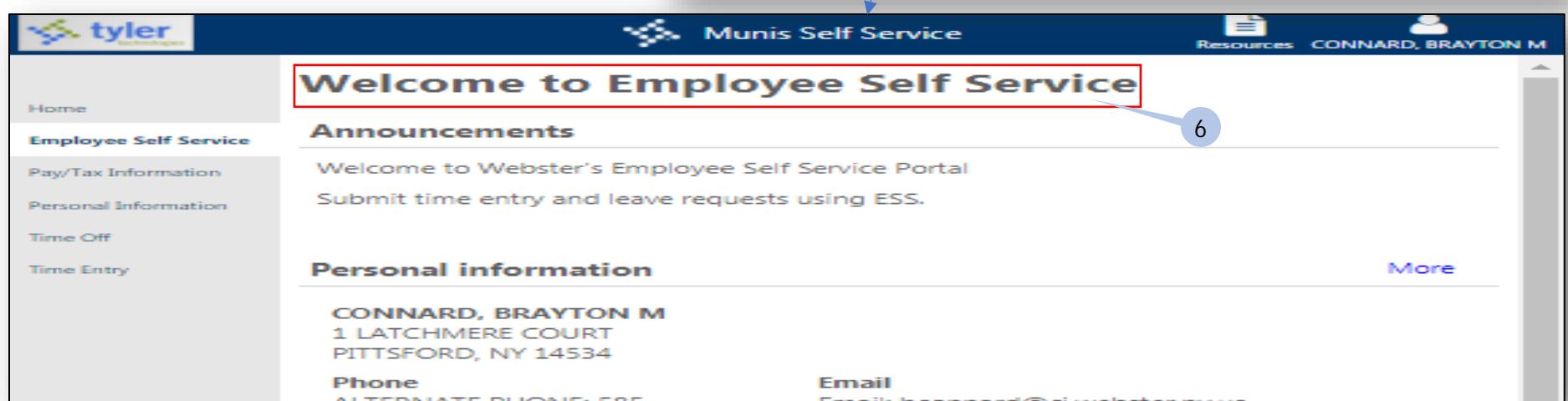
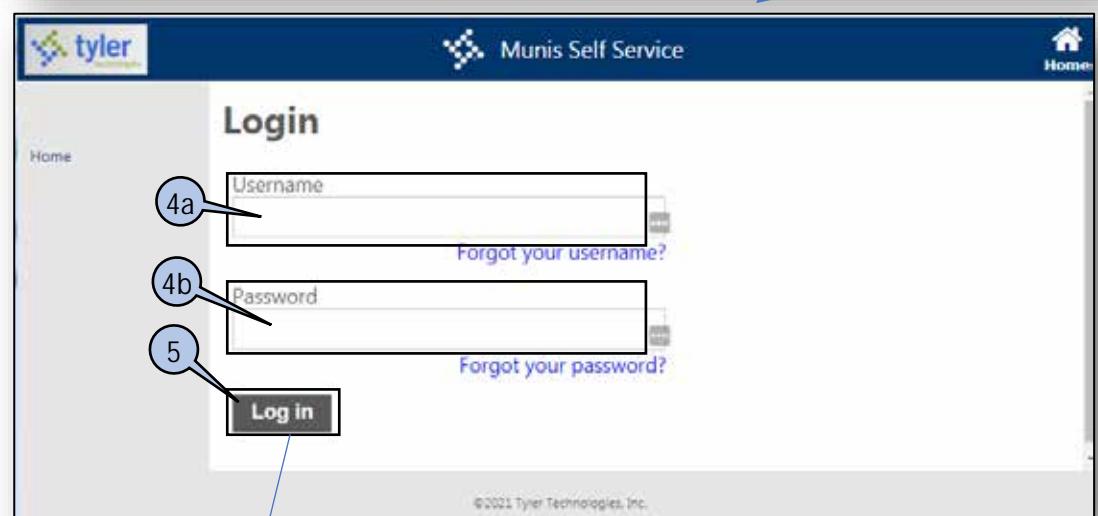




Job Aide: MUNIS ESS

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

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

Home

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? [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.

