

## Marinette County, WI

### What is Employee Self Service (ESS)?

Employee Self Service (ESS) is the Munis® Self Service application created specifically for current employees and job applicants. For employees, ESS provides access to personal information, pay and tax information, benefits, employee expense reports and time entry.

### Important Go-live information

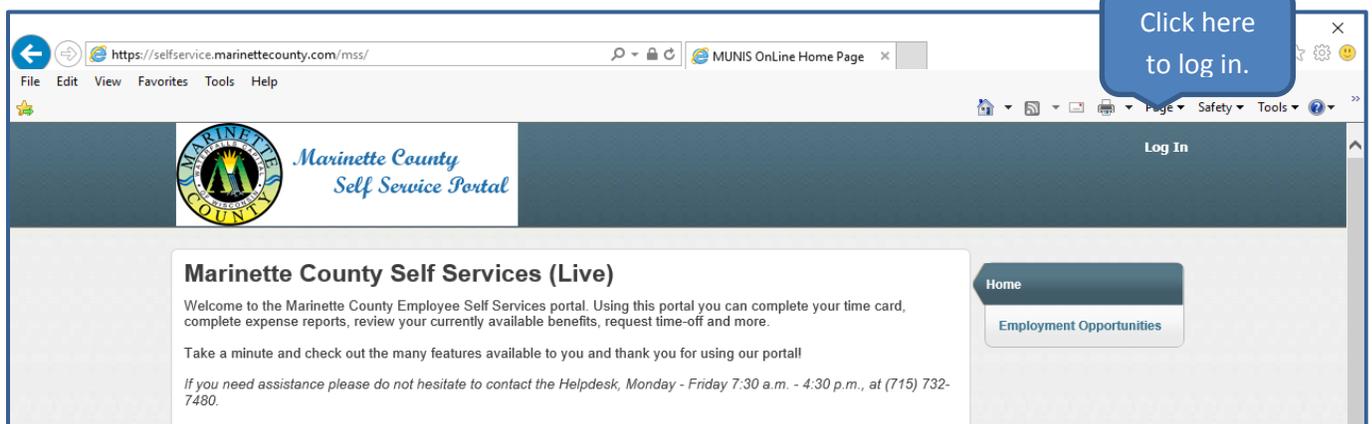
Dates to note:

- 6/19/16 – 7/2/16 - Time Entry and employee expense reports will be entered thru ESS
- 6/23-6/24/16 – Open lab days available in training room – schedule with Krista Goldschmidt
- 7/1/16 (End of day) – Managers/Department heads should have timesheets approved and submitted to payroll if possible thru ESS
- 7/5/16 (10:00 am) deadline for all time submission, after this payroll deadline will be Mondays by noon.
- 7/8 – First pay date for 6/19 – 7/2/16 payroll processed through Munis.

### Tyler Employee Self Service Menu

Employees will log in to the following web address: <https://selfservice.marinettecounty.com/mss/>. This link can be added to your favorites for future use.

This website can be accessed from anywhere internet is available!



Click here to log in.

https://selfservice.marinettecounty.com/mss/

MUNIS OnLine Home Page

Marinette County Self Service Portal

Log In

**Marinette County Self Services (Live)**

Welcome to the Marinette County Employee Self Services portal. Using this portal you can complete your time card, complete expense reports, review your currently available benefits, request time-off and more.

Take a minute and check out the many features available to you and thank you for using our portal!

If you need assistance please do not hesitate to contact the Helpdesk, Monday - Friday 7:30 a.m. - 4:30 p.m., at (715) 732-7480.

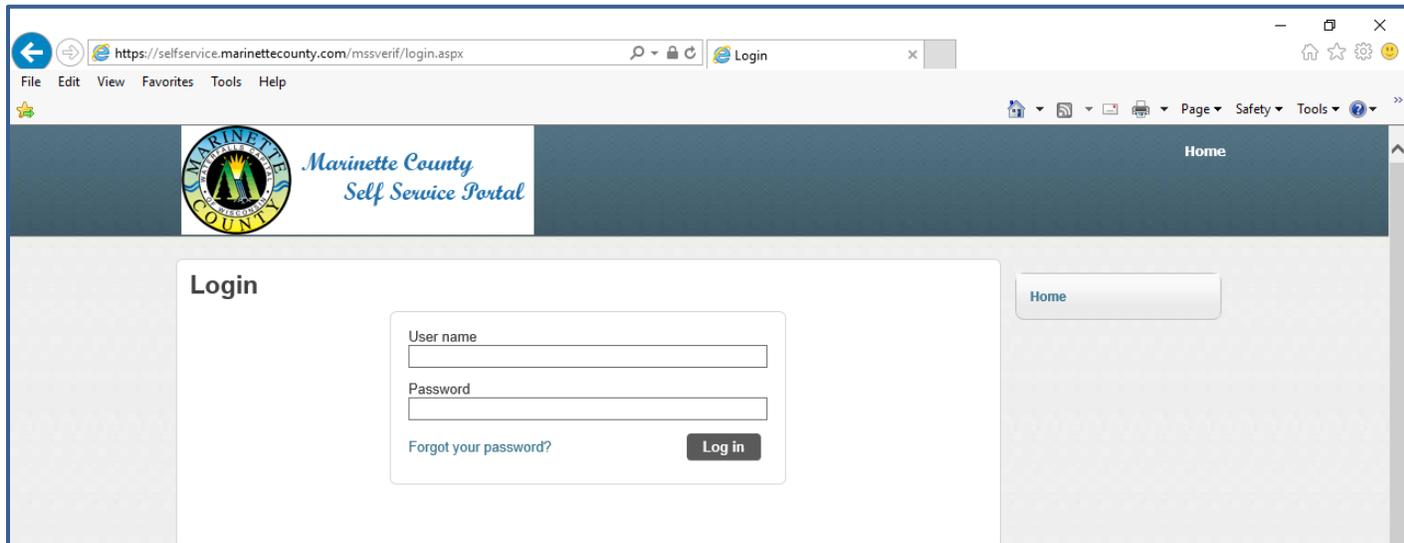
Home

Employment Opportunities

## Employee Self Service Users

Employees are encouraged to login beginning 6/19/2016. If you have issues with your user ID and/or password, please contact Information Services at 715-732-7480 or via e-mail at [helpdesk@marinettecounty.com](mailto:helpdesk@marinettecounty.com). Information Services does not support personal computing devices, such as home computers, smart phones, personal tablets etc.

From the Home menu, click Log In.



The screenshot shows a web browser window with the URL <https://selfservice.marinettecounty.com/mssverif/login.aspx>. The page features the Marinette County logo and the text "Marinette County Self Service Portal". A "Login" form is centered on the page, containing two input fields: "User name" and "Password". Below the "Password" field is a link for "Forgot your password?". A "Log in" button is positioned to the right of the "Forgot your password?" link. A "Home" button is located in the top right corner of the page content area.

User name = first letter of first name, last name, last 4 digits of your social security number.

Example: John Smith would be **JSMITH1234**

Initial password = last 4 digits of social security number.

Upon initial log in you will be prompted to update your password.

Passwords are **case sensitive**. Password requirements are as follows.

- 8 characters long
- 1 numeric character
- 1 upper case letter
- 1 lower case letter
- Example: Test1234



The screenshot shows the Marquette County Self Service Portal. At the top left is the Tyler Technologies logo. The header includes the Marquette County seal and the text "Marquette County Self Service Portal". A "Home" link is in the top right. The main content area is titled "Login" and contains a "Change Password" form. The form has the following fields and text:

- Text: "Before proceeding you must change your password."
- Text: "New password must be at least 8 characters long, contain at least 1 numeric character and contain at least one uppercase character and one lowercase character."
- Field: "Current password" (empty text box)
- Field: "New password" (empty text box)
- Text: "Password strength" followed by "Unacceptable"
- Field: "Confirm new password" (empty text box)
- Field: "New password hint" (empty text box)
- Buttons: "Change" and "Cancel"

A "Home" button is also visible on the right side of the form area.

After initial log in, the above screen will display. Enter the last 4 digits of your social security number, and then enter your new password. The Change Passwords page indicates if the new password meets the criteria.

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.

After the creation of a new password, you will be directed to the ESS Home Page. From the Home Page, click Employee Self Service. The following links will then become visible: Expense Reports, Pay/Tax Information, Personal Information, and Time Entry.

