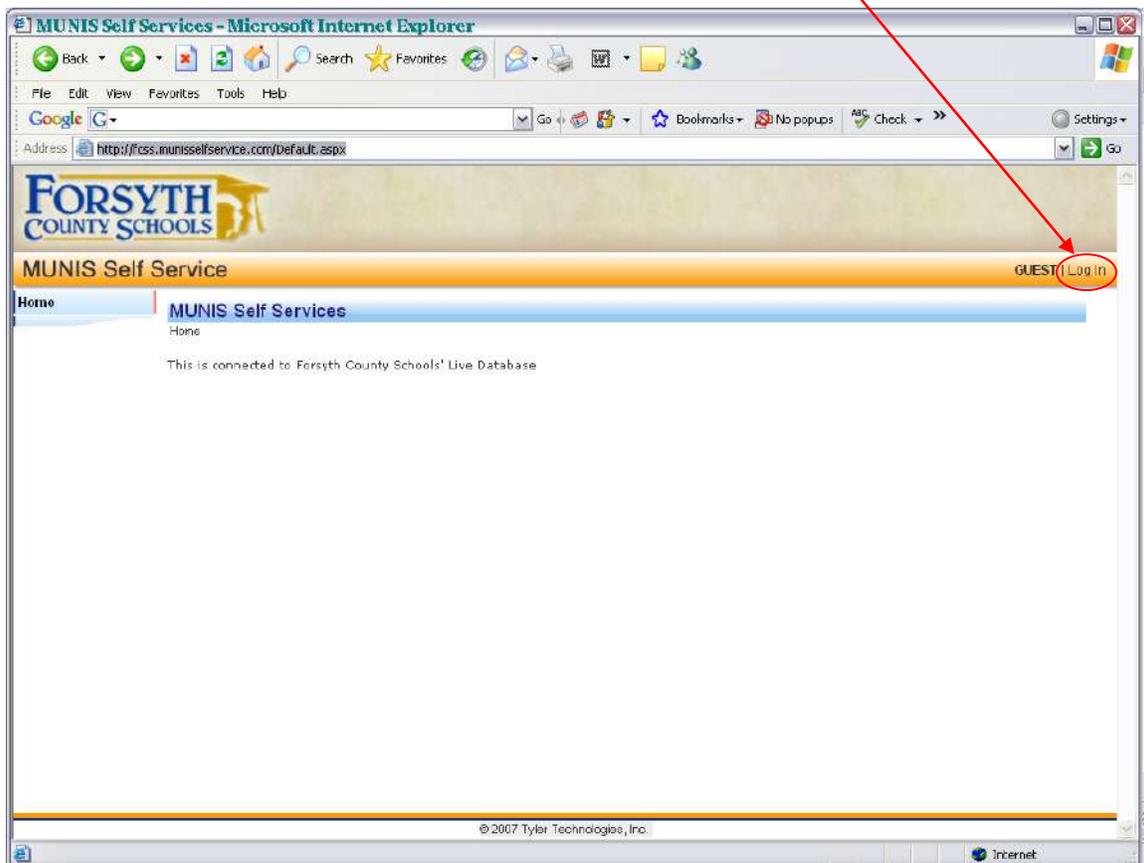


Instructions for Munis Self Service (MSS) 05-28-2013

Navigate to the <http://fcss.munisservice.com> web site.

Click “Log In” on the right-hand side of the page.



INSTRUCTIONS TO LOG IN THE FIRST TIME OR WHEN YOUR ACCOUNT HAS BEEN RESET:

Your **User Name** will be your **Employee ID number**.
Your 5-Digit Employee ID number can be found on your pay stub or direct deposit advice.

Your **Password** will be the Last 4 Digits of Your Social Security Number for the first login only (or when your account has been reset).

The screenshot shows a web browser window titled "MUNIS Self Services - Microsoft Internet Explorer". The address bar displays the URL: <https://fcss.muniselfservices.com/login.aspx?ReturnUrl=%2FDefault.aspx&node=userAction>. The page header includes the "FORSYTH COUNTY SCHOOLS" logo and the text "MUNIS Self Service". Below the header, there is a navigation bar with "Home" and "Login" links. The main content area contains a login form with two input fields: "User Name" and "Password", and a "Log In" button. A red oval highlights the "User Name" and "Password" fields, and a red arrow points from the text above to the "User Name" field.

