

How To Use MUNIS Self Services To Access Your Payroll And Employee Information (including sick and vacation time accruals)

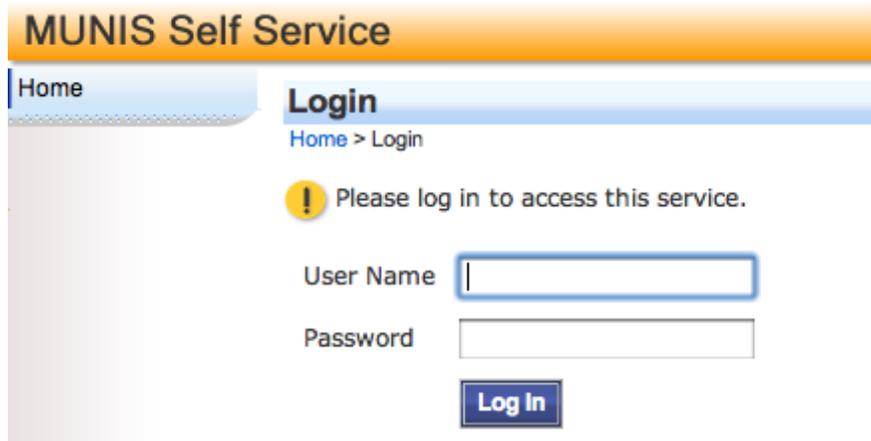
Step 1. From your web browser (Safari, Firefox, Camino, Internet Explorer, etc.) type in this address <https://cfsd16.munisselfservice.com>



Then press the return key - the following window will open:



Step 2. Click on the Log in button in the upper right – the following window opens:



In the **User Name** box type the **first letter of your first name and your entire last** name (no space between first letter and last name - ex. Joe Smith would be entered as jsmith. In the **Password** box you will type your **Badge Number** and then click Log In. If you forgot your password - call Sandy Burnette at 209-7530 or email her at sburnette@cfsd16.org

Step 3.

After clicking Log In the following window appears:



You will see your name on the yellow strip and Employee Self Service displayed on the left side.

Click on the Employee Self Service button (left column just below Home) - the next window opens.

MSS LIVE Data for CFSD #16

https://cfsd16.muniselfservice.com/employees/default.aspx

NetWare Server OG CDW-G E-Account Log On http://www...owned.com/ elnstruction...wledge Base IntelliTools...ion Updaters Google

CATALINA FOOTHILLS SCHOOL DISTRICT

Employee Self Service SLOOTMAKER, MICHAEL | Home | My Account | Log Out

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

Welcome to Employee Self Service
Home > Employee Self Service

Announcements

Department Information

Resources

- ASBAIT Plan A\$25
- ASBAIT Plan C\$30
- ASBAIT Secure Care
- EDS Dental Summary
- Delta Dental Summary
- ASBAIT Vision Plan Summary
- Cigna Basic Life Insurance
- Cigna Supplemental Life
- Beneficiary Designation
- Link to the bagnall company
- ASBAIT 2008 INFO PACKET
- ASBAIT Nurseline
- the bagnall company
- Healthy Rewards
- Will Preparation

Step 4. Viewing your Employee profile and Changing Password

Looking at the yellow line in the above illustration you will see a My Account button. If you click it the following appears:

MUNIS Self Service SLOOTMAKER, MICHAEL | Home | My Account | Log Out

Home
Employee Self Service
Service

Account Settings
Home > My Account

Account Information

Now logged in as	MSLOOTMAKER
Last successful login	2/16/2009
Last failed login	7/28/2008
Password last changed	7/28/2008
Password expires in	Unlimited days Change Password

[Employee profile](#)

Click the blue underlined Change Password and you can change your password. Clicking on Employee profile will show the personal information that district payroll has about you (home address, phone number, emergency contact, school email address.) If that information has changed there is a change option available.

Clicking on the Employee Self Service in the upper left will you back to the Employee Self Service window.

Step 5. Viewing Pay/Tax Information, Time Off, and Benefits

Referring to the previous illustration click the Employee Self Service button and the following window appears:

The screenshot shows a web browser window with the URL <https://cfsd16.muniselfservice.com/employees/default.aspx>. The page header includes the school district logo and the text "CATALINA FOOTHILLS SCHOOL DISTRICT". Below the header is a yellow navigation bar with the text "Employee Self Service" and "SLOOTMAKER, MICHAEL | Home | My Account | Log Out". The main content area is divided into three columns. The left column contains a vertical menu with buttons for "Home", "Employee Self Service", "Personal Information", "Pay/Tax Information", "Time Off", and "Benefits". The middle column displays "Welcome to Employee Self Service" with a breadcrumb "Home > Employee Self Service", followed by "Announcements" and "Department Information". The right column is titled "Resources" and lists various links: "ASBAIT Plan A\$25", "ASBAIT Plan C\$30", "ASBAIT Secure Care", "EDS Dental Summary", "Delta Dental Summary", "ASBAIT Vision Plan Summary", "Cigna Basic Life Insurance", "Cigna Supplemental Life", "Beneficiary Designation", "Link to the bagnall company", "ASBAIT 2008 INFO PACKET", "ASBAIT Nurseline", "the bagnall company", "Healthy Rewards", and "Will Preparation".

Clicking the Pay/Tax Information button will give you detailed info about your last four pay periods. The info will include Gross Pay, Net Pay, total hours worked, and any tax withholdings you have.

Clicking the Time Off button will show your Short Term Leave (STL) in an hour format. If you're a 12-month employee your vacation time will be displayed.

Clicking the Benefits button will display the benefits you have selected (health, dental, vision, etc.) and their costs per pay period.

Step 6. Don't forget to click the Log Out button on the far right of the yellow strip when you're finished!