Email 2

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

HR@ci.webster.ny.us
Mon 10/18/2021 2:19 PM
To: [...@ci.webster.ny.us](#)

As requested, here is your username: 4 55

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

Home

Expand Menu

Login

Users can retrieve a password hint or reset their password if they forget it. (Steps 1, 2 & 3)

Username

Forgot your username? [Forgot your username?](#) 1

Password

Forgot your password? [Forgot your password?](#) 2

Log in

Login

Enter your user name in the textbox below and click "Retrieve Hint". An email containing your password hint will be sent to you.

User name 2

Back to login screen 3

Retrieve hint

ess@ci.webster.ny.us
Mon 10/18/2021 2:34 PM
To: 1

As requested, here is your password hint. 4

Password Hint: a... 5

If this e-mail message was sent to you in error, or you are still having problems logging on to the site, you can:

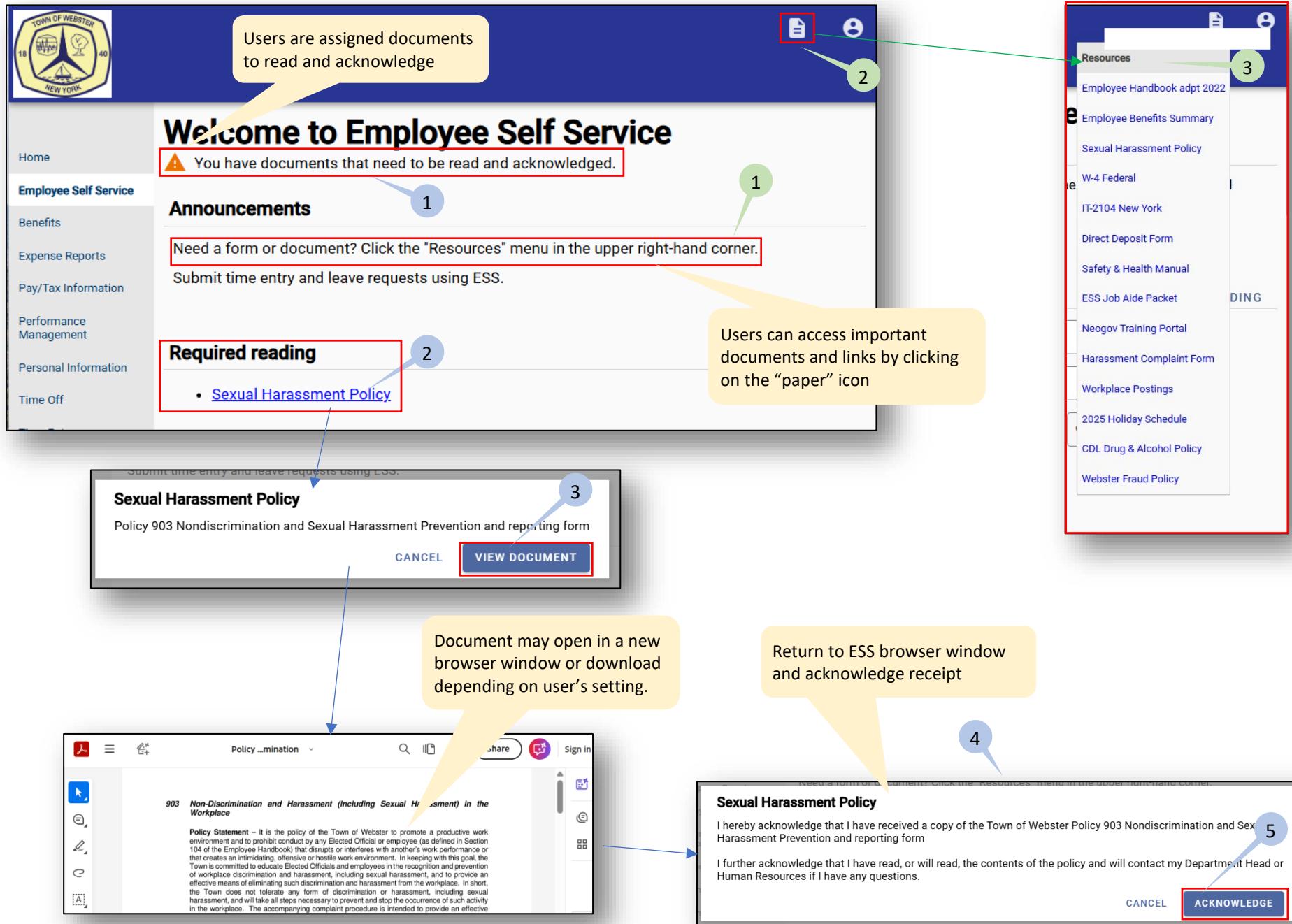
- 1) contact the site administrator, or
- 2) use the following link: <https://ess.ci.webster.ny.us/MSS/PasswordRegenerate.aspx?id=...gyJU=&> to generate a new password.

User will receive an email with a password hint, if they set one during initial log-in. The email will also have a link to generate a new password if the hint is not successful. (Steps 4 & 5)



Job Aide: MUNIS ESS

Subject: Document Acknowledgement





Job Aide: MUNIS ESS

Subject: Employee Information

Personal information

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

More

Home

Employee Self Service

Pay/Tax Information

Personal Information

Time Off

Time Entry

DIR PERSNL

Currently Available

VACATION 80.00

SICK 181.50

Show time off taken

1

2

3

4

Users can change their Personal Information

Personal Information

General Demographics Contact

Name CONNARD, BRAYTON M
Preferred name BRAYTON CONNARD

Employee ID 1455
SSN XXX-XX-XXXX
Active status

Home

Employee Self Service

Pay/Tax Information

Personal Information

Add/View Changes

Job Information

Time Off

Time Entry

3

4

Users can change their preferred name, demographics or email address

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

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

WORK PHONE 585-872-7083
Listed
Opting out of text messages

HOME PHONE 585-
Listed
Opting out of text messages

Edit | Delete | Make primary

Edit | Delete | Make primary

4

Users can change their Address, Emergency Contacts and telephone numbers.



Job Aide: MUNIS ESS

Subject: Paystubs & W-2s

Pay/Tax Information

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	\$1,012.88	\$912.25	DETAILS
8/8/2025	7/19/2025 - 8/1/2025	Cleared	\$1,012.88	\$912.25	DETAILS
7/25/2025	7/5/2025 - 7/18/2025	Cleared	\$1,012.88	\$912.25	DETAILS
7/11/2025	6/21/2025 - 7/4/2025	Cleared	\$1,012.88	\$912.25	DETAILS
6/27/2025	6/7/2025 - 6/20/2025	Cleared	\$1,012.88	\$912.25	DETAILS
6/13/2025	5/24/2025 - 6/6/2025	Cleared	\$1,012.88	\$912.25	DETAILS

W-2 Information

Users can see and reprint images of their W2s

Year: 2024 - 0

ITEM	YEAR: 2024	1
1099-R	1099-R	2
1099-B	1099-B	3
1095-C	1095-C	
W-4	W-4	
Paycheck Simulator	Paycheck Simulator	
Direct Deposit	Direct Deposit	

[View W-2 image](#)

Check Detail

CONNARD, BRAYTON M

Overview

Check Date: 8/22/2025

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

Check Number: 0000751

Check Status: Cleared

Gross Pay: \$1,012.88

Net Pay: \$912.25

Pay Breakdown

Pay Type	Days/Hrs	Rate	Amount
SALARY F/T	80.00	6.3966	\$1,012.83
S CASH OPT	0.00	0.0000	\$0.00
Total			\$1,012.83

[View paycheck image](#)

Check Detail

CONNARD, BRAYTON M

Overview

Check Date: 8/22/2025

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

Check Number: 0000751

Check Status: Cleared

Gross Pay: \$1,012.88

Net Pay: \$912.25

Pay Breakdown

Pay Type	Days/Hrs	Rate	Amount
SALARY F/T	80.00	6.3966	\$1,012.83
S CASH OPT	0.00	0.0000	\$0.00
Total			\$1,012.83

[View paycheck image](#)

Check Detail

CONNARD, BRAYTON M

Overview

Check Date: 8/22/2025

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

Check Number: 0000751

Check Status: Cleared

Gross Pay: \$1,012.88

Net Pay: \$912.25

Pay Breakdown

Pay Type	Days/Hrs	Rate	Amount
SALARY F/T	80.00	6.3966	\$1,012.83
S CASH OPT	0.00	0.0000	\$0.00
Total			\$1,012.83

