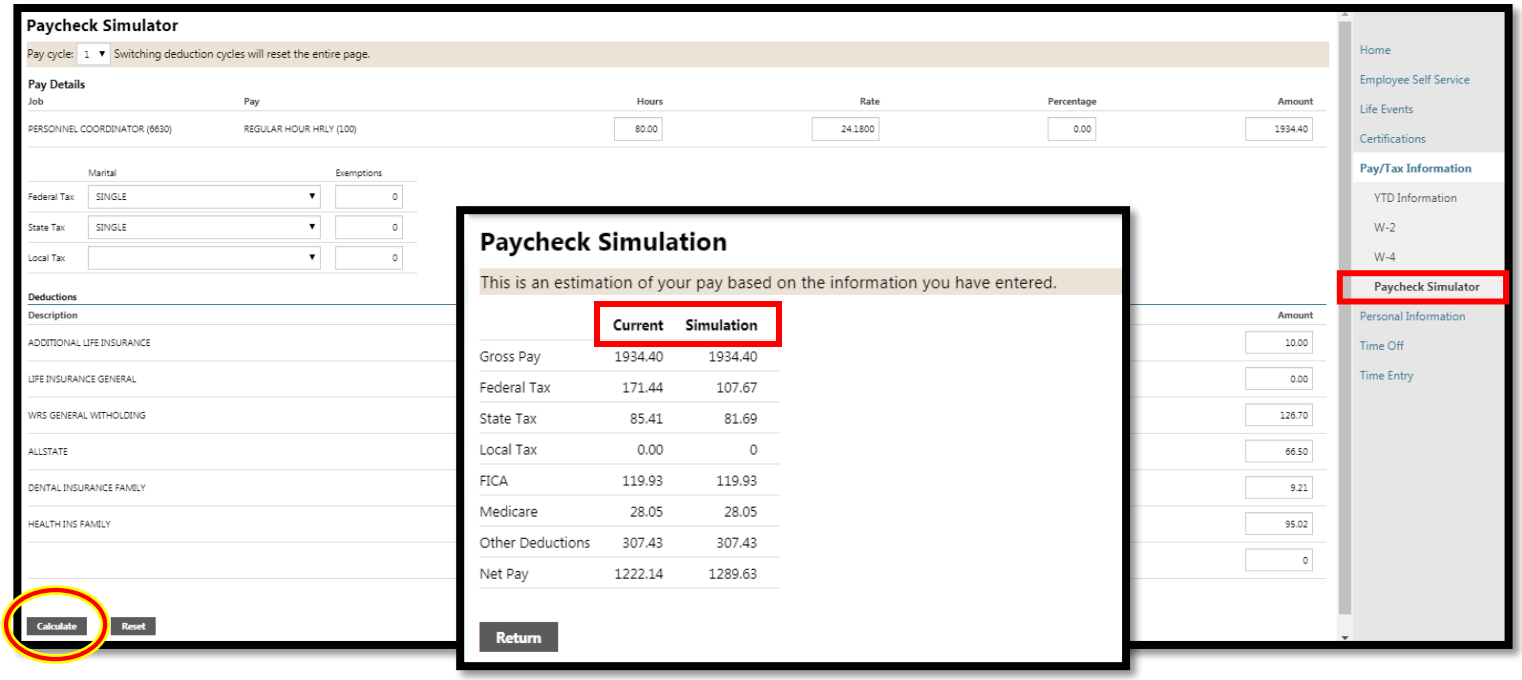


c. **W-4 –** lists your current W-4 status and exemptions. This area allows you to edit your status and exemptions selected for both Federal and State by selecting the blue **Edit** link under each W-4 section.

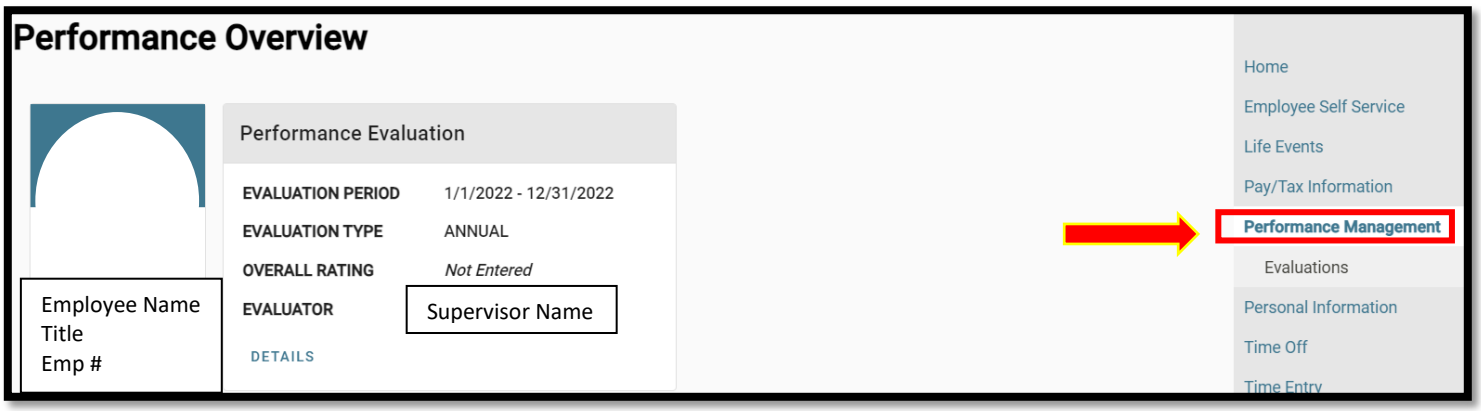
*W-4 changes must be submitted prior to 12pm on the Friday before payroll week to be effective for that payroll.

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)

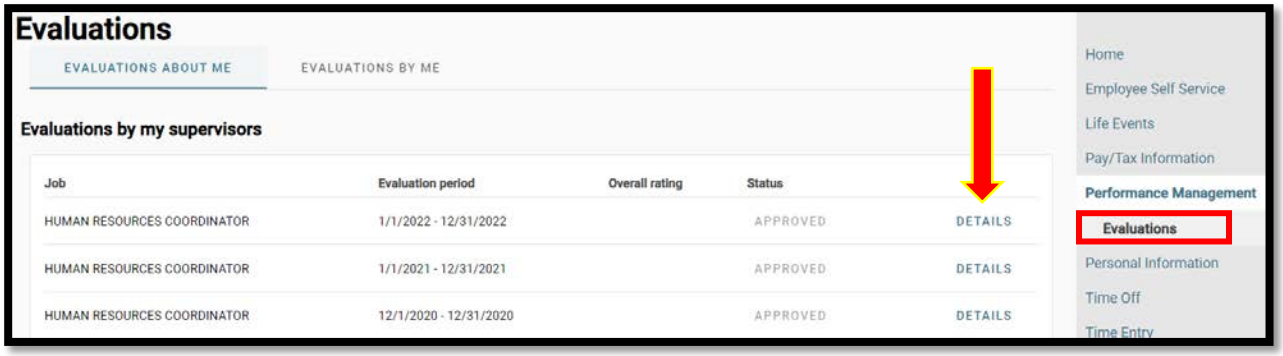
*Changes made in Paycheck Simulator **do not** change any of your actual settings; this is just a simulation to give you an idea of how those changes would affect your pay.



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

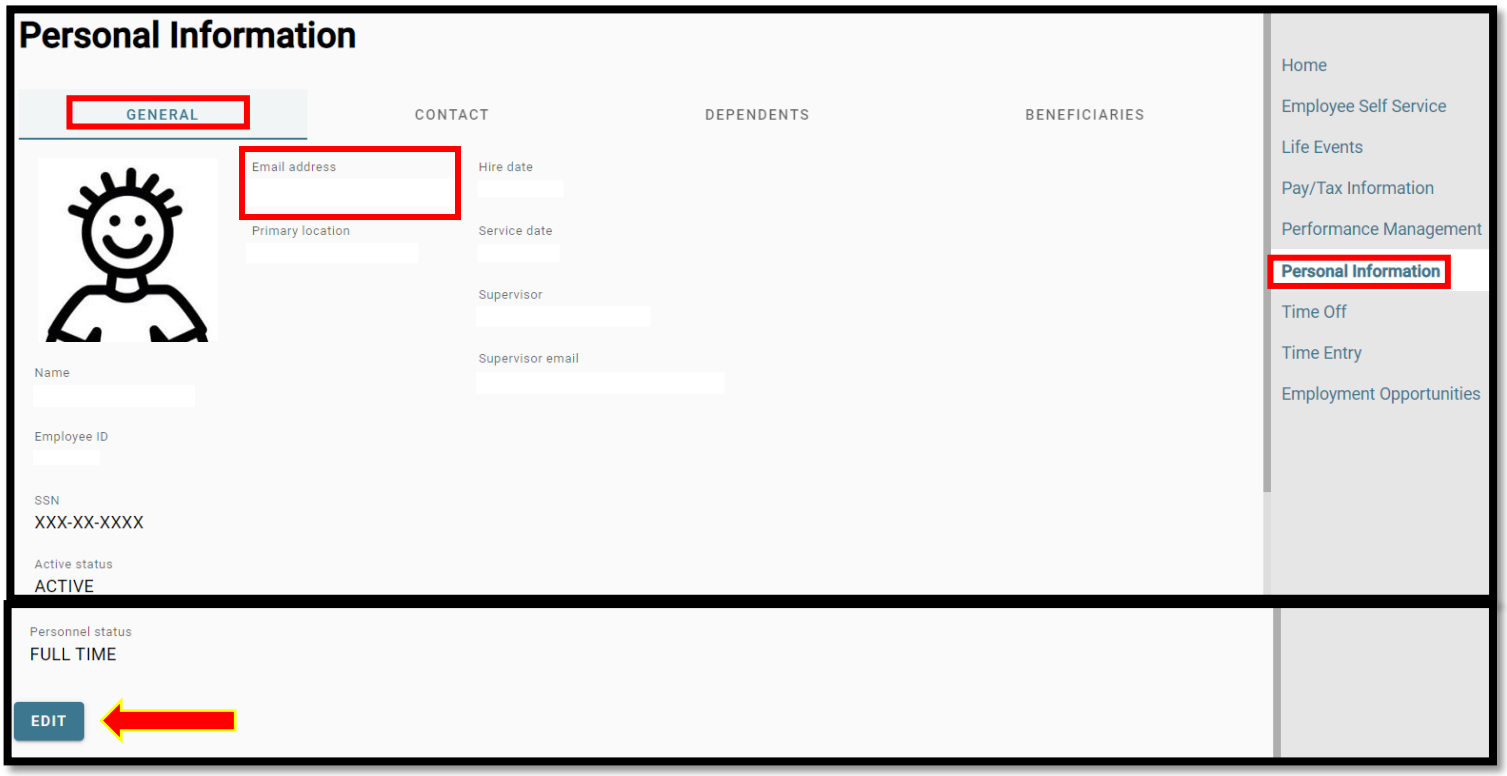


a. Evaluations – lists all evaluations you have received. You can review each evaluation by clicking the blue **Details** link.

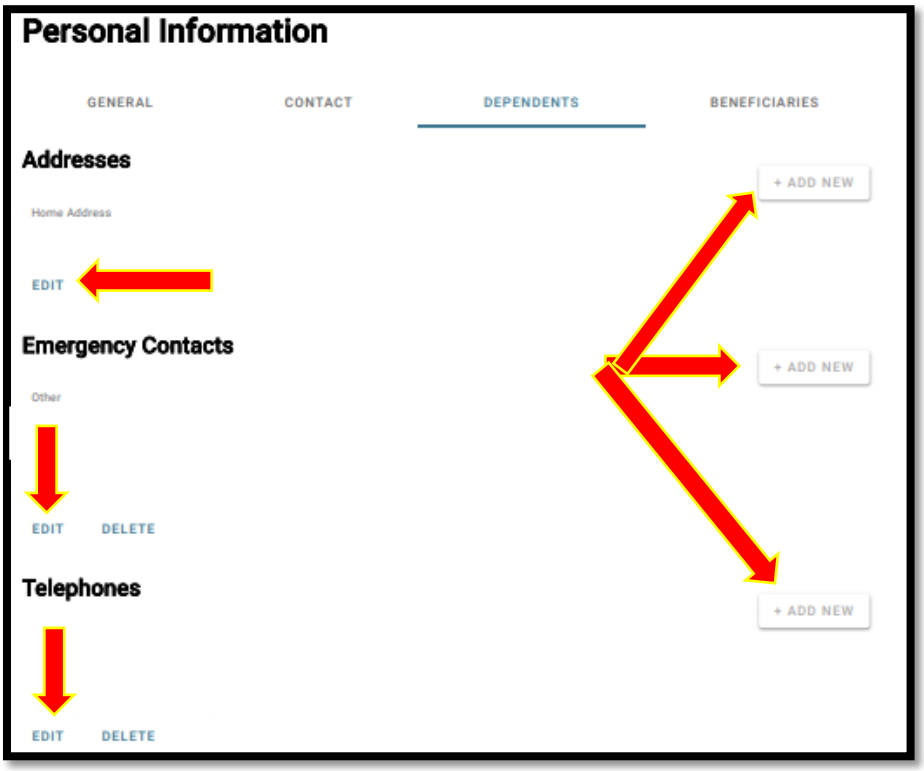


7. **Personal Information** – has the following sections: General, Contact, Dependents, and Beneficiaries.

a. **General –** lists your basic personal and employment information. If you would like to update your email address click 'Edit' and adjust accordingly.



