Employee Self Service Instructions

We have created an e-mail account for all questions related to ESS. Please send all inquiries or request for help to douglas.selfservice@douglas.k12.ga.us

Munis Self Service Login

To log in to Munis Self Service: go to https://dcss.munisselfservice.com

1. Click Log In on the toolbar.

2. Enter your username and password and click Log In.

   Your User Name will be your First Initial, Last Name, Last 4 digits of your SSN.
   
   EX: John Smith would be JSMITH1234

   The first time you login, your Password will be the last 4 digits of your SSN. You will be asked to create your own password at this time. Before proceeding you must change your password. New password must be at least four (4) characters long. You must also enter a new password hint. The system will give you the password hint as a reminder if you forget your password in the future.
3. Click on the **Employee Self Service** link on the left side of the page.

**ESS Main Page**

The main page of the ESS application displays personal information, organizational announcements, time-off and pay details.

![ESS Main Page Screenshot](image)

**Personal Information**

Click **Personal Information** to view your personal information.

You can click **change** to update your Home Address, Phone Number, Personal Email and Emergency Contact information. Updating this information in Employee Self Service automatically updates your electronic employee file.

Click **View Profile** to view all your General information.

You cannot update the General or Demographic Information. If there is an error, click **Human Resources** at the bottom of the page to send a change notice to your Human Resources department.

**Paychecks**

The Paychecks panel displays information for the most recent pay periods where you received pay. You can view the **Paycheck Simulator**, **Year-to-Date Information**, or **W-4 Information**.

The blurred image represents your year-to-date earnings. It displays initially as blurred for
security purposes. Click **Show Paycheck Amounts** to convert the image to the dollar amount; click **Hide Paycheck Amounts** to return to the blurred image.

![Show Paycheck Amounts](image)

**Camera Icon** – clicking on the camera icon will show a copy of your paystub. Note: this will only be effective from your April 30, 2014 paycheck and beyond. Prior month’s information is available in the detail format but not the check stub format.

**Pay/Tax Information**

Pay/Tax Information displays a list of payment history records for the year. The default year is the current year, but you can also view past years. Click **View Details** to view more information for a specific pay period.

![Pay/Tax Information](image)

When you click **View Details**, the program displays Check Detail, which contains the pay advice information for the check. Click on the **View Image** to open a copy of the paystub for that pay period.
W-2 Information

W-2 Information provides wage and deduction details for a selected year. From the main page, select the year to view from the Year list; the program displays the details.
**W-4 Information**

W-4 displays your current State and Federal W-4 details. If you edit your W-4 values select either single or married for federal and A, B, C, or D for state.
Paycheck Simulator

The Pay Check Simulator allows you to simulate adjustments to your pay, tax, or deductions in order to see how the changes would affect your total pay. The program does not permanently alter your pay records.

To use the simulator:

1. Enter the pay, tax, or deduction changes.

2. Click Calculate.
   The program displays the new adjusted amounts.

3. Click Reset to clear the amounts.
**Time Off Summary (on the Main Page)**

The Time Off panel displays your vacation, sick, and personal time off. For the initial display, the Time Off is the time currently available. Click **Taken** to refresh the panel to display time off taken for the current year.

![Time Off Panel](Image)

**Time Off (from the Side Menu)**

Employee Time Off displays the available time off and the taken time-off for categories applicable to you.

![Employee Time Off](Image)
Click the **calendar icon** next to the **Taken** value to display a calendar highlighting the days taken to-date for the current

The Calendar shows the information by month. To view details for a specific date, right-click the date.