

**TOWN OF DERRY**

**EMPLOYEE SELF SERVICE**



**EMPLOYEE INFORMATION GUIDE**

## ACCESSING THE SITE

**Direct Access:** <https://derrynh.munisselfservice.com>

**Public Town of Derry Website:** Navigate to the IT/GIS Department page and click on Employee Links

**Employee Intranet:** Navigate to Important Links on the Home Page or the IT Support Page Web Applications section.

## LOGGING IN

Click on Log In

Your User Name will be your first and last name without any spaces. \*There are some exceptions.

The first and last name on your paycheck will be the name used for your username.

**Your first time password is the last four digits of your social security number.**

## PASSWORD REQUIREMENTS

- Minimum password length: 8
- Password expiration interval: 100 (months)
- Allowed failed logins: 30

**Employee Self Service contains your personal information.**

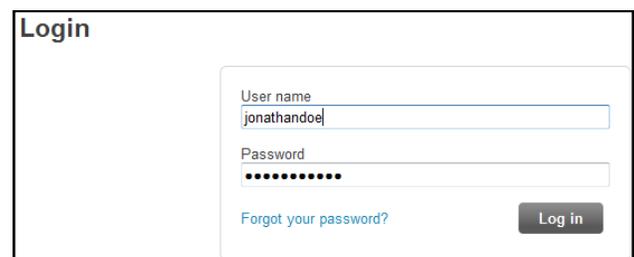
**It is recommended that you use a password that is at least 8 characters long and contains:**

- At Least 1 Capital Letter
- At Least 1 Lower Case Letter
- At Least 1 Number
- At Least 1 non-alphanumeric character  
(!@#\$%^&\*()\_+<,>.?/\~`)

You will be prompted to change your password once you log in for the first time. You should also enter a password hint. This hint is emailed to you when using the “Forgot your password” link.

**MUNIS USERS:**  
Your Employee Self Service Username/Password are in no way connected to your Munis Username/Password.

## Paycheck for Jon Doe



After login you will be presented with a welcome page and a menu. Click Employee Self Service to begin.

## WELCOME SCREEN

The Welcome Page displays your personal information, Time off, and recent Paychecks.

## ANNOUNCEMENTS

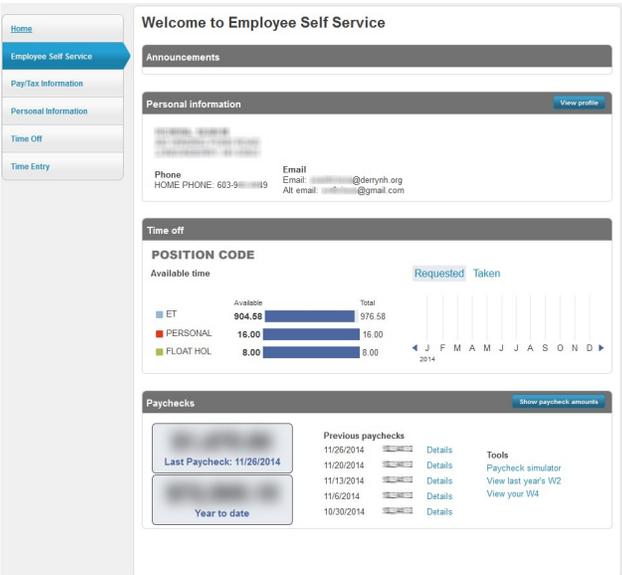
Organization wide and Activity Center specific announcements will be displayed here if entered by HR/Payroll.

## Personal Information

This section displays your basic personal information such as your Name, Address, Home Phone, and Email Addresses.

You can see more by clicking the “View profile” button.

This page displays your Employee ID, status, E-Mail addresses, Hire Dates, Your Supervisors Name, Date of Birth and demographic information.



