

Munis Employee Self Service Overview

City of Iowa City

Access the City of Iowa City's Munis Self Service webpage at:

<https://citymss.iowa-city.org/MSS>

Login

User name = Employee number

First time logging in, password = last four digits of employee SSN. You will be prompted to set a new password immediately.

User name

Password

Forgot your password?

Log in

Home

Online Bill Pay

Employment Opportunities

Your Name

City of Iowa City - Self Services

Welcome to the City of Iowa City Self-Services website. Information on positions open for application to the general public may be viewed under the Employment Opportunities menu. Individuals must register as an applicant and submit the online application form for each position for which they wish to be considered. Please be mindful of the application deadline for each posted position. City employees must log in to Employee Self Services to be able to view and apply for positions posted internally. If you are a current employee and are unable to login (upper right corner) using your employee number and password, contact Human Resources.

You will be directed to the Home Screen. Click on Employee Self Service on the menu to proceed to the employee self services page.

Home

Administration

Online Bill Pay

Employee Self Service

Employment Opportunities

The Employee Self Service Welcome Page includes:

- Announcements
- Personal contact information
- Time off accrual information summary, including both time taken and time requested, with the ability to drill down for more detail.*
- Recent paycheck listing including related links
- Employee time off accrual detail (for supervisory staff)

*Accrual balances are effective as of the date of your last paycheck.

Available balance reflects your actual balance as of the date of your last pay check.

Total balance reflects the total accruals available for the year, including the amount that has been used.

Welcome to Employee Self Service

Announcements

Welcome to TSM

Personal Information

Employee Name

Address

City, State, Zip

Phone

Home Phone

Time Off

Available time

| | Available | Total |
|----------|-----------|--------|
| HOLIDAY | 0.00 | 0.00 |
| PERSONAL | 0.00 | 0.00 |
| SICK | 247.70 | 355.20 |
| VACATION | 142.73 | 157.45 |

Requested Taken

Available time

| | Available | Total |
|----------|-----------|--------|
| HOLIDAY | 0.00 | 0.00 |
| PERSONAL | 0.00 | 0.00 |
| SICK | 247.70 | 355.20 |
| VACATION | 142.73 | 157.45 |

Paychecks

Previous paychecks

| Date | Amount | Details |
|-----------|--------|---------|
| 2/7/2014 | 162.80 | Details |
| 1/26/2014 | 162.80 | Details |
| 1/17/2014 | 162.80 | Details |
| 1/10/2014 | 162.80 | Details |

Tools

- Paycheck calculator
- View last paycard PDF
- Change your VOT

Employee time off

EMPLOYEE A

Available time

| | Available | Total |
|-----------|-----------|--------|
| COMP TIME | 0.00 | 15.00 |
| HOLIDAY | 0.00 | 0.00 |
| PERSONAL | 0.00 | 0.00 |
| SICK | 142.30 | 145.00 |
| VACATION | 172.28 | 240.04 |

Requested Taken

Available time

| | Available | Total |
|----------|-----------|--------|
| HOLIDAY | 0.00 | 0.00 |
| PERSONAL | 0.00 | 0.00 |
| SICK | 247.70 | 355.20 |
| VACATION | 142.73 | 157.45 |

Full page view on next page.



Last Name, First
Resources

Welcome to Employee Self Service

Announcements

Welcome to the City's Employee Self Services Page!

Self services provides employees access to check stubs, accrual balances, benefits elections, YTD total compensation information and the ability to maintain personal information.

Employees may now also view current job postings and apply for open positions under the Employment Opportunities menu on the home screen!

All employees must add their spouses and dependents (regardless of whether employee and dependents are eligible for coverage on the City's group health plan) by June 30, 2015. BIRTHDATE AND SOCIAL SECURITY NUMBERS ARE REQUIRED. This will enable both the City and employees to meet their federal reporting requirements. Dependents can be added under the Personal Information menu.

Contact Human Resources if you need assistance or have questions about Employee Self Service.

Personal information

[View profile](#)

Last Name, First Name

Address

City, State, Zip

Phone

HOME PHONE:

Email

Email: Fname-lname@iowa-city.org

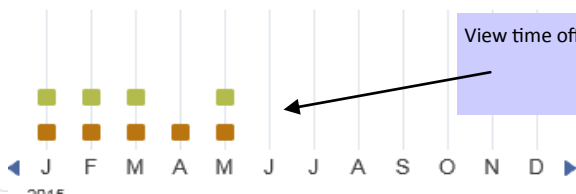
Alt email:

Time off

[Show current balances](#)

| | Projected Available | Projected Earned |
|----------|---------------------|------------------|
| HOLIDAY | 0.00 | 0.00 |
| PERSONAL | 0.00 | 8.00 |
| SICK | 348.55 | 455.80 |
| VACATION | 138.24 | 286.24 |

[Show time off taken](#)



View time off taken. You can drill down for more detail by clicking on the boxes.

Paychecks

[Show paycheck amounts](#)

Last Paycheck: 5/29/2015

Year to date

Previous paychecks

| | | |
|-----------|--|-------------------------|
| 5/29/2015 | | Details |
| 5/15/2015 | | Details |
| 5/1/2015 | | Details |
| 4/17/2015 | | Details |
| 4/3/2015 | | Details |

Tools

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

Drill down for pay and deduction detail through "Details"

View a copy of your pay stub using the TCM camera button

Access paycheck simulator, view W-2s or W-4s.

Employee time off

[View calendar](#)

Employee A

[Show current balances](#)

| | Projected Available | Projected Earned |
|-----------|---------------------|------------------|
| COMP TIME | 0.00 | 17.50 |
| HOLIDAY | 0.00 | 0.00 |
| PERSONAL | 0.00 | 8.00 |
| SICK | 192.15 | 232.40 |
| VACATION | 57.03 | 168.53 |

[Show time off taken](#)

Supervisors only:

You are able to access accrual information for your employees through ESS.

BENEFITS

Current Health, Dental, and Flex Health and Dependent Care Spending Account elections can be viewed under the Benefits menu. .

Benefits

Current Year Elections

| Benefit | Current Election |
|-------------------------------|--|
| HEALTH INSURANCE | PRE TAX FAMILY HEALTH INSURANCE - 1.0 FTE \$40.00 details |
| DENTAL INSURANCE | PRE TAX SINGLE DENTAL INSURANCE - 1.0 FTE \$0.00 details |
| FLEX HEALTHCARE REIMBURSEMENT | HEALTH CARE FLEX REIMBURSEMENT \$19.24 details |
| FLEX DEP CARE REIMBURSEMENT | Declined |

All costs are per pay period. Your estimated total cost per pay period is **\$59.24**.

[Home](#)
[Employee Self Service](#)
Benefits
[Pay/Tax Information](#)
[Personal Information](#)
[Time Off](#)

ANNUAL OPEN ENROLLMENT:

During annual open enrollment (November), the Open Enrollment menu will be “live”. Employees will use this to submit their health, dental, flex health and flex dependent care spending elections for the next year.

Open Enrollment

Make Elections

Make a selection for each benefit, then click "Continue". *You must submit this enrollment by 11/15/2014.*

READ CAREFULLY:

Please review the following options for each benefit and make an election for the 2015 calendar year for each benefit below. Remember that elections are irrevocable for the plan year unless you experience a qualifying status change event.

Before submitting, **REVIEW YOUR ELECTIONS CAREFULLY!** Please pay particular attention to your medical and dental elections to ensure that you have elected payroll deductions on a pre or post-tax basis according to your preference as this cannot be changed unless you experience a qualifying status change event. **If you fail to submit a 2015 health or dental election, your current election will be carried forward on a POST TAX basis for the 2015 plan year.**

Any changes from single to family medical or dental insurance or vice versa or any additions/deletions of dependents on your medical or dental coverage will require the submission of a corresponding enrollment form to Human Resources.

Reminder: Any new Delta Dental members added through open enrollment will be subject to a 6 month waiting period before any treatment other than routine examinations will be covered by insurance.

Contact Human Resources with questions or for assistance.

| Benefit | Current Election | New Election | |
|-------------------------------|--|-------------------|--|
| HEALTH INSURANCE | PRE TAX FAMILY HEALTH INSURANCE - 1.0 FTE \$40.00 details | Election Not Made | Decline benefit No changes Make New Election |
| DENTAL INSURANCE | PRE TAX SINGLE DENTAL INSURANCE - 1.0 FTE \$0.00 details | Election Not Made | Decline benefit No changes Make New Election |
| FLEX HEALTHCARE REIMBURSEMENT | HEALTH CARE FLEX REIMBURSEMENT \$19.24 details | Election Not Made | Decline benefit Make New Election |
| FLEX DEP CARE REIMBURSEMENT | No Election Made | Election Not Made | Decline benefit Make New Election |

[Continue](#)

All costs are per pay period. Your estimated total cost per pay period is \$0.00. The paycheck simulator can show how this effects your net pay.

