Munis Employee Self Service Overview for Hourly Employees

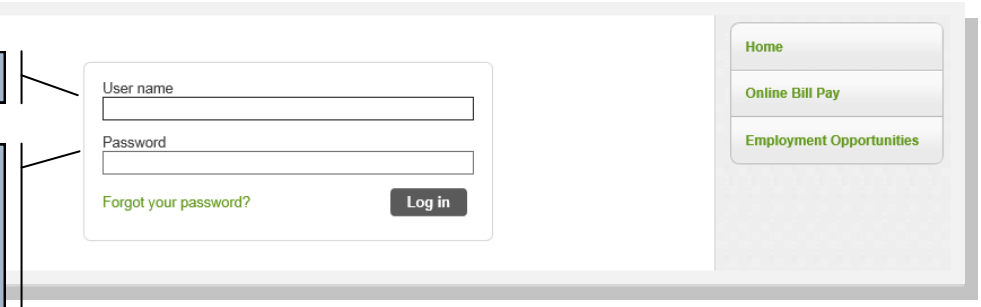
City of Iowa City

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

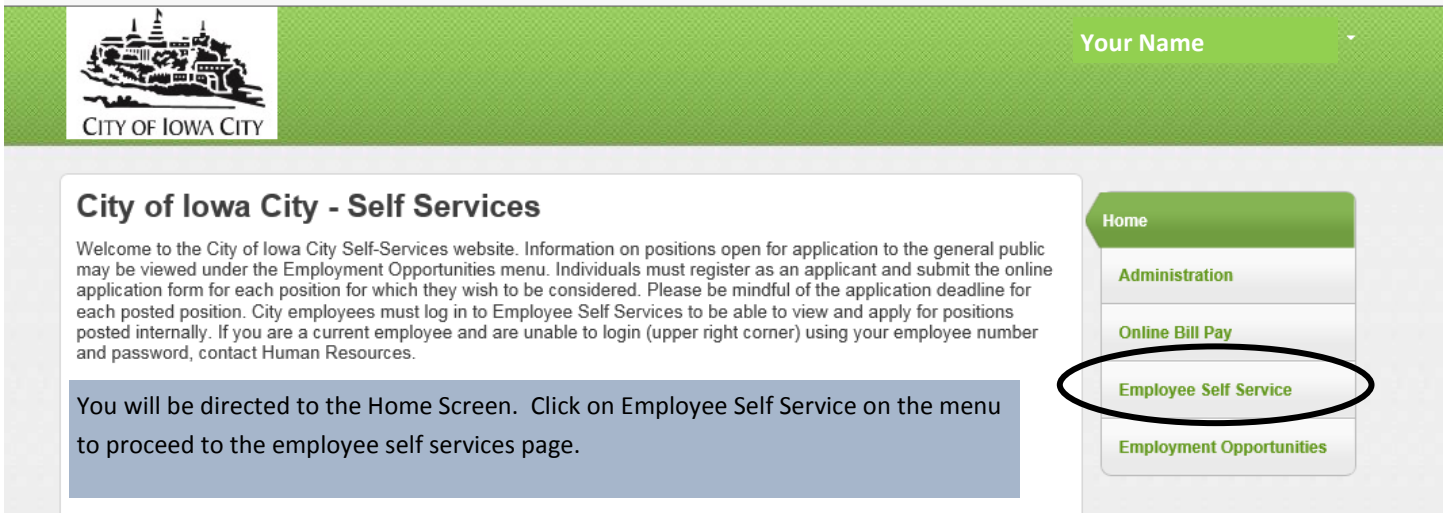
https://citymss.iowa-city.org/MSS

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.

