



Job Aide: MUNIS ESS

Subject: Logging-in

1. Open a web browser on a computer or phone
2. Navigate to <https://townofwebsterny.munisselfservice.com/ess/> (bookmark site for easy recall)
3. Click "Log In"
4. Enter Username and Password
 - a. Username is your Employee ID# (usually 4 digits. Can be found on your paystub)
 - b. Initial password will be sent to you from Payroll. After first log-in, you will be directed to create a unique password that is longer/more complex.
5. Click "Log in"
6. Congratulations! You've logged-in and should see the ESS home page.



Job Aide: MUNIS ESS

Subject: Username Retrieval

TOWN OF WEBSTER **Home**

<https://townofwebsterny.munisselfservice.com/ess/>

Expand Menu

Login

Users can retrieve their username by themselves if they forget it. (Steps 1, 2 & 3)

Username

Forgot your username? (1)

Password

Forgot your password?

Log in

Login

Enter the email address associated with your username in the textbox below and click "Retrieve Username". An email containing your username will be sent to you. (2)

Email

[Back to login screen](#) **Retrieve Username** (3)

HR@ci.webster.ny.us
Mon 10/18/2021 2:19 PM

To: [redacted]

As requested, here is your username: **55** (4)

If this email was sent to you in error, or you are still having problems logging into the site, contact the site administrator.

User will receive an email containing their username (Step 4).



Job Aide: MUNIS ESS

Subject: Password Reset



Job Aide: MUNIS ESS

Subject: Document Acknowledgement

Users are assigned documents to read and acknowledge

1

2

3

4

5

Need a form or document? Click the "Resources" menu in the upper right-hand corner.

Users can access important documents and links by clicking on the "paper" icon

Document may open in a new browser window or download depending on user's setting.

Return to ESS browser window and acknowledge receipt

Welcome to Employee Self Service

⚠ You have documents that need to be read and acknowledged.

Announcements

Need a form or document? Click the "Resources" menu in the upper right-hand corner.

Submit time entry and leave requests using ESS.

Required reading

- [Sexual Harassment Policy](#)

Resources

- Employee Handbook adpt 2022
- Employee Benefits Summary
- Sexual Harassment Policy
- W-4 Federal
- IT-2104 New York
- Direct Deposit Form
- Safety & Health Manual
- ESS Job Aide Packet
- Neogov Training Portal
- Harassment Complaint Form
- Workplace Postings
- 2025 Holiday Schedule
- CDL Drug & Alcohol Policy
- Webster Fraud Policy

Sexual Harassment Policy

Policy 903 Nondiscrimination and Sexual Harassment Prevention and reporting form

CANCEL VIEW DOCUMENT

903 Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace

Policy Statement – It is the policy of the Town of Webster to promote a productive work environment and to prohibit conduct by any Elected Official or employee (as defined in Section 104 of the Employee Handbook) that disrupts or interferes with another's work performance or that creates an intimidating, offensive or hostile work environment. In keeping with this goal, the Town is committed to educate Elected Officials and employees in the recognition and prevention of workplace discrimination and harassment, including sexual harassment, and to provide an effective means of eliminating such discrimination and harassment from the workplace. In short, the Town does not tolerate any form of discrimination or harassment, including sexual harassment, and will take all steps necessary to prevent and stop the occurrence of such activity in the workplace. The accompanying complaint procedure is intended to provide an effective

Sexual Harassment Policy

I hereby acknowledge that I have received a copy of the Town of Webster Policy 903 Nondiscrimination and Sexual Harassment Prevention and reporting form

I further acknowledge that I have read, or will read, the contents of the policy and will contact my Department Head or Human Resources if I have any questions.

CANCEL ACKNOWLEDGE



Job Aide: MUNIS ESS

Subject: Employee Information

Home
Employee Self Service
Pay/Tax Information
Personal Information
Time Off
Time Entry

Personal information [More](#)

CONNARD, BRAYTON M
1 LATCHMERE COURT
PITTSFORD, NY 14534

Phone
ALTERNATE PHONE: 585-
WORK PHONE: 585-872-7083

Email
Email: bconnard@ci.webster.ny.us
Alternate email: braytonconnard@hotmail.com

Time off [Request time off](#)

DIR PERSONAL

	Currently Available
VACATION	80.00
SICK	181.50

[Show time off taken](#)

Home
Employee Self Service
Pay/Tax Information
Personal Information
Add/View Changes
Job Information
Time Off
Time Entry

Personal Information
General **Demographics** **Contact**

Name
CONNARD, BRAYTON M

Preferred name
BRAYTON CONNARD

Employee ID
1455

SSN
XXX-XX-XXXX

Active status

Email address
bconnard@ci.webster.ny.us

Alternate email address
| :mail.com

Primary location
HUMAN RESOURCES

Check location

Hire date
9/21/2020

Service date
9/21/2020

Supervisor
THOMAS J FLAHERTY

Supervisor email
tflaherty@ci.webster.ny.us

[Edit](#)

Home
Employee Self Service
Pay/Tax Information
Personal Information
Add/View Changes
Job Information
Time Off
Time Entry

Personal Information
General **Demographics** **Contact**

Addresses [Add new](#)

Home Address
1 LATCHMERE COURT
PITTSFORD NY 14534
[Edit](#)

Emergency Contacts [Add new](#)

