

USING MUNIS SELF SERVE

Go to the Fayette County website. <http://www.fcps.net/>

In the upper right hand corner of the home page click on Staff Portal.



On the next screen click on MUNIS Self Serve in either place.

The screenshot shows two sections of the website. The top section is a search bar with the text 'Find it fast!' and a 'Search' button. The bottom section is titled 'Here are a few employee resources located outside the portal:' and contains a list of resources. An arrow from the text above points to the 'MUNIS Self-serve' link in the list.

Find it fast!

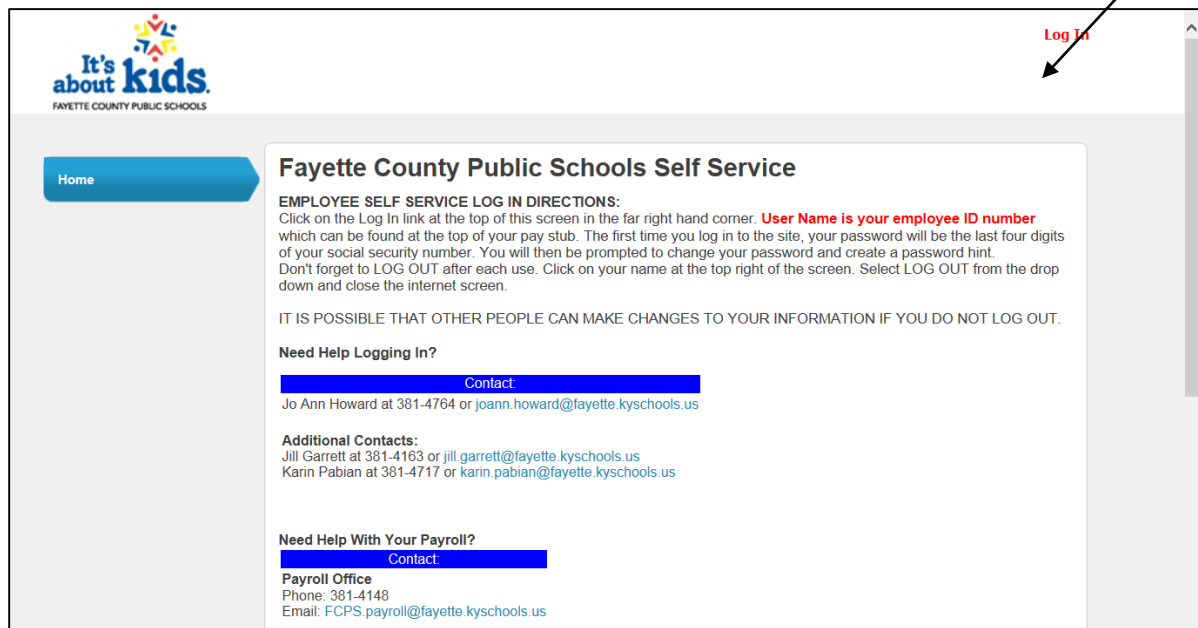
Search

Here are a few employee resources located outside the portal:

- **Human Resources:** work calendars, employee handbooks, etc.
- **Employee benefits:** health insurance, retirement and other benefits
- **Payroll office:** pay dates, direct deposit form, tax-withholding forms
- **Aesop substitute placement service and other links for subs**
- **MUNIS Self-serve | Using MUNIS Self-Serve**
- **Webmail/Office365/OneDrive/Sharepoint login**

USING MUNIS SELF SERVE

Now you are in MUNIS Self Serve. Click on the Log In link at the top right hand side of the screen.



It's about kids
FAYETTE COUNTY PUBLIC SCHOOLS

Home

Fayette County Public Schools Self Service

EMPLOYEE SELF SERVICE LOG IN DIRECTIONS:
Click on the Log In link at the top of this screen in the far right hand corner. **User Name is your employee ID number** which can be found at the top of your pay stub. The first time you log in to the site, your password will be the last four digits of your social security number. You will then be prompted to change your password and create a password hint. Don't forget to LOG OUT after each use. Click on your name at the top right of the screen. Select LOG OUT from the drop down and close the internet screen.

IT IS POSSIBLE THAT OTHER PEOPLE CAN MAKE CHANGES TO YOUR INFORMATION IF YOU DO NOT LOG OUT.

Need Help Logging In?

