

VILLAGE OF PLEASANT PRAIRIE EMPLOYEE SELF-SERVICE (ESS) PORTAL

EMPLOYEE INSTRUCTIONS

Village of Pleasant Prairie Munis® Employee Self Services

Welcome to the Village's Employee Self Services (ESS) site. The purpose of this site is to provide employee's easy access to view, change and print personnel and payroll related information. You should review these Instructions prior to logging into the Village's ESS site.

ACCESS:

Internal Access. During work hours you may access the ESS portal by using the VillageNet, which is the Village's Intranet site. The VillageNet's address is www.villagenet.net.

External Access. After work hours you may access the ESS by using the Village of Pleasant Prairie's world wide website. The Village's website address is <http://www.pleasantprairieonline.com>. Once on the website, under services, select the Human Resources Department and to the left you will see the "Employee Self-Service" selection. Select and proceed with step-by-step instructions below.

EMAIL:

Your paystub will also be emailed to the email address on record with the Village of Pleasant Prairie's Human Resources Department. Prior to the bi-weekly pay date, an email will be generated to your email address containing your electronic paystub. The .pdf paystub is password protected. The email will be sent from payroll@plprairie.com.

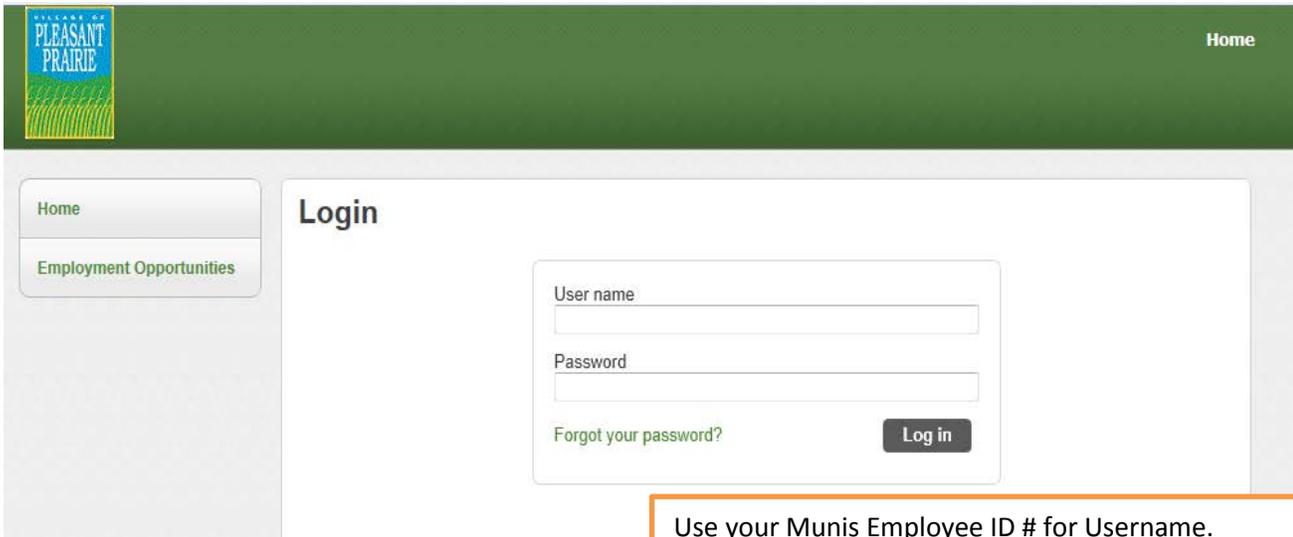
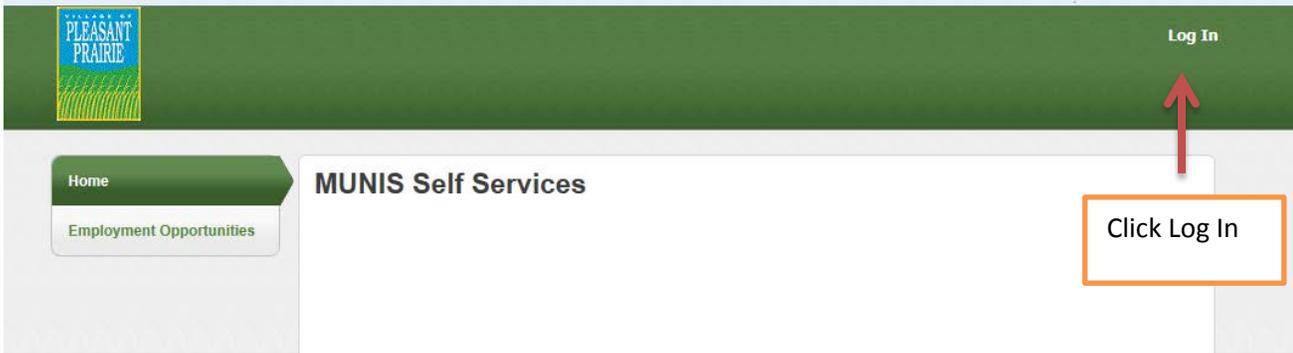
ESS ACCESS/INFORAMTION ISSUES:

