

# Vernon Board of Education

ESS - Employee Self Service:  
Log In  
Accessing Payroll Information



# Employee Self Service (ESS)

- Employees can view all information appearing on a paystub including:
  - Pay (gross & net)
  - Deductions
  - Taxes
  - Yearly totals, W2 and W4 information.
  - Leave time accruals
  - Leave time requests\*
  - Time and Attendance\*

\*Teachers will use AESOP to view information on leave balances, accruals, and time off requests.

# Getting Started:

## Basic Pay Information

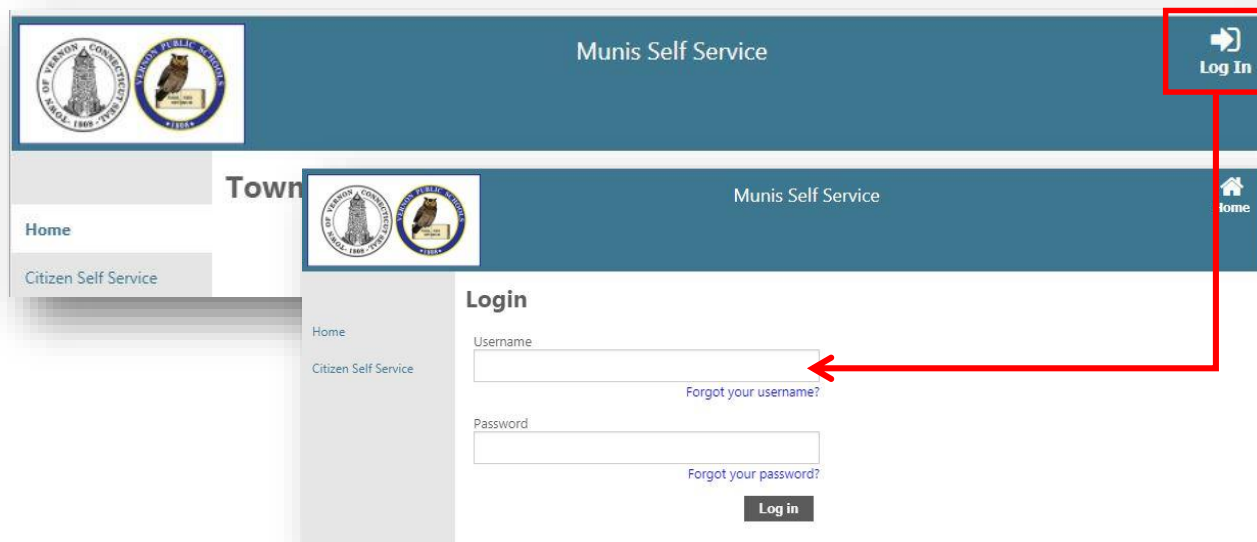
# Employee Self Service (ESS)

- To access the ESS portal go to:

<https://ess.vernon-ct.gov/>

# Login

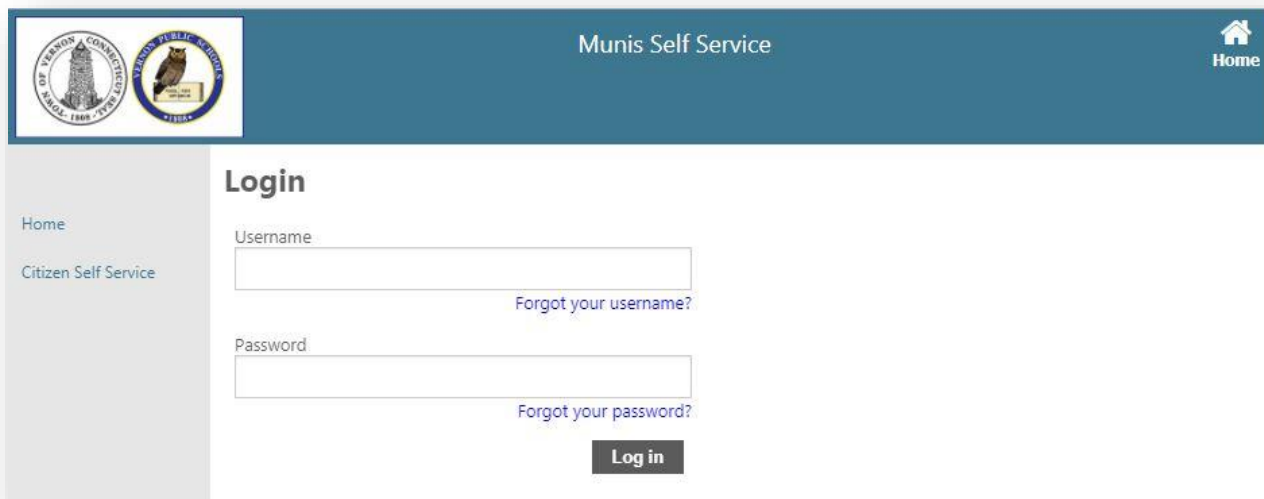
- On the top right, click “Log In”



The screenshot shows the 'Munis Self Service' login interface. At the top, there is a blue header bar with the text 'Munis Self Service' and a 'Log In' button in the top right corner, which is highlighted with a red box. Below the header, there is a navigation menu on the left with links for 'Home' and 'Citizen Self Service'. The main content area is titled 'Login' and contains two input fields: 'Username' and 'Password'. A red arrow points from the 'Log In' button to the 'Username' input field. Below the 'Username' field is a link that says 'Forgot your username?'. Below the 'Password' field is a link that says 'Forgot your password?'. At the bottom of the login form is a 'Log in' button.

