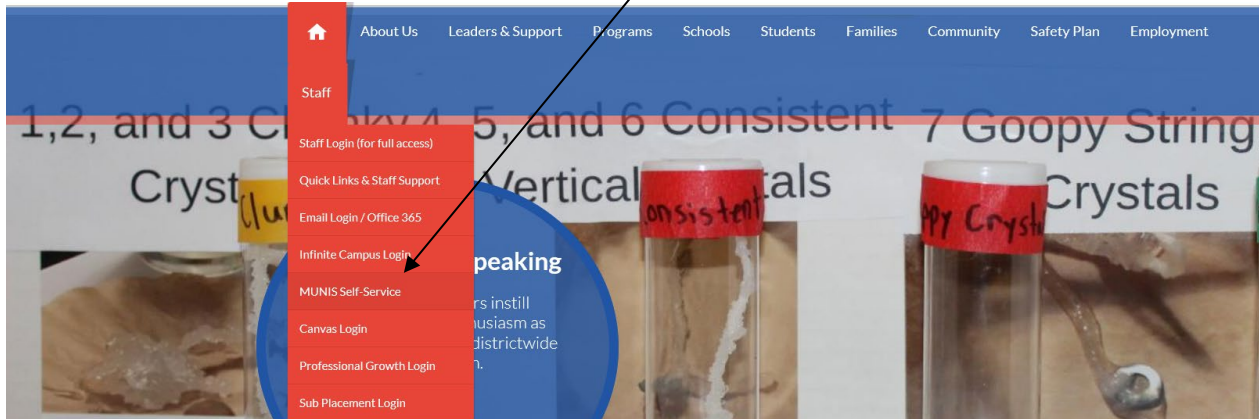
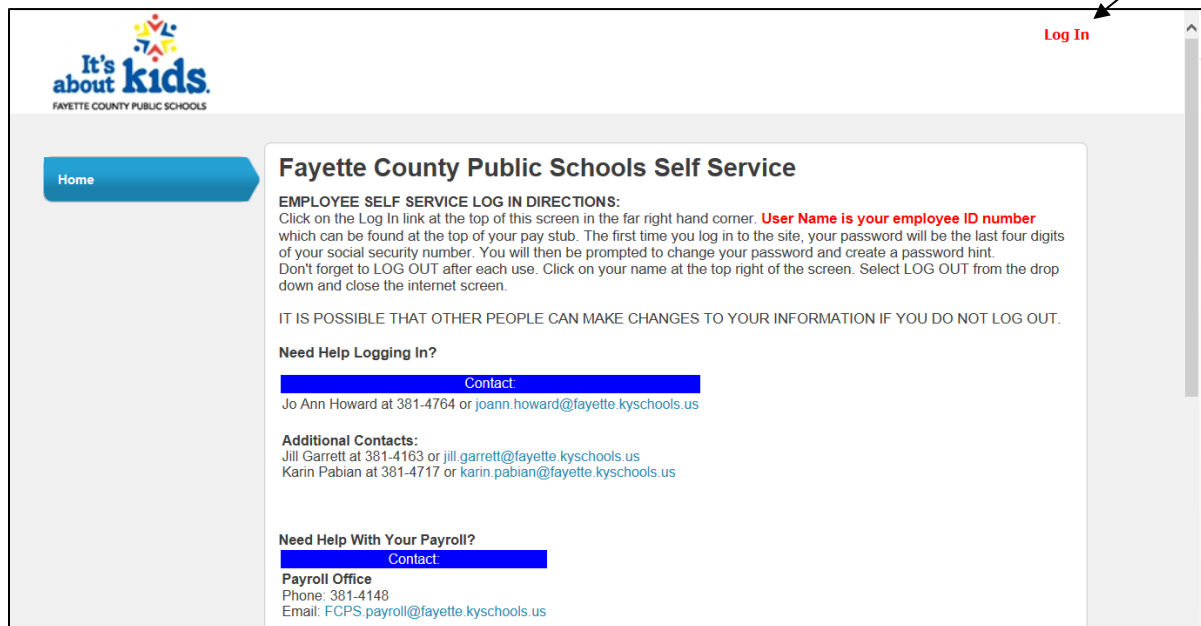


USING MUNIS SELF SERVE

From <https://www.fcps.net>, select **Staff** and then **MUNIS Self-Service**



Click on the **Log In** link at the top right hand side of the screen.



On the log in screen enter your employee number for the user name and your password created for Munis Self- Service. (First time users will log in with the last four digits of their social security number.)