**Your E-Mail Address should always be your town email address and your Alternate e-mail address should be your personal email address.**

**For your privacy and security your Social Security Number will not be displayed.**

**If you discover an error in any of this information please use the link at the bottom of the page to inform Human Resources & Payroll of any errors.**



**Do Not include sensitive information such as your SSN or bank account numbers in an email.**

Clicking “Return to Personal Information” will display Employee Preferred Name, Address and Email Addresses, Telephone contacts, and Emergency Contacts.

**Your Home Address is the address displayed on your Paycheck and W2.**

**Making changes in this system will not change information for the NH Retirement System, Your Health Insurance Provider, 457 Plan or any other third party provider. See the Payroll & Benefits Specialist if you have any changes that need to be reported.**

**Changing your home address will change the address displayed on your Paycheck and W2. At that time notification is sent to HR and Payroll that a change has been made.**

**Making changes in this system will not change information for the NH Retirement System, Your Health Insurance Provider, 457 Plan or any other third party provider. See the Payroll & Benefits Specialist if you have any changes that need to be reported. The notification that an address has been changed is not sufficient to make these changes. Forms are required to be completed for the third parties involved.**

# TIME OFF

The Time off section displays requested time off and time that you have used.

**Requesting Time Off using this system may not be available to all employees.**

Click on the “Requested” or “Taken” links to display a graphical representation of requested or taken time.

Clicking on a square will display all of the dates time was taken in that month.

**The available time is generated from pay codes attached to each employee or position. At times duplicates with no hours or hours taken may be displayed. This is normal.**

Clicking the “Time Off” button on the menu at the left of the screen will display, Maximum Allowed Hours, Earned Hours, Taken Hours for the last payroll run that has been processed, any hours to be taken that have been entered in the system, and your currently available hours.

**This is an estimate. Please note that your actual earnings may differ.**

Clicking on one of the earnings categories will display an Earned/Used History Report for a given year.

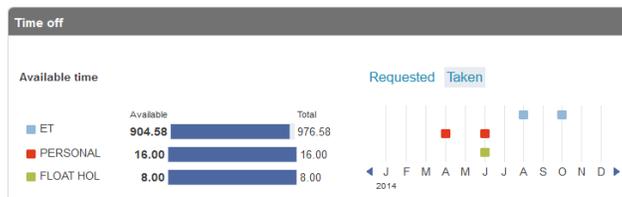
The report displays time earned each week as well as every day time was used along with the balance.

**\*TIP:**

Selecting and copying the four columns in this history report will allow you paste the data in Microsoft Excel columns and use the AutoSum feature to calculate a total for Earned or Used Time.

**AUTOSUM:** 

To use AutoSum click in the next empty cell at the bottom of the pasted data. Click the AutoSum button in the Editing Ribbon or using your keyboard press Alt and = then press enter.



	Maximum Allowed	Earned	Taken	To Be Taken	Currently Available
ET (H)	760.00	976.58	72.00	0.00	904.58
PERSONAL (H)	16.00	16.00	0.00	0.00	16.00
FLOAT HOL (H)	8.00	8.00	0.00	0.00	8.00

H=Hours; D=Days.  
\*This is an estimate. Please note that your actual earnings may differ.  
Time Off Approver: [Name]

## Earned/Used History

Year: 2014

ET Time

Pay Period	Earned	Used	Balance
11/16/2014 - 11/22/2014	4.6080	0.0000	904.5760
11/9/2014 - 11/15/2014	4.6080	0.0000	899.9680
11/2/2014 - 11/8/2014	4.6080	0.0000	895.3600
10/26/2014 - 11/1/2014	4.6080	0.0000	890.7520
10/19/2014 - 10/25/2014	4.6080	0.0000	886.1440
10/14/2014 - 10/14/2014	0.0000	8.0000	881.5360
10/13/2014 - 10/13/2014	0.0000	8.0000	889.5360
10/12/2014 - 10/18/2014	4.6080	0.0000	897.5360

**This report will also show any time that was cashed out or lost as a result of not using time as required by a union contract.**

## PAYCHECKS

The paychecks portion of the welcome page contains previous paycheck information.