Log-in or password issues; contact IT HELP DESK at 262-948-6771.

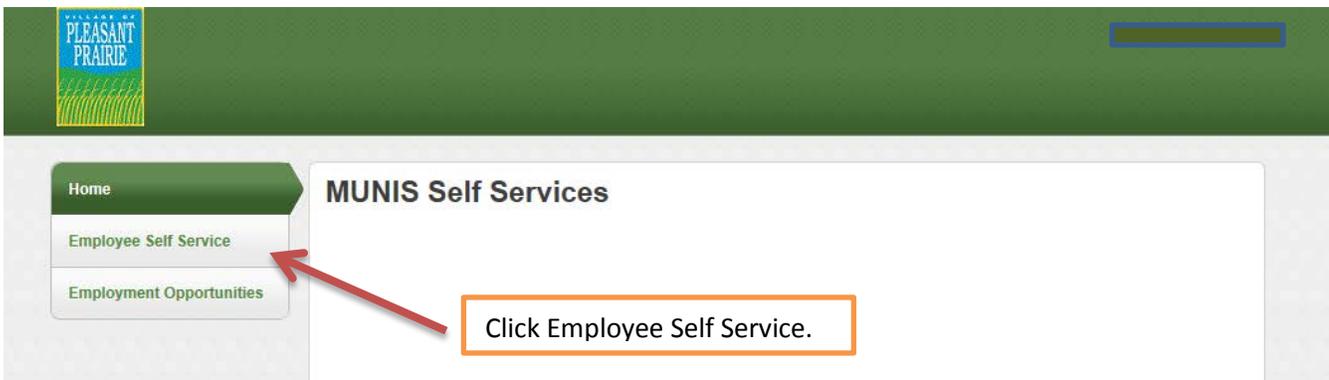
Payroll related issues; contact the PAYROLL DEPARTMENT 262-694-1400.

Personnel related information that is incorrect and/or you are unable to make changes to on the ESS site; contact HR DEPARTMENT at 262-925-6731.

LOG IN



Use your Munis Employee ID # for Username.
Use your last four digits of your SSN.
Click Log in.
NOTE: You will be prompted to change your password after your initial log-in.
If you forget your password click the [**Forgot your password?**]



WELCOME SCREEN

The Welcome Screen provides you with a snapshot of Employer Resources, Employer Announcements, Personal information, Time off and Paychecks. Under each topic you can [click hyperlinks](#) to drill down further to view or edit information.

Resources

- Employee Handbook
- FMLA Request Form

Welcome to Employee Self Service

Announcements

Personal information [View profile](#)

Phone Email

Time off

Available time **Requested** Taken

Available Total

- VACATION
- DISCRETION
- SICK LEAVE
- HOLIDAY

2014

Paychecks [Show paycheck amounts](#)

Last Paycheck: 4/3/2014

Year to date

Previous paychecks

4/3/2014		Details	
3/20/2014		Details	
3/6/2014		Details	
2/20/2014		Details	
2/6/2014		Details	

Tools

- Paycheck simulator
- View last year's W2
- Change your W4

Employer **Announcements** will be posted in this area.