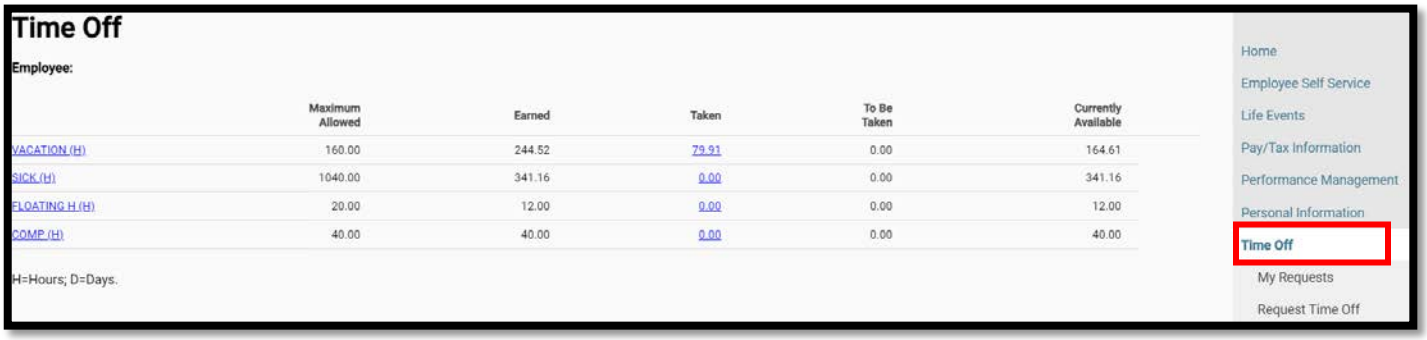
b. **Contact –** lists your current Address, Emergency Contact, and Telephone number. Click the blue **Edit** link to update any area or click Add New if you want to list additional information.

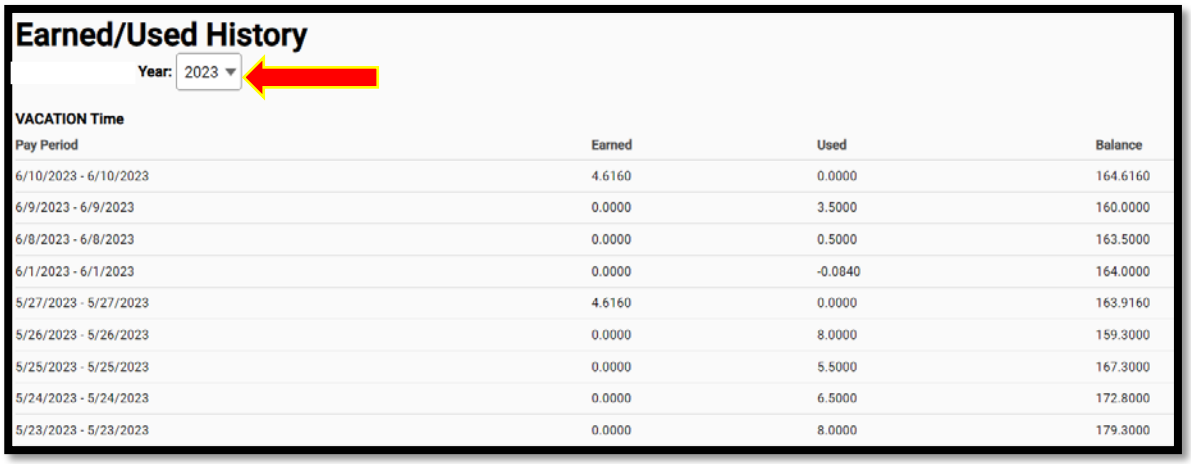


c. **Dependents & Beneficiaries –** are currently not utilized.

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.



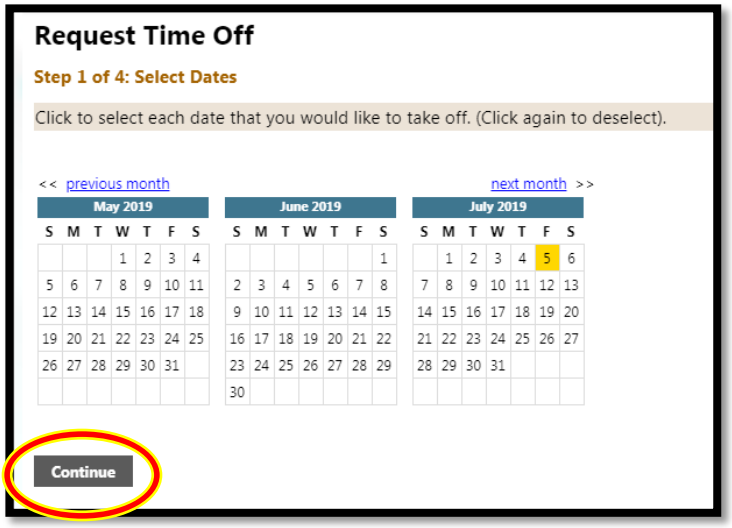


b. **My Requests –** shows your current accrual balances for the year, as well as, a list of any accruals you have used or have requested to use.