For your privacy amounts are not displayed until you click the “Show paycheck amounts” button or click the “Details” link for an individual check.

Check Detail shows you a detailed breakdown of the paycheck and all deductions.

Paychecks Show paycheck amounts

Last Paycheck: 11/26/2014	Previous paychecks	Details	Tools
Year to date	11/26/2014	Details	Paycheck simulator
	11/20/2014	Details	View last year's W2
	11/13/2014	Details	View your W4
	11/6/2014	Details	
	10/30/2014	Details	

### Check Detail

11/26/2014

#### Overview

Check Date	11/26/2014
Pay Period	11/16/2014 - 11/22/2014
Check Number	
Check Status	Cleared
Gross Pay	\$ 500.00
Net Pay	\$ 485.14

#### Pay Breakdown

Pay Type	Hours	Rate	Amount
SALARY	40.00	\$ 12.50	\$ 500.00
LONGEVITY	0.00	\$ 0.00	\$ 5.00
Total			\$ 505.00

#### Deductions

Deduction Type	Amount
SOC SEC	\$ 30.00
MEDICARE	\$ 7.00
BC3T10 1P	\$ 10.00
FED TAX	\$ 10.00
NHRS EMP	\$ 10.00
PATE	\$ 10.00
DIR DEP	\$ 10.00
Total	\$ 90.00

## PAYCHECK SIMULATOR

The system also offers a Paycheck simulator that will allow you to make changes to amounts and estimate a paycheck. This can be useful for estimating your check as a result of a settled union contract, step increases, changes in Health Insurance costs, or change in Tax Exemptions.

**This is an estimate. Please note that your actual earnings and deductions may differ.**

## PAY/TAX INFORMATION

The Pay/Tax Information button on the left gives you options for YTD Information, W-2, 1099-R, W4, Paycheck Simulator, and Total Compensation.

## YTD Information

### Year-to-Date Information

Displays all Earnings and Deductions for the calendar year.

**This is an estimate. Please note that your actual earnings may differ.**

**Pay codes and accuracy of weekly timesheets and corrections to timesheets may skew some numbers.**

## W-2

The W-2 information listed should be an exact duplicate of your printed W-2 for the year selected.

## W-4

The W-4 Information displays your current Marital Status, Exemptions, and any additional amount taken for Federal or State Taxes.

## Year-to-Date Information

Year: 2014 ▾

### Overview

Gross YTD Earnings	\$ 15.15
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### Earnings

SALARY	\$ 00.00
ERND TIME	\$ 00.00
ET BUYOUT	\$ 00.00
HOLIDAY	\$ 00.00
FLOAT HOL	\$ 00.00
PERSNL FY	\$ 00.00
LONGEVITY	\$ 00.00
EXP REIMB	\$ 00.39
GRP TRM LF	\$ 00.76

### Deductions

SOC SEC	\$ 00.67
MEDICARE	\$ 00.41
BC3T10 1P	\$ 00.72
FED TAX	\$ 00.32
NHRS EMP	\$ 00.00
PATE	\$ 00.92
DIR DEP	\$ 00.35

## TOTAL COMPENSTATION



### IMPORTANT NOTE:

Total Compensation is based on Pay and Benefit Codes and shows a complete picture of not only what the employee has earned as Gross or Net pay but also the costs of other benefits and “roll-ups” for the position. This screen is intended to show the total cost of the employee and calculates more than just your pay.

The Benefit Contribution portion of the report breaks down Employer and Employee Contributions in various categories.