Once you are logged in to MSS, it should ask you to set a new password.

Please remember that the security of your account depends on your password. Passwords cannot be retrieved if forgotten.

Upon request, your password will be reset to the last 4 digits of your social security number so that you can log in and choose a new secure password. Important information to include in your request is your full name and work location.

Below are some helpful hints for the screen when you are required to change your password.

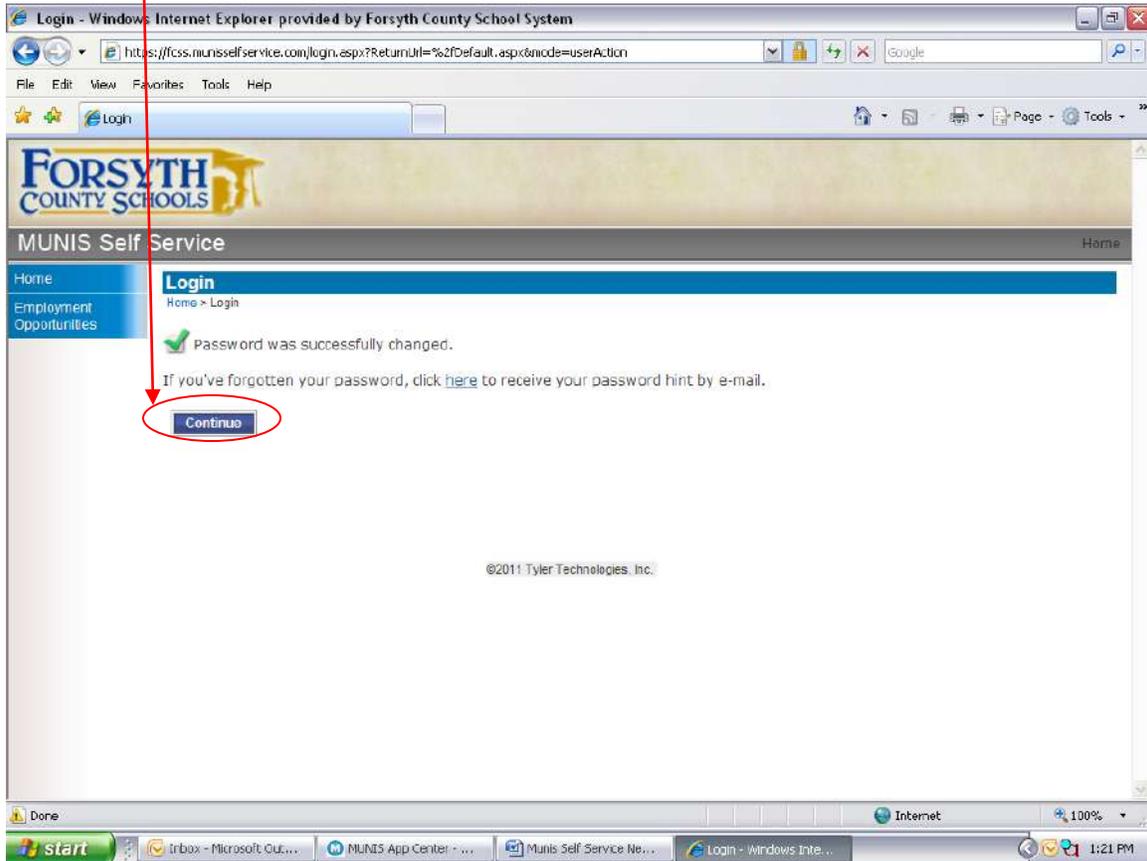
The screenshot shows a web browser window titled "Login - Windows Internet Explorer provided by Forsyth County School System". The address bar shows "https://fcss.munisselfservice.com/login.aspx". The page header includes the "FORSYTH COUNTY SCHOOLS" logo and "MUNIS Self Service". The main content area is titled "Login" and contains a message: "Please log in to access this service." Below this, it says "Before proceeding, please change your password." There are four input fields: "User ID" (containing "19601"), "Current Password", "New Password", and "Confirm New Password". There is also a "New Password Hint" field and an "Update" button. Three red boxes with arrows point to the "Current Password", "New Password", and "Confirm New Password" fields, containing the following text:

- For your first login (or when your account has been reset), Current Password = last 4 digits of your SS#.
- New Password – must be at least 6 keystrokes with no other restrictions.
- Confirm Current Password – Type your New Password you just entered again exactly as you typed it the first time.

