

# EMPLOYEE SELF SERVICE PROCEDURES

Newly hired employees will be able to log into ESS within the first two weeks of employment.

Employee Self Service (ESS) is a web based program and can be accessed through the intranet or internet.

To log on to ESS through the Intranet, click on the “Self Service” link on CODI home page.

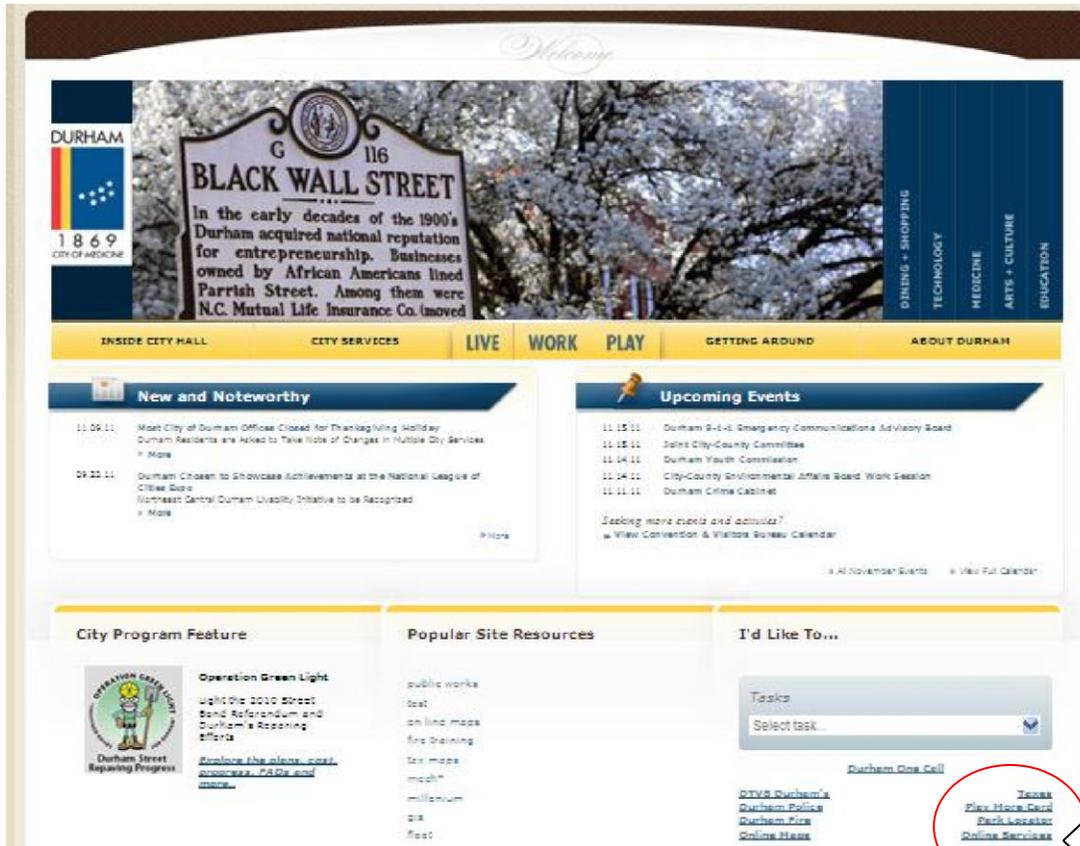
The screenshot shows the CODI City of Durham Intranet home page. At the top left is the CODI logo. The page features a blue header with navigation options like 'SharePoint', 'Newsfeed', 'SkyDrive', and 'McAfee'. Below the header, there are sections for 'Home', 'Headline News', 'City Event Calendar', and 'Employee Services'. In the 'Employee Services' section, a link labeled 'Self Services' is circled in red. Other visible links include 'All User Email View & Creation' and 'Go to this link for detailed information about Announcements and Headline News, the City Event Calendar, and All User Emails'. The 'City Event Calendar' section displays a table of events:

Start Time	Title
9/27/2013 8:00 AM	DFD G Fundra
9/28/2013 12:00 PM	Latino
10/5/2013 9:00 AM	Bull Cit
10/10/2013 11:30 AM	2nd Ar For 7 S
10/18/2013 8:00 AM	THE 20 FALL G

The 'Local Weather' section shows 'Durh' and 'Tuesday Wedr'.

# EMPLOYEE SELF SERVICE PROCEDURES

To access MUNIS through the internet, go to [www.durhamnc.gov](http://www.durhamnc.gov) and click on the “Online Services” link.



# EMPLOYEE SELF SERVICE PROCEDURES

The following screen will open. Click on “Employee Self Service” link.

The screenshot shows the City of Durham website's navigation menu and a list of online applications. The navigation menu includes 'INSIDE CITY HALL', 'CITY SERVICES', 'LIVE', 'WORK', 'PLAY', and 'GETTING AROUND'. Below the menu is a section titled 'ABOUT DURHAM' with a breadcrumb trail 'City of Durham / Online Applications'. A sidebar on the left lists various city departments. The main content area is titled 'Online Applications' and lists several services, including 'Employee Self Service - City of Durham employee self services', which is circled in red. Other services listed include 'Water / Sewer / Storm Water Bill', 'Fire Inspection Fees', 'Business Licensing', 'Land Development Office', 'Online Mapping', 'Internet Email', and 'Vendor Self Service'. Below the list, there are sections for 'Who's it for:' and 'What do I need:'. The 'What do I need:' section is partially cut off at the bottom of the page.

**DURHAM**  
1869  
CITY OF MEDICINE

**CITY HALL**

INSIDE CITY HALL CITY SERVICES LIVE WORK PLAY GETTING AROUND

ABOUT DURHAM

City of Durham / Online Applications

Administrative and Support  
Audit Services Department  
City Council  
City Spotlight  
Community Building  
Office of Public Affairs  
Office of the City Attorney  
Office of the City Clerk  
Office of the City Manager  
Office of the Mayor  
Operations

**Online Applications**

Water / Sewer / Storm Water Bill - Pay your Water, Sewer and/or Storm Water Bill Online. View account history, payment history and consumption information.

Fire Inspection Fees - Pay your Fire Prevention Inspections Fees Online

Business Licensing - Apply for a City of Durham Business License

Land Development Office - Online Permitting, Inspections, Plans Review, Code Enforcement, Parcel Search

