

Employee Self Service User Features Guide

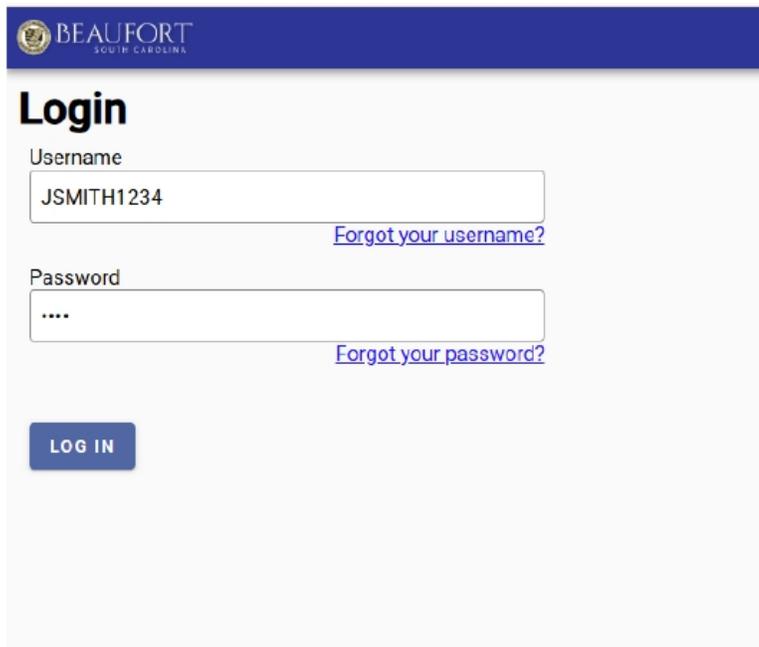
The Employee Self Service (ESS) website provides access to personal information, pay and tax information, sick and vacation balances, a paycheck simulator along with other features that are available for use at any device with internet access.

Website Link:

<https://beaufortemployees.munisselfservice.com>

Login Steps

1. Username is first initial of your first name followed by the entire last name and last 4 digits of your social security number using **ALL CAPITAL LETTERS** and no spaces. For example, John Smith would be JSMITH1234.
2. If you have never logged into your account, your temporary password is the last four digits of your social security number. Once you login, then ESS will require you to change your temporary password to a permanent password. There is also a forget your username and password link if you have trouble logging in.



The screenshot shows the login interface for the Beaufort South Carolina Employee Self Service website. At the top, there is a blue header with the Beaufort South Carolina logo and name. Below the header, the word "Login" is displayed in a large, bold, black font. Underneath, there are two input fields: "Username" and "Password". The "Username" field contains the text "JSMITH1234". To the right of the "Username" field is a blue link that says "Forgot your username?". The "Password" field contains four dots "....". To the right of the "Password" field is a blue link that says "Forgot your password?". Below the input fields is a blue button with the text "LOG IN" in white capital letters.

ESS Home Page

Once logged in, your home page should look similar to this with sections for personal information, sick and vacation balances, and paycheck information.

The screenshot shows the Employee Self Service (ESS) home page for Beaufort, South Carolina. The page is titled "Welcome to Employee Self Service" and features several sections:

- Announcements:** A welcome message to the Employee Self Service.
- Personal information:** Displays the user's name (DOE, JOHN), address (123 MAIN STREET, BEAUFORT, SC 29902), and contact information (Phone and Email: aaisenman@cityofbeaufort.org).
- Time off:** Shows projected available and earned balances for SICK and VACATION leave. A bar chart displays these balances, and a calendar shows time off taken for the year 2019.
- Paychecks:** Displays the current paycheck amount (\$1,906.40) and a list of previous paychecks.

Category	Projected Available	Projected Earned
SICK	7.40	7.40
VACATION	6.16	6.16

Date	Amount	Details
1/10/2019	\$1,906.40	Details
12/13/2018	\$1,906.40	Details

Paycheck Information

This section includes paycheck detail information. An employee can look at detail of previous paychecks as well as viewing a PDF of a paycheck by clicking on the camera icon. An employee has the option to select “Hide paycheck amounts” and their last paycheck, year to date, and previous paycheck information will be “grayed” out if you are using a public computer.