[View paycheck image](#)

Check Detail

CONNARD, BRAYTON M

Overview

Check Date: 8/22/2025

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

Check Number: 0000751

Check Status: Cleared

Gross Pay: \$1,012.88

Net Pay: \$912.25

Pay Breakdown

Pay Type	Days/Hrs	Rate	Amount
SALARY F/T	80.00	6.3966	\$1,012.83
S CASH OPT	0.00	0.0000	\$0.00
Total			\$1,012.83

[View paycheck image](#)



Personal Information

Home
Employee Self Service
Benefits
Expense Reports
Pay/Tax Information
Performance Management
Personal Information (1)
Add/View Changes
Job Information
Time Off
Time Entry
Training Opportunities
Employment Opportunities

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 11115			

Users can change tax delivery options

Personal Information

GENERAL DEMOGRAPHICS CONTACT TAX DELIVERY OPTIONS

W-2 Delivery Method

Mail
 Primary email
 Alternate email (3)
 Self service only

1095 Delivery Method

Mail
 Primary email
 Alternate email (4)
 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

Pay/Tax Information

Users can change tax withholdings

Home	Employee Self Service	Pay/Tax Information	YTD Information	W-2	W-4
Year 2021	Check Date	Pay Period	Status	Gross Pay	Net Pay
6/30/2021	6/12/2021 - 6/12/2021			\$105.90	\$103.00
6/18/2021	5/29/2021 - 5/29/2021			\$105.90	\$104.72
6/4/2021	5/15/2021 - 5/15/2021			\$105.90	\$108.99
5/21/2021	5/1/2021 - 5/1/2021			\$105.90	\$104.71
5/7/2021	4/17/2021 - 4/17/2021			\$105.90	\$108.99
4/23/2021	4/3/2021 - 4/3/2021			\$105.90	\$104.72
4/9/2021	3/20/2021 - 3/20/2021			\$105.90	\$108.99
3/26/2021	3/6/2021 - 3/6/2021			\$105.90	\$104.71
3/12/2021	2/20/2021 - 2/20/2021			\$105.90	\$100.00
2/26/2021	2/6/2021 - 2/6/2021			\$105.90	\$104.71
2/12/2021	1/23/2021 - 1/23/2021			\$105.90	\$108.99

W-4 Information

FEDERAL
Marital status MARRIED
w-4 - Step 2 Unchecked
Dependents Amount \$0.00
Other Income \$0.00
Deductions \$0.00

New York
Marital status MARRIED
Exemptions 2

Paycheck Simulator

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

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

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

Personal Information

2020 or later W-4

Federal Tax	Marital	Exemptions	Step 2 Checkbox	Dependents Amount	Other Income	Deductions
<input checked="" type="checkbox"/>	MARRIED	0	<input type="checkbox"/>	0.00	0.00	0.00
	MARRIED	2				
		0				

Deductions

Description	Amount
BC/BS DENTAL	7.70

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.

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

Bank: CHASE MANHATTAN BANK

Account number: *****3107

Account type: Checking

Percentage: 100%

EDIT **DELETE**

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

Bank	Bank name or routing number
CHASE MANHATTAN BANK	22237
BANK OF AMERICA	
	222371054 (CITIZEN'S BANK CTB)
	222371863 (EASTMAN SAVINGS & LOAN ASSOC. ESL)
	222371698 (FAIRPORT SAVINGS AND LOAN FSL)
	222371876 (FIRST FEDERAL FF)
	222370440 (FIRST NIAGARA FNB)
	222370440 (KEYBANK KEB)
	222371054 (ROCHESTER COMMUNITY SAVINGS RCS)
	0.0000

EDIT **DELETE**

If your bank is not listed, contact Payroll to have it added manually.

SAVE **CANCEL**



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 accounts.

Enter Account number, Account type and Amount.

