



# Munis Employee Self Service (ESS) Time Approval for Supervisors

April 2023



## WELCOME TO Munis Employee Self Service (ESS)!

- Munis is the new system for ACCGov Human Resource Administration; it replaces our old system, Eden.
- Munis has been configured to provide better functionality for all employees, and especially for payroll preparers.
- Employees will now have access to all of their employee information from any internet-enabled device.
- Employees will now be able to enter their time from any internet-enabled device.



## Logging on to the live Munis ESS:

1. This is the ESS SITE where you will log on:  
<https://selfservice.accgov.com/ess/>
2. Your username will **ALWAYS** be your **Employee Number** with **NO LEADING ZEROS**.
3. Your initial password is the **last four digits of your social security number**; you will need to change it the first time you log in to the test site.
4. Your password must be at least 12 characters long, with one character being a number and one character being a special symbol, such as ! # \$ %.



## Summary of Approving Employee Time in Munis: Quick Reference

Step 1: Log on to Munis Employee Self Service.

Step 2: Click on Time Entry; you will see the names of the employees for whom you approve time.

Step 3: Click on the PLUS SIGN next to the employee name; click on Details.

Step 4: Review Week 1 and Week 2 , approve, reject, or edit as necessary; if there are rejections, send back to employee for their review.

Step 5: Receive changes from employee, review Week 1 and click “Mark this Week as Approved”; Review Week 2 and click “Mark this Week as Approved”; click SUBMIT.



# Step 1: Open your preferred Web Browser and Log On to ESS

In the bar at the top of the web page, type in or click on this link:  
<https://selfservice.accgov.com/ess/>, Click on **Employee Self Service**.



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Employee Self Service

Manager Self Service

Benefits

Life Events

Certifications

Pay/Tax Information

Personal Information

Time Off

Time Entry

Welcome to Employee Self Service

Announcements

Welcome to ACCGov Employee Self Service!

Workflow forwarding

☐ Forward time off requests to:

☐ Forward timesheets to:

☐ Start:

2/4/2023

5:00 PM

End:

2/5/2023

5:00 PM

UPDATE FORWARDING

Personal information

VIEW MORE

WELCH, LAURA E

ATHENS, GA 30606

Phone

HOME PHONE:

Email

Email: Laura.Welch@accgov.com

Time off

REQUEST TIME OFF

	Currently Available	Earned
BLOODDONAT	4.00	4.00
COMP	94.26	94.26
HOL	8.00	8.00
SICK	1,238.49	1,238.49
VAC	480.00	487.38

SHOW TIME OFF TAKEN

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Step 1 (cont'd): If you are going to be away from the office, you can forward approval of your timesheets to another supervisor.



**Welcome to Employee Self Service**

**Announcements**

Welcome to ACCGov Employee Self Service!

**Workflow forwarding**

☐ Forward time off requests to:

☐ Forward timesheets to:

☐ Start: 3/21/2023  2023  4:00 PM

**Personal information**

**WELCH, LAURA E**

ATHENS, GA 30606

**Phone**

HOME PHONE:

**UPDATE FORWARDING**

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- Select the person to whom you would like to forward review and approval of your timesheets.
- Select a start and end date for forwarding.
- Click UPDATE FORWARDING.



**Step 1 (cont'd):** Inspect the names that are assigned to you. These are the people who submit their time to you for review and approval. Report TO YOUR PAYROLL PREPARER any names that are either missing or incorrectly assigned to you.

The screenshot displays the Tyler Manager Self Service interface. The left sidebar contains navigation links: Home, Employee Self Service, **Manager Self Service** (highlighted with a red arrow), Life Events, Personal Information, and Time Entry. The main content area, titled 'Manager Self Service', features a search bar and three employee cards. Each card displays an initial (SI, TQ, TS), the employee's name, a 'START ACTION' button, an email icon, and a 'VIEW PROFILE' link.

Initial	Name	Action
SI	IVY, SARA B	START ACTION
TQ	QUIST, THOMAS F	START ACTION
TS	SCRUGGS, TERESA M	START ACTION

## Step 2: Go back to the main page. Click Time Entry.



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Welcome to Employee Self Service

**Employee Self Service**

- Manager Self Service
- Benefits
- Life Events
- Certifications
- Pay/Tax Information
- Personal Information
- Time Off
- Time Entry**

**Announcements**

Welcome to ACCGov Employee Self Service!

**Workflow forwarding** [UPDATE FORWARDING](#)

☐ Forward time off requests to:

☐ Forward timesheets to:

☐ Start: 2/4/2023 5:00 PM End: 2/5/2023 5:00 PM

**Personal information** [VIEW MORE](#)

**WELCH, LAURA E**

ATHENS, GA 30606

**Phone**  
HOME PHONE:

**Email**  
Email: Laura.Welch@accgov.com

**Time off** [REQUEST TIME OFF](#)

	Currently Available	Earned
BLOODDONAT	4.00	4.00
COMP	94.26	94.26
HOL	8.00	8.00
SICK	1,238.49	1,238.49
VAC	480.00	487.38

[SHOW TIME OFF TAKEN](#)

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Step 3: Begin approving time. You will see the names of the employees for whom you approve time. Click on the PLUS SIGN next to the employee name; then click on Details.

**Pending Timesheets**

IVY, SARA B	0	
QUIST, THOMAS F	118.50	
HRIS DEVELOPER	118.50	
SCRUGGS, TERESA M	0	

**APPROVE AND SUBMIT ALL PENDING TIME SHOWN ABOVE**

**APPROVE** | **DETAILS**

1.

2.

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Step 4, Option 1: APPROVE. Mark this week as Approved if you have no changes. Move to the second week and approve.



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Technologies

Employee Self Service

Manager Self Service

Life Events

Personal Information

Time Entry

Approve time for QUIST, THOMAS F

HRIS DEVELOPER

HRIS DEVELOPER

Approving 56.50 out of 118.50 from 2/5/2023 to 2/18/2023

MARK THIS WEEK AS SKIPPED

EDIT

SUBMIT

JAN 2023		MAR 2023		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Submitted	Weekly Approved
PRIOR WEEK		NEXT WEEK		2/5	2/6	2/7	2/8	2/9	2/10	2/11		
REGULAR HOURS				3	9	9.5	10	9	8	8	56.5	
VACATION LEAVE												
SICK LEAVE												
HOLIDAY LEAVE												
HOLIDAY SPEND												
MANAGERIAL TIME USED												
BLOOD DONATION LEAVE												
HOLIDAY ACCRUAL												

2. Click here to move to the next week.

Note the little green check marks.

1. Click here to mark week as approved

• Click MARK THIS WEEK AS APPROVED.

• Once you mark the first week as approved, move to the second week.

• Click MARK THIS WEEK AS APPROVED for the second week

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https://selfservice.accgov.com/essimpl/employees/EmployeeSetup/EmployeeLifeEvents/EmployeeLifeEvents.aspx



Step 5: Click SUBMIT (if you approve all hours without rejections) in the upper right, agree, and accept.  
This is what you will see.

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Employee Self Service

Manager Self Service

Life Events

Personal Information

Time Entry

Approve time for QUIST, THOMAS F HRIS DEVELOPER HRIS DEVELOPER

MARK THIS WEEK AS APPROVED

EDIT

SUBMIT

	JAN 2023	MAR 2023	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Submitted	Weekly Approved
	PRIOR WEEK	NEXT WEEK	2/12	2/13	2/14	2/15	2/16	2/17	2/18		
REGULAR HOURS			7 ✓	10 ✓	9 ✓	10 ✓	9 ✓	9 ✓	8 ✓	62	62
VACATION LEAVE											
SICK LEAVE											
HOLIDAY LEAVE											
HOLIDAY SPEND											
MANAGERIAL TIME USED											
BLOOD DONATION LEAVE											
HOLIDAY ACCRUAL											

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Click here to submit.