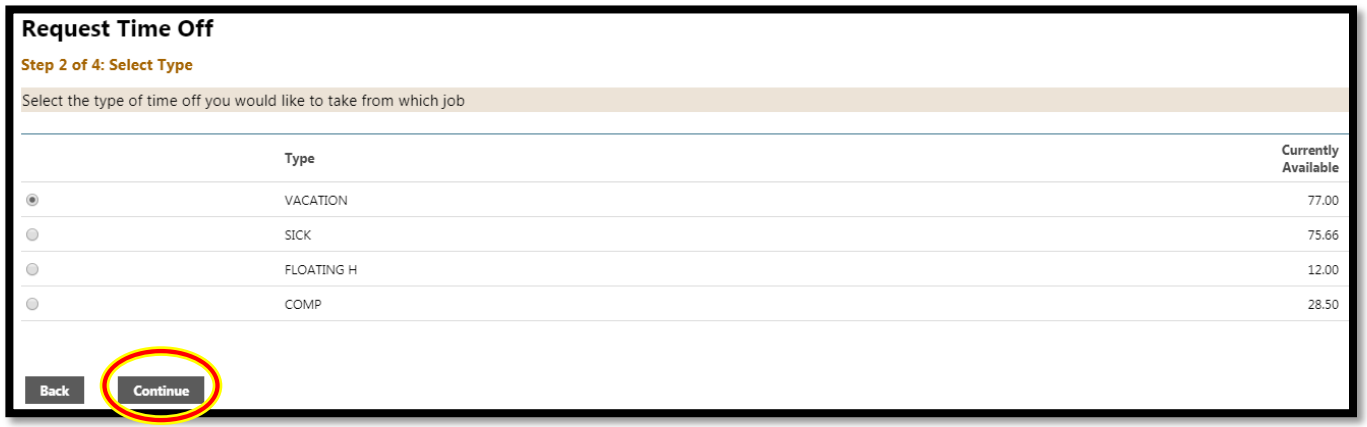
*You have the option to Cancel a time off request by selecting the blue **Cancel** link.

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

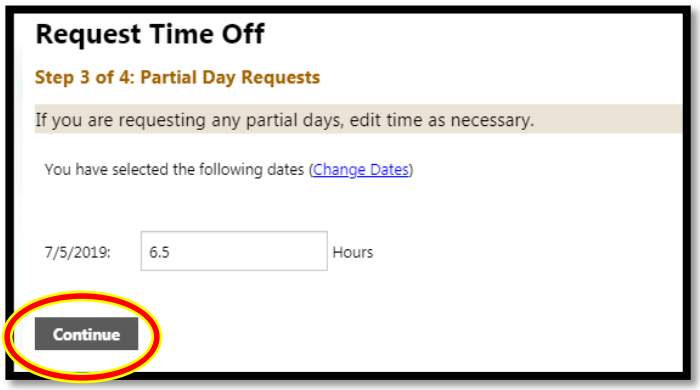
i. **Step 1: Select Dates –** select from the calendar what day(s) you would like to request off. Once selected the day(s) will be highlighted yellow, then click Continue.



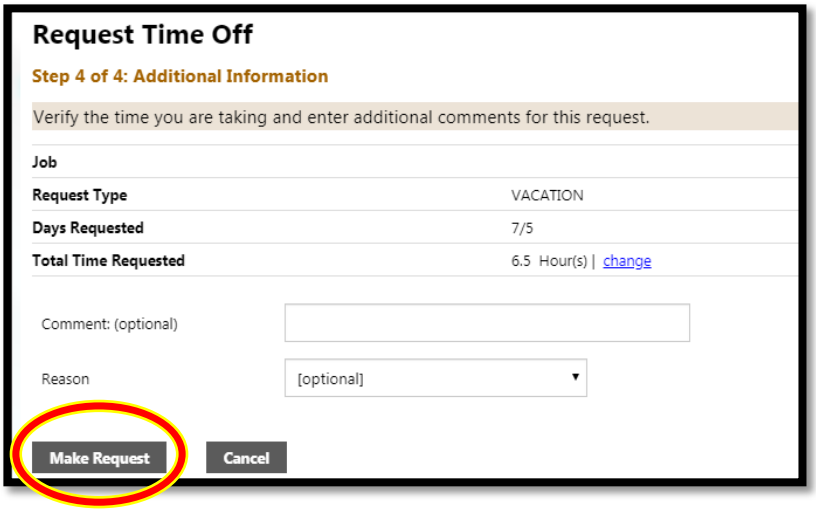
ii. **Step 2: Select Type –** select what type of accrual you will use for this requested time off. Once selected click Continue.



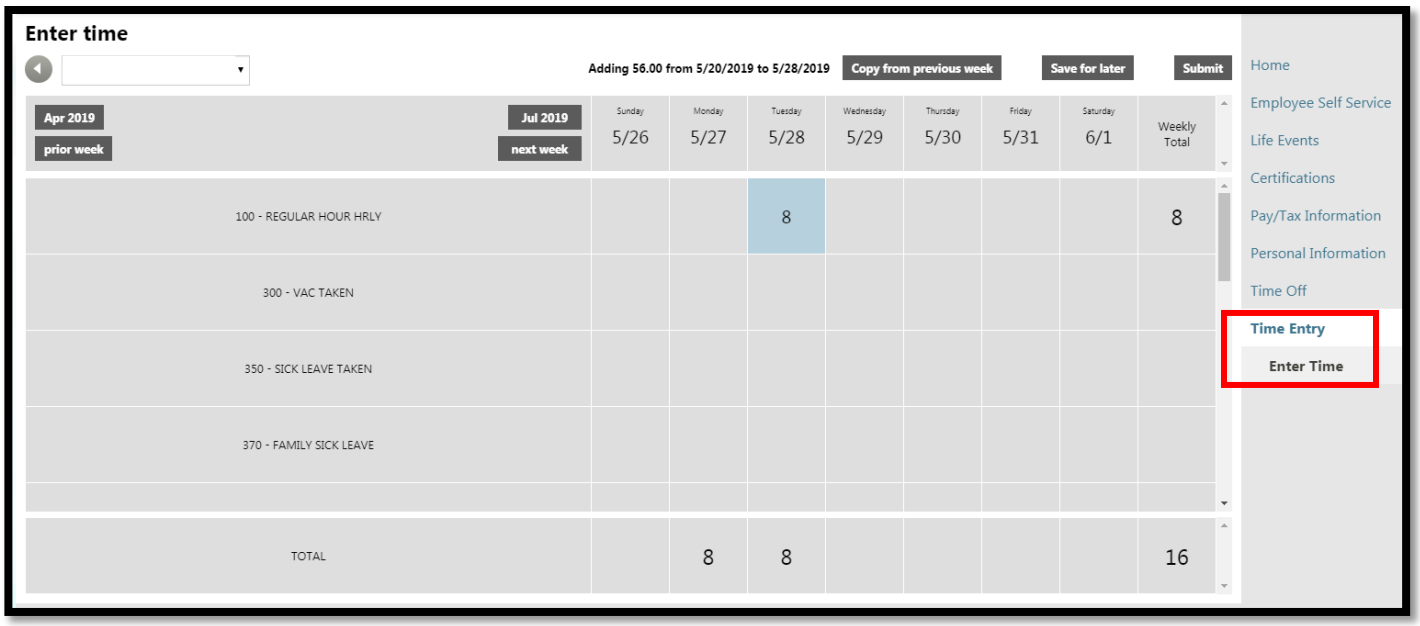
iii. **Step 3: Partial Day Requests –** enter the amount of time off you are requesting. Time off accruals can be taken in half-hour increments. Once you have entered the desired amount of time off click Continue.



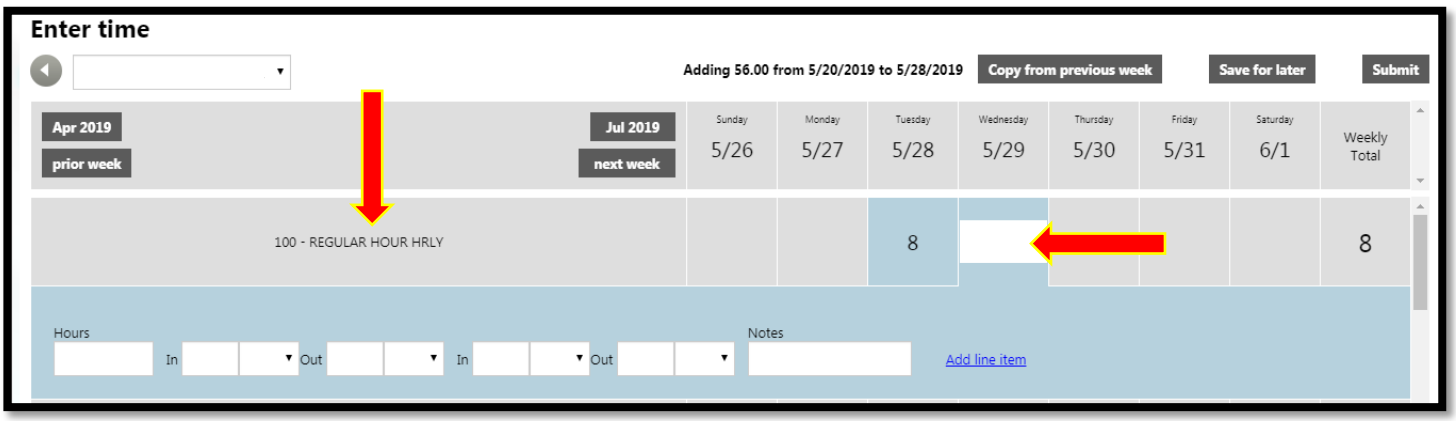
iv. Step 4: Additional Information – lists the information you entered in the previous 3 steps. Type a brief comment or select a reason from the dropdown if desired. Once completed, click Make Request, which will notify your supervisor of your Time Off request.



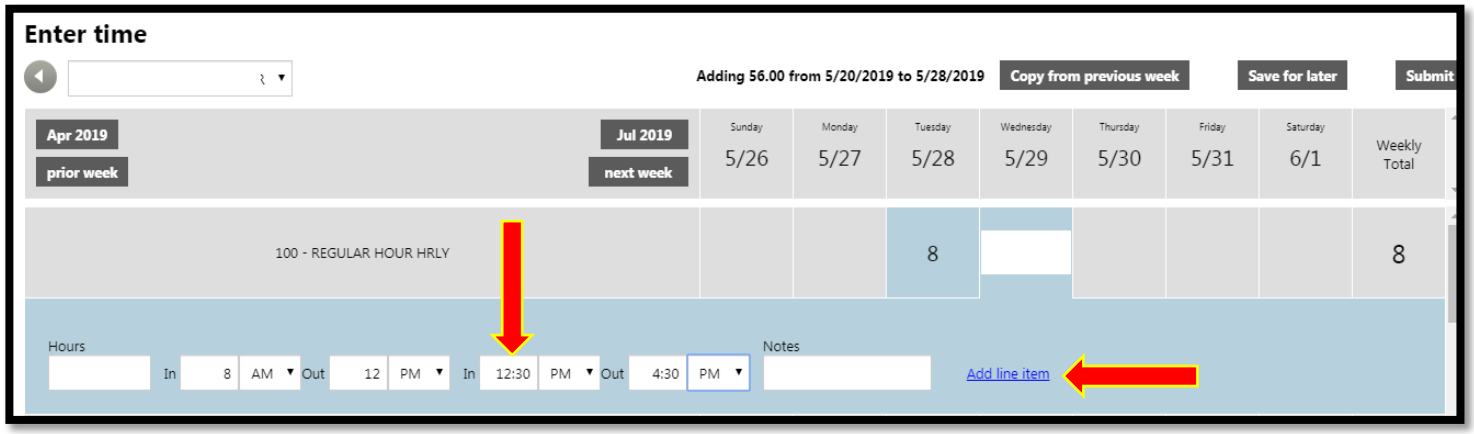
9. **<u>Time Entry</u>** – is the area of the system where you will enter and account for your time worked.



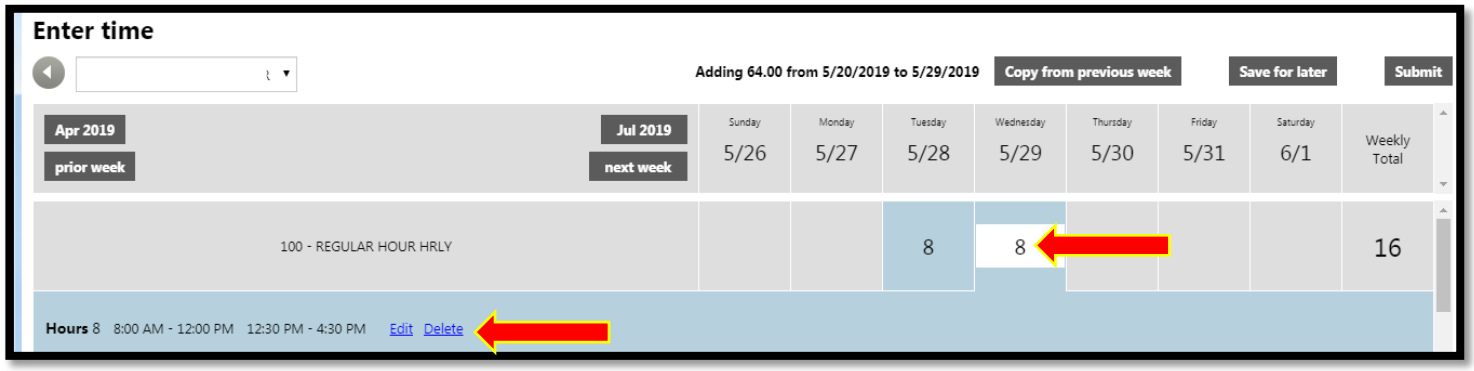
a. To enter time select the appropriate pay type row listed on the far left-side of the screen. Once you have the correct pay type picked, select the box on that pay type row for the date you wish to enter time for.