Account number *****3107	Bank name or routing number 021300077 (KEY BANK K)
Account type Checking	Account number 9999999999
Percentage 100%	Account type Checking
Amount 25.00	Amount 25.00
EDIT	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	Bank KEY BANK
------------------------------	------------------

Account number *****3107	Account number *****9999
-----------------------------	-----------------------------

Account type Checking	Account type Checking
--------------------------	--------------------------

Percentage 100%	Amount \$25.00
--------------------	-------------------

[EDIT](#) [DELETE](#) [EDIT](#) [DELETE](#)

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](#)

7

8

Direct Deposit Accounts

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

Bank CHASE MANHATTAN BANK	Bank KEY BANK
Account number *****3107	Account number *****9999
Account type Checking	Account type 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	Bank KEY BANK
Account number *****3107	Account number *****9999
Account type Checking	Account type 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.



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

Employee: Users can update their EEO demographics information.

Benefits

Expense Report

Pay/Tax Information

Performance Management

1 Personal Information

Add/View Changes

Job Information

Time Off

Time Entry

Training Opportunities

2 DEMOGRAPHICS

3 EDIT

4 CONTACT

Date of birth: 6/1/1985

Ethnic code: DON'T USE THIS FIELD

Gender: MALE

ethnicity: No, not Hispanic or Latino

Veteran status: NON-VETERAN

Race: White

Marital state: MARRIED

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

Personal Information

Self-identification of Race/Ethnicity/Gender is voluntary

GENERAL DEMOGRAPHICS

Date of birth

Ethnic code: DON'T USE THIS FIELD

Gender: MALE

4 Ethnicity

Primary Language

Privacy setting

Veteran status: NON-VETERAN

Disability

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

5 SAVE CANCEL



Job Aide: MUNIS ESS

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.munissselfservice.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)

<input type="checkbox"/>	Entered Time (saved but not submitted)
<input checked="" type="checkbox"/>	Submitted Time (sent to Manager for approval)
<input checked="" type="checkbox"/>	Approved Time (approved by Manager)

Subject: Time Entry – Hourly

1. Log In

2. Time Entry

3. 8, 10, 6, 4, 8 (Hourly Full Time)

4. 2 (Comp Time Earned Hourly)

5. Save for later

6. Oct 2021

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	9/11	9/12	9/13	9/14	9/15	9/16	9/17	
prior week								
Oct 2021	next week							
HOURLY FULL TIME								36
8 10 6 4 8								
VACATION TIME HOURLY								6
2 4								
SICK TIME HOURLY								
PERSONAL TIME HOURLY								
USE COMP TIME HOURLY								
COMP TIME EARNED HOURLY								2
TOTAL								44
8 10 8 10 8								



Job Aide: MUNIS ESS

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.munissselfservice.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)

Subject: Time Entry – Salary

1. Log In

2. Time Entry

3. Next week

4. Approved time entry (yellow box with checkmark)

5. Director of Personnel

6. Submit

Unscheduled leaves can be entered directly onto the timesheet

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Total
VACATION TIME SALARY					4	4		4
SICK TIME SALARY				4	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.

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

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



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:	7.50	Hours	10/12/2021:	7.50	Hours
10/13/2021:	7.50	Hours	10/14/2021:	7.50	Hours
10/15/2021:	7.50	Hours			

8

9

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](#)

10

11

Comment: (optional)

Out of town. Dave will cover my work.

Reason

[optional]

12

[Make Request](#)

[Cancel](#)

My Requests						
PAYROLL CL						
Calendar view						
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	

13



Job Aide: MUNIS ESS

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'

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

Subject: Approve Timesheets – All

The screenshot shows the Munis Self Service Employee Self Services portal. The top navigation bar includes the Tyler logo, the Munis Self Service logo, and a 'Log In' button. The main content area is titled 'Welcome to Employee Self Service' and includes an 'Announcements' section. The left sidebar lists 'Employee Self Service', 'Pay/Tax Information', 'Personal Information', 'Time Off', and 'Time Entry'. The 'Time Entry' option is highlighted with a red box and a blue callout bubble labeled '2'. The main content area displays a table of 'Pending Timesheets' for three employees: COMPITELLO, CAROL A; FREEDMAN, PAULA M; and HENDEE, KIMBERLY A. Each employee's row shows their name, job title, hours worked, pay period, and 'Approve' and 'Details' buttons. The 'Approve' buttons for each employee are highlighted with red boxes and blue callout bubbles labeled '4', '5', and '6'. The 'Details' button for HENDEE, KIMBERLY A is highlighted with a red box and a blue callout bubble labeled '7'. The 'Approve' and 'Details' buttons for STRINGER, SANDRA J are highlighted with red boxes and blue callout bubbles labeled '8'. A large red box at the bottom of the page contains the text '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

