



**CALLOWAY
COUNTY
SCHOOLS**

Munis- Employee Self Service Guide

Section 2

Personal Information

Calloway County Schools

MUNIS-Employee Self Service

Personal Information

To Log into the Personal Information change 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.)

Some information may be subject to approval before changes can be seen.

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



You can update your address or phone number. Click "Personal Information" at the left.

Your General Information will be visible and small edits can be made by clicking the "Edit" at the bottom of the screen.

tyler
HR

Personal Information

[General](#) [Demographics](#) [Contact](#) [Dependents](#) [Skills](#)

Home
Employee Self Service
Certifications
Credentials
Employee Notifications
Pay/Tax Information
Performance Evaluations

Personal Information
Add/View Changes
Job Information
Position Transfer
Substitute Teaching
Time Off
Employment Opportunities

HENDRIX, MICHELLE
Name

ELLE
Preferred name

Employee ID
XXX-XX-XXXX
SSN

ACTIVE
Active status

FULL TIME PERMANENT
Personnel status

[Edit](#)

michelle.hendrix@calloway.kyschools.us
Email address

11/21/2019
Hire date

██████████
Alternate email address

11/21/2019
Service date

CENTRAL OFFICE
Primary location

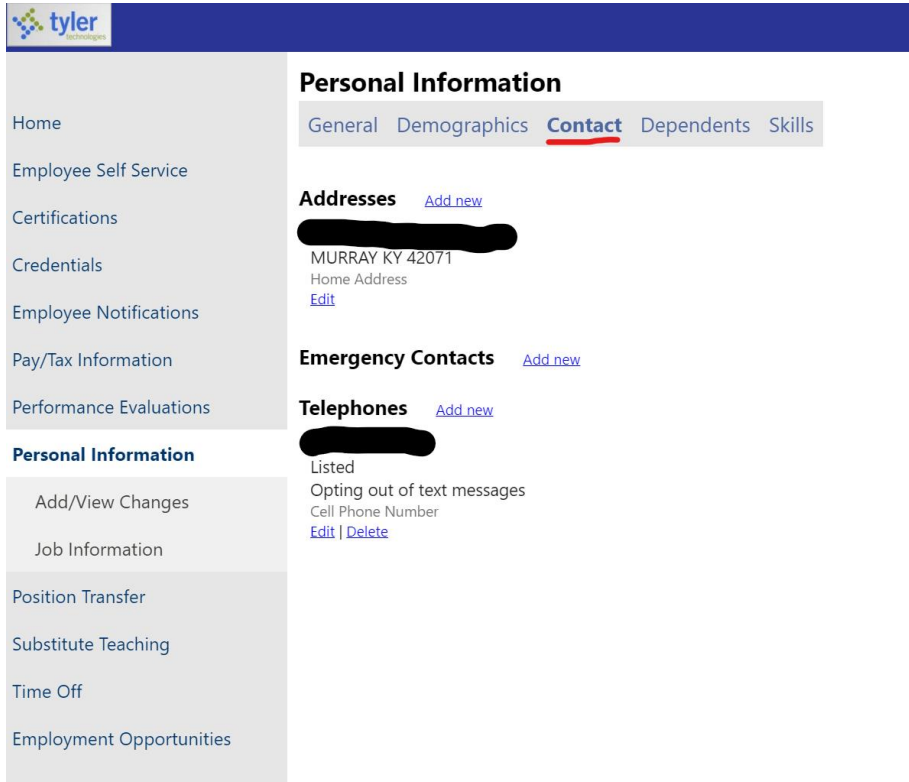
8/1/2019
Original hire date

CATHERINE S MORRIS
Supervisor

catherine.morris@calloway.kyschools.us
Supervisor email

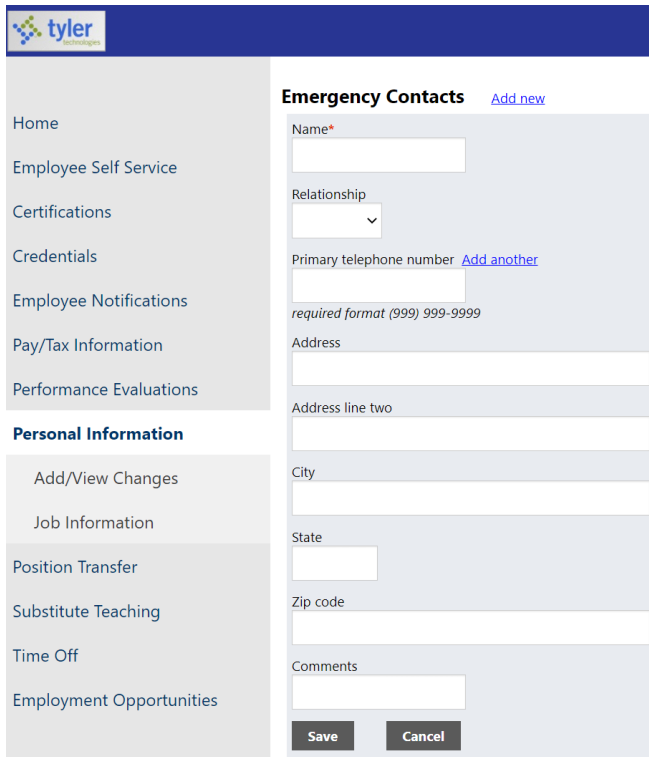
Then select the type of change you want to make from the Banner list and complete the required fields.

Click CONTACT to change your address, update your emergency contacts, and telephone numbers.



The screenshot shows the Tyler HR system interface. On the left is a navigation menu with options: Home, Employee Self Service, Certifications, Credentials, Employee Notifications, Pay/Tax Information, Performance Evaluations, Personal Information (highlighted), Add/View Changes, Job Information, Position Transfer, Substitute Teaching, Time Off, and Employment Opportunities. The main content area is titled "Personal Information" and has sub-tabs: General, Demographics, Contact, Dependents, and Skills. Under "Addresses", there is a redacted address and the text "MURRAY KY 42071 Home Address" with an "Edit" link. Under "Emergency Contacts", there is a redacted contact and an "Add new" link. Under "Telephones", there is a redacted phone number, the text "Listed", "Opting out of text messages", "Cell Phone Number", and "Edit | Delete" links.

If you DO NOT have any Emergency Contacts listed please add them.



The screenshot shows the Tyler HR system interface for adding an emergency contact. The navigation menu is the same as in the previous screenshot. The main content area is titled "Emergency Contacts" with an "Add new" link. The form fields are: Name* (text input), Relationship (dropdown menu), Primary telephone number (text input with "Add another" link and "required format (999) 999-9999" note), Address (text input), Address line two (text input), City (text input), State (text input), Zip code (text input), and Comments (text input). At the bottom are "Save" and "Cancel" buttons.

You can also view your changes or add additional changes in the “Add/ View Changes” menu

Add an “Action” and then click “other”

Profile Changes

Recent actions in process

Back **Choose an action**

ADDRESS CHANGE DIRECT DEPOSIT CHANGE NAME CHANGE

Historical profile changes

| Action | Request date | Posted date |
|--------|--------------|-------------|
|--------|--------------|-------------|

Note: that some changes may need approvals and you can view your action progress under the Historical profile change listings.