# Login Process- School Staff

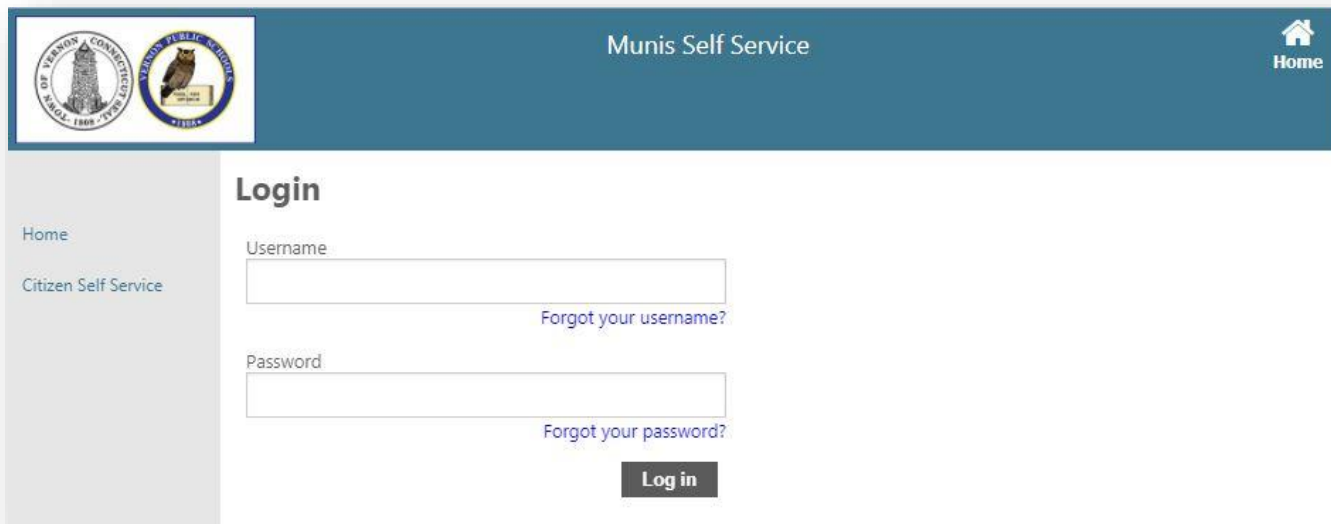
- Username for School Staff is:
  - **Last Name First Initial** (no spaces)
- Password:
  - The first time you login, use the last four digits of your social security number. You will then be asked to create a new password.
  - Your new password must be 10 characters long and contain: 2 upper case letters, 2 special characters, and 2 numbers.





The screenshot shows the 'Munis Self Service' login interface. At the top, there is a dark blue header with the Vermont State and Public Schools seals on the left, the text 'Munis Self Service' in the center, and a 'Home' link with a house icon on the right. Below the header is a light gray sidebar on the left containing 'Home' and 'Citizen Self Service' links. The main content area is white and titled 'Login'. It features two input fields: 'Username' and 'Password'. To the right of the 'Username' field is a link 'Forgot your username?'. To the right of the 'Password' field is a link 'Forgot your password?'. At the bottom of the login section is a dark gray button labeled 'Log in'.

# Login Process - Central Office Staff

- Username for Central Office Staff is:
  - **First Initial Last Name** (no spaces)
- Password:
  - On your first login, use the last four digits of your social security number. You will then be asked to create a new password.
  - The new password must be 10 characters long and contain: 2 upper case letters, 2 special characters, and 2 numbers.



The screenshot shows the 'Munis Self Service' login interface. At the top, there is a dark blue header with the 'Munis Self Service' title and a 'Home' link with a house icon. On the left, a light gray sidebar contains links for 'Home' and 'Citizen Self Service'. The main content area is titled 'Login' and features two input fields: 'Username' and 'Password'. Below each field is a link for 'Forgot your [username/password]?'. A 'Log in' button is positioned at the bottom right of the login section.

Munis Self Service [Home](#)

Home  
Citizen Self Service

## Login

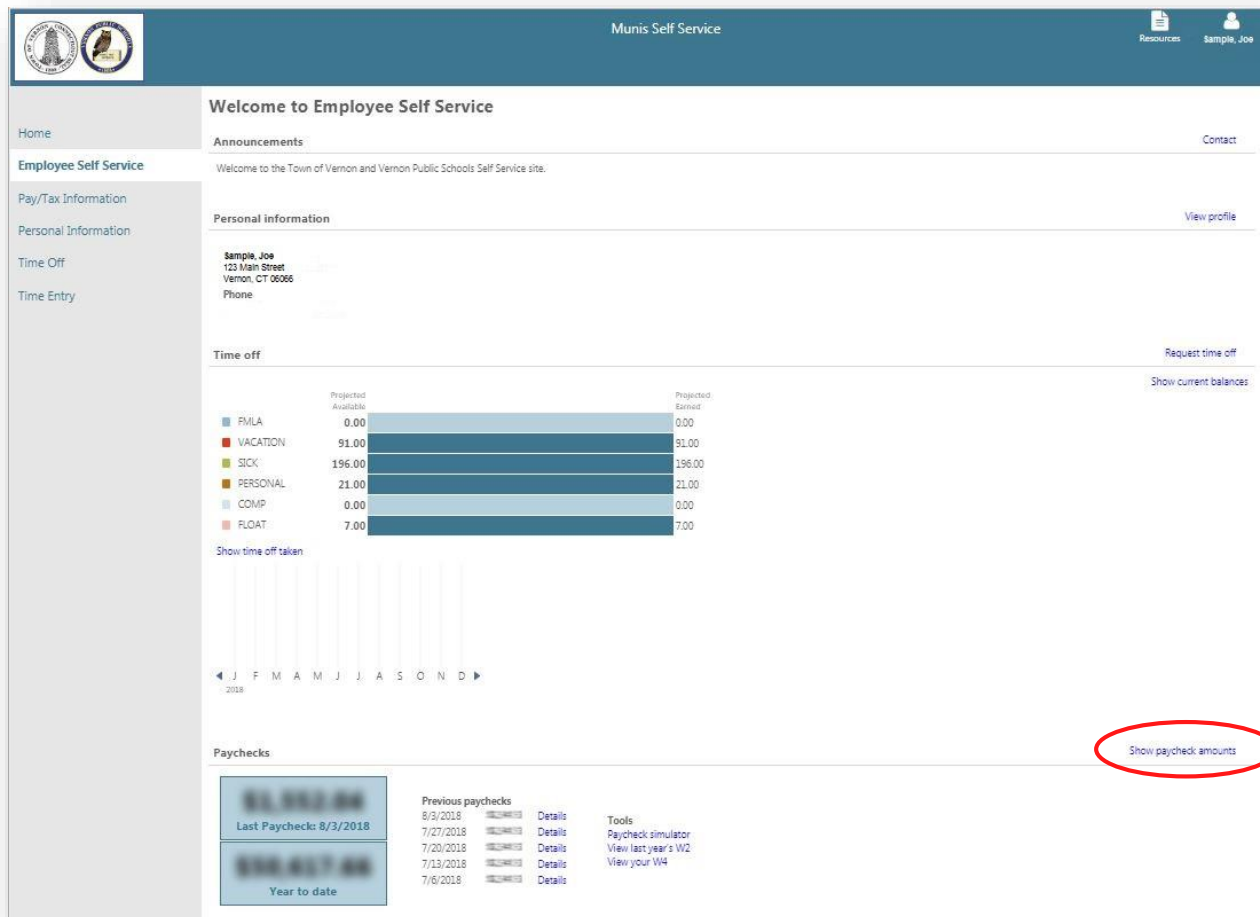
Username  [Forgot your username?](#)