Located under **Resources** tab, the Village's Employee Handbook and other HR forms can be found.

PAY/TAX INFORMATION

Under Pay/Tax Information you will find your YTD earnings/deductions, W-2 Year Tax Statement, W4 Federal and State Withholdings, Paycheck Simulator and Total Compensation.

YTD INFORMATION

The screenshot shows a web interface for 'Year-to-Date Information'. On the left is a navigation menu with options: Home, Employee Self Service, Pay/Tax Information (highlighted), YTD Information, W-2, W-4, Paycheck Simulator, Total Compensation, Personal Information, and Time Off. The main content area is titled 'Year-to-Date Information' and includes a 'Name' field and a 'Year' dropdown menu set to 2014. Below this are sections for 'Overview', 'Gross YTD Earnings', 'Earnings' (listing SALARIED, VAC, PERSONAL, HOLIDAY, EXPENSE RE), and 'Deductions' (listing FICA, MEDICARE, HEALTH INS*, DENTAL INS*, FED TAX, WI TAX, GEN EE RET*, EPIC STD, EPIC LTD EE, WI ROTH DCMP, DD FLAT, DD NET).

W-2 INFORMATION

The screenshot shows a web interface for 'W-2 Information'. On the left is a navigation menu with options: Home, Employee Self Service, Pay/Tax Information (highlighted), YTD Information, W-2 (highlighted), W-4, Paycheck Simulator, Total Compensation, Personal Information, and Time Off. The main content area is titled 'W-2 Information' and includes a 'Year' dropdown menu. Below the dropdown is the text 'No W2s could be found.' To the right of this text is a large orange-bordered box containing the following text:

Form W-2 will be loaded to this area by January 31 of each year. You will have the choice on whether to receive your W-2 electronically by email or receive it by USPS mail. Receiving it electronically is the quickest way to receive your W-2 and is secure and password protected. You can make this election under the Personal Information section.

Payroll no longer prints duplicate W-2's for employees. They can be obtained on this site by toggling the year in question and selecting "View W-2 Image".

W-4 Information

The screenshot shows a navigation menu on the left with options: Home, Employee Self Service, Pay/Tax Information (highlighted), YTD Information, W-2, W-4 (highlighted), Paycheck Simulator, Total Compensation, Personal Information, and Time Off. The main content area is titled 'W-4 Information' and includes a link 'Edit W-4 Values'. It displays information for 'DOE, JANE' under two sections: 'FEDERAL' and 'WISCONSIN'. Each section lists 'Marital Status' (MARRIED), 'Exemptions' (0 for Federal, 3 for Wisconsin), and 'Additional Amount' (\$0.0000000000).

This shows your current Payroll Withholdings. If you require changes, you will be allowed to make those changes on this screen. These changes will be routed to Payroll/HR. We will no longer be accepting paper versions.

To make changes, click [[Edit W-4 Values](#)]

The 'Edit W-4' screen for 'DOE, JANE' shows a dropdown menu for 'Marital Status' with the following options: MARRIED (selected), Select..., SINGLE NO EXEMPTIONS, MARRIED ONE EXEMPTION, MARRIED NO EXEMPTIONS, NO EXEMPTIONS OR DEPENDENTS, FILING STATUS "A", FILING STATUS "B", FILING STATUS "C", FILING STATUS "D", FILING STATUS "E", FILING STATUS "F", HEAD OF HOUSEHOLD, MARRIED WITH UNEMPLOYED SPOUSE, MARRIED, MARRIED FILING SEPARATE, NON RESIDENT ALIEN, SINGLE, WIDOW/WIDOWER, EIC MARRIED W/ ONE FILING, and EIC MARRIED W/ BOTH FILING. Below the dropdown is a checkbox for 'Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.' and three buttons: Continue, Reset, and Cancel.

