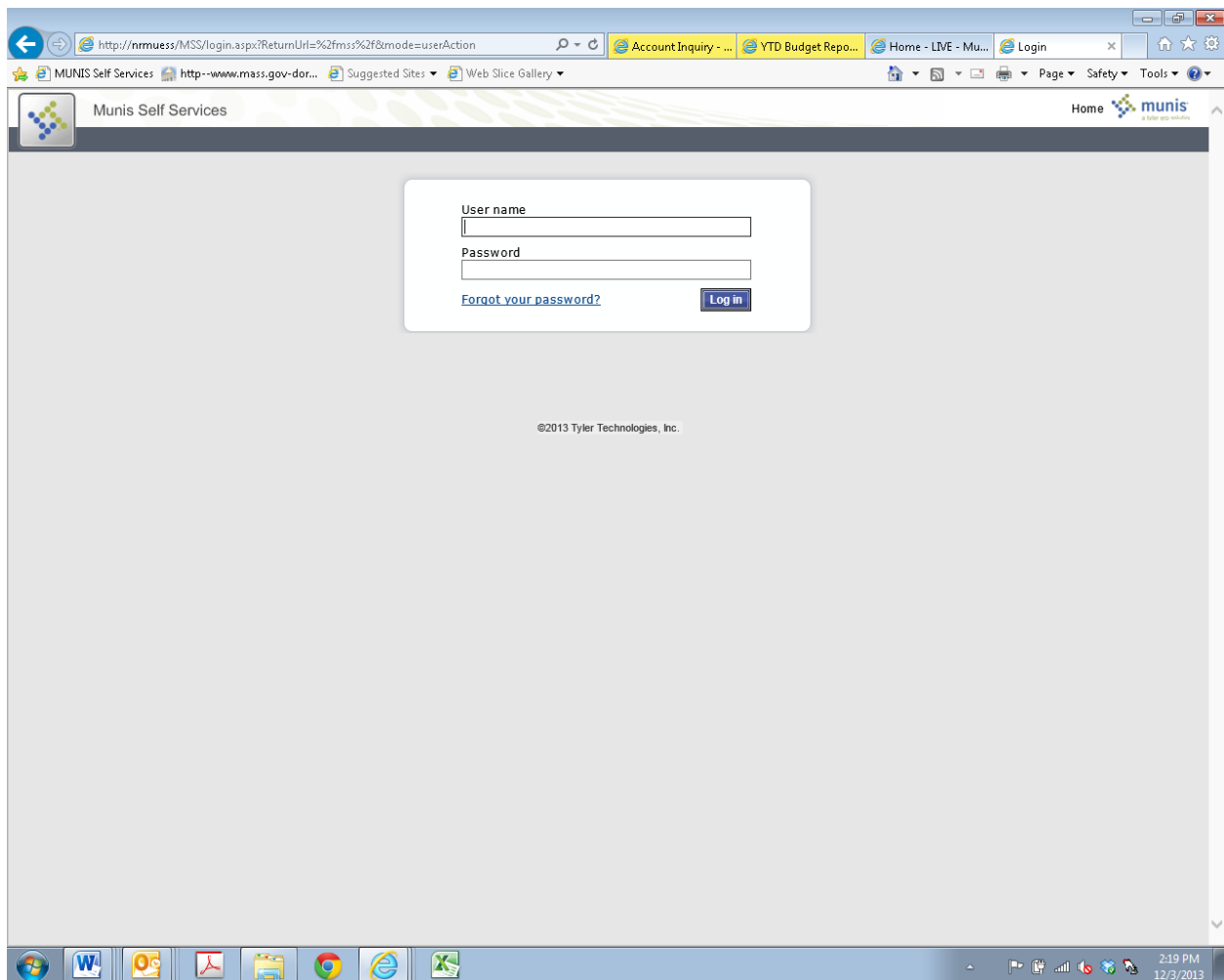


# Employee Self Service

Employee Self Service is a secure web portal that allows employees to access and update their own personal information through internet access. Employees can view payroll information such as paycheck history W2 information and W-4 election details.

