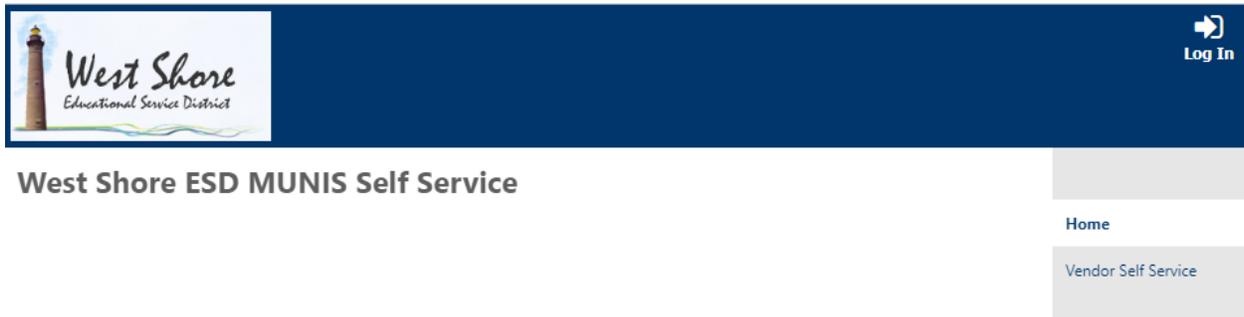
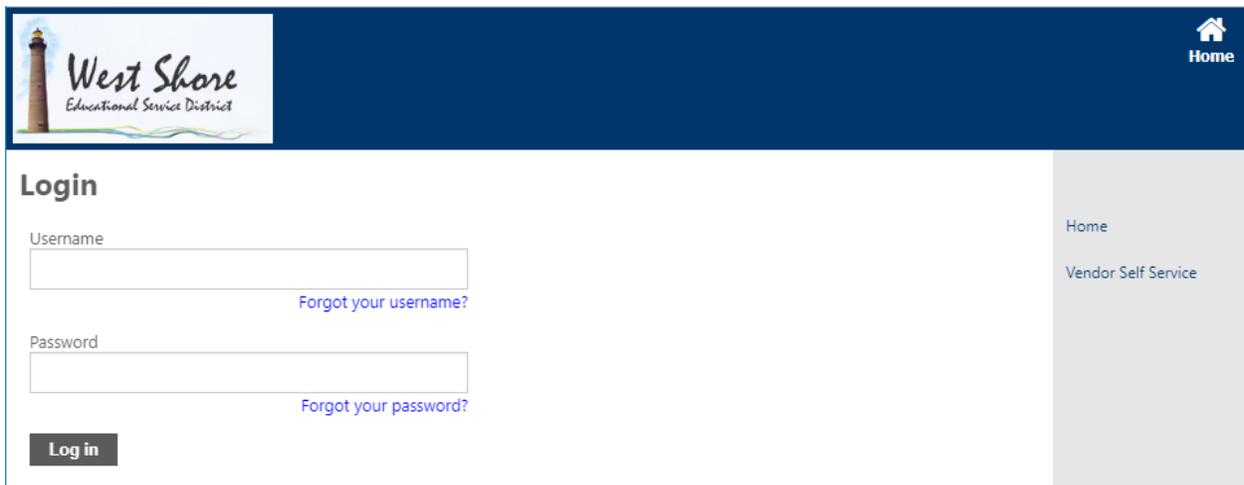


## MUNIS SELF SERVICE

To log in to Munis Self Service (MSS), go to: <https://mceschoolsmi.munisselfservice.com>



Click "Log In" located in the upper right of the screen.



Username: Employee Number (Five Digits - 10XXX)

Password: Initially accessing MSS, the password is the last four digits of the employee social security number. After the initial log in, the employee is required to change the password.

The home screen displays an overview of information:

(It may be necessary to click on [Employee Self Service](#) on the right menu list to display this screen.)