Online Mapping - Durham Interactive Mapping Applications

Internet Email - City of Durham employee remote email access

**Employee Self Service - City of Durham employee self services**

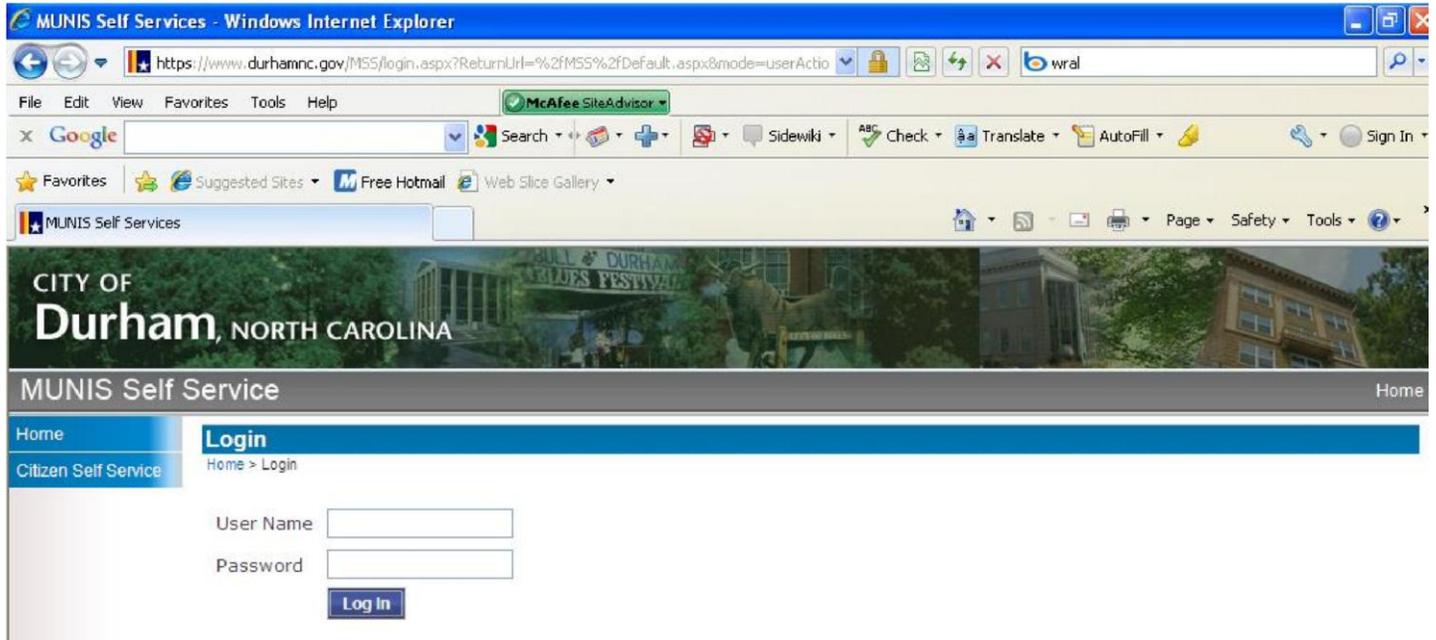
Vendor Self Service - City of Durham vendor self services

**Who's it for:**  
If you want to access your Durham Water Utility account Online. If you want to pay those bills with a Credit or debit card then Online Bill Payment is for you.  
If you are an Electrical, Plumbing or Mechanical Contractor, you can apply for permits online.

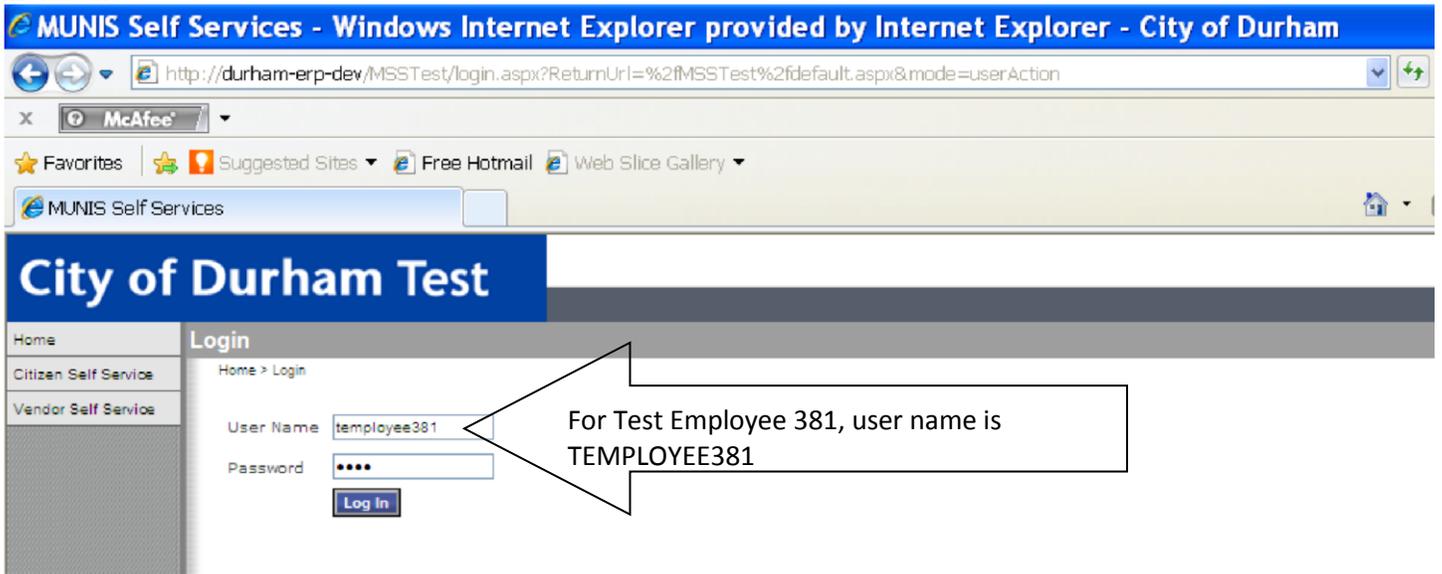
**What do I need:**  
For Utility Payments, you will need your new 12 digit account number or your old 7 digit account number to access the

# EMPLOYEE SELF SERVICE PROCEDURES

By going through the internet or intranet links, the following screen will appear.



Log in using employee's "User Name" which will be your first name initial, last name and your employee number (Example: Test Employee 381, the user name is TEMPLOYEE381) and Password is the last four digits of your social security number. If your last name is hyphenated, be sure to hyphenate. If your employee number is 0XXX, drop the leading zero. Make sure to use the initials of the first name that appears on your paycheck, not a nickname.

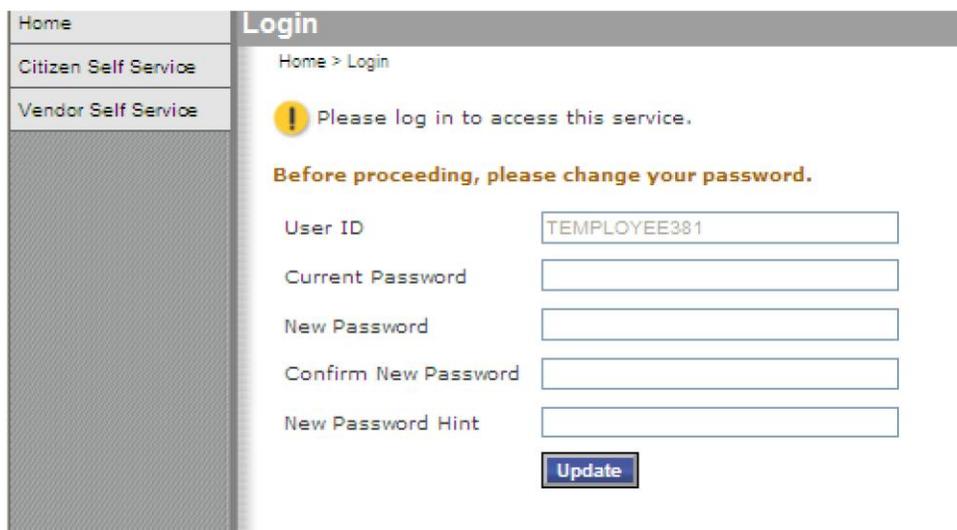


After your first login, MUNIS forces you to change your password from the last four digits of your social security number.

- Current Password is the last four digits of your social security number.

# EMPLOYEE SELF SERVICE PROCEDURES

- New Password is the password you select.
- Confirm New Password – repeat the New Password.
- New Password Hint – enter a hint that can be emailed to you if you forget your password.



The screenshot shows a web interface for 'Login'. On the left is a navigation menu with 'Home', 'Citizen Self Service', and 'Vendor Self Service'. The main content area has a breadcrumb 'Home > Login' and a yellow warning icon with the text 'Please log in to access this service.' Below this is a bold instruction: 'Before proceeding, please change your password.' The form contains five input fields: 'User ID' (pre-filled with 'TEMPLOYEE381'), 'Current Password', 'New Password', 'Confirm New Password', and 'New Password Hint'. An 'Update' button is located at the bottom of the form.

**Please make note of this password and store in a secure place.**

If you forget the password, you can have the hint emailed to you (if you have an email address in the MUNIS payroll system). If not, you will need to contact the Technology Solutions Help Desk (560-1085) and ask them to reset your ESS Password. Technology Solutions does not keep a record of your changed password. The system will force you to create another password once it has been reset.