Password  [Forgot your password?](#)

**Log in**

# Welcome To ESS

- The first screen will look similar to the one below
- For a quick view of your recent pay click “Show paycheck amounts”



The screenshot shows the 'Munis Self Service' portal for an employee named Joe. The interface includes a sidebar with navigation links: Home, Employee Self Service, Pay/Tax Information, Personal Information, Time Off, and Time Entry. The main content area is titled 'Welcome to Employee Self Service' and contains sections for Announcements, Personal Information, Time off, and Paychecks.

**Personal Information:** Sample, Joe, 123 Main Street, Vernon, CT 06066, Phone: [redacted].

**Time off:** A bar chart showing projected available and earned time for various categories: FMLA (0.00), VACATION (91.00), SICK (196.00), PERSONAL (21.00), COMP (0.00), and FLOAT (7.00). Below the chart is a 'Show time off taken' section with a calendar view for 2018.

**Paychecks:** A section showing the last paycheck and year-to-date totals. The 'Show paycheck amounts' link is circled in red.

Category	Projected Available	Projected Earned
FMLA	0.00	0.00
VACATION	91.00	91.00
SICK	196.00	196.00
PERSONAL	21.00	21.00
COMP	0.00	0.00
LOAT	7.00	7.00

**Paychecks:**

Paycheck	Amount	Details
Last Paycheck: 8/3/2018	\$1,112.84	Details
Year to date	\$10,417.46	Details

**Previous paychecks:**

Date	Amount	Details
8/3/2018	\$1,112.84	Details
7/27/2018	\$1,112.84	Details
7/20/2018	\$1,112.84	Details
7/13/2018	\$1,112.84	Details
7/6/2018	\$1,112.84	Details