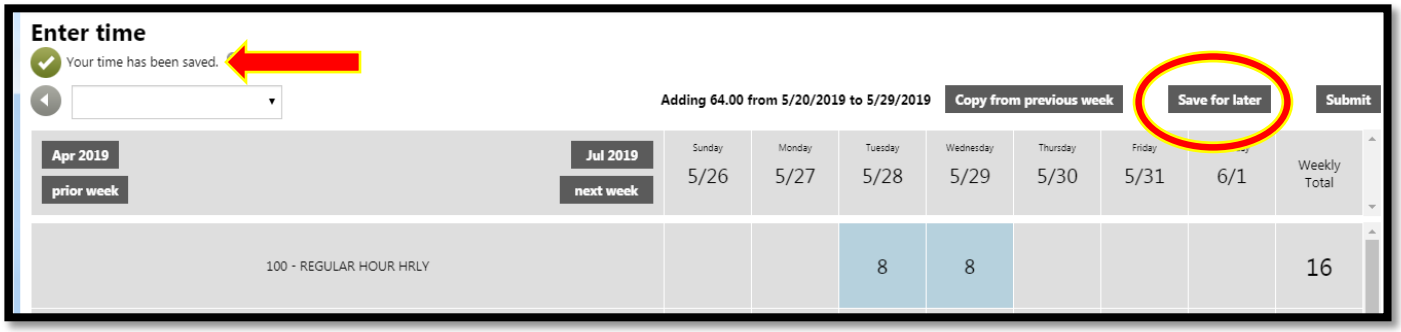
b. Utilize the Line Item boxes to enter your time worked for that day, click the blue **Add line item** link once complete.
   i. Account for your unpaid 30-minute lunch break if necessary.
   ii. When entering any time over a solid hour you must enter a colon [:] and then the remaining minutes (rounding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



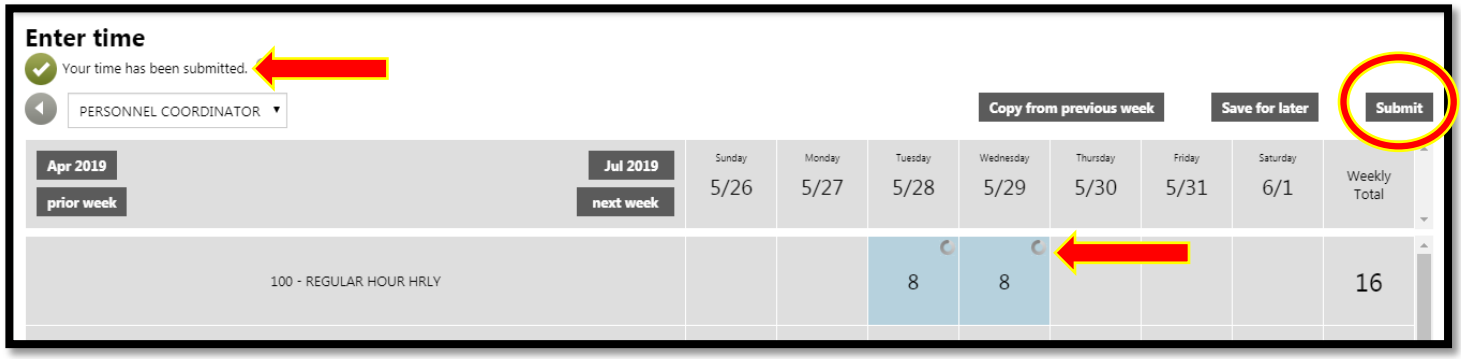
c. If no errors were made when entering your time worked the system will display the total number of hours worked for the day in the pay type date box.



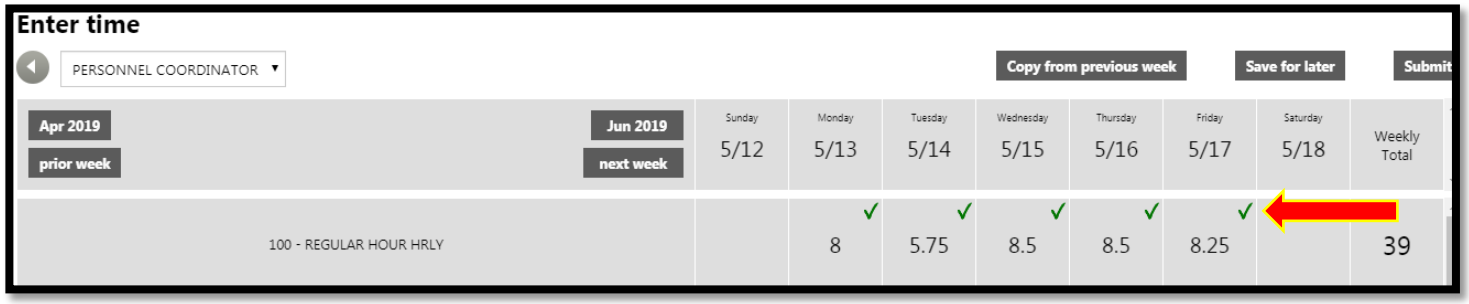
d. If time worked was entered correctly, click Save for later.



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.

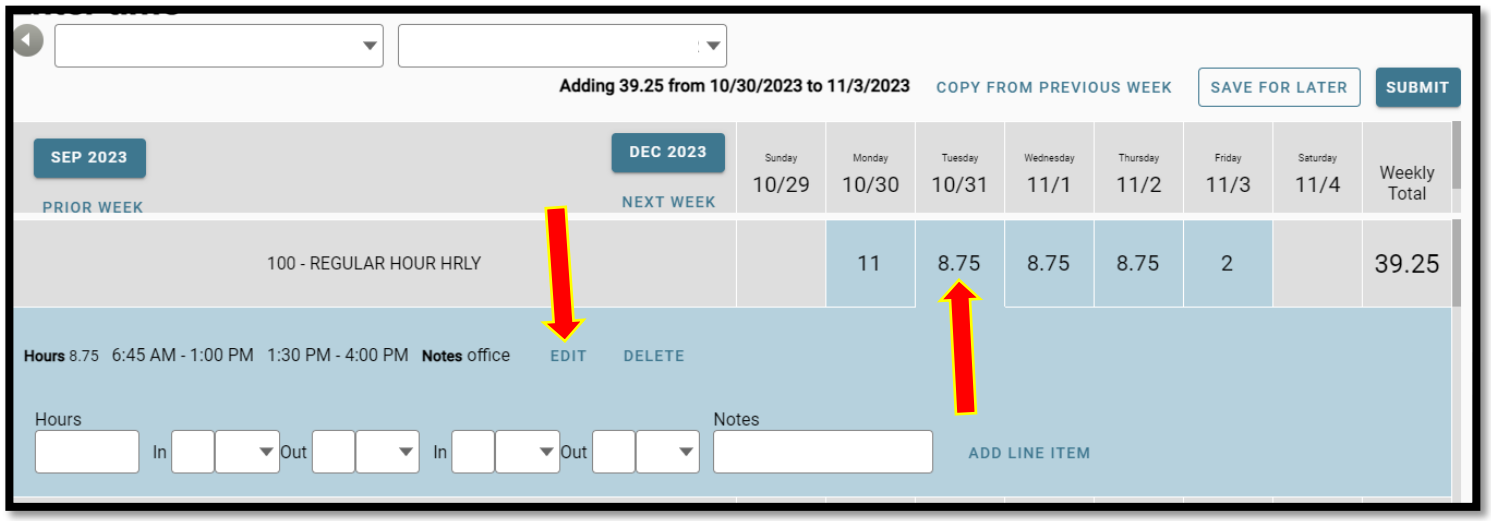


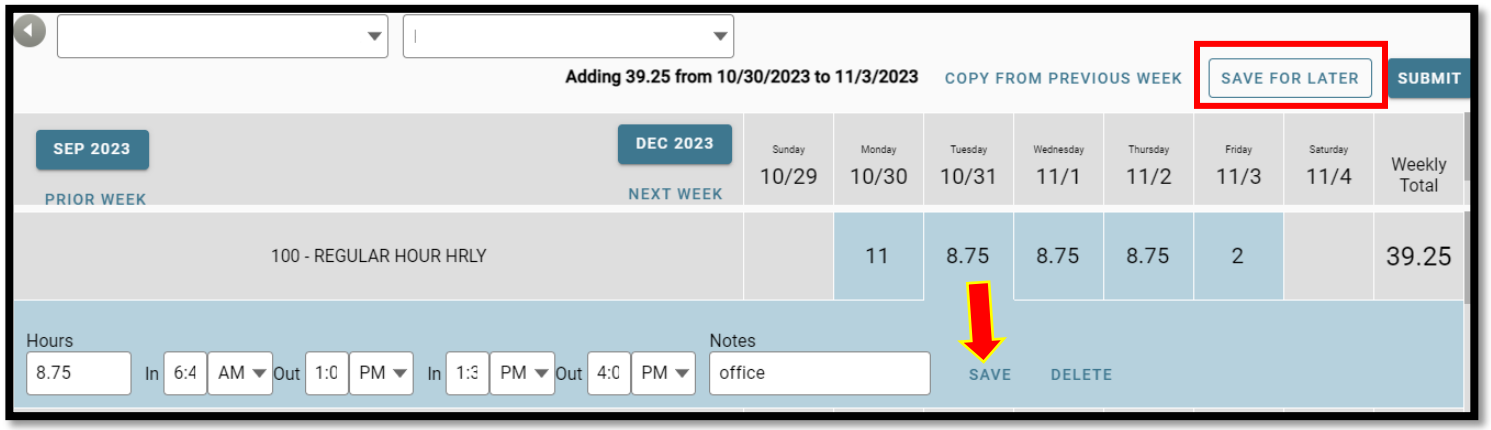
f. Once your supervisor has approved your time worked, each grey circle will turn into a green checkmark; you also receive a confirmation email.



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.



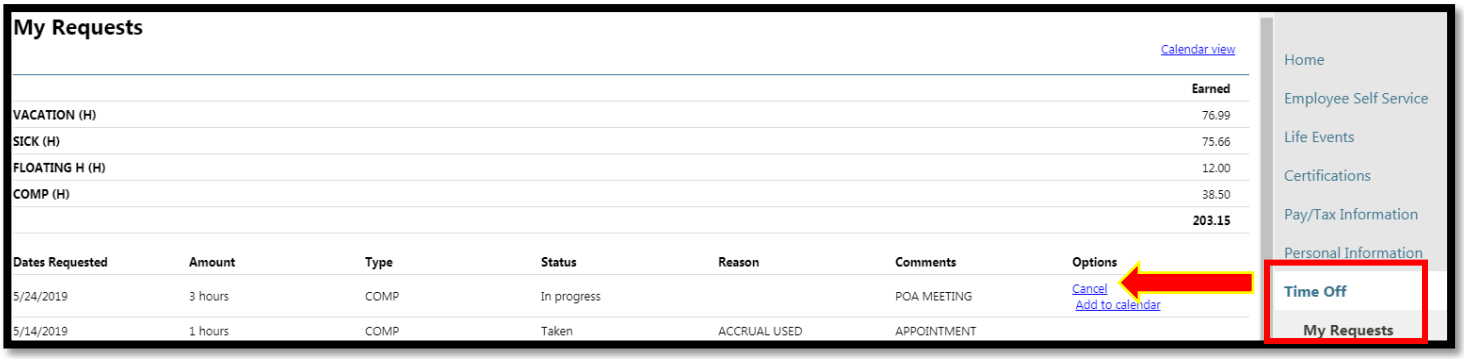


- If you are locked out of your ESS account, don't panic! The Personnel/HR Department can unlock your account; please just reach out via email or phone via the contact information listed on the first page of this guide.

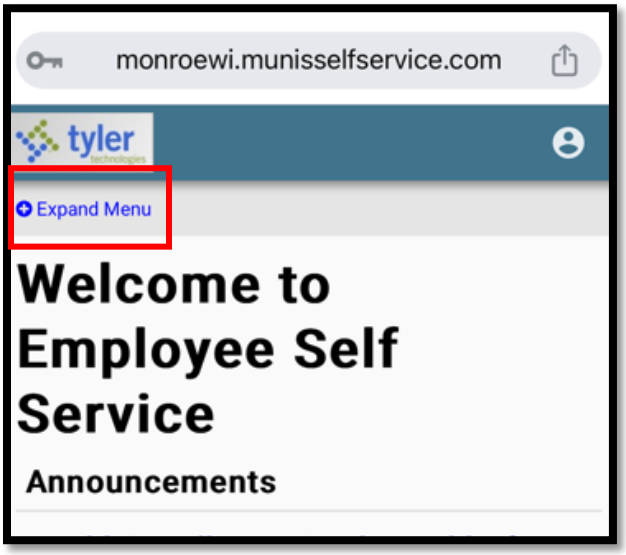
- **Overtime** and **Comp Time** are entered at the end of your work-week **only** when **over 40 hours have been worked**.