## Welcome to Employee Self Service

### Announcements

#### TO APPLICABLE EMPLOYEE'S:

Sick bank balances are now be split between sick cash bank and sick HRA bank and tracked individually.

Per policies and procedures, any used sick time will be subtracted from your sick cash bank first. Accrued time will be added to your sick HRA bank. If your sick cash bank is depleted, sick taken will subtracted from your sick HRA bank.

#### COURTHOUSE, LIBRARY:

Anything accrued after 1/1/12 will be deposited into HRA. Any sick used will be subtracted from your 1/1/12 Cash payout balance.

#### HIGHWAY, PRO's:

Anything accrued after 1/1/13 will be deposited into HRA. Any sick used will be subtracted from your 1/1/13 Cash payout balance.

### Personal information

[View profile](#)

**SNOW, JOHN A**  
800 WELLS ST  
MARINETTE, WI 54143

**Phone**  
HOME PHONE: 715-732-7400

**Email**  
Email: PAYROLL@MARINETTECOUNTY.COM

### Time off

[Show current balances](#)

	Projected Available	Projected Earned
VACATION	-24.00	0.00
SICK HRA	0.00	0.00
PERSONAL	-8.00	0.00
COMP TIME	7.50	7.50
SICK (\$\$)	-8.00	0.00

[Show time off taken](#)


### Paychecks

[Show paycheck amounts](#)

Last Paycheck: 7/22/2016

Previous paychecks

7/22/2016

[Details](#)

[Tools](#)

[Home](#)
[Employee Self Service](#)
[Expense Reports](#)
[Pay/Tax Information](#)
[Personal Information](#)
[Time Off](#)
[Time Entry](#)

## Time Entry

Time Entry allows you to enter your bi-weekly payroll hours.



*Marinette County*  
Self Service Portal

SNOW, JOHNNY -

### Enter time

◀

Copy from previous week
Save for later
Submit

Apr 2018 <small>prior week</small>	Jun 2018 <small>next week</small>	Sunday 5/1	Monday 5/2	Tuesday 5/3	Wednesday 5/4	Thursday 5/5	Friday 5/6	Saturday 5/7	Weekly Total
HOURLY			<input style="width: 40px; height: 20px;" type="text"/>						
Hours		Activity		Notes					
<input style="width: 40px;" type="text"/>		<input style="width: 150px;" type="text"/>		<input style="width: 100px;" type="text"/>		<span style="border: 1px solid #004a87; padding: 2px 5px; font-size: 8px;">Add line item</span>			
OVERTIME 1.0									
OVERTIME 1.5									
VACATION									

To complete a time sheet, select date and enter hours, activity and notes if applicable.

Non-management employees are required to enter in and out times within the Notes textbox.

Management employees will no longer enter unpaid hours into the time system.


SNOW, JOHNNY

### Enter time

✔ Your time has been saved.

FORESTRY EQUIPMENT OPERATORS
Adding 24.00 from 5/2/2016 to 5/4/2016
Copy from previous week
Save for later
Submit

Apr 2016 <small>prior week</small>	Jun 2016 <small>next week</small>	Sunday 5/1	Monday 5/2	Tuesday 5/3	Wednesday 5/4	Thursday 5/5	Friday 5/6	Saturday 5/7	Weekly Total	
HOURLY			8	8	8				24	
<b>Hours 8</b> Edit   Delete										
<input type="text" value="8"/> Hours		<input type="text" value="FOREST ROADS"/> Activity		<input type="text" value="8a - 4p"/> Notes						<input type="button" value="Add line item"/>
OVERTIME 1.0										
OVERTIME 1.5										

Click **Submit** to submit a completed time sheet or click **Save for Later** to save the time sheet for completion at a later time. When you submit a completed time sheet, the program displays a confirmation page.


SNOW, JOHNNY

### Enter time

✔ Your time has been saved.

FORESTRY EQUIPMENT OPERATORS
Adding 24.00 from 5/2/2016 to 5/4/2016
Copy from previous week
Save for later
Submit

For the next weeks, you have the option to Click **Copy From Previous Week** to copy the time sheet entered for the previous week.



*Marinette County*  
*Self Service Portal*

SNOW, JOHNNY ▾

### Enter time

✔ Your time has been submitted. ⓘ

◀ FORESTRY EQUIPMENT OPERATORS ▾

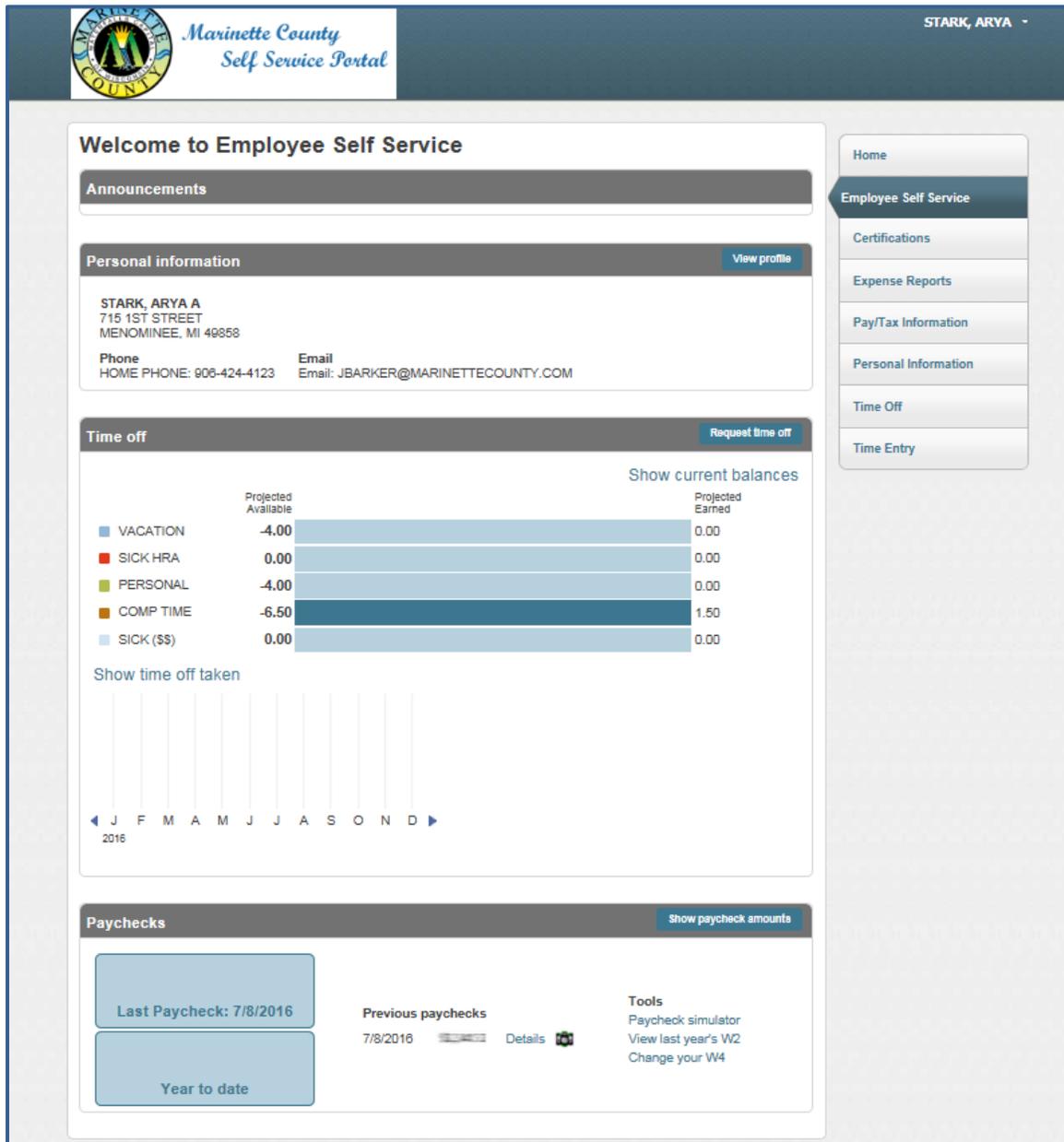
Copy from previous week
Save for later
Submit

Apr 2018 <small>prior week</small>	Jun 2018 <small>next week</small>	Sunday 5/1	Monday 5/2	Tuesday 5/3	Wednesday 5/4	Thursday 5/5	Friday 5/6	Saturday 5/7	Weekly Total
HOURLY			8	8	8				24

Time sheets require the approval of a supervisor.

