# Hampton City Schools
## MUNIS **E**mployee **S**elf **S**ervice (ESS)

# User Guide:
# Supervisor Role

To access the Hampton City Schools MUNIS ESS site visit:
https://selfservice.hampton.k12.va.us/mss/
Or
From the Hampton City Schools home page (http://www.hampton.k12.va.us/) click Staff,
and click the link Employee Self Service-MUNIS ESS.
*(Be advised, ESS is only accessible while on the HCS network)*

## Table of Contents

# Time Off Module

The Time Off Module houses two supervisor specific subsections: Employee Requests and Employee History.  **NOTE:** The supervisor access is granted internally and all current supervisors should have access to all indicated supervisor subsections.  Should a supervisor not see sections as indicated, please contact the Payroll Department for assistance.



The supervisor specific subsections are underlined above; these fall between the standard time off subsections available to all employees.  A rectangle in the upper portion of the screen includes a drop down list, where all currently assigned employees are listed.  By selecting an employee from this list, leave data is populated specific to the selected employee.

**Employee Requests Subsection:** this section lists all currently outstanding employee time off requests. **NOTE:** Upon logging in to ESS, if there are outstanding leave requests, the following message will appear on the home screen:



**Welcome to Employee Self Service**
⚠ You have time off requests that need attention. ⊗
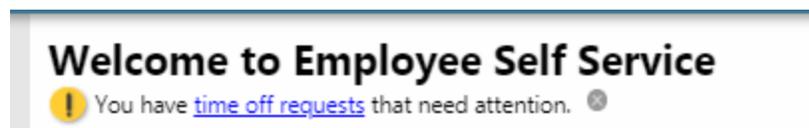
Selecting either the link 'time off requests' or 'Employee Requests' from the menu will route to the same page:



**Manage Time Off Requests**

Calendar view

| Employee Name | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | **Earned** |
| **VACATION (H)** | | | | | | 281.50 |
| **Dates Requested** | **Amount** | **Type** | **Status** | **Reason** | **Comments** | |
| 8/15/2019 | 7.50 hours | VACATION | In progress | | GOING OUT OF TOWN | |
| Approve \| Reject \| Forward to ▼ \| Hold Comments | | