



CITY OF  
**Tulsa**  
*A New Kind of Energy™*

---

# EMPLOYEE SELF SERVICE

---

City of Tulsa ERP Project Management Team

April 28<sup>th</sup>, 2020

# Employee Self Service

## Contents

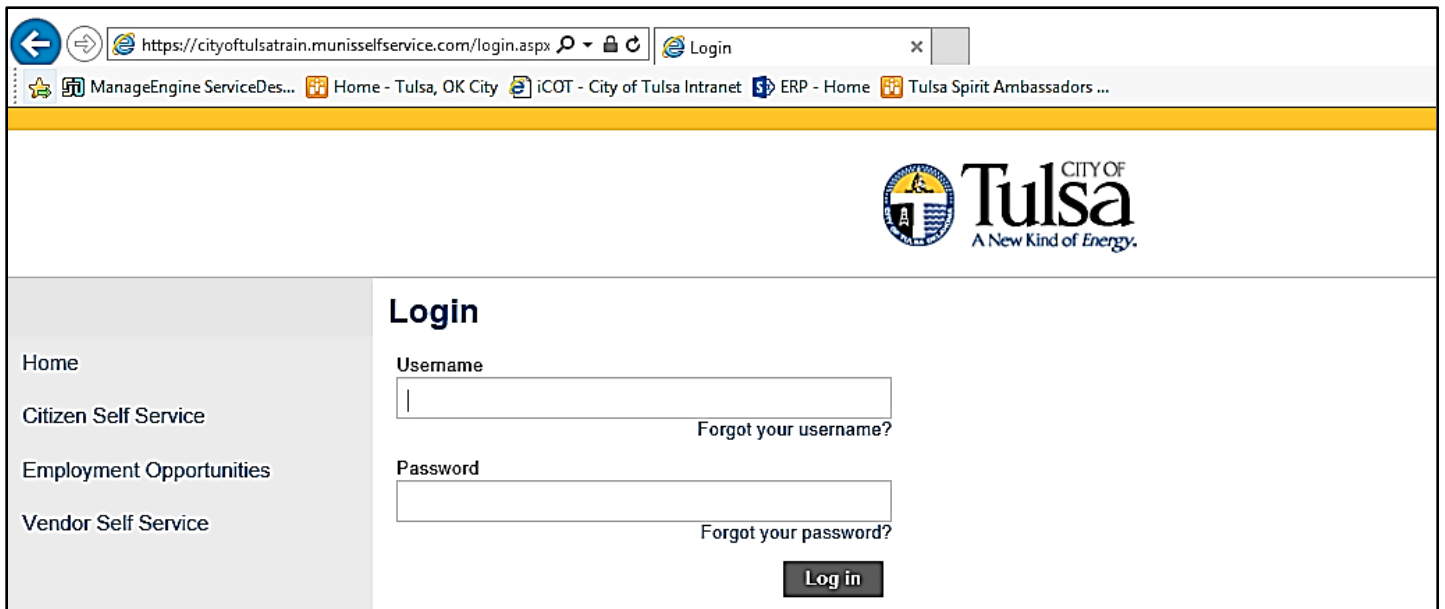
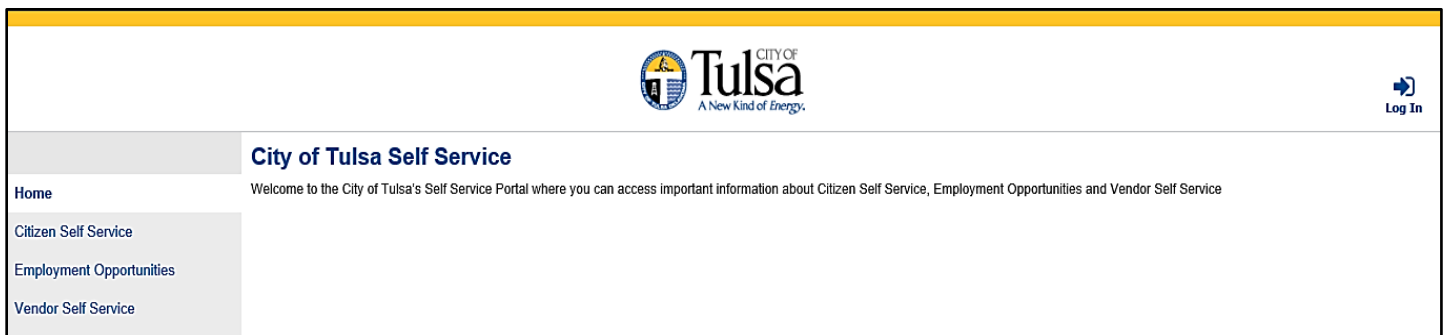
<b>Employee Self Service</b> .....	3
<b>Employee Self Service Users</b> .....	3
<b>Passwords</b> .....	4
<b>ESS Home Page</b> .....	5
<b>Resources</b> .....	5
<b>Certifications</b> .....	7
<b>Paychecks</b> .....	7
<b>Expense Reports</b> .....	8
<b>Pay/Tax Information</b> .....	8
<b>YTD Information</b> .....	9
<b>W-2 and 1099-R</b> .....	9
<b>1095-B/C</b> .....	10
<b>W-4</b> .....	11
<b>Direct Deposit</b> .....	12
<b>Performance Evaluations</b> .....	15
<b>Employee Evaluations</b> .....	16
<b>360° Evaluations</b> .....	17
<b>Personal Information</b> .....	17
<b>Employee Profile</b> .....	18
<b>Add/View Changes</b> .....	18
<b>Job Information</b> .....	19
<b>Employment Opportunities (Applicant Tracking)</b> .....	19

## Employee Self Service

Employee Self Service (ESS) is the Munis® Self Service application created specifically for current employees and job applicants. ESS accesses information from, and stores information in, the Munis HR/Payroll programs. When you update information in ESS, the updates also occur in the applicable Munis programs. <https://cityoftulsa.munisselfservice.com/default.aspx>

For employees, ESS provides access to personal information, pay and tax information, as well as training, certification, and performance information. For applicants, ESS provides information on current job opportunities, manages applicant information, and provides automatic distribution of future employment information.

Employees must have a valid MSS login to access the ESS application; registered applicants receive a personal identification number (PIN) for accessing their profile and prospective employment information.



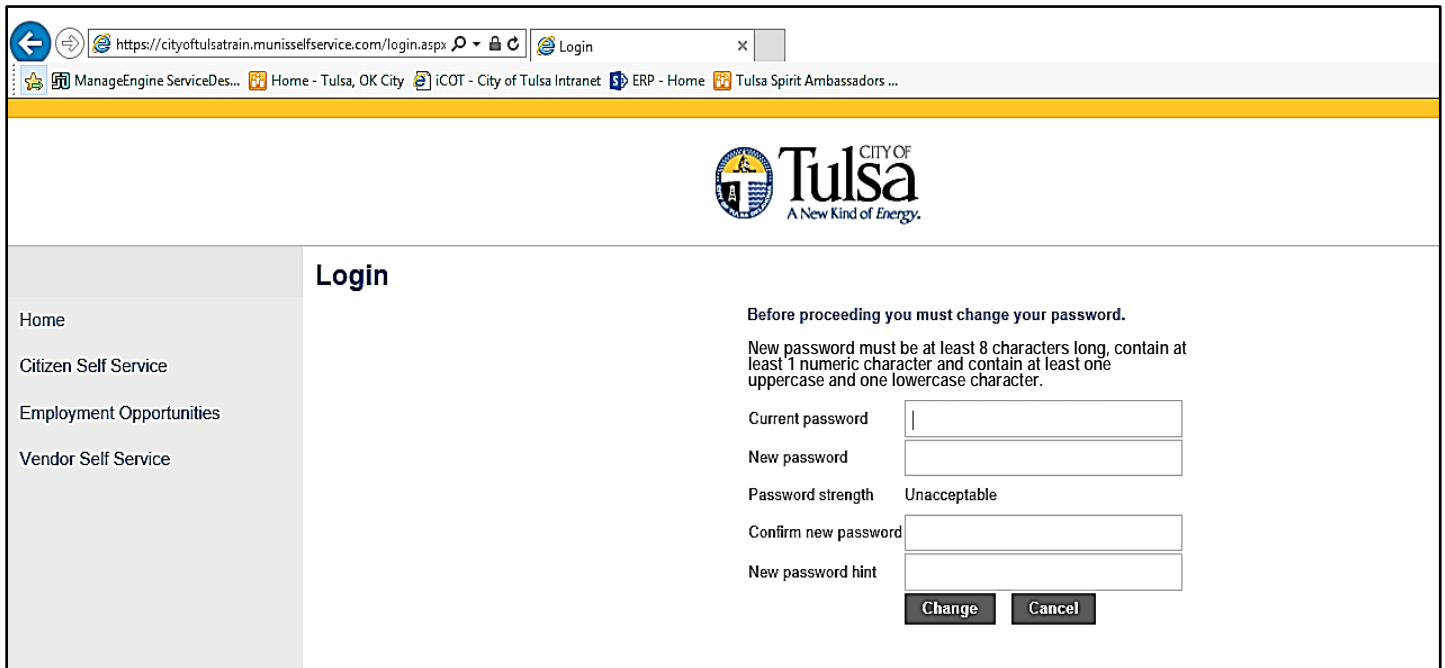
## Employee Self Service Users

The Employee Self Service application requires users to have a unique username and password. The initial log in will be the employees six-digit numeric user ID and password is the last 4 digits of their SSN.

## Passwords

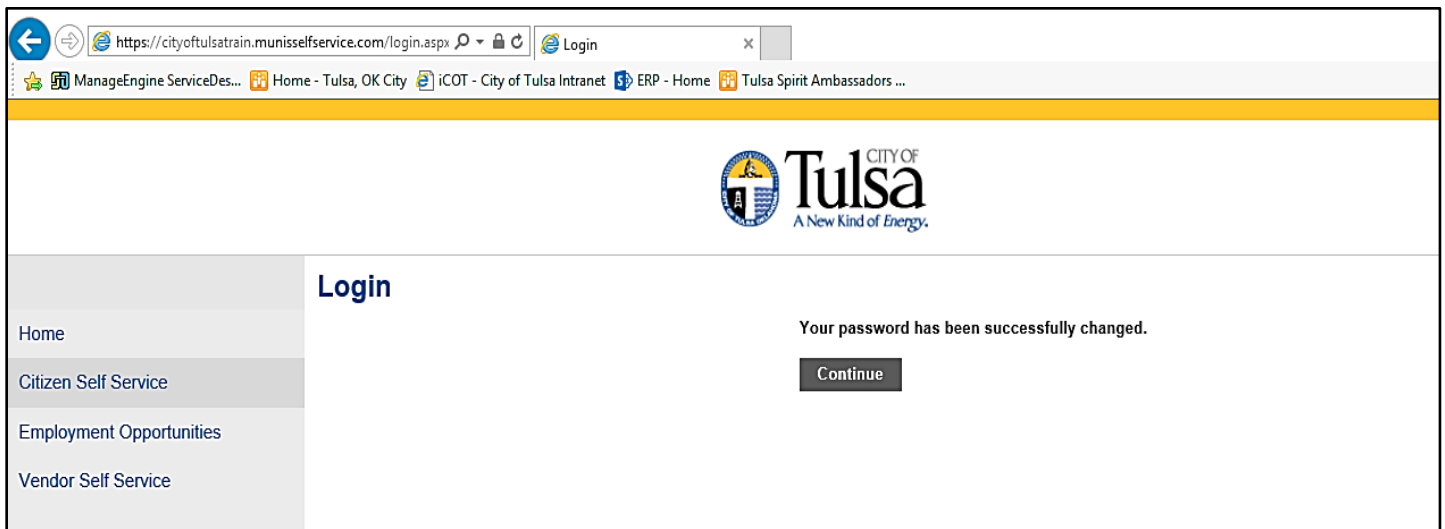
Password criteria is determined by your system administrator. It must be 8 characters long and must contain at least 1 numeric character and a minimum of one uppercase character. When you are provided an ESS user account, the system will require that you change your password at your first login.

When you change your password, you must enter a password that meets the password security policy. The Change Password page indicates if the new password meets the enforcement criteria.



The screenshot shows a web browser window with the URL <https://cityoftulsa.train.munisselfservice.com/login.aspx>. The page header features the City of Tulsa logo and the text "CITY OF Tulsa A New Kind of Energy.". A navigation menu on the left includes "Home", "Citizen Self Service", "Employment Opportunities", and "Vendor Self Service". The main content area is titled "Login" and displays a message: "Before proceeding you must change your password. New password must be at least 8 characters long, contain at least 1 numeric character and contain at least one uppercase and one lowercase character." Below this message are four input fields: "Current password", "New password", "Confirm new password", and "New password hint". The "Password strength" indicator shows "Unacceptable". At the bottom of the form are "Change" and "Cancel" buttons.

