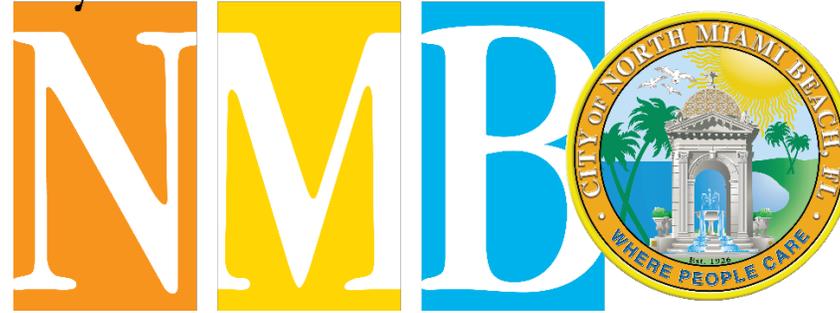


City of North Miami Beach



EMPLOYEE SELF SERVICE (ESS)

INSTRUCTIONS

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WHAT IS EMPLOYEE SELF SERVICE?

Employee Self Service or ESS allows you to access your employee information, such as paystubs, w2, etc. from any computer, smartphone, etc.

Welcome to Employee Self Service

Announcements

Personal information

CASTILLO, RICARDO A

[REDACTED]

Phone

HOME PHONE: [REDACTED]

Time off

	Projected Available	Projected Earned
ANNUAL	26.68	26.68
SICK	16.00	16.00
FLOATER	16.00	16.00
BIRTHDAY	0.00	0.00
LONGEVITY	0.00	0.00
COMP TIME	0.00	0.00

[Show time off taken](#)



Paychecks

Last Paycheck: 10/12/2021

Year to date

Previous paychecks

10/12/2021		Details	
10/5/2021		Details	

Tools

[View last year's W2](#)

WILL I NO LONGER RECEIVE PRINTED PAYSTUBS?

The City of North Miami Beach is moving to electronic delivery of paystub information. That means you will no longer receive a printed copy of your paystub like you used to in the past. You will however, have full access to your pay history and paystubs by using ESS.

HOW TO ACCESS MUNIS EMPLOYEE SELF SERVICE

You can access ESS from anywhere by login in to:

<https://munisselfservice.citynmb.com/mss/>

Upon arriving to the page you will notice the following two icons located at the top right corner of the browser



Click on  icon to login.

WHAT IS MY LOGIN

At the login prompt enter the first letter of your first name, last name (if hyphenated enter the hyphen) and the last 4 of your social.

Login

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

Log in

Examples:

John Rogers-Smith, last 4 of Social = 1234

Username would be jrogers-smith1234, initial password would be 1234

Jane Doe Stone, last 4 of Social = 4567

Username would be jdoe stone4567, initial password would be 4567

Paul Jones, last 4 of Social = 7890

Username would be pjones7890, initial password would be 7890

If you have issues login in to your account following the instructions before mentioned send a ticket to the helpdesk by emailing helpdesk@citynmb.com

EMPLOYEE SELF SERVICE HOME SCREEN

Welcome to Employee Self Service

Announcements

Personal information

CASTILLO, RICARDO A
[Redacted]
[Redacted]

Phone
HOME PHONE: [Redacted]

Time off

	Projected Available	Projected Earned
ANNUAL	26.68	26.68
SICK	16.00	16.00
FLOATER	16.00	16.00
BIRTHDAY	0.00	0.00
LONGEVITY	0.00	0.00
COMP TIME	0.00	0.00

[Show time off taken](#)

2021
J F M A M J J A S O N D

Paychecks

[Show paycheck amounts](#)

Last Paycheck: 10/12/2021
Year to date

Previous paychecks

10/12/2021	Details
10/5/2021	Details

Tools

[View last year's W2](#)

You will see any announcements here when you login

Personal information, such as your current address and Phone number will display.

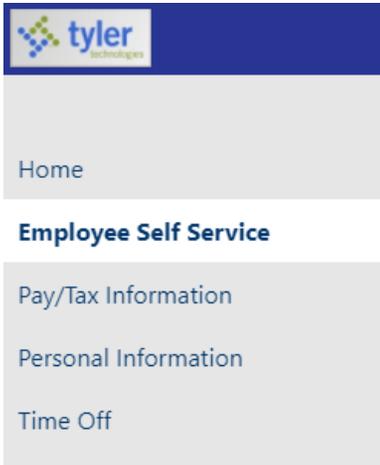
All of your time off accruals, such as annual leave, vacation, Floaters will show up on this section. To see any time off taken Click on Show Time Off Taken

This section will allow you to view any of your previous Paycheck information by clicking on Details for the particular Pay period you are interested in viewing. To see your W2 for The prior year click "View Last Year's W2"

To view your Paycheck amounts click on show Paycheck amounts at the far right of your screen

MENU OPTIONS

Thru the menu located at the top left corner of your screen you can access several areas of ESS. Employee Self Service takes you to your self-service home screen where you can view at a glance basic information. Pay/Tax Information allows you to access things such as YTD Information, W2, etc. Personal Information allows you to view personal information about you such as general information, demographics, emergency contacts, etc. Time off allows you to view your time off balances for annual, sick, floaters, etc.



VIEWING YOUR PAYCHECK INFORMATION

Check Detail

CASTILLO, RICARDO A

Overview		View paycheck image
Check Date	10/12/2021	
Pay Period	9/30/2021 - 10/6/2021	
Check Number	[REDACTED]	
Check Status	Cleared	
Gross Pay	[REDACTED]	
Net Pay	[REDACTED]	

Pay Breakdown	Pay Type	Days/Hrs	Rate	Amount
	REG SALARY	8.00	[REDACTED]	[REDACTED]
	REG SALARY	32.00	[REDACTED]	[REDACTED]
	RETRO PAY	0.00	0.0000	[REDACTED]
	CELL ALLOW	40.00	[REDACTED]	[REDACTED]
	Total			[REDACTED]

Deductions	Deduction Type	Amount
	FICASOCSEC	[REDACTED]
	FICA MEDI	[REDACTED]
	FED INC TAX	[REDACTED]
	TAKE HOME	[REDACTED]
	DD FIXED	[REDACTED]
	DD NET	[REDACTED]
	Total	[REDACTED]

When you click on Details from your Home Screen for any prior paystub you will arrive at the check detail screen pictured above.

Previous paychecks

- 10/12/2021  [Details](#) 
- 10/5/2021  [Details](#) 

You can view a breakdown of your Pay as well as a breakdown of any deductions.

To Access an image (paystub) of your check click on [View paycheck image](#)

That will prompt your device to download a copy of the paystub for that particular pay period.