[Contact:](#)
Jo Ann Howard at 381-4764 or joann.howard@fayette.kyschools.us

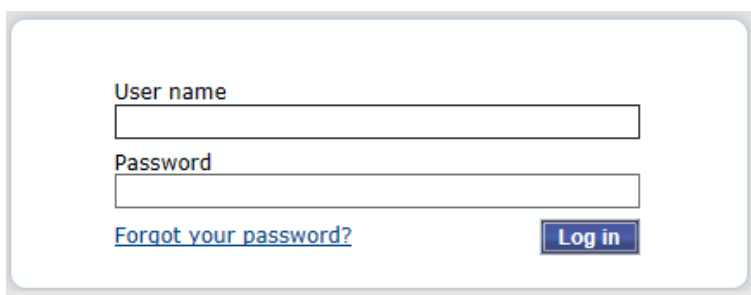
Additional Contacts:
Jill Garrett at 381-4163 or jill.garrett@fayette.kyschools.us
Karin Pabian at 381-4717 or karin.pabian@fayette.kyschools.us

Need Help With Your Payroll?

[Contact:](#)
Payroll Office
Phone: 381-4148
Email: FCPS.payroll@fayette.kyschools.us

Log In

On the log in screen enter your employee number for the user name and your password created for Munis Self Serve. (First time users will log in with the last four digits of their social security number.)



User name

Password

[Forgot your password?](#)

If you are prompted to create a new password because your password has been reset by the district technology office, enter the password given to you by the reset (last 4 of your social security number) in the "current password" field. Then create a new password with at least 4 characters (numbers and/or letters). Click Change.

USING MUNIS SELF SERVE

Before proceeding you must change your password.

New password must be at least 4 characters long.

Current password

New password

Password strength **Unacceptable**

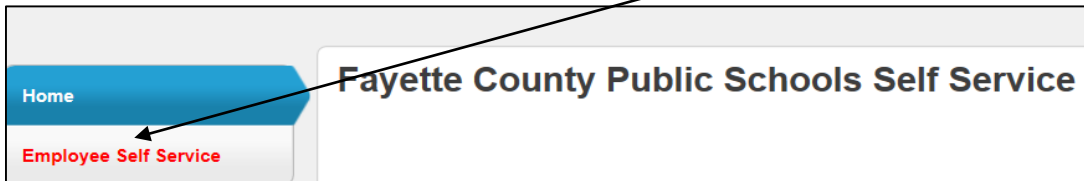
Confirm new password

New password hint

Click continue when your password has been successfully changed.

Your password has been successfully changed.

Now you have reached your MUNIS Self Serve account. Click on the Employee Self Serve button on the left hand side of the screen.



This takes you to the pay voucher screen and other information available in MUNIS Self Serve. There are 2 ways to view your pay voucher. (1) Click on the View Details link next to the pay date you want to view. (2) Click on the camera next to the view details link for a view that is similar to a printed paycheck.

USING MUNIS SELF SERVE

Welcome to Employee Self Service

Announcements

The 1095C forms for 2015 will be mailed on March 25th. You may also view your 1095C on Munis Self Serve. Select Pay/Tax information and then 1095C. . For assistance email the Munis Help Desk, or call 859-381-4764.

Beginning with the 2015-16 school year, all employees will receive 24 pay deposits. Employees who currently receive 21 or 22 pay deposits will now begin receiving their salary spread over 24 pay deposits. If you have any questions regarding the change to 24 pays, please email the 24PayHelpline@fayette.kyschools.us. For assistance using the paycheck simulator, see the help document available by selecting **Resources** at the top right hand corner of Employee Self Service.

Verify your alternate email, name, address, and phone. Take time to review your W-2 delivery options and consider switching to electronic delivery of your W-2 via email. W-4 changes can also be made in MUNIS Self Serve.

Questions regarding pay checks can be directed to the Payroll Office at 381-4148.

Personal information [View profile](#)

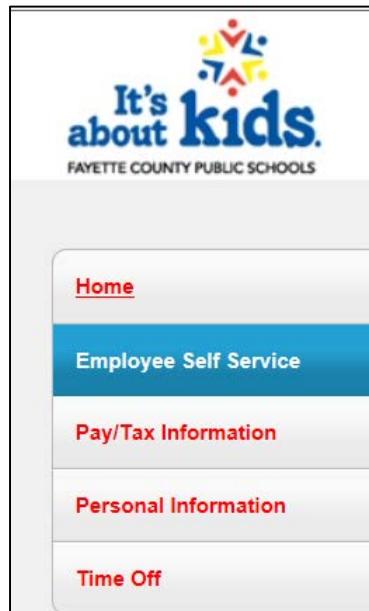
In addition to viewing your pay voucher you can select one of the other options on the left hand menu.