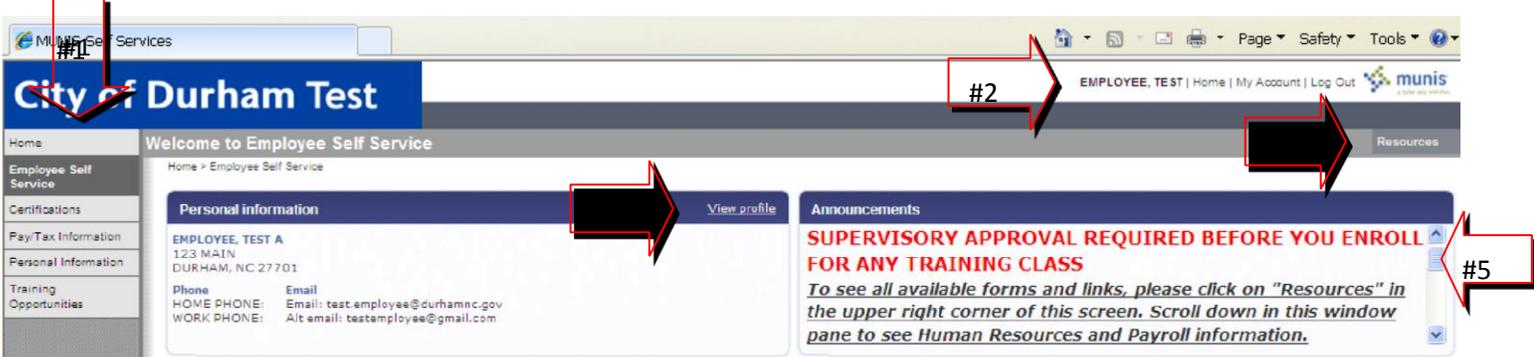
# EMPLOYEE SELF SERVICE PROCEDURES

The screenshot shows the 'City of Durham Test' login page. On the left is a navigation menu with 'Home', 'Citizen Self Service', and 'Vendor Self Service'. The main content area is titled 'Login' and shows a breadcrumb 'Home > Login'. A yellow warning icon with an exclamation mark is followed by the text 'Please log in to access this service.' Below this, a bold instruction reads 'Before proceeding, please change your password.' The form contains five input fields: 'User ID' with the value 'TEMPLOYEE381', 'Current Password' with four dots, 'New Password' with six dots, 'Confirm New Password' with six dots, and 'New Password Hint' with the text 'Mother's Maiden Name'. A blue 'Update' button is positioned below the hint field.

Once you click “Update”, you will receive a confirmation that the password was successfully changed.

The screenshot shows the 'City of Durham Test' login page after a successful password change. The navigation menu and breadcrumb are the same. A green checkmark icon is followed by the text 'Password was successfully changed.' A blue 'Continue' button is located below the confirmation message.

Once you have successfully logged in, you will see the Home page. Double click on “Employee Self Service” link and the “Welcome to Employee Self Service” program opens.



The below screenshot has various areas numbered. Each numbered section is explained in detail following the

# EMPLOYEE SELF SERVICE PROCEDURES

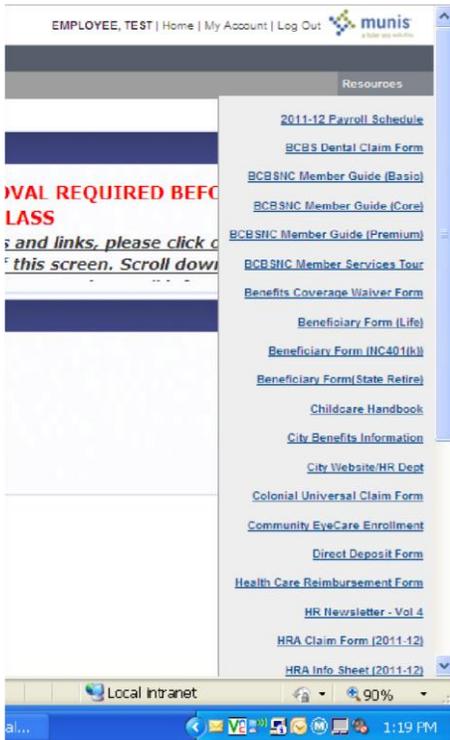


- 1) The menu on the left hand side of the screen shows all options available. The areas can be accessed through these links or from the various panes on the coverage page of Employee Self Service.



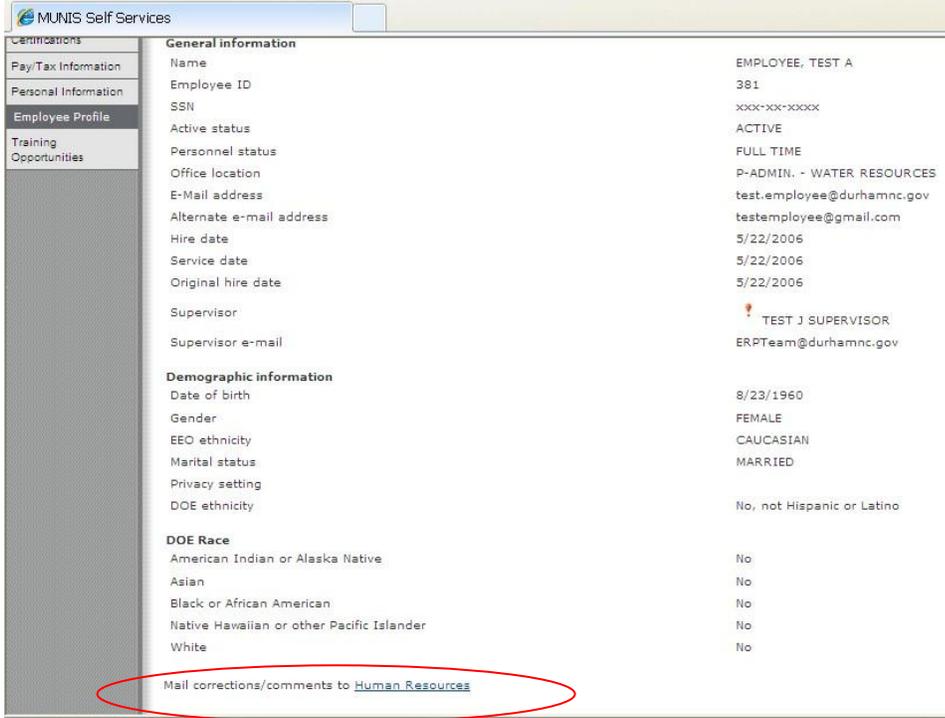
- 2) This ribbon shows your name|Home|My Account|Log Out –  
If you wish to change your password, check on My Account and change your password
- 3) Resources – Click on this and a list of HR and Payroll forms and links to various sites will appear. One such link is the “Retirement Portal” that provides an abundance of information for an employee thinking of retiring.

# EMPLOYEE SELF SERVICE PROCEDURES



**PLEASE NOTE:**  
Additional resources can be viewed by using the scroll bar.

- 4) Personal Information – this window shows your name, address, email address(es) and phone number(s). If you click on “View Profile”, your MUNIS profile will appear. Disregard the information under DOE Race as this is not applicable for the City. If there is an error, click on the words Human Resources to access the link in the sentence “Mail corrections/comments to [Human Resources](#)” and an email will open.



Click on the link “Return to Personal Information” .

telephone number and emergency contacts. To edit your address or alternate email, click on [change](#).