A fourth red box points to the "Update" button with the text: "Optional, but you must have an email in Munis for this feature to work. You can check your email address on file under Employee Profile in the Personal Information section once you log in." The footer of the page says "©2011 Tyler Technologies, Inc." The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time "9:57 AM".

When you have successfully changed your password, you will see the below screen.

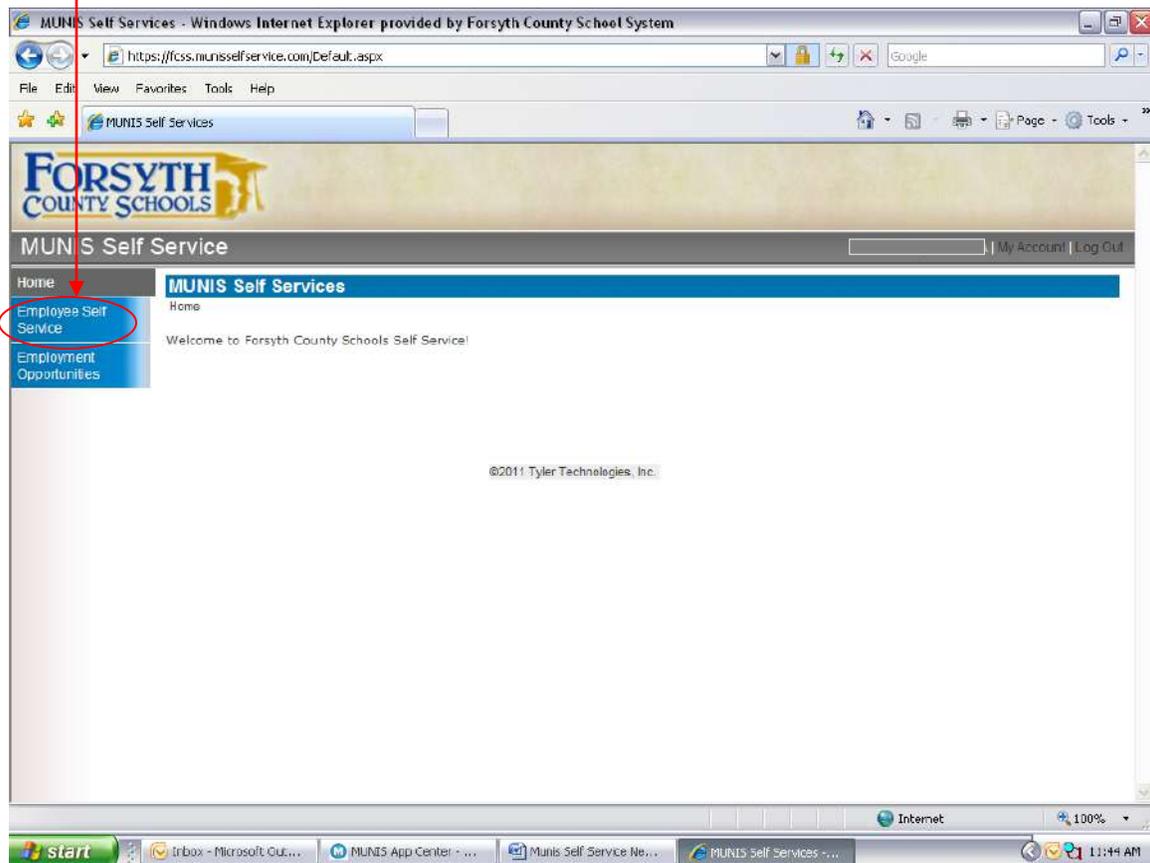
Click Continue to enter the Munis Self Service system.



Once you have logged in, all the navigation options are located on the left-hand side of the web page.

All Employees will see the **Employees Self Service** option on the left-hand side of the web page once logged in.

Click on Employee Self Service to get started.



Employee Self Service has three sections for employees:

Personal Information – Provides your information as stored in your employee record in Munis.

Pay/Tax Information – Includes pay stub information, W-2 information, year-to-date information, W-4 information, and a paycheck simulator.

Time Off – Includes leave balances for sick and annual leave and provides ability to look at specific days or hours of leave taken using the summary view. (Time Off does not apply to Substitutes.)

The screenshot shows a web browser window titled "MUNIS Self Services - Windows Internet Explorer provided by Forsyth County School System". The address bar shows the URL "https://fcss.munisselfservice.com/employees/default.aspx". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features the "FORSYTH COUNTY SCHOOLS" logo at the top left, followed by the heading "Employee Self Service" and navigation links for "Home", "My Account", and "Log Out". A left-hand navigation menu lists "Home", "Employee Self Service", "Personal Information", "Pay/Tax Information", and "Time Off". The main content area is titled "Welcome to Employee Self Service" and includes an "Announcements" section with text about pay stub information, W-2 information, and email addresses. It also contains sections for "SICK AND ANNUAL LEAVE ACCRUALS" and "LOCATIONS". A right-hand sidebar lists "Resources" such as "FORM G-4", "FORM W-4", "Direct Deposit Form", "FCS Finance Department", "PCERS Web Site", and "TRS Web Site". The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox - Microsoft Out...", "MUNIS App Center", and "Munis Self Service". The system clock in the bottom right corner displays "3:51 PM".

Reprinting or viewing a check stub or direct deposit advice image:

New to the **Pay/Tax Information** section as of the 02/28/2013 payroll is the ability to reprint your own check stub or direct deposit advice from the original pdf file. Images before 02/28/2013 are not available through Munis Self Service.

Please follow the below screens to reprint a check stub or direct deposit advice.

Once you have clicked on the Pay/Tax Information option, you will see this detailed screen of your pay for the current calendar year.

The screenshot shows the 'Pay/Tax Information' section of the Munis Self Service application. The left sidebar has 'Pay/Tax Information' circled in red. The main content area shows a table with the following data:

Check Date	Pay Period	Status	Gross Pay	Net Pay	
4/30/2013	4/1/2013 - 4/30/2013	Cleared	\$7,276.08	\$4,837.45	View Details
3/29/2013	3/1/2013 - 3/31/2013	Cleared	\$7,276.08	\$4,034.45	View Details
2/28/2013	2/1/2013 - 2/28/2013	Cleared	\$7,276.08	\$4,034.45	View Details
1/25/2013	1/1/2013 - 1/31/2013	Cleared	\$7,276.08	\$4,834.45	View Details

A red box highlights the 'View Details' link for the 2/28/2013 pay period. Another red box highlights the 'Pay/Tax Information' link in the left sidebar.

Click the "View Details" link to see detailed information on a particular check or direct deposit advice.

Click here to view the pdf image of the original check or direct deposit.

The screenshot shows the 'Check Detail' page in the Employee Self Service portal. The page includes a navigation menu on the left, a breadcrumb trail, and a main content area with several sections: Overview, Pay Breakdown, and Deductions. A red box highlights the 'View paycheck image' link in the Overview section.

Overview

Check Date	2/26/2013
Pay Period	2/19/2013 - 2/29/2013
Check Number	038694
Check Status	Cleared
Gross Pay	\$7,276.08
Net Pay	\$4,634.45

Pay Breakdown

Pay Type	Hours	Rate	Amount
N12M BASE	19.75	\$362.41	\$7,276.08
Total			\$7,276.08

Deductions

Deduction Type	Amount
FICA	\$426.60
MEDICARE	\$66.77
HEALTH	\$302.10
BOTH EMP B	(\$49.39)
METLIFE DE	\$66.60
AVESIS/VI	\$17.17
FEDERAL TA	\$752.23
GA STATE T	\$322.88
TR S	\$430.56

The pdf image will open in a separate window.