[PAY/TAX INFORMATION](#) provides a list of prior pay vouchers and access to W-2/W-4 information.

[PERSONAL INFORMATION](#) allows you to change your alternate email, W-2 delivery method, phone number, and contacts.

[TIME OFF](#) shows your leave balances in a columnar view. The same information is shown on your self serve home screen.

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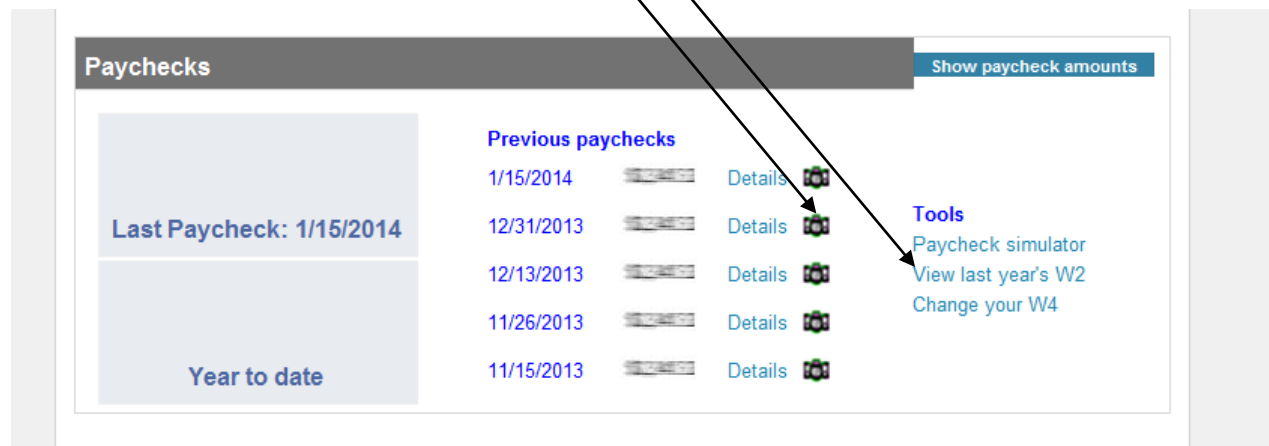
When you have finished using Munis Self Serve, remember to Log Out at the top of the screen by clicking on your name and selecting Log out. Close out of your internet web browser.



PAY/TAX INFORMATION

To view recent paychecks click on the camera icon next to the pay date you want to review.

To view last year's W2 information click on the link next to the camera icons on your MUNIS Self Serve personal account welcome screen.

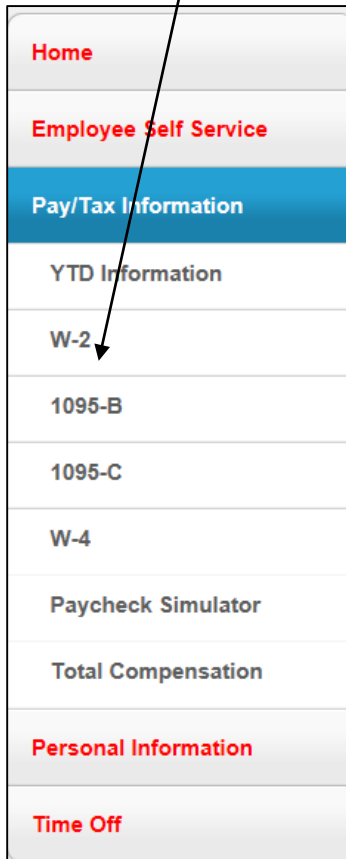


USING MUNIS SELF SERVE

To view W2's from years prior to last year, go to Pay/Tax Information on your personal employee self serve menu.



Next select W-2:



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Then select the year you want to view from the drop down box on the W-2 information screen.

W-2 Information

Year: 2012 - 0 ▾

To view or change your W-4 information select W-4 from the menu above or click on Change your W-4 on the home page under Tools.

Paychecks

Show paycheck amounts

Last Paycheck: 6/30/2014

Year to date

Previous paychecks

6/30/2014		Details	
6/13/2014		Details	
5/30/2014		Details	
5/15/2014		Details	
4/30/2014		Details	

Tools

- Paycheck simulator
- View last year's W2
- Change your W4

W-4 Information

Edit W-4 Values

FEDERAL

Marital Status MARRIED

Exemptions 0

KENTUCKY

Marital Status MARRIED

Exemptions 0

To change your W-4 select Edit W-4 Values

On the exemption screen below select your filing status and number of exemptions. Check the acknowledgement box and then click Continue.