## Paychecks

The Paychecks section can be found at the bottom of the Employee Self Service page. This section displays information for the most recent pay periods in which you received pay.



The screenshot shows the Marinette County Self Service Portal for user STARK, ARYA. The main content area is titled "Welcome to Employee Self Service" and includes sections for Announcements, Personal information, Time off, and Paychecks. A sidebar on the right contains navigation links: Home, Employee Self Service, Certifications, Expense Reports, Pay/Tax Information, Personal Information, Time Off, and Time Entry.

**Personal information:**  
 STARK, ARYA A  
 715 1ST STREET  
 MENOMINEE, MI 49858  
 Phone: HOME PHONE: 906-424-4123  
 Email: JBARKER@MARINETTECOUNTY.COM

**Time off:**

	Projected Available	Projected Earned
VACATION	-4.00	0.00
SICK HRA	0.00	0.00
PERSONAL	-4.00	0.00
COMP TIME	-6.50	1.50
SICK (\$\$)	0.00	0.00

**Paychecks:**

Last Paycheck: 7/8/2016

Year to date

Previous paychecks: 7/8/2016 [icon] Details [icon]

**Tools:**  
 Paycheck simulator  
 View last year's W2  
 Change your W4

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.



Welcome to Employee Self Service

Announcements

Personal information

[View profile](#)

STARK, ARYA A  
715 1ST STREET  
MENOMINEE, MI 49858

Phone  
HOME PHONE: 906-424-4123

Email  
Email: JBARKER@MARINETTECOUNTY.COM

Time off

[Request time off](#)

Show current balances

	Projected Available	Projected Earned
VACATION	-4.00	0.00
SICK HRA	0.00	0.00
PERSONAL	-4.00	0.00
COMP TIME	-6.50	1.50
SICK (\$\$)	0.00	0.00

Show time off taken



Paychecks

[Hide paycheck amounts](#)

**\$1,019.00**

Last Paycheck: 7/8/2016

**\$1,019.00**

Year to date

Previous paychecks

7/8/2016 \$1,019.00

[Detail](#)



Tools

[Paycheck simulator](#)

[View last year's W2](#)

[Change your W4](#)

[Home](#)

**Employee Self Service**

[Certifications](#)

[Expense Reports](#)

[Pay/Tax Information](#)

[Personal Information](#)

[Time Off](#)

[Time Entry](#)

Click the TCM button to view a check image.

COUNTY OF MARINETTE, MARINETTE, WI 54143-1717										Advice Amount	\$633.00
Emp No	Employee Name			Dept.	Advice Date	Week Ending		Type	Advice No.		
12900	ARYA STARK			PAYROLL	07/08/2016	07/02/2016		MISC	261		
Earnings		Rate	Days/Hrs.	Current	YTD	Deductions		Current	YTD	ER Current	ER YTD
OT 1.0	12.0000	2.00	24.00	24.00	24.00	SOCSECURITY	58.09	58.09	58.09	58.09	58.09
VACATION	12.0000	4.00	48.00	48.00	48.00	MEDICARE	13.58	13.58	13.58	13.58	13.58
PERSONAL	12.0000	4.00	48.00	48.00	48.00	HEALTH	60.65	60.65	343.70	343.70	343.70
COMP 1.5		1.00				DENTAL	1.47	1.47	13.27	13.27	13.27
COMP USED	12.0000	8.00	96.00	96.00	96.00	FED TAX	100.16	100.16			
REG HHS	12.0000	64.00	768.00	768.00	768.00	MI STATE TAX	37.11	37.11			
TAX EXPNSE		0.00	15.00	15.00	15.00	ETF WRS GEN	64.94	64.94	64.94	64.94	64.94
NON TX EXP		0.00	20.00	20.00	20.00	WDC ROTH	50.00	50.00			
						DEPOSITS:					
						DIRECT DEP 633.00					
						PNC BANK, NATIONAL ASSOCIATION					

Click the **Details** option for any check to display the Check Detail page.



Marinette County  
Self Service Portal

STARK, ARYA

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### Check Detail

[Return to pay/tax information](#)

STARK, ARYA A

[View paycheck image](#)

Check Date	7/8/2016
Pay Period	6/19/2016 - 7/2/2016
Check Number	261
Check Status	Cleared
Gross Pay	\$1,019.00
Net Pay	\$633.00

**Pay Breakdown**

Pay Type	Hours	Rate	Amount
OT 1.0	2.00	\$12.00	\$24.00
VACATION	4.00	\$12.00	\$48.00
PERSONAL	4.00	\$12.00	\$48.00
COMP USED	8.00	\$12.00	\$96.00
REG HHS	64.00	\$12.00	\$768.00
TAX EXPNSE	0.00	\$0.00	\$15.00
NON TX EXP	0.00	\$0.00	\$20.00
<b>Total</b>			<b>\$1,019.00</b>

**Deductions**

Deduction Type	Amount
SOCSECURITY	\$58.09
MEDICARE	\$13.58
HEALTH	\$60.65
DENTAL	\$1.47
FED TAX	\$100.16
MI STATE TAX	\$37.11
ETF WRS GEN	\$64.94
WDC ROTH	\$50.00
DIRECT DEP	\$633.00
<b>Total</b>	<b>\$386.00</b>

- Home
- Employee Self Service
- Certifications
- Expense Reports
- Pay/Tax Information**
- YTD Information
- W-2
- W-4
- Paycheck Simulator
- Total Compensation
- Personal Information
- Time Off
- Time Entry

## Pay/Tax Information

Pay/Tax Information provides current payroll and payroll history details.



The screenshot shows the Marinette County Self Service Portal. The user is identified as SNOW, JOHNNY. The page title is "Pay/Tax Information". A dropdown menu shows the year "2016". Below this is a table with the following data:

Check Date	Pay Period	Status	Gross Pay	Net Pay	Details
7/8/2016	6/19/2016 - 7/2/2016		\$1,794.63	\$1,382.92	<a href="#">Details</a>

On the right side, there is a navigation menu with the following items: Home, Employee Self Service, Certifications, Expense Reports, Pay/Tax Information (highlighted), and YTD Information.

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.

To view or print your check stub click on "View Paycheck Image".



*Marinette County  
Self Service Portal*

SNOW, JOHNNY -

### Check Detail

[Return to pay/tax information](#)

**SNOW, JOHN A**

[Overview](#) [View paycheck image](#)

Check Date	7/8/2016
Pay Period	6/19/2016 - 7/2/2016
Check Number	1
Check Status	
Gross Pay	\$1,794.63
Net Pay	\$1,382.92

**Pay Breakdown**

Pay Type	Hours	Rate	Amount
HOURLY	58.00	\$18.75	\$1,050.00
OT 1.5	5.00	\$28.13	\$140.63
VACATION	16.00	\$18.75	\$300.00
SICK	8.00	\$18.75	\$150.00
LONGEVITY	0.00	\$0.00	\$105.00
TAX EXPNSE	0.00	\$0.00	\$15.00
NON TX EXP	0.00	\$0.00	\$34.00
<b>Total</b>			<b>\$1,794.63</b>

**Deductions**

Deduction Type	Amount
SOCSECURITY	\$109.16
MEDICARE	\$25.53
FED TAX	\$161.81
ETF WRS GEN	\$115.21
<b>Total</b>	<b>\$411.71</b>

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## YTD Information

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



The screenshot shows the 'Year-to-Date Information' page for Johnny Snow. The year is set to 2016. The page is divided into three main sections: Overview, Earnings, and Deductions. A sidebar on the right contains navigation links for various self-service options.

Year-to-Date Information	
Year: 2016	
<b>Overview</b>	
Gross YTD Earnings	\$1,794.63
<b>Earnings</b>	
HOURLY	\$1,050.00
OT 1.5	\$140.63
VACATION	\$300.00
SICK	\$150.00
LONGEVITY	\$105.00
TAX EXPNSE	\$15.00
NON TX EXP	\$34.00
<b>Deductions</b>	
SOC SECURITY	\$109.16
MEDICARE	\$25.53
FED TAX	\$161.81
ETF WRS GEN	\$115.21

## W-2 and 1099-R

The W-2 and 1099-R pages display information regarding federal and state taxes and withholdings. To view details for a different year, select the year from the Year list. W-2 Forms will be available in ESS starting in 2016.