Forsyth County Schools

Advice Amount: \$4,834.45

Emp No	Employee Name	Dept.	Advice Date	Period	Type	Advice No.								
18220		20250250	02/28/2013	02/28/2013	REGULAR	628694								
Earnings		Rate	Days/Hrs.	Current	YTD	FYTD	Deductions		Current	YTD	FYTD	Emplr	Empr YTD	Empr FYTD
N12MBP		368.4093	19.75	7,276.08	14,552.16		FICA	426.60	853.20					
							MEDICARE	99.77	199.54					
							HEALTH	362.10						
							BOTH EMP BEN	-49.38						
							METLIFE DENT	65.60						
							AVESISVISION	17.17						
							FEDERAL TAX	752.23	1,504.46					
							GA STATE TAX	322.98	645.96					
							TRS	436.56	873.12					
							UN. WAY	5.00	10.00					
							MARCH OF DIM	3.00	6.00					
							DEPOSITS:							
							DIR DEP	4,834.45						
							WELLS FARGO							

Use the floating Adobe tool bar to print the pdf image to your printer or save the pdf image to your PC.

If you don't see it at first, just hover your mouse in the bottom center of the web page.

Reprinting or viewing your W-2 image:

A pdf copy of your W-2 may be reprinted from Munis Self Service for tax years 2010 and forward.

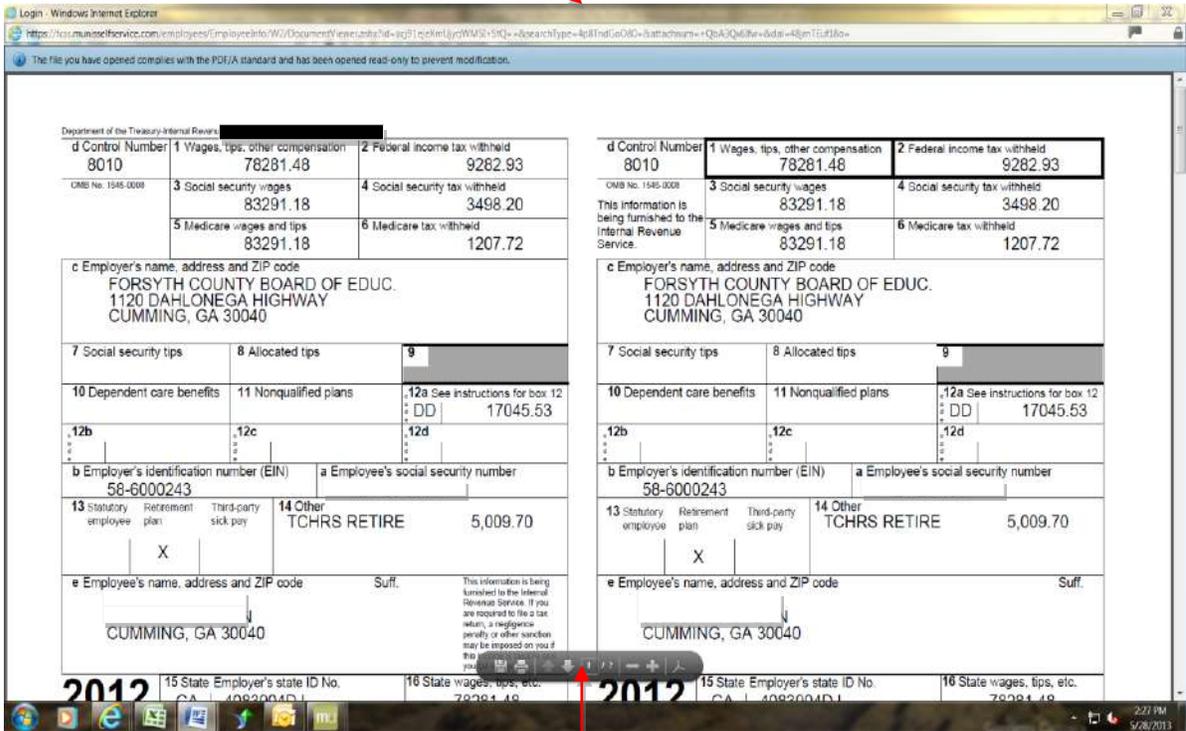
When you access the W-2 section in MSS, the information defaults to the most recent tax year. You can use the drop box to choose another year to view information for your W-2.

To the right of your name, you should see the “View W-2 image” link. Simply click the link to open the pdf copy of your W-2.