**City of Durham Test** | EMPLOYEE, TEST | Home | My Account | Log Out |

Home > Employee Self Service > Personal Information

**Address / E-mail [change](#)**

**Home Address** 123 MAIN, DURHAM, NC 27701

**Email** test.employee@durhamnc.gov

**Alternate E-mail** testemployee@gmail.com

**Telephone** [Add Telephone Number](#)

Description	Number	Unlisted	
HOME PHONE		No	<a href="#">Change</a>
WORK PHONE		No	<a href="#">Change</a>   <a href="#">Delete</a>

**Dependents**  
No Dependent information to display.

**Emergency Contacts** [Add Emergency Contact](#)

Name	Relationship	Telephone	Comments	
SPOUSE EMPLOYEE	SPOUSE	999-555-5555		<a href="#">Change</a>   <a href="#">Delete</a>
TEST DAUGHTER	CHILD	919-555-5555		<a href="#">Change</a>   <a href="#">Delete</a>

A window will open for the edits to occur. Make the appropriate edits and click on “Update”. The changes populate into MUNIS LIVE so verify all changes are correct before clicking “Update”. HR will receive a notification that changes have been made.

# EMPLOYEE SELF SERVICE PROCEDURES

MUNIS Self Services

Zip

**Mail Address 2**

Address line 1

Address line 2

City

State

Zip

**Mail Address 3**

Address line 1

Address line 2

City

State

Zip

**E-Mail**

E-Mail Address

Alternate E-Mail Address

Once the update is complete, a message will be received that the information has been successfully updated.

Home | **Personal Information**

Home > Employee Self Service > Personal Information

Your information has been successfully updated.

[Address / E-mail change](#)

- 5) Scroll down to read instructions regarding Human Resources and Payroll instructions for handling the
- 6) This frame displays check information. The “Last Paycheck”, “Year to date” and “check amount” is redacted on the home page. To display this information, check on “Show paycheck amounts” and the amounts are no longer grayed out. Click on “View details” if you wish to see details of checks. This window shows Paycheck simulator, view last year’s W2 and View your W4 in this window. The same fields can be accessed through the tool ribbon on the left hand side of the screen.

Paychecks

Show paycheck amounts

Previous paychecks			
7/15/2011	7/2/2011 - 7/15/2011	<input type="checkbox"/>	<a href="#">View details</a>
7/15/2011	7/15/2011 - 7/15/2011	<input type="checkbox"/>	<a href="#">View details</a>
7/15/2011	7/15/2011 - 7/15/2011	<input type="checkbox"/>	<a href="#">View details</a>
7/1/2011	6/18/2011 - 7/1/2011	<input type="checkbox"/>	<a href="#">View details</a>
6/17/2011	6/4/2011 - 6/17/2011	<input type="checkbox"/>	<a href="#">View details</a>

**Tools**

- [Paycheck simulator](#)
- [View last year's W2](#)
- [View your W4](#)

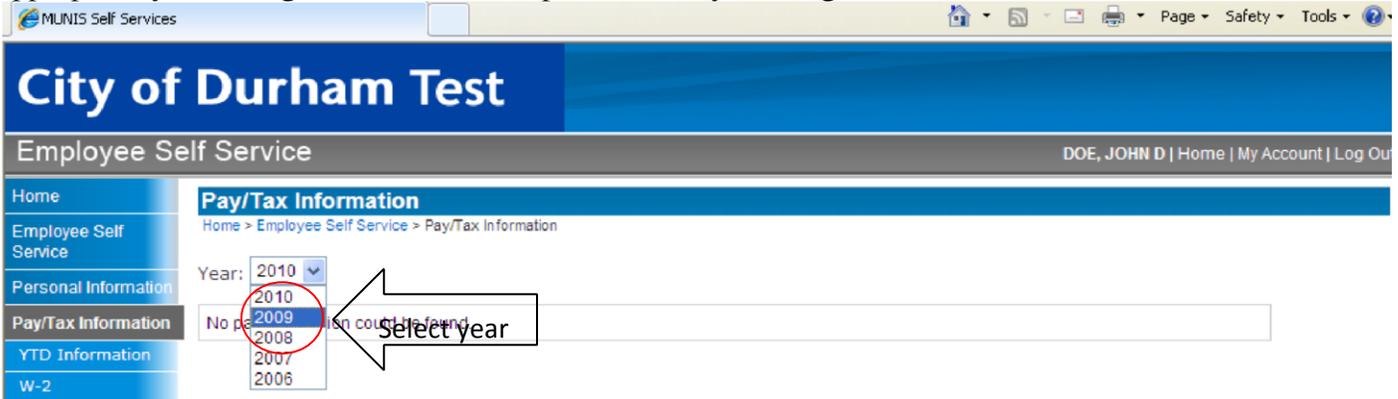
**Last Paycheck: 7/15/2011**

**Year to date**

forms under Resources.

# EMPLOYEE SELF SERVICE PROCEDURES

The next feature is the Pay/Tax Information. Pay/Tax information can be accessed for 5 years. Select the appropriate year through the use of the drop-down list by clicking on the arrow.



All check information will display for the selected year (see below screenshot). To view the details of a specific check, click on “View Details” link on the right hand side of the check.

The screenshot shows the 'City of Durham Test' Employee Self Service interface with the 'Pay/Tax Information' section. The 'Year:' dropdown menu is set to 2008. Below the dropdown is a table of paychecks for 2008. The table has columns for 'Check Date', 'Pay Period', 'Status', 'Gross Pay', and 'Net Pay'. Each row includes a 'View Details' link on the right side.

Check Date	Pay Period	Status	Gross Pay	Net Pay	
12/5/2008	11/22/2008 - 12/5/2008		\$258.57	\$10.66	<a href="#">View Details</a>
11/7/2008	10/25/2008 - 11/7/2008	Cleared	\$143.32	\$132.35	<a href="#">View Details</a>
10/24/2008	10/11/2008 - 10/24/2008		\$859.90	\$272.19	<a href="#">View Details</a>
10/10/2008	9/27/2008 - 10/10/2008		\$680.76	\$119.91	<a href="#">View Details</a>
9/26/2008	9/13/2008 - 9/26/2008		\$823.70	\$222.98	<a href="#">View Details</a>
9/12/2008	8/30/2008 - 9/12/2008		\$890.48	\$276.81	<a href="#">View Details</a>
8/29/2008	8/16/2008 - 8/29/2008		\$645.60	\$187.41	<a href="#">View Details</a>
8/15/2008	8/2/2008 - 8/15/2008		\$784.73	\$353.34	<a href="#">View Details</a>
8/1/2008	7/19/2008 - 8/1/2008		\$890.49	\$360.93	<a href="#">View Details</a>
7/18/2008	7/5/2008 - 7/18/2008		\$890.48	\$364.84	<a href="#">View Details</a>
7/3/2008	6/21/2008 - 7/4/2008		\$890.47	\$364.83	<a href="#">View Details</a>
6/30/2008	4/1/2008 - 9/30/2008		(\$180.00)	\$0.00	<a href="#">View Details</a>
6/20/2008	6/7/2008 - 6/20/2008		\$890.48	\$364.84	<a href="#">View Details</a>
6/6/2008	5/24/2008 - 6/6/2008		\$890.48	\$364.84	<a href="#">View Details</a>
5/23/2008	5/10/2008 - 5/23/2008		\$801.43	\$291.56	<a href="#">View Details</a>
5/9/2008	4/26/2008 - 5/9/2008		\$890.48	\$354.23	<a href="#">View Details</a>

Year-to-Date Information summary is available for the same years the detail is available. Select the year through the drop-down listing by clicking on the arrow.

# EMPLOYEE SELF SERVICE PROCEDURES

Employee Self Service | DOE, JOHN D | Home | My Account | Log Out

Home | Employee Self Service | Pay/Tax Information | YTD Information

Year: 2008

**Overview**

Gross YTD Earnings	\$18,712.66
--------------------	-------------

**Earnings**

REG NON EX	\$16,070.61
VACATION	\$544.17
SICK	\$1,656.30
COMP LEAVE	\$111.31
FAM SICK	\$61.22
FLT HOL	\$89.05
COLON NONC	\$180.00

**Deductions**

FICA	\$1,040.45
MEDICARE	\$243.34
BC/BS INS	\$1,615.49
FLEX MEDICAL	\$100.00
EYE CARE ELY	\$24.75

W2 summary information is available starting in 2007. This summary information is NOT a legal W2 replacement for filing taxes. Contact Payroll if an IRS replacement W2 is needed.