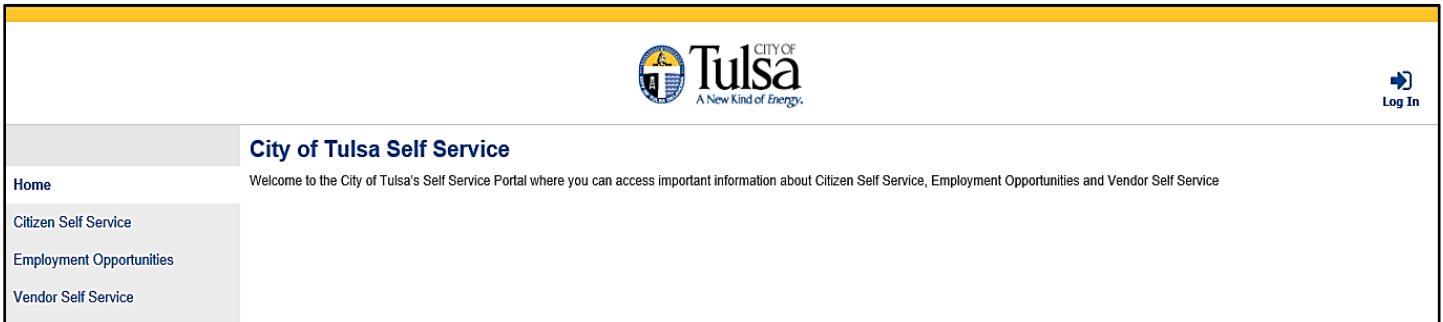
On the Change Password page, you must also enter a password hint. If you forget your password, click the **Forgot Your Password?** option on the Login page. This causes the application to send you an email message that contains your password hint. Once a user has received their password hint via email and they STILL do not know, they will need to contact their administrator.



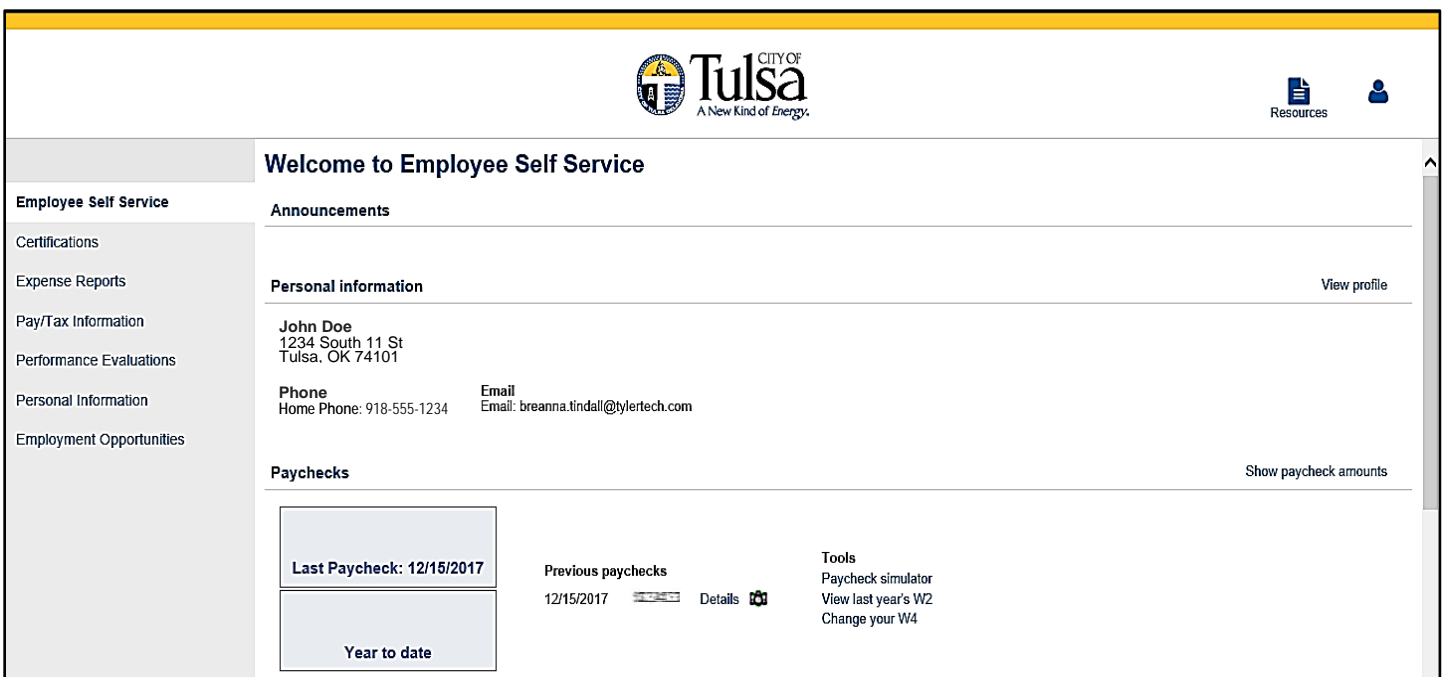
The screenshot shows the same web browser window as the previous one. The main content area now displays a message: "Your password has been successfully changed." Below this message is a "Continue" button. The navigation menu and header remain the same.

## ESS Home Page

The home page of the ESS application displays personal information, organizational announcements, and pay details.



This screenshot shows the top section of the ESS application. At the top center is the City of Tulsa logo. To the right is a 'Log In' button with a user icon. Below the logo is the heading 'City of Tulsa Self Service'. A navigation menu on the left includes 'Home', 'Citizen Self Service', 'Employment Opportunities', and 'Vendor Self Service'. The main content area contains a welcome message: 'Welcome to the City of Tulsa's Self Service Portal where you can access important information about Citizen Self Service, Employment Opportunities and Vendor Self Service'.

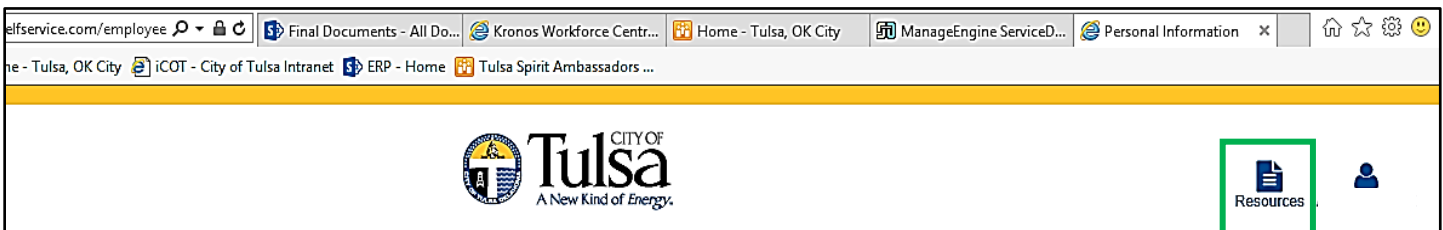


This screenshot shows the 'Employee Self Service' profile page. The header includes the City of Tulsa logo and a 'Resources' link with a document icon. The main heading is 'Welcome to Employee Self Service'. On the left is a sidebar menu with options like 'Certifications', 'Expense Reports', 'Pay/Tax Information', 'Performance Evaluations', 'Personal Information', and 'Employment Opportunities'. The main content area is divided into sections: 'Announcements', 'Personal information' (with a 'View profile' link), 'Paychecks' (with a 'Show paycheck amounts' link), and 'Tools' (including 'Paycheck simulator', 'View last year's W2', and 'Change your W4'). Under 'Personal information', the user 'John Doe' is listed with address '1234 South 11 St, Tulsa, OK 74101', phone '918-555-1234', and email 'breanna.tindall@tylertech.com'. Under 'Paychecks', there is a 'Last Paycheck: 12/15/2017' and a 'Year to date' summary box.

For those sections that provide a Change or Add option, you can update or add additional information. When you do update or add information, the updates are transferred to the appropriate programs in Munis.

## Resources

Located at the very top next to your user profile information is a **Resources** Link.

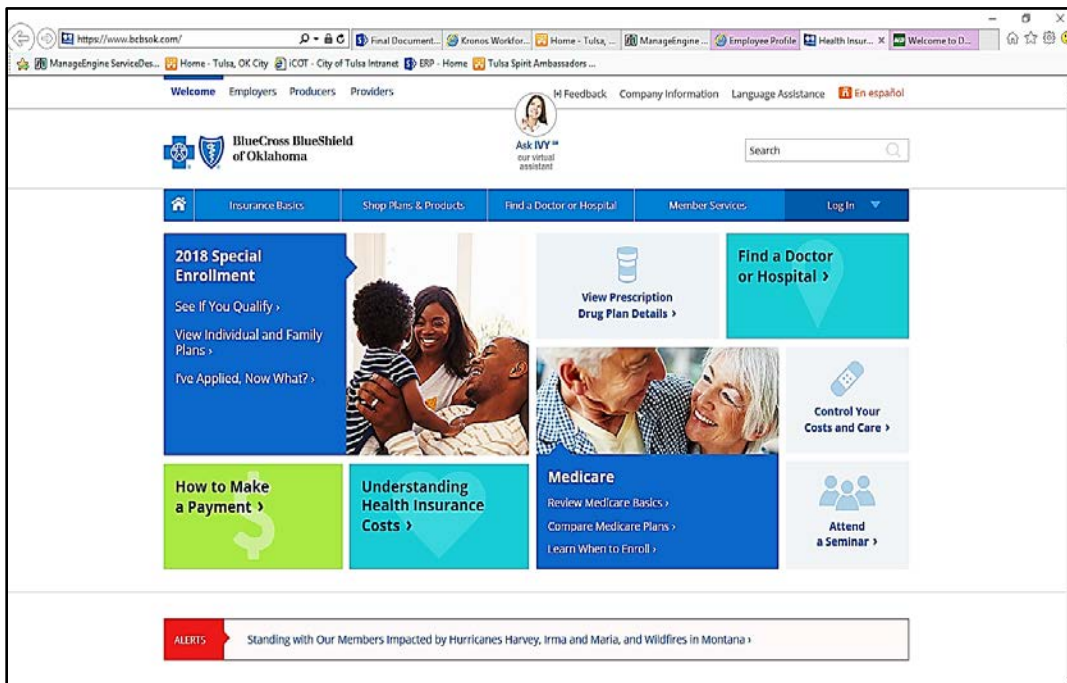


This screenshot shows the browser's address bar and the top of the ESS application. The address bar contains the URL 'elfservice.com/employee' and several open tabs: 'Final Documents - All Do...', 'Kronos Workforce Centr...', 'Home - Tulsa, OK City', 'ManageEngine ServiceD...', and 'Personal Information'. Below the browser, the ESS header is visible, featuring the City of Tulsa logo on the left and a 'Resources' link with a document icon on the right, which is highlighted with a green box.

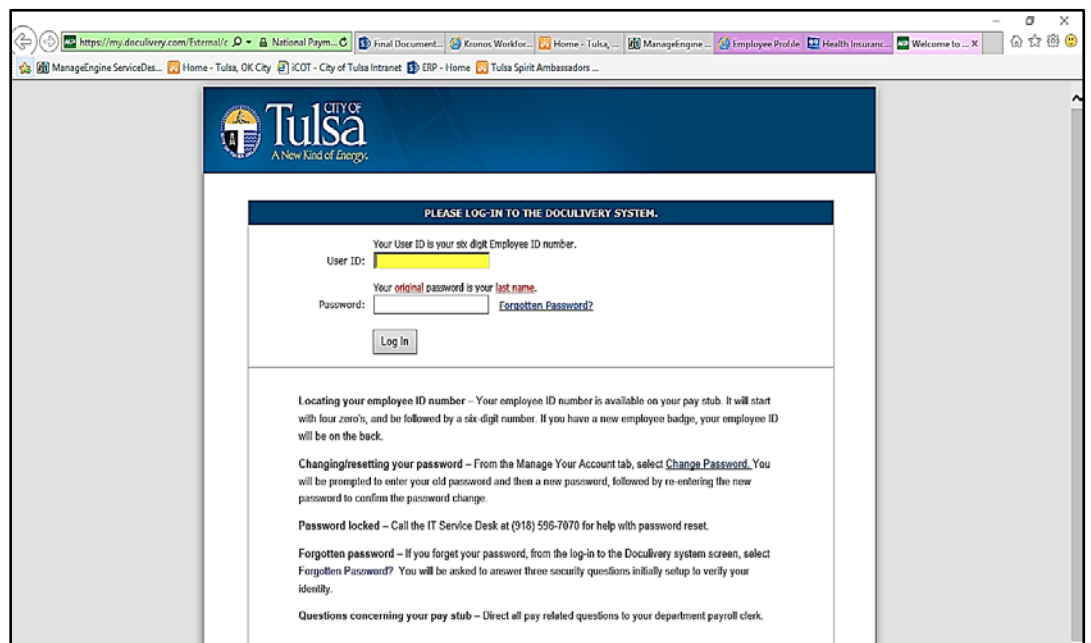
- \* This button will display a list of various links or documents that an employee can access, such as insurance information and pay advice, as well as many others. Please be advised only be advices prior to 2019 (eAdvice) will be available. The advices out of Munis won't appear here in this menu.



