

Employee Self Service

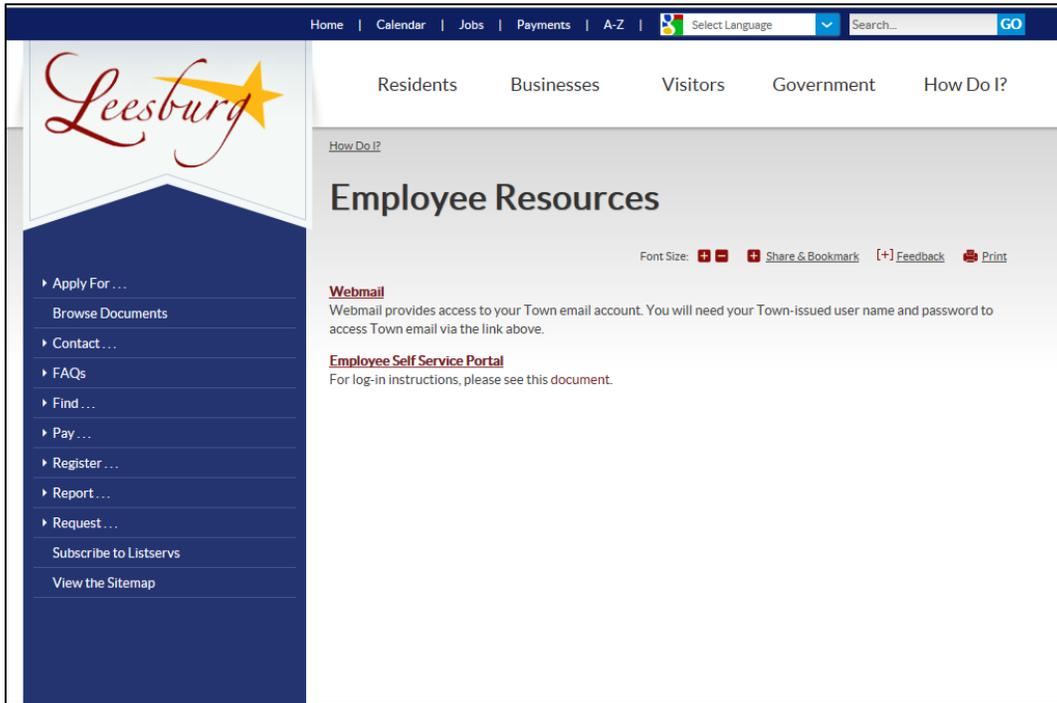
Employee Self Service (ESS) is a MUNIS application created specifically for current employees. ESS provides access to personal information, pay and tax information, and benefit details. This is a great tool for employees to review their personnel and payroll information and easily make changes.

Employee Self Service (ESS) is now available for Town employees. It allows access to personal information through internet access. Employees can view payroll information such as paycheck data, W4s, W2s, and a paycheck simulator.

To reach the portal for ESS, go to the Town of Leesburg website and click on **Employees** at the bottom of the page (the link appears on all pages of the website). See below. It is helpful to have a copy of one of your paystubs handy. Your employee number is needed to logon and it can be found on your paystub.

The screenshot shows the Town of Leesburg website. At the top, there is a navigation bar with links for Home, Calendar, Jobs, Payments, A-Z, a language selector, and a search bar. Below this is a secondary navigation menu with links for Residents, Businesses, Visitors, Government, and How Do I?. A large banner features the Leesburg logo and a message: "Be Prepared for Winter! Town officials remind residents and businesses about Town policies for handling snow, sleet, ice and other wintry precipitation. Read More". Below the banner is a photograph of a snowy street. The main content area includes a "Find" section with links to Town Council Agendas, Ida Lee Class Schedule, Public Hearing Notices, Bid Board, Real Estate Tax Info, and Webcasts. A "Pay" section includes links for Water & Sewer Bill, Parking Ticket, and Other Payments. A "Request" section includes links for Bulk Item Pickup and New Water Service. There is also an "Engage" section with social media icons for 311, a warning sign, phone, email, Facebook, Twitter, Google+, LinkedIn, YouTube, and RSS. The "NEWS" section lists three items: "Leesburg Utilities Department Offers High Water Usage Alerts to Customers", "Input Wanted on Small Dog Park", and "Town of Leesburg to Hold Public Input Meeting on Parking". The "UPCOMING EVENTS" and "PUBLIC MEETINGS" sections list events for January 18, 19, and 21, 2015. At the bottom, a footer contains the navigation links: Home, Site Map, Employees (circled in red), Council/Commissioners, and Contact Us. Copyright information for 2015 Leesburg, VA is also present.