# EMPLOYEE SELF SERVICE PROCEDURES

The screenshot shows the 'W-2 Information' page in the MUNIS Self Services portal. The page includes a navigation menu on the left with options like Home, Employee Self Service, Personal Information, Pay/Tax Information, YTD Information, W-2, W-4, Paycheck Simulator, Time Off, and Training Opportunities. The main content area displays the employee's name 'JOHN DOE', the year '2008', and their address '123 MAIN ST, DURHAM, NC 27701'. There are checkboxes for 'RETIREMENT', 'DEF COMP', '3RD PARTY SICK', 'STATUTORY EMPLOYEE', and 'DECEASED'. A 'Wages and Tax' table is also present, showing gross wages and various tax withholdings.

	GROSS	TAX
FIT	\$15,473.42	\$524.02
FICA	\$16,781.29	\$1,040.45
MEDICARE	\$16,781.29	\$243.34
SIT NC (1 Exemptions)	\$15,473.42	\$636.79
LIT	\$0.00	\$0.00
DEP CARE	\$0.00	
EIC		\$0.00

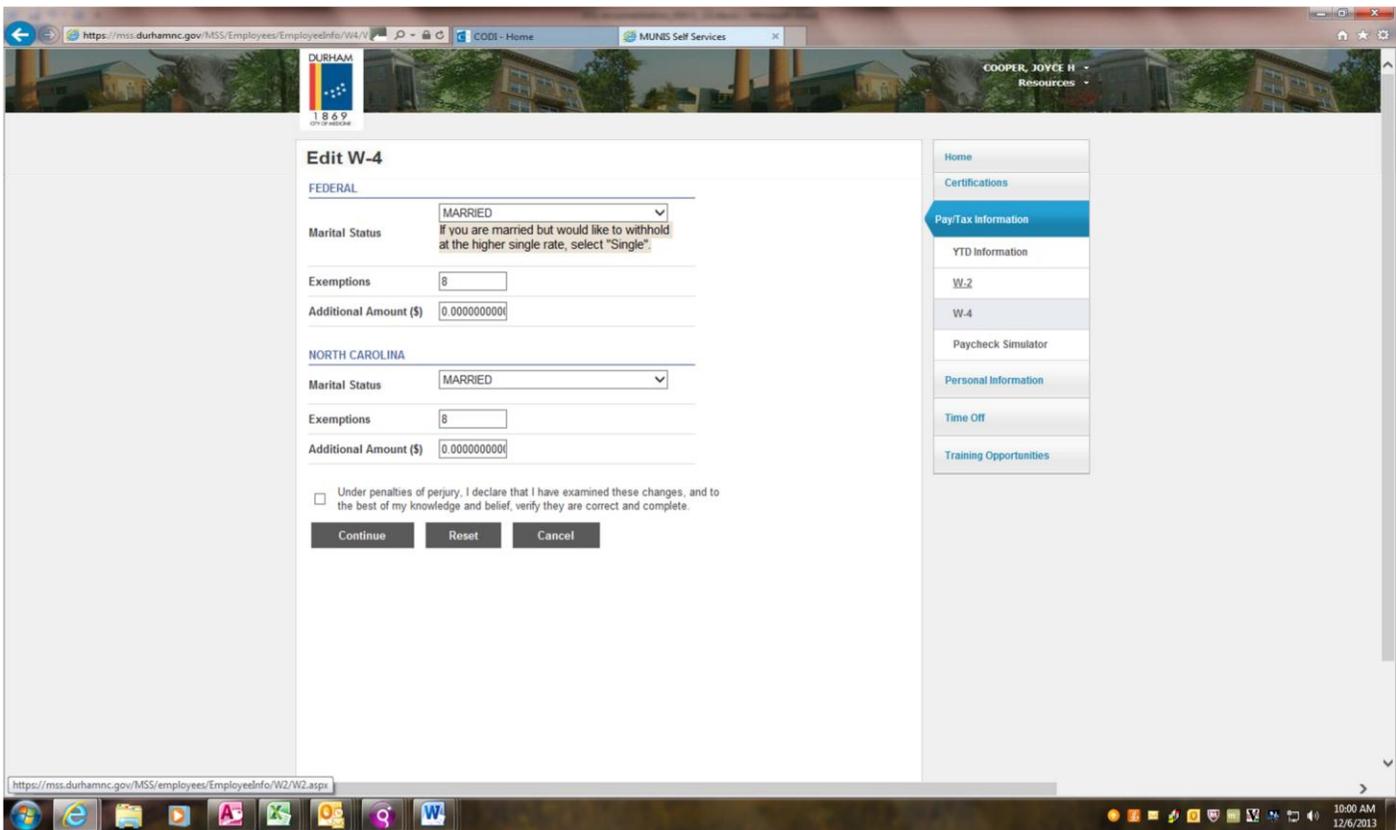
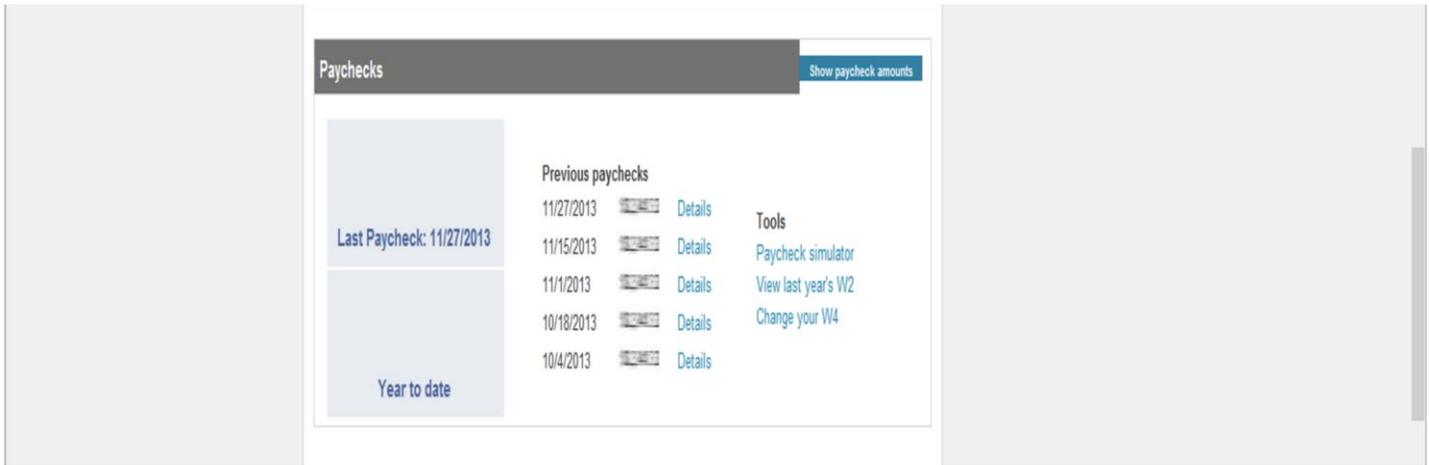
## Updating W4 and NC 4

Forms are located under Resources (top right corner of the screen). **Print and complete this form and send to Timekeeper.**

Scroll down to the Paychecks area.

Select change your W-4 to display current W-4 (Federal) and NC-4 (State) Withholdings to update.

# EMPLOYEE SELF SERVICE PROCEDURES



Update your Marital Status and/or Exemptions. Select the box to check the Under Perjury clause... Select Continue.