## Health Insurance tab

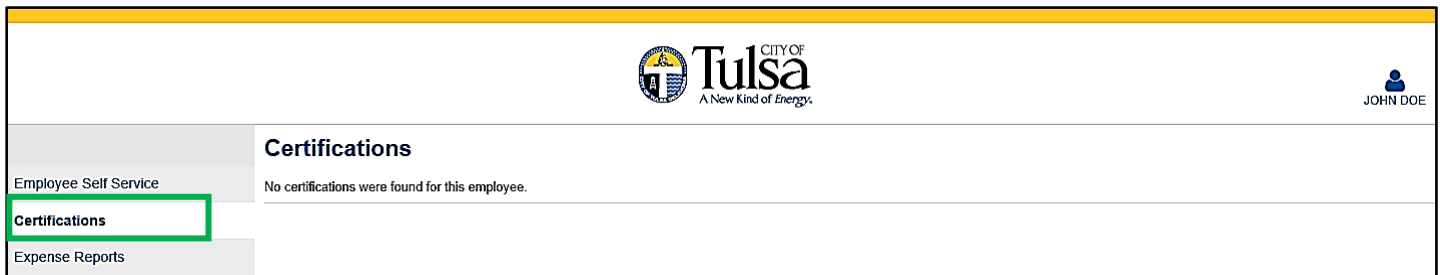


## Login page



## Certifications

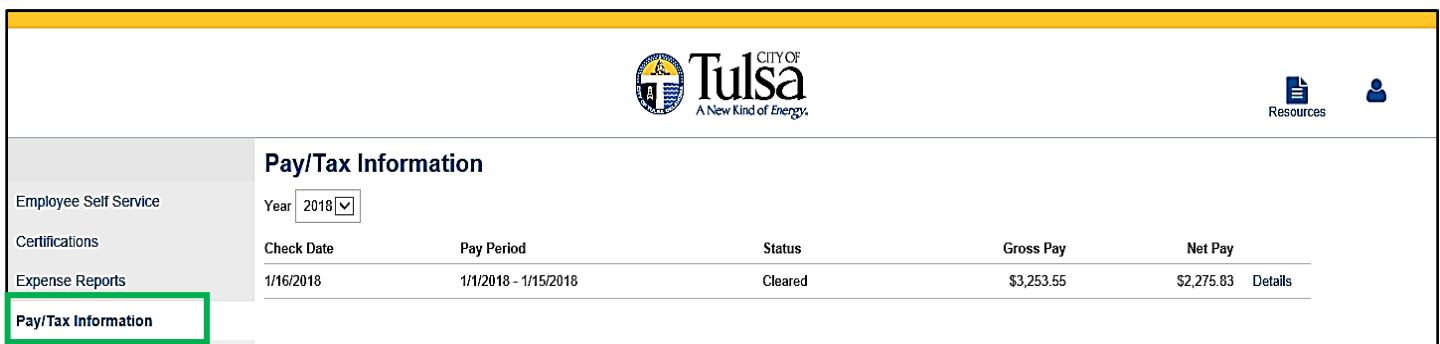
Certifications displays a list of your education or training certifications. This list includes the certification type, area, level, number, and effective and expiration dates. If you are a supervisor, select a name from the Employee list to view that employee's certifications.



The screenshot shows the 'Certifications' page. At the top, there is the City of Tulsa logo and the user name 'JOHN DOE'. On the left, a navigation menu includes 'Employee Self Service', 'Certifications' (highlighted with a green box), and 'Expense Reports'. The main content area is titled 'Certifications' and contains the text: 'No certifications were found for this employee.'

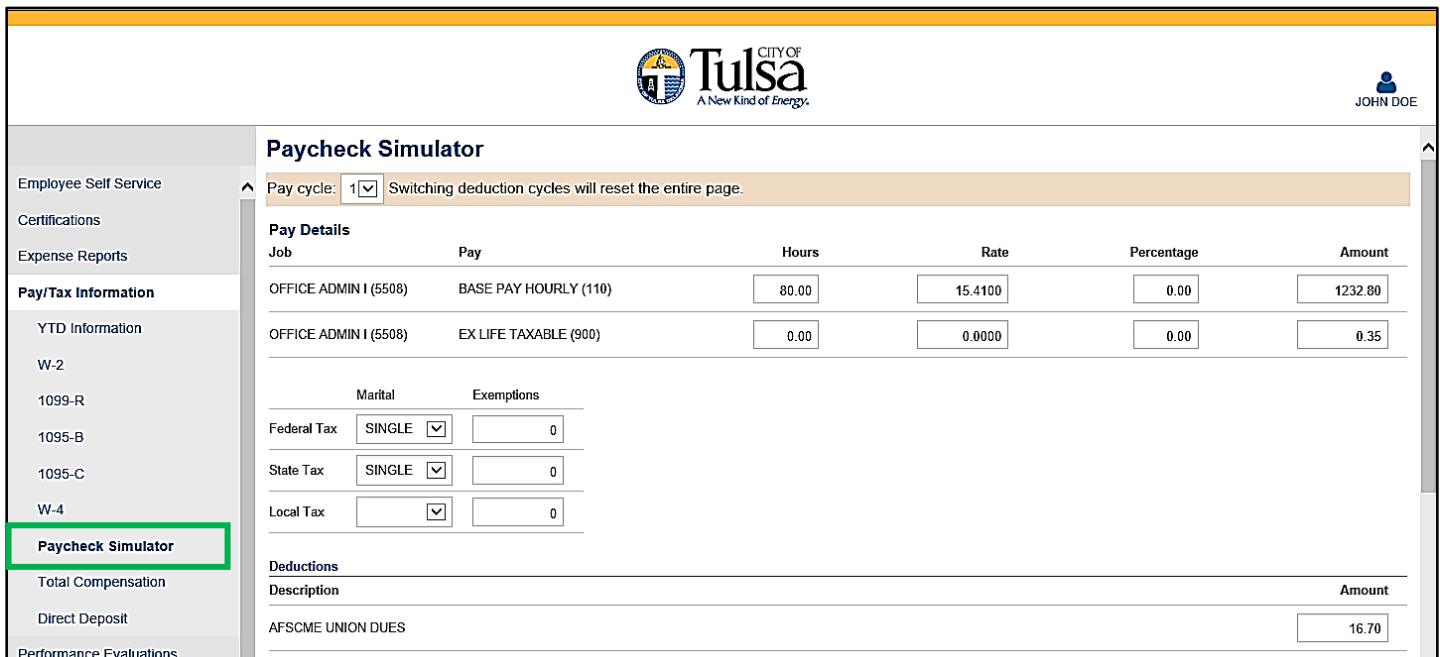
## Paychecks

The Paychecks section displays information for the most recent pay periods in which you received pay. In the Tools section, options are available for simulating your paycheck and viewing W-2 and W-4 data. For more on these functions, refer to the [Paycheck Simulator](#) section of this document.



The screenshot shows the 'Pay/Tax Information' page. At the top, there is the City of Tulsa logo and the user name 'JOHN DOE'. On the left, a navigation menu includes 'Employee Self Service', 'Certifications', 'Expense Reports', and 'Pay/Tax Information' (highlighted with a green box). The main content area is titled 'Pay/Tax Information' and features a 'Year' dropdown menu set to '2018'. Below this is a table with the following data:

Check Date	Pay Period	Status	Gross Pay	Net Pay	
1/16/2018	1/1/2018 - 1/15/2018	Cleared	\$3,253.55	\$2,275.83	<a href="#">Details</a>



The screenshot shows the 'Paycheck Simulator' page. At the top, there is the City of Tulsa logo and the user name 'JOHN DOE'. On the left, a navigation menu includes 'Employee Self Service', 'Certifications', 'Expense Reports', 'Pay/Tax Information', 'YTD Information', 'W-2', '1099-R', '1095-B', '1095-C', 'W-4', 'Paycheck Simulator' (highlighted with a green box), 'Total Compensation', 'Direct Deposit', and 'Performance Evaluations'. The main content area is titled 'Paycheck Simulator' and features a 'Pay cycle' dropdown set to '1' with a note: 'Switching deduction cycles will reset the entire page.' Below this is a 'Pay Details' table:

Job	Pay	Hours	Rate	Percentage	Amount
OFFICE ADMIN I (5508)	BASE PAY HOURLY (110)	80.00	15.4100	0.00	1232.80
OFFICE ADMIN I (5508)	EX LIFE TAXABLE (900)	0.00	0.0000	0.00	0.35

Below the table are 'Marital' and 'Exemptions' sections:

Marital: Federal Tax  SINGLE  [0]

Exemptions: State Tax  SINGLE  [0]

Local Tax  [0]

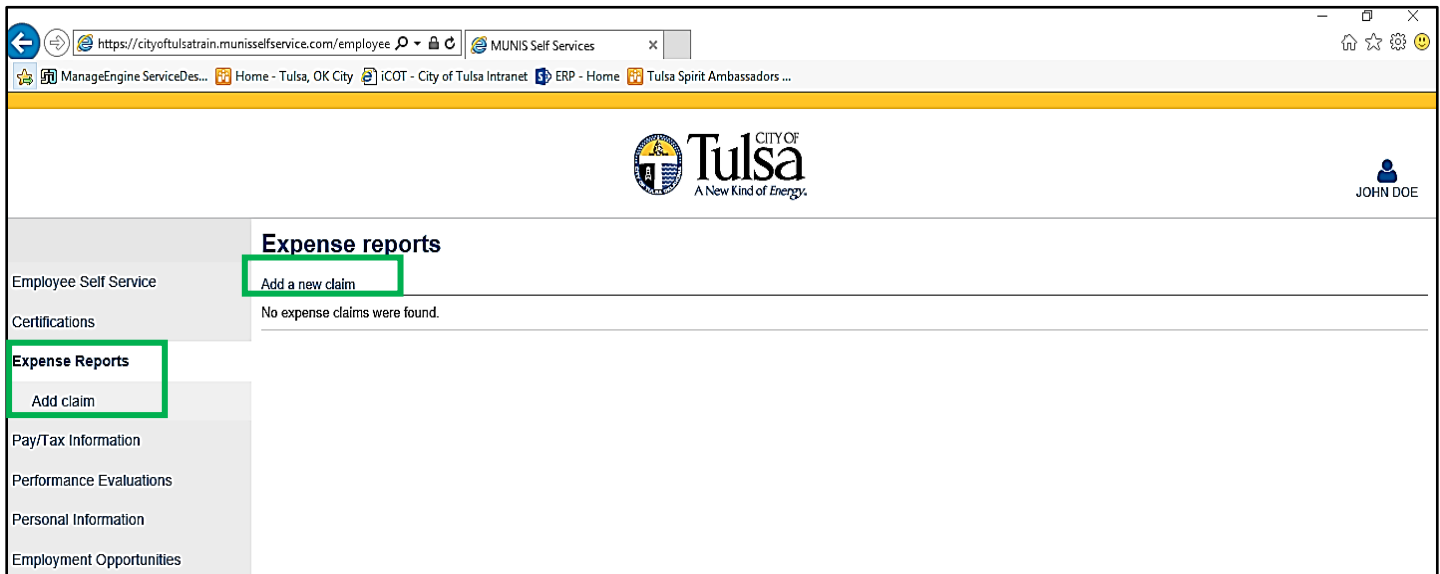
Below these are 'Deductions' and 'Description' sections:

Description	Amount
AFSCME UNION DUES	16.70

## Expense Reports

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

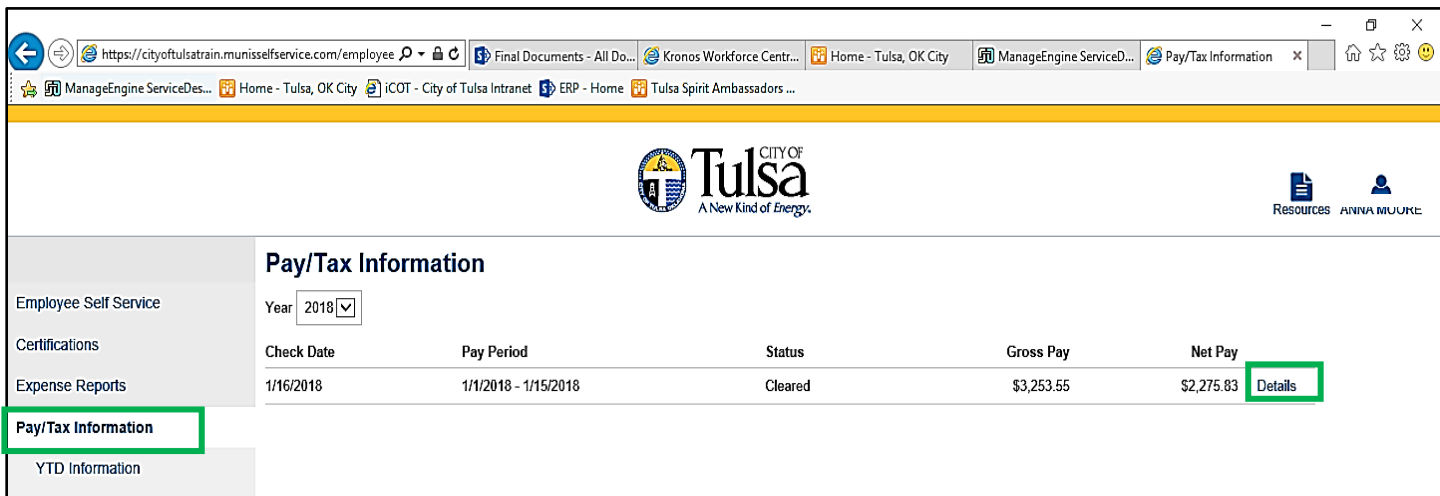
If existing expense reports are in process, click **ID** to view the detail page for specific details about the expense item. Click **Copy** to duplicate the expense item. There are training materials that will instruct you how to submit the expense if necessary.



The screenshot shows the 'Expense reports' section of the Employee Self Service portal. The 'Add a new claim' button is highlighted with a green box. The main content area displays the message 'No expense claims were found.' The left sidebar contains navigation options: Employee Self Service, Certifications, Expense Reports (highlighted), Add claim, Pay/Tax Information, Performance Evaluations, Personal Information, and Employment Opportunities.

## Pay/Tax Information

Pay/Tax Information provides current payroll and payroll history details. The payroll history is stored in the Munis Employee Pay History program. If you are a supervisor and you have the appropriate permissions, you can view information for any employees who report to you by selecting a name from the Employee list.



The screenshot shows the 'Pay/Tax Information' page. A dropdown menu for 'Year' is set to '2018'. Below is a table with the following data:

Check Date	Pay Period	Status	Gross Pay	Net Pay	
1/16/2018	1/1/2018 - 1/15/2018	Cleared	\$3,253.55	\$2,275.83	<a href="#">Details</a>

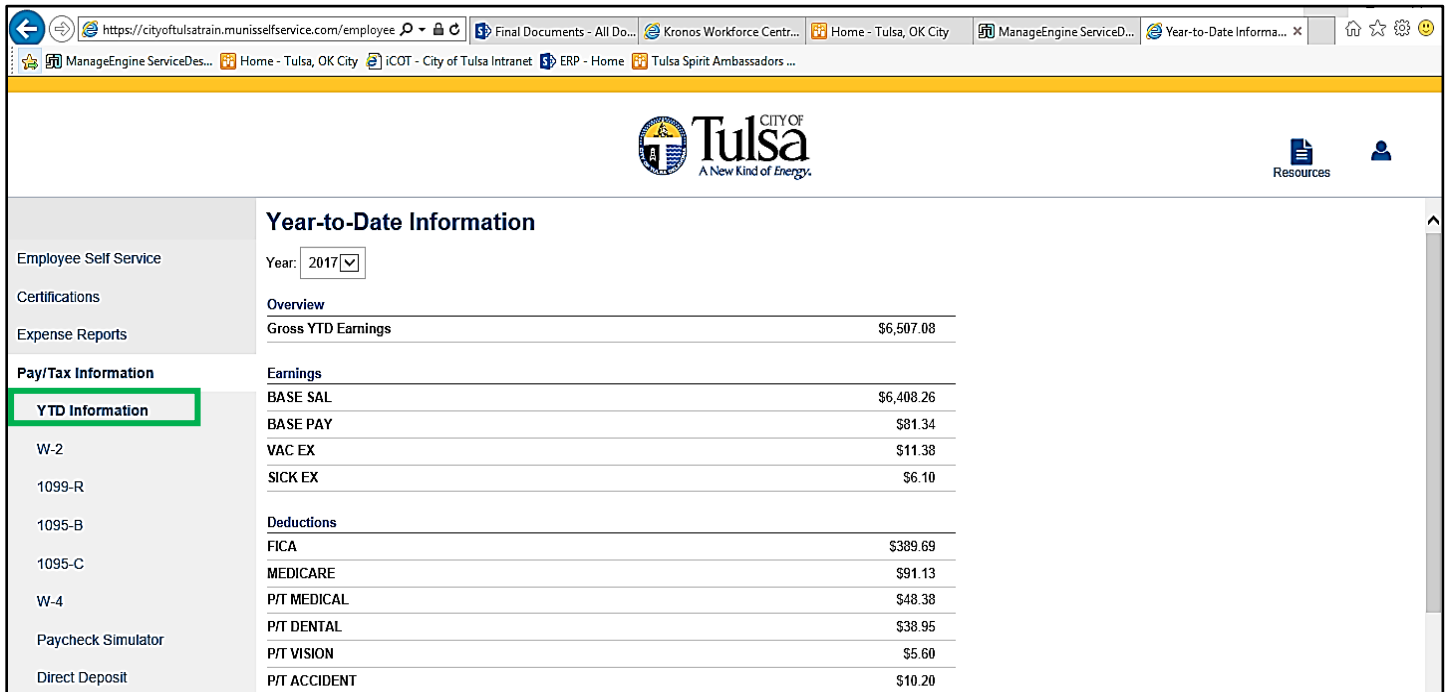
The 'Details' link in the table is highlighted with a green box. The left sidebar shows navigation options: Employee Self Service, Certifications, Expense Reports, Pay/Tax Information (highlighted), and YTD Information.

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.



## 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 the year 2017. The page is divided into two main sections: Earnings and Deductions.

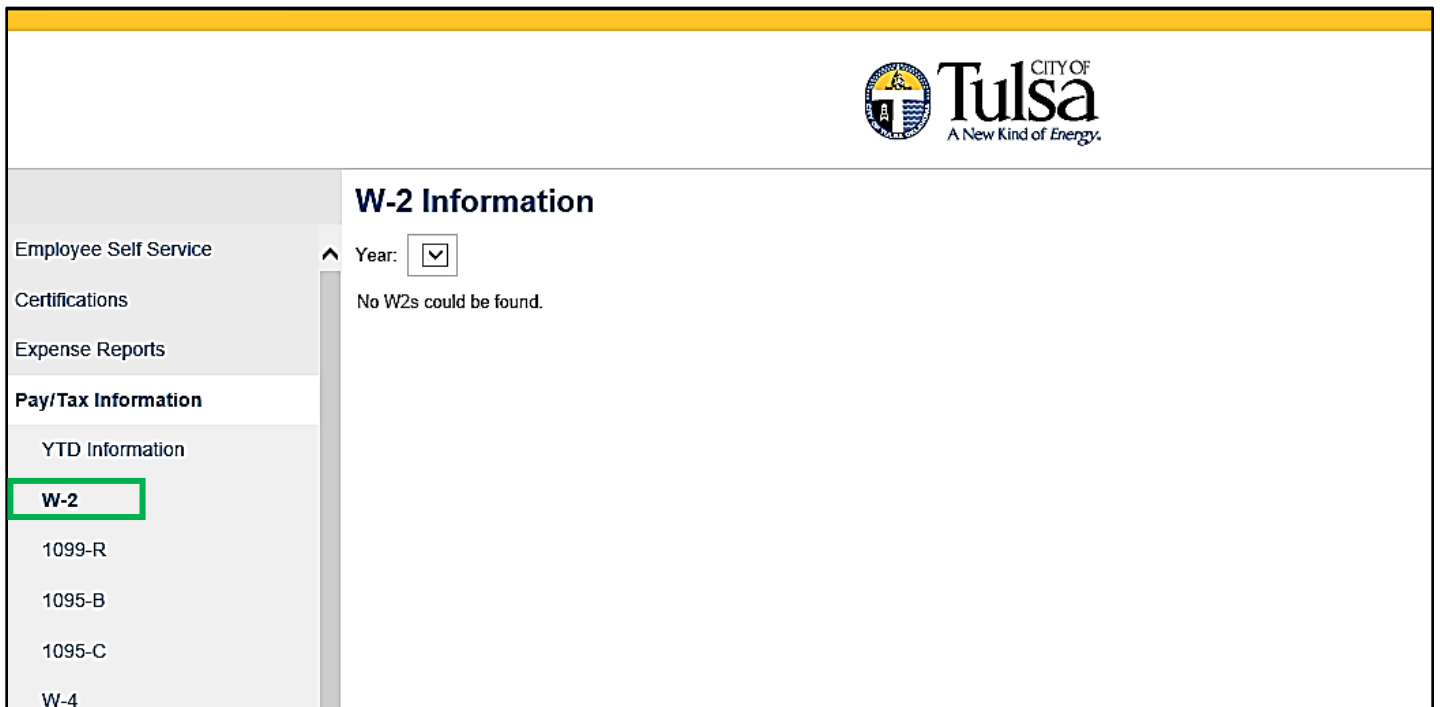
Earnings	
Gross YTD Earnings	\$6,507.08
BASE SAL	\$6,408.26
BASE PAY	\$81.34
VAC EX	\$11.38
SICK EX	\$6.10

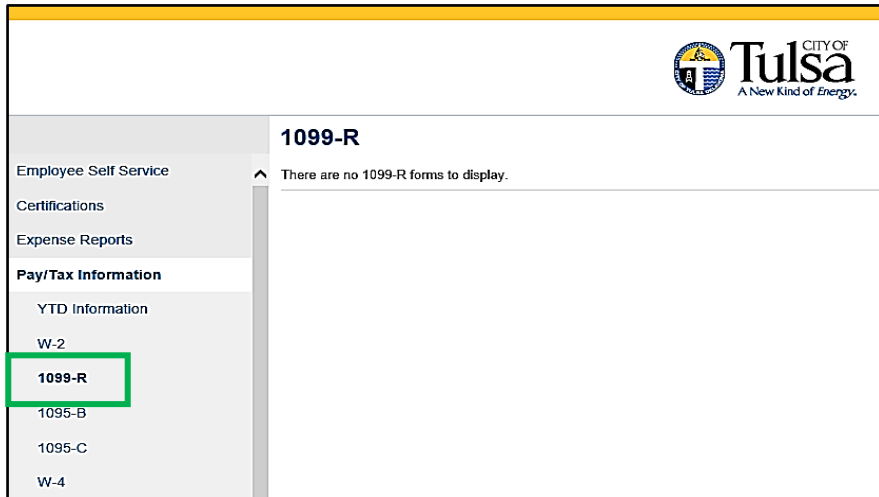
Deductions	
FICA	\$389.69
MEDICARE	\$91.13
P/T MEDICAL	\$48.38
P/T DENTAL	\$38.95
P/T VISION	\$5.60
P/T ACCIDENT	\$10.20

## W-2 and 1099-R

The W-2 and 1099-R pages display information regarding federal and state taxes and withholdings. This information is drawn in the Munis W-2 and 1099-R programs. To view details for a different year, select the year from the Year list.



The screenshot shows the 'W-2 Information' page. The 'Year' dropdown menu is set to 2017. The message displayed is 'No W2s could be found.'



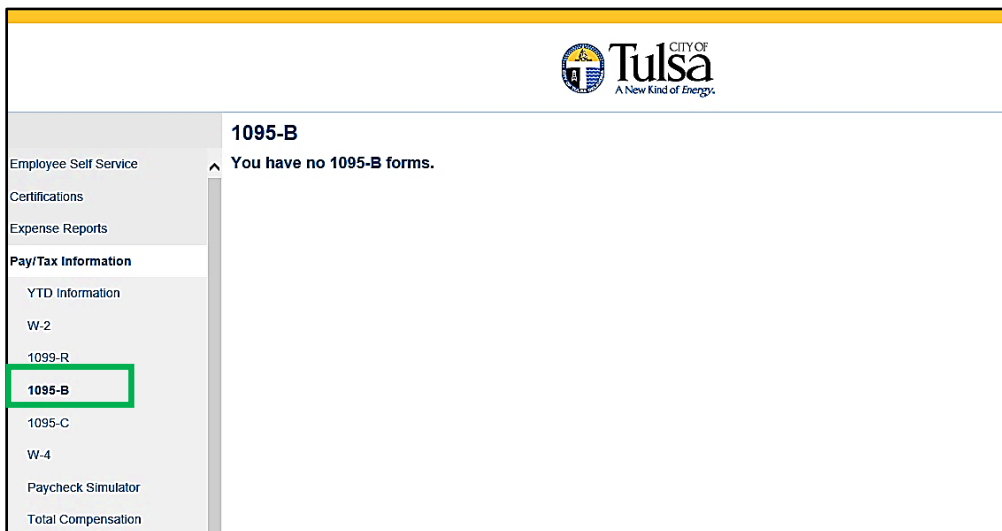
**1099-R**

There are no 1099-R forms to display.