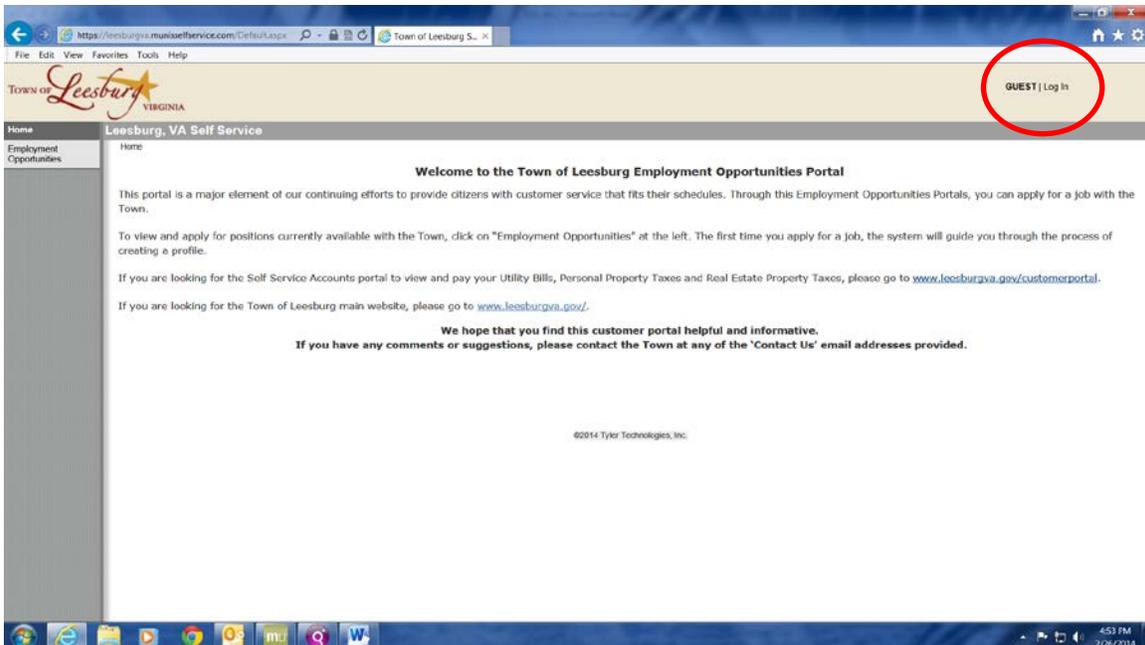
The following screen will appear. Click on **document** to get a copy of this instruction document. Click on **Employee Self Service Portal** to get to the website.



The following is the first screen that pops up when you go to the website:

<https://leesburgva.munisselfservice.com/>

In the upper right hand corner, click on Log In.



Another way to go to the portal is through the TOLnet. On the left side of the screen under “Login” you will find a link for Employee Self Service. This link will take you directly to the Log-In screen.

Leesburg

Welcome to TOLNET 2.0

Links

Login

- NOVATIME - Admin
- NOVATIME - Employee
- Public Website Admin Login
- MyGov
- Employee Self Service**
- PCAS Login (COO)
- Customer Self Service

Help Desks

Admin

UPCOMING EVENTS

View All Events

- BOWLING 7/20/2016
- RacTrac 3.1 Reporting Training 7/27/2016
- RacTrac 3.1 Report Training (PM) 7/27/2016
- SharePoint MX 7/27/2016
- SharePoint MX 8/10/2016

Post new events...

Search this site

TOLNET Town Organizations Teams Quick Links

Employee News

Internal Recruitment- Deputy Chief of Police
Closing date is Thursday, July 21st, 2016 at 5:00pm.

Love your neighbor, Feed your neighbor
Thank you for your generous response to the 2016 Community-Wide Food Drive to benefit Loudoun County area food pantries!

BOWLING
JOIN US FOR LUNCH AND FRIENDLY COMPETITION AT VILLAGE LANES BOWLING CENTER !!

ALL NEWS ARCHIVES

Brown Bag Lunch The Positive Impact of Healthy Holistic Living Workshop Sponsored by the Employee Activity Committee
Healthy holistic living is much more than organic juice fasting, yoga, & tofu. It's about creating a synergistic balance between physical, nutritional, relational, financial, and emotional well-being.

Resources

Top Docs Documents Events Sign Up MUNIS and More Training Policies Personnel Manual

Most Requested Documents

The following screen will appear.