In the Edit W-4 Screen use the drop down menus to select Marital Status. **Please only select either Married or Single and** enter your Exemptions (1, 2, 3, etc.) and Additional Amount.

If changing both Federal and State Payroll Withholdings, repeat the same steps under Wisconsin/Illinois.

Check the box certifying your changes and then select Continue.

PLEASE NOTE: IF YOU ARE RELOCATING FROM WISCONSIN TO ILLINOIS OR ILLINOIS TO WISCONSIN, YOU WILL NEED TO CONTACT THE HR DEPARTMENT AT #6731 OR EMAIL AT HR@PLPRAIRIE.COM FOR THE STATE W-4 FORM. THE SYSTEM WILL NOT ALLOW YOU TO CHANGE YOUR W-4 FORM FROM ONE STATE TO ANOTHER.

THANK YOU.

DIRECT DEPOSIT

You may update your banking information. Use the “primary account” for your net pay account. Use “amount-based account” for flat dollar amount account. Once you make your selections, check the small check box above “Submit Changes” and then submit your selection. You may have up to two accounts per Village Policy.

- Home
- Employee Self Service
- Pay/Tax Information**
- YTD Information
- W-2
- W-4
- Paycheck Simulator
- Total Compensation
- Direct Deposit**
- Personal Information
- Time Off

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Primary account

Bank	Account type	Account number	Prenote	Percentage
				100% Change Delete

Percentage-based accounts

[Add a percentage-based account](#)

You have no percentage-based accounts for direct deposit.

Amount-based accounts

Bank	Account type	Account number	Prenote	Amount
				\$1,000.00 Change Delete

CAUTION! The Village of Pleasant Prairie is not responsible for incorrect direct deposit account information.

Submit changes

PAYCHECK SIMULATOR

This tool is known as the “what if” which allows you to change your Payroll Withholdings and Deductions and calculate what your earnings would be with those changes.

NOTE: This will NOT change your current Payroll Withholdings or Deductions.

The screenshot shows a web application interface for a Paycheck Simulator. On the left is a vertical navigation menu with the following items: Home, Employee Self Service, Pay/Tax Information (highlighted with a green arrow), YTD Information, W-2, W-4, Paycheck Simulator (highlighted with a green bar), Total Compensation, Personal Information, and Time Off. The main content area is titled "Paycheck Simulator" and contains a "Pay cycle:" dropdown menu set to "1" with a tooltip that says "Switching deduction cycles will reset the entire page." Below this is a "Pay Details" section with a table header: Job, Job Description, Pay, Pay Description, Hours, Rate, Percentage, and Amount. The table is currently empty. Underneath the table are input fields for "Marital" and "Exemptions". Below these are input fields for "Federal Tax", "State Tax", and "Local Tax". A "Deduction Details" section follows with a "Description" label and a table with one row containing "DIRECT DEPOSIT FLAT AMOUNT". At the bottom of the main area are two buttons: "Calculate" and "Reset".

To use the Payroll Simulator, first select which Pay cycle you would like to run. You can choose from 1, 2 or 3. Pay cycle 1 is the first check of the month, 2 is the second check and 3 is for a third check which only happens twice a year.

Re-enter the hours and your pay rate and tab through the Percentage and Amount. The Amount should populate after you tab through it.

Change any withholdings or deductions you wish to run in the simulator and the select Calculate. The system will generate a simulation of what your check may be.

TOTAL COMPENSATION

The Total Compensation is currently under construction. Watch for an announcement when it becomes available.



Home
Employee Self Service
Pay/Tax Information
YTD Information
W-2
W-4
Paycheck Simulator
Total Compensation
Personal Information
Time Off

Total Compensation

Compensation

0% PAID COMPENSATION 0% BENEFITS

5K
0K
-5K
2014
PAID COMPENSATION

\$0.00 PAID COMPENSATION
+\$0.00 BENEFITS
\$0.00 COMPENSATION & BENEFITS

Benefit Contributions

BENEFIT	EMPLOYER	EMPLOYEE
TOTAL CONTRIBUTIONS	\$0.00	\$0.00

Paid Compensation Breakdown

PERSONAL INFORMATION

Under Personal Information will be able to update your E-mail, Add/Change/Delete Telephone Numbers, List all of your Dependents (helpful for benefits) and Emergency Contact. These changes will automatically take effect in your employee record. In order to change your address, please email the HR Department at hr@plprairie.com so it can be updated on benefits offer by the Village.