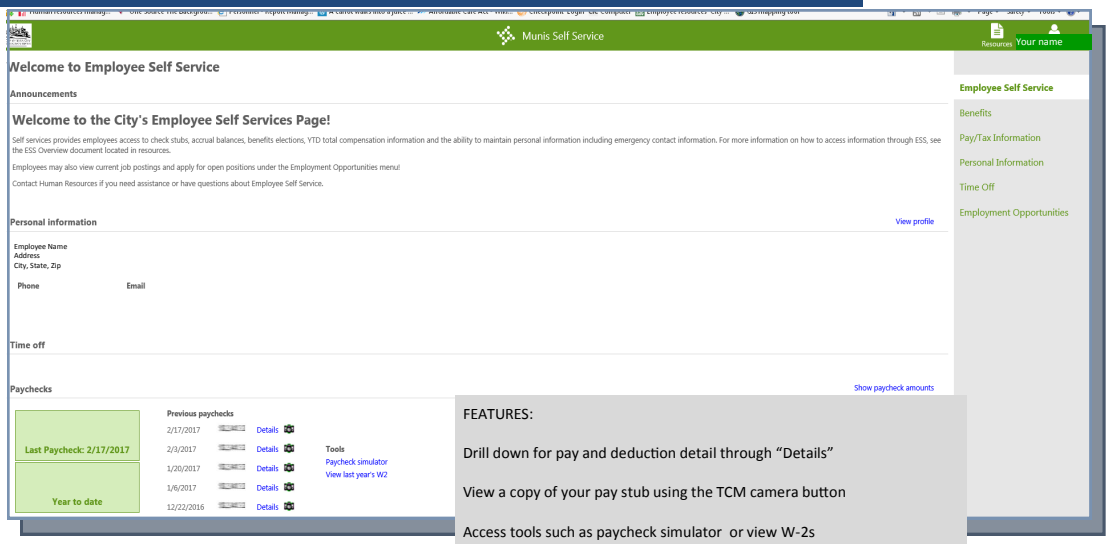


Note: Your Employee Self Service account may not be available until after you receive your first paycheck.



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

The Employee Self Service Welcome page includes announcements, personal contact information and a summary of recent paychecks. You can use the links within this page or in the menu tree on the right to access more detailed information.



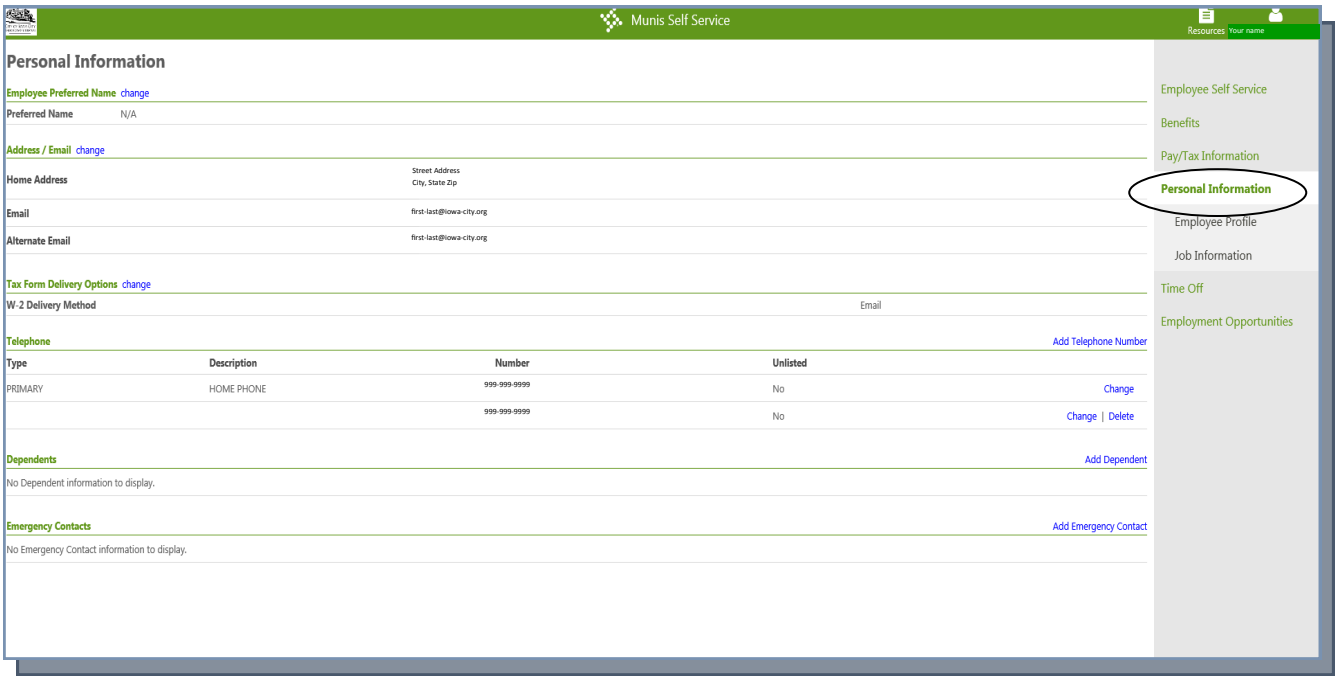
FEATURES:

Drill down for pay and deduction detail through "Details"