To access employee self service go to the following link:

<http://ess.northreadingma.gov/mss/>

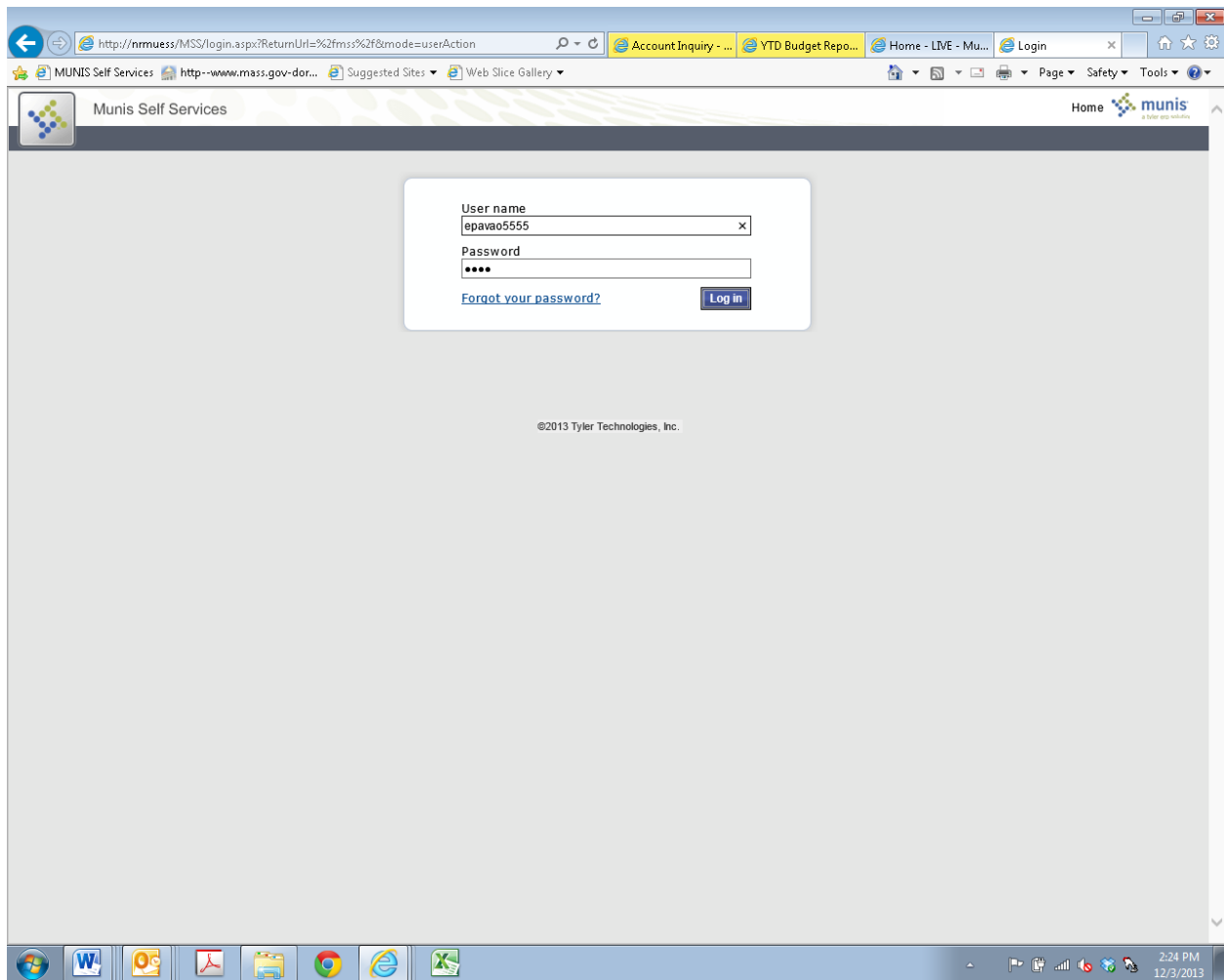
A screenshot of a web browser displaying the 'Munis Self Services' login page. The browser's address bar shows the URL 'http://nrmuess/MSS/login.aspx?ReturnUrl=%2fms%2f&mode=userAction'. The page has a header with the 'Munis Self Services' logo and a 'Home' link. The main content area features a login form with two input fields: 'User name' and 'Password'. Below the 'Password' field is a link that says 'Forgot your password?' and a blue 'Log in' button. At the bottom of the page, there is a copyright notice: '©2013 Tyler Technologies, Inc.'. The Windows taskbar is visible at the bottom of the screen, showing various application icons and the system clock indicating 2:19 PM on 12/3/2013.