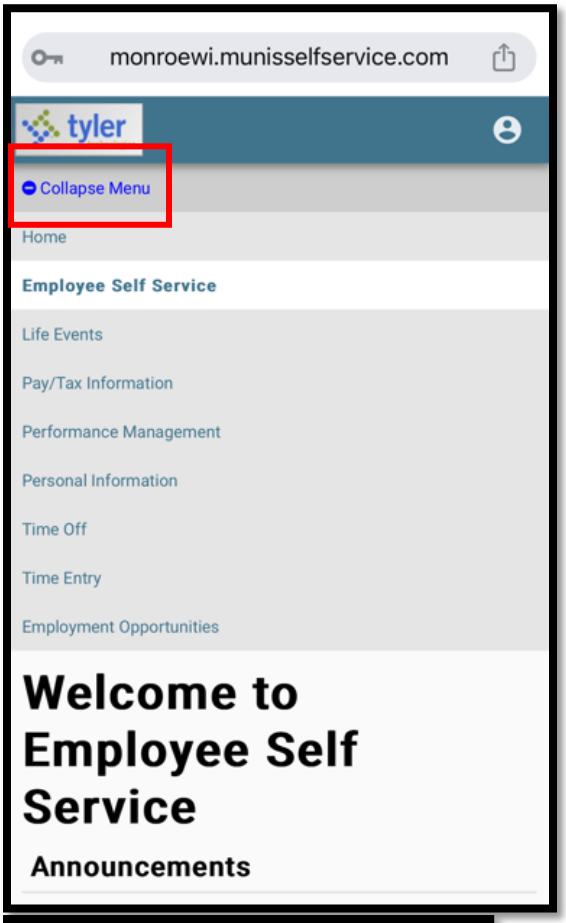
Apr 2019 / prior week	Jun 2019 / next week	Sunday 5/5	Monday 5/6	Tuesday 5/7	Wednesday 5/8	Thursday 5/9	Friday 5/10	Saturday 5/11	Weekly Total
100 - REGULAR HOUR HRLY			✓ 8.5	✓ 8	✓ 8	✓ 8.5	✓ 7		40
400 - COMP TIME EARNED							✓ 1		1
409 - COMP TIME UNEARNED									
410 - COMP TIME USED									
450 - FLOATING HOLIDAY									
500 - HOLIDAY PAY									
TOTAL			8.5	8	8	8.5	8		41

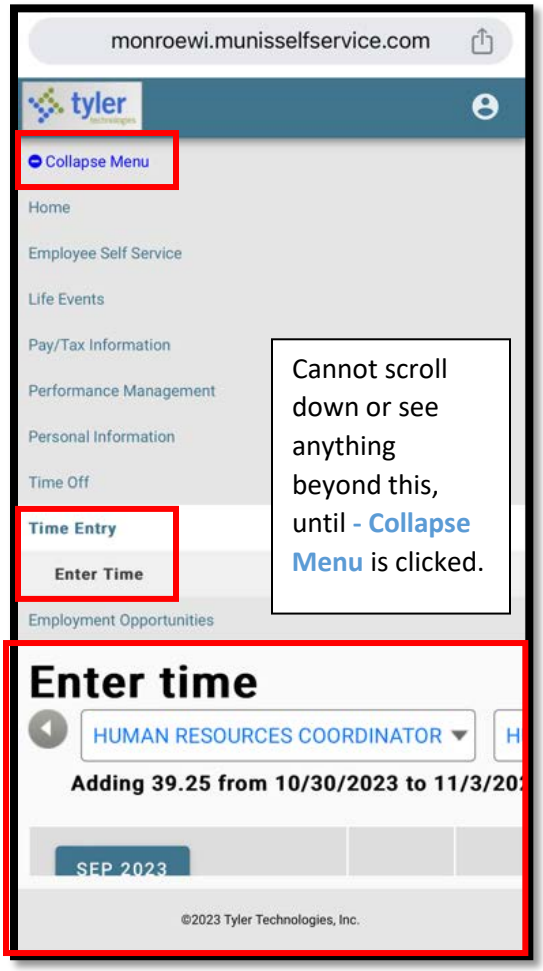
- Accruals can be entered directly onto the timesheet **BUT can only be cancelled (deleted) by going through the Time Off - My Requests area and selecting cancel** (as indicated previously). This same idea applies if you'd like to edit your Time Off accrual time entered; you must first cancel the request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



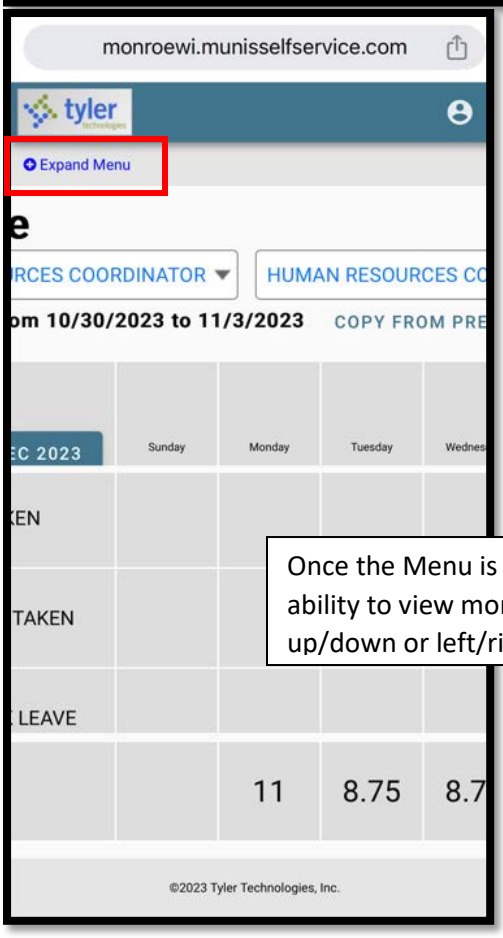
- ESS can be accessed from other devices, but is not ideally user friendly. Please note if accessing ESS from another device you may need to utilize the **+ Expand Menu** and **- Collapse Menu** links to adjust your viewing availability.







Cannot scroll down or see anything beyond this, until **- Collapse Menu** is clicked.



Once the Menu is collapsed, the ability to view more and scroll up/down or left/right is available.