# EMPLOYEE SELF SERVICE PROCEDURES

FEDERAL

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

Exemptions:

Additional Amount (\$):

NORTH CAROLINA

Marital Status:

Exemptions:

Additional Amount (\$):

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.

Certifications

**Pay/Tax Information**

YTD Information

W-2

W-4

Paycheck Simulator

Personal Information

Time Off

Training Opportunities

Select Submit

Browser address bar: <https://mss.durhamnc.gov/MSS/Employee/EmployeeInfo/W4/V>

Page Title: Edit W-4

DURHAM CITY OF MEDICINE 1869

COOPER, JOYCE H Resources

FEDERAL

Marital Status: MARRIED

Exemptions: 2

Additional Amount: 0.000000000

NORTH CAROLINA

Marital Status: MARRIED

Exemptions: 2

Additional Amount: 0.000000000

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.

Home

Employee Self Service

Certifications

**Pay/Tax Information**

YTD Information

W-2

W-4

Paycheck Simulator

Personal Information

Time Off

Training Opportunities

# EMPLOYEE SELF SERVICE PROCEDURES

**Edit W-4**

✔ Your W-4 changes were submitted for approval. You should receive a confirmation email shortly. You may wish to print this page for your records. [Return to W-4](#)

FEDERAL	
Marital Status	MARRIED
Exemptions	2
Additional Amount	0.000000000

NORTH CAROLINA	
Marital Status	MARRIED
Exemptions	2
Additional Amount	0.000000000

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.

- Home
- Employee Self Service
- Certifications
- Pay/Tax Information**
- YTD Information
- W-2
- W-4
- Paycheck Simulator
- Personal Information
- Time Off
- Training Opportunities

You will receive a confirmation email.

**Cc:**  
**Subject: Pending W-4 Request**

**Your W-4 Change Request has been submitted successfully.**  
**You will receive another email once the request has been approved.**

**This is a system generated message, do not respond to this email.**

# EMPLOYEE SELF SERVICE PROCEDURES

## Paycheck Simulator

The Paycheck Simulator does not change anything within MUNIS LIVE. This is a tool to be used to find how the tax liability changes if you change marital status, exemptions or amounts of deductions. Various change scenarios can be entered and submitted.

NOTE: The deduction cycle has 1 – 5 as a selection. If you want to see how your first paycheck of the month will change based on changes in deductions that are taken in the first paycheck only, select cycle 1. Cycle 2 is the last paycheck of the month. In months that we have 3 checks, the middle check is cycle 3. Cycles 4 and 5 are not used.

Service

Certifications

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

Personal Information

Time Sheet

Training Opportunities

Deduction cycle: 1 Switching deduction cycles will reset the entire page.

Pay Details

Job	Job Description	Pay	Pay Description	Hours	Rate	Percentage	Amount
545	ENTERPRISE SYSTEMS COORD	100	REGULAR WAGES EXEMPT	75.00	32.1588	0.00	2411.91
545	ENTERPRISE SYSTEMS COORD	920	CELL PHONE ALLOWANCE	75.00	0.4000	0.00	30.00
545	ENTERPRISE SYSTEMS COORD	950	EXCESS LIFE OVER 50K	0.00	0.0000	0.00	4.73

Marital Exemptions

Federal Tax MARRIED 1

State Tax MARRIED 1

Local Tax 0

Deduction Details

Description	Amount
PARKING PRE-TAX	45.00
FLEX MEDICAL EST COST	57.89
COLONIAL PRE-TAX	31.85
401K EMPLOYEE CONTRIBUTION	150.00
LOCAL GOVT EMPLOY RETIREMENT	144.71
DEPENDANT LIFE IN	1.98
SEVEN STARS	1.00

Calculate Reset

To see the take home pay in the first check of the month , change the amount for 401K Employee Contribution from \$150 to \$500 and hit “Calculate”.

# EMPLOYEE SELF SERVICE PROCEDURES

Description	Amount
PARKING PRE-TAX	45.00
FLEX MEDICAL EST COST	57.89
COLONIAL PRE-TAX	31.85
401K EMPLOYEE CONTRIBUTION	500.00
LOCAL GOVT EMPLY RETIREMENT	144.71
DEPENDANT LIFE IN	1.98
SEVEN STARS	1.00

Buttons: Calculate, Reset

Once the calculation occurs, the current and simulated amounts will show. Note: The 401K contribution was increased by \$350; however, the net amount of the check only reduced by \$271.65. The 401K is a pre-tax deduction and therefore the calculated amount shows the tax savings on the increased amount. The federal tax and state tax liability difference is displayed. How the Net Pay is impacted also displays.

To try different scenarios, click on “Return” and continue the various changes. This will not change anything in the payroll system. This is a tool only to allow you to try various changes in the deductions. If you wish to actually change your deductions, contact HR.

	Current	Simulation
Gross Pay	2446.64	2446.64
Federal Tax	196.90	144.40
State Tax	120.83	94.98
Local Tax	0.00	0.00
FICA	95.40	95.40
Medicare	32.94	32.94
Other Deductions	472.86	822.86
Net Pay	1522.98	1251.33

Return button

- 7) Time off pane on Employee Self Service page is a graphic summary of available and taken leave time. Click on the Time Off selection in the Menu located on the left to obtain the detail time off screen. When Time Off is selected, a summary of available accrual time will be displayed. To find what dates are included in this available balance, click on the summary link to the right of the accrual.

NOTE: Please keep in mind that used keyed leave does not post until pay day Friday night. Click on “Summary” to verify time has posted.

MUNIS Self Services

Home > Employee Self Service > Time Off

	Maximum Allowed	Earned	Projected Earned* through 11/11/2011	Taken	To Be Taken	Currently Available	Projected Available* through 11/11/2011	
VACATION (H)	240.00	364.30	364.30	40.00	0.00	324.30	324.30	<a href="#">Summary</a>
SICK LEAVE (H)	99999.00	917.97	917.97	40.00	0.00	877.97	877.97	<a href="#">Summary</a>
COMP-CITY (H)	240.00	2.00	2.00	2.00	0.00	0.00	0.00	<a href="#">Summary</a>
FLSA-COMP (H)	240.00	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">Summary</a>
FLT HOLIDAY (H)	8.00	8.00	8.00	0.00	0.00	8.00	8.00	<a href="#">Summary</a>
PARENT LEA (H)	4.00	4.00	4.00	0.00	0.00	4.00	4.00	<a href="#">Summary</a>
FMLA (H)	480.00	480.00	480.00	480.00	0.00	0.00	0.00	<a href="#">Summary</a>
FUNERAL (H)	40.00	40.00	40.00	0.00	0.00	40.00	40.00	<a href="#">Summary</a>
PD TEMP DI (H)	240.00	240.00	240.00	240.00	0.00	0.00	0.00	<a href="#">Summary</a>
VOL SCHOOL (H)	48.00	48.00	48.00	0.00	0.00	48.00	48.00	<a href="#">Summary</a>
LWOP (H)	99999.00	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">Summary</a>
CIVIL LEAV (H)	99999.00	0.00	0.00	0.00	0.00	0.00	0.00	<a href="#">Summary</a>

H=Hours; D=Days  
\*This is an estimate. Please note that your actual earnings may differ.

- 8) Certifications option appears in the menu on the left hand side of the screen. Click on this to open any certification information MUNIS has recorded for you.
- 9) The Training Opportunities link will open the Training classes available. **Before enrolling in a class, be sure to obtain your supervisor's approval.**

Home > Employee Self Service > Training Opportunities

### Training Opportunities

Available Trainings [View My Training](#)

Code	Description	Dates	Days	Time	Length	
	ADAPTIVE SPORTS TRAINING, DPR INCLUSION TRAINING	4/15/2010 - 4/15/2010		6:30 PM	06:30 - 08:30PM	<a href="#">Details / Enroll</a>
	ADAPTIVE SPORTS TRAINING, DPR INCLUSION TRAINING	4/15/2010 - 4/15/2010		10:00 AM	10:00 - 12:00PM	<a href="#">Details / Enroll</a>
	ADVANCED MICROSOFT ACCESS DATABASE	4/28/2010 - 4/28/2010		1:00 PM	01:00 - 04:00PM	<a href="#">Details / Enroll</a>
	BLACKBERRY USER TRAINING CLASS	4/19/2010 - 4/19/2010		1:00 PM	01:00 - 04:00PM	<a href="#">Details / Enroll</a>
	BLACKBERRY USER TRAINING CLASS	5/3/2010 - 5/3/2010		9:00 AM	09:00 - 12:00PM	<a href="#">Details / Enroll</a>
	BLACKBERRY USER TRAINING CLASS	3/11/2010 - 3/11/2010		1:00 PM	01:00 - 04:00PM	<a href="#">Details / Enroll</a>
	BLACKBERRY USER TRAINING CLASS	3/9/2010 - 3/9/2010		1:00 PM	01:00 - 04:00PM	<a href="#">Details / Enroll</a>
	BLACKBERRY USER TRAINING CLASS	4/13/2010 - 4/13/2010		1:00 PM	01:00 - 04:00PM	<a href="#">Details / Enroll</a>

**Resources**

- 2010 HR/Payroll Schedule
- BCBSNC Member Guide (\$300)
- BCBSNC Member Guide (\$600)
- BCBSNC Member Guide (\$1000)
- BCBSNC Member Guide DentalBlue
- Benefits Change Form 09/10
- Benefits Coverage Waiver Form
- Beneficiary Form (Life)
- Beneficiary Form (NC401(k))
- Beneficiary Form (State Retire)
- City Benefits

The window opens in date order but can be sorted in alphabetic order by clicking on "Description" in the title bar. To enroll in a class, click on "Details/Enroll" and the class information opens.

# EMPLOYEE SELF SERVICE PROCEDURES

The screenshot displays the 'Employee Self Service' interface. At the top, the user is identified as 'BAKER, JOYCE Z' with links for 'Home', 'My Account', and 'Log Out'. The main content area is titled 'Training Details' and shows the following information:

Description	BLACKBERRY USER TRAINING CLASS
Dates	4/19/2010 to 4/19/2010
Days	
Time	1:00 PM
Length	01:00 - 04:00PM
Instructor	VARIOUS CITY STAFF MEMBERS
Location	TS CONFERENCE ROOM 101 CITY HALL PLAZA CITY HALL DURHAM, NC 27701 Room 4103 Phone
Accredited Hours	0.00
Additional Information	<a href="#">Enroll Now</a> enrollment deadline: 4/17/2010

A red circle highlights the 'Enroll Now' button. To the right of the main content is a 'Resources' sidebar with various links such as '2010 HR/Payroll Schedule', 'BCBSNC Member Guide (\$300)', and 'Benefits Change Form 09/10'. The browser's address bar shows 'Internet' and the page is zoomed to 100%.

Click on “Enroll Now” to enroll in the class. If “Enroll Now” selection is not available, a message appears that the enrollment deadline has passed.

The system will show “You have successfully enrolled”. If you have Outlook on your computer, you may add a reminder to your Outlook calendar. If the class is full, you will receive a message that you have been placed on a wait list. If someone in the class cancels, employees will be enrolled in the class from the wait list in the order they were waitlisted.

# EMPLOYEE SELF SERVICE PROCEDURES

MUNIS Self Services - Windows Internet Explorer

https://www.durhamnc.gov/MSS/employees/Training/Confirmation.aspx

McAfee SiteAdvisor

Google Search

MUNIS Self Services

Employee Self Service

Personal Information

Pay/Tax Information

Time Off

Training Opportunities

My Training

**✓ You have successfully enrolled in this training**

You may want to print this page for your records.

Description	BLACKBERRY USER TRAINING CLASS
Dates	4/19/2010 to 4/19/2010
Days	
Time	1:00 PM
Length	01:00 - 04:00PM
Instructor	VARIOUS CITY STAFF MEMBERS
Location	TS CONFERENCE ROOM 101 CITY HALL PLAZA CITY HALL DURHAM, NC 27701 Room 4103 Phone
Accredited Hours	0.00
Additional Information	

**You can now**

- [Add this scheduled item to my calendar](#)
- [View your trainings](#)
- [View other available trainings](#)

2010 HR Payroll Schedule

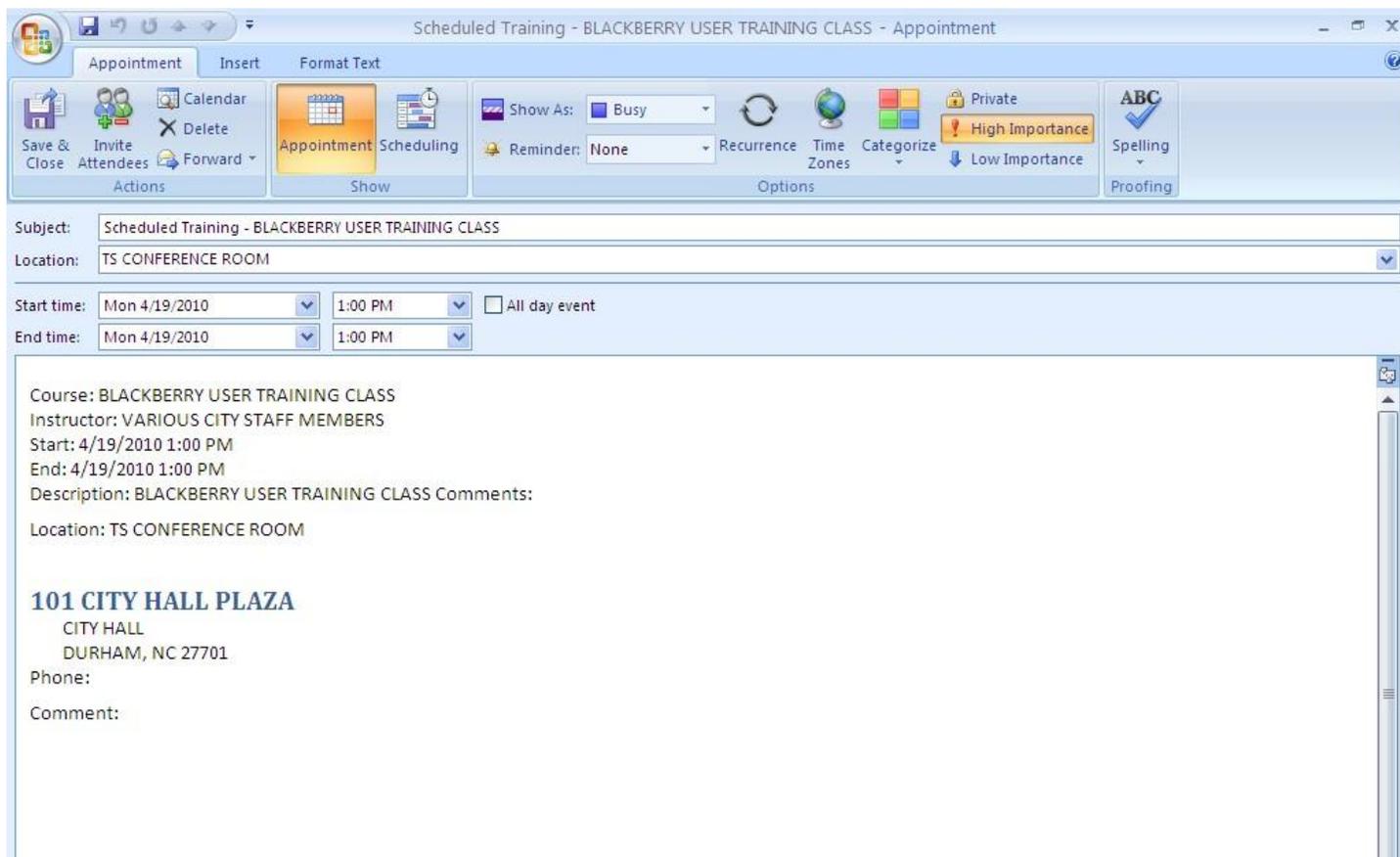
- BCBSNC Member Guide (\$300)
- BCBSNC Member Guide (\$600)
- BCBSNC Member Guide (\$1000)
- BCBSNC Member Guide DentalBlue
- Benefits Change Form 09/10
- Benefits Coverage Waiver Form
- Beneficiary Form (Life)
- Beneficiary Form (NC401(k))
- Beneficiary Form (State Retire)
- City Benefits Information
- City Website/HR Dept
- Community EyeCare Enrollment
- Direct Deposit Form
- Health Care Reimbursement Form

When “Add this scheduled item to my calendar” is clicked, the below screen pops up. Click on “Open” to open your Outlook calendar.