LAURA CONNARD SPOUSE 585- 1 LATCHMERE COURT PITTSFORD NY 14534 Edit Delete	FRANK L CONNARD, JR PARENT 585- 10 LITTLE SPRING RUN FAIRPORT NY 14450 Edit Delete
---	---

Telephones [Add new](#)

ALTERNATE PHONE 585- MOBILE PHONE Listed Opting out of text messages Edit Delete	WORK PHONE 585-872-7083 Listed Opting out of text messages Edit Delete Make primary	HOME PHONE 585- Listed Opting out of text messages Edit Delete Make primary
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Job Aide: MUNIS ESS

Subject: Paystubs & W-2s

Home
Employee Self Service
Benefits
Expense Reports
Pay/Tax Information
YTD Information
W-2
1095-B
1095-C
W-4
Paycheck Simulator
Direct Deposit

Year: 2025

Users can see and reprint images of their paystubs

Check Date	Pay Period	Status	Gross Pay	Net Pay	DETAILS
8/22/2025	8/2/2025 - 8/15/2025	Cleared	\$4,051.88	\$1,122.25	DETAILS
8/8/2025	7/19/2025 - 8/1/2025	Cleared	\$4,048.88	\$1,122.47	DETAILS
7/25/2025	7/5/2025 - 7/18/2025	Cleared	\$3,222.37	\$1,122.25	DETAILS
7/11/2025	6/21/2025 - 7/4/2025	Cleared	\$4,048.38	\$1,122.47	DETAILS
6/27/2025	6/7/2025 - 6/20/2025	Cleared	\$3,222.37	\$1,122.25	DETAILS
6/13/2025	5/24/2025 - 6/6/2025	Cleared	\$3,222.38	\$1,122.47	DETAILS

Home
Employee Self Service
Benefits
Expense Reports
Pay/Tax Information
YTD Information
W-2
1095-B
1095-C
W-4
Paycheck Simulator
Direct Deposit

Year: 2024 - 0

Users can see and reprint images of their W2s

View W-2 image

1000 RIDGE ROAD
WEBSTER, NY 14590

RETIREMENT ☒

3RD PARTY SICK ☐

STATUTORY EMPLOYEE ☐

Wages and Tax

	GROSS	TAX
FIT	\$1,122.47	\$207.54
FICA	\$1,122.47	\$83.36
MEDICARE	\$1,122.47	\$11.81
SIT - NY	\$1,122.47	\$82.66

Home
Employee Self Service
Benefits
Expense Reports
Pay/Tax Information
YTD Information
W-2
1095-B
1095-C
W-4
Paycheck Simulator
Direct Deposit

Check Detail
CONNARD, BRAYTON M

Overview

Check Date: 8/22/2025

Pay Period: 8/2/2025 - 8/15/2025

Check Number: 611251

Check Status: Cleared

Gross Pay: \$4,051.88

Net Pay: \$1,122.25

Pay Breakdown

Pay Type	Days/Hrs	Rate	Amount
SALARY F/T	80.00	\$14.86	\$1,188.80
S CASH OPT	0.00	0.0000	\$0.00
Total			\$1,188.80

View paycheck image

Town of Webster, 1000 Ridge Road, Webster, NY 14590

Employee: BRAYTON M CONNARD

Check Number: 611251

Check Date: 8/22/2025

Pay Period: 8/2/2025 - 8/15/2025

Gross Pay: \$4,051.88

Net Pay: \$1,122.25

Pay Breakdown

Pay Type	Days/Hrs	Rate	Amount
SALARY F/T	80.00	\$14.86	\$1,188.80
S CASH OPT	0.00	0.0000	\$0.00
Total			\$1,188.80

View paycheck image

DIRECT DEPOSIT
NON-NEGOTIABLE

Town of Webster, 1000 Ridge Road, Webster, NY 14590

Employee: BRAYTON M CONNARD

Check Number: 611251

Check Date: 8/22/2025

Pay Period: 8/2/2025 - 8/15/2025

Gross Pay: \$4,051.88

Net Pay: \$1,122.25

Pay Breakdown

Pay Type	Days/Hrs	Rate	Amount
SALARY F/T	80.00	\$14.86	\$1,188.80
S CASH OPT	0.00	0.0000	\$0.00
Total			\$1,188.80

View paycheck image

DIRECT DEPOSIT
NON-NEGOTIABLE



Job Aide: MUNIS ESS

Subject: Tax Document Delivery

Home

Employee Self Service

Benefits

Expense Reports

Pay/Tax Information

Performance Management

Personal Information

Add/View Changes

Job Information

Time Off

Time Entry

Training Opportunities

Employment Opportunities


Personal Information

GENERAL

DEMOGRAPHICS

CONTACT

TAX DELIVERY OPTIONS



Email address
bconnard@ci.webster.ny.us

Hire date
9/21/2020

Alternate email address
bconnard@ci.webster.ny.us

Service date
9/21/2020

Primary location
HUMAN RESOURCES

Supervisor
THOMAS J FLAHERTY

Supervisor email
tflaherty@ci.webster.ny.us

Name
CONNARD, BRAYTON

Preferred name
BRAYTON

Employee ID
1115

Users can change tax delivery options

Personal Information

GENERAL

DEMOGRAPHICS

CONTACT

TAX DELIVERY OPTIONS

W-2 Delivery Method

☐ Mail

☐ Primary email

☒ Alternate email

☐ Self service only

1095 Delivery Method

☐ Mail

☐ Primary email

☐ Alternate email

☒ Self service only

Users can choose W-2 delivery options between mail, primary email, alternative email or self service only

Users can choose 1095 delivery options between mail, primary email, alternative email or self service only



Job Aide: MUNIS ESS

Subject: W-4 & Pay Simulator

Home
Employee Self Service

Pay/Tax Information

Year: 2021

1

Check Date	Pay Period	Status	Gross Pay	Net Pay	Details
6/30/2021	6/12/2021 - 6/12/2021		\$1,115.90	\$1,039.00	Details
6/18/2021	5/29/2021 - 5/29/2021		\$1,115.90	\$1,044.72	Details
6/4/2021	5/15/2021 - 5/15/2021		\$1,115.90	\$1,048.99	Details
5/21/2021	5/1/2021 - 5/1/2021		\$1,115.90	\$1,054.71	Details
5/7/2021	4/17/2021 - 4/17/2021		\$1,115.90	\$1,058.99	Details
4/23/2021	4/3/2021 - 4/3/2021		\$1,115.90	\$1,064.72	Details
4/9/2021	3/20/2021 - 3/20/2021		\$1,115.90	\$1,068.99	Details
3/26/2021	3/6/2021 - 3/6/2021		\$1,115.90	\$1,074.71	Details
3/12/2021	2/20/2021 - 2/20/2021		\$1,115.90	\$1,080.00	Details
2/26/2021	2/6/2021 - 2/6/2021		\$1,115.90	\$1,084.71	Details
2/12/2021	1/23/2021 - 1/23/2021		\$1,115.90	\$1,088.99	Details

YTD Information

W-2

W-4

Paycheck Simulator

Personal Information

Time Off

Time Entry

Users can change tax withholdings

Home
Employee Self Service

W-4 Information

FEDERAL
Marital status
MARRIED
W-4 - Step 2
Unchecked
Dependents Amount
\$0.00
Other Income
\$0.00
Deductions
\$0.00
[Edit FEDERAL](#)

New York
Marital status
MARRIED
Exemptions
2
[Edit New York](#)

1

3

Users can simulate changes to their paycheck such as raises or tax withholdings

Home
Employee Self Service

Paycheck Simulator

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

Pay Details

Job	Pay	Hours	Rate	Percentage	Amount
DIRECTOR OF PERSONNEL (1225)	SALARY FULL TIME (200)	80	35.0000	0.00	2800
DIRECTOR OF PERSONNEL (1225)	CASH OPTION SALARY (215)	0.00	0.0000	0.00	153.85

2

	2020 or later W-4	Marital	Exemptions	Step 2 Checkbox	Dependents Amount	Other Income	Deductions
Federal Tax	<input checked="" type="checkbox"/>	MARRIED	0	<input type="checkbox"/>	0.00	0.00	0.00
State Tax		MARRIED	2				
Local Tax			0				

Deductions

Description	Amount
BC/BS DENTAL	7.70

3

[Calculate](#) [Reset](#)



Job Aide: MUNIS ESS

Subject: Direct Deposit

1. From ESS home page, click "Pay/Tax Information."
2. Click "Direct Deposit"

View current direct deposit account details. Update amounts. Add or delete accounts. You can add up to 3 Amount-Based Accounts and up to 3 Percentage-Based accounts.

3. Click "Add an Amount-based Account."
4. Enter bank name or routing number. A drop down will help find existing banks. If your bank is not listed, contact Payroll to have it added manually.
5. Enter Account number, Account type and Amount.
6. Click Save.
7. Click Check Box to agree to authorize the direct deposit.
8. Click Submit button.
9. When you click the Submit button, the program submits the changes to Payroll for approval.

Once approved, the changes are effective the next payroll cycle, but new accounts require a "prenote" verification with the bank, resulting in a live check for the first pay period.

You cannot make additional changes until these changes have been approved by Payroll.



Job Aide: MUNIS ESS

Subject: Direct Deposit

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Enter Account number, Account type and Amount.

Account number: *****3107

Account type: Checking

Percentage: 100%

Bank name or routing number: 021300077 (KEY BANK K)

Account number: 9999999999

Account type: Checking

Amount: 25.00

EDIT DELETE

SAVE CANCEL

5

6

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

ADD A PERCENTAGE-BASED ACCOUNT ADD AN AMOUNT-BASED ACCOUNT

Bank: CHASE MANHATTAN BANK KEY BANK

Account number: *****3107 *****9999

Account type: Checking Checking

Percentage: 100% Amount: \$25.00

EDIT DELETE EDIT DELETE

7

8

☒ I authorize the Town of Webster to directly deposit my pay and grant the Town the right to correct any electronic funds transfer resulting from an erroneous overpayment by debiting my account. This authorization will remain in effect until changed.

SUBMIT

Direct Deposit Accounts

⚠ This direct deposit configuration is awaiting approval. No changes can be made at this time.

Bank: CHASE MANHATTAN BANK KEY BANK

Account number: *****3107 *****9999

Account type: Checking Checking

Percentage: 100.0000% Amount: \$25.0000

You cannot make additional changes until these changes have been approved by Payroll.

9

Direct Deposit Accounts

✓ Your new direct deposit information has been successfully submitted for approval.

Bank: CHASE MANHATTAN BANK KEY BANK

Account number: *****3107 *****9999

Account type: Checking Checking

Percentage: 100% Amount: \$25.00

Once approved, the changes are effective the next payroll cycle, but new accounts require a "prenote" verification with the bank, resulting in a live check for the first pay period.



Job Aide: MUNIS ESS

Subject: EEO Demographics

Voluntary Self-identification of Race/Ethnicity/Gender

To comply with Federal EEO recordkeeping and reporting requirements for the administration of civil rights laws and regulations, the Town of Webster invites employees to voluntarily self-identify their race/ethnicity/gender. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, including those that require the information to be summarized and reported to the Federal government for civil rights enforcement. When reported, data will not identify any specific individual.

If you would like to voluntarily self-identify your race/ethnicity/gender, you can do so on the ESS website by using these instructions:

Personal Information

Home
Employee
Benefits
Expense Report
Pay/Tax Information
Performance Management
Personal Information
Add/View Changes
Job Information
Time Off
Time Entry
Training Opportunities

DEMOGRAPHICS CONTACT

Date of birth
Gender: MALE
Ethnic code: DON'T USE THIS FIELD
Ethnicity: No, not Hispanic or Latino
Veteran status: NON-VETERAN
Race: White
Marital state: MARRIED

EDIT

Primary Language, Privacy Setting, Disability and Ethnic Code fields are not in use

Personal Information

GENERAL **DEMOGRAPHICS**

Self-identification of Race/Ethnicity/Gender is voluntary

Date of birth
Gender: MALE
Ethnic code: DON'T USE THIS FIELD
Ethnicity: ☐ Yes, Hispanic or Latino ☒ No, not Hispanic or Latino
Race: ☐ American Indian or Alaska Native ☐ Native Hawaiian or other Pacific Islander ☒ White ☐ Black or African American ☐ Asian ☐ Two or more races
Marital state: MARRIED
Veteran status: NON-VETERAN
Disability
SAVE CANCEL



Job Aide: MUNIS ESS

Subject: Time Entry – Hourly

ESS is a timesheet, not a timeclock. Total hours worked per day are entered, not start/stop times.

All hours worked in a day are entered on the “Hourly Full Time” line in the timesheet. The payroll system will calculate regular OT vs. 1.5x OT, if applicable.

Hours can be entered daily, weekly or biweekly up until Noon on Friday, the last day of the pay period.

Use the “Time Off” function for prescheduled Leaves of absence. Unscheduled leaves can be entered directly into the timesheet using the appropriate line.

1. Log-in to ESS.
(<https://townofwebsterny.munisselfservice.com/ess/>)
2. Click “Time Entry” on the left-hand menu.
3. Enter all hours worked in a day on the “Hourly Full Time” line for each day.
4. To bank Comp Time, enter hours in excess of scheduled hours into the “Comp Time Earned Hourly” line instead of including them in the “Hourly Full Time” line.
5. Use “Save for later” if you are not done submitting your time for the pay period.
6. Click “next week” to move to the 2nd week of the pay period.
7. When done entering, click “Submit” to send final time to your manager.
8. Congratulations! You’ve submitted your timesheet for Manager approval

Timesheet Legend: (symbol in upper right corner)

- ☐ Entered Time (saved but not submitted)
- ☒ Submitted Time (sent to Manager for approval)
- ☒ Approved Time (approved by Manager)

1. Log In

2. Time Entry

3. Hourly Full Time

4. Comp Time Earned Hourly

5. Save for later

6. next week

7. Submit

Unscheduled leaves can be entered directly onto the timesheet

Approved Time Off requests automatically populate the timesheet

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total
Aug 2021								
Oct 2021								
Hourly Full Time			8	10	6	4	8	36
Vacation Time Hourly					2	4		6
Sick Time Hourly								
Personal Time Hourly								
Use Comp Time Hourly								
Comp Time Earned Hourly						2		2
TOTAL			8	10	8	10	8	44



Job Aide: MUNIS ESS

Subject: Time Entry – Salary

ESS is a timesheet, not a timeclock.

Salaried employees (those who receive a fixed salary regardless of how many hours they work and are not eligible for OT) record **Exception Time** only.

Exception Time means that salaried employees do not need to record regular hours worked in order to receive their bi-weekly salary, but they do need to record all leaves of absences.

Use the “Time Off” function for all prescheduled leaves of absence. Unscheduled leaves can be entered directly into the timesheet using the appropriate line.

1. Log-in to ESS.
(<https://townofwebsterny.munisselfservice.com/ess/>)
 2. Click “Time Entry” on the left-hand menu.
 3. Previously approved time off will appear on the timesheet with a **green** checkmark in the upper right corner.
 4. If needed, enter unscheduled absences by clicking in the appropriate box for the date and leave type.
- Submitted, but not yet approved, time off will have a gray circle in the upper right corner.
5. Click “*next week*” to move to the 2nd week of the pay period.
 6. When done entering, click “*Submit*” to send final time to your manager.
 7. Congratulations! You’ve submitted your timesheet for Manager approval

Timesheet Legend: (symbol in upper right corner)

- ☐ Entered Time (saved but not submitted)
- ☒ Submitted Time (sent to Manager for approval)
- ☒ Approved Time (approved by Manager)

The screenshot shows the Munis Self Service Employee Self Services portal. The URL is <https://townofwebsterny.munisselfservice.com/ess/>. The page has a blue header with the Tyler logo and "Munis Self Service". A "Log In" button is in the top right corner. Below the header, there's a "Welcome to Webster's Employee Self Service Portal!" message. On the left, there's a sidebar menu with options: Home, Employee Self Service, Pay/Tax Information, Personal Information, Time Off, and Time Entry (highlighted with a red box and a blue circle labeled 2). The main content area shows "Welcome to Employee Self Service" and "Announcements". Below this, there's a "Personal information" section. The "Enter time" section is highlighted with a blue circle labeled 6. It shows a calendar for the week of 9/11 to 9/17. The "next week" button is highlighted with a red box and a blue circle labeled 5. The "Submit" button is highlighted with a red box and a blue circle labeled 6. The calendar shows "VACATION TIME SALARY" and "SICK TIME SALARY" for the week of 9/11 to 9/17. The "SICK TIME SALARY" row shows a green checkmark in the upper right corner of the 9/15 cell, indicating approved time. A yellow callout box points to the 9/15 cell, stating "Unscheduled leaves can be entered directly onto the timesheet".

	Aug 2021	Oct 2021	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total
	prior week	next week	9/11	9/12	9/13	9/14	9/15	9/16	9/17	
VACATION TIME SALARY								4		4
SICK TIME SALARY							4			4
PERSONAL TIME SALARY										
TOTAL							4	4		8



Job Aide: MUNIS ESS

Subject: Time Off – All

Leaves of Absence are processed in ESS using the "Time Off" function. Employees can view accrual balances, view existing leave requests and submit new requests to their manager for approval. Managers are notified via email of submissions. Employees are notified of approval/rejections via email.

1. Log-in to ESS.
(<https://townofwebsterny.munisselfservice.com/ess/>)
2. Click "Time Off" on the left-hand menu.
(See sample "Time Off" screen below.)
3. Click "Request Time Off" to start a request, or "My Requests" to review existing ones.
4. Step 1 of 4. Select Dates.
Click each date wanted on the calendar.
5. Click "Continue" once all dates are selected.
6. Step 2 of 4. Select Type.
Confirm your available balances before submitting.
7. Click "Continue" once type of leave is selected.

Type	Currently Available
VACATION	161.00
SICK	1398.50
PERSONAL	30.00
COMP	75.00

Time Off

PAYROLL CL

	Maximum Allowed	Earned	Taken	To Be Taken	Currently Available
VACATION (H)	262.50	165.00	0.00	4.00	161.00
SICK (H)	5000.00	1398.50	0.00	0.00	1398.50
PERSONAL (H)	30.00	30.00	0.00	0.00	30.00
COMP (H)	100.00	75.00	0.00	0.00	75.00

"Time Off" screen displays time earned, amount taken, amount scheduled to be taken and the remaining available balance.



Job Aide: MUNIS ESS

Subject: Time Off – All

(Continued from front)

8. Step 3 of 4: Partial Day Requests.
If you are requesting partial days, edit time as necessary.
9. Click "Continue" once hours per day are adjusted (if applicable).
10. Step 4 of 4: Additional Information.
Review for accuracy. Click "Change" if it needs editing.
11. (optional) Add a comment for your supervisor.
12. Click "Make Request" once all information is complete.
13. "My Requests" Screen will appear. Request status can be viewed or canceled.
14. Congratulations! Your time off request has been submitted for manager approval.

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](#))

10/11/2021: Hours 10/12/2021: Hours
10/13/2021: Hours 10/14/2021: Hours
10/15/2021: Hours

Continue

Request Time Off

Step 4 of 4: Additional Information

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

Job: PAYROLL CL
Request Type: VACATION
Days Requested: 10/11,10/12,10/13,10/14,10/15
Total Time Requested: 37.50 Hour(s) | [change](#)

Comment: (optional)

Reason:

Make Request

Cancel

My Requests						
Calendar view						
PAYROLL CL			Earned			
VACATION (H)			165.00			
SICK (H)			1398.50			
PERSONAL (H)			30.00			
COMP (H)			75.00			
			1668.50			
Dates Requested	Amount	Type	Status	Reason	Comments	Options
10/11/2021 + 10/15/2021	37.50 hours	VACATION	In progress	OUT OF TOWN. DAVE WILL COVER MY WORK.		Cancel Add to calendar
9/16/2021	4 hours	VACATION	Approved (not taken)	TEST TIME OFF FUNCTION		Cancel Add to calendar



Job Aide: MUNIS ESS

Subject: Approve Timesheets – All

Managers **MUST** review and **approve** all employee time sheets by the end of the day Friday, the last day of the pay period.

Managers must enter time on behalf of any absent employees.

If time is not approved employees will not be paid. Approve all timesheets!

Once time is approved, it cannot be edited by the Manager nor the employee. Please contact Payroll for corrections.