[Home](#)[Employee Self Service](#)**Benefits**[Open Enrollment](#)[Pay/Tax Information](#)[Personal Information](#)[Time Off](#)

The Pay/Tax Information menu provides access to:

1. A check history screen where you may click on “Details” to drill down for more paycheck information including a link to an actual paycheck image.
2. Year to Date Information
3. W-2 Information including an PDF image of your W-2.
4. Review current W-4 elections.
5. A paycheck simulator where you can experiment with earning and deductions to estimate impact on net pay.
6. A detailed total compensation report showing the value of your wages and benefits.

City of Iowa City

Pay/Tax Information

Year 2015 ▾

| Week Date | Pay Period | Status | Gross Pay | Net Pay | |
|-----------|-----------------------|---------|------------|------------|-------------------------|
| 9/29/2015 | 5/10/2015 - 5/23/2015 | Cleared | \$4,142.40 | \$1,843.05 | Details |
| 15/2015 | 4/26/2015 - 5/9/2015 | Cleared | \$4,148.20 | \$1,777.24 | Details |
| 1/2015 | 4/12/2015 - 4/25/2015 | Cleared | \$4,142.40 | \$1,804.45 | Details |
| 17/2015 | 3/29/2015 - 4/11/2015 | Cleared | \$4,148.20 | \$1,777.24 | Details |
| 3/2015 | 3/15/2015 - 3/28/2015 | Cleared | \$4,142.40 | \$1,804.44 | Details |
| 30/2015 | 3/1/2015 - 3/14/2015 | Cleared | \$4,148.20 | \$1,777.24 | Details |
| 3/2015 | 2/15/2015 - 2/28/2015 | Cleared | \$4,142.40 | \$1,804.45 | Details |
| 30/2015 | 2/1/2015 - 2/14/2015 | Cleared | \$4,148.20 | \$1,777.24 | Details |
| 3/2015 | 1/18/2015 - 1/31/2015 | Cleared | \$4,142.41 | \$1,804.43 | Details |
| 3/2015 | 1/4/2015 - 1/17/2015 | Cleared | \$4,148.20 | \$1,777.25 | Details |
| 16/2015 | 1/3/2015 - 1/3/2015 | Cleared | \$362.46 | \$0.00 | Details |
| 3/2015 | 12/21/2014 - 1/3/2015 | Cleared | \$4,142.40 | \$1,829.43 | Details |

Home

Employee Self Service

Benefits

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

Total Compensation

Personal Information

Time Off

1.

View paycheck image

eID Date: 1/26/2015
 eID Fiscal: 1/1/2015 - 1/2/2015
 eID Number: 123251
 eID Status: Cleared
 net Pay: \$4,142.42
 rPay: \$1,843.05

| Description | Hours | Rate | Amount |
|-------------|-------|---------|------------|
| L PRP | 18.00 | \$51.75 | \$1,155.00 |
| CARDER | 18.00 | \$51.75 | \$931.50 |
| ACTRESS | 2.00 | \$51.75 | \$103.50 |
| WT | | | \$4,142.40 |

| Description | Amount |
|-------------|------------|
| Active Type | \$208.00 |
| A 151 | |
| A 16 | \$55.75 |
| TA MLTSM | \$19.24 |
| ML | \$175.00 |
| | \$596.25 |
| | \$228.00 |
| RT | \$246.47 |
| REG MARI | \$24.00 |
| RCT SUP | \$220.00 |
| RCT SUP | \$1,843.05 |
| WT | \$1,299.75 |

Year-to-Date Information

JENNINGS, KAREN J Year: 2015

Overview

| | |
|--------------------|-------------|
| Gross YTD Earnings | \$45,957.87 |
|--------------------|-------------|

Earnings

| | |
|------------|-------------|
| REG PAY | \$34,576.10 |
| VACATION | \$4,375.41 |
| D VACA | \$362.46 |
| SICK USED | \$3,715.22 |
| HOLIDY PD | \$2,071.20 |
| FUNERAL | \$828.48 |
| 50K NONCSH | \$29.00 |