## W-4

The W-4 page displays information related to your W-4.

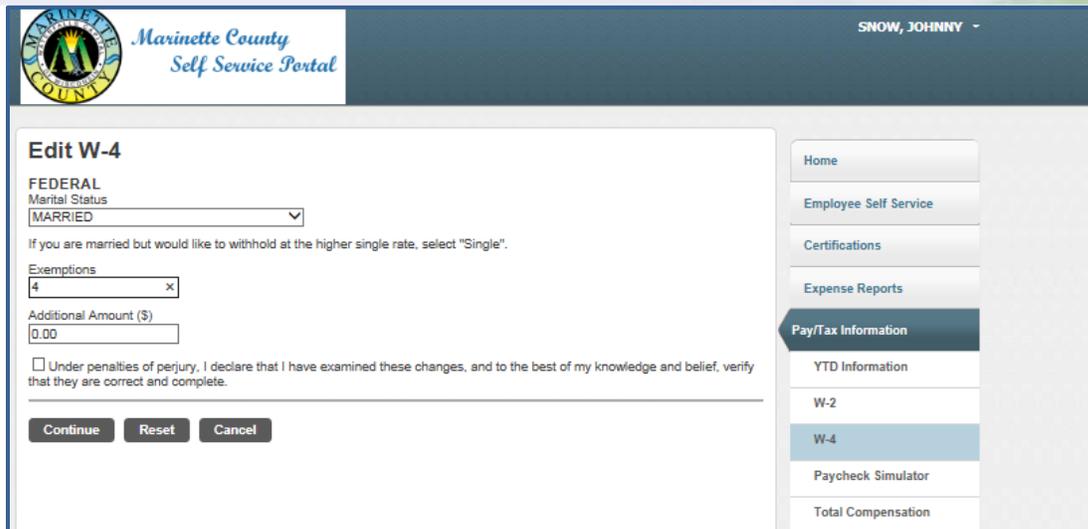


The screenshot shows the 'W-4 Information' page for Johnny Snow. The page displays personal information and tax details. There is an 'Edit W-4 Values' link. A sidebar on the right contains navigation links for various self-service options.

W-4 Information	
SNOW, JOHN A	
<a href="#">Edit W-4 Values</a>	
<b>FEDERAL</b>	
Marital Status	MARRIED
Exemptions	0
Additional Amount	\$0.0000000000

## To Update W-4 Information

1. Click **Edit W-4 Values**.  
The program displays the Edit W-4 page.



**Marinette County Self Service Portal** SNOW, JOHNNY

### Edit W-4

FEDERAL  
Marital Status  
MARRIED

If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions  
4

Additional Amount (\$)  
0.00

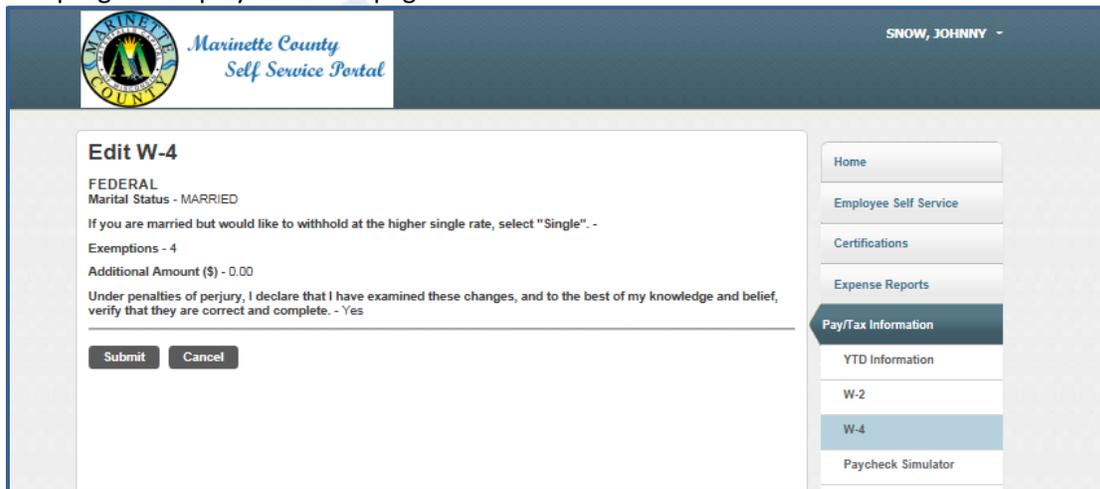
Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

**Continue** **Reset** **Cancel**

- Home
- Employee Self Service
- Certifications
- Expense Reports
- Pay/Tax Information**
- YTD Information
- W-2
- W-4
- Paycheck Simulator
- Total Compensation

2. Enter the revised data.
3. Verify that the information is correct by selecting the acknowledgement check box and then click **Continue**.

The program displays a review page.



**Marinette County Self Service Portal** SNOW, JOHNNY

### Edit W-4

FEDERAL  
Marital Status - MARRIED

If you are married but would like to withhold at the higher single rate, select "Single". -

Exemptions - 4  
Additional Amount (\$) - 0.00

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. - Yes

**Submit** **Cancel**

- Home
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- Certifications
- Expense Reports
- Pay/Tax Information**
- YTD Information
- W-2
- W-4
- Paycheck Simulator

4. Review your data to ensure its accuracy and click **Submit**.  
The program displays a confirmation page.

### Paycheck Simulator

The Paycheck Simulator simulates adjustments to your pay, tax, or deductions to demonstrate how the changes would affect your total pay. It does not permanently alter your pay records.

To simulate changes to your paycheck:

1. Select the pay cycle for which you are simulating a change, and then enter the pay, tax, or deduction changes.
2. Click **Calculate**.  
The program displays the new adjusted amounts.
3. Click **Return** to return to the Paycheck Simulator.

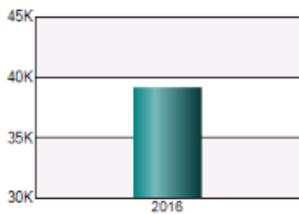
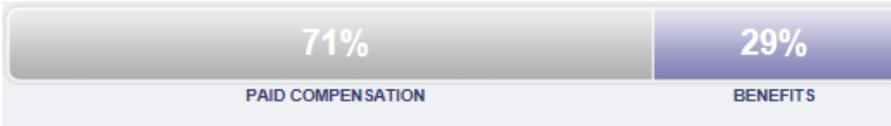
### Total Compensation

The Total Compensation page displays the details of the compensation you receive from Marinette County. The Compensation section displays your compensation broken up into paid compensation and benefits. The Benefit Contributions section displays your benefit contributions and your employer's benefit contributions. The Paid Compensation Breakdown section displays a pie chart that shows what percentage of your total compensation each specific compensation type comprises.



## Total Compensation

### Compensation



**\$5,043.40**  
PAID COMPENSATION

+

**\$2,071.97**  
BENEFITS

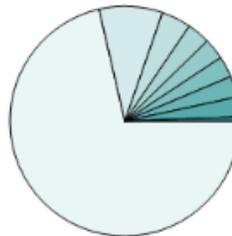
**\$7,115.37**  
COMPENSATION & BENEFITS

### Benefit Contributions

BENEFIT	EMPLOYER	EMPLOYEE
Social Security	287.61	287.61
Medicare	67.26	67.26
Health Insurance	1,324.26	233.70
Dental Insurance	72.70	8.08
ETF WRS	320.14	320.14
<b>TOTAL CONTRIBUTIONS</b>	<b>\$2,071.97</b>	<b>\$916.79</b>

### Paid Compensation Breakdown

- Wages (71.38 %)
- Vacation (8.92 %)
- Longevity (4.16 %)
- Non-Taxable Expense (3.23 %)
- Sick (2.97 %)
- Personal (2.97 %)
- Holiday (2.97 %)
- ...



### Additional Benefits

Home

Employee Self Service

Certifications

Expense Reports

### Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

**Total Compensation**

Personal Information

Time Off

Time Entry

## Personal Information

The Personal Information page displays contact information, as well as dependent information and emergency contacts. If you would like to make changes, choose appropriate link to update.