Home

Employee Self Service

Pay/Tax Information

Personal Information

Employee Profile

Time Off

Personal Information

[Address / E-mail change](#)

Home Address _____

E-mail _____

Alternate E-mail _____

Telephone [Add Telephone Number](#)

Type	Description	Number	Unlisted	
				Change
				Change Delete

Dependents

Name	Relationship	Date Of Birth	Gender	Student	
					Details
					Details
					Details

Emergency Contacts [Add Emergency Contact](#)

Name	Relationship	Telephone	Comments	
				Change Delete

EMPLOYEE PROFILE

Under Employee Profile, you will be able to view your General Information and make changes to your Demographic Information.

Please confirm/update any **Demographic Information**. With the new software implementation, everyone defaults to **Asian and Domestic Partner**.

The HR Department must comply with annual reporting under the Equal Employment Opportunity Commission. This information is important for that reporting accurately to the EEOC.

The screenshot shows the 'Employee Profile' page with a left-hand navigation menu. The 'Personal Information' section is active, and the 'Employee Profile' sub-section is selected. The form is divided into 'General information' and 'Demographic information' sections. The 'Demographic information' section includes fields for Date of birth, Gender (set to FEMALE), EEO ethnicity (set to CAUCASIAN), Marital status (set to MARRIED), Privacy setting, and DOE ethnicity (radio buttons for Yes/No, with 'No, not Hispanic or Latino' selected). Under 'DOE Race', there are checkboxes for American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, and White (which is checked). At the bottom of the form are 'Update' and 'Cancel' buttons, and a link for 'Mail corrections/comments to Human Resources'. Two callout boxes with orange borders provide instructions: one points to the 'Update' button, and another points to the 'Human Resources' link. Red arrows also point from the 'Update' button to the 'Human Resources' link.

Home
Employee Self Service
Pay/Tax Information
Personal Information
Employee Profile
Time Off

Employee Profile

[Return to Personal Information](#)

General information

Name
Employee ID
SSN
Active status
Personnel status
Office location
E-Mail address
Alternate e-mail address
Hire date
Service date
Original hire date
Supervisor
Supervisor e-mail

Demographic information

Date of birth
Gender: FEMALE
EEO ethnicity: CAUCASIAN
Marital status: MARRIED
Privacy setting: [dropdown]
DOE ethnicity: Yes, Hispanic or Latino No, not Hispanic or Latino

DOE Race

American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or other Pacific Islander
White

[Mail corrections/comments to Human Resources](#)

Once you have made changes, be sure to click the **[Update]** button so that changes will be made to your employee record.

Be sure to click the **[Human Resources]** button so that a notification will be mailed to the HR Department.

TIME OFF

Under Time Off, you will be able to view a summary of earned/used vacation, discretionary, sick leave and holiday time.

	Earned	Taken	Currently Available
VACATION (H)			Summary
DISCRETION (H)			Summary
SICK LEAVE (H)			Summary
HOLIDAY (H)			Summary

H=Hours; D=Days.
*This is an estimate. Please note that your actual earnings may differ.

Time Off Approver:

Click the [[Summary](#)] to view a specific summary of time.

Return to previous view | [Calendar view](#)

Year:

VACATION Time

Pay Period	Earned	Used	Balance

Click the [[Return to previous view](#)] to return to previous screen.

Click the [[Calendar view](#)] to view summary by calendar instead of by Pay Period.



Home

My Account

Log Out

Home

Employee Self Service

Employment Opportunities

MUNIS Self Services

To Log Out of ESS, Click [**Log Out**]