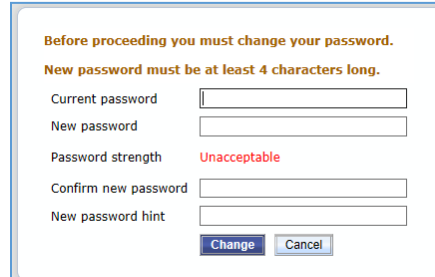
User name

Password

[Forgot your password?](#)

USING MUNIS SELF SERVE

If you are prompted to create a new password because your password has been reset by the district MUNIS Help center, enter the last 4 of your social security number in the “current password” field. Then create a new password with at least 4 characters (numbers and/or letters). Click Change.



Before proceeding you must change your password.
New password must be at least 4 characters long.

Current password

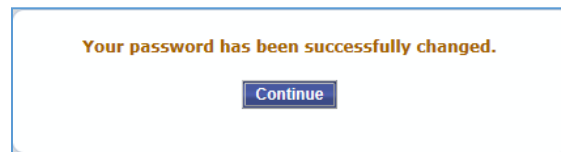
New password

Password strength **Unacceptable**

Confirm new password

New password hint

Click continue when your password has been successfully changed.



Your password has been successfully changed.

Click on the Employee Self-Service button on the left hand side of the screen to access your Self Serve account information.

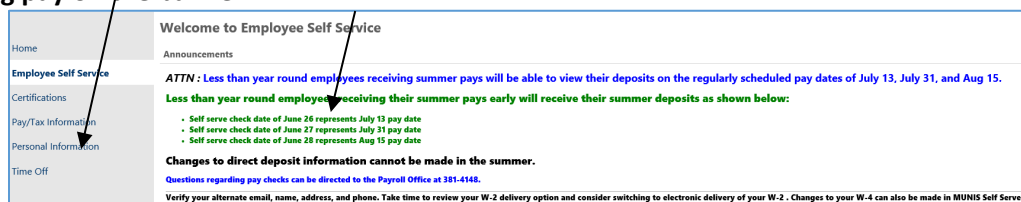


View your pay voucher To view your most recent pay vouchers slide the gray bar down on the RIGHT side to the bottom of the screen. Click on the camera next to the view details link for a view that is similar to a printed paycheck.



Previous paychecks		
6/29/2018		Details
6/15/2018		Details
5/31/2018		Details

[Pay/Tax Information](#) to access a list of prior pay voucher. ****Take note of district information regarding pay on the banner.**



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

Welcome to Employee Self Service

Announcements

ATTN : Less than year round employees receiving summer pays will be able to view their deposits on the regularly scheduled pay dates of July 13, July 31, and Aug 15.

Less than year round employees receiving their summer pays early will receive their summer deposits as shown below:

- Self serve check date of June 26 represents July 13 pay date
- Self serve check date of June 27 represents July 31 pay date
- Self serve check date of June 28 represents Aug 15 pay date

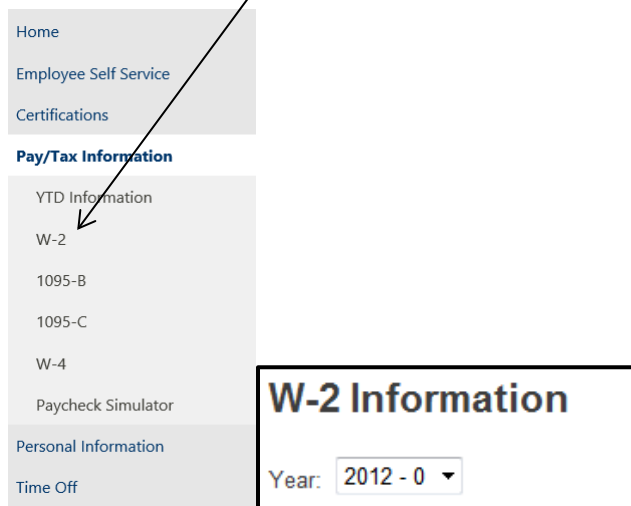
Changes to direct deposit information cannot be made in the summer.

Questions regarding pay checks can be directed to the Payroll Office at 381-4148.

Verify your alternate email, name, address, and phone. Take time to review your W-2 delivery option and consider switching to electronic delivery of your W-2. Changes to your W-4 can also be made in MUNIS Self Serve.