The screenshot shows the 'W-2 Information' page in the Munis Self Service system. The page includes a navigation menu on the left with options like 'Home', 'Employee Self Service', 'Certifications', 'Pay/Tax Information', 'YTD Information', 'W-2', 'W-4', 'Paycheck Simulator', 'Personal Information', 'Substitute Teaching', and 'Time Off'. The main content area displays the 'W-2 Information' section for the year 2012. A dropdown menu for 'Year' is set to '2012 - 2017'. Below this, there is a 'Name, Employee' field and a 'View W-2 image' link. A table titled 'Wages and Tax' displays various tax categories and amounts.

	GROSS	TAX
FIT	\$78,291.48	\$9,282.93
FICA	\$83,291.18	\$3,496.20
MEDICARE	\$83,291.18	\$1,207.72
SIT - GA	\$78,291.48	\$3,838.38
DEP CARE		\$0.00
SOCIAL SECURITY TIPS		\$0.00
ALLOCATED TIPS		\$0.00

The pdf image will open in a separate window.



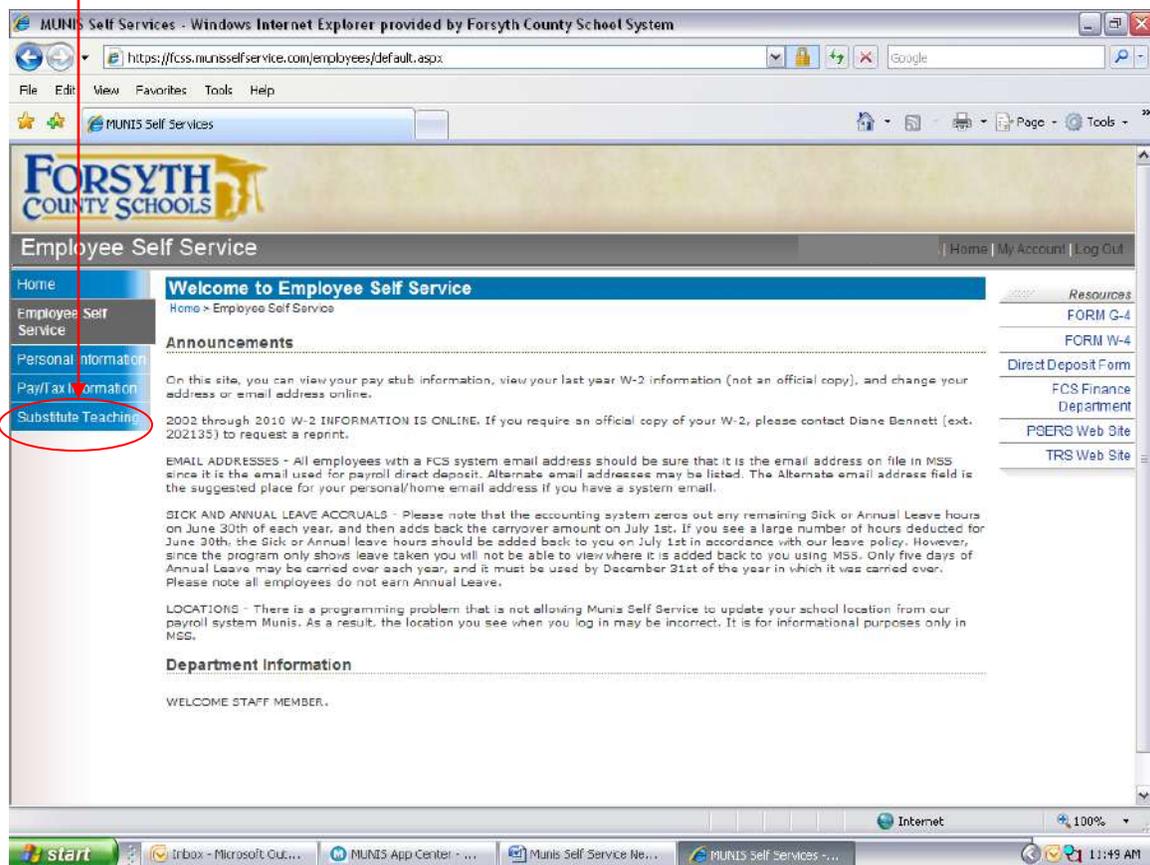
Use the floating Adobe tool bar to print the pdf image to your printer or save the pdf image to your PC.

