



CALLOWAY  
COUNTY  
SCHOOL

Munis-Employee Self Service

**Section 4**

Request Time Off

# Calloway County Schools

## MUNIS-Employee Self Service

### Requesting Time Off

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.

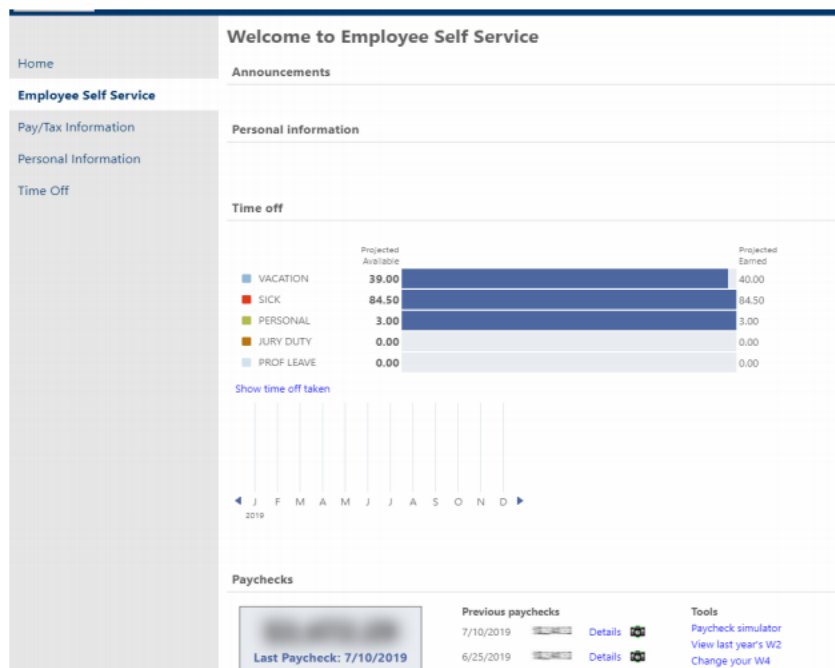
\*\*You may also access the site from a mobile version from your smartphone. (Some functionality may be limited.)

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



**Time Off:** Displays available accruals as of the most recent pay period. Keep in mind that there is a two-week lag in pay periods.

Example: A sick day taken between September 1 and 30 will not be reflected until the October 1 payroll is posted.

**My Accruals:** This section will show your current Leave Accrual balances.

It will show all the requests that you have made in date order. It will also indicate the status or history of your request showing “approved” and “pending”.

## STEPS TO REQUESTING TIME OFF (4 STEPS)

- Step 1-click on the calendar date to select days off- click again to deselect.

**Request Time Off**

**Step 1 of 4: Select Dates**

Click to select each date that you would like to take off. (Click again to deselect).

<< [previous month](#) [next month](#) >>

July 2021							August 2021							September 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3										1	2	3	4	
4	5	6	7	8	9	10	1	2	3	4	5	6	7	5	6	7	8	9	10	11
11	12	13	14	15	16	17	8	9	10	11	12	13	14	12	13	14	15	16	17	18
18	19	20	21	22	23	24	15	16	17	18	19	20	21	19	20	21	22	23	24	25
25	26	27	28	29	30	31	22	23	24	25	26	27	28	26	27	28	29	30		
							29	30	31											

**Continue**

**Time Off**

My Requests

**Request Time Off**

- Step 2-Select the type of time off you would like to take.  
*Note: those hours may not be available if they are in the negative.*

## Request Time Off

### Step 2 of 4: Select Type

Select the type of time off you would like to take from which job


ADM SEC II

	Type	Currently Available
<input type="radio"/>	SICK	23.00
<input type="radio"/>	PERSONAL	3.00
<input type="radio"/>	EMERGENCY	3.00
	NC	-2.00

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Continue

- Step 3-If you are requesting any partial days, edit the time, as necessary.



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Substitute Teaching

**Time Off**

My Requests

**Request Time Off**

### Request Time Off

**Step 3 of 4: Partial Day Requests**

If you are requesting any partial days, edit time as necessary.

You have selected the following dates ([Change Dates](#))

8/2/2021:  Day    8/3/2021:  Day

8/4/2021:  Day

**Continue**

- Step 4-Verify the time you are taking and enter additional comments for this request.

**Request Time Off**  
**Step 4 of 4: Additional Information**

Verify the time you are taking and enter additional comments for this request.

<b>Job</b>	ADM SEC II
<b>Request Type</b>	PERSONAL
<b>Days Requested</b>	8/2,8/3,8/4
<b>Total Time Requested</b>	3.00 Day(s)   <a href="#">change</a>

Comment: (optional)

Reason

[Make Request](#) [Cancel](#)

**Time Off**

- My Requests
- Request Time Off**

**THEN YOU WILL CLICK “MAKE REQUEST”**

\*PLEASE NOTE THAT ONCE YOU REQUEST DAYS OFF THE (HOMEPAGE) WILL REFLECT THE REQUEST IMMEDIATELY.

If you Click on MY REQUEST, you can view the status of your request.

**\*\*\*ALL TIME OFF request record in days (1.0) or half days (.5) on TIME ENTRY- DO NOT EDIT PAYROLL WILL AJUST**

**My Requests** [Calendar view](#)

ADM SEC II		<b>Earned</b>
SICK (D)		23.00
PERSONAL (D)		3.00
EMERGENCY (D)		3.00
COVID FPAY (D)		10.00
NC (D)		57.00
		<b>96.00</b>

Dates Requested	Amount	Type	Status	Reason	Comments	Options
8/17/2021	0.50 days	SICK	In progress		DRAPT	<a href="#">Cancel</a> <a href="#">Add to calendar</a>

Reflected in the timesheet below will always be in DAY not HOURS please DO NOT EDIT.

Enter time

ADMINISTRATIVE SECRETARY II		Adding 99.00 from 7/2/2021 to 8/13/2021								Copy from previous week	Save for later	Submit
Jul 2021	Sep 2021	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly Total			
prior week	next week	8/16	8/17	8/18	8/19	8/20	8/21	8/22				
105 - CERTIFIED 12 MONTH												
702 - SICK TAKEN			.5						.5			
703 - PERSONAL TAKEN												
704 - EMERGENCY TAKEN												
717 - NON-CONTRACT TAKEN												
TOTAL			.5						.5			