



Munis Self Service Viewing Paychecks

Employees have the ability to view pay check details and print paystubs through MUNIS Employee Self Service. This is available on the Internet from work or home.

The screenshot displays the Tyler Technologies Munis Self Service interface. At the top, there is a header with the Tyler Technologies logo on the left and user information 'EXAMPLE, ACCESS' and 'Resources' on the right. The main content area is titled 'Pay/Tax Information' and includes a dropdown menu for the year, currently set to '2015'. Below this is a table listing paychecks with columns for Check Date, Pay Period, Status, Gross Pay, and Net Pay. A sidebar on the right contains a navigation menu with options: Home, Employee Self Service, Benefits, Certifications, Expense Reports, Pay/Tax Information (highlighted), YTD Information, W-2, W-4, Paycheck Simulator, Salary Notification, Total Compensation, and Personal Information.

Check Date	Pay Period	Status	Gross Pay	Net Pay	
6/5/2015	5/11/2015 - 5/24/2015	Cleared	\$1,641.60	\$1,153.01	Details
5/22/2015	4/27/2015 - 5/10/2015	Cleared	\$1,641.60	\$1,153.01	Details
5/8/2015	4/13/2015 - 4/26/2015	Cleared	\$1,641.60	\$1,153.01	Details
4/24/2015	3/30/2015 - 4/12/2015	Cleared	\$1,641.60	\$1,153.01	Details
4/10/2015	3/16/2015 - 3/29/2015	Cleared	\$1,641.60	\$1,173.04	Details
3/27/2015	3/2/2015 - 3/15/2015	Cleared	\$1,641.60	\$1,153.01	Details
3/13/2015	2/16/2015 - 3/1/2015	Cleared	\$1,641.60	\$1,153.01	Details
2/27/2015	2/2/2015 - 2/15/2015	Cleared	\$1,641.60	\$1,153.01	Details
2/13/2015	1/19/2015 - 2/1/2015	Cleared	\$1,641.60	\$1,153.01	Details
1/30/2015	1/5/2015 - 1/18/2015	Cleared	\$1,641.60	\$1,153.01	Details
1/16/2015	12/22/2014 - 1/4/2015	Cleared	\$1,641.60	\$1,173.04	Details
1/2/2015	12/8/2014 - 12/21/2014	Cleared	\$1,649.30	\$1,158.39	Details

To view your paycheck, select Employee Self Service, then Pay/Tax information, and a listing of your paychecks will appear. You can click on details to view additional information from a specific paycheck.

Check Detail Return to pay/tax information

Overview

Check Date	7/17/2015	View paycheck image
Pay Period	7/4/2015 - 7/17/2015	
Check Number	294976	
Check Status	Cleared	
Gross Pay	\$3,437.95	
Net Pay	\$2,580.16	

Pay Breakdown

Pay Type	Hours	Rate	Amount
SAL CLASS	10.00	\$342.63	\$3,426.32
GTL CLASS	0.00	\$0.00	\$11.63
Total			\$3,437.95

Deductions

Deduction Type	Amount
SOC SEC	\$208.24
MEDICARE	\$48.70
HEALTH 26	\$74.41
VIS 26	\$4.87
FEDERAL TA	\$372.56
STATE TAX	\$135.95
SUP LIFE 2	\$0.51
DEP LIFE 2	\$0.92
DD NET	\$2,580.16
Total	\$846.16

Home

Employee Self Service

Benefits

Certifications

Expense Reports

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

Salary Notification

Total Compensation

Personal Information

Once you have clicked on details, the screen above will be displayed. This shows your earnings and deductions for that paycheck.

If you select View paycheck image at the top of the screen your actual paystub will open for viewing or printing.