If you don't see it at first, just hover your mouse in the bottom center of the web page.

For Substitute's ONLY:

Substitute Employees can navigate to the **Substitute Teaching** section to view the detailed information for their substitute work including the dates worked, person who they substituted for, school they worked at, and date that they were paid for the substitute work.

Click Substitute Teaching to get started.



The screenshot shows a web browser window titled "MUNIS Self Services - Windows Internet Explorer provided by Forsyth County School System". The address bar displays "https://fcss.munisselfservice.com/employees/default.aspx". The page features the Forsyth County Schools logo and a navigation menu on the left. The "Substitute Teaching" link is highlighted with a red circle. A red line extends from the text "Click Substitute Teaching to get started." to this link. The main content area includes a "Welcome to Employee Self Service" message, an "Announcements" section with several notices, and a "Department Information" section.

FORSYTH COUNTY SCHOOLS
Employee Self Service | Home | My Account | Log Out

Home | Employee Self Service | Resources | FORM G-4 | FORM W-4 | Direct Deposit Form | FCS Finance Department | PSERS Web Site | TRS Web Site

Welcome to Employee Self Service
Home > Employee Self Service

Announcements

On this site, you can view your pay stub information, view your last year W-2 information (not an official copy), and change your address or email address online.

2002 through 2010 W-2 INFORMATION IS ONLINE. If you require an official copy of your W-2, please contact Diane Bennett (ext. 202135) to request a reprint.

EMAIL ADDRESSES - All employees with a FCS system email address should be sure that it is the email address on file in MSS since it is the email used for payroll direct deposit. Alternate email addresses may be listed. The Alternate email address field is the suggested place for your personal/home email address if you have a system email.

SICK AND ANNUAL LEAVE ACCRUALS - Please note that the accounting system zeros out any remaining Sick or Annual Leave hours on June 30th of each year, and then adds back the carryover amount on July 1st. If you see a large number of hours deducted for June 30th, the Sick or Annual leave hours should be added back to you on July 1st in accordance with our leave policy. However, since the program only shows leave taken you will not be able to view where it is added back to you using MSS. Only five days of Annual Leave may be carried over each year, and it must be used by December 31st of the year in which it was carried over. Please note all employees do not earn Annual Leave.

LOCATIONS - There is a programming problem that is not allowing Munis Self Service to update your school location from our payroll system Munis. As a result, the location you see when you log in may be incorrect. It is for informational purposes only in MSS.

Department Information

WELCOME STAFF MEMBER.

Information in the Substitute Teaching section provides a view of the substitute teacher's dates worked and teacher worked for, as well as a list of any payroll checks that were processed.

Clicking on a date in the **Check Date** column opens up a view of the associated payroll check information.

