

FINANCIAL MANAGEMENT

MUNIS® EMPLOYEE SELF SERVICE—SCHOOLS

In today's busy world, employees expect greater access to information and services. They expect it at their fingertips, and need it to be easy, complete, and fast. Whether it's updating personal information, requesting leave, or checking compensation information—quick, confidential, and accurate response is critical. As school administrators, you need to respond to these expectations while struggling with tight budgets and minimal staff. Fortunately, Tyler has the solution: MUNIS Employee Self Service. With over 20 years delivering excellent solutions for the public sector, a 98% retention rate, and more than 7,000 clients, Tyler has the experience, service, and innovative solutions to meet your needs.

The screenshot shows the 'Check Detail' page for employee GARY T MITCHELL. The page includes a navigation menu on the left with options like Home, Employee Self Service, Personal Information, Pay/Tax Information, YTD Information, W-2, 1099-R, W-4, Time Off, Pension, Time Sheet, Benefits, Training Opportunities, Performance Review, and Substitute Teaching. The main content area is titled 'Check Detail' and includes a 'Resources' sidebar with links for Vacation Request, Something very interesting, Google, and IRS. The 'Check Detail' section shows the following information:

Check Date	2/15/2007
Pay Period	2/12/2007 - 2/15/2007
Check Number	250255
Check Status	
Gross Pay	\$2,597.15
Net Pay	\$0.00

Below this is a 'Pay Breakdown' table:

Pay type	Hours	Rate	Amount
PBAH BASE	80.00	\$23.50	\$2,520.87
EPBK FRING	11.00	\$6.59	\$3.89
EPBK FRING	88.00	\$0.82	\$72.39
Total			\$2,597.15

Below that is a 'Deductions' table:

Pay Type	Amount
FICA	\$161.02
MEDICARE	\$37.66
DENTAL PPE	\$3.23
FIT	\$549.70
P.L.C. TEST	\$148.20
DEPEND CAR	\$525.00
DISPECT DEP	\$1,174.34
Total	\$2,597.15

MUNIS Employee Self Service compensation screen view

Is staff spending too much time responding to routine requests for information? Alleviate these demands, and provide employees with access to key information—conveniently and securely through the Internet. Anytime, from anywhere.

How it Works

Your employees can easily access your organization's customized Web sites anytime, anywhere—through a secure Internet connection. Access is through a link on your Web site, over a high-speed Internet connection. Flexible hosting options allow you to choose the hosting requirement that best suits your needs. Tyler offers two options:

- Tyler: hosts all needed hardware and software, and manages all traffic. Data is passed between your server and the Tyler Data Center in Falmouth, Maine through a secure connection, and then on to the requesting party.
- Self-hosting: allows you to leverage your existing infrastructure and personnel to manage the Web site locally.

MUNIS Self Service Advantages

MUNISEmployeeSelfService offers continuity, because it actively extracts information directly from the MUNIS database. Users gain access through secure connections using a unique username and password to log into the system, and control permissions to view and change information. Web site information is current because of the direct connection to your MUNIS data—in other words, information is reflected in real-time. What's more, Tyler provides both software and MUNIS Self Service support by trained Help Desk professionals, who assist you with any of your issues.

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Employee Self Service

Employees monitor and maintain personal and employment information such as:

- Human Resources (HR) Data Inquiry:
 - Leave Time Accruals
 - Complete employee pay history—weekly, YTD, benefits, withholding
 - W2/W4s & 1099Rs
 - Documentation such as policy manuals
 - Substitute teachers view work dates and hours
- Online Job Posting & Tracking Applications:
 - Applicants may attach résumé, copy of transcripts, cover letters, references, etc.
 - Limitless customization of database fields by HR—State certifications, retirement system participation, language, etc.
- Employee Transactions:
 - Enter Hours Worked
 - Submit Leave Requests (vacation, sick, personal, etc.)
 - Supervisors can approve Leave Requests
 - Enroll for Employee Benefits
 - Address Changes
 - Update W4 Information
 - Pension Contribution with Monthly Breakdown
 - Receive announcements and department information
 - View Job Postings & Apply Online
 - Training Catalog & Registrations and apply online
 - Performance Evaluations

From	To	Worked	For	Pay Code	School	Check Date
2/18/2006	3/3/2006	8.00	BRACE, ADAM A	R100	ROSS'S	3/3/2006
2/27/2006	2/27/2006	8.00	BRACE, ADAM A	R100	ROSS'S	3/3/2006

MUNIS Employee Self Service substitute teaching screen view

System Requirements

- MUNIS:** 2005.01 or higher with Web Services enabled
- OS:** Windows 2000 or higher
- Web Server:** IIS 5.1 or higher; .NET framework version 2.0; ASP.NET (included with .NET runtime)
- Browser:** PC—Internet Explorer 6+, Netscape 6+, Firefox MAC—Safari, Firefox
- Resolution:** 1024 x 768 (recommended)

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