*Marinette County*  
Self Service Portal

SNOW, JOHN

### Personal Information

[Employee Preferred Name](#) [change](#)

**Preferred Name** N/A

---

[Address / Email](#) [change](#)

**Home Address** 800 WELLS ST,  
MARINETTE, WI 54143

**Email** PAYROLL@MARINETTECOUNTY.COM

**Alternate Email**

---

[Tax Form Delivery Options](#) [change](#)

**W-2 Delivery Method** Self service only

---

**Telephone** [Add Telephone Number](#)

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE	715-732-7400	No	<a href="#">Change</a>

---

**Dependents**

No Dependent information to display.

---

**Emergency Contacts** [Add Emergency Contact](#)

No Emergency Contact information to display.

---

**Employee marital status**

**Marital status** MARRIED

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[Personal Information](#)

[Employee Profile](#)

[Add/View Changes](#)

[Time Off](#)

[Time Entry](#)

## Employee Profile

The Employee Profile page displays general and demographic information, such as hire date and date of birth, as well as race and ethnicity information.



*Marinette County*  
Self Service Portal

SNOW, JOHNNY

### Employee Profile

[Return to Personal Information](#)

**General information**

Name	SNOW, JOHN A
Employee ID	12902
Preferred name	
SSN	xxx-xx-xxxx
Active status	ACTIVE
Personnel status	FULL TIME BENE ELGIBILE
Primary location	PARKS AND FORESTRY
Check location	
E-Mail address	JBARKER@MARINETTECOUNTY.COM
Alternate e-mail address	
Hire date	12/3/2008
Service date	12/3/2008
Original hire date	12/3/2008
Supervisor	KRISTA M GOLDSCHMIDT
Supervisor e-mail	frisby97@hotmail.com

**Demographic information**

Date of birth	<input type="text" value="4/15/1980"/>
Gender	<input type="text" value="MALE"/>
EEO ethnicity	<input type="text" value="CAUCASIAN"/>
Privacy setting	<input type="checkbox"/>
Veteran status	<input type="text" value="NO"/>
Disability	<input type="text" value="NO"/>
DOE ethnicity	<input type="radio"/> Yes, Hispanic or Latino <input checked="" type="radio"/> No, not Hispanic or Latino

**DOE Race**

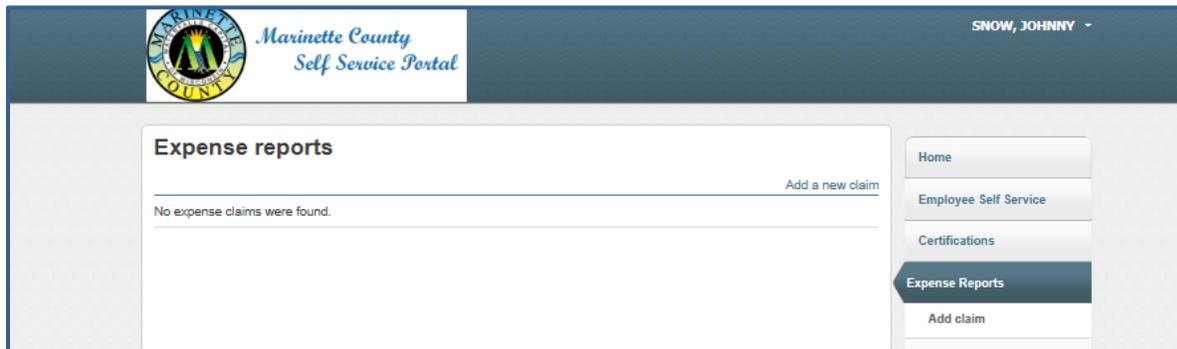
American Indian or Alaska Native	<input type="checkbox"/>
Asian	<input type="checkbox"/>
Black or African American	<input type="checkbox"/>
Native Hawaiian or other Pacific Islander	<input type="checkbox"/>
White	<input type="checkbox"/>

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- Certifications
- Expense Reports
- Pay/Tax Information
- Personal Information
- Employee Profile
- Add/View Changes
- Time Off
- Time Entry

## Expense Reports

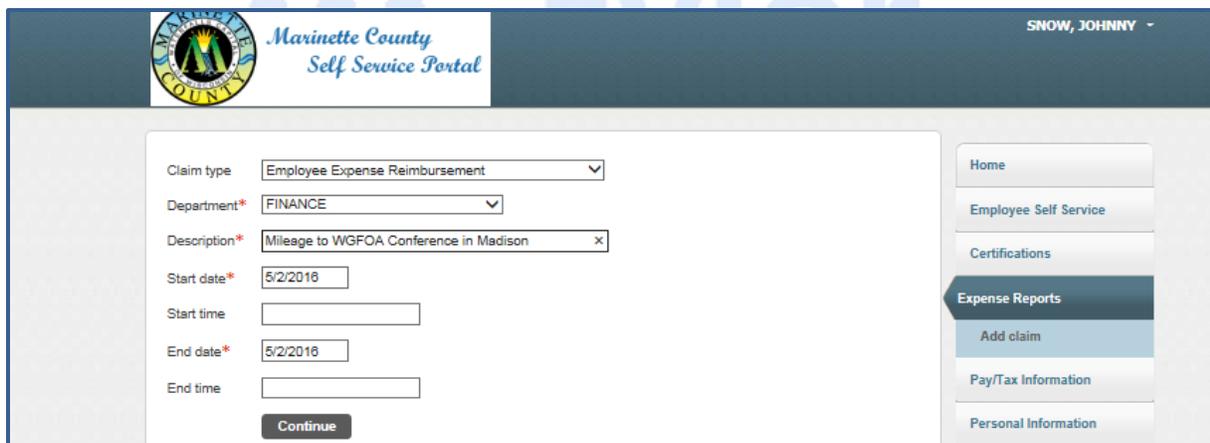
Expense Reports allows you to submit expenses for reimbursement. To submit a new expense report, click **Add a New Claim**.

If existing expense reports are in process, click **Details** to view the specific details for the expense item. Click **Delete** to delete an expense item or **Copy** to copy it.



## New Claim

For new claims, select **Add a New Claim**. The program displays the Add Claim page, which defines the general information for the expense claim.



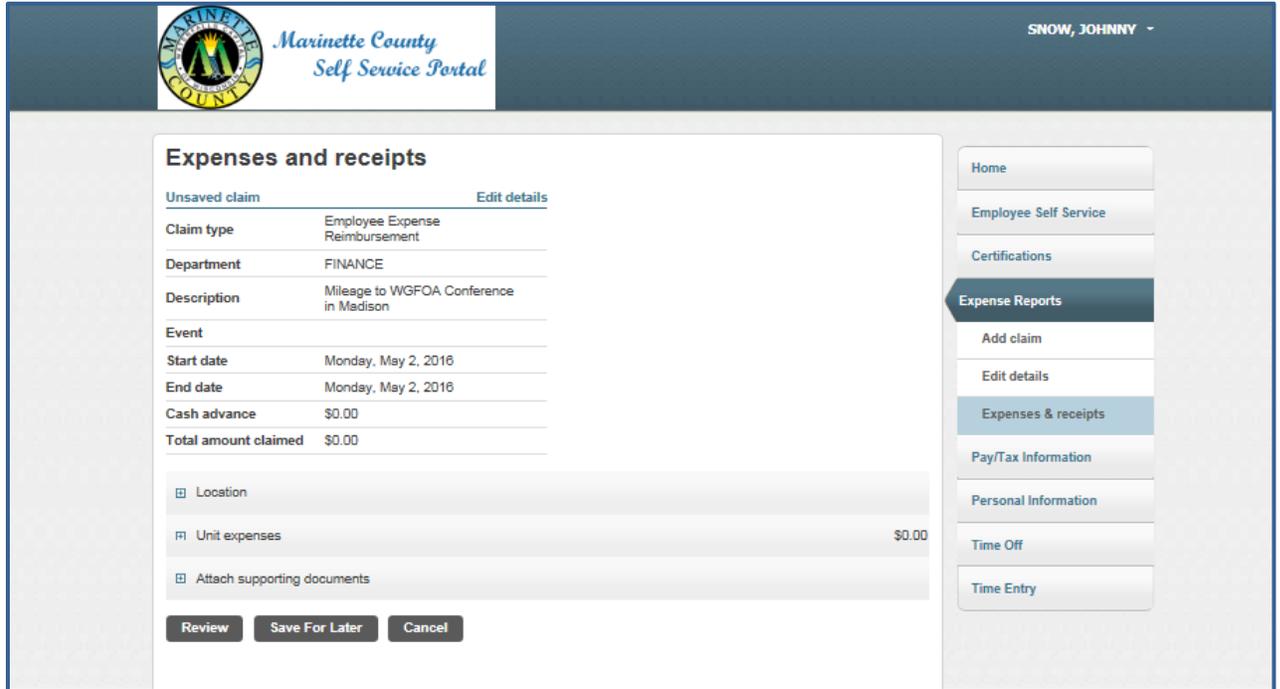
### To add a claim:

