



## Step 1: Log in to Munis Self Service

- Go to: <https://cfsd16.munisselfservice.com>
- Enter your username: first initial and last name (in most cases)
- Enter your password: your CFSD badge number

## Step 2: Employee Self Service menu option

- Personal Information ○ Lists your name/address/phone/e-mail
- Time Off ○ STL and Vacation balances (if applicable); find your projected available and projected earned balances in hours
- Paychecks *(also accessible from Pay/Tax Information menu option)*
  - Details link: Overview of previous paychecks, pay breakdown, deductions



- Paycheck simulator link: Pay rate, tax exemptions for Federal and State and description of deductions
- Other options from Paycheck simulator link allow user to see YTD Information and Total Compensation

## Step 3: Benefits menu option

- Review your current benefit elections ○ Outside of open enrollment, see your current elections
- During open enrollment (May of each year), make your benefit elections here!

### Nondiscrimination/Equal Opportunity Policy

CFSD is committed to a policy of nondiscrimination in relation to sex (which includes a prohibition against sexual harassment as described in the District's policy concerning sexual harassment), sexual orientation, gender identity or expression, national origin, ethnicity, religion, creed, age, or disability.

Home

Employee Self Service

Benefits

Pay/Tax Information

**Personal Information**

Time Off

#### Step 4: Personal Information menu option

- “General” Tab ○ Shows your name, e-mail address, hire date, badge number, primary work location, check location, supervisor’s name, etc.
- “Demographics” Tab ○ Shows your date of birth, ethnicity and gender
- “Contact” Tab ○ Shows your address, emergency contacts and telephone numbers ○ “Edit” or “Add New” if your information needs to be updated ○ The HR Office will receive a notice if you update this information!
- “Dependents” Tab ○ Shows dependent information (contact HR to update)

#### Step 5: Time Off menu option

- Find STL (short-term leave) and/or Vacation balances (if applicable) ○ Shows maximum hours allowed, earned, taken, currently available, etc.
- “Request Time Off” will allow user to electronically request time off ○ “My Requests” will show dates and reasons that leave was taken ○ “Employee Requests” & “Employee History” will be available to supervisors

#### Step 6: “Resources” icon at top of any page

- Click the Resources icon for ALL benefits information ○ Find benefit plan summaries, provider directories, rate chart, etc.



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