User name is your first initial of your first name, your last name and last 4 digits of your social security number. Example: epava05555

**Example - [FirstInitial][LastName][SSN] = JSMITH1234**

Password is the last 4 digits of your social security number initially; you will be prompted to change after your first login.

Your new password needs to be at least 5 characters long with at least 1 number.



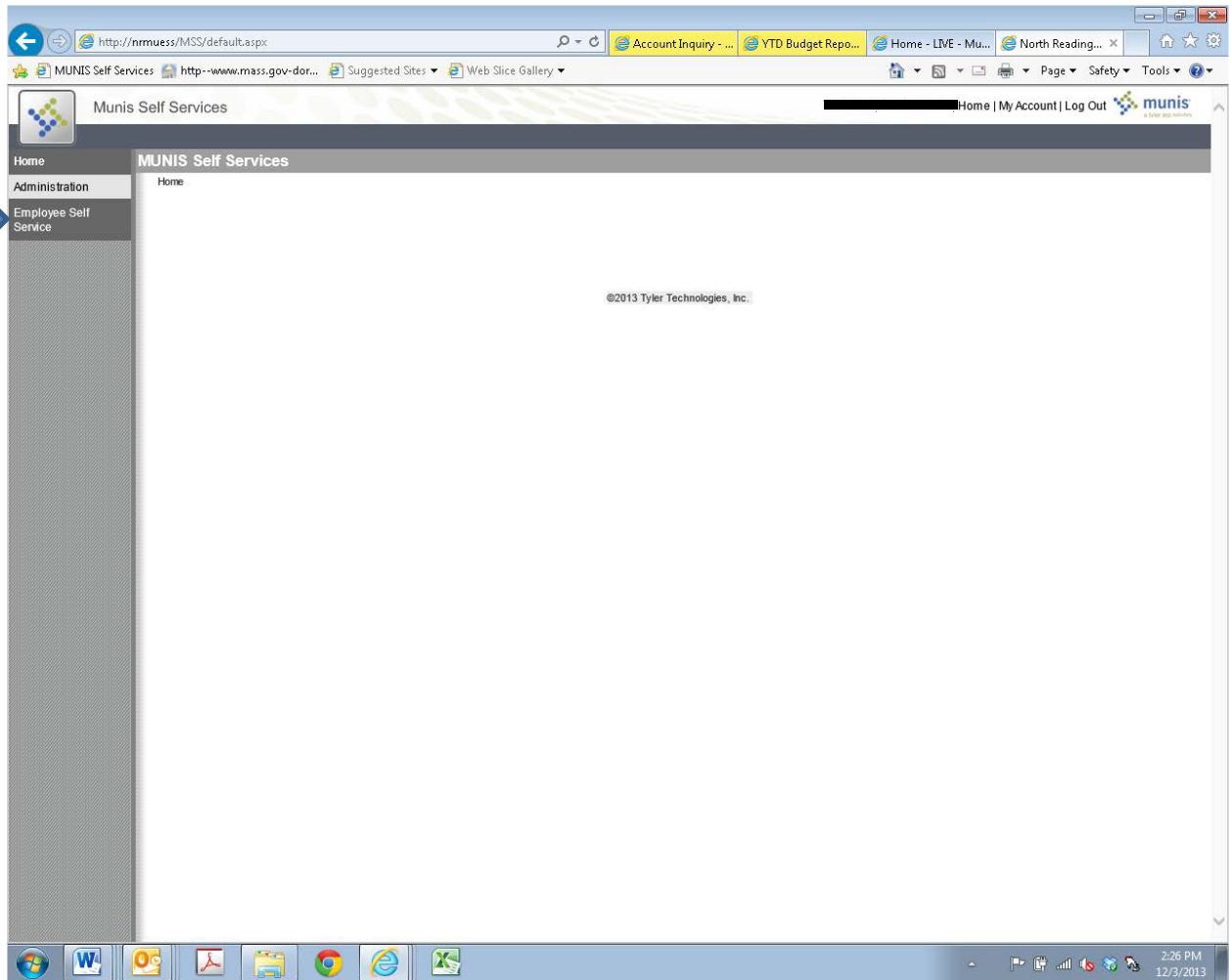
The screenshot shows a web browser window with the address bar displaying `http://nrmuess/MSS/login.aspx?ReturnUrl=%2fms%2f&mode=userAction`. The browser's address bar also shows several tabs: "Account Inquiry - ...", "YTD Budget Repo...", "Home - LIVE - Mu...", and "Login". The browser's address bar also shows "MUNIS Self Services" and "http://www.mass.gov-dor...". The browser's address bar also shows "Suggested Sites" and "Web Slice Gallery". The browser's address bar also shows "Page", "Safety", and "Tools". The browser's address bar also shows "Home" and "munis". The browser's address bar also shows "©2013 Tyler Technologies, Inc.". The browser's address bar also shows "2:24 PM 12/3/2013". The browser's address bar also shows "©2013 Tyler Technologies, Inc.". The browser's address bar also shows "2:24 PM 12/3/2013".

The page title is "Munis Self Services". The page features a login form with the following fields and elements:

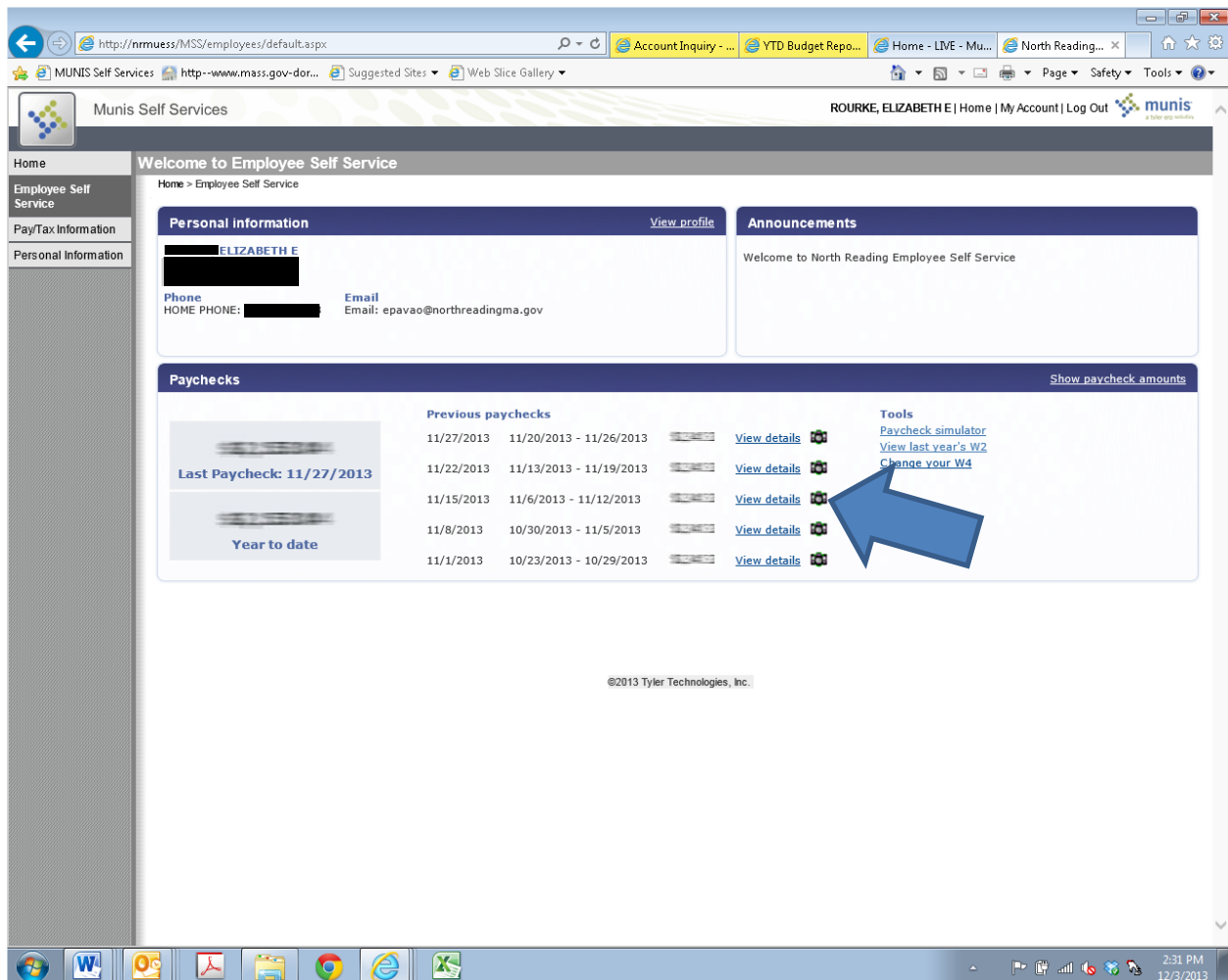
- User name:** A text input field containing the value "epava05555".
- Password:** A text input field containing four asterisks "\*\*\*\*".
- Forgot your password?:** A blue hyperlink.
- Log in:** A blue button.

At the bottom of the page, there is a copyright notice: "©2013 Tyler Technologies, Inc.".

Enter your user name and password and click log in.



Click on employee self-service to see a summary page with various details.



Click on view details to see Pay/Tax Information

The Pay/Tax Information option allows you to see details of your current Pay and Tax Information.

On the initial Pay/Tax Information screen, a listing of recent paychecks is available. The most recent check is listed on the top. You can select to see previous year's checks as well. The Check Date, Pay Period, Gross, and Net Pay are visible. By selecting View Details, you can see more detailed information for each check. This detailed information includes the hours, pay rate and total gross for each pay type along with the amount of each deduction on the check

Click on the camera icon to view a copy of your paycheck or direct deposit advice.

**Munis Self Services**

Home | My Account | Log Out

**Check Detail**

Home > Employee Self Service > Pay/Tax Information > Check Detail

[Return to pay/tax information](#)

**Overview**

Check Date	11/27/2013
Pay Period	11/20/2013 - 11/26/2013
Check Number	2079171
Check Status	Cleared
Gross Pay	\$1,742.09
Net Pay	\$1,036.39

**Pay Breakdown**

Pay Type	Hours	Rate	Amount
ANNL HRLY	35.00	\$46.48	\$1,626.71
FIN DIR ST	0.00	\$0.00	\$115.38
<b>Total</b>			<b>\$1,742.09</b>