Deductions

| | |
|--------------|-------------|
| FICA SS | \$2,811.47 |
| FICA HI | \$657.52 |
| FLEX HLTH | \$211.64 |
| PRE HEALTH | \$400.00 |
| ICMA | \$1,925.00 |
| FIT | \$8,360.87 |
| SIT | \$2,523.00 |
| IPERS | \$2,711.17 |
| SUPP LIFE | \$66.00 |
| DEP LIFE INS | \$8.40 |
| PRKNG C SWAN | \$200.00 |
| UNITED WAY | \$275.00 |
| UW DONATE | \$252.34 |
| DIRECT DEP | \$5,750.00 |
| DIRECT DEP | \$19,776.46 |

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

Total Compensation

2.

W-2 Information

Year: 2014 - 0

View W-2 image

YEAR: 2014

209 N LOCUST ST WINFIELD, IA 52659

RETIREMENT ☒

3RD PARTY SICK ☐

STATUTORY EMPLOYEE ☐

Wages and Tax

| | GROSS | TAX |
|----------------------|--------------|-------------|
| FIT | \$94,211.59 | \$19,302.99 |
| FICA | \$105,067.60 | \$6,514.19 |
| MEDICARE | \$105,067.60 | \$1,523.48 |
| SIT - IA | \$94,211.59 | \$5,799.00 |
| DEP CARE | | \$0.00 |
| SOCIAL SECURITY TIPS | | \$0.00 |
| ALLOCATED TIPS | | \$0.00 |
| NONQUAL | | \$0.00 |

Box 12

| | |
|---------------------|-------------|
| C LIFE INSURANCE | \$67.20 |
| G 457B DEFER | \$4,550.00 |
| DD EMPR HEALTH COST | \$15,063.60 |

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

Total Compensation

3.

4.

W-4 Information



FEDERAL

Marital Status SINGLE
Exemptions 0
Additional Amount \$20.0000000000

IOWA

Marital Status SINGLE
Exemptions 0
Additional Amount \$30.0000000000

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

Total Compensation

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 |
|-----|-------------------------------|-------|-----------------|-------|----------|------------|---------|
| 100 | REGULAR PAY | 80.00 | | | \$1.7800 | 0.00 | 4142.40 |
| 610 | LONGEVITY BONUS ADMINCONFIDEN | 0.00 | | | 0.0000 | 0.00 | 650.00 |



Marital Federal Tax SINGLE 0
State Tax SINGLE 0
Local Tax 0

Exemptions 0

Deductions

| Description | Amount |
|--------------------------------|--------|
| DIRECT DEPOSIT | 525.00 |
| UNITED WAY | 25.00 |
| DEPENDENT LIFE INSURANCE | 1.68 |
| SUPPLEMENTAL LIFE INSURANCE | 13.20 |
| IPERS | 285.15 |
| ICMA | 175.00 |
| PRE HEALTH INS 1.0 FTE FAMILY | 40.00 |
| FLEX HEALTH CARE SPENDING ACCT | 19.24 |

Calculate

Reset

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

Total Compensation

Personal Information

5.

6.

Total Compensation

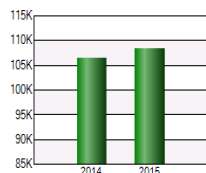
Compensation

77%

PAID COMPENSATION

23%

BENEFITS



PAID COMPENSATION

\$ PAID COMPENSATION

+

\$ BENEFITS

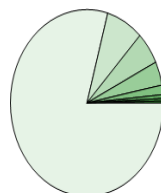
\$ COMPENSATION & BENEFITS

Benefit Contributions

| BENEFIT | EMPLOYER | EMPLOYEE |
|--------------------------------|-------------|-------------|
| Social Security | 6,139.00 | 6,139.00 |
| Medicare | 1,435.73 | 1,435.73 |
| Health Care Reimbursement | - | 461.52 |
| Pre Tax Medical Insurance | 13,004.42 | 880.00 |
| Pre Tax Dental Insurance | 301.18 | - |
| IPERS | 8,923.94 | 5,945.85 |
| Supplemental Life Insurance | - | 145.20 |
| Dependent Life Insurance | - | 18.48 |
| Group Life Insurance | 225.72 | - |
| Long Term Disability | 473.88 | - |
| Accidental Death/Dismemberment | 29.70 | - |
| TOTAL CONTRIBUTIONS | \$30,533.57 | \$15,025.78 |