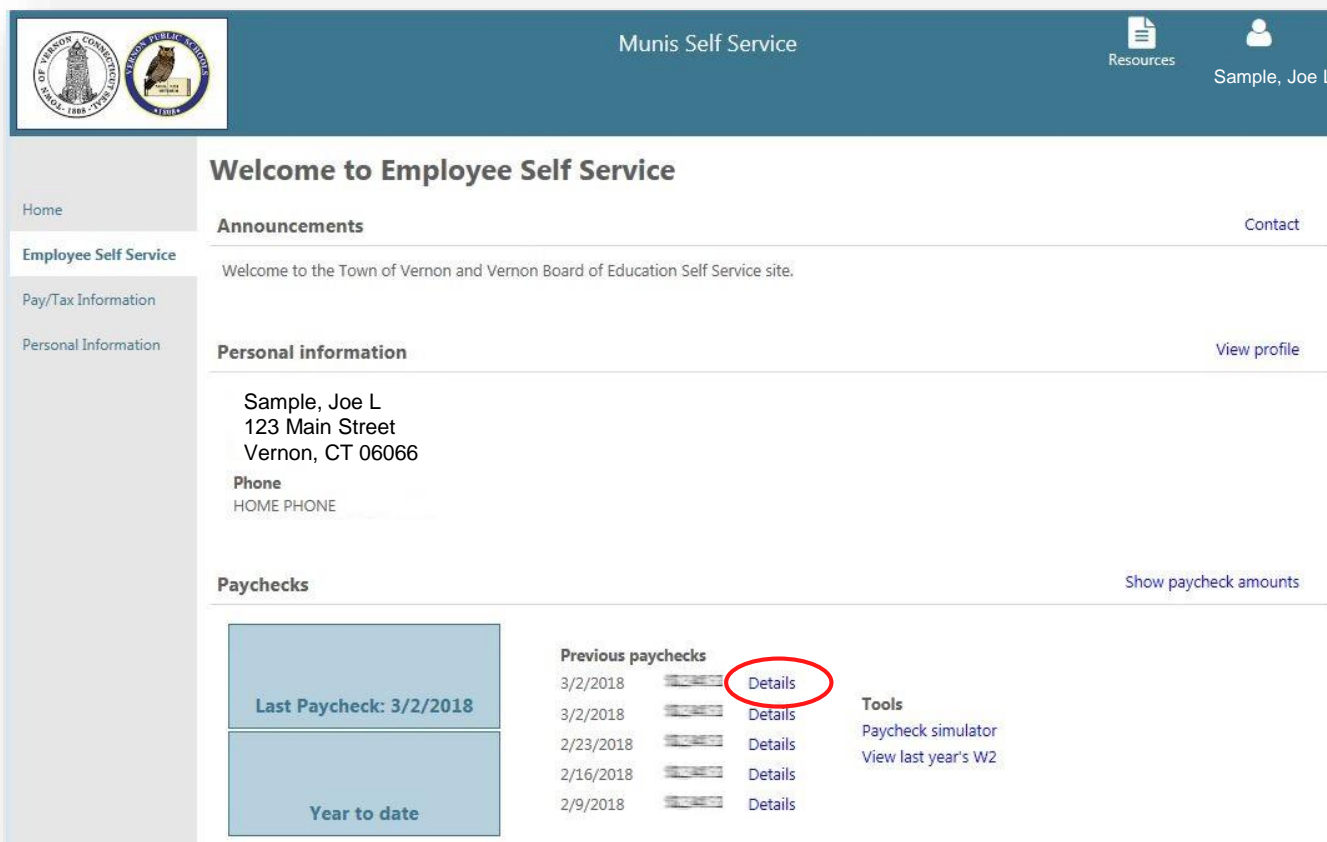
**Tools:**

- Paycheck simulator
- View last year's W2
- View your W4



# Welcome: Paystub Details

- Click on “Details” to view your paystub



The screenshot shows the 'Munis Self Service' portal. The header includes the town and school seals, the title 'Munis Self Service', and user information for 'Sample, Joe L'. The left sidebar contains navigation links: 'Home', 'Employee Self Service', 'Pay/Tax Information', and 'Personal Information'. The main content area is titled 'Welcome to Employee Self Service' and includes sections for 'Announcements', 'Personal information', and 'Paychecks'. In the 'Paychecks' section, there is a table of previous paychecks with a 'Details' link circled in red for the 3/2/2018 entry. Below the table is a 'Tools' section with links for 'Paycheck simulator' and 'View last year's W2'.

**Munis Self Service**

Resources | Sample, Joe L

**Welcome to Employee Self Service**

[Home](#) | [Employee Self Service](#) | [Pay/Tax Information](#) | [Personal Information](#)

**Announcements** | [Contact](#)

Welcome to the Town of Vernon and Vernon Board of Education Self Service site.

**Personal information** | [View profile](#)

Sample, Joe L  
123 Main Street  
Vernon, CT 06066






Phone  
HOME PHONE

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

**Last Paycheck: 3/2/2018**

**Year to date**

**Previous paychecks**

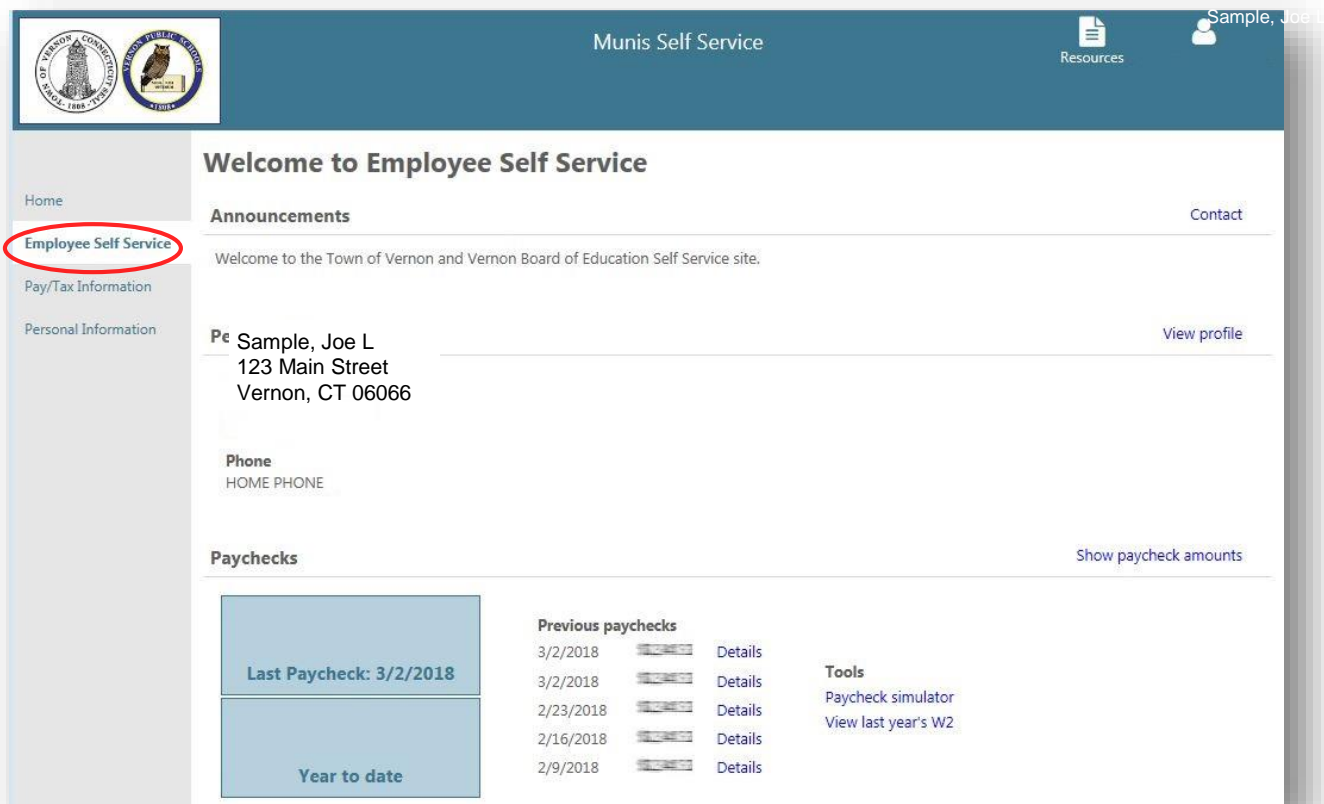
3/2/2018		<a href="#">Details</a>
3/2/2018		<a href="#">Details</a>
2/23/2018		<a href="#">Details</a>
2/16/2018		<a href="#">Details</a>
2/9/2018		<a href="#">Details</a>

**Tools**

- [Paycheck simulator](#)
- [View last year's W2](#)

# Pay and Tax Information

- To view additional pay information, including W-2's, click on "Pay/Tax Information"



**Munis Self Service**

Resources Sample, Joe L.