# EMPLOYEE SELF SERVICE PROCEDURES



An appointment opens with the appropriate class information. Click on “Save & Close” and this will be saved on your calendar.



# EMPLOYEE SELF SERVICE PROCEDURES

Click on “My Training” and this now shows on my training schedule as scheduled.

**My Training**  
Home > Employee Self Service > Training Opportunities > My Training

**Scheduled** [Return to Training Opportunities](#) | [Hide Training History](#)

Code	Description	Dates	Days	Time	Length	
	BLACKBERRY USER TRAINING CLASS	4/19/2010 - 4/19/2010		1:00 PM	01:00 - 04:00PM	<a href="#">Details</a>   <a href="#">Cancel</a>

**Training History**

Code	Description	Completed	Score	Hours	
	REVIEW THE FOUNDATIONS OF EFFECTIVE SUPERVISION	1/31/2006		0.00	<a href="#">Details</a>
	REVIEW THE FOUNDATIONS OF EFFECTIVE SUPERVISION	9/11/2006		0.00	<a href="#">Details</a>

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When you return to the Training Opportunities screen, the scheduled class now shows “Details\*”.

**Training Opportunities**  
Home > Employee Self Service > Training Opportunities

**Available Trainings** [View My Training](#)

Code	Description	Dates	Days	Time	Length	
	ADAPTIVE SPORTS TRAINING, DPR INCLUSION TRAINING	4/15/2010 - 4/15/2010		6:30 PM	06:30 - 08:30PM	<a href="#">Details / Enroll</a>
	ADAPTIVE SPORTS TRAINING, DPR INCLUSION TRAINING	4/15/2010 - 4/15/2010		10:00 AM	10:00 - 12:00PM	<a href="#">Details / Enroll</a>
	ADVANCED MICROSOFT ACCESS DATABASE	4/28/2010 - 4/28/2010		1:00 PM	01:00 - 04:00PM	<a href="#">Details / Enroll</a>
	BLACKBERRY USER TRAINING CLASS	4/19/2010 - 4/19/2010		1:00 PM	01:00 - 04:00PM	<a href="#">Details*</a>
	BLACKBERRY USER TRAINING CLASS	5/3/2010 - 5/3/2010		9:00 AM	09:00 - 12:00PM	<a href="#">Details / Enroll</a>

When “Details” is clicked, the following screen appears. This shows I’m already enrolled.

Training can be cancelled by clicking on the “Cancel Enrollment” or through the “Cancel” link to the right of the class (see the following two screenshots).

# EMPLOYEE SELF SERVICE PROCEDURES

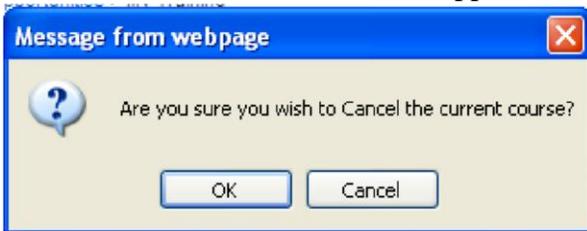
The screenshot shows the 'MUNIS Self Services' web application. A yellow warning message at the top states: 'You are already enrolled in this training'. Below this, the details for a 'BLACKBERRY USER TRAINING CLASS' are displayed, including dates (4/19/2010 to 4/19/2010), time (1:00 PM), length (01:00 - 04:00PM), instructor (VARIOUS CITY STAFF MEMBERS), and location (TS CONFERENCE ROOM, 101 CITY HALL PLAZA, CITY HALL, DURHAM, NC 27701, Room 4103, Phone). At the bottom of the details, the 'Cancel Enrollment' button is circled in red. Below the details, there is a 'My Training' section with a 'Scheduled' table and a 'Training History' table. The 'Scheduled' table has a 'Cancel' link circled in red. The 'Training History' table shows two completed courses: 'REVIEW THE FOUNDATIONS OF EFFECTIVE SUPERVISION' with a score of 0.00 and hours of 0.00.

Code	Description	Dates	Days	Time	Length	Details	Cancel
	BLACKBERRY USER TRAINING CLASS	4/19/2010 - 4/19/2010		1:00 PM	01:00 - 04:00PM	<a href="#">Details</a>	<a href="#">Cancel</a>

Code	Description	Completed	Score	Hours	Details
	REVIEW THE FOUNDATIONS OF EFFECTIVE SUPERVISION	1/31/2006	0.00	0.00	<a href="#">Details</a>
	REVIEW THE FOUNDATIONS OF EFFECTIVE SUPERVISION	9/11/2006	0.00	0.00	<a href="#">Details</a>

When either of the above “Cancel” selections are clicked, the below message will appear. If you meant to cancel this class, click “OK”. If you clicked cancel by mistake and didn’t want to cancel, click on “cancel” and the action to cancel the class will be stopped.



# EMPLOYEE SELF SERVICE PROCEDURES

When “OK” is clicked, the following message will appear:

The screenshot shows the City of Durham Employee Self Service interface. The user is logged in as BAKER, JOYCE Z. The page title is "My Training". A red circle highlights a green checkmark icon followed by the text "Your enrollment in training has been cancelled." The breadcrumb trail is "Home &gt; Employee Self Service &gt; Training Opportunities &gt; My Training". The "Scheduled" section shows "No Scheduled Training found for the selected employee." The "Resources" sidebar includes links for "2010 HR/Payroll Schedule", "BCBSNC Member Guide (\$300)", "BCBSNC Member Guide (\$600)", and "BCBSNC Member Guide (\$1000)".

Click on My Training and the class is no longer scheduled. If you placed the class on your Outlook calendar when you enrolled, cancelling the class in MUNIS will not remove the class from your calendar. Be sure to delete the appointment on your calendar.

The screenshot shows the "My Training" page with the "Scheduled" section circled in red, displaying "No Scheduled Training found for the selected employee." Below this is the "Training History" table:

Code	Description	Completed	Score	Hours	
	REVIEW THE FOUNDATIONS OF EFFECTIVE SUPERVISION	1/31/2006		0.00	<a href="#">Details</a>
	REVIEW THE FOUNDATIONS OF EFFECTIVE SUPERVISION	9/11/2006		0.00	<a href="#">Details</a>

The "Resources" sidebar is also visible on the right.

Once you are finished in employee self service, be sure to **Log Out**.

The screenshot shows the MUNIS Self Service interface. The user is logged in as DOE, JOHN D. The page title is "MUNIS Self Services". The breadcrumb trail is "Home &gt; Employee Self Service". The "Log Out" link in the top right corner is circled in red.

# EMPLOYEE SELF SERVICE PROCEDURES

**VERY IMPORTANT:** To protect your identity and confidential information, close the Internet Explorer browser/window by clicking on the red X in the upper right hand corner of the screen. Failure to close the internet may result in someone else being able to view your information.

