



**CALLOWAY  
COUNTY  
SCHOOLS**

MUNIS-Employee Self Service Guide

**SECTION 3**

ONLINE PAY/TAX INFORMATION

# Calloway County Schools

## MUNIS-Employee Self Service

### Online Paycheck Detail Instructions

To Log into the Online Paycheck details (ESS) go to:

<http://callowaycountyschoolskyemployees.munisselfservice.com>

\*\*Recommend adding website to your favorites. A link is also available for the “Staff Resources” drop down menu on the district website.

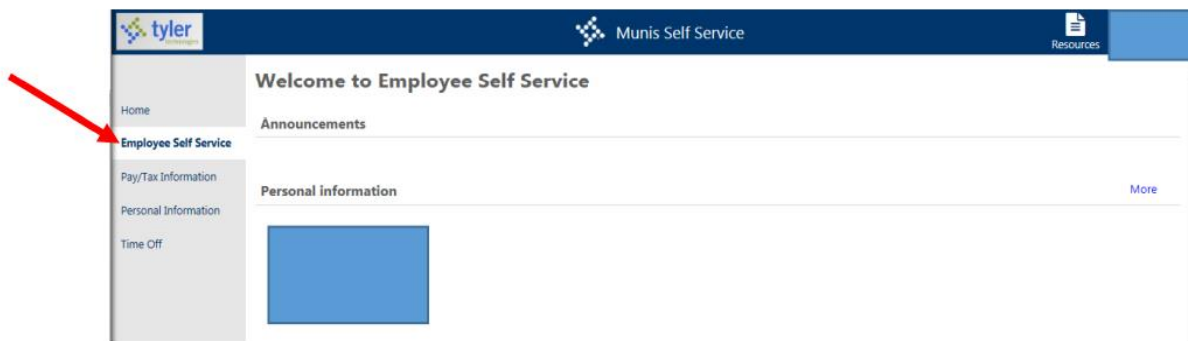
\*\*You may also access the site from a mobile version from your smartphone. (Some functionality may be limited.)

**CHECK INFORMATION WILL NOT SHOW UP UNTIL THE ACTUAL PAY DATE!**

Click” Log in” in the upper right corner to enter your log in information.



If your screen does NOT automatically open to “Welcome to Employee Self Service” , click the “Employee Self Service” at the left



**Paychecks:** Displays the most recent paycheck information. Amounts are blurred by default for security reasons. Click “Show paycheck amounts” at the right to display this information. Clicking the “Details” button will show you the deduction information for each paycheck.

The screenshot displays the Tyler Munis Self Service interface. The top navigation bar includes the Tyler logo, 'Munis Self Service', and a 'Resources' link. A left sidebar contains navigation options: Home, Employee Self Service, Pay/Tax Information, Personal Information, and Time Off. The main content area is divided into three sections:

- Personal information:** A section with a blue placeholder box and a 'More' link.
- Time off:** A section with a table showing 'Currently Available' and 'Earned' amounts for different types of leave.
 

Category	Currently Available	Earned
SICK	148.00	148.00
PERSONAL	3.00	3.00
EMERGENCY	3.00	3.00

 Below the table is a 'Show time off taken' calendar for 2018.
- Paychecks:** A section with a 'Last Paycheck: 8/15/2018' box, a 'Year to date' box, and a list of 'Previous paychecks' with 'Details' links. A red arrow points to a 'Show paycheck amounts' link on the right.

**PLEASE NOTE: Amounts shown are GROSS check amounts, not NET. Click “Details” to view NET amounts.**

**PLEASE NOTE: CURRENTLY OUR SYSTEM ONLY HAS THE ABILITY TO PRINT A SUMMARY OF YOUR PAYCHECK AND DEDUCTIONS AND IS NOT SUITABLE FOR TAX OR BANK PURPOSES.**

Clicking “Pay/Tax Information” on the left menu bar will open additional paycheck amount and display both Gross and Net. You can change the year you are viewing by using the drop down at the top of the screen.

**Pay/Tax Information**

Year

Check Date	Pay Period
12/15/2014	12/2/2014 - 12/15/2014
12/1/2014	11/15/2014 - 12/1/2014
11/14/2014	11/1/2014 - 11/14/2014
10/31/2014	10/16/2014 - 10/31/2014
10/15/2014	10/2/2014 - 10/15/2014
10/1/2014	9/16/2014 - 10/1/2014
9/15/2014	9/3/2014 - 9/15/2014
9/2/2014	8/16/2014 - 9/2/2014
8/15/2014	8/2/2014 - 8/15/2014
8/1/2014	7/16/2014 - 8/1/2014
7/15/2014	7/1/2014 - 7/15/2014

Underneath this option there are several areas where more information is available.

- YTD INFORMATION
- W-2 AND W-4 INFORMATION AND EDITING OPTIONS (all options are subject to approval)
- DIRECT DEPOSIT CHANGES (Subject to approval)
- TOTAL COMPENSATION
- \*PAYROLL CALENDAR (Not available currently)
- PAYCHECK SIMULATOR

One option of note is the ability to update your W-4 (withholding) information.

## W-4 Information

### Pay/Tax Information

YTD Information	<b>FEDERAL</b> Marital status <b>SINGLE</b> Exemptions <b>0</b>
W-2	
1099-R	
W-4	<b>KENTUCKY</b> Marital status <b>SINGLE</b> Exemptions <b>0</b> <a href="#">Edit</a>
Paycheck Simulator	
Total Compensation	
Direct Deposit	
Payroll Calendars	

Click the “Edit” button to continue to the change your status.

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### W-4 Information

**FEDERAL**  
Marital Status  
SINGLE

If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions  
0

If your last name differs from your social security card, check here.  
 Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

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**KENTUCKY**  
Marital Status  
SINGLE

If you are married but would like to withhold at the higher single rate, select "Single".

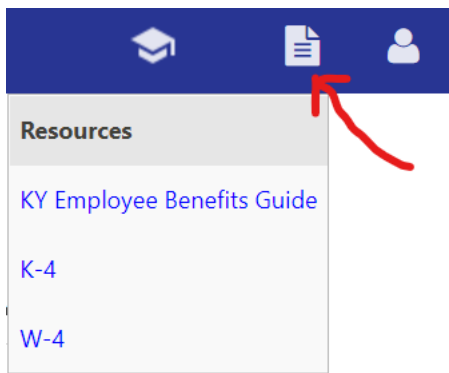
Exemptions  
0

If your last name differs from your social security card, check here.  
 Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

**Paycheck Simulator:**

Paycheck simulator will allow you to make estimates on how your check might be impacted by changes in your pay or deductions. Example: what if I change by withholding information? Access Paycheck Simulator under the “Pay/Tax Information” section or from the main Employee Self-Service paycheck section (bottom right). You can change any of the fields you want to estimate and click “Calculate” at the bottom to see results. The results will show the current versus simulation amounts so you can see how your check and specific deductions would be impacted. Keep in mind that this is a simulator only. No actual changes are being made and actual changes may differ from the simulator estimates.

**Resources:** In the upper right-hand corner by your log in icon, there is a link to Resources. All the drop-down options will take you to the pdf or website to aid in your editing of your pay/tax documents.



Check this area often as documents will be added throughout the year.