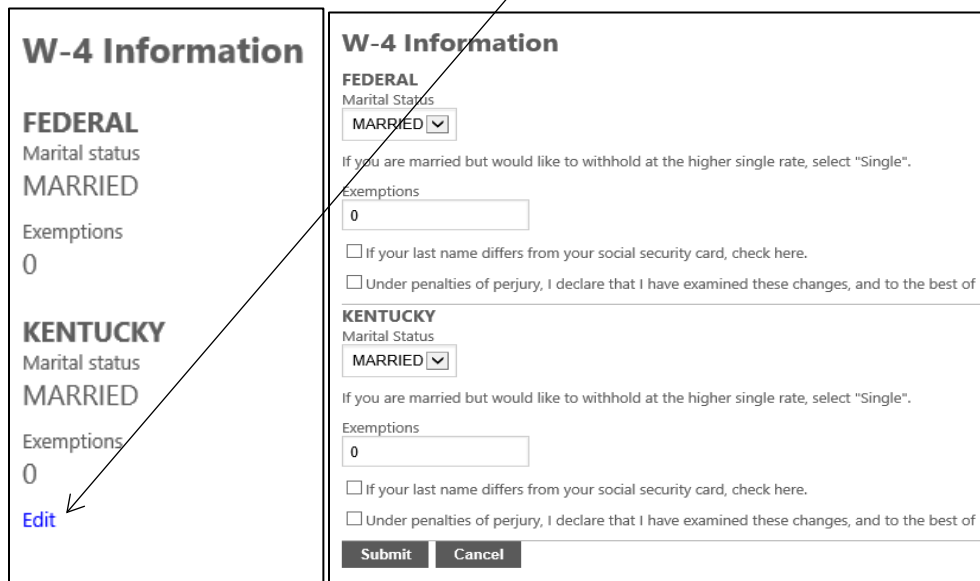
USING MUNIS SELF SERVE

From the Pay/Tax Information screen, click on W-2 and select the year you want to view from the drop down box.



The screenshot shows a navigation menu with the following items: Home, Employee Self Service, Certifications, Pay/Tax Information, YTD Information, W-2, 1095-B, 1095-C, W-4, Paycheck Simulator, Personal Information, and Time Off. An arrow points from the 'W-2' menu item to a pop-up window titled 'W-2 Information'. This window contains a 'Year:' label followed by a dropdown menu currently set to '2012 - 0'.

Select [View W-2 image](#) on the right of the screen to open up a printable copy of the W-2
Click on W-4 from the menu above and then click on [Edit](#) to change your W-4

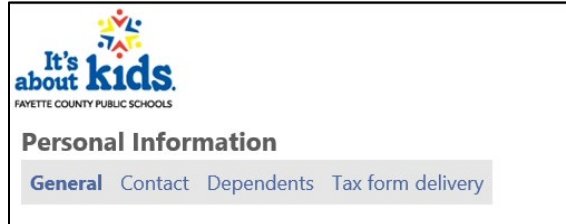


The screenshot displays the 'W-4 Information' form. It is divided into two sections: 'FEDERAL' and 'KENTUCKY'. Each section includes a 'Marital Status' dropdown menu (both set to 'MARRIED'), a text prompt: 'If you are married but would like to withhold at the higher single rate, select "Single".', and an 'Exemptions' input field (both set to '0'). There are two checkboxes for acknowledgment: 'If your last name differs from your social security card, check here.' and 'Under penalties of perjury, I declare that I have examined these changes, and to the best of m...'. At the bottom of the form are 'Submit' and 'Cancel' buttons. On the left side of the form, there is a summary view with an 'Edit' link highlighted in blue. An arrow points from the 'Edit' link in the summary view to the 'Edit' link in the main form area.

On the exemption screen above select your filing status and number of exemptions. Check the acknowledgement boxes and then click Submit.

USING MUNIS SELF SERVE

PERSONAL INFORMATION



Use the information categories shown above to update addresses, phone numbers, contacts, and form delivery.

- Select **General** then Edit to change alt email address.
- Select **Contact** then Edit or Add new to change addresses, emergency contacts, or phone numbers.
- Select **Tax form delivery** to change your W2 or 1095 delivery to electronic or US mail. Click the Resources icon at the top right corner of the webpage for additional instructions to change your W2 delivery.



TIME OFF

Your leave balances appear on the home screen as shown below. You can also review them in a column view by selecting **Time Off** from the left menu. Time Off shows balances that are posted in MUNIS. **These totals could be off if you have accruals that have not yet been posted. On your MSS home screen accruals are graphed and shown in the month they were used. Click on the small colored cubes to see the detail for that leave.

Time Off			
BUDG ANALY			
	Earned	Taken	Currently Available
SICK (D)	5.00	0.00	5.00
EMERGENCY (D)	3.00	0.00	3.00
PERSONAL (D)	3.00	0.00	3.00
VACATION (D)	3.00	0.00	3.00

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