1. Log-in to ESS.
(<https://townofwebsterny.munisselfservice.com/ess/>)
2. Click "Time Entry" on the left-hand menu.
"Pending Time Sheets" will display.
3. Click ☐ signs to expand all options.
4. Click "[Details](#)" to review each employee's timesheet for the bi-weekly pay period.
(see back side for Manager Timesheet View)
5. Unscheduled leave requests the employee entered directly into the timesheet will appear here for approval.
6. Requests to bank Comp Time, instead of receiving paid OT, will appear here for approval.
7. Click "[Details](#)" to enter time on behalf of an absent employee.
8. Once all employee entries have been reviewed for accuracy, click "[Approve and submit all pending time shown above](#)".
9. Congratulations! You've approved your employees'

1. Log In

2. Time Entry

3. Expand icon

4. Details

5. Approve

6. Approve

7. Details

8. Approve and submit all pending time shown above

Pending Timesheets		
COMPITELLO, CAROL A	71.50	9/13/2021 - 9/24/2021
PAYROLL CLERK	71.50	Approve Details
HOURLY FULL TIME	67.50	Approve
VACATION TIME HOURLY	2.00	Approve
COMP TIME EARNED HOURLY	2.00	Approve
FREEDMAN, PAULA M	80.00	9/13/2021 - 9/24/2021
OFFICE ACCOUNT CLERK	80.00	Approve Details
HOURLY FULL TIME	80.00	Approve
HENDEE, KIMBERLY A	0	
LAMB, MARIANNE	0	Details
OFFICE CLERK III	0	
STRINGER, SANDRA J	4.00	9/14/2021

If time is not approved the employee will not be paid.



Job Aide: MUNIS ESS

Subject: Approve Timesheets – All

Manager Timesheet View

- After reviewing employee submitted timesheet, Manager can change or delete an entry by clicking "Edit".
- Click in the time box you would like to change.
- Click "Delete" to remove the entry or "Edit" to change the entry.
- If editing, enter the correct number of hours in the box and click "Save".
- Once the timesheet is in its final correct form, click "Mark this week as approved". Clicking "Submit" allows the employee to resubmit the time for approval, but will NOT send the time to Payroll for processing.
- Click "next week" to repeat the process for the 2nd week of the pay period.

Approve time for COMPITELLO, CAROL A PAYROLL CLERK

Approving 0 out of 71.50 from 9/13/2021 to 9/24/2021

Mark this week as approved Edit Submit

	Aug 2021 prior week	Oct 2021 next week	Saturday 9/11	Sunday 9/12	Monday 9/13	Tuesday 9/14	Wednesday 9/15	Thursday 9/16	Friday 9/17	Weekly Submitted	Weekly Approved
HOURLY FULL TIME					8	10	6	4	8	36	6
VACATION TIME HOURLY							2	4		6	4
SICK TIME HOURLY											
PERSONAL TIME HOURLY											
USE COMP TIME HOURLY											
COMP TIME EARNED HOURLY								2		2	
TOTAL					8	10	8	10	8	44	10

Hours

10 Save Delete

Edit time for COMPITELLO, CAROL A PAYROLL CLERK

Copy from previous week Submit

	Aug 2021 prior week	Oct 2021 next week	Saturday 9/11	Sunday 9/12	Monday 9/13	Tuesday 9/14	Wednesday 9/15	Thursday 9/16	Friday 9/17	Weekly Total
HOURLY FULL TIME					8	10	6	4		36
VACATION TIME HOURLY										6

Hours 10 Edit Delete

Timesheet Legend: (symbol in upper right corner)

- Entered Time (saved but not submitted)
- Submitted Time (sent to Manager for approval)
- Approved Time (approved by Manager)

Clicking "Submit" allows the employee to resubmit the time for approval, but will NOT send the time to Payroll for processing.

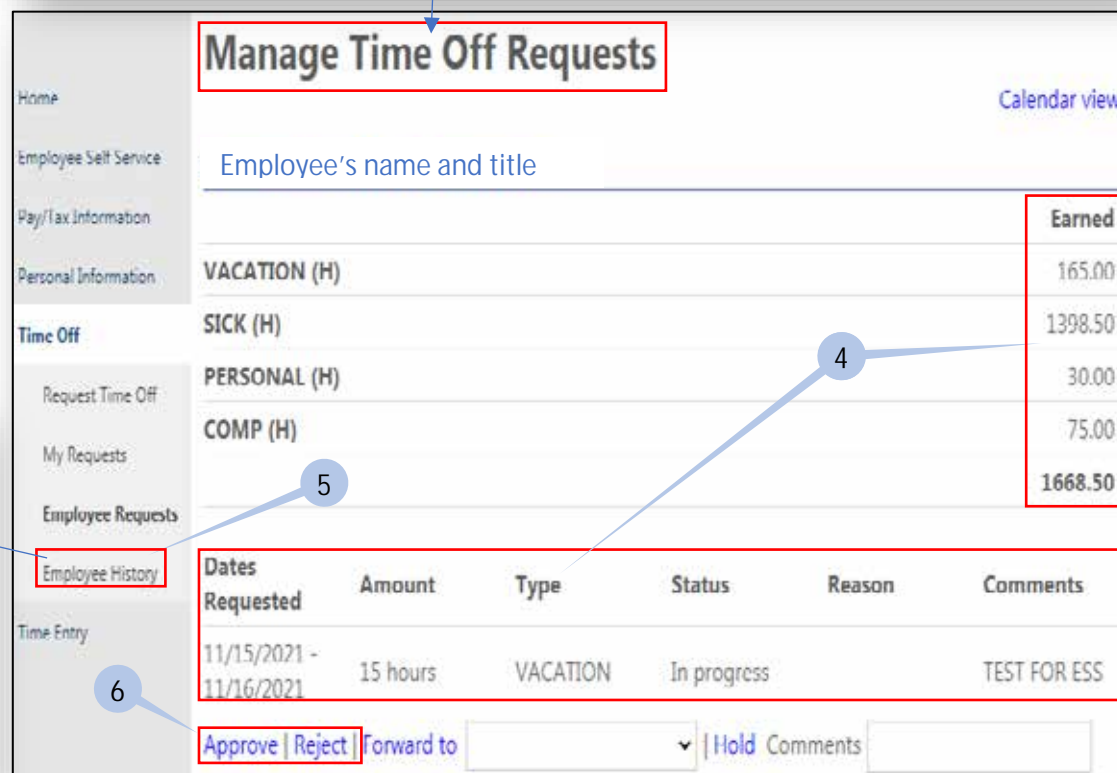


Job Aide: MUNIS ESS

Subject: Approve Leaves – All

Leaves of Absence are processed in ESS using the "Time Off" function. When employees submit a time off request their Manager will receive an email notice. After the Manager processes the request, the employee receives an email notice and their timesheet and leave balances are updated.

1. Log-in to ESS.
(<https://townofwebsterny.munisselfservice.com/ess/>)
2. On the homepage you will see an alert that "You have time off requests that need attention."
3. Click "time off requests" to open your pending "Manage Time Off Requests" screen.
4. Review employee accrual balances and the details of the request.
5. Click "Employee History", to view pending and approved leave requests.
6. Click "Approve" or "Reject" to process the time off request. The employee will receive an email notification and their timesheet and leave balances will update.
7. Congratulations! You have processed the request.



Employee History Calendar view

Employee's name and title

	Earned
VACATION (H)	165.00
SICK (H)	1398.50
PERSONAL (H)	30.00
COMP (H)	75.00
	1668.50

Dates Requested	Amount	Type	Status	Reason	Comments	Options
11/15/2021 - 11/16/2021	15 hours	VACATION	In progress	TEST FOR ESS	TEST FOR ESS	Add to calendar
9/16/2021	4 hours	VACATION	Approved (not taken)	TEST TIME OFF FUNCTION	TEST TIME OFF FUNCTION	Add to calendar



Job Aide: MUNIS ESS

Subject: Workflow Forwarding

When a Manager is absent and can not process employee timesheets or leave requests, they need to setup a workflow forwarding rule so that another authorized approver can timely approve timesheets and process leave requests. Time off requests and timesheets can be forwarded to separate approvers if desired. The start and end dates can also be set.

1. Log-in to ESS. (<https://ess.ci.webster.ny.us/mss/>)
2. On the homepage you will see a section called "Workflow forwarding".
3. Click the check box of the workflow you want to forward (i.e. time off and/or timesheets)
4. Use the drop-down menu to choose an approver from the list.
5. Select the start and end dates of the workflow forwarding.
6. Click "Update forwarding"
7. Congratulations! Your workflows are being forwarded.


If a name isn't on the list, check with Payroll to see if they are an authorized approver.

The screenshot shows the 'Munis Self Service' portal for the Town of Webster. The page title is 'Employee Self Services' with a welcome message. The 'Workflow forwarding' section is highlighted with a red box and labeled with a blue circle '2'. It contains two checkboxes: 'Forward time off requests to:' and 'Forward timesheets to:'. The first checkbox is checked and labeled with a blue circle '3'. The second checkbox is also checked and labeled with a blue circle '3'. Below these, there is a 'Start' date field set to '09/24/2021' and a time field set to '8:00 AM'. A dropdown menu is open, showing a list of names: ADAM ENGEL, ADAM FRATE, Art Petrone, BRAYTON CONNARD, BEVERLY CULLEN, BILL SOUTHWELL, Christopher Bilow, CHARLIE GENESE, COLLEEN HERNANDEZ, and PAUL S. This dropdown is labeled with a blue circle '4'. A red box highlights the dropdown menu, and a blue circle '5' points to it. The 'Update forwarding' button is highlighted with a red box and labeled with a blue circle '6'. The 'Log In' button in the top right corner is labeled with a blue circle '1'.



Job Aide: MUNIS ESS

Subject: Benefits Enrollment

1. From ESS home page, click "Benefits." Your current year enrollments will display.
2. Click  to show benefit details.
3. Click "Open Enrollment" to make benefits elections for next year.
4. Click "Select" or "Decline" to make a benefits election for each category (Health, Dental, Deferred Comp, etc.)
5. Some benefits allow for a "No Change" option to continue your current year's benefits into next year.
6. Choose the appropriate benefits selection option.
7. Some options require additional forms or documents to be uploaded.
8. Click "Continue" to review your enrollment elections.
9. After your review your enrollment click "Submit" or "Modify" to make changes.

Once benefits elections are submitted you will receive a confirmation email.

You can still make changes up until Payroll approves them at the end of the open enrollment period.

Once approved, the changes are effective at the beginning of Pay Period 1 of the following year.

HSA and Deferred Compensation elections can be changed during the year.