**Deductions**

Deduction Type	Amount
MEDICARE	\$24.29
AXA EQUI T	\$50.00
HEALTH	\$47.70
AFLACFSA	\$15.38
AFLAC STD	\$22.37
13AFLACACC	\$3.74
13AFLACRIT	\$4.38
FEDERAL TA	\$272.42
STATE TAX	\$85.33
2% MIDD RE	\$23.30
9% MIDD RE	\$156.79
DIR DEP	\$1,036.39
<b>Total</b>	<b>\$705.70</b>

**ESS Side Menu Options:**

- Home
- Employee Self Service
- Pay/Tax Information
- YTD Information
- W-2
- W-4
- Paycheck Simulator
- Personal Information

You can also click on any of the ESS Side Menu Options. There are numerous options available from the menu on the left that give you access to a variety of tools. We will look at some of them below.

http://nmuess/MSS/employees/EmployeeInfo/pay/YTD.aspx Account Inquiry - Munis [TO... North Reading Employee S...

MUNIS Self Services http://www.mass.gov/dor... Suggested Sites Web Slice Gallery

Munis Self Services Home | My Account | Log Out

Home  
Employee Self Service  
Pay/Tax Information  
YTD Information  
W-2  
W-4  
Paycheck Simulator  
Personal Information

**Year-to-Date Information**  
Home > Employee Self Service > Pay/Tax Information > YTD Information  
Year: 2013

**Overview**

Gross YTD Earnings	\$84,435.65
--------------------	-------------

**Earnings**

ANNL HRLY	\$78,767.03
FIN DIR ST	\$5,653.62
RETRO RET	\$15.00

**Deductions**

MEDICARE	\$1,177.45
AXA EQUI TWN	\$950.00
HEALTH	\$2,301.16
LIFE5000	\$42.60
AFLACFSA	\$753.62
AFLAC STD	\$1,096.13
13AFLACACCDT	\$183.26
13AFLACRITLL	\$214.62
FEDERAL TAX	\$13,428.71
STATE TAX	\$4,103.57
2% MIDD RET	\$1,123.37
9% MIDD RET	\$7,599.28
DIR DEP	\$51,461.88

©2013 Tyler Technologies, Inc.

5:23 PM 12/3/2013

The YTD Information screen shows you your calendar Year-To-Date total Gross, along with the YTD gross amount for each type of pay, and the YTD deduction amount for each deduction.

http://nrmuess/MSS/employees/EmployeeInfo/W2/W2.aspx

MUNIS Self Services

Munis Self Services

Home | My Account | Log Out

Home

Employee Self Service

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

Personal Information

### W-2 Information

Home > Employee Self Service > Pay/Tax Information > W-2

Year: 2012 - 0  
2011 - 0

YEAR: 2012

RETIREMENT ☒

3RD PARTY SICK ☐

STATUTORY EMPLOYEE ☐

#### Wages and Tax

	GROSS	TAX
FIT	\$74,766.76	\$8,502.02
FICA	\$0.00	\$0.00
MEDICARE	\$83,741.29	\$1,214.36
SIT - MA	\$83,741.29	\$4,055.10
DEP CARE		\$0.00
SOCIAL SECURITY TIPS		\$0.00
ALLOCATED TIPS		\$0.00
NONQUAL		\$0.00

#### Box 12

DD EMPR HEALTH COST	\$5,484.87
---------------------	------------

#### Box 14

14Y RET	\$8,974.53
14W S125	\$3,300.70

3:26 PM  
12/3/2013

## W-2

The W-2 option allows you to review all of the details available on the W-2 form. The current year is displayed by default; previous years can also be selected.

Similar to paycheck information, the W-2 option also allows you to view an actual image of the W-2 form with the 'View W-2 image' link.

http://nmuess/MSS/employees/EmployeeInfo/W4/W4.aspx Account Inquiry - ... YTD Budget Repo... Home - LIVE - Mu... North Reading... x

MUNIS Self Services http://www.mass.gov-dor... Suggested Sites Web Slice Gallery

Munis Self Services [redacted] Home | My Account | Log Out munis

Home Employee Self Service Pay/Tax Information YTD Information W-2 W-4 Paycheck Simulator Personal Information

### W-4 Information

Home > Employee Self Service > Pay/Tax Information > W-4

[redacted] [Edit W-4 Values](#)

**FEDERAL**

Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000

**MASSACHUSETTS**

Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000

©2013 Tyler Technologies, Inc.