Paid Compensation Breakdown

- Regular Pay (79.38 %)
- Vacation Used (7.78 %)
- Sick Used (5.64 %)
- Paid Holiday (4.12 %)
- Funeral Leave (1.65 %)
- Longevity (0.65 %)
- Personal Leave Used (0.41 %)
- Vacation Donation (0.36 %)



Additional Benefits

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

Total Compensation

Personal Information and Employee Profile

Personal Information

Employee Preferred Name [change](#)

Preferred Name N/A

Address / E-mail [change](#)

Home Address

E-mail

Alternate E-mail

Options [change](#)

W-2 Delivery Method Mail

Telephone

[Add Telephone Number](#)

| Type | Description | Number | Unlisted |
|---------|-------------|--------|----------|
| PRIMARY | HOME PHONE | | No |

Dependents

[Add Dependent](#)

| Name | Relationship | Date Of Birth | Gender | Student |
|------|--------------|---------------|--------|---------|
| | SPOUSE | | MALE | No |
| | CHILD | | MALE | Yes |
| | CHILD | | FEMALE | Yes |
| | CHILD | | MALE | Yes |

Emergency Contacts

[Add Emergency Contact](#)

| Name | Relationship | Phone | Comments |
|------|--------------|-------|----------|
| | | | |

Home

Employee Self Service

Benefits

Pay/Tax Information

Personal Information

Employee Profile

Time Off

- Maintain/update:
- Address:
 - Phone numbers
 - Email addresses
 - W-2 Delivery preference
 - Dependents
 - Emergency Contacts

Employee Profile

[Return to Personal Information](#)

General information

Name

Employee ID

Preferred name

SSN

Active status

Personnel status

Office location

E-Mail address

Alternate e-mail address

Hire date

Service date

Original hire date

Supervisor

Supervisor e-mail

Demographic information

Date of birth

Gender

EEO ethnicity

Marital status

Privacy setting

Veteran status

Disability

DOE ethnicity

DOE Race

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Mail corrections/comments to [Human Resources](#)

Time Off

Time Off

Employee:

| | Maximum Allowed | Earned | Projected Earned* | Taken | To Be Taken | Currently Available | Projected Available* |
|--------------|-----------------|--------|--------------------------|--------|-------------|---------------------|--------------------------|
| HOLIDAY (H) | 99999.99 | 0.00 | 0.00 through 6/30/2015 | 0.00 | 0.00 | 0.00 | 0.00 through 6/30/2015 |
| PERSONAL (H) | 8.00 | 8.00 | 8.00 through 6/30/2015 | 8.00 | 0.00 | 0.00 | 0.00 through 6/30/2015 |
| SICK (H) | 1440.00 | 459.50 | 459.50 through 6/8/2015 | 107.25 | 0.00 | 352.25 | 352.25 through 6/8/2015 |
| VACATION (H) | 192.00 | 292.71 | 292.71 through 6/30/2015 | 148.00 | 0.00 | 144.71 | 144.71 through 6/30/2015 |

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

Time Off Approver:

Home

Employee Self Service

Benefits

Pay/Tax Information

Personal Information

Time Off

Drill down into Calendar view summary of accruals used by type.