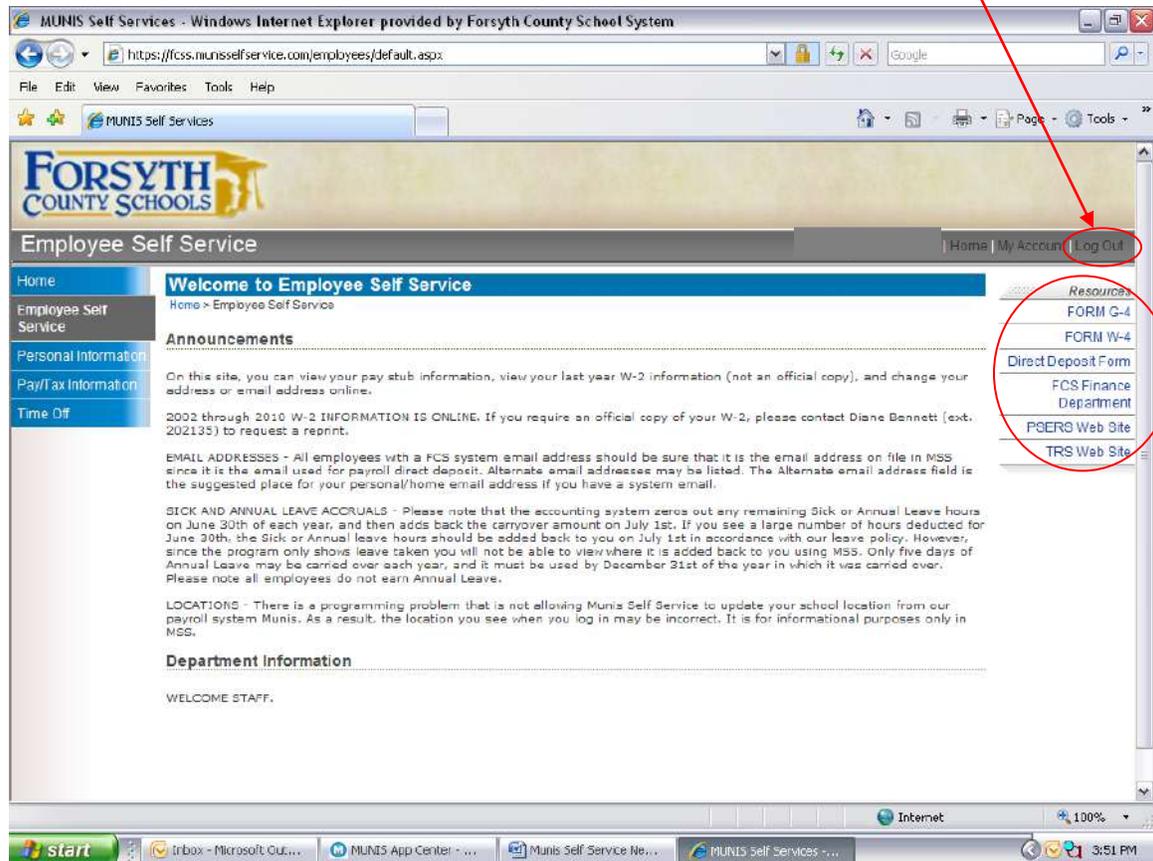
The screenshot shows the MUNIS Self Services web application interface. The main content area displays the 'Substitute Teaching' section for the year 2011. A table lists substitute teaching records with columns for From, To, Worked, For, Pay Code, School, and Check Date. A red arrow points from the text above to the 'Check Date' column.

From	To	Worked	For	Pay Code	School	Check Date
1/20/2011	1/21/2011	1.00	WYNN, LAURA M	990N	MATT ELEM	2/28/2011
1/21/2011	1/21/2011	1.00	BEARDEN, LINDA A	990N	MATT ELEM	2/28/2011
1/26/2011	1/26/2011	1.00	COFFMAN, MICHELE L	990N	MATT ELEM	2/28/2011
1/27/2011	1/27/2011	1.00	MARTIN, ANGELA H	990N	MATT ELEM	2/28/2011
1/31/2011	1/31/2011	1.00	GARMON, JENNIFER J	990N	MATT ELEM	2/28/2011
2/1/2011	2/1/2011	1.00	TRIGG, BRIGETTE T	990N	MATT ELEM	2/28/2011
2/2/2011	2/2/2011	1.00	TRIGG, BRIGETTE T	990N	MATT ELEM	2/28/2011
2/3/2011	2/3/2011	0.75	TRIGG, BRIGETTE T	990N	MATT ELEM	2/28/2011
2/7/2011	2/7/2011	1.00	BEARDEN, LINDA A	990N	MATT ELEM	2/28/2011
2/10/2011	2/10/2011	1.00	BEARDEN, LINDA A	990N	MATT ELEM	2/28/2011
2/11/2011	2/11/2011	1.00	FITTS, RENEE	990N	MATT ELEM	2/28/2011
2/14/2011	2/14/2011	0.75	HELSEBY, MONICA	990N	MATT ELEM	2/28/2011
2/15/2011	2/15/2011	1.00	SIMONDS, KELLY B	990N	MATT ELEM	2/28/2011
2/21/2011	2/21/2011	1.00	MOCLURE, LORI T	990N	MATT ELEM	3/31/2011

Final Notes:

Resources such as withholding forms, the direct deposit form and useful web sites can be found using the links on the right-hand side of the page.

Please be sure to **Log Out** when finished using the web service.



These brief instructions are meant as a simple overview of what is available through Munis Self Service. If you need more information or have any questions, please contact Dawn Lloyd at dlloyd@forsyth.k12.ga.us or 770-887-2461 extension 202145.