## Welcome to Employee Self Service

[Home](#) [Employee Self Service](#) [Pay/Tax Information](#) [Personal Information](#) [Contact](#)

**Announcements**

Welcome to the Town of Vernon and Vernon Board of Education Self Service site.

**Pe** Sample, Joe L  
123 Main Street  
Vernon, CT 06066 [View profile](#)

**Phone**  
HOME PHONE

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

Last Paycheck: 3/2/2018	
Year to date	

**Previous paychecks**


Date	Amount	Details
3/2/2018	\$1,234.56	<a href="#">Details</a>
3/2/2018	\$1,234.56	<a href="#">Details</a>
2/23/2018	\$1,234.56	<a href="#">Details</a>
2/16/2018	\$1,234.56	<a href="#">Details</a>
2/9/2018	\$1,234.56	<a href="#">Details</a>

**Tools**

- [Paycheck simulator](#)
- [View last year's W2](#)

# Pay/Tax Information

- The Pay/Tax screen shows the pay statement for each pay period.
  - Information is viewable retroactively to the 2014 fiscal year.




Munis Self Service

Resources



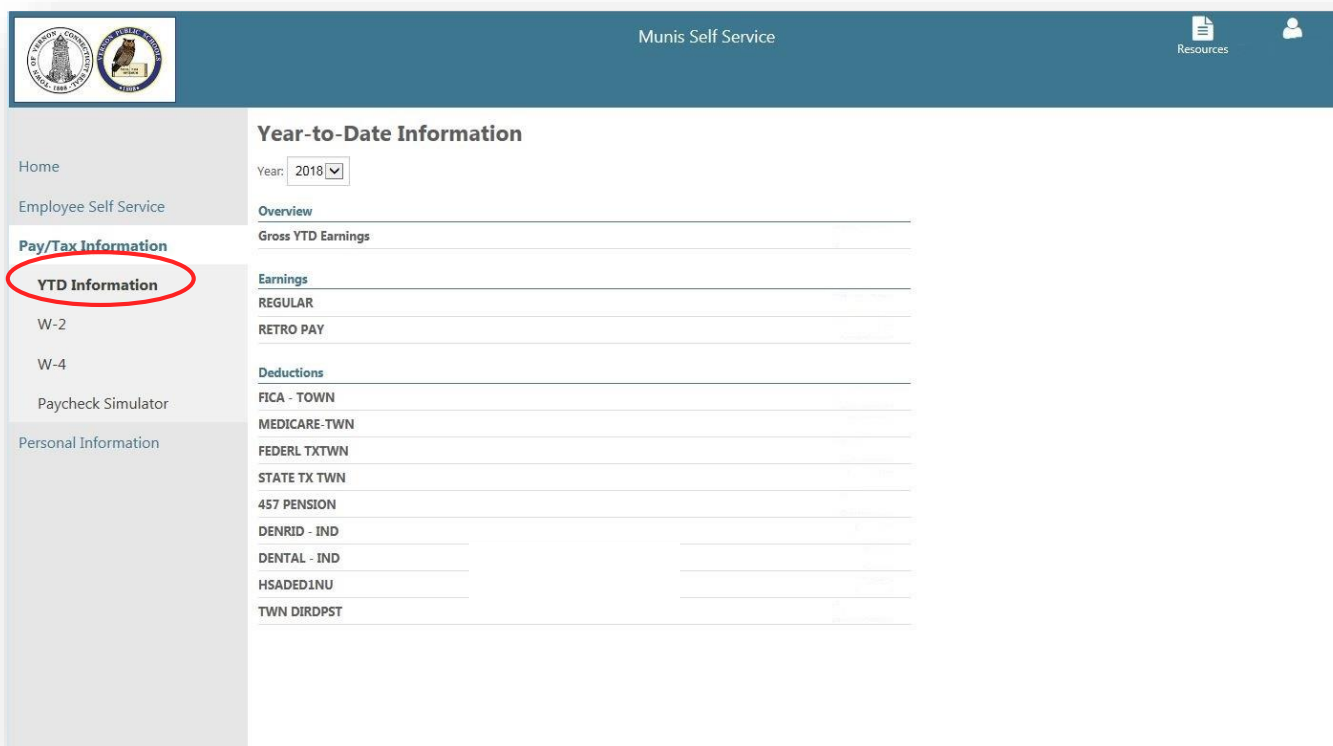
[Home](#)
[Employee Self Service](#)
[Pay/Tax Information](#)
[YTD Information](#)
[W-2](#)
[W-4](#)
[Paycheck Simulator](#)
[Performance Evaluations](#)
[Personal Information](#)

**Pay/Tax Information**
Year 2018 ▼

Check Date	Pay Period	Status	Gross Pay	Net Pay	
2/16/2018	2/11/2018 - 2/16/2018	Cleared			<a href="#">Details</a>
2/9/2018	2/4/2018 - 2/9/2018	Cleared			<a href="#">Details</a>
2/2/2018	1/28/2018 - 2/2/2018	Cleared			<a href="#">Details</a>
1/26/2018	1/21/2018 - 1/26/2018	Cleared			<a href="#">Details</a>
1/19/2018	1/14/2018 - 1/19/2018	Cleared			<a href="#">Details</a>
1/12/2018	1/7/2018 - 1/12/2018	Cleared			<a href="#">Details</a>
1/5/2018	12/31/2017 - 1/6/2018	Cleared			<a href="#">Details</a>

# YTD Information

- Year to Date Information is available as shown below:





The screenshot displays the 'Munis Self Service' web application. The top navigation bar includes the state and school district seals, the title 'Munis Self Service', and links for 'Resources' and a user profile. A left-hand sidebar lists navigation options: 'Home', 'Employee Self Service', 'Pay/Tax Information' (highlighted with a red circle), 'W-2', 'W-4', 'Paycheck Simulator', and 'Personal Information'. The main content area is titled 'Year-to-Date Information' and features a 'Year:' dropdown menu set to '2018'. Below this, the page is organized into sections: 'Overview' with a 'Gross YTD Earnings' line; 'Earnings' with lines for 'REGULAR' and 'RETRO PAY'; and 'Deductions' with lines for 'FICA - TOWN', 'MEDICARE-TWN', 'FEDERL TXTWN', 'STATE TX TWN', '457 PENSION', 'DENRID - IND', 'DENTAL - IND', 'HSADED1NU', and 'TWN DIRDPST'.

