Employee Self-Service
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Accessing the Site

There are several ways to access the MSS website:

- Entering the URL directly into a browser’s address bar (selfservice11.miottawa.org/mss/login.aspx)
- Saving the site as one of a browser’s Favorites or Bookmarks
- Accessing the Link from the miOttawa Employee Portal
- Click on the ESS Munis Link on a Ottawa County computer desktop.

Any of these actions will bring up the Employee Self-Service login page.

Enter your Active Directory username and password and click the Log In button.

THE ESS MAIN PAGE
The ESS Main Page is comprised of four main parts:

1. **Announcements**

   The Announcements section is set by an Administrator. All users at a site logged into ESS view the same Announcement.

2. **Personal Information**

   The Personal Information section displays your name, address, phone number(s) and email address(es) as they appear in the payroll system. A Time Off graphic showing the Time Off earned and what is currently available. Paycheck information including links to recent payroll advices, and a bar code to set up ESS mobile.

3. **Resources**

   Two types of resource links are available: documents uploaded to the web server and links to other web pages. These links are displayed to all users of ESS and are maintained by the administrator. The documents or websites may be accessed simply by clicking on the links.

4. **Menu**

   The heart of Employee Self Service, these pages will be examined individually. On some pages, supervisors may have the option to view information for their subordinates.
I. Pay/Tax Information

This page contains the Payroll information and history found in the Payroll System’s Employee Pay History. The main page displays payment history records, defaulting to the current year. However, the default may be changed to view past years.

By clicking on the Details link, Pay Stub information for the specified check may be displayed. For a printable copy of the check stub, click on View paycheck image from the Check Detail screen.

YTD Information

Offers a cumulative view of Payroll figures for a desired year.
**W-2 and 1099-R**

Displays information regarding Federal and State taxes and withholdings. Due to the nature of these forms, most users will not have access to both W-2 and 1099-R information for the same year.

Click on **View W-2 Image** to view a copy of your W-2 for the selected year. Right click on the W-2 to print or save the document.

**Tax Changes**

To view your current filing status for Federal and State withholding, click on W-4.
To make changes to your Federal or State withholding, click on **Edit** at the bottom of the screen.

**Federal Withholding Tax**

In the Marital Status dropdown select from the available options.

Enter the number of exemptions you wish to claim and any additional dollar amount. The additional amount will be added to the calculated tax amount which is based on your marital status and exemptions entered.

In the “Exempt” box type the word Exempt if you meet the following two requirements:

- Last year you had a right to a refund of all federal income tax withheld because you had no tax liability.
- This year you expect a refund of all federal income tax withheld because you expect to have no liability.

By typing Exempt, there will be no federal withholding tax deducted from your check. Your wages will still be listed as taxable and entered in box 1 of form W-2.

*Note: You must check the second check box stating that you have examined the changes and that they are correct and complete for BOTH Federal and State even if you are only changing one.

**Michigan Withholding Tax**

In the Marital Status dropdown select from the available options.

Enter the number of exemptions you wish to claim and any additional dollar amount. The additional amount will be added to the calculated tax amount which is based on your marital status and exemptions entered.

In the “Exempt” box type the word Exempt if you meet one of the following requirements:

- A Michigan income tax liability is not expected this year.
- Wages are exempt from withholding.
- Permanent home (domicile) is located in a Renaissance Zone.
Once you have made your selections, click Submit at the bottom of the page. All changes to Federal and State taxes will be reviewed by a Human Resource representative prior to posting. Tax changes will take effect on the next available pay period. If you are making changes for a specific pay period, changes will need to be entered by 5:00pm on Wednesday the week before you are paid.

Paycheck Simulator

Simulates adjustments to your pay, tax, or deductions to demonstrate how the changes would affect your total pay. It does not permanently alter your pay records. To simulate changes to your paycheck enter the change values, and click Calculate at the bottom of the page. The program displays the updated amounts based on the simulated adjustments.

Total Compensation

The Total Compensation page displays the details of the compensation you receive from Ottawa County. The Compensation section displays your compensation as paid compensation and benefits. The Benefit Contributions section displays your benefit contributions and Ottawa County’s benefit contributions.
Direct Deposit and HSA

The Direct Deposit page provides the details for your direct deposit accounts. You can update the accounts and amounts allotted to each account by clicking Edit on the Direct Deposit Accounts page.

*Note: HSA accounts will be listed on the Direct Deposit screen with the bank name of Mercantile Bank of Michigan-HSA. You can change your per pay period HSA deduction from this screen by changing the amount of the Health Savings Account direct deposit.

When you select the Submit This Account for Approval check box, the program submits the changes to your Human Resources department for approval. Once they are approved, the changes are effective on the next payroll cycle. You cannot make additional changes until these changes have been approved.

Only 4 Direct Deposit accounts are allowed per employee. Additional accounts will be rejected.

II. Personal Information

ESS displays your personal information, and opportunities to update the information directly from ESS.

General Tab

By clicking Edit at the bottom of the screen, you can update your Preferred name and your Alternate email address.
Demographics Tab

The Demographics Tab displays your date of birth, gender, ethnic information and veteran and marital status.

Contact Tab

The Contact Tab contains your address, phone numbers and emergency contacts. To update/add your Emergency Contact, click on Add new.
Dependents Tab

The Dependents Tab shows information about your dependents for insurance purposes. New dependents are added at Open Enrollment, or during a Qualified Life Event. For more information, please contact a Human Resources representative.

Tax Form Delivery Tab

The Tax Form Delivery Tab allows you to select how you would like your W-2 and 1095-C’s delivered. If you select Mail, you will be mailed a paper copy of the form. If you select Self service only, you will need to log in to Employee Self Service to obtain the form. All W-2’s and 1095-C’s will be available through Employee Self Service regardless of option selected.
Profile Changes

When you select Add a Change, the Requested Action Type list provides the available action types. If an action requires supporting documentation, use Browse option in the Attachments group to navigate to the file to upload. If there are existing attachments, use the Remove option to delete them, as applicable.

All Profile changes submitted through this process will undergo a double check and approval process by an HR Representative.

III. Time Off

The Time Off screen allows you to see current balances of Paid Time Off including Floating Holiday, Sick and Vacation. You can also see how many hours have been earned and taken as of the last pay period. For a more detailed look at your time off, click on the individual time off categories.
Munis ESS Mobile

You may choose to download and use the ESS Mobile application on your personal mobile device. Use of Munis ESS Mobile is for your convenience and is not required to perform any job function. Access to Munis ESS is available via web at selfservice11.miottawa.org/mss/login.aspx. Access may be limited or restricted at any time.

Please review and familiarize yourself with the Ottawa County Mobile Device Policy.

Ottawa County Mobile Device Policy

The Mobile application can be downloaded from the Apple App Store for iOS devices, or the Google Play Store for Android.

Apple [Click Here for Apple App Store (iOS)]

Android [Click Here for Google Play Store (Android)]

To access Munis ESS Mobile:

- Download the Munis ESS Mobile Application on your mobile device.
- Log in to the ESS Website on a computer.
- Open the application on your mobile device

1. Click on Scan the QR code

Note: You may receive a pop up window that says something similar to “ESS Mobile Would Like to Access the Camera.” You will need to allow access to the camera to set up ESS Mobile. Access to the camera is for scanning of the QR code only.

- Scan QR Code

2. Manually Enter the URL
   - https://selfservice11.miottawa.org/MSS

The system should bring you to the Employee Self Service Login page.

- Enter your Active Directory username and password
- Click Login

The Home Screen a link to your Last Pay Check. While in the Last Paycheck Screen, you can click on the Image link to get a snapshot of your last Payroll Advice.
The Home Screen also displays your paid time off by category. Select the button for which you would like to see the balance and the current balance will appear in the lower left.

By Selecting the Time Off Screen at the bottom of the page, you will see all paid time off currently available. By selecting one of the available paid time off categories, you will see a breakdown of your current balance including earned and taken hours.

Selecting the Personal Screen provides you with two tabs. One with your personal information, and the second with your employee profile information.

The Pay/Tax Screen contains links to your most recent Pay Check, Prior Checks and your YTD information. You also have access to Tax documents W-2 and W-4. By selecting W-2 you will see all of the information contained on the return. To see a copy of the W-2, click Image.

By clicking on W-4, you will see the current options you have selected. To make changes to your tax withholdings, you will have to log on to the web version of Employee Self Service.