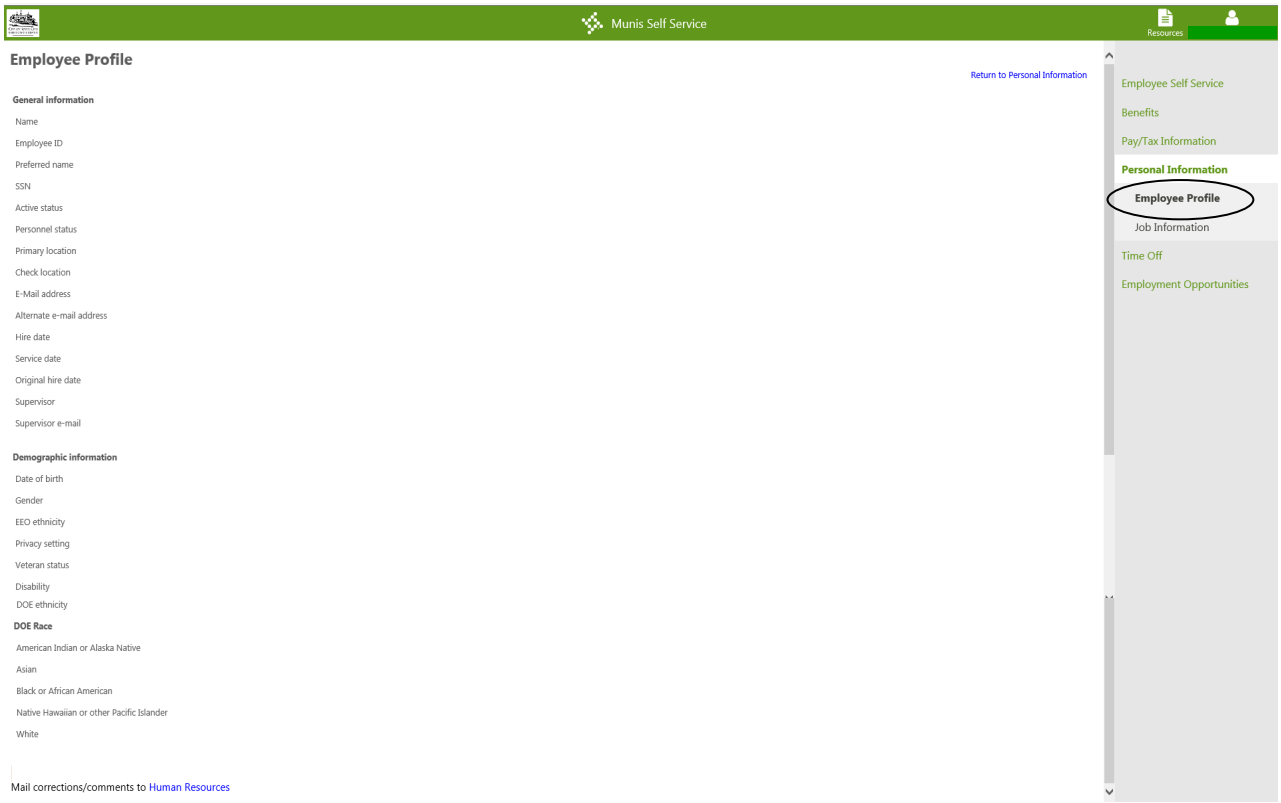
View a copy of your pay stub using the TCM camera button

Access tools such as paycheck simulator or view W-2s

The Personal Information page houses important information such as employee contact information and emergency contacts. Information on this page can be updated by using the blue links within the page. Employees are encouraged to maintain current emergency contact information.