- Employee Self Service
- Certifications
- Expense Reports
- Pay/Tax Information**
  - YTD Information
  - W-2
  - 1099-R**
  - 1095-B
  - 1095-C
  - W-4

## 1095-B/C

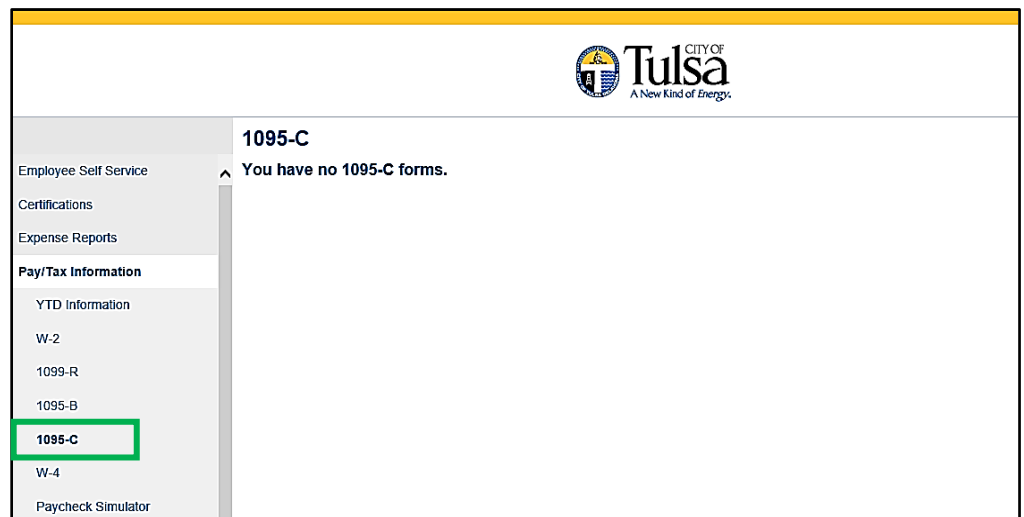
The 1095-B/C pages display information regarding employee insurance coverage data relating to the Affordable Care Act. This information is drawn from Munis Employee 1095-B/C programs.



**1095-B**

You have no 1095-B forms.

- Employee Self Service
- Certifications
- Expense Reports
- Pay/Tax Information**
  - YTD Information
  - W-2
  - 1099-R
  - 1095-B**
  - 1095-C
  - W-4
  - Paycheck Simulator
  - Total Compensation



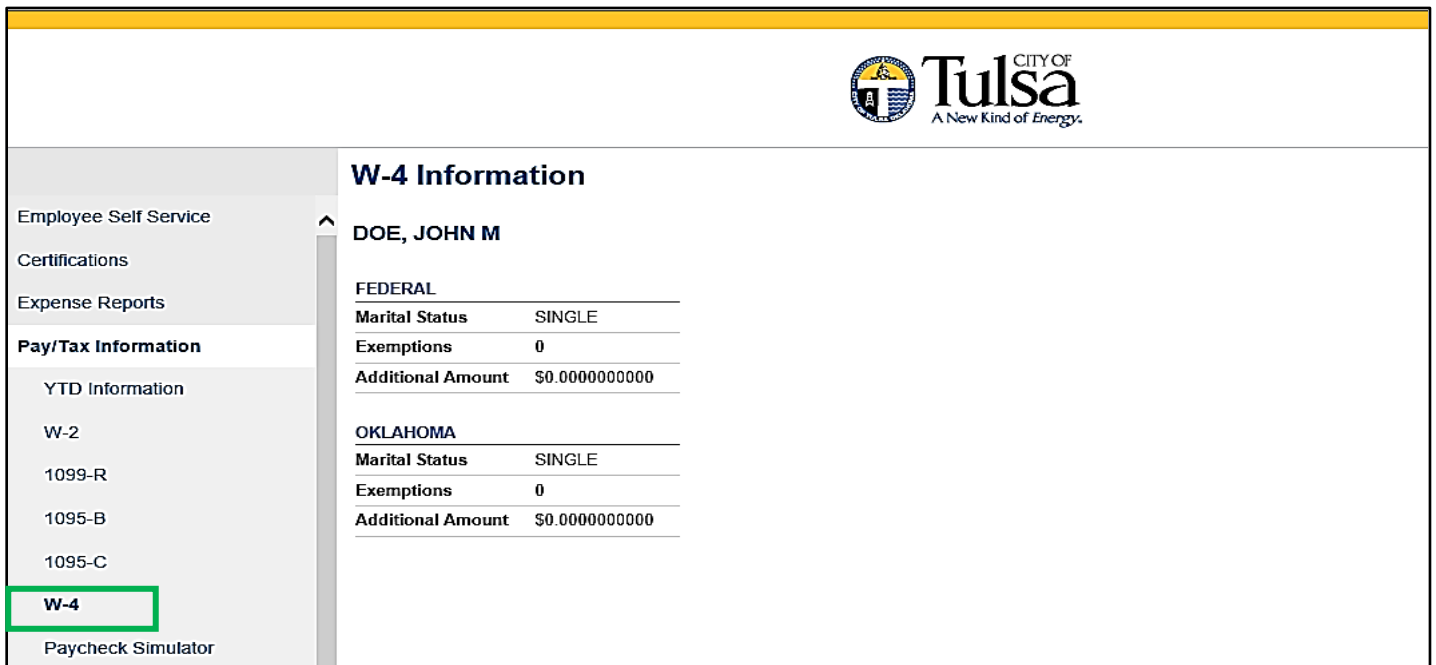
**1095-C**

You have no 1095-C forms.

- Employee Self Service
- Certifications
- Expense Reports
- Pay/Tax Information**
  - YTD Information
  - W-2
  - 1099-R
  - 1095-B
  - 1095-C**
  - W-4
  - Paycheck Simulator

## W-4

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

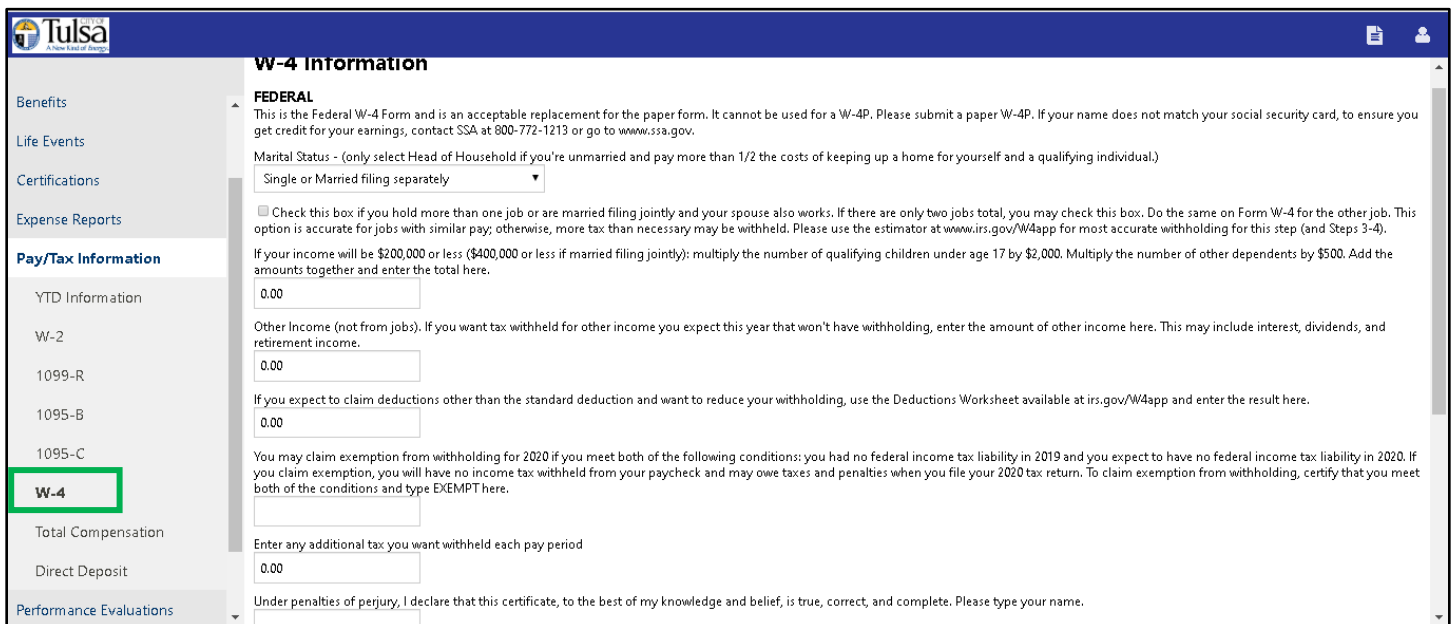


The screenshot shows the 'W-4 Information' page. On the left is a navigation menu with 'W-4' highlighted. The main content area displays the following information:

W-4 Information	
<b>DOE, JOHN M</b>	
<b>FEDERAL</b>	
Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000000000
<b>OKLAHOMA</b>	
Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000000000

## Change Your W-4

1. To update W-4 Information, Click **Edit W-4 Values**. The program displays the Edit W-4 page.



The screenshot shows the 'Edit W-4 Information' page. The left navigation menu has 'W-4' highlighted. The main content area contains the following fields and instructions:

**FEDERAL**  
This is the Federal W-4 Form and is an acceptable replacement for the paper form. It cannot be used for a W-4P. Please submit a paper W-4P. If your name does not match your social security card, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov).

Marital Status - (only select Head of Household if you're unmarried and pay more than 1/2 the costs of keeping up a home for yourself and a qualifying individual.)

Check this box if you hold more than one job or are married filing jointly and your spouse also works. If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. Please use the estimator at [www.irs.gov/W4app](http://www.irs.gov/W4app) for most accurate withholding for this step (and Steps 3-4).

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly): multiply the number of qualifying children under age 17 by \$2,000. Multiply the number of other dependents by \$500. Add the amounts together and enter the total here.

Other Income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet available at [irs.gov/W4app](http://irs.gov/W4app) and enter the result here.

You may claim exemption from withholding for 2020 if you meet both of the following conditions: you had no federal income tax liability in 2019 and you expect to have no federal income tax liability in 2020. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2020 tax return. To claim exemption from withholding, certify that you meet both of the conditions and type EXEMPT here.

Enter any additional tax you want withheld each pay period

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. Please type your name.

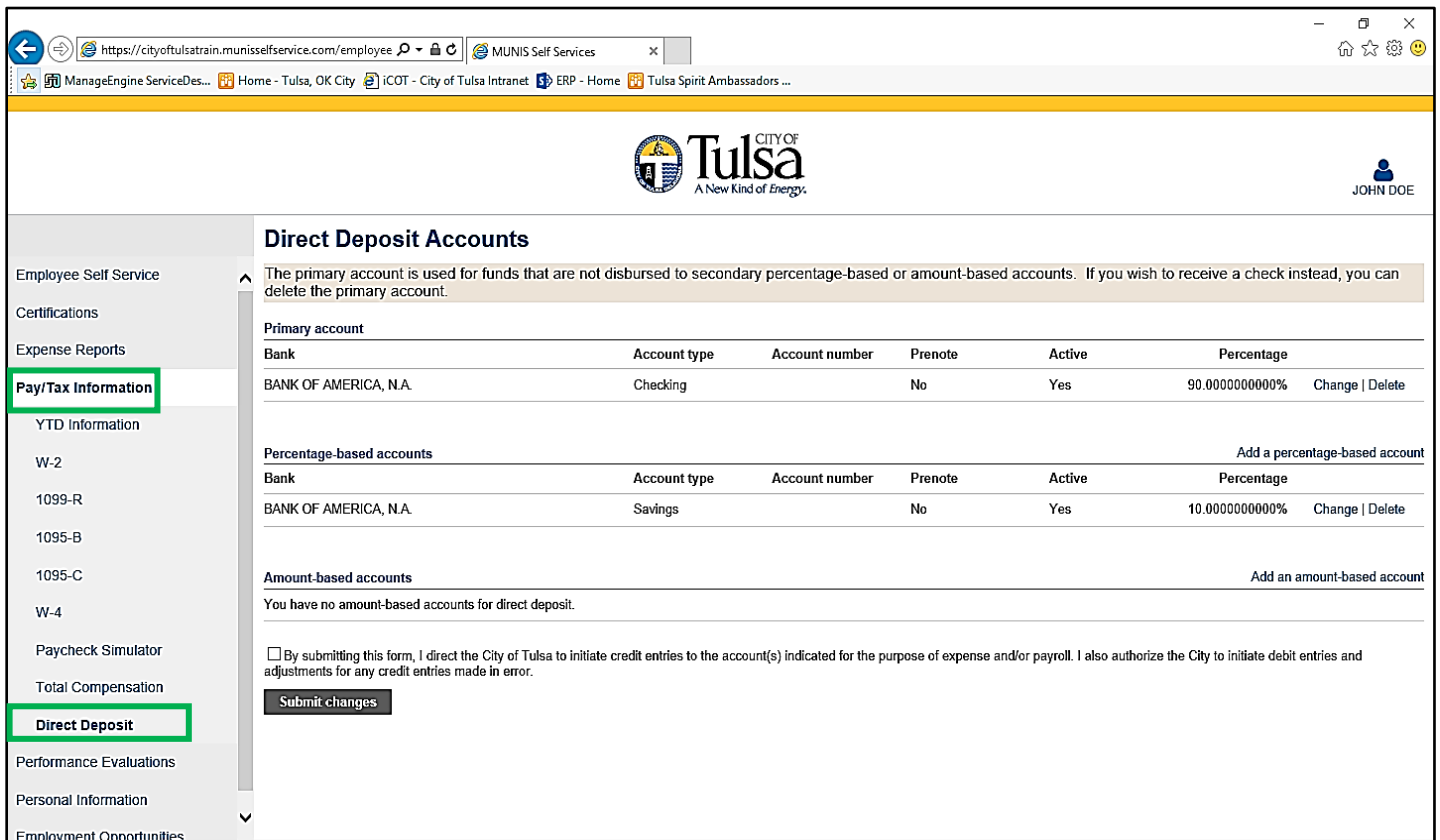
2. Enter the revised data

Verify that the information is correct by typing your name in the box and then click **Continue**. The program displays a review page.