Year-to-Date Information	
Year: 2018	
<b>Overview</b>	
Gross YTD Earnings	
<b>Earnings</b>	
REGULAR	
RETRO PAY	
<b>Deductions</b>	
FICA - TOWN	
MEDICARE-TWN	
FEDERL TXTWN	
STATE TX TWN	
457 PENSION	
DENRID - IND	
DENTAL - IND	
HSADED1NU	
TWN DIRDPST	

# W-2

- Select this option to view available W-2 information

Munis Self Service

Resources

Home
Employee Self Service
Pay/Tax Information
YTD Information
**W-2**
W-4
Paycheck Simulator
Personal Information

### W-2 Information

Year: 2017 - 0

YEAR: 2017

RETIREMENT	<input checked="" type="checkbox"/>
3RD PARTY SICK	<input type="checkbox"/>
STATUTORY EMPLOYEE	<input type="checkbox"/>

**Wages and Tax**

	GROSS	TAX
FIT		
FICA		
MEDICARE		
SIT - CT		
DEP CARE		\$0.00
SOCIAL SECURITY TIPS		\$0.00
ALLOCATED TIPS		\$0.00
NONQUAL		\$0.00

**Box 12**

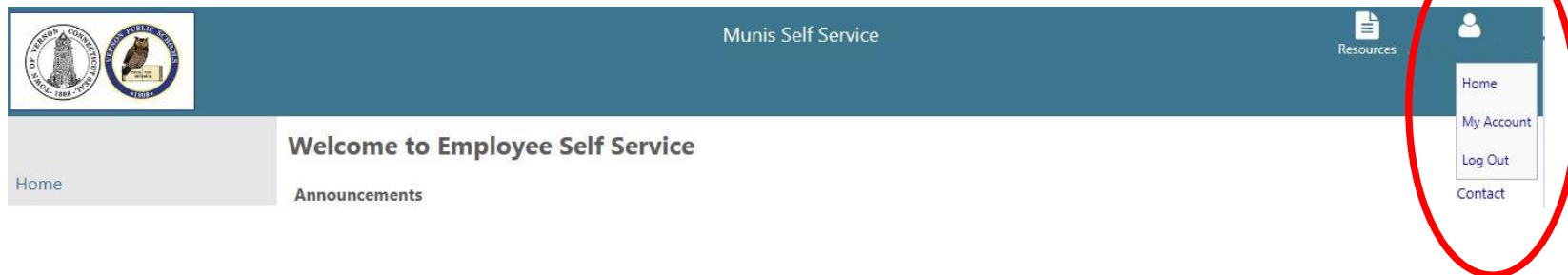
W EMPR CONT HLTH SAV	
DD EMPR HEALTH COST	

**Box 14**

14Y RETIREMENT	
14W	

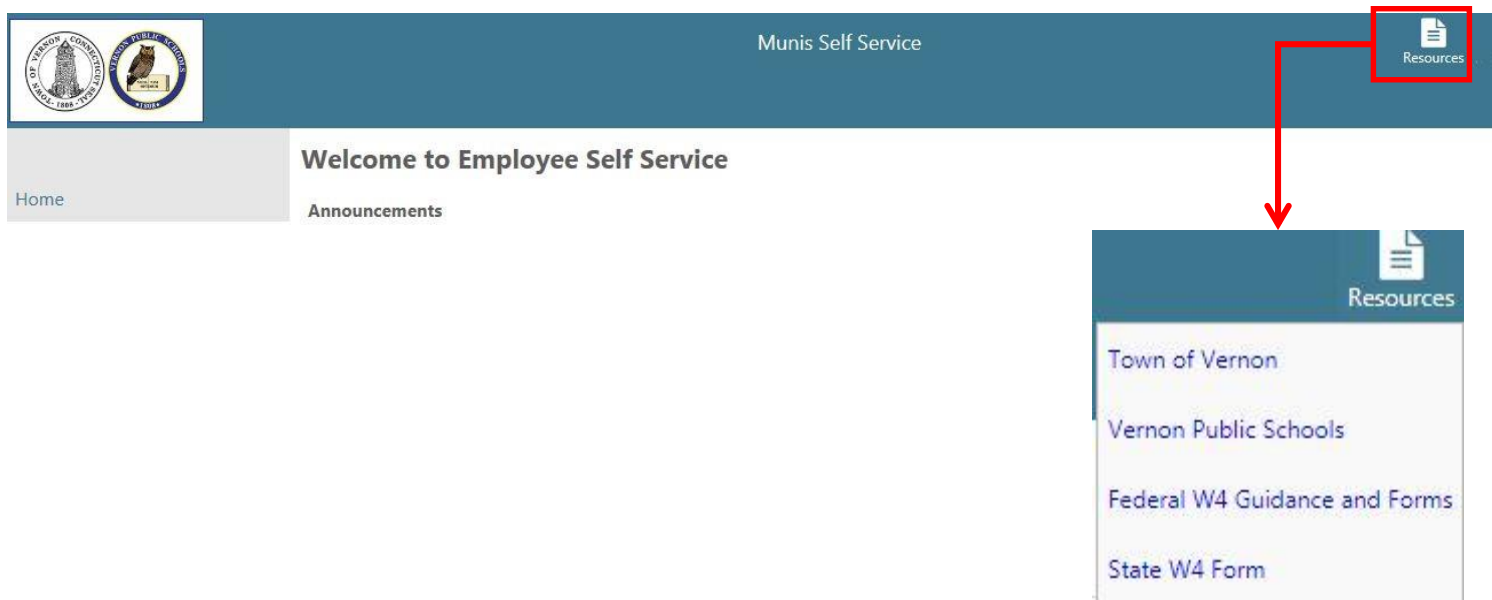
# Multiple Jobs?