# CONGRATULATIONS!

**By submitting this timesheet, I acknowledge that the time entered is complete and accurate to the best of my knowledge.**

☒ I agree to the above statement

NOTE: Once you click ACCEPT, you will not be able to easily edit your submission.

CANCEL

ACCEPT

Once you have reviewed each employee's time and submitted it,  
you are DONE!

# Option 2: Reject hours. Supervisor actions: Enter comment, Reject, SUBMIT.



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Employee Self Service

Manager Self Service

Life Events

Personal Information

Time Entry

Approve time for QUIST, THOMAS F HRIS DEVELOPER HRIS DEVELOPER

Approving 0 out of 118.50 from 2/5/2023 to 2/18/2023

MARK THIS WEEK AS APPROVED

EDIT

SUBMIT

JAN 2023

PRIOR WEEK

MAR 2023

NEXT WEEK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Submitted	Weekly Approved
2/5	2/6	2/7	2/8	2/9	2/10	2/11	56.5	
3	9	9.5	10	9	8	8		

Hours 10

Approve

Reject

Forward to

Hold

Comments

VACATION LEAVE

SICK LEAVE

HOLIDAY LEAVE

HOLIDAY SPEND

MANAGERIAL TIME USED

BLOOD DONATION LEAVE

2. Click here to reject.

1. You must enter a comment.

3. Click here to submit.

- Click on the box with the time you want to reject. Enter a comment and click "Reject."
- A red "X" will appear in the box if hours have been rejected.
- Once you reject hours for each week, click SUBMIT.
- The Employee will receive email notification to update time and re-submit.

## Option 2 (Cont'd): Reject hours. Employee action: receive email, update hours, re-submit.



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Home  
Employee Self Service  
Manager Self Service  
Life Events  
Personal Information

**Time Entry**

Enter Time

### Edit time for QUIST, THOMAS F HRIS DEVELOPER

Adding 24.00 from 3/22/2023 to 3/24/2023 COPY FROM PREVIOUS WEEK **SUBMIT**

**FEB 2023** **APR 2023**

PRIOR WEEK NEXT WEEK

Your note instructing employee to change hours.

	Sunday 3/19	Monday 3/20	Tuesday 3/21	Wednesday 3/22	Thursday 3/23	Friday 3/24	Saturday 3/25	Weekly Total
100 - REGULAR HOURS		8	8	8	8	8		40
✗ Hours 8 Laura Welch Rejected - 03/21/2023 10:05 You worked more hours EDIT DELETE								
Hours	Notes							ADD LINE ITEM
300 - VACATION LEAVE								
310 - SICK LEAVE								
320 - HOLIDAY LEAVE								
325 - HOLIDAY SPEND								
TOTAL		8	8	8	8	8		40

- The Employee will see this when hours have been rejected.
- They should update the time (based on your notes) using the EDIT function and re-submit.
- Once they have done this, the supervisor receives and email that additional time has been submitted and can go in again and approve.

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## Option 3: Edit.

This option is available, but not advisable. Here's why:

- The employee will NOT be notified. Therefore, the employee has not signed off on their own time submission.
- Once you have edited ANY time on a timesheet and click submit, you cannot make any more changes, and you cannot reject time.
- Editing an employee's time can inadvertently place the Payroll Preparer in an uncomfortable position of being blamed if an employee believes there is an error in their pay.
- Rejecting hours is the better option for requesting changes.

**Option 3: Edit.** Preferably used only in a time crunch with the employee's agreement. The employee will NOT be notified by email.