- Review your data to ensure accuracy and click **Submit**. The program displays a confirmation page. Payroll will review the requested changes and employee will be notified of approval. Changes need to be submitted by Monday 8am CST in order for it to take effect that pay period, otherwise it will take affect the following pay period.

## Direct Deposit

The Direct Deposit page provides the details for your direct deposit accounts. You can update the accounts and amounts allotted to each account using the ESS Direct Deposit page. You can only add one new account at a time. Once approved by payroll, you can add another if necessary.



**Direct Deposit Accounts**

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts. If you wish to receive a check instead, you can delete the primary account.

Primary account						
Bank	Account type	Account number	Prenote	Active	Percentage	
BANK OF AMERICA, N.A.	Checking		No	Yes	90.000000000000%	Change   Delete

**Percentage-based accounts** [Add a percentage-based account](#)

Bank	Account type	Account number	Prenote	Active	Percentage	
BANK OF AMERICA, N.A.	Savings		No	Yes	10.000000000000%	Change   Delete

**Amount-based accounts** [Add an amount-based account](#)

You have no amount-based accounts for direct deposit.

By submitting this form, I direct the City of Tulsa to initiate credit entries to the account(s) indicated for the purpose of expense and/or payroll. I also authorize the City to initiate debit entries and adjustments for any credit entries made in error.

**Submit changes**

To modify your direct deposit information:

- Click the **Change** option for the account. The program displays the Edit Direct Deposit Net dialog box.

### Edit DIRECT DEPOSIT NET

Bank routing number or bank name

Bank account type  ▼

Bank account number  x

Percentage

2. Update the information and click **OK**.
3. To deposit amounts to more than one account:

Click the **Add a Percentage-Based Account** option.

#### Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts. If you wish to receive a check instead, you can delete the primary account.

Primary account						
Bank	Account type	Account number	Prenote	Active	Percentage	
BANK OF AMERICA, N.A.	Checking		No	Yes	90.0000000000%	<a href="#">Change</a>   <a href="#">Delete</a>

Add a percentage-based account

Percentage-based accounts						
Bank	Account type	Account number	Prenote	Active	Percentage	
BANK OF AMERICA, N.A.	Savings		No	Yes	10.0000000000%	<a href="#">Change</a>   <a href="#">Delete</a>

Add an amount-based account

You have no amount-based accounts for direct deposit.

The program displays the Add a New Account dialog box.

### Add a new account

Bank routing number or bank name

Bank account type  ▼

Bank account number

Percentage

4. Enter the new account details, establish the percentage of the total deposit to be allotted to this account, and click **OK**. The program accepts the new account and adjusts the percentage to the existing account so that the total deposit amount remains at 100%. Also, approvals will be reviewed the Friday prior to the pay period start, therefore must take affect the Friday prior; otherwise the request will be processed the following pay period.

### Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts. If you wish to receive a check instead, you can delete the primary account.

#### Primary account

Bank	Account type	Account number	Prenote	Active	Percentage	
BANK OF AMERICA, N.A.	Checking		No	Yes	90.0000000000%	<a href="#">Change</a>   <a href="#">Delete</a>



#### Percentage-based accounts

[Add a percentage-based account](#)

Bank	Account type	Account number	Prenote	Active	Percentage	
BANK OF AMERICA, N.A.	Savings		No	Yes	10.0000000000%	<a href="#">Change</a>   <a href="#">Delete</a>

- When you click Submit Changes, the program submits the changes to your Human Resources department for approval. Once they are approved, the changes are effective to the next payroll cycle.

### Direct Deposit Accounts

 Your new direct deposit information has been successfully submitted for approval. 

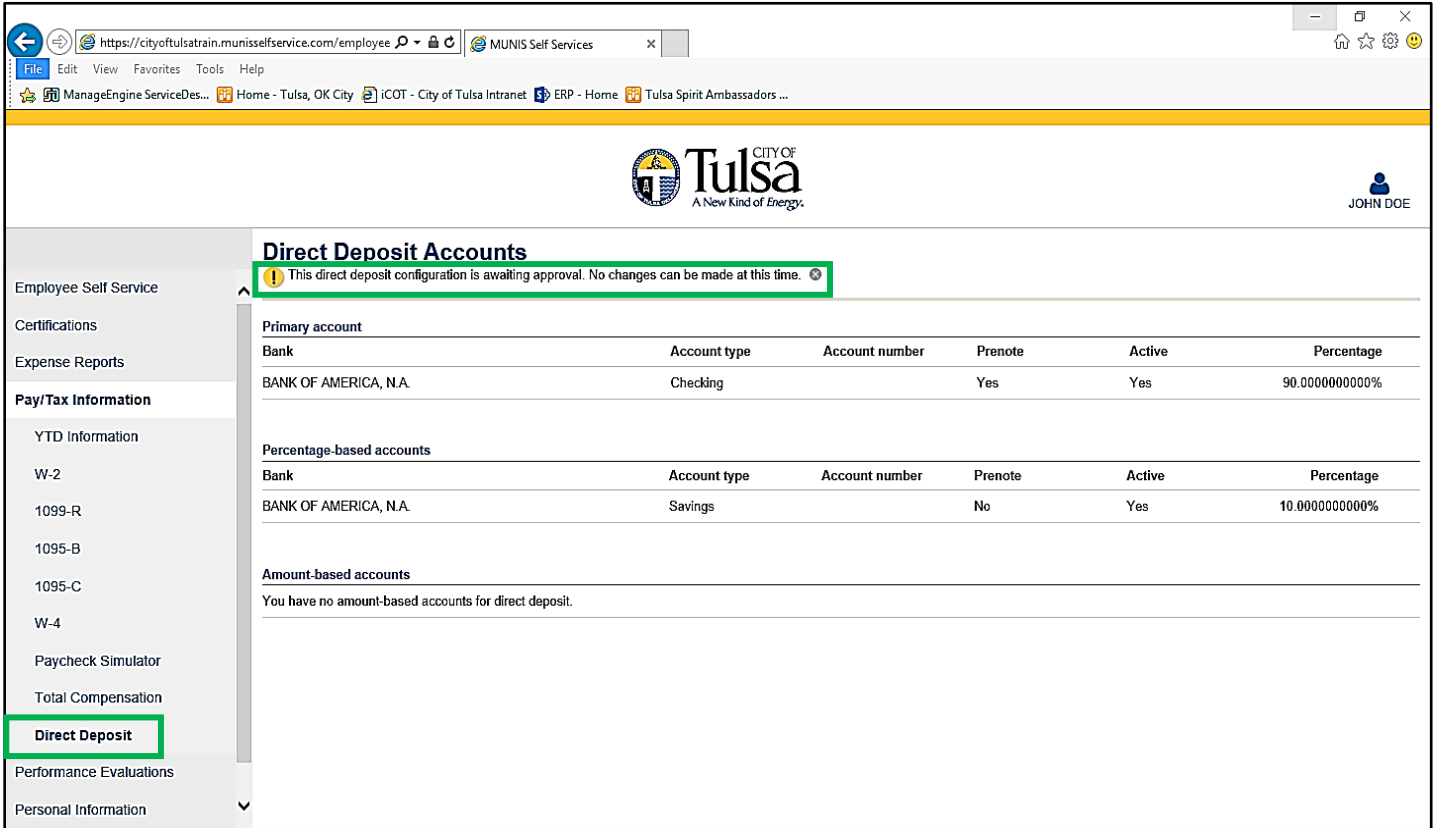
#### Primary account

Bank	Account type	Account number	Prenote	Active	Percentage	
BANK OF AMERICA, N.A.	Checking		No	Yes	90.0000000000%	

#### Percentage-based accounts

Bank	Account type	Account number	Prenote	Active	Percentage	
BANK OF AMERICA, N.A.	Savings		No	Yes	10.0000000000%	

**You cannot make additional changes until these changes have been approved.**



**Direct Deposit Accounts**

! This direct deposit configuration is awaiting approval. No changes can be made at this time.

**Primary account**

Bank	Account type	Account number	Prenote	Active	Percentage
BANK OF AMERICA, N.A.	Checking		Yes	Yes	90.0000000000%

**Percentage-based accounts**

Bank	Account type	Account number	Prenote	Active	Percentage
BANK OF AMERICA, N.A.	Savings		No	Yes	10.0000000000%

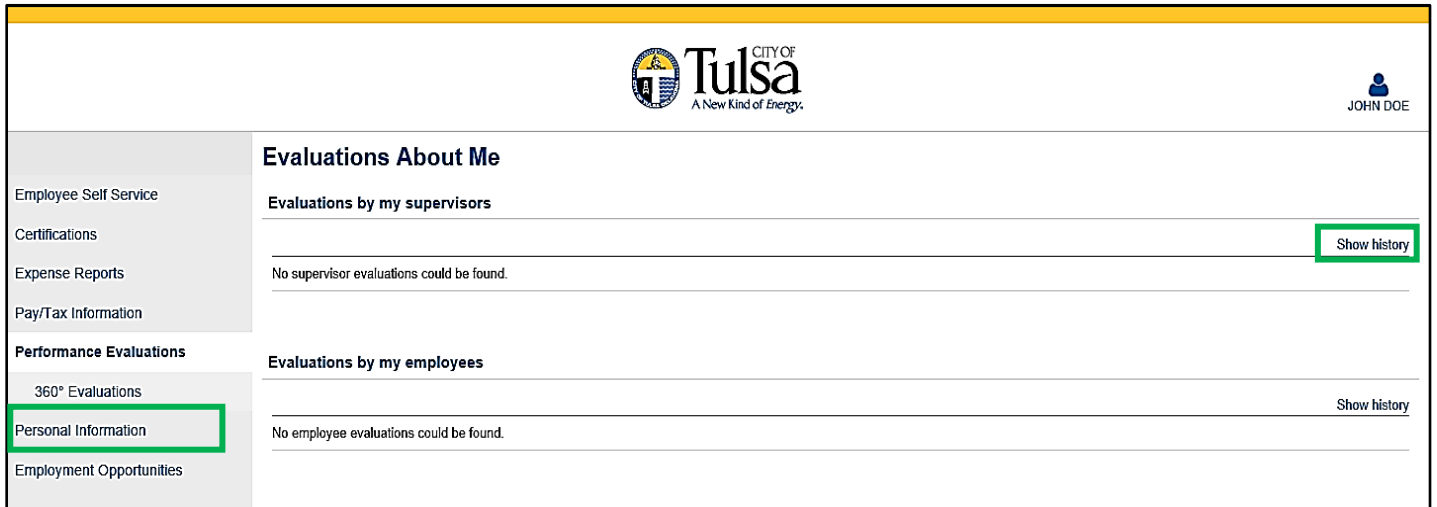
**Amount-based accounts**

You have no amount-based accounts for direct deposit.

## Performance Evaluations

The Performance Evaluations group on the menu provides access to all evaluation functionality. You can view evaluations you have received and given. If you are a supervisor, you can view evaluations your employees have received. Additional user guides are available on how to submit employee PRR's. With the appropriate permissions, you can also create evaluations. For evaluations to be available in Employee Self Service, the Post Online check box must be selected in the Munis Employee Evaluations program.

The Performance Evaluations option displays the Evaluations About Me page, which lists evaluations that have you have received. The evaluations are grouped according to who performed them: your supervisors, your peers, your employees, and yourself.