Approve and submit all pending time shown above



Job Aide: MUNIS ESS

Subject: Approve Timesheets – All

Manager Timesheet View

- A. After reviewing employee submitted timesheet, Manager can change or delete an entry by clicking "*Edit*".
- B. Click in the time box you would like to change.
- C. Click "*Delete*" to remove the entry or "*Edit*" to change the entry.
- D. If editing, enter the correct number of hours in the box and click "*Save*".
- E. 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.
- F. Click "*next week*" to repeat the process for the 2nd week of the pay period.

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							E			A	
PERSONAL TIME	HOURLY											
USE COMP TIME	HOURLY											
COMP TIME EARNED	HOURLY							2		2		
TOTAL				8	10	8	10	8	44	10		

Hours	<input type="text" value="10"/>	Save	Delete
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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)



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.

1. Log In

2. You have time off requests that need attention.

3. Manage Time Off Requests

4. Earned

5. Employee History

6. Employee History

Employee's name and title

VACATION (H)

SICK (H)

PERSONAL (H)

COMP (H)

	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

Dates Requested	Amount	Type	Status	Reason	Comments	Options
11/15/2021	15 hours	VACATION	In progress	TEST FOR ESS	Add to calendar	
11/16/2021						
0/16/2023	4 hours	VACATION	Approved (not taken)	TEST TIME OFF FUNCTION	Add to calendar	

Dates Requested Amount Type Status Reason Comments

Dates Requested	Amount	Type	Status	Reason	Comments
11/15/2021 - 11/16/2021	15 hours	VACATION	In progress	TEST FOR ESS	