Paychecks Hide paycheck amounts

\$1,906.40
Last Paycheck: 1/10/2019

\$1,906.40
Year to date

Previous paychecks

Check Date	Gross Pay	Details	PDF
1/10/2019	\$1,906.40	Details	
12/13/2018	\$1,906.40	Details	

Tools

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

Pay/ Tax Information

On the right menu bar, select Pay/Tax Information and then “Details” for more paycheck information.

The screenshot shows the Beaufort South Carolina employee self-service portal. The main content area displays "Pay/Tax Information" with a table of paychecks for the last 12 months. The table has columns for Check Date, Pay Period, Status, Gross Pay, and Net Pay. Two paychecks are listed: one for 1/10/2019 and another for 12/13/2018, both with a "Details" link. On the right side, there is a vertical menu with options like "Employee Self Service", "Certifications", "Pay/Tax Information" (which is highlighted), "YTD Information", "W-2", "1095-B", "1095-C", "W-4", and "Paycheck Simulator". An orange arrow points from the "Pay/Tax Information" menu item to the "Details" link in the table.

Check Date	Pay Period	Status	Gross Pay	Net Pay	Details
1/10/2019	12/22/2018 - 1/4/2019	Cleared	\$1,906.40	\$1,252.10	Details
12/13/2018	11/24/2018 - 12/7/2018	Cleared	\$1,906.40	\$1,246.96	Details

Year-to-Date Payroll Information

Select YTD Information to view your payroll summary by calendar year.

The screenshot shows a web browser window displaying the Beaufort South Carolina employee self-service portal. The page title is "Year-to-Date Information" and the user is identified as "DOE, JOHN". The year is set to 2019. The main content area displays a summary of payroll information for 2019, including Gross YTD Earnings, Earnings, and Deductions. A sidebar on the right contains navigation links for Employee Self Service, Certifications, Pay/Tax Information, and YTD Information. The footer indicates the page is ©2019 Tyler Technologies, Inc. with a Help/Feedback link.