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Employee Self Service  
Manager Self Service  
Life Events  
Personal Information

**Time Entry**  
Enter Time

### Edit time for QUIST, THOMAS F HRIS DEVELOPER

Adding 56.50 from 2/5/2023 to 2/11/2023 COPY FROM PREVIOUS WEEK SUBMIT

JAN 2023 MAR 2023

PRIOR WEEK NEXT WEEK

	Sunday 2/5	Monday 2/6	Tuesday 2/7	Wednesday 2/8	Thursday 2/9	Friday 2/10	Saturday 2/11	Weekly Total
100 - REGULAR HOURS	3	9	9.5	10	9	8	8	56.5
Hours								
<input type="text" value="10"/> SAVE DELETE								
300 - VACATION LEAVE								
310 - SICK LEAVE								
320 - HOLIDAY LEAVE								
325 - HOLIDAY SPEND								
335 - MANAGERIAL TIME USED								
TOTAL	3	9	9.5	10	9	8	8	56.5

You can change the number of hours reported by the employee here.

The gray circles indicate you are in EDIT mode

- Click on the box with the time you want to edit.
- Insert the correct number of hours and click SAVE.
- Once you edit hours for the week, click MARK THIS WEEK AS APPROVED and move to the second week

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# Summary: Options are Approve, Reject, Edit

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Manager Self Service

Life Events

Personal Information

Time Entry

Approve time for QUIST, THOMAS F HRIS DEVELOPER HRIS DEVELOPER

Approving 0 out of 118.50 from 2/5/2023 to 2/18/2023

MARK THIS WEEK AS APPROVED

EDIT

SUBMIT

	JAN 2023	MAR 2023	Sunday 2/5	Monday 2/6	Tuesday 2/7	Wednesday 2/8	Thursday 2/9	Friday 2/10	Saturday 2/11	Weekly Submitted	Weekly Approved
REGULAR HOURS	PRIOR WEEK	NEXT WEEK	3	9	9.5	10	9	8	8	56.5	
VACATION LEAVE											
SICK LEAVE											
HOLIDAY LEAVE											
HOLIDAY SPEND											
MANAGERIAL TIME USED											
BLOOD DONATION LEAVE											
HOLIDAY ACCRUAL											

You can REJECT the hours that an employee has submitted. You must insert a comment. DO NOT mark week as approved. Click SUBMIT. Employee will re-submit.

You can mark this week as approved and move to the next week.

You can EDIT the number of hours an employee has submitted. Mark week as approved. Employee will NOT be notified.

Once you mark the first week as approved, reject, or edit, move to the second week

https://selfservice.accgov.com/essimpl/employees/manager/default.aspx

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# Important Notes:



If you have APPROVED all of the time for an employee, the hours next to their name will be “0.”

If you REJECT hours for an employee, the hours next to their name will be reduced by the number you rejected, but the remaining hours will still be there because they need to make adjustments and re-submit.

If you EDIT hours for an employee, the hours next to their name will be “0” and you should let them know that you edited their time before approving it.

Employee Self Service

Manager Self Service

Life Events

Personal Information

**Time Entry**

Enter Time

### Pending Timesheets

<input type="checkbox"/> IVY, SARA B	0
<input type="checkbox"/> COMPENSATION & PAYROLL ADMIN	0
<input type="checkbox"/> QUIST, THOMAS F	0
<input type="checkbox"/> HRIS DEVELOPER	0
<input type="checkbox"/> SCRUGGS, TERESA M	0
<input type="checkbox"/> HUMAN RESOURCES COORDINATOR	0

APPROVE AND SUBMIT ALL PENDING TIME SHOWN ABOVE

# Hour Types – a quick review...



Hour Types vary depending on your position, but in general:

- Regular Hours – the hours you worked. *Total hours ACTUALLY worked in the day (system calculates overtime).*
- Vacation Leave – vacation hours that you are taking. *Requires prior approval from your supervisor.*
- Sick Leave – out sick, at the doctor, or caring for sick family. *May require a doctor's note.*
- Comp Time Used – Hours of accrued Comp Time that you are using if you are a non-exempt employee.
- Managerial Time Used – Hours of accrued Managerial Time that you are using if you are an exempt employee.
- Blood Donation Leave – Hours of Blood Donation Time that you are using.
- Military Leave – Hours spent on military active duty.
- Holiday Leave – ACCGov holidays. *We have 13 holidays per year. If you work the holiday, time is Regular Hours.*
- Holiday Spend – Hours of accrued Holiday Leave that you are using.
- Holiday Accrued – Hours worked if you are NOT regularly scheduled to work a holiday, but you do. Time should be indicated here and also as Regular Hours.



## Frequently Asked Questions

- What are the steps in the current system?

In the current system, an employee completes a timesheet either in excel or on paper. Once completed, the timesheet is signed and delivered to the payroll preparer, who has to manually calculate overtime (or comp time), summarize the time on a separate form (the “blue sheet”), get the department director to sign the summarized time sheet and, finally, enter the hours into our current system, Eden. Payroll preparers have the burdensome and time-constrained task of tracking down folks that have not submitted their timesheet. They also are required to manually enter all time into Eden prior to the Monday morning at 10 a.m. deadline. Payroll receives the time entries in Eden from the payroll preparers and begins their work immediately to ensure that all employees receive their pay on Friday.

- After an employee enters the hours in Munis, who receives that info and what do they do with it?

The employee’s supervisor receives the time electronically from the employee. The supervisor reviews and approves the time. If changes are required, the employee receives notification from the supervisor, makes adjustments and resubmits their time. If an employee is not able to submit their time (let’s say they are out sick), then the supervisor, department director or payroll preparer can edit the timesheet and submit it to Payroll electronically. Payroll preparers receive all timesheets, verify that the information is complete and has been approved, and submits electronically to Payroll. At any time in the process, Payroll can see the status of an employee’s time entry.

- What about those without computers?

Employees without computers should work with their supervisor to establish whether they will (1) continue to submit a paper timesheet or (2) submit their time through a designated ACCGov device or their own internet-enabled device.



## Frequently Asked Questions (continued)

- Will current clock in/out systems stay in place?  
Yes. We have met with departments that use clock in/out systems (most commonly Computime). Employees using clock in/out systems will be notified by their supervisor to (1) continue with their current process (2) submit their time through a designated ACCGov device or their own internet-enabled device. Munis may be configured in the future to efficiently import employee hours from the clock in/clock out system, thus relieving payroll preparers of the task of manually inputting the time.
- Will people enter time more on a daily basis now or at the end of the pay period or if it will be up to them?  
We urge employees to enter their time into Munis on a daily basis.
- What are the benefits for moving to the new system?  
Employees can enter their time from any internet-enabled device, anywhere, anytime, making paper timesheets completely unnecessary. Likewise, supervisors can review and approve employee time anywhere, anytime. Payroll preparers are relieved of the arduous task of manually entering time into Eden and they are also relieved of making complex decisions and calculations related to overtime. In addition to these time saving efficiencies, it is expected that the new system will help ensure that payroll policies and procedures are administered consistently throughout the organization and the number of overtime calculation errors will be reduced significantly.
- How will supervisors check and approve hours?  
They will log on to Munis Employee Self Service and see all of the hours submitted by the employees that report to them. It's just a couple of clicks to approve, but they may also reject or edit time submitted by employees.



## Frequently Asked Questions (continued)

- How will payroll preparers fit into the new system?

Payroll preparers will continue to be a vital part of the payroll process. Not only will they serve as the first point of contact for employees for questions and concerns regarding time entry and payroll, but they will continue to coordinate submission and approval of time.

- Will any paper be needed now on the new system?

Yes, in rare instances. Employees that do not use a computer or a clock in/out system may need to continue to submit paper timesheets.

- Why the switch?

Munis provides improved functionality in so many areas that directly affect departments. Time Entry through Employee Self Service is easier and more reliable than the use of paper timesheets, especially given that payroll preparers will not have to manually input the time. Our current system is 15 years old and does not provided the necessary functionality of the digital age.

- What will be the training options for supervisors and staff.

We have prepared step-by-step instructions including screen shots for distribution to which employees can refer anytime. We will also provide training on the LMS, via Webex, and in person.