https://leesburgva.munisselfservice.com/login.aspx

Leesburg VIRGINIA

User name

Password

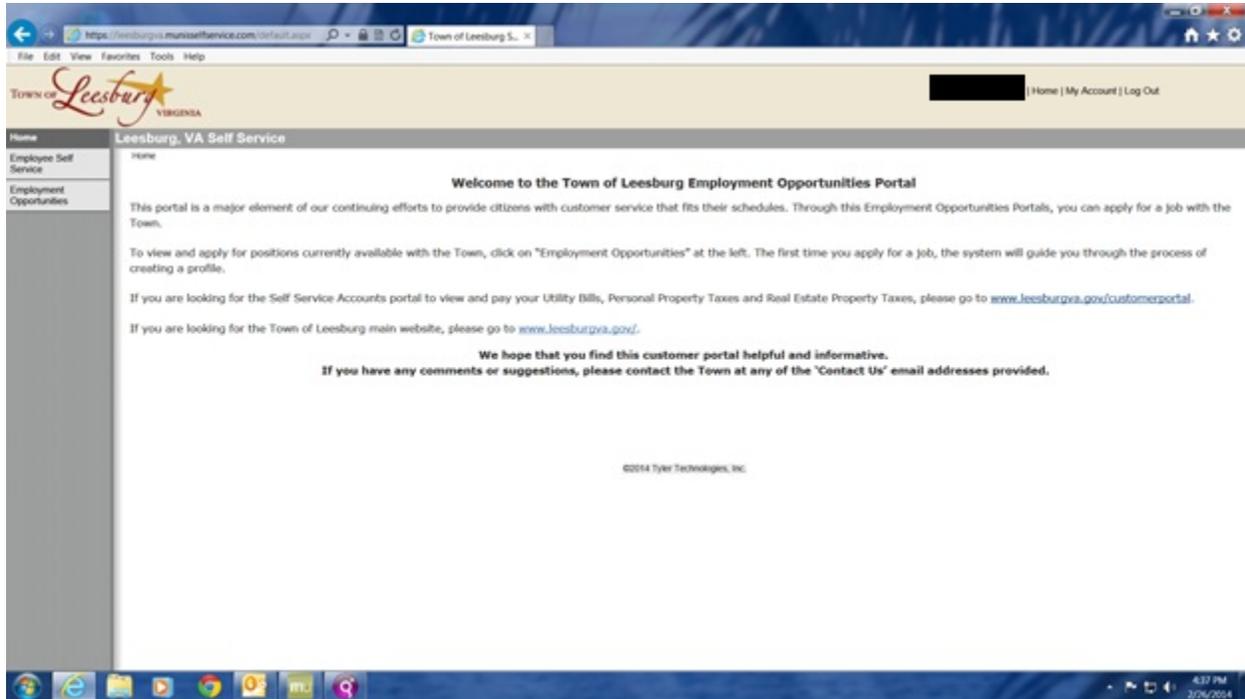
Forgot your password? Log In

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4:52 PM 2/26/2014

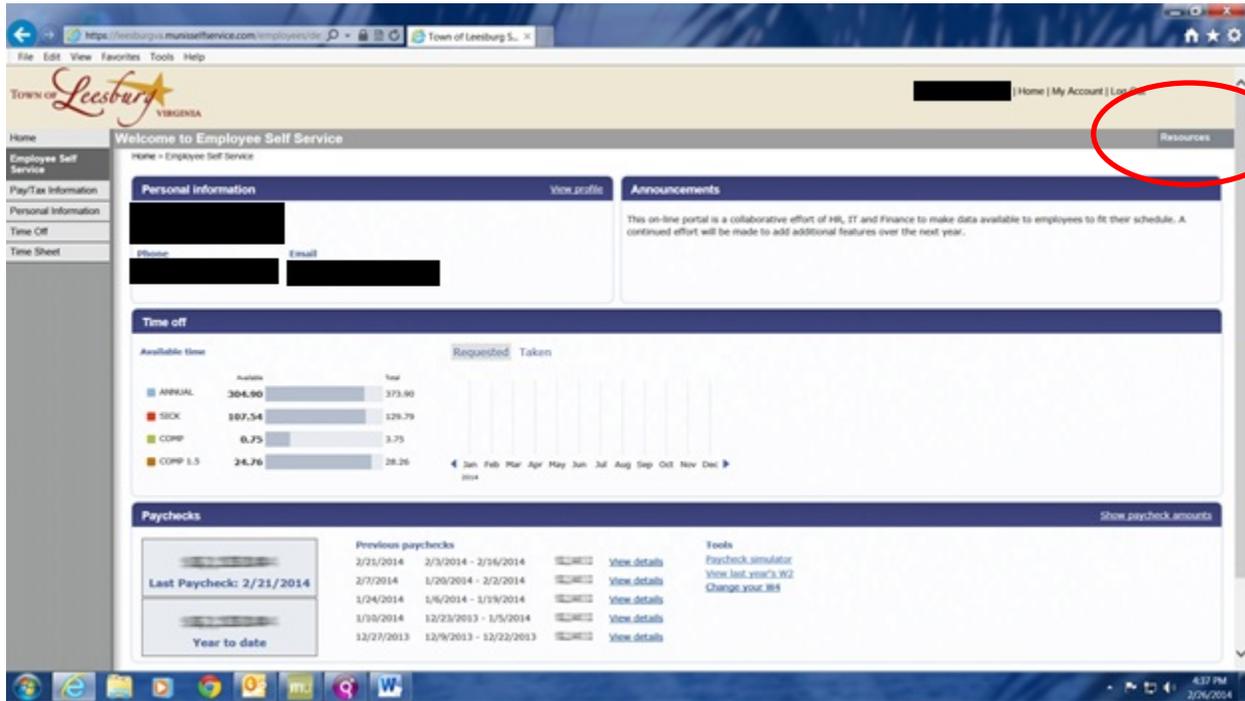
Enter your username and password. If you do not know your username and password, contact the Finance Department.

Select **Log In**. The following screen will appear.

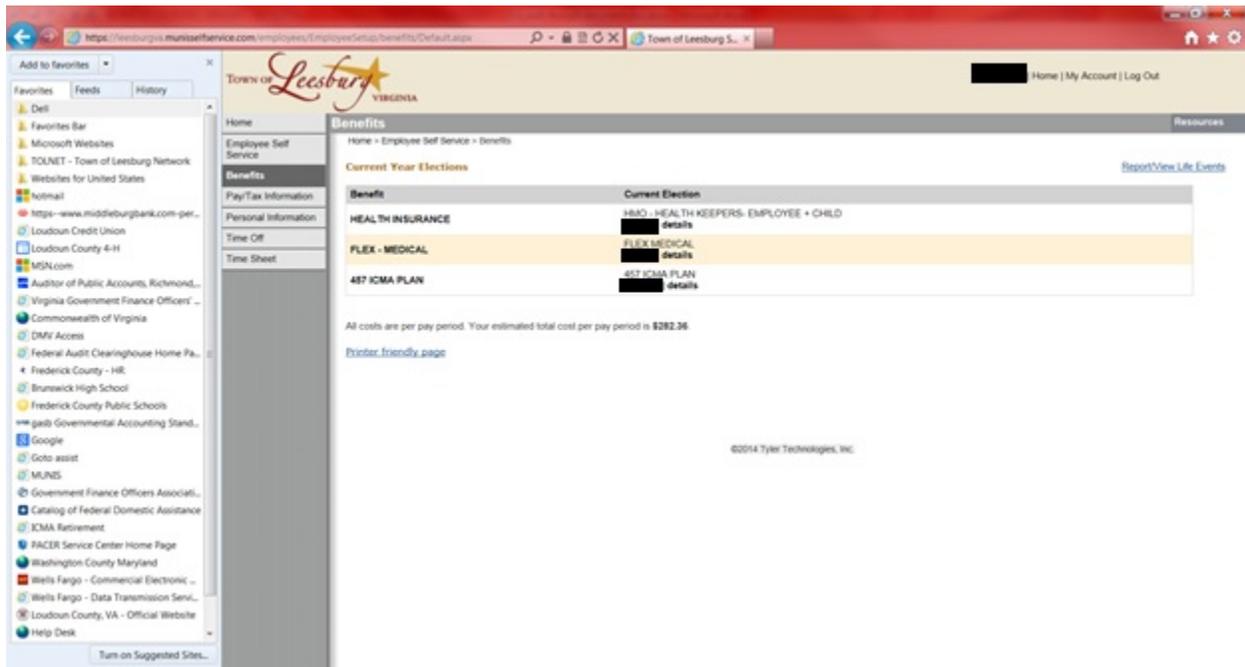


On the left hand side of the screen, select **Employee Self Service**.

The following screen will appear. This screen includes your address, phone number, email, leave accruals, and several previous paychecks. Click the resources tab for helpful forms.

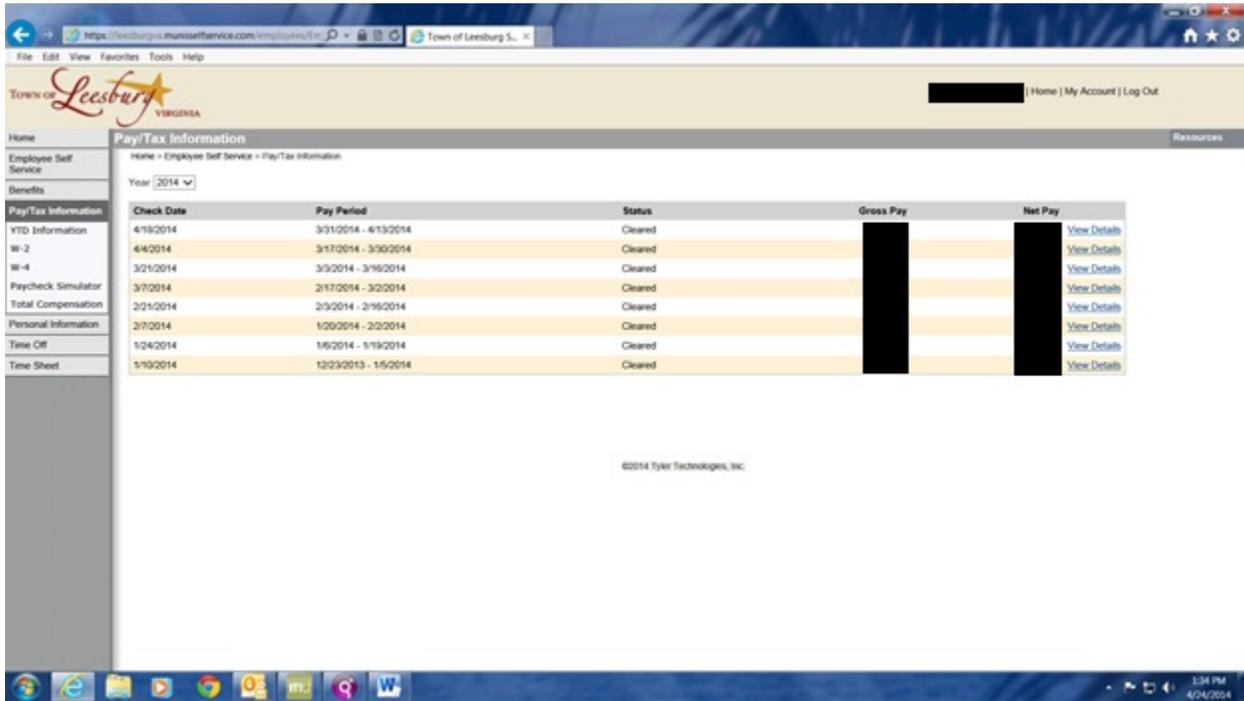


If you select Benefits, you will see a listing of your current benefits that you are enrolled in and the cost to you and the employer.

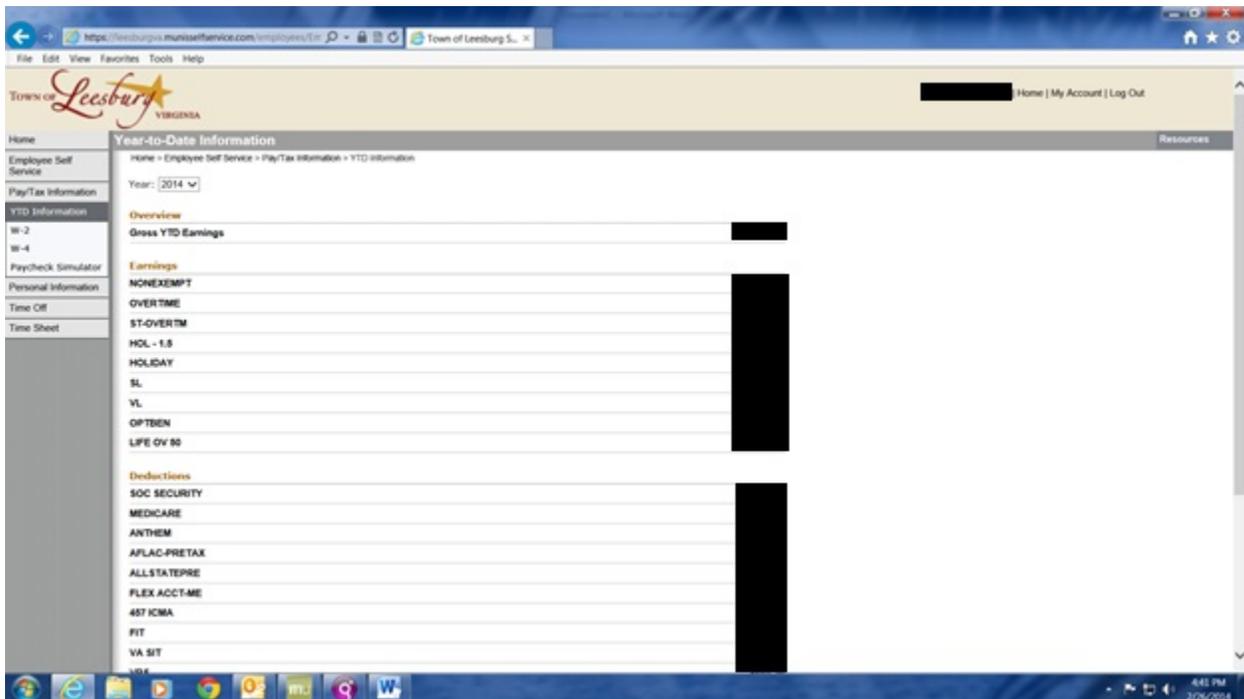


If you select Pay/Tax Information from the left side of the screen, the following screen appears.

You can select view detail to see your paycheck information for each date. You can change the year in the dropdown to see prior years.