Overview	
Gross YTD Earnings	\$1,906.40

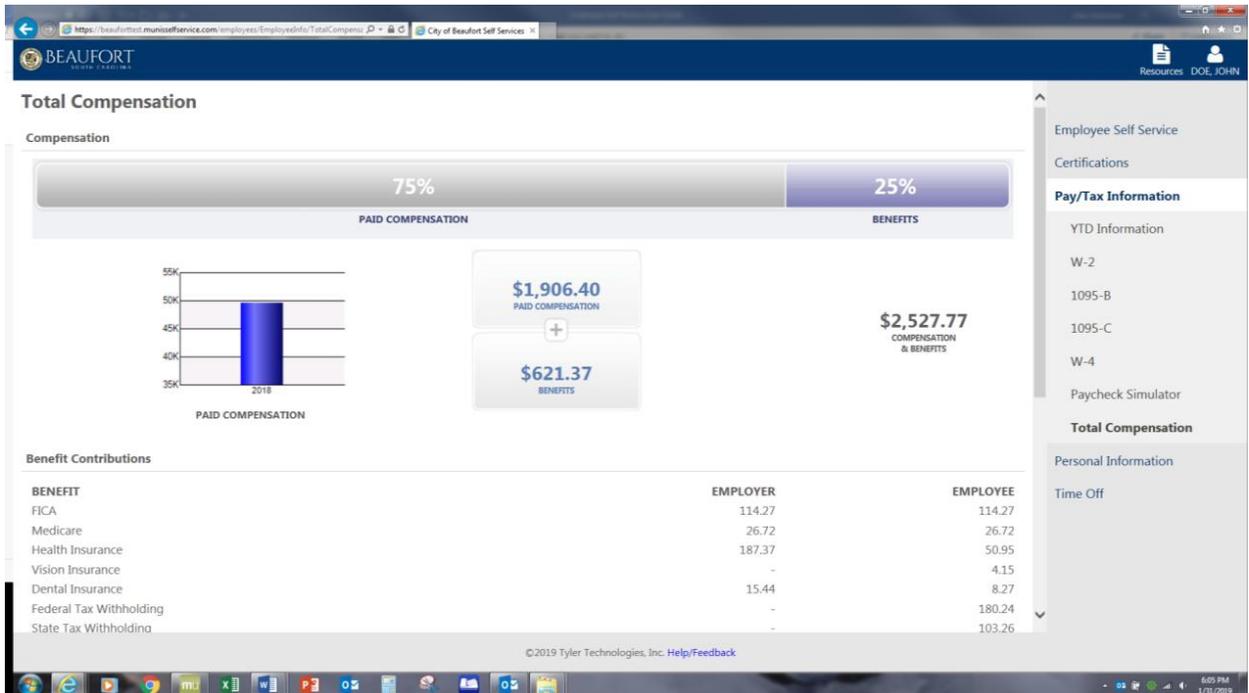
Earnings	
REG PAY	\$1,906.40

Deductions	
FICA	\$114.27
MEDICARE	\$26.72
HEALTH INS	\$50.95
PEP	\$4.15
DELTA DENTAL	\$8.27

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Total Compensation

On the right menu bar, select Total Compensation to view a summarized version of your compensation and employer paid portion of benefits to get a breakdown of your total City employee package. The “paid compensation” number on top represents the total amount of all earnings paid to you for the specific calendar year. This number is prior to any deductions taken either by the employee or employer. The “benefits” number below is the amount of *employer* paid contributions for taxes, healthcare or employer paid insurances.



W-2 Information

Select W-2 to view your most recent W-2 and click on “View W-2 image” on top right to view your W-2 as a PDF.

Year: 2018 - 0

JOHN DOE

YEAR: 2018

123 MAIN STREET BEAUFORT, SC 29902

RETIREMENT

3RD PARTY SICK

STATUTORY EMPLOYEE

Wages and Tax

	GROSS	TAX
FIT	\$1,671.45	\$180.24
FICA	\$1,843.03	\$114.27

View W-2 image

Employee Self Service
Certifications
Pay/Tax Information
YTD Information
W-2
1095-B
1095-C
W-4
Paycheck

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Paycheck Simulator

Select Paycheck Simulator to provide different scenarios to changes to your federal and/or state tax status along with your insurance benefits. Click on Calculate at the bottom left to see your results in this simulation.

Paycheck Simulator

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

Pay Details

Job	Pay	Hours	Rate	Percentage	Amount
ACCOUNTANT (238)	REGULAR PAY (100)	80.00	23.8300	0.00	1906.40

Marital: SINGLE Exemptions: 0

Federal Tax: SINGLE Exemptions: 0

State Tax: SINGLE Exemptions: 0

Local Tax: Exemptions: 0

Deductions

Description	Amount
REGULAR SCRS	171.58
DELTA DENTAL	8.27
PHYSICIANS EYECARE PLAN	4.15
BC/BS HEALTH INS	50.95

Paycheck Simulation

This is an estimation of your pay based on the information you have entered.

	Current	Simulation
Gross Pay	1906.40	1906.40
Federal Tax	176.34	131.17
State Tax	102.02	102.02
Local Tax	0.00	0.00
FICA	114.27	114.27
Medicare	26.72	26.72
Other Deductions	234.95	234.95
Net Pay	1252.10	1297.27

1095-C Information

1095-C provides information about health insurance coverage offered by the City. Employees receive an IRS 1095-C form at tax time. You do not need this form in order to file your taxes, but when you file, you'll have to tell the IRS whether or not you had health insurance for each month of the year.

On the right menu bar, select 1095-C to view your most recent 1095-C and click on "View 1095-C image" on top right to view your 1095-C as a PDF.

The screenshot displays the Beaufort South Carolina self-service portal. The main content area is titled "1095-C" and includes a "Year" dropdown menu set to "2018 - 1". Below this are checkboxes for "Void" and "Corrected". The "Employee" section contains the following information:

Name of employee	JOHN DOE
Street address	123 MAIN STREET
City or town	BEAUFORT
State or province	SC
Country and ZIP or foreign postal code	29902

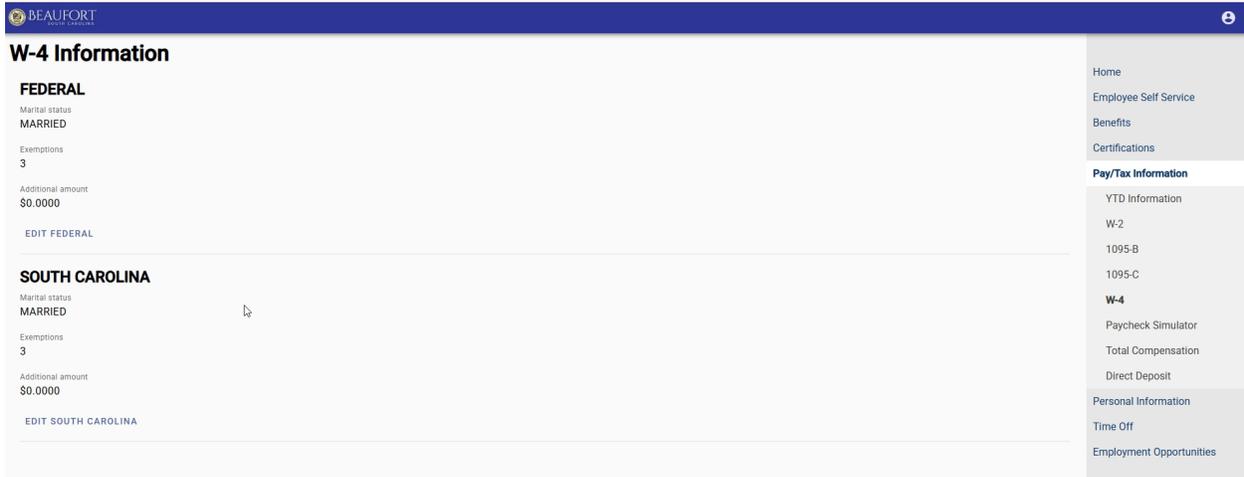
The "Part II - Employee Offer and Coverage" section includes "Plan Start Month" (00) and "Box 14: Offer of Coverage" (All 12 months 1A). A table below shows the months from Jan to Dec.

The right-hand navigation menu includes "Employee Self Service", "Certifications", "Pay/Tax Information", "YTD Information", "W-2", "1095-B", "1095-C", "W-4", "Paycheck Simulator", and "Total Compensation". A red arrow points to the "1095-C" menu item. Another red arrow points to the "View 1095-C image" link in the top right corner. A third red arrow points to the "Year" dropdown menu.

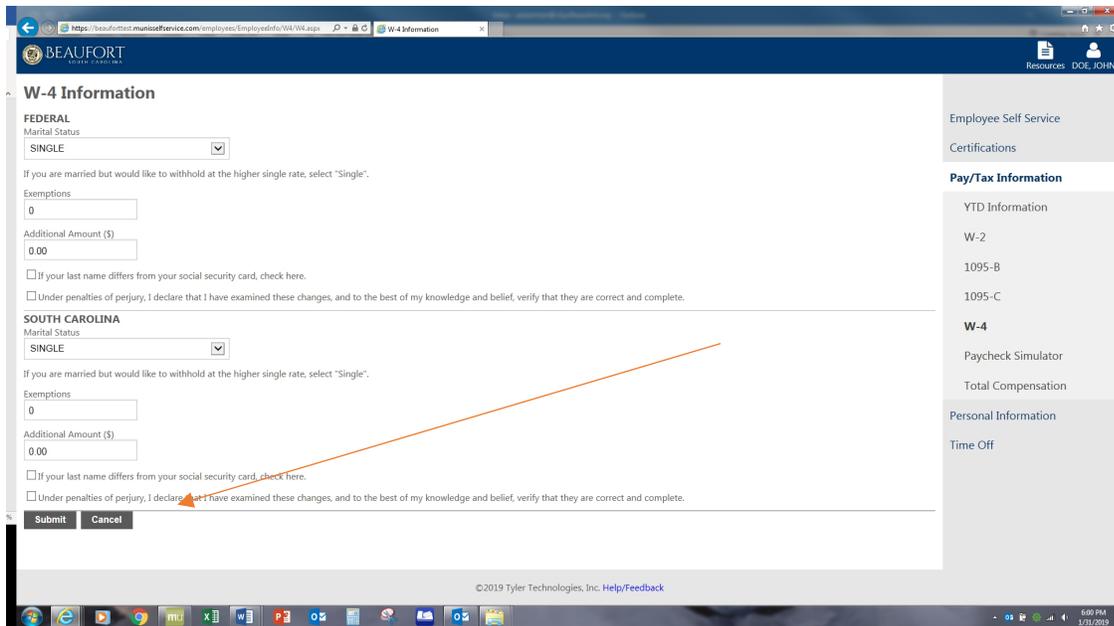
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W-4 Information

On the right menu bar, select W-4 to view your current W-4 tax status for federal and state taxes. An employee can update their tax status, number of exemptions, and additional amount by clicking on the "Edit" link at the bottom.