1 Existing Benefits

2 You must complete your open enrollment before 12/1/2023.

3 A Summary of your existing benefits.

4 EXCELLUS DENTAL INSURANCE

EXCELLUS SMILE SAVER - FAMILY COVERAGE - \$8.14

457 NYS DEFERRED COMPENSATION

No election made

Estimated total cost per pay period \$8.14

EXCELLUS DENTAL INSURANCE

EXCELLUS SMILE SAVER - FAMILY COVERAGE - \$8.14

Your existing benefit: EXCELLUS SMILE SAVER - FAMILY COVERAGE \$8.14

Pay period employee cost \$73.25

Annual employee cost \$97.68

Annual employer cost \$879.00

DECLINE SELECT

CONTINUE

Open Enrollment - Make Elections

Make a selection for each benefit, then click "Continue". You must submit the enrollment by 12/1/2023.

Welcome to Open Enrollment 2024.

Open Enrollment runs from November 13 to November 28

Visit the Town's [Employee Benefits Page](#) for documents and more information

If you have any questions, don't hesitate to contact Kathy Finney at 565-672-7072 or [kfinney@webster-ny.gov](#)

4 MVP HEALTH INSURANCE

Election not made

Existing Benefit: MVP HEALTH - SINGLE - \$76.00

5 HEALTH SAVINGS ACCOUNT

Election not made

EXCELLUS DENTAL INSURANCE

Election not made

Existing Benefit: EXCELLUS SMILE SAVER - SINGLE COVERAGE - \$8.14

DEPENDENT CARE FSA

Election not made

457 NYS DEFERRED COMPENSATION

Election not made

DECLINE NO CHANGE SELECT

DECLINE NO CHANGE SELECT

DECLINE NO CHANGE SELECT

DECLINE NO CHANGE SELECT

DECLINE NO CHANGE SELECT

Estimated total cost per pay period \$0.00

CONTINUE



Job Aide: MUNIS ESS

Subject: Benefits Enrollment

Benefits – MVP HEALTH INSURANCE

Please select your health insurance for 2024.

If you decline health insurance for 2024, you will only be able to enroll in the Town's coverage in a future open enrollment, or if you have a "qualifying event" as defined by the insurance provider.

To receive the biweekly cash opt-out payment, you must complete a [Cash Opt-out waiver form](#) and provide proof of insurance each year.

Submit an [MVP enrollment form](#) only if enrolling for the first time or changing family members.

[MVP Website | Health Plan | MVP Enrollment Form | Employee Benefits Page](#)

Helpful links are here.

Read all instructions.

Helpful links are here.

MVP HDHP 1800/3600 - SINGLE

Pay period employee cost: \$88.05

Pay period employer cost: \$264.14

Employee annual cost: \$2,713.20

Employer annual cost: \$6,329.36

MVP HDHP 1800/3600 - 6 PERSON

Pay period employee cost: \$198.11

Pay period employer cost: \$594.33

Employee annual cost: \$4,754.64

Employer annual cost: \$14,203.92

MVP HDHP 1800/3600 - FAMILY

Pay period employee cost: \$231.76

Pay period employer cost: \$695.27

Employee annual cost: \$5,562.24

Employer annual cost: \$18,668.48

I Decline

IMPORTANT: You are required to submit a Cash Opt-out insurance waiver form and proof of alternative health coverage each year in order to receive the biweekly Cash Opt-out payment.

Opt-out Waiver form is available here: [Cash Opt-out Form](#)

7

8

CANCEL CONTINUE

Confirmation

Your enrollment was submitted successfully. You can make changes until your choices have been approved. You may want to print this page for your records.

Thank you for making your 2024 open enrollment selections.

IMPORTANT: Send applicable enrollment forms to Payroll ASAP:

- MVP or Dental Enrollment form only if enrolling for the first time or changing plans
- HSA Rollover Request Form: If enrolling in an HSA for the 1st time
- Cash Opt-out Form: If declining health insurance enrollment for Family/2d
- PSA Enrollment Form: If enrolling in a Dependent or Medical PSA

If you have any questions, don't hesitate to contact Kelsey Feeney at 583-872-7072 or kfeeney@clwebster.com.

Visit the Town [Employee Benefits Page](#) for more documents and more information.

MVP HEALTH INSURANCE Declined

Attachment: [Connard cash opt out 2024.pdf](#) [bconnard insurance card 2024.jpg](#)

Changes can be made until the end of open enrollment.

Review your enrollment

MVP HEALTH INSURANCE Declined

IMPORTANT: You are required to submit a Cash Opt-out insurance waiver form and proof of alternative health coverage each year in order to receive the biweekly Cash Opt-out payment.

Opt-out Waiver form is available here: [Cash Opt-out Form](#)

Attachment

7

Connard cash opt out 2024.pdf REMOVE

bconnard insurance card 2024.jpg REMOVE

Choose File No file chosen

Some choices require forms or documents to be uploaded.

Review enrollment choices before submitting.

EXCELLUS DENTAL INSURANCE EXCELLUS SMILE SAVER - FAMILY COVERAGE

Pay period employee cost: \$8.21

Pay period employer cost: \$73.93

Annual employee cost: \$98.52

Annual employer cost: \$887.16

DEPENDENT CARE FSA Declined

457 NYS DEFERRED COMPENSATION Declined

ANNUAL AMOUNTS

TOTAL EMPLOYEE COST: \$98.52

TOTAL EMPLOYER COST: \$887.16

PERIOD AMOUNTS

TOTAL EMPLOYEE COST: \$8.21

TOTAL EMPLOYER COST: \$73.93

9

CANCEL MODIFY SUBMIT