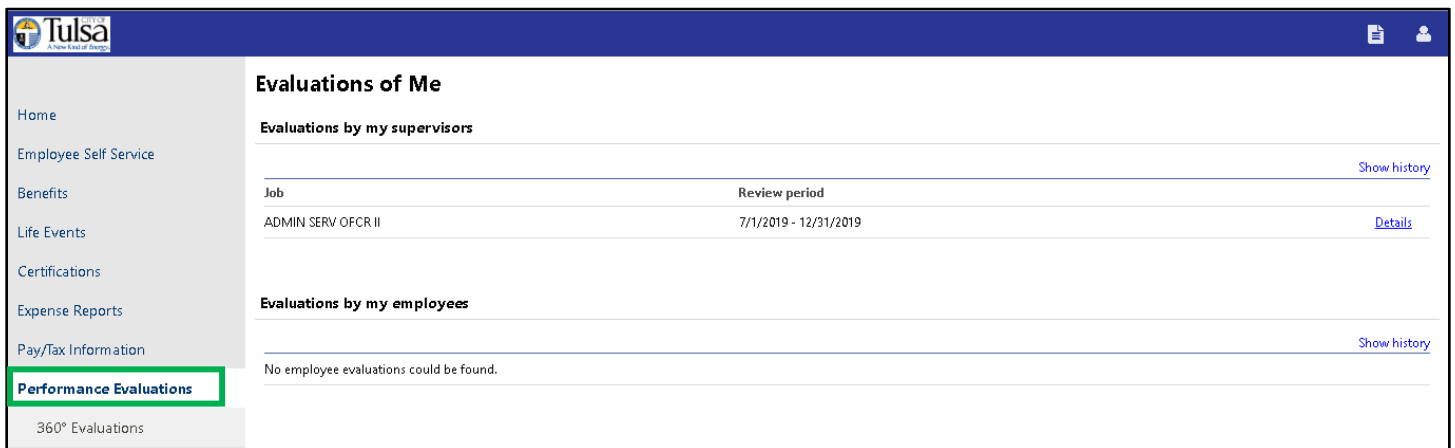
The screenshot shows the 'Evaluations About Me' page. At the top, there is the City of Tulsa logo and the user name 'JOHN DOE'. On the left is a navigation menu with items: Employee Self Service, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations (highlighted), 360° Evaluations, Personal Information (highlighted), and Employment Opportunities. The main content area is titled 'Evaluations About Me' and is divided into two sections: 'Evaluations by my supervisors' and 'Evaluations by my employees'. Both sections show 'No supervisor evaluations could be found.' and 'No employee evaluations could be found.' respectively. Each section has a 'Show history' link on the right side.

To view more evaluations of any type, click **Show History**.

## Employee Evaluations

If you are a supervisor, you can use Employee Self Service to manage evaluations given to your employees

Click the Employee Evaluations option on the ESS menu to display the Employee Evaluations page. This page provides a list of evaluations given to your employees, grouped according to who performed them.



The screenshot shows the 'Evaluations of Me' page. At the top, there is the City of Tulsa logo and user icons. On the left is a navigation menu with items: Home, Employee Self Service, Benefits, Life Events, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations (highlighted), and 360° Evaluations. The main content area is titled 'Evaluations of Me' and is divided into two sections: 'Evaluations by my supervisors' and 'Evaluations by my employees'. The 'Evaluations by my supervisors' section contains a table with the following data:

Job	Review period	
ADMIN SERV OFCR II	7/1/2019 - 12/31/2019	<a href="#">Show history</a>
		<a href="#">Details</a>

The 'Evaluations by my employees' section shows 'No employee evaluations could be found.' with a 'Show history' link on the right.



## 360° Evaluations

The 360° Evaluations page lists all the evaluations you have given, grouped by recipient.



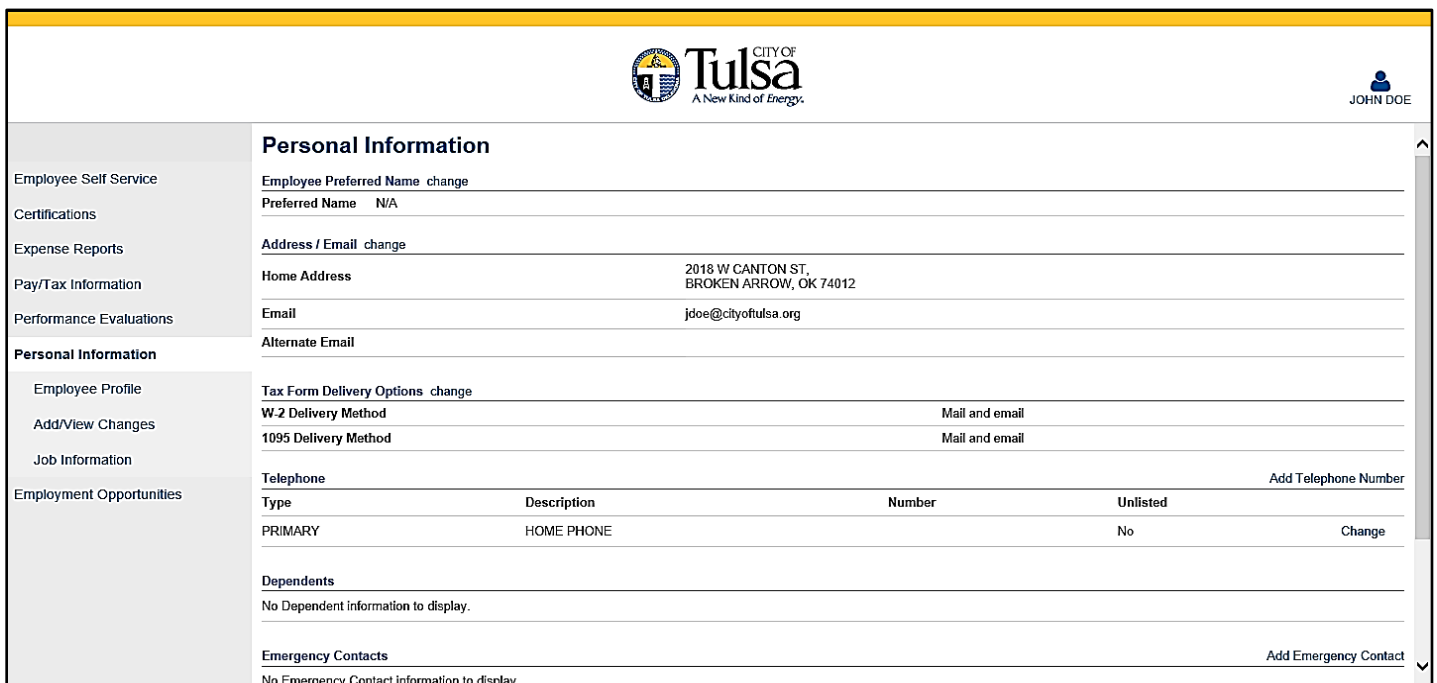
The screenshot shows the '360° Evaluations' page. On the left is a navigation menu with options: Home, Employee Self Service, Benefits, Life Events, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, and 360° Evaluations (highlighted). The main content area is titled '360° Evaluations' and contains two sections: 'My evaluations of my employees' and 'My evaluations of my supervisor'. Both sections show 'No employee evaluations could be found.' and include a 'Show history' link.

If you have existing evaluations, use the Show History/Show Current link to toggle the view.

## Personal Information

The Personal Information page displays your contact information, as well as dependent information and emergency contacts. A system administrator may restrict the ability to update information on this page. This restriction is established in Employee Self Service–Administration.

The information found under Personal Information and Employee Profile is located in the Munis Employee Master program. When you change any of the information on these pages, the corresponding Employee Master record is updated.



The screenshot shows the 'Personal Information' page for user JOHN DOE. The page includes a navigation menu on the left with options: Employee Self Service, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, Personal Information (selected), Employee Profile, Add/View Changes, Job Information, and Employment Opportunities. The main content area is titled 'Personal Information' and contains the following sections:

- Employee Preferred Name:** change (N/A)
- Address / Email:** change
  - Home Address:** 2018 W CANTON ST, BROKEN ARROW, OK 74012
  - Email:** jdoe@cityoftulsa.org
  - Alternate Email:**
- Tax Form Delivery Options:** change
  - W-2 Delivery Method:** Mail and email
  - 1095 Delivery Method:** Mail and email
- Telephone:** Add Telephone Number
 

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE		No	Change
- Dependents:** No Dependent information to display.
- Emergency Contacts:** Add Emergency Contact (No Emergency Contact information to display.)

According to permissions granted in ESS–Employee Administration, you can add or update personal information, including dependents, and emergency contacts.

## Employee Profile

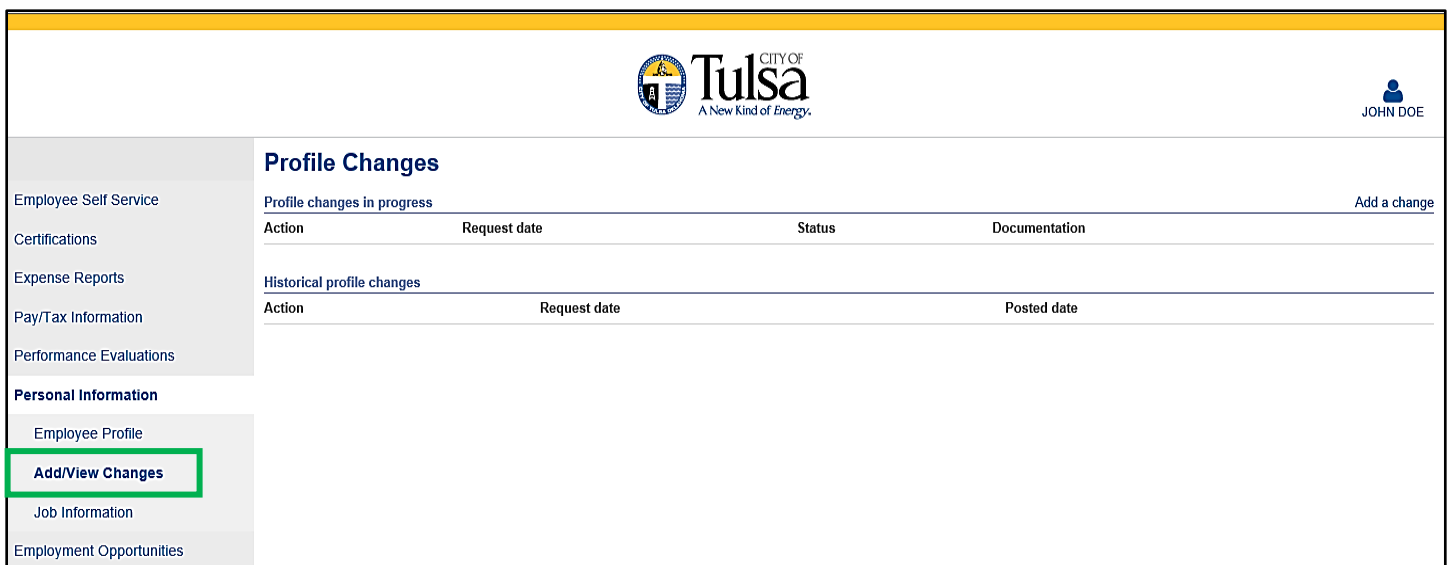
The Employee Profile page displays general and demographic information, such as hire date and date of birth, as well as race and ethnicity information. If you are a supervisor, and you have the appropriate permissions, you can view profiles of employees who report to you by selecting a name from the Employee list; otherwise, the Employee list is not available, and the page displays your profile. The Employment Opportunities option displays on the MSS Home page and is accessible without a username and password.



The screenshot shows the 'Employee Profile' page for a user named JOHN DOE. The page features a navigation menu on the left with options like 'Employee Self Service', 'Certifications', 'Expense Reports', 'Pay/Tax Information', 'Performance Evaluations', 'Personal Information', 'Employee Profile', 'Add/View Changes', 'Job Information', and 'Employment Opportunities'. The 'Employee Profile' option is highlighted with a green box. The main content area displays 'General Information' for JOHN M. DOE, including fields for Name, Employee ID (131712), Preferred name, SSN (xxx-xx-xxxx), Active status (ACTIVE), Personnel status (REGULAR), Primary location (IT PROJECT MANAGER), Check location, E-Mail address (jdoe@cityoftulsa.org), Alternate e-mail address, Hire date (10/17/2016), Service date (10/17/2016), Original hire date (10/17/2016), Supervisor (JONATHAN G GALCHIK), and Supervisor e-mail (jgalchik@cityoftulsa.org). A 'Return to Personal Information' link is visible in the top right corner.

## Add/View Changes

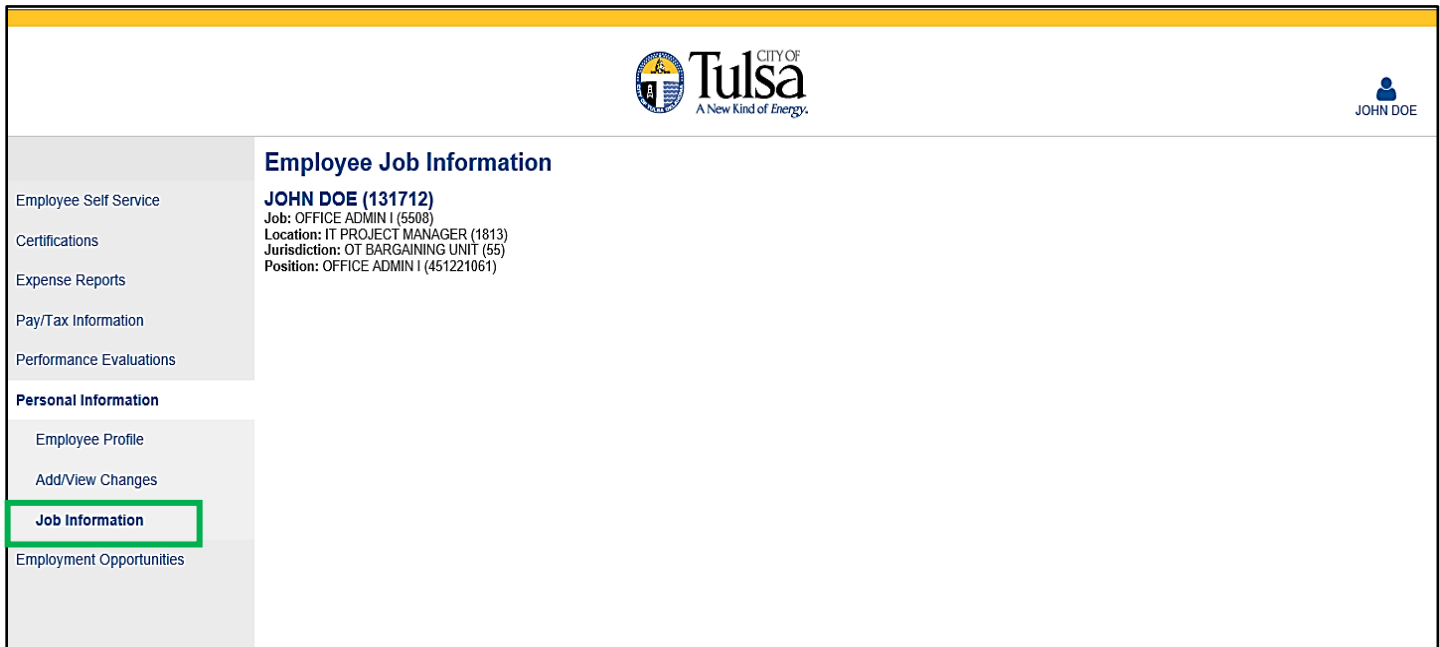
The Add/View Changes option is available on the Personal Information menu. When you select this option, the page refreshes to display the Profile Changes screen. Click Add a Change to update your profile details.