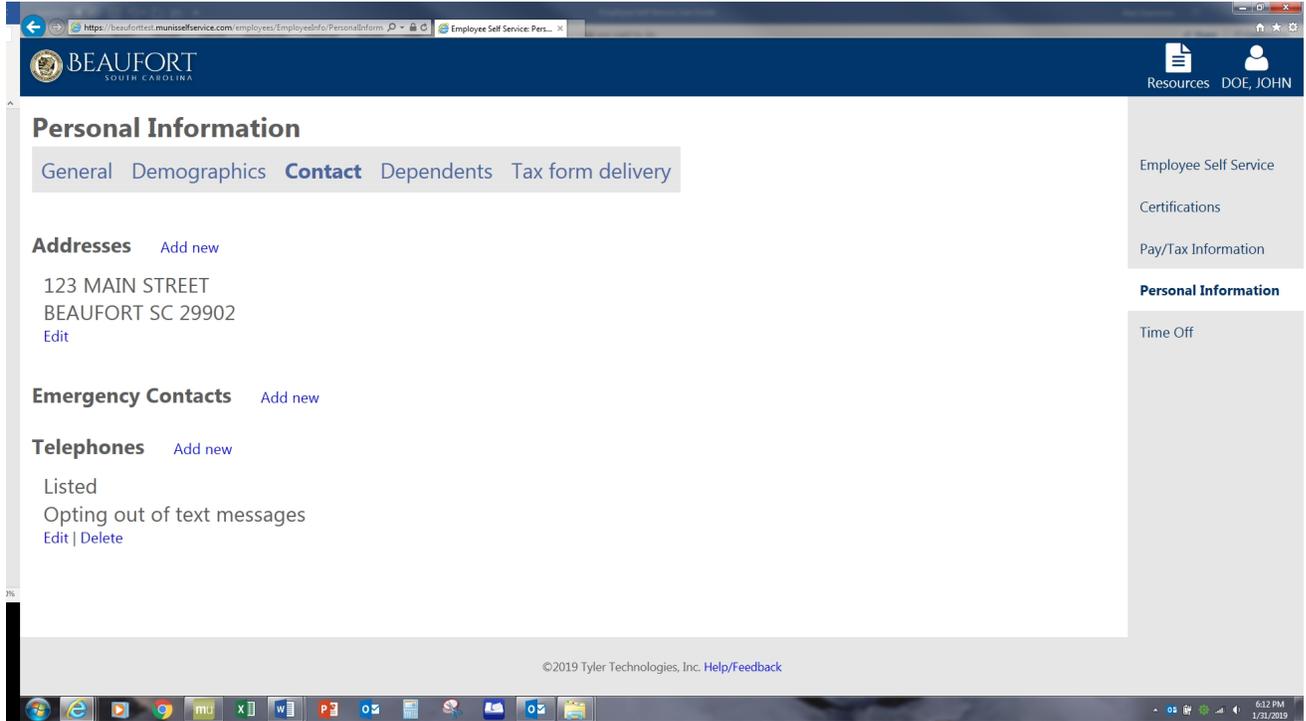


Update your federal and/or state tax status, exemptions, and/or additional amount and click "Submit" at the bottom.



Update Personal Information

If you would like to update your contact information, on the right menu bar select Personal Information and then select "Contact" near the top. An employee can update their address, emergency contact, and telephone number by clicking on the blue Edit.



Installing the ESS Mobile app on a smartphone

1. Go to the **Apple**, or **Google** App Store and download the ESS mobile app. on a smart phone.



Munis ESS Mobile

Employee Self Service (ESS) is part of the Tyler Technologies Munis product. If your employer runs Munis, then this app is for you! Employee Self Service...

[View more >](#)

2. Launch the ESS mobile app on the phone.
3. Login to the ESS website. <https://beaufortemployees.munisselfservice.com>
4. Using your phone's camera scan QR code from your ESS website.

ESS Mobile Service URL



5. Relaunch the ESS mobile app and sign in.
6. The ESS mobile app should update with your employee information.