- Employees with multiple jobs can view information relating to each position.
- Click the “person” icon on the right side of the screen to view the ESS information for each job.



# Resources

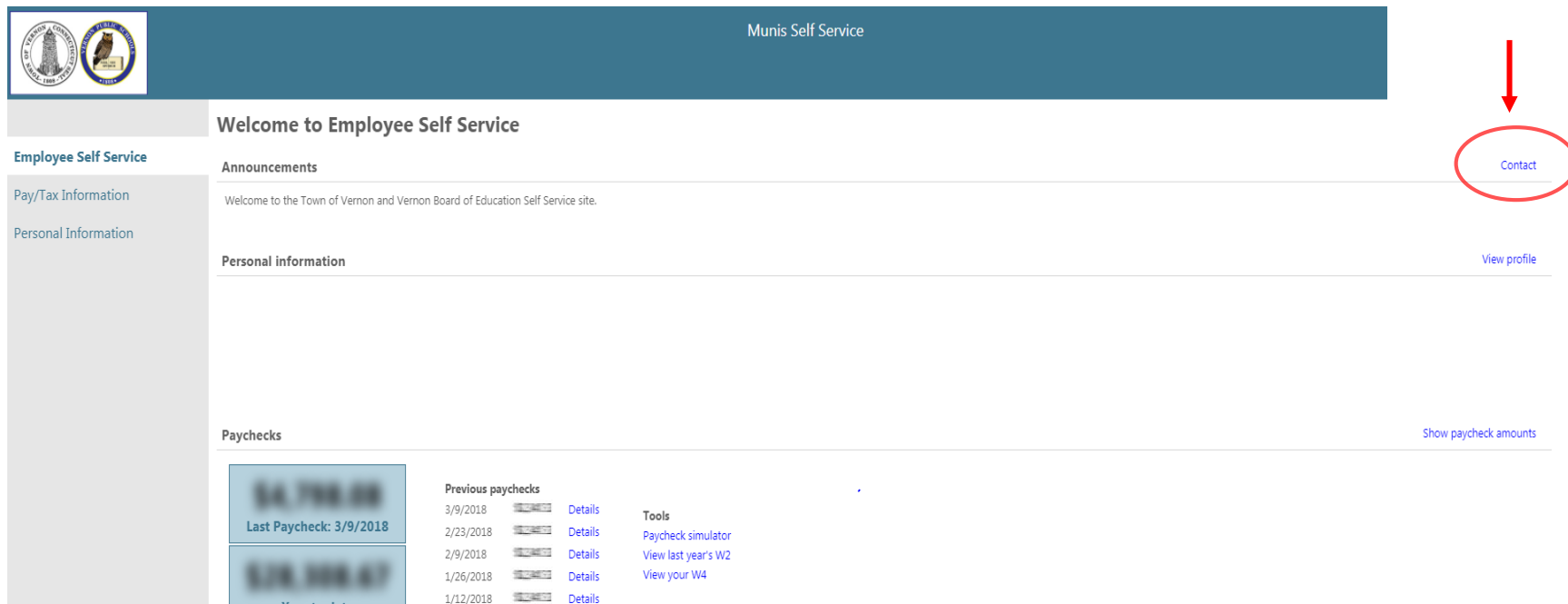
- The “Resources” icon will provide you with important links and documents



The screenshot displays the 'Munis Self Service' portal. At the top left are the logos for the Town of Vernon and Vernon Public Schools. The main header area contains the text 'Munis Self Service' and a 'Resources' icon (a document with a list) which is highlighted with a red box. A red arrow points from this icon to a dropdown menu. The dropdown menu, titled 'Resources', lists the following items: 'Town of Vernon', 'Vernon Public Schools', 'Federal W4 Guidance and Forms', and 'State W4 Form'. Below the header, there is a 'Home' link and a 'Welcome to Employee Self Service' section with an 'Announcements' link.

# To Request Assistance

- Go to the home page
- Click on “Contact”



The screenshot shows the 'Munis Self Service' website. The header is dark blue with the text 'Munis Self Service' on the right. Below the header, there's a light blue banner with 'Welcome to Employee Self Service'. On the left, a sidebar contains links: 'Employee Self Service', 'Pay/Tax Information', and 'Personal Information'. The main content area has sections for 'Announcements', 'Personal information', and 'Paychecks'. A red arrow points to a 'Contact' link in the top right corner, which is circled in red. Below the 'Paychecks' section, there's a table of previous paychecks and a list of tools.

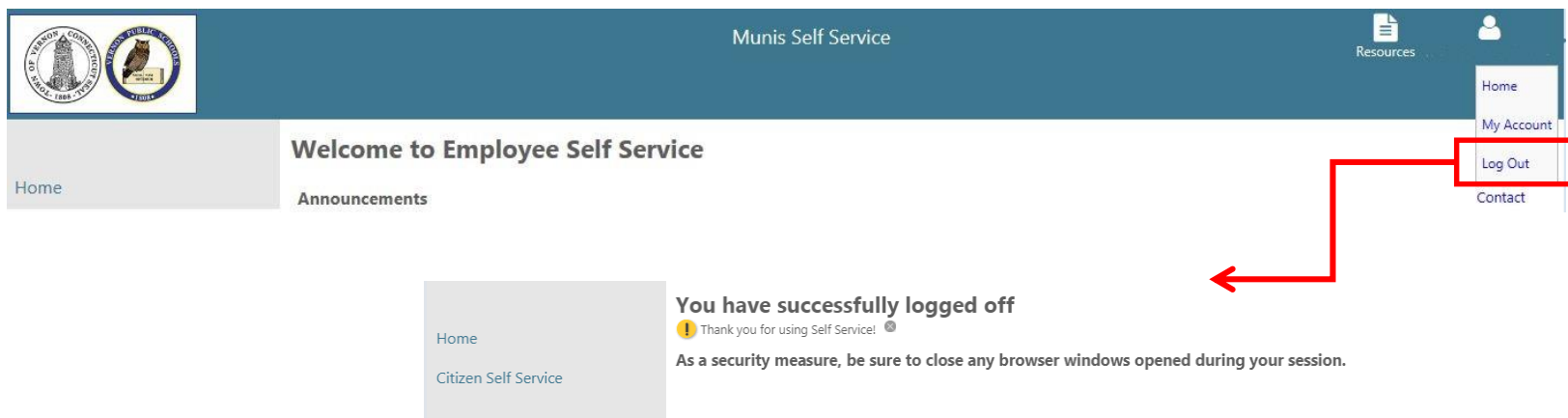
Previous paychecks	
3/9/2018	<a href="#">Details</a>
2/23/2018	<a href="#">Details</a>
2/9/2018	<a href="#">Details</a>
1/26/2018	<a href="#">Details</a>
1/12/2018	<a href="#">Details</a>