The screenshot shows the 'Profile Changes' page. The navigation menu on the left is similar to the previous page, but the 'Add/View Changes' option is highlighted with a green box. The main content area displays 'Profile Changes' with a table for 'Profile changes in progress' and a section for 'Historical profile changes'. The 'Profile changes in progress' table has columns for Action, Request date, Status, and Documentation, and includes an 'Add a change' link. The 'Historical profile changes' table has columns for Action, Request date, and Posted date.

## Job Information

You can view details regarding your current job.



The screenshot shows the 'Employee Job Information' page. At the top, there is a yellow header bar with the City of Tulsa logo and the name 'JOHN DOE' on the right. Below the header, a sidebar on the left contains navigation links: 'Employee Self Service', 'Certifications', 'Expense Reports', 'Pay/Tax Information', 'Performance Evaluations', 'Personal Information', 'Employee Profile', 'Add/View Changes', 'Job Information' (highlighted with a green box), and 'Employment Opportunities'. The main content area displays the following information:

**Employee Job Information**  
**JOHN DOE (131712)**  
Job: OFFICE ADMIN I (5508)  
Location: IT PROJECT MANAGER (1813)  
Jurisdiction: OT BARGAINING UNIT (55)  
Position: OFFICE ADMIN I (451221061)

Information displayed includes your job title, location, jurisdiction (group bargaining unit), and position. Years of service details, which are drawn from the Munis Employee Years of Service program, are provided.

## Employment Opportunities (Applicant Tracking)

Employment Opportunities is the Munis Self Service interface for Munis Applicant Tracking. It is considered a part of ESS; however, the Employment Opportunities option displays on the MSS Home page and is accessible without a username and password.

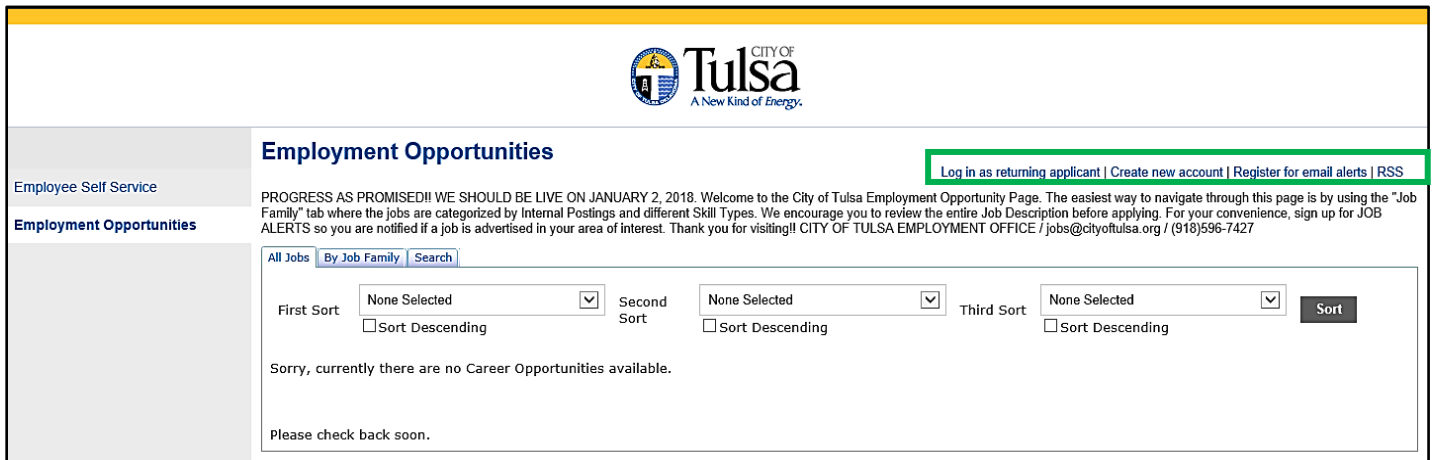
Employment Opportunities provides job openings for your organization. Using this feature, job applicants can view available jobs and apply for one or more jobs directly from the Employment Opportunities page. Your organization builds job applications using the Self-Service Application program within Munis Applicant Tracking.

In addition to applying for positions, applicants can request to receive regular updates for job openings according to job categories.

When an applicant registers for an account, the program stores all of his or her information in the Munis database. Returning applicants do not have to re-enter information each time they apply for a job; however, they can update their applicant information to tailor it to a specific job or to add updated information.

If applicants use the Internet Rich Site Summary (RSS) application, they can click RSS to subscribe to an RSS feed for employment opportunities, or they can click Register for Email Alerts to get automatic updates regarding opportunities.

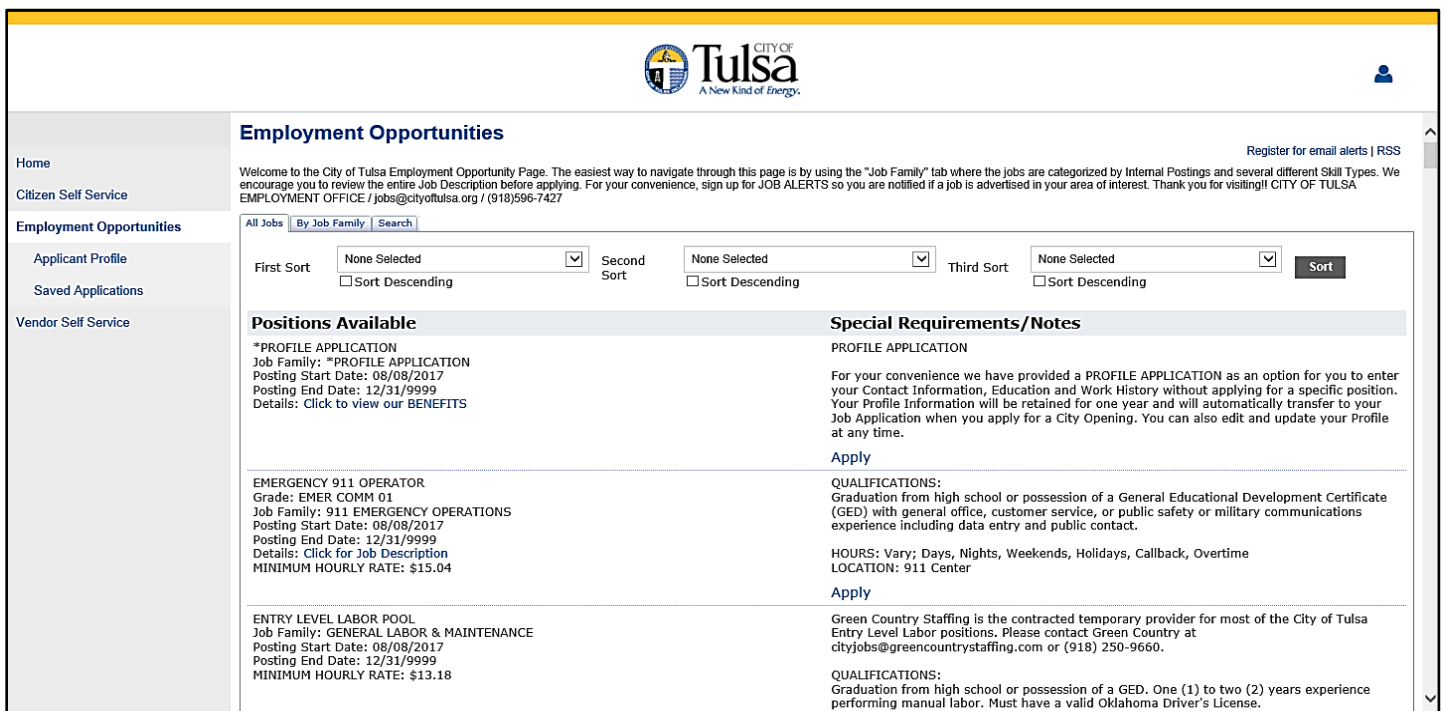
When logged into Employee Self Service, you may view available positions by clicking on Employment Opportunities. You will need to either Log in as a returning applicant or create a new account to view open positions **prior to logging into Employee Self Service.**



The screenshot shows the top navigation bar with the City of Tulsa logo and the text "A New Kind of Energy." Below the logo is the "Employment Opportunities" header. A green box highlights the navigation links: "Log in as returning applicant | Create new account | Register for email alerts | RSS". The main content area contains a message: "PROGRESS AS PROMISED!! WE SHOULD BE LIVE ON JANUARY 2, 2018. Welcome to the City of Tulsa Employment Opportunity Page. The easiest way to navigate through this page is by using the 'Job Family' tab where the jobs are categorized by Internal Postings and different Skill Types. We encourage you to review the entire Job Description before applying. For your convenience, sign up for JOB ALERTS so you are notified if a job is advertised in your area of interest. Thank you for visiting!! CITY OF TULSA EMPLOYMENT OFFICE / jobs@cityoftulsa.org / (918)596-7427". Below the message are sorting options for "First Sort", "Second Sort", and "Third Sort", each with a dropdown menu set to "None Selected" and a "Sort Descending" checkbox. A "Sort" button is also present. The message concludes with "Sorry, currently there are no Career Opportunities available." and "Please check back soon."

The Employment Opportunities page displays the All Jobs tab as the default view. This tab provides three Sort By lists, which allow applicants to sort the available positions in various orders. The first list determines the primary sort field, the second list determines the secondary sort field, and so on.

Once you are logged in or created your account, you will be able to see the available positions, as well as your Applicant Profile and any Saved Applications.



The screenshot shows the user interface after logging in. The navigation bar includes "Home", "Citizen Self Service", "Employment Opportunities", "Applicant Profile", "Saved Applications", and "Vendor Self Service". The "Employment Opportunities" section is active. The main content area is divided into two columns: "Positions Available" and "Special Requirements/Notes".

**Positions Available:**

- \*PROFILE APPLICATION  
Job Family: \*PROFILE APPLICATION  
Posting Start Date: 08/08/2017  
Posting End Date: 12/31/9999  
Details: Click to view our BENEFITS
- EMERGENCY 911 OPERATOR  
Grade: EMER COMM 01  
Job Family: 911 EMERGENCY OPERATIONS  
Posting Start Date: 08/08/2017  
Posting End Date: 12/31/9999  
Details: Click for Job Description  
MINIMUM HOURLY RATE: \$15.04
- ENTRY LEVEL LABOR POOL  
Job Family: GENERAL LABOR & MAINTENANCE  
Posting Start Date: 08/08/2017  
Posting End Date: 12/31/9999  
MINIMUM HOURLY RATE: \$13.18

**Special Requirements/Notes:**

- PROFILE APPLICATION  
For your convenience we have provided a PROFILE APPLICATION as an option for you to enter your Contact Information, Education and Work History without applying for a specific position. Your Profile Information will be retained for one year and will automatically transfer to your Job Application when you apply for a City Opening. You can also edit and update your Profile at any time.  
**Apply**
- QUALIFICATIONS:  
Graduation from high school or possession of a General Educational Development Certificate (GED) with general office, customer service, or public safety or military communications experience including data entry and public contact.  
HOURS: Vary; Days, Nights, Weekends, Holidays, Callback, Overtime  
LOCATION: 911 Center  
**Apply**
- Green Country Staffing is the contracted temporary provider for most of the City of Tulsa Entry Level Labor positions. Please contact Green Country at cityjobs@greencountrystaffing.com or (918) 250-9660.  
QUALIFICATIONS:  
Graduation from high school or possession of a GED. One (1) to two (2) years experience performing manual labor. Must have a valid Oklahoma Driver's License.