



# You@LEARN

## Employee Self-Service Guide



# Contents

- 1 INTRODUCTION..... 3
  - 1.1 You@LEARN Username and Password..... 3
  - 1.2 Password Management..... 3
- 2 ESS HOME PAGE ..... 5
  - 2.1 Announcements..... 6
  - 2.2 Personal Information ..... 6
  - 2.3 Time Off..... 6
  - 2.4 Paychecks ..... 7
  - 2.5 Supervisor View - Employee Time Off ..... 7
- 3 YOU@LEARN MENU..... 8
  - 3.1 Pay/Tax Information ..... 8
    - 3.1.1 YTD Information..... 10
    - 3.1.2 W-2 ..... 10
    - 3.1.3 W-4 ..... 11
  - 3.2 Personal Information ..... 12
  - 3.3 Time Off..... 13



# 1 INTRODUCTION

---

You@LEARN is the Munis® Employee Self Service application created specifically for current employees. ESS accesses information from, and stores information in, the Munis Human Capital Management programs.

For employees, You@LEARN currently provides access to personal information and pay and tax information.

## 1.1 YOU@LEARN USERNAME AND PASSWORD

The You@LEARN application requires users to have a unique username and password:

Website:	<a href="https://lrescct.munisselfservice.com">https://lrescct.munisselfservice.com</a>
Username:	FirstInitialLastName (no spaces)
Password:	Last four (4) digits of your social security number

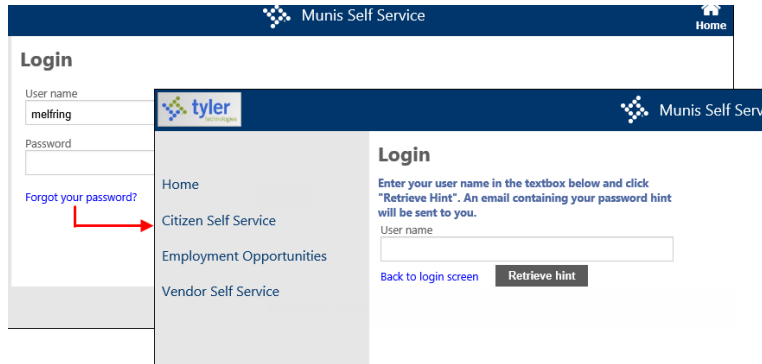
## 1.2 PASSWORD MANAGEMENT

Once you access your account, you will need to change your password at your first login.

When you change your password, you must enter a password that includes 8 characters as well as a number and capital letter. The Change Password page indicates if the new password meets the criteria.

The screenshot shows the 'Munis Self Service' interface. At the top right is a 'Home' button with a house icon. The main heading is 'Login'. Below it, a message states: 'Before proceeding you must change your password.' The form contains the following fields: 'Current password' (masked with dots), 'New password' (masked with dots), 'Password strength' (displaying 'Acceptable' in green, highlighted with a red box), 'Confirm new password', and 'New password hint'. At the bottom of the form are 'Change' and 'Cancel' buttons.

On the Change Password page, you must also enter a password hint. If you forget your password, click the **Forgot Your Password?** option on the Login page. This causes the application to send you an email message that contains your password hint.



If the password hint does not cause you to remember your password, click the link in the email message to generate a new password. In this case, the Password Regeneration page displays and when you select Initiate Password Regeneration, the application sends you an email with a temporary password that you can use to log in.

In this case, you are forced to reset the password immediately upon login.

If you are still unable to reset your password, contact Human Resources.

## 2 ESS HOME PAGE

The home page of the ESS application displays personal information, organizational announcements, time-off, and pay details. If you are a supervisor, the page displays time-off details for all employees who report to you. The Home page also provides a menu of the various options available within ESS.

**Welcome to Employee Self Service**

**Announcements** [Contact](#)

Welcome to Employee Self Service. This is a customized general message for all users to see.  
There will be a department meeting on Monday at 2pm.

**Personal information** [More](#)

**SULLIVAN, ABIGAIL**  
ONE TYLER DRIVE  
YARMOUTH, ME 04096

**Phone** : 555-555-5555 [📞](#) **Email** : Email: melfring@tylertech.com

**Time off** [Show current balances](#)

	Projected Available	Projected Earned
VACATION	90.00	90.00
SICK	40.00	40.00

[Show time off taken](#)

◀ J F M A M J J A S O N D ▶  
2017

**Paychecks** [Show paycheck amounts](#)

©2017 Tyler Technologies, Inc.

## 2.1 ANNOUNCEMENTS

The Announcements section displays announcements that have been entered in You@LEARN Administration.