Approve | Reject | Forward to | Hold Comments

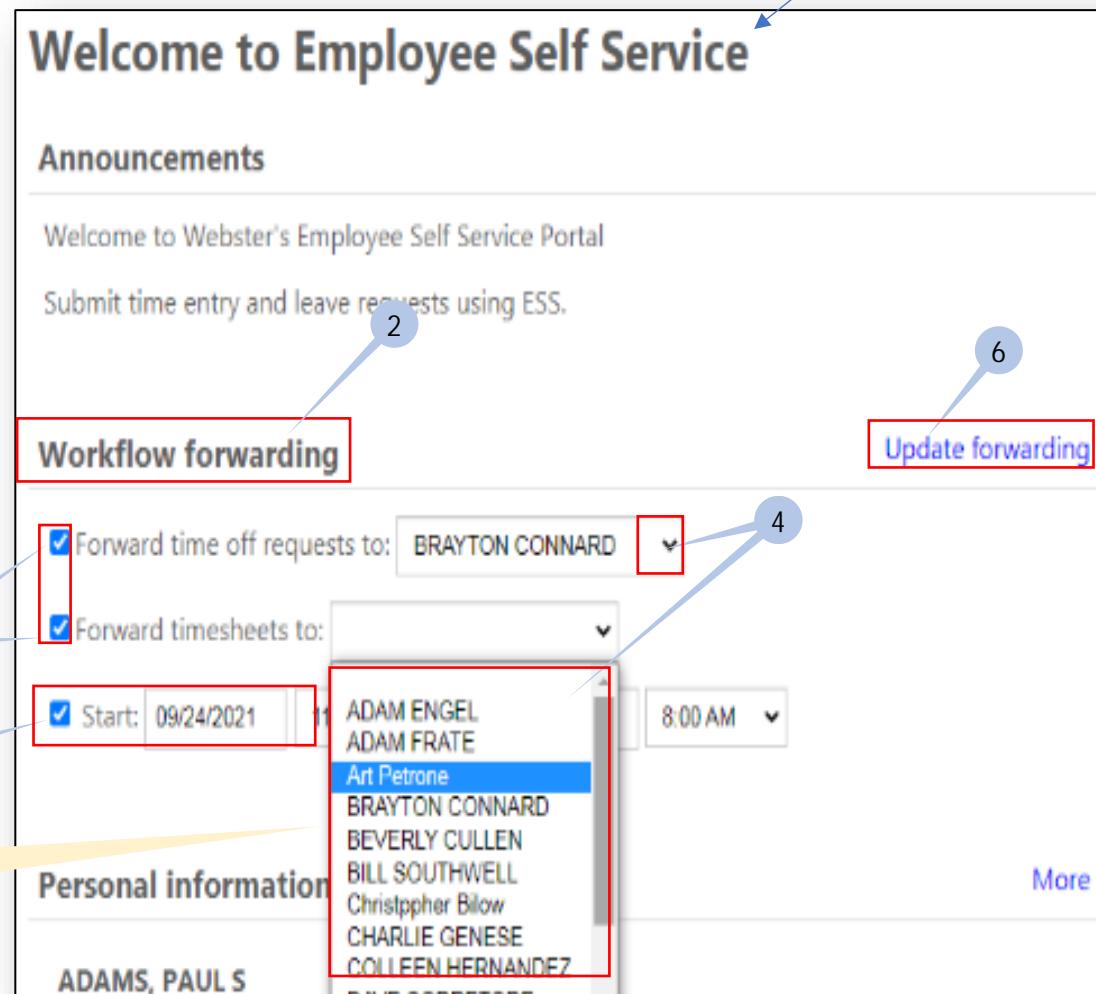


Job Aide: MUNIS ESS

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.



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
You must complete your **open enrollment** before 12/1/2023.
Below is a summary of your existing benefits.

2

3

A Summary of your existing benefits.

4

5

8

Estimated total cost per pay period

EXCELLUS DENTAL INSURANCE
EXCELLUS SMILE SAVER - FAMILY COVERAGE - \$8.14

457 NYS DEFERRED COMPENSATION
No election made

EXCELLUS DENTAL INSURANCE
EXCELLUS SMILE SAVER - FAMILY COVERAGE - \$8.14

Your existing benefit:
EXCELLUS SMILE SAVER - FAMILY COVERAGE
Pay period employee cost \$8.14
Pay period employer cost \$73.25
Annual employee cost \$97.68
Annual employer cost \$879.00

DECLINE SELECT \$8.14 CONTINUE

Open Enrollment - Make Elections
Make a selection for each benefit, then click "Continue". You must submit this year.
Welcome to Open Enrollment 2024.
Open Enrollment runs from November 13 to November 29.
Visit the Town [Employee Benefits Page](#) for documents and more information.
If you have any questions, don't hesitate to contact Payroll & Benefits at 503-672-7072 or [Email](#).

6

7

8

Estimated total cost per pay period

MVP HEALTH INSURANCE
Election not made
Existing benefit: MVP HEBHP 1 (00/1000) - SINGLE - \$79.80

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 \$0.00 CONTINUE



Job Aide: MUNIS ESS

Subject: Benefits Enrollment

Helpful links are here.

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 proof of insurance each year.

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

MVP HDHP 1800/3600 - SINGLE

Pay period employee cost: \$88.05
Pay period employer cost: \$264.14
Employee annual cost: \$2,113.20
Employer annual cost: \$6,339.36

MVP HDHP 1800/3600 - PERSON

Pay period employee cost: \$198.11
Pay period employer cost: \$584.33
Employee annual cost: \$4,754.64
Employer annual cost: \$14,268.92

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: \$16,688.48

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.

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

CONTINUE

6

7

8

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
- HSA Direct Deposit Form if enrolling in an HSA for the 1st time
- Cash Opt-out Form if declining health insurance enrollment for Family/Dependent
- FSA Enrollment Form if enrolling in a Dependent or Medical FSA

If you have any questions, don't hesitate to contact Kelsey Feeney at 385-872-7072 or kfeeney@townwebster.us.

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

MVP HEALTH INSURANCE

Declined

Attachment

Connard cash opt out 2024.pdf
Connard insurance card 2024.jpg

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

Connard cash opt out 2024.pdf REMOVE
Connard insurance card 2024.jpg REMOVE

Choose File No file chosen

7

Some choices require forms or documents to be uploaded.

SAVINGS ACCOUNT

Declined

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

Review enrollment choices before submitting.

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**