City of Chesapeake
Employee Self Service (ESS)
User Guide

Powered by: munis

Employee Self Service Overview

Employee Self Service (ESS) is an application created specifically for employees, to allow employees to access personal and pay information online. ESS accesses information stored in the Munis HR/Payroll programs.

Employee Self Service (ESS) is very user-friendly and simple to use. With an internet connection, you can log into it anywhere, anytime, at your convenience.

ESS enables employees to view the following information: employee profile, pay statements, salary notification, W-2 and W-4. In addition, employees may edit and make changes to their personal information, such as, home address, telephone number (primary / work / cell), and emergency contact.

Logging Into ESS

The City's Employee Self Service application uses the 'single sign-on' feature. Single sign-on automatically logs you into ESS when you click the ESS link if you are at work, using your City computer, without having to type in a username or password. The ESS link is located at the home page of the City's intranet, City Point, under 'City Systems - Login Links'.

If you are not at work, but you have an internet connection, you may log in to ESS by typing 'ess.cityofchesapeake.net' in your browser, using the same username and password you use every day to log in to your City computer. You do not have to create a new username and password. Because some web browsers behave differently, please make sure to always use your full email address as your username.

Due to differences in networks, users from the following agencies will be required to log in with their employee ID and password: Community Services Board, Health Department, and Library. Users in these departments can access ESS by following the log-in instruction document for external agencies. This document is stored in the City's intra and internet websites. See the FAQ section to find out how to access this document.

If you have not logged on to your work computer for a long time, or if you have never logged on to a City computer, please call the Department of Information Technology Help Desk at (757)382-8911 or email them at helpdesk@cityofchesapeake.net, and they will reset your account for you.

If you want to use a mobile device to log into ESS, log in to ESS like you are logging on to a computer. Remember to close your session all the way when you are done with ESS. Mobile devices leave your session credentials saved unless you force close the browser. When you have completed your ESS session, Apple users should follow the instructions provided at the following website: http://support.apple.com/kb/ht5137. Android users should use their task manager to close any browser sessions. To ensure maximum security for all mobile devices, do not store your password and delete your cookies/browsing history after use. For Android users, Google Chrome is the recommended browser.

To log into ESS, open any web browser and type the following in the address bar:
ess.cityofchesapeake.net.

Note that you are automatically logged-in to ESS if you are using your work computer. If you are not at work or using a public computer (example: kiosk or shared PC), you will be prompted to enter your username and password. Enter your email address (myusername@cityofchesapeake.net) in the first box and enter your password in the second box.

After logging in, you will be directed to the Home page of Employee Self Service.

Welcome to Employee Self Service for the City of Chesapeake

Home

If you have issues logging into Employee Self Service please contact the Help Desk at extension 8911 or helpdesk@cityofchesapeake.net.

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Navigation

On each page of the ESS application, a path is provided as a guide for navigating through the pages. For each page that you display, the path identifies the trail back to the previous page or pages. You can click any portion of the path to be taken to that page.

Pay/Tax Information

Home > Employee Self Service > Pay/Tax Information

Employee Self Service Menu

On the left side of the ESS screen are menu options to choose from. Initially, you will see only two menu options: Home and Employee Self Service. When you click Employee Self Service, you should be able to see the following menu options: Pay/Tax Information and Personal Information.

To access information under each of these menu options, simply click on the menu you want to be directed to.

Home

Employee Self Service

Pay/Tax Information

Personal Information

The ESS page displays a summary of your personal information, any organizational announcement(s), and a snapshot of your five most recent pay checks. These information are grouped into three panels.

Personal Information Panel

The first panel contains a summary of your personal information, which includes your home address, home phone and cell phone numbers. Notice the 'View profile' link on the upper right hand corner of the Personal Information panel. If you click this link, you will be directed to your Employee Profile. The Employee Profile section is discussed at length in page 11.

Announcements Panel

The second panel displays organizational and system-related notifications, or any other messages to be communicated to employees.

Paychecks Panel

The Paychecks panel displays information from the most recent pay periods in which you received pay. The blurred image represents your year-to-date earnings. As a security feature, the amounts are automatically blurred by the system; however, you have the option to click on the 'Show paycheck amounts' link on the right hand corner of the Paychecks panel.

Click Show Paycheck Amounts to convert the image to the dollar amount; click Hide Paycheck Amounts to return to the blurred image.

To find out more information about a specific paycheck, click on the 'View details' link

Within the Paychecks panel, you will find three easy-access Tools, namely: 'Paycheck simulator', 'View last year's W2' and 'View your W4'. Currently the 'Paycheck simulator' tool is not available. You will be informed as soon as this functionality is ready for use.

To access each of these Tools, simply click the link of the Tool you want to be directed to.

Pay/Tax Information Menu

Pay/Tax Information provides current payroll and payroll history details. You cannot modify pay or tax information; it is available for display only.

Pay/Tax Information displays a list of payment history records by year. The default year is the current year, but you can also view past years. Click View Details to view more information for a specific pay period.

Check Date	Pay Period	Status	Gross Pay	Net Pay	
6/14/2013	6/1/2013 - 6/15/2013	Cleared	$2,542.35	$1,695.86	View Details
5/30/2013	5/16/2013 - 5/31/2013	Cleared	$2,542.34	$1,695.86	View Details
5/15/2013	5/1/2013 - 5/15/2013	Cleared	$2,542.34	$1,695.84	View Details
4/30/2013	4/16/2013 - 4/30/2013	Cleared	$2,542.34	$1,695.86	View Details
4/15/2013	4/1/2013 - 4/15/2013	Cleared	$2,542.34	$1,695.84	View Details
3/29/2013	3/16/2013 - 3/31/2013	Cleared	$2,542.34	$1,695.86	View Details
3/15/2013	3/1/2013 - 3/15/2013	Cleared	$2,542.35	$1,695.86	View Details
2/28/2013	2/16/2013 - 2/28/2013	Cleared	$2,542.34	$1,695.85	View Details
2/15/2013	2/1/2013 - 2/15/2013	Cleared	$2,542.34	$1,695.85	View Details
1/30/2013	1/16/2013 - 1/31/2013	Cleared	$2,542.35	$1,695.86	View Details
1/15/2013	1/1/2013 - 1/15/2013	Cleared	$2,542.34	$1,695.85	View Details

Navigation sidebar: Home, Employee Self Service, Pay/Tax Information, YTD Information, W-2, W-4, Salary Notification, Personal Information

Pay/Tax Information — Home > Employee Self Service > Pay/Tax Information — Year 2013

When you click View Details, the program displays the Check Detail, which contains the pay advice information for the check.

Check Date	6/14/2013
Pay Period	6/1/2013 - 6/15/2013
Check Number	90213899
Check Status	Cleared
Gross Pay	$2,542.35
Net Pay	$1,695.86

Pay Breakdown

Pay Type	Hours	Rate	Amount
SALARY	78.66	$29.30	$2,304.71
S HOLIDAY	8.00	$29.30	$234.40
IMP LIFE	0.00	$0.00	$3.24
Total			$2,542.35

Deductions

Deduction Type	Amount
FICA	$157.63
MED	$36.86
ICMA FLAT	$250.00
FED	$250.94
STATE	$112.43
SEMI/VRS/C	$25.39
U WAY	$10.00
DD NET	$1,695.86
Total	$843.25

YTD Information

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

Year: 2013	
Overview	
Gross YTD Earnings	$27,965.77
Earnings	
SALARY	$24,296.98
SEMI ANNUA	$1,875.17
S HOLIDAY	$1,757.98
IMP LIFE	$35.64
Deductions	
FICA	$1,733.88
MED	$405.50
ICMA FLAT	$2,750.00
FED	$2,760.34
STATE	$1,236.73
SEMI/VRS/CIY	$279.29
U WAY	$110.00
DD NET	$18,654.39

W-2

The W-2 page displays information reported on your W-2 for the selected year. W-2 Information provides wage and deduction details for a selected year.   From the main page, select the year to view from the Year list. The program displays the W-2 details.

Wages and Tax

	GROSS	TAX
FIT	$54,036.69	$6,018.71
FICA	$59,391.37	$2,494.44
MEDICARE	$59,391.37	$861.17
SIT	$0.00	$0.00
LIT	$0.00	$0.00

DEP CARE	$0.00	EIC	$0.00
SOCIAL SECURITY TIPS	$0.00	NONQUAL	$0.00
ALLOCATED TIPS	$0.00		

Box 12

AA ROTH 401k	$0.00	L BUS EXP	$0.00
BB ROTH 403b	$0.00	M UNCL FICA	$0.00
C LIFE	$0.00	N UNCL MEDC	$0.00
CC HIRE EXEMPT WAGES/TIPS	$0.00	P EXCL MOVE	$0.00
D 401K	$0.00	Q NON-TAX COMBAT	$0.00
E 403B	$0.00	R MEDICAL	$0.00
F 408K6	$0.00	S SIMPLE PENS	$0.00
G 457B	$0.00	T ADOPTION	$0.00
H 501C18D	$0.00	V STOCK OPTIONS	$0.00
J SICK	$0.00	W HEALTH SAVINGS	$0.00

Box 14	
BOX 14 W	$0.00
BOX 14 X	$0.00
BOX 14 Y	$0.00
BOX 14 Z FRINGE BENEFITS	$0.00

W-4

The W-4 page displays information related to your federal and state tax details.

W-4 Information
Home > Employee Self Service > Pay/Tax Information > W-4

TEST EMPLOYEE, MUNIS

FEDERAL
Marital Status	MARRIED
Exemptions	0
Additional Amount	$0.0000

VIRGINIA
Marital Status	MARRIED
Exemptions	0
Additional Amount	$0.0000

Salary Notification

The Salary Notification page displays your job title, pay grade, hourly and annual salary (if applicable). This section gets updated with real-time information (e.g. salary increases, VRS offset, etc.).

Salary Notification
Home > Employee Self Service > Pay/Tax Information > Salary Notification

Date	6/24/2013
Name	TEST EMPLOYEE, MUNIS
Address	1234 ABC DR VIRGINIA BEACH, VA 23462
Telephone	Ⓢ 757-234-5678

This is text area 1. We can type whatever we want here.

Salary/Pay Rate Information
JOB	HUMAN RESOURCES MANAGER
PAY GRADE	131
HOURLY RATE	29.2996
ANNUAL PAY	60,938.35

🖶 Print this page

Personal Information Menu

The Personal Information page displays basic personal information as stored in your Employee Master record within Munis. This includes your home and work addresses, your phone number(s) and your emergency contact(s).

This is the only section within ESS where an employee may update his/her own information. Employees are highly encouraged to update the information stored in the Personal Information page. Any changes made to this page are captured by a 'Demographic Changes Report', and are automatically posted to the employee's Employee Master record. The Demographic Changes Report is accessible by Payroll Clerks, and staff from the departments of Payroll and Human Resources.

Employee Profile

The Employee Profile page displays general employment and demographic information which includes, personnel status, supervisor information, hire date, date of birth, race and ethnicity information. Employees are not allowed to update any of the fields within the Employee Profile page. If you find any error with the information displayed in your employee profile, please notify your departmental Payroll Clerk. Your departmental Payroll Clerk will work with the Department of Human Resources to update your information.

On the right hand corner of the Employee Profile page, you will find a link to return to your personal information.

Home > Employee Self Service > Personal Information > Employee Profile

Return to Personal Information

General information

Name	TEST EMPLOYEE, MUNIS
Employee ID	126314
SSN	xxx-xx-xxxx
Active status	ACTIVE
Personnel status	FULL-TIME
Office location	306 CEDAR RD
E-Mail address	mtest@cityofchesapeake.net
Alternate e-mail address	
Hire date	1/1/2009
Service date	1/1/2009
Original hire date	1/1/2009
Supervisor	DONNA-LYN MEARS
Supervisor e-mail	dmears@cityofchesapeake.net

Demographic information

Date of birth	1/1/1975
Gender	FEMALE
EEO ethnicity	CAUCASIAN
Marital status	MARRIED
Privacy setting	
DOE ethnicity	No, not Hispanic or Latino

DOE Race

American Indian or Alaska Native	No
Asian	No
Black or African American	No
Native Hawaiian or other Pacific Islander	No
White	Yes

ESS Support

If you cannot login, or if you encounter any technical error within ESS, please contact the IT HELP DESK at extension 8911, or send an email to helpdesk@cityofchesapeake.net.

