

Welcome to School District U-46!

Below you will find helpful resources for navigating your paycheck and timekeeping needs.

If you have any questions, please feel free to contact us by phone at 847-888-2179 or email at payroll@u-46.org.

There are two systems you will be using. You will use **Workforce** for your absence and your punch in/out details and **Tyler Munis** for your payroll deposit and expense reimbursement details.



To access the Systems and the Training and Documentation Pages you can follow the path below.

- ❖ Visit the School District U-46 website at www.u-46.org
 - Select the Payroll department under Departments & Programs
 - Select Applications
 - Select either Workforce Time & Attendance or Munis Employee Self Service

- ❖ To login to **Workforce**:
 - Access the link from the Application page shown above
 - User Name: 5 digit employee ID number
 - Password: Same password as your district Gmail account
 - Review training documents for information on how to utilize the system.

- ❖ To login to **Tyler-Munis Employee Self Service**:
 - Access the link from the Application page shown above
 - User Name: 5 digit employee ID number
 - Password: Last 4 digits of your Social Security number
 - You will be able to change your password after you login the first time
 - Review training documents for information on how to utilize the system.

Please check your email regularly. This is the most frequent way The District or Payroll will contact you for missing punches, W2 and 1095 distribution, and any other important information or communications.