FEDERAL

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

Exemptions

KENTUCKY

Marital Status

Exemptions

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

Continue Reset Cancel

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View the status you selected and click submit.

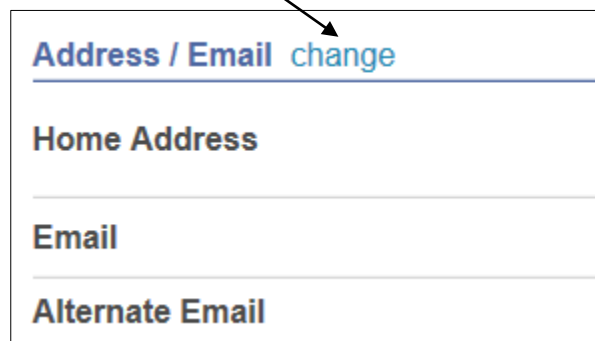
Edit W-4	
FEDERAL	
Marital Status	MARRIED
Exemptions	0
KENTUCKY	
Marital Status	MARRIED
Exemptions	0
<input checked="" type="checkbox"/> Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.	
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

PERSONAL INFORMATION

Name Change: Complete a new W-4 form and submit the completed form along with a copy of your new social security card with your new name on it to the Human Resources Reception Desk.

The W-4 form can be located on the website by clicking the Administration tab, then Departments, then Financial Services, then Payroll.

Address/Email Change: Click the change link on the Personal Information page next to Address/Email. Complete the appropriate information on the Edit Address/Email page that needs to be changed and click Update.



Address / Email change
Home Address
Email
Alternate Email

Tax Form Delivery Options: Click the change option next to Tax Form Delivery to change your W2 delivery method to mail or email. Then click Update.

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

W-2 Delivery Method

Emergency Contacts: Click the Add Emergency Contact link on the right of the Emergency Contact section.

[Emergency Contacts](#)

[Add Emergency Contact](#)

Complete the available fields on the Add Emergency Contact screen shown below. Add a second phone number by clicking the Add a phone number link at the bottom of the screen. Complete the number, select the type of phone, and provide any comments that would be helpful to a caller. Click Add.

Add Emergency Contact

Name*	<input type="text"/>
Relationship	<input type="text" value="v"/>
Primary Telephone Number*	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Comments	<input type="text"/>
<input type="button" value="Update"/>	<input type="button" value="Cancel"/>

[Add a phone number](#)

Number *

Type

Comments

Unlisted

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Employee Profile: Review the demographics the district has on file for you and submit any corrections by emailing Human Resources. Click on the Human Resources link at the bottom of the Employee Profile page. (There is a return to Personal Information link at the top of the Employee Profile page.)

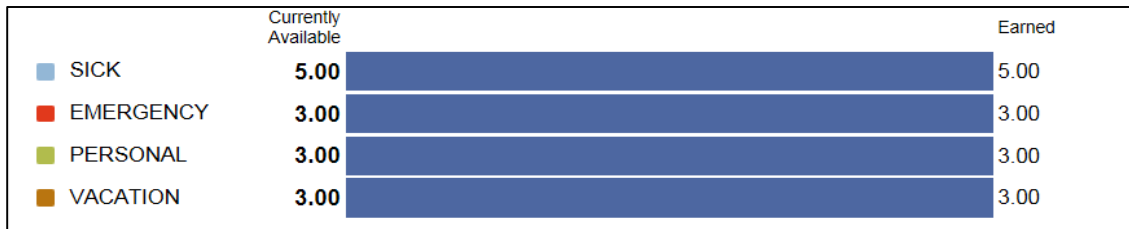
Mail corrections/comments to [Human Resources](#)

TIME OFF

Your leave balances appear on the home screen below as shown. You can also review them in a column view by selecting Time Off from the left menu.



Time Off



Time Off			
BUDG ANALY			
	Earned	Taken	Currently Available
SICK (D)	5.00	0.00	5.00
EMERGENCY (D)	3.00	0.00	3.00
PERSONAL (D)	3.00	0.00	3.00
VACATION (D)	3.00	0.00	3.00

H=Hours; D=Days.
*This is an estimate. Please note that your actual earnings may differ.