Announcements	<a href="#">Contact</a>
Welcome to Employee Self Service. This is a customized general message for all users to see.	
There will be a department meeting on Monday at 2pm.	

If you have questions or comments regarding an announcement, or to submit an announcement, click **Contact** to open your default email application with a message addressed to your administration contact.

## 2.2 PERSONAL INFORMATION

In addition to announcements, the ESS Home page provides a summary of your personal information and time-off history.

Personal Information provides your name, address, and contact information. Click **More** to display your full profile, including your contact and hire information on the General tab, with the Demographics and Contacts tabs providing additional details.

**Personal Information**
📄 👤

**General**
Demographics
Contact
Dependents
Tax form delivery

Name SULLIVAN, ABIGAIL	Email address <input type="text" value="melfring@tylertech.com"/>	Hire date 12/3/2015
Employee ID 222	Alternate email address <input type="text"/>	Service date 12/3/2015
SSN 222-22-2222	Primary location FINANCE DEPARTMENT	Original hire date 1/1/0001
Active status ACTIVE	Check location LOCATION 0034	Supervisor MAUREEN BISHOP-ELFRING
Personnel status FULL TIME		Supervisor email melfring@tylertech.com

## 2.3 TIME OFF

Time Off displays a chart of your available and earned time-off in hours or days. Use the Show Current Balances and Show Time Off Taken options to review available balances and time used to date.

## 2.4 PAYCHECKS

The Paychecks section displays information for the most recent pay periods in which you received pay.

For security purposes, year-to-date and last-paycheck earnings do not display initially. Click **Show Paycheck Amounts** to show the dollar amount; click **Hide Paycheck Amounts** to hide the amount. Click **Details** to display the Check Detail page.

## 2.5 SUPERVISOR VIEW - EMPLOYEE TIME OFF

For supervisors, the Employee Time Off group displays a time-off summary for the employees who report to you. This section displays according to your organization's settings in You@LEARN Administration.

Category	Projected Available	Projected Earned
VACATION	174.00	180.00
SICK	105.00	105.00
PERSONAL	2.00	2.00
BEREAVE	2.00	3.00
FMLA	9,999.00	9,999.00

### 3 YOU@LEARN MENU

Available options on the ESS menu are Pay/Tax Information, Personal Information and Time Off.

#### 3.1 PAY/TAX INFORMATION

Pay/Tax Information provides current payroll and payroll history details. The payroll history is stored in the Munis Employee Pay History program. If you are a supervisor and you have the appropriate permissions, you can view information for any employees who report to you by selecting a name from the Employee list.



**Pay/Tax Information**

Showing pay checks for the last 6 months

Check Date	Pay Period	Status	Gross Pay	Net Pay	
8/30/2016	8/15/2016 - 9/30/2016		\$100.00	\$14.37	<a href="#">Details</a>
8/30/2016	8/15/2017 - 8/30/2017		\$4,100.00	\$450.99	<a href="#">Details</a>

When you click **Details**, the program displays the Check Detail page, which contains the pay advice information for the check. You cannot modify pay or tax information; it is display only.

**Check Detail**

[Return to pay/tax information](#)

**SULLIVAN, ABIGAIL**

**Overview**

<b>Check Date</b>	8/30/2016
<b>Pay Period</b>	8/15/2016 - 9/30/2016
<b>Check Number</b>	1025
<b>Check Status</b>	
<b>Gross Pay</b>	\$100.00
<b>Net Pay</b>	\$14.37

**Pay Breakdown**

Pay Type	Hours	Rate	Amount
<b>AMT SUBTR</b>	0.00	\$0.00	\$100.00
<b>Total</b>			\$100.00

**Deductions**

Deduction Type	Amount

### 3.1.1 YTD Information

The Year-to-Date Information page contains a cumulative view of payroll figures for a specific year.

**Year-to-Date Information**

Year: 2017

**Overview**

Gross YTD Earnings	\$6,800.00
--------------------	------------

**Earnings**

HOURLY TM	\$6,350.00
VAC TIME	\$350.00
AMT SUBTR	\$100.00

**Deductions**

DELTA DENT	\$70.00
FED TAX	\$1,423.06
STATE TAX	\$477.50
PARA DUES	\$30.00
CUST DUES	\$12.50

### 3.1.2 W-2

The W-2 pages display information regarding federal and state taxes and withholdings. This information is drawn from the Munis W-2 program.

**W-2 Information**

SYLVIA HARMON

YEAR: 2005 SEQ: 0

11 SPRING STREET ANYTOWN, US 12345

RETIREMENT

DEF COMP

3RD PARTY SICK

STATUTORY EMPLOYEE

DECEASED

**Wages and Tax**

	GROSS	TAX
FIT	\$33,230.12	\$2,072.35
FICA	\$34,750.06	\$2,154.42
MEDICARE	\$34,750.06	\$503.85
SIT - MA	\$33,230.12	\$1,399.78
DEP CARE		\$0.00

### 3.1.3 W-4

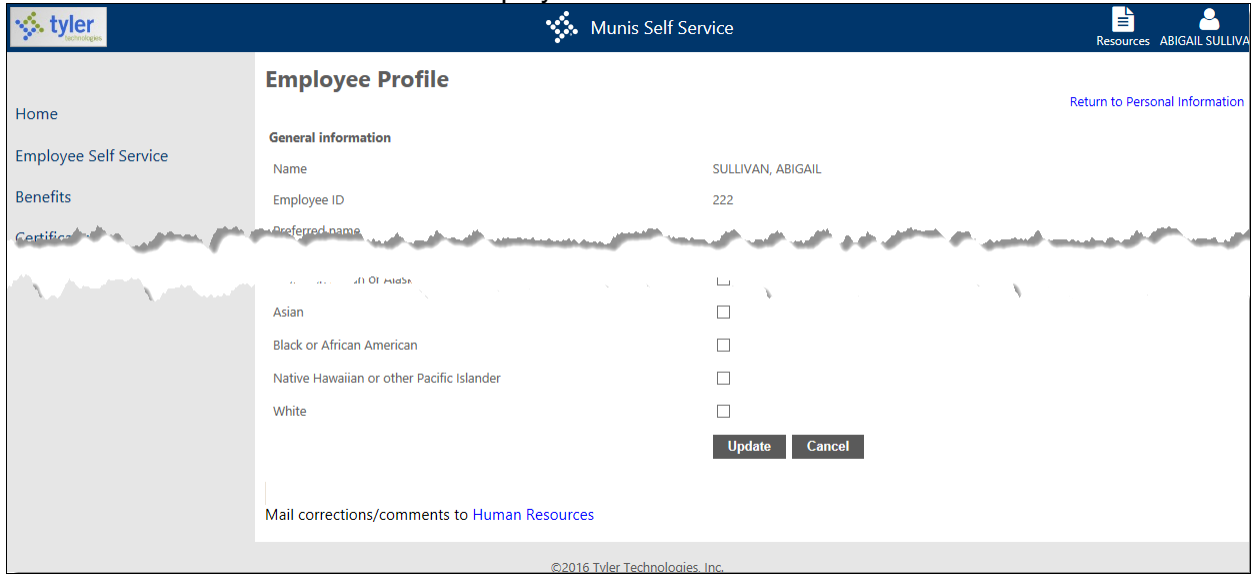
The W-4 page displays your current W-4 deduction information. To make changes to this information, contact the Payroll Department.

The screenshot shows the Tyler W-4 Information page. On the left is a navigation menu with options like Home, Employee Self Service, Tasks, Benefits, Certifications, Credentials, Expense Reports, and Pay/Tax Information. The main content area is titled "W-4 Information" and is divided into two sections: FEDERAL and MAINE. Each section contains fields for Marital Status (MARRIED), Exemptions (0), and Additional Amount (\$). The FEDERAL section has an additional amount of \$100.00000, and the MAINE section has an additional amount of \$25.00000. An "Edit" button is located between the two sections. At the bottom of each section are two checkboxes: "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 my knowledge and belief, verify that they are correct and complete." Red arrows point to these checkboxes. At the very bottom are "Submit" and "Cancel" buttons.

### 3.2 PERSONAL INFORMATION

When you click Personal Information on the menu, ESS displays your personal information.

From the Personal Information menu, click **Employee Profile** to view your employee information as it is stored in Munis Employee Master.



You cannot update the General Information from your Employee Profile page. To update this information, click **Human Resources** at the bottom of the page to send an email to the Human Resources department.

### 3.3 TIME OFF

The Time Off section displays your vacation, sick, and personal time-off. Initially, the page displays the time-off that you have taken.

**Time Off Summary Table:**

	Maximum Allowed	Earned	Projected Earned* through 1/27/2017	Taken	To Be Taken	Currently Available	Projected Available* through 1/27/2017
<a href="#">VACATION (H)</a>	120.00	90.00	90.00	<a href="#">10.00</a>	0.00	80.00	80.00
<a href="#">SICK (H)</a>	40.00	40.00	40.00	<a href="#">0.00</a>	0.00	40.00	40.00

**Earned/Used History for SULLIVAN, ABIGAIL (Year: 2017):**

Pay Period	Earned	Used	Balance
1/2/2017 - 1/20/2017	0.0000	10.0000	80.0000

For more details on a specific time-off type, click the link for that time-off type.