**West Shore**  
Educational Service District

VIDAK, JENNIFER L

### Welcome to Employee Self Service

**Announcements**

**Personal information** [More](#)

VIDAK, JENNIFER L  
2450 N. DARR ROAD  
SCOTTVILLE, MI 49454

**Phone**  
HOME PHONE MIGRATION: 231-690-1770

**Email**  
Email: [jvidak@wsesd.org](mailto:jvidak@wsesd.org)

**Time off** [Request time off](#)

	Currently Available	Earned
BEREAVEMEN	0.00	0.00
PERSONAL	0.00	0.00
SICK	0.00	0.00
VACATION	0.00	0.00
CLOSURE	0.00	0.00

[Show time off taken](#)

2018

**Paychecks** [Show paycheck amounts](#)

[Year to date](#)

**Previous paychecks**

**Tools**  
[Paycheck simulator](#)  
[View last year's W2](#)  
[Change your W4](#)

**ESS Mobile Service URL**

<https://wsesd.munisselfservice.com> [Copy to clipboard](#)

- Home
- Employee Self Service**
- Employee Notifications
- Pay/Tax Information
- Personal Information
- Time Off
- Time Entry

Descriptions for the menu items are listed below:

**Employee Notifications:** Displays employee notifications. This screen is not being utilized at this time.

**Pay/Tax Information:** Displays pay information and opens access for the following:

**YTD Information:** Displays paycheck history beginning January 2019.

**W-2:** Displays W-2 information beginning with W-2 issued for the calendar year 2019.

**W-4:** Displays current federal and state withholding information. Click [edit](#) to update this information.

**Paycheck Simulator:** Displays current paycheck information. Adjust fields and click calculate to view the effect a change would have on net pay.

**Direct Deposit:** Displays banking information and amount for net pay and additional direct deposits. Click [edit](#) to update this information.

**Personal Information:** Displays current personal information, including [General](#), [Demographics](#), [Contact](#), [Dependents](#), and [Tax form delivery](#). Click [edit](#) to update this information.

**Time Off:** Displays time off details, including maximum allowed, earned, taken, to be taken, and currently available.

**Request Time Off:** Click through prompts to request time off: Select dates, select type of leave taken, update the number of hours, review request and add comment. The “Reason” dropdown field is used to indicate family ill or personal ill for requested sick days.

**My Requests:** Displays all requested time off.

**Time Entry:** Enter time for hours worked by clicking in a field. The main assignment for the employee is located at the top of the screen, while additional assignments are listed towards the end of the page. Approved time off is indicated in the corresponding row and column of the time sheet. The bottom row is the total hours for all assignments for the week. Prompts in the upper right allow for the user to manage the time sheet: [Copy from previous week](#), [Save for later](#), and [Submit](#).

**West Shore Education Service District**

VIDAK, JENNIFER L.

### Enter time

Adding 36.0 from 12/10/2018 to 12/14/2018 [Copy from previous week](#) [Save for later](#) [Submit](#)

	Sunday 12/9	Monday 12/10	Tuesday 12/11	Wednesday 12/12	Thursday 12/13	Friday 12/14	Saturday 12/15	Weekly Total
Nov 2018 prior week								
Jan 2019 next week								
MAIN ASSIGNMENT - HOURLY		8	6.5	7	6.5	0		
SICK HOURLY								

Hours:  Activity:  [Add line item](#)

## Munis Self Service Application

Tyler Munis has a free application available for Munis Self Service. Within the App Store or Google Play, search for “Munis ESS Mobile.” Install and open the application. The setting screen is displayed. Enter the url of <https://mcschoolsmi.munisselfservice.com> (default of http is displayed – add an s to the end) or scan the QR code located on the home screen after logging into MSS on a web browser. Enter login credentials to access MSS.

The MSS application is useful for viewing contents such as time off, paycheck history, W2’s, as well as W4 and personal information. Time off requests can be made through MSS. At this time, the MSS application does not have the capability for time entry for hourly staff. Therefore, time entry needs to be completed through the url, but could still be completed using the url on a mobile device.