Tools
<a href="#">Paycheck simulator</a>
<a href="#">View last year's W2</a>
<a href="#">View your W4</a>



# Log Out

- To log out click on the “person” icon in the upper right corner and select “Log Out”



The screenshot displays the 'Munis Self Service' portal. At the top, a blue header bar contains the 'Resources' link and a user profile icon. A dropdown menu is open from the profile icon, showing options: 'Home', 'My Account', 'Log Out' (highlighted with a red box), and 'Contact'. A red arrow points from the 'Log Out' option to a message box below. The message box, titled 'You have successfully logged off', contains a yellow warning icon, the text 'Thank you for using Self Service!', and a security notice: 'As a security measure, be sure to close any browser windows opened during your session.' The left sidebar shows 'Home' and 'Citizen Self Service' links.

Munis Self Service

Resources

Home

My Account

Log Out

Contact

Home

Announcements

Home

Citizen Self Service

**You have successfully logged off**

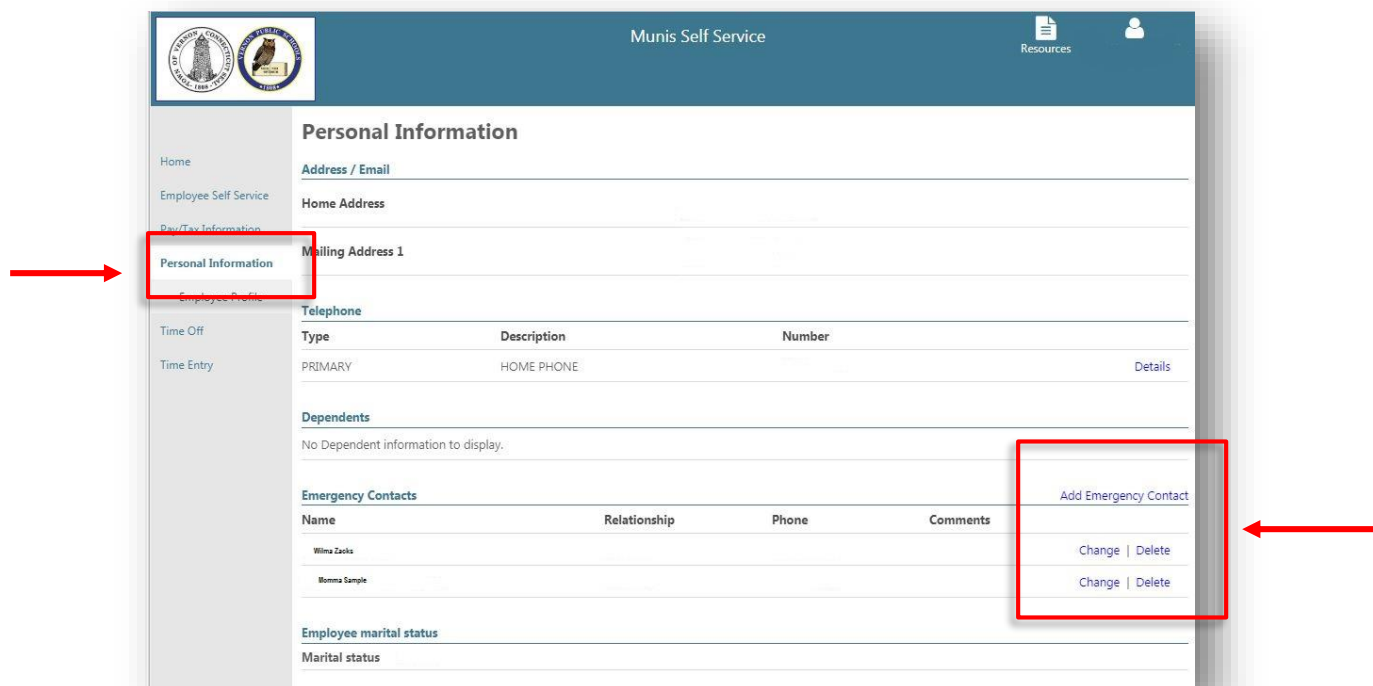
! Thank you for using Self Service!

As a security measure, be sure to close any browser windows opened during your session.

# Emergency Contact Information

- To update your Emergency Contacts, go to “Personal Information”
- Choose the action you wish to perform (add, edit, delete)

*Note: Please review your Emergency Contact regularly to ensure it is up to date.*



**Munis Self Service**

**Personal Information**

Address / Email

Home Address

Mailing Address 1

Telephone

Type	Description	Number	
PRIMARY	HOME PHONE		<a href="#">Details</a>

**Dependents**

No Dependent information to display.

**Emergency Contacts**

Name	Relationship	Phone	Comments	
Wilma Zacks				<a href="#">Add Emergency Contact</a>
Bonnie Sample				<a href="#">Change</a>   <a href="#">Delete</a>
				<a href="#">Change</a>   <a href="#">Delete</a>

**Employee marital status**

Marital status

# Questions?

- [humanresourcesBOE@vernon-ct.gov](mailto:humanresourcesBOE@vernon-ct.gov)