Time Off Calendar

Year

VACATION Time

January 2015

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | |

February 2015

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | | | | | | |

March 2015

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

April 2015

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |
| | | | | | | |

May 2015

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

June 2015

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |
| | | | | | | |

July 2015

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | |

August 2015

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

September 2015

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

October 2015

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | | | |

November 2015

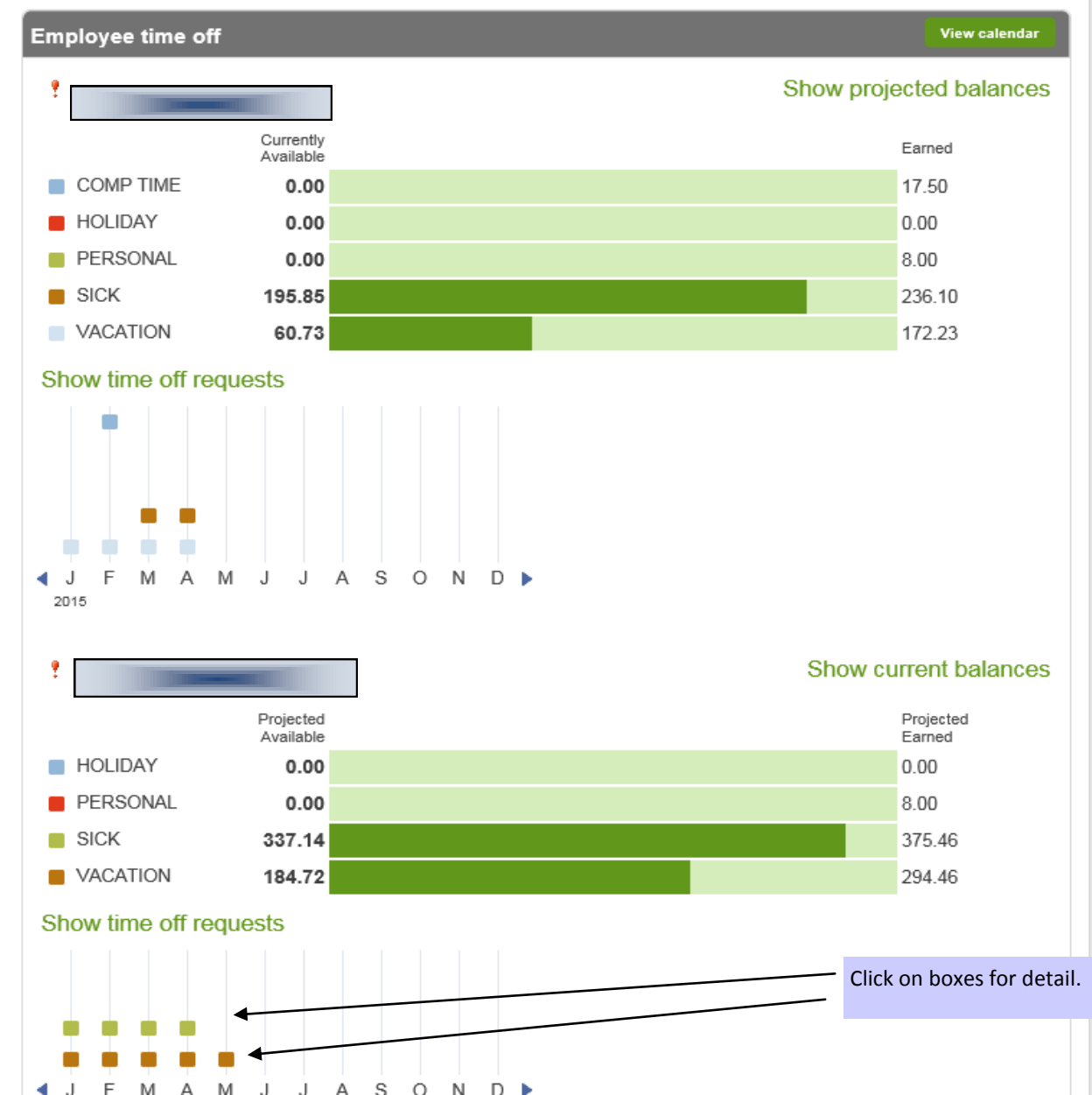
| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

December 2015

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

For Supervisors: Employee Accrual information available

Supervisors can access accrual bank information for employees under their supervision through their own ESS account. There are several ways to view information and drill down for more detail. All staff information is viewable only. Supervisors are encouraged to “explore” and familiarize themselves with the detailed information available to them.



Supervisor's Summary Employee Calendar View

Employee time off

View calendar

Time Off Calendar

Employee time off calendar - 2015

☒ VACATION ☒ SICK ☒ COMP TIME



10
Monday

5
Tuesday

5
Wednesday

4
Thursday

8
Friday

1
Saturday

0
Sunday

The Calendar View summarizes time off occurrences for each day of the week.

Months can be expanded to show more detail.

Supervisors can drill down into day of week for detailed information.

employee time off calendar - 2015

☒ VACATION ☒ SICK ☒ COMP TIME



10
Monday

5
Tuesday

5
Wednesday

4
Thursday

8
Friday

1
Saturday

0
Sunday

Employees who used time on a Monday

Employee

number of Mondays taken off



Mondays taken off

Mondays

different employees taking the day off