3:27 PM 12/3/2013

The W-4 option allows you to view, and optionally edit, your current elections for both Federal and State Taxes. The screen shows both the Marital Status elected and the number of Exemptions claimed. The W-4 change process requires an approval process and does not take effect until payroll approves your request.



←

→

http://nrmuess/MSS/employees/EmployeeInfo/W4/w4Edit.aspx

Account Inquiry - ...

YTD Budget Repo...

Home - LIVE - Mu...

North Reading...

Home


★

⚙

MUNIS Self Serviceshttp://www.mass.gov-dor...Suggested SitesWeb Slice GalleryPageSafetyTools

Munis Self Services

Home | My Account | Log Out



Home

Employee Self Service

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

Personal Information

Edit W-4

Home > Employee Self Service > Pay/Tax Information > W-4 > Edit

FEDERAL

Marital Status

SINGLE

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

Exemptions

0

Additional Amount (\$)

0.0000

MASSACHUSETTS

Marital Status

SINGLE

Exemptions

0

Additional Amount (\$)

0.0000


☐ 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.

Continue

Reset

Cancel

©2013 Tyler Technologies, Inc.



3:27 PM  
12/3/2013

http://nrmuess/MSS/employees/EmployeeInfo/NetPaySimulator/PaycheckSimulator.aspx Account Inquiry - ... YTD Budget Repo... Home - LIVE - Mu... North Reading... x

MUNIS Self Services http://www.mass.gov-dor... Suggested Sites Web Slice Gallery

Munis Self Services Home | My Account | Log Out

Home

Employee Self Service

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

Personal Information

### Paycheck Simulator

Home > Employee Self Service > Pay/Tax Information > Paycheck Simulator

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

#### Pay Details

Job	Job Description	Pay	Pay Description	Hours	Rate	Percentage	Amount
T143	TOWN ACCOUNTANT	100	ANNUAL HOURLY TOWN	35.00	46.4774	0.00	1626.71
T143	TOWN ACCOUNTANT	711	FINANCE DIRECTOR STIPEND	0.00	0.0000	0.00	115.38

Marital Exemptions

Federal Tax SINGLE 0

State Tax SINGLE 0

Local Tax 0

#### Deduction Details

Description	Amount
9% MIDDLESEX RETIREMENT	156.79
13 AFLAC CRITICAL ILLNESS	4.38
13 AFLAC ACCIDENT	3.74
AFLAC SHORT TERM DISABILITY	22.37
AFLAC FLEXIBLE SPENDING ACCOUN	15.38
LIFE5000	3.55
AXA EQUITABLE TOWN	50.00

Calculate Reset

3:25 PM 12/3/2013

The Paycheck Simulator gives you a view of your current pay and deductions. It allows you to make modifications to these figures and calculate a “what if” example of a paycheck. You are able to modify the number of hours, pay rate, gross amount, tax status and exemptions, or deduction amounts to calculate a potential pay amount.

http://nrmuess/MSS/employees/EmployeeInfo/PersonalInformation.aspx

MUNIS Self Services | Home | My Account | Log Out

**Personal Information**

Home > Employee Self Service > Personal Information

**Address / E-mail**

Home Address [REDACTED]

E-mail epavao@northreadingma.gov

Alternate E-mail

**Telephone**

Type	Description	Number
PRIMARY	HOME PHONE	[REDACTED] <a href="#">Details</a>

**Dependents**

No Dependent information to display.

**Emergency Contacts**

No Emergency Contact information to display.

©2013 Tyler Technologies, Inc.

The Personal Information option allows you to view your personal information and if it is not correct to contact Human Resources to correct.