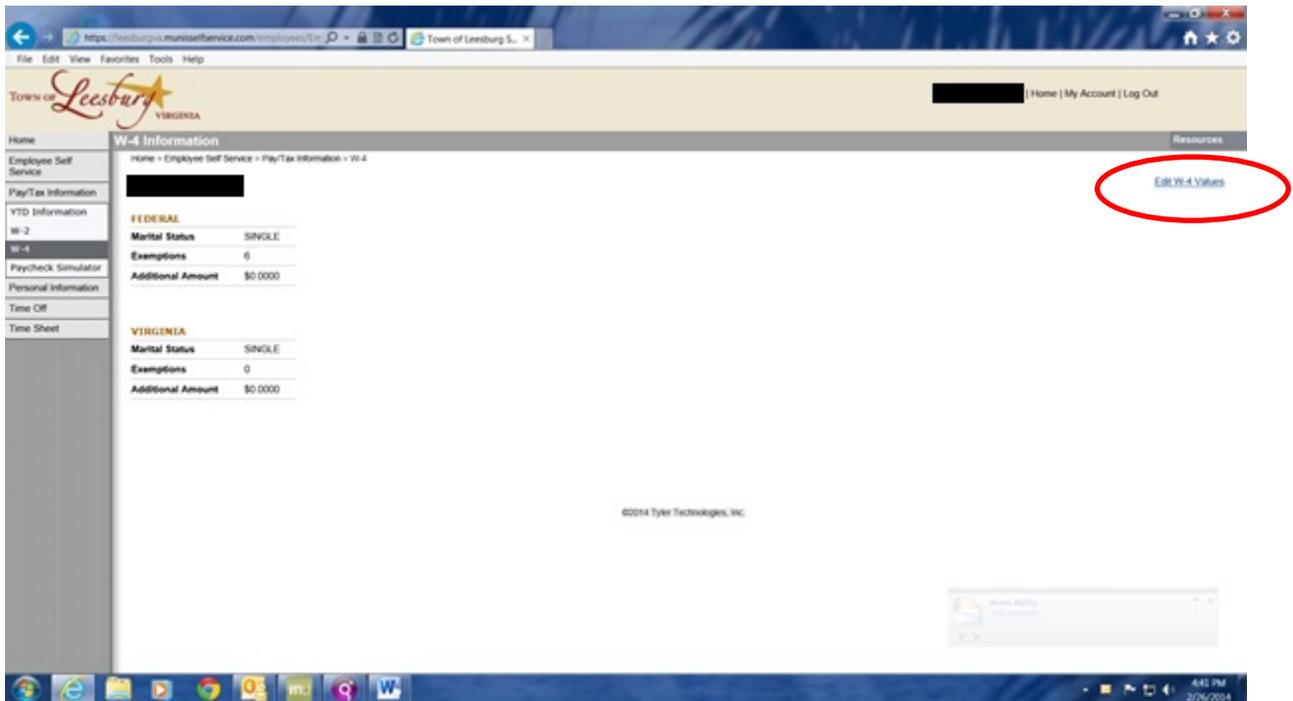
Selecting YTD Information on the left hand side of the screen will provide the following screen. The year may also be changed using the dropdown box near the year.



Selecting W2 will give the following screen. The year can be changed in the year dropdown box.

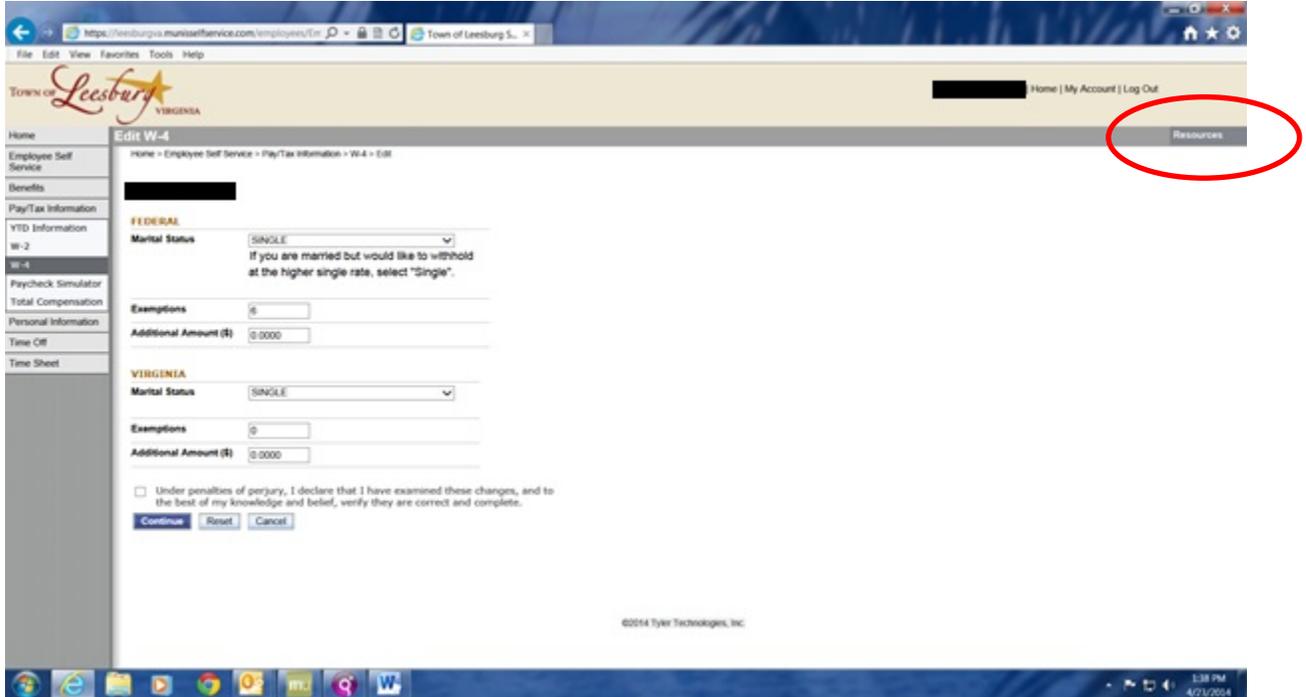


Selecting W4 will show the following screen and give you your tax status and exemptions.