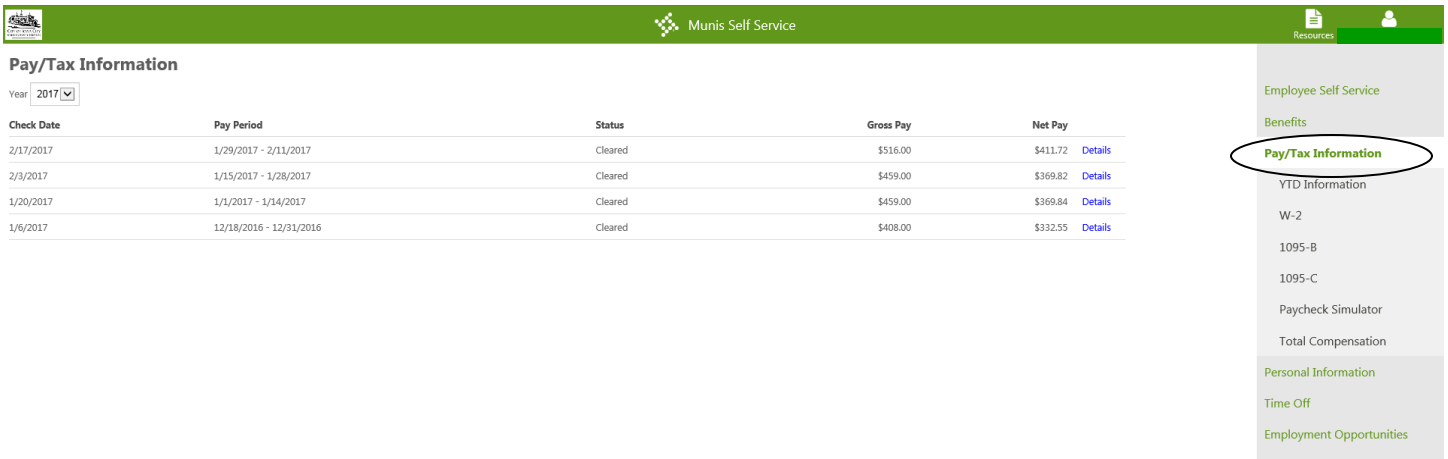


The employee profile houses additional employee Information including employee race and ethnicity demographics which are subject to mandatory federal reporting. Human Resources staff can be notified of necessary corrections by using the link at the bottom of the page.



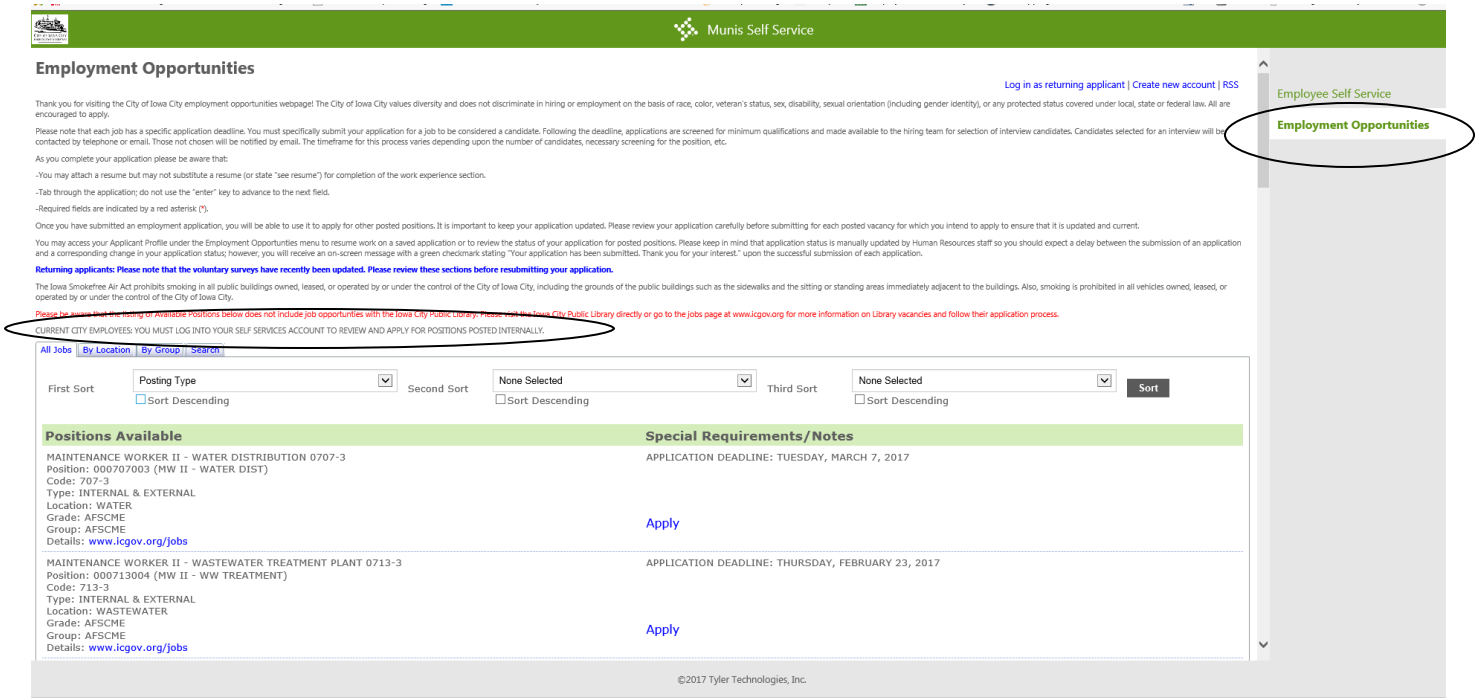
The Pay/Tax Information screen provides information on employee paychecks. Line item detail and a link to an image of the actual check stub are available under the "Details" link.

You can also access additional information such as year-to-date paycheck information and prior year W-2's under the menu items on the right.



When logged in to Munis Self– Service as an employee, you will be able to see BOTH internal and external positions currently posted for applications.

While the page looks the same, **internal postings are only viewable when logged into ESS as an employee**. Internal postings are not displayed on the public-facing Employment Opportunities page or when logged in as a returning applicant.



If you have questions or need assistance accessing or using ESS, please contact Human Resources at 319-356-5020.