For other ESS-related questions, please contact your ESS Coordinator. If you are not sure who your ESS Coordinator is, please contact your departmental Payroll Clerk.

Employee Self Service (ESS) Q&A

Q. Where can I find the ESS link?

A. The ESS link is available in the home page of the City's intranet, City Point, under 'City Systems - Login Links'. If you are trying to access ESS from outside the City's network, type 'ess.cityofchesapeake.net' in your web browser.

Q. What information can I see in the ESS system?

A. You will be able to view personal information such as your address, phone number and emergency contact, your employee profile, paycheck details, YTD pay information, annual W-2 information, and current W-4 information.

Q. What is the source of the information displayed in ESS?

A. ESS accesses information stored in the Munis HR/Payroll programs. Munis is the HR/Payroll software used by the City of Chesapeake for storing and accessing employee information.

Q. Can I change my personal information through ESS?

A. Yes, you can update your address, phone number, and emergency contact through ESS. Please see the ESS Guide for detailed instructions on how to update your personal information.

Q. Can I change the information displayed in my Employee Profile, via ESS?

A. No. The information displayed in your employee profile mirrors the data contained in Munis. These include your job title, personnel status, supervisor information, hire date, date of birth, race, ethnicity, etc. If there is any inaccuracy in the information displayed in your employee profile, please contact your departmental Payroll Clerk, so he/she can coordinate with the Department of Human Resources to update your information.

Q. Can I change my benefits online via ESS?

A. No, not through ESS. However, you can change your benefits every year during Open Enrollment or if you have a qualifying event, via ww.optimahealth.com. Please see the guide located at www.optimahealth.com/ches for detailed instructions.

Q. Will online benefits enrollment be done via ESS in the future, so employees will only access one site?

A. This is a possibility. The Munis Project Team and Benefits staff within the Department of Human Resources is working with Tyler, our Munis vendor, to explore their online benefits enrollment application and determine whether it will work for us.

Q. Why does my W-2 document look different?

A. The W-2 section of ESS does not provide you with an official W-2 document; however, it contains the same information your official W-2 does.

Q. Will the City distribute official W-2 documents via ESS in the future?

A. That is an option being considered. You will receive notification if/when this feature becomes available.

Q. What other features might ESS offer in the future?

A. The Learning & Development staff within the Department of Human Resources is working with the Munis Project Team to convert existing training information from its existing Credentials database to Munis, and is exploring the possibility of using ESS for employee training registration.

Q. Why can't employees use ESS for timekeeping purposes?

A. The City has a separate timekeeping system, Kronos, which has been in place since 2010, and meets our requirements. Currently, an employee's time information, as stored in Kronos, feeds into Munis, then, Munis calculates the wages to be paid to an employee.

Q. Where can I find a copy of the ESS User Guide and the Log-In Instruction document for external agencies?

A. There are several ways to access the ESS User Guide and the Log-In Instruction document for external agencies. You can access them via the internet or the intranet, depending on where you are and what will work for you.

Within the City's intranet, there are a couple ways you can find these documents.

1) *Go to the City Point Home page. Under the 'City Systems - Login Links', click the CORE link. Within the CORE page, go to the CORE Documents section.*

2) *Go to Departments, Human Resources, Documents – City Wide.*

Within the City's internet (www.cityofchesapeake.net), go to Government, Human Resources, Links and Resources.

Q. Who do I contact if I have a question about any of the information in ESS?

A. Contact your departmental Payroll Clerk. He or she will be able to answer most questions. If your departmental Payroll Clerk cannot answer your question, he/she will contact the appropriate City staff for clarification and will get in touch with you.

Q. Who do I contact if I have trouble logging into ESS?

A. Contact the Help Desk at x8911.