1. Enter your claim details.  
The fields marked with the asterisk (\*) are required.

#### Claim Types:

- Employee Expense Reimbursement
- Safety Equipment by Department
- County Board Reimbursement
- Coroner Expense Reimbursement

2. Click **Continue**.  
The program displays the Expenses and Receipts page.



The screenshot shows the 'Expenses and receipts' page in the Marinette County Self Service Portal. The page header includes the county logo and the user name 'SNOW, JOHNNY'. The main content area displays an 'Unsaved claim' with the following details:

Unsaved claim		Edit details
Claim type	Employee Expense Reimbursement	
Department	FINANCE	
Description	Mileage to WGFOA Conference in Madison	
Event		
Start date	Monday, May 2, 2016	
End date	Monday, May 2, 2016	
Cash advance	\$0.00	
Total amount claimed	\$0.00	

Below the table, there are three sections:

- Location
- Unit expenses \$0.00
- Attach supporting documents

At the bottom of the form, there are three buttons: **Review**, **Save For Later**, and **Cancel**.

On the right side of the page, there is a navigation menu with the following items:

- Home
- Employee Self Service
- Certifications
- Expense Reports**
- Add claim
- Edit details
- Expenses & receipts
- Pay/Tax Information
- Personal Information
- Time Off
- Time Entry

- Review your claim details. If necessary, click **Edit Details** to update the claim description. Otherwise, use the plus [+] buttons on the various heading lists to add the expense details.



*Marinette County  
Self Service Portal*

SNOW, JOHNNY ▾

### Expenses and receipts

Unsaved claim
[Edit details](#)

<b>Claim type</b>	Employee Expense Reimbursement
<b>Department</b>	FINANCE
<b>Description</b>	Mileage to WGFOA Conference in Madison
<b>Event</b>	
<b>Start date</b>	Monday, May 2, 2016
<b>End date</b>	Monday, May 2, 2016
<b>Cash advance</b>	\$0.00
<b>Total amount claimed</b>	\$0.00

Location

Destination city

Destination state

Unit expenses \$107.53

[Add an expense](#)

Expense	Comments	Date	Amount	
Mileage CY	WGFOA Conference	5/2/2016	\$107.53	<a href="#">update</a>   <a href="#">delete</a>

Attach supporting documents

[Home](#)

[Employee Self Service](#)

[Certifications](#)

**Expense Reports**

[Add claim](#)

[Edit details](#)

**Expenses & receipts**

[Pay/Tax Information](#)

[Personal Information](#)

[Time Off](#)

[Time Entry](#)

- Expand the Attach Receipts list and click **Browse** to upload the Employee Expense Statement. Once you have uploaded all necessary receipts, click **Review**.



**Verify Expenses**

Claim details

Comments	Mileage to WGFOA Conference in Madison
Claim type	Employee Expense Reimbursement
Department	FINANCE
Start date	Monday, May 2, 2016
End date	Monday, May 2, 2016
Destination city	Madison
Destination state	WI
Cash advance	\$0.00
Amount claimed	\$107.53

Per unit expenses

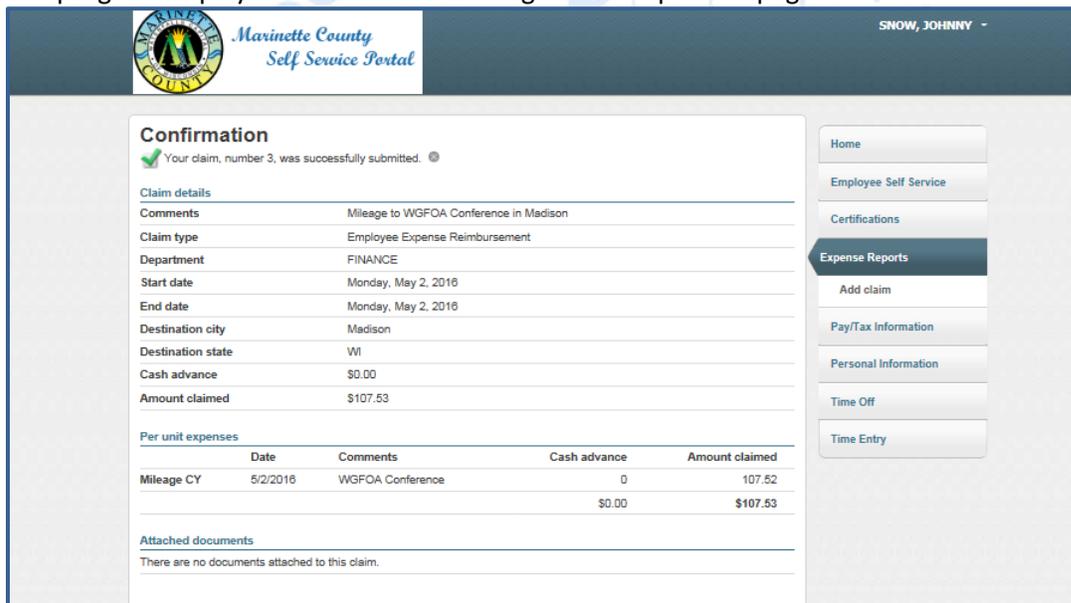
	Date	Comments	Cash advance	Amount claimed
Mileage CY	5/2/2016	WGFOA Conference	0	107.52
			\$0.00	\$107.53

Attached documents

test.docx

ESS displays the Verify Expenses page.

Click **Submit Claim** to complete the process. The program displays a confirmation message at the top of the page.



**Confirmation**

✔ Your claim, number 3, was successfully submitted. 📧

Claim details

Comments	Mileage to WGFOA Conference in Madison
Claim type	Employee Expense Reimbursement
Department	FINANCE
Start date	Monday, May 2, 2016
End date	Monday, May 2, 2016
Destination city	Madison
Destination state	WI
Cash advance	\$0.00
Amount claimed	\$107.53

Per unit expenses

	Date	Comments	Cash advance	Amount claimed
Mileage CY	5/2/2016	WGFOA Conference	0	107.52
			\$0.00	\$107.53

Attached documents

There are no documents attached to this claim.

## Approve Time

If you are a supervisor or other personnel with permissions to verify time sheets, the Approve Time page displays all pending time sheets organized by week and then employee. The page displays totals for individual time sheets



*Marinette County  
Self Service Portal*

VIESTENZ, HOLLIE L -

### Pending Timesheets

4/24/2016 - 4/30/2016			
SNOW, JOHN A	FORESTRY EQUIPMENT OPERATORS	40.00	<a href="#">View</a>
TARGARYEN, DAENERYS A	ACCOUNTANT (8HR)	40.00	<a href="#">View</a>
		80.00	
5/1/2016 - 5/7/2016			
SNOW, JOHN A	FORESTRY EQUIPMENT OPERATORS	16.00	<a href="#">View</a>
		16.00	
5/8/2016 - 5/14/2016			
LANNISTER, TYRION A	CONSERVATION TECHNICIAN	40.00	<a href="#">View</a>
SNOW, JOHN A	FORESTRY EQUIPMENT OPERATORS	40.00	<a href="#">View</a>
		80.00	
5/15/2016 - 5/21/2016			
SNOW, JOHN A	FORESTRY EQUIPMENT OPERATORS	40.00	<a href="#">View</a>
		40.00	
5/22/2016 - 5/28/2016			
SNOW, JOHN A	FORESTRY EQUIPMENT OPERATORS	40.00	<a href="#">View</a>
TARGARYEN, DAENERYS A	ACCOUNTANT (8HR)	40.00	<a href="#">View</a>
		80.00	

[Approve and submit all pending time shown above](#)

[View/edit timesheet for](#) BAELISH, PETYR A (CCO (171) AFTER 1/1/12) ▼

- [Home](#)
- [Employee Self Service](#)
- [Certifications](#)
- [Expense Reports](#)
- [Pay/Tax Information](#)
- [Personal Information](#)
- [Time Off](#)
- [Time Entry](#)
- [Enter Time](#)

Locate the employee and Click **View** under the Pending Timesheets section to display a timesheet. Managers are responsible for verifying all aspects of their employees' timesheet. Please note that the edits checks that were provided within the AS400 no longer exist. Managers are responsible for checking time in and out, line and weekly totals, and base hours.



		Approve time for SNOW, JOHN A FORESTRY EQUIPMENT OPERATORS								Approving 0 out of 176.00 from 4/25/2016 to 5/27/2016		Mark this week as approved	Edit	Submit
Mar 2016	May 2016	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Submitted	Weekly Approved				
prior week	next week	4/24	4/25	4/26	4/27	4/28	4/29	4/30						
HOURLY			8	8					16					
OVERTIME 1.0														
OVERTIME 1.5														
VACATION					8	8	8		24					
SICK														
PERSONAL														

Click on the day to edit the time sheet. Click **Mark All as Approved** to approve the full timesheet. Managers are able to enter time on behalf of their employees if needed. To respond to an individual item on the timesheet, click the item to display workflow options.



### Approve time for SNOW, JOHN A FORESTRY EQUIPMENT OPERATORS

Approving 0 out of 176.00 from 4/25/2016 to 5/27/2016 [Mark this week as approved](#) [Edit](#) [Submit](#)

Mar 2016 prior week	May 2016 next week	Sunday 4/24	Monday 4/25	Tuesday 4/26	Wednesday 4/27	Thursday 4/28	Friday 4/29	Saturday 4/30	Weekly Submitted	Weekly Approved
HOURLY			8	8					16	
<b>Hours 4</b> General ledger account 56110000-501111- (SALARIES) Notes 8a-12p FLSA period Current week <input type="button" value="Approve"/> <input type="button" value="Reject"/> Forward to <input type="text"/> <input type="button" value="Hold"/> <input type="button" value="Comments"/> <input type="text"/>										
<b>Hours 4</b> General ledger account 56150000-501111- (SALARIES) Activity 2506 Notes 12:30p-4:30p FLSA period Current week <input type="button" value="Approve"/> <input type="button" value="Reject"/> Forward to <input type="text"/> <input type="button" value="Hold"/> <input type="button" value="Comments"/> <input type="text"/>										
OVERTIME 1.0										
OVERTIME 1.5										
VACATION					8	8	8		24	
SICK										
PERSONAL										

If you select the **Hold** and **Reject** options, ESS requires an entry in the Comments box.

When you select a workflow option for an entry, the program displays a green check mark for approval, a red X for rejection, and a black arrow for forwarding.



*Marinette County*  
*Self Service Portal*

VIESTENZ, HOLLIE L -

### Approve time for SNOW, JOHN A FORESTRY EQUIPMENT OPERATORS

Approving 8.00 out of 208.00 from 4/11/2016 to 5/27/2016 Mark this week as skipped Edit Submit

Mar 2016 <small>prior week</small>	May 2016 <small>next week</small>	Sunday 4/10	Monday 4/11	Tuesday 4/12	Wednesday 4/13	Thursday 4/14	Friday 4/15	Saturday 4/16	Weekly Submitted	Weekly Approved
HOURLY			8 ✓	8	8 ✗				24	

**Hours 2** General ledger account 56153000-50111- (SALARIES) Activity 2504 Notes 8a-10a FLSA period Current week

**Hours 6** General ledger account 56110000-50111- (SALARIES) Notes 10a-12p 12:30p-4:30p FLSA period Current week

OVERTIME 1.0										
OVERTIME 1.5										

If time is rejected, the employee will be notified via email. The employee will be required to log into ESS, correct the rejected time, and then resubmit. After resubmission from the employee, the manager will then need to log back into the system and view/approve the pending timesheet.

When finished reviewing all timesheets, you can go back to main menu and click **Approve and Submit all pending time shown above** button.



### Pending Timesheets

4/24/2016 - 4/30/2016

SNOW, JOHN A	FORESTRY EQUIPMENT OPERATORS	40.00	<a href="#">View</a>
TARGARYEN, DAENERYS A	ACCOUNTANT (8HR)	40.00	<a href="#">View</a>
		80.00	

5/1/2016 - 5/7/2016

SNOW, JOHN A	FORESTRY EQUIPMENT OPERATORS	16.00	<a href="#">View</a>
		16.00	

5/8/2016 - 5/14/2016

LANNISTER, TYRION A	CONSERVATION TECHNICIAN	40.00	<a href="#">View</a>
SNOW, JOHN A	FORESTRY EQUIPMENT OPERATORS	40.00	<a href="#">View</a>
		80.00	

5/15/2016 - 5/21/2016

SNOW, JOHN A	FORESTRY EQUIPMENT OPERATORS	40.00	<a href="#">View</a>
		40.00	

5/22/2016 - 5/28/2016

SNOW, JOHN A	FORESTRY EQUIPMENT OPERATORS	40.00	<a href="#">View</a>
TARGARYEN, DAENERYS A	ACCOUNTANT (8HR)	40.00	<a href="#">View</a>
		80.00	

Approve and submit all pending time shown above

View/edit timesheet for  ▼

- [Home](#)
- [Employee Self Service](#)
- [Certifications](#)
- [Expense Reports](#)
- [Pay/Tax Information](#)
- [Personal Information](#)
- [Time Off](#)
- [Time Entry](#)
- [Enter Time](#)

### Enter Time for an Employee

To enter a time sheet for an employee, for example, because of an unforeseen absence, select the name of the employee from the **View/Edit Timesheet For** list.



### Pending Timesheets

4/24/2016 - 4/30/2016

SNOW, JOHN A	FORESTRY EQUIPMENT OPERATORS	40.00	<a href="#">View</a>
TARGARYEN, DAENERYS A	ACCOUNTANT (8HR)	40.00	<a href="#">View</a>
		80.00	

5/1/2016 - 5/7/2016

SNOW, JOHN A	FORESTRY EQUIPMENT OPERATORS	16.00	<a href="#">View</a>
		16.00	

5/8/2016 - 5/14/2016

LANNISTER, TYRION A	CONSERVATION TECHNICIAN	40.00	<a href="#">View</a>
SNOW, JOHN A	FORESTRY EQUIPMENT OPERATORS	40.00	<a href="#">View</a>
		80.00	

5/15/2016 - 5/21/2016

SNOW, JOHN A	FORESTRY EQUIPMENT OPERATORS	40.00	<a href="#">View</a>
		40.00	

5/22/2016 - 5/28/2016

SNOW, JOHN A	FORESTRY EQUIPMENT OPERATORS	40.00	<a href="#">View</a>
TARGARYEN, DAENERYS A	ACCOUNTANT (8HR)	40.00	<a href="#">View</a>
		80.00	

Approve and submit all pending

View/edit timesheet for

- BAELISH, PETYR A (CCO (171) AFTER 1/1/12)
- BARATHEON, JOFFREY A (COUNTY BOARD SUPERVISOR)
- BARATHEON, STANNIS A (EQUIPMENT OPERATOR I)
- LANNISTER, TYRION A (CONSERVATION TECHNICIAN)
- SNOW, JOHN A (FORESTRY EQUIPMENT OPERATORS)
- STARK, ARYA A (RECEPTIONIST)
- STARK, SANSA A (DISPATCHER)**
- TARGARYEN, DAENERYS A (ACCOUNTANT (8HR))

Home

Employee Self Service

Certifications

Expense Reports

Pay/Tax Information

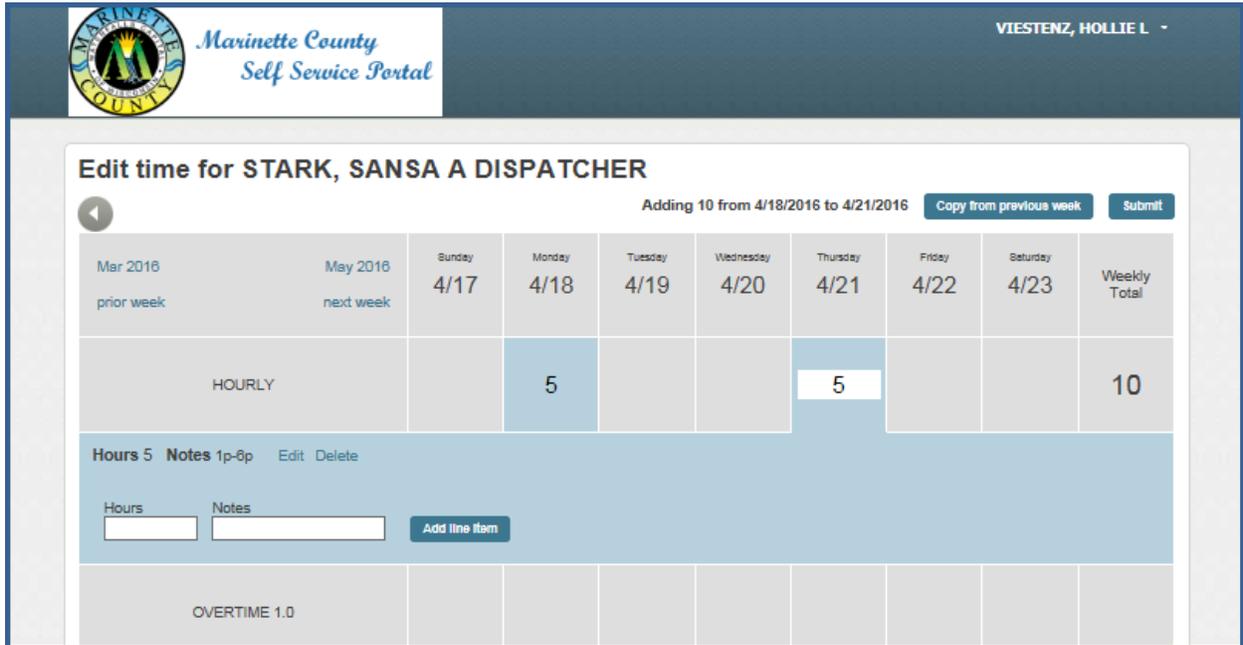
Personal Information

Time Off

**Time Entry**

Enter Time

Click the **View/Edit Timesheet For** button and ESS displays that employee's time sheet for the current week.



**Edit time for STARK, SANSA A DISPATCHER**

Adding 10 from 4/18/2016 to 4/21/2016 [Copy from previous week](#) [Submit](#)

Mar 2016 prior week	May 2016 next week	Sunday 4/17	Monday 4/18	Tuesday 4/19	Wednesday 4/20	Thursday 4/21	Friday 4/22	Saturday 4/23	Weekly Total
			5			5			10

Hours 5 Notes 1p-6p Edit Delete

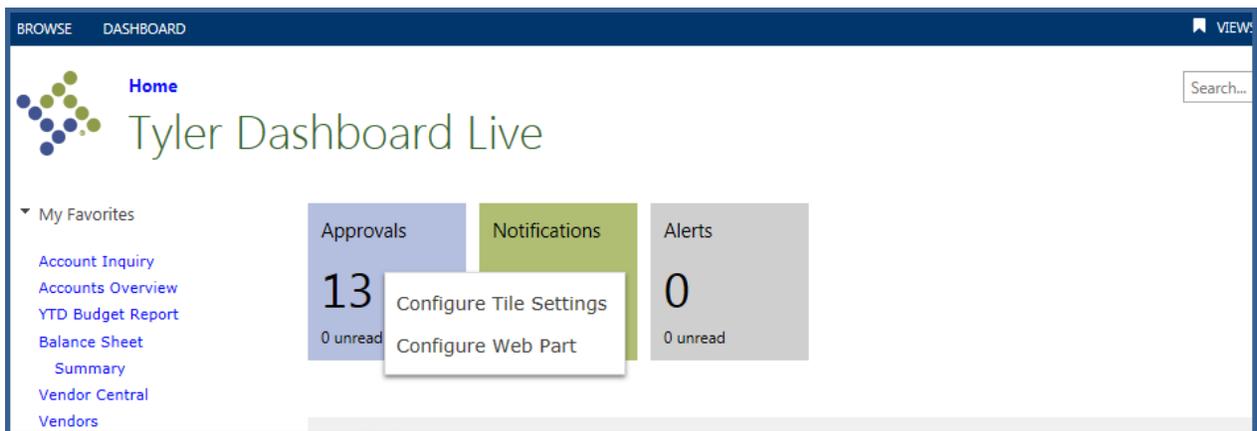
Hours  Notes  [Add line item](#)

OVERTIME 1.0

Use the Prior Week, Next Week, and month links to navigate. You can select a week for which the employee has already entered a time sheet and edit it. Click the **Copy from Previous Week** option to copy the timesheet from the previous week. Click **Save for Later** to save the time sheet for later or click **Submit** to complete.

### Forward Approvals

Approval forwarding can be initiated through Munis. From the Munis Home page, right click the approval tile. Select **Configure Tile Settings** to forward time card approvals to another supervisor.



BROWSE DASHBOARD VIEW

Home

Tyler Dashboard Live

My Favorites

- Account Inquiry
- Accounts Overview
- YTD Budget Report
- Balance Sheet Summary
- Vendor Central
- Vendors

Approvals 13 0 unread	Notifications Configure Tile Settings Configure Web Part	Alerts 0 0 unread
-----------------------------	--	-------------------------

## Approvals Tile Configuration

Turn On Forwarding:  Note: Turns on forwarding for All work flow items.

Forward To:

Filter by process code:

Title:

Auto Refresh Interval:  Minutes

Color:

- 
- 
- 
- 
- 
- 



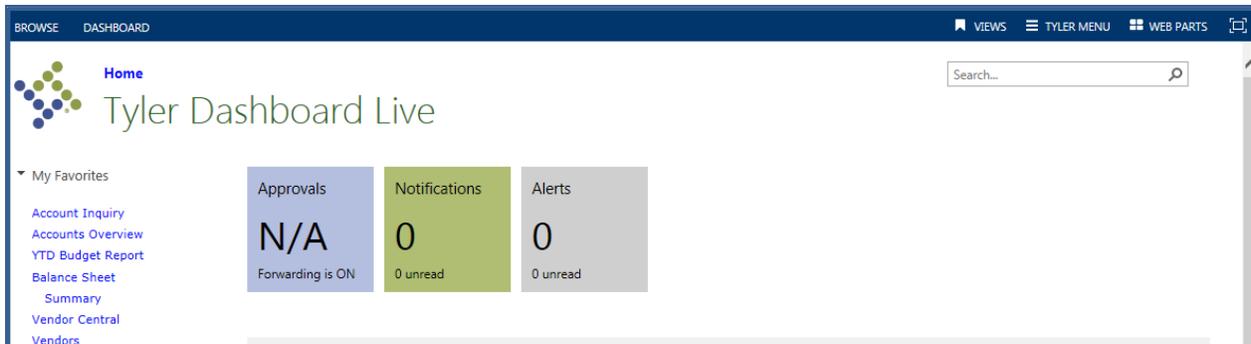
Save



Cancel

Select the checkbox to **Turn on Forwarding**, and then select a manager from the **Forward to** drop down list. Please note that the supervisor must have the same permissions, otherwise, the workflow approval process will not work properly. Select EST – ESS Time sheets in the **Filter by process code** drop down list, then click **Save**.

When your dashboard refreshes, it will display as follows.



The screenshot shows the Tyler Dashboard Live interface. The top navigation bar includes 'BROWSE', 'DASHBOARD', 'VIEWS', 'TYLER MENU', and 'WEB PARTS'. A search bar is located in the top right corner. The main content area features a 'Home' link and a list of 'My Favorites' including 'Account Inquiry', 'Accounts Overview', 'YTD Budget Report', 'Balance Sheet', 'Summary', 'Vendor Central', and 'Vendors'. Three tiles are displayed: 'Approvals' (N/A, Forwarding is ON), 'Notifications' (0 unread), and 'Alerts' (0 unread).