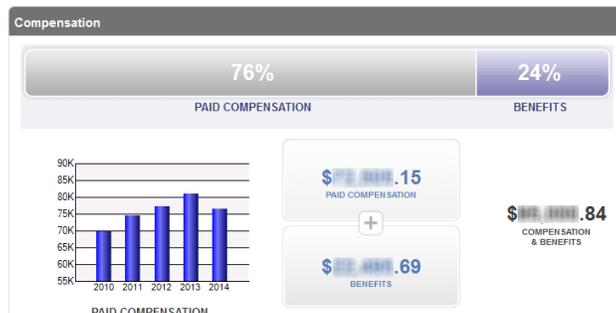
The Paid Compensation Breakdown shows more than just Regular Hours and Weekly Salary. This includes and is not limited to Reimbursements for any purpose (meals, mileage, travel, conference registrations, etc.) Earned Time Buyouts, Longevity Pay, Holidays, and any other payout to an employee for any reason.

This is an estimate and actual earnings may differ.

This report should not be used as a Year To Date Earnings Report for Tax purposes.

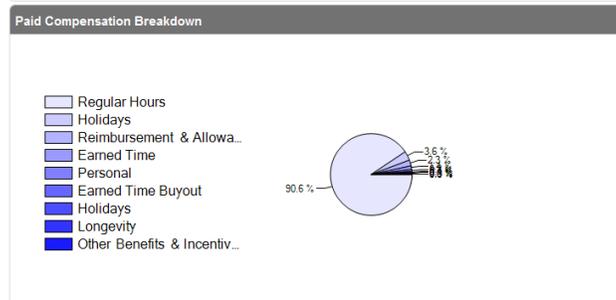
The Paid Compensation graph shows the current year projected paid compensation based on codes within the payroll system. The differences in fiscal year and calendar year may skew this estimation. Prior years are actual paid compensation.

This includes and is not limited to Reimbursements for any purpose (meals, mileage, travel, conference registrations, etc.) Earned Time Buyouts, Longevity Pay, Holidays, and any other payout to an employee for any reason.



**Benefit Contributions**

BENEFIT	EMPLOYER	EMPLOYEE
Social Security Tax	\$1,200.00	\$1,200.00
Medicare Tax	\$280.00	\$280.00
Health Insurance	\$1,500.00	\$1,500.00
Dental	\$500.00	-
Federal Income Tax	-	\$1,700.00
NHRS	\$1,000.00	\$1,000.00
Union	-	\$100.00
Life Insurance	\$200.00	-
LTD, STD, Workers Comp	\$100.00	-
LTD, STD, Workers Comp	\$100.00	-
LTD, STD, Workers Comp	\$100.00	-
Unemployment	\$100.00	-
Direct Deposit	-	\$1,000.00
<b>TOTAL CONTRIBUTIONS</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>



**Additional Benefits**



## MY ACCOUNT

Clicking on the dropdown next to your name in the upper right corner of the page will display a menu.

The items listed in the menu are Home, My Account, and Log Out.

Your account settings are displayed and show who is currently logged in, Your Last successful login, the last failed login due to a bad password, your last password change, and the number of days in which your password will expire.

Click the Change Password link if you wish to change your current password. You will be prompted to enter your current password, your new password, confirm your new password and enter a new password hint.

**Employee Self Service contains your personal information.**

**It is recommended that you use a password that is at least 8 characters long and contains:**

- At Least 1 Capital Letter**
- At Least 1 Lower Case Letter**
- At Least 1 Number**
- At Least 1 non-alphanumeric character**  
(!@#\$\$%^&\*()\_+<,>.?/\~`)

## OTHER

A camera icon displayed next to any data will show a PDF version of that document (Paycheck, Direct Deposit Advice, W-2, etc.).

Paychecks may be password protected. Typically the password is the last four digits of your Social Security Number.

The Finance Department, HR, and IT are not able to change or reset the passwords generated by the system.

### Account Settings

Account Information	
Now logged in as	Jonathan A. Doe
Last successful login	12/2/2014
Last failed login	11/17/2014
Password last changed	10/30/2014
Password expires in	3009 days   <a href="#">Change Password</a>
<a href="#">Employee profile</a>	

### Change Password

Before proceeding you must change your password.

New password must be at least 8 characters long.

Current password

New password

Password strength Unacceptable

Confirm new password

New password hint