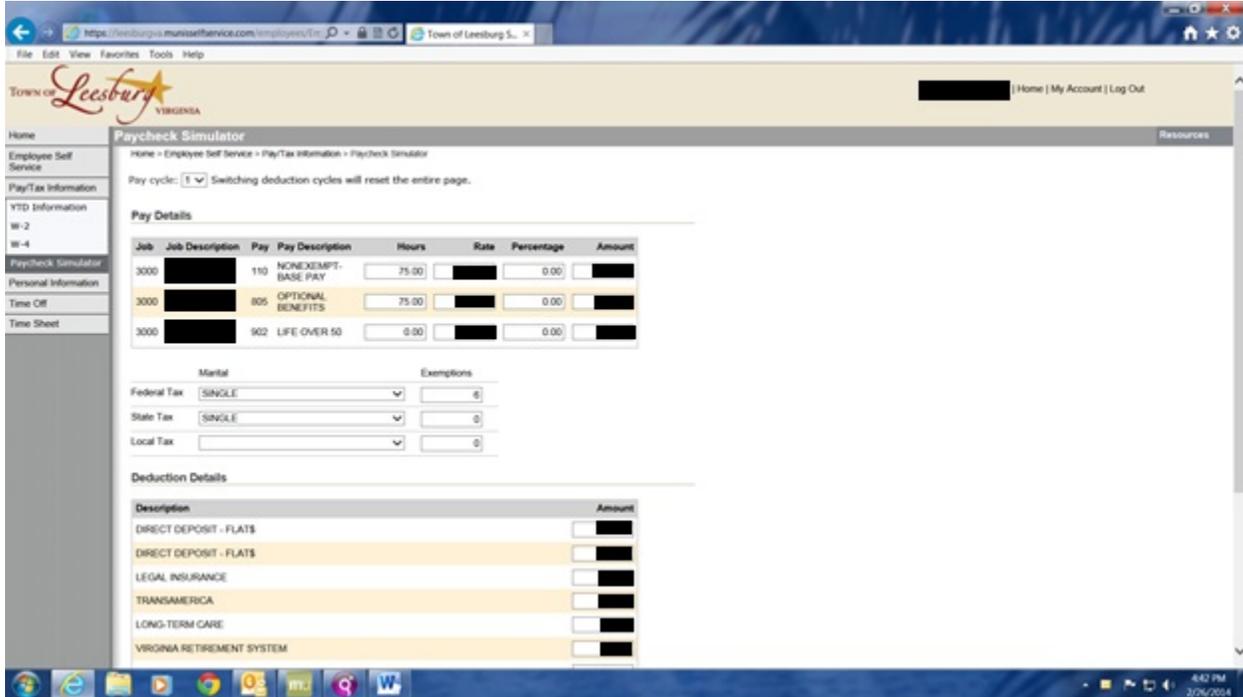


Selecting "Edit W4 Values" will bring up the following screen.

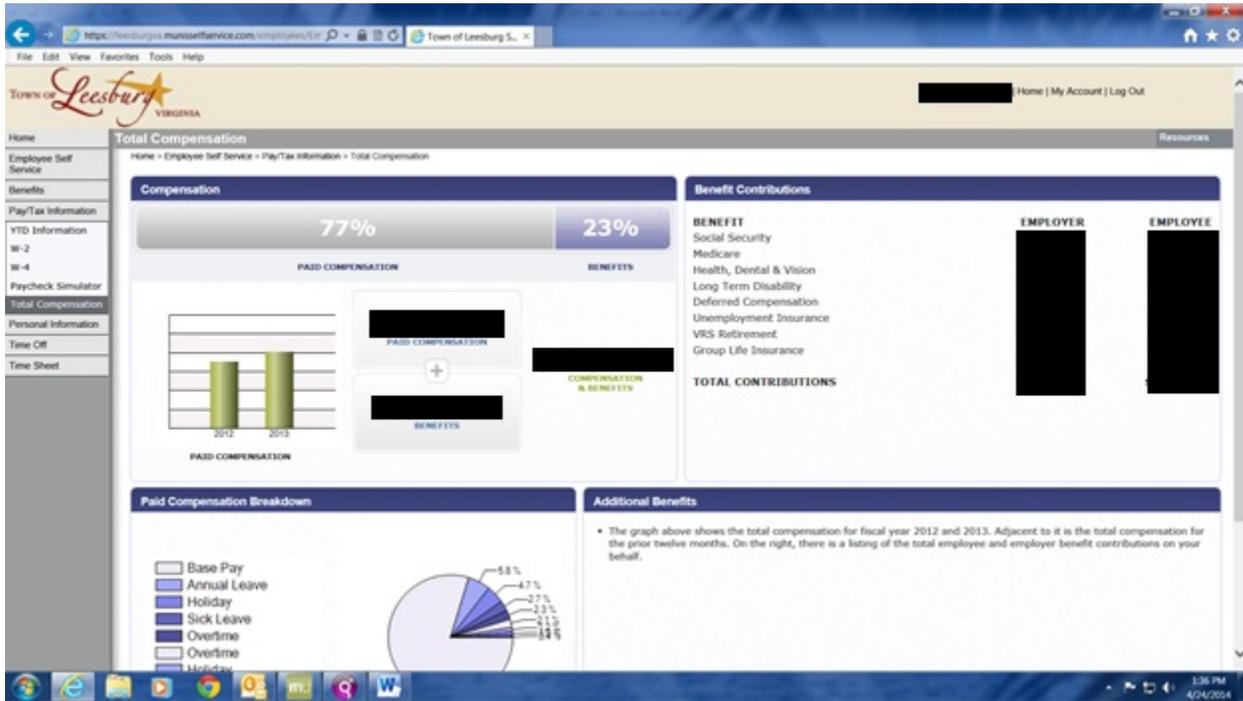
If you move between states, you won't be able to select the new state here. You must fill out a paper form and supply to Human Resources. A link to the form is on the resources tab.



Selecting Paycheck simulator will give you the following screen. This feature allows you the opportunity to simulate a paycheck to determine the effect it would have on your net pay. Using this feature, you can determine what your estimated paycheck would be if you changed your tax status, your pay rate, or your deductions.



Selecting Total Compensation will bring up the following screen. Total compensation for the prior twelve months is shown along with the benefit contributions by employer and employee.



Select Personal Information and the following screen will appear.

Personal Information

Home - Employee Self Service - Personal Information

Address / E-mail [change](#)

Home Address

Email

Alternate E-mail

Options [change](#)

W-2 Delivery Method: Mail

Telephone [Add Telephone Number](#)

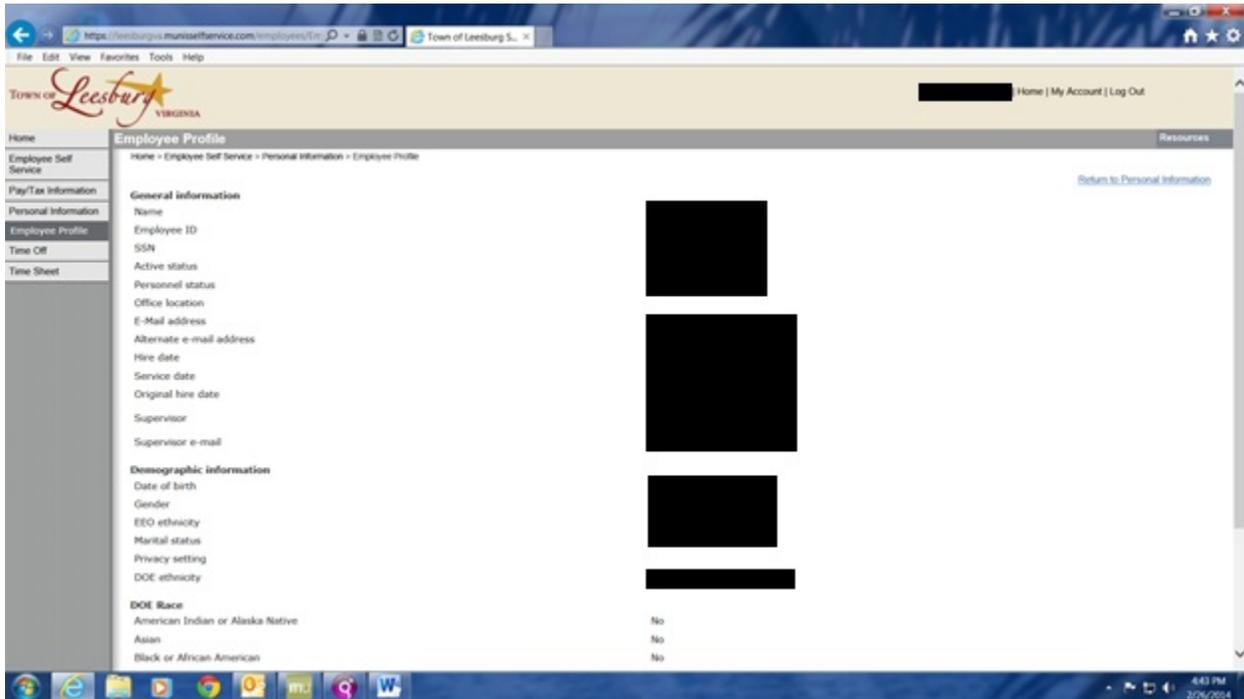
Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE		No	Change
CELL PHONE			No	Change Delete

Emergency Contacts [Add Emergency Contact](#)

Name	Relationship	Telephone	Comments	
			CELL	Change Delete
			CELL	Change Delete

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Select Employee Profile and the following screen will appear.



Electronic benefits enrollment

Currently, you have the ability to review the benefits that you are enrolled in. During open enrollment you will have the ability to sign up or change benefits through the ESS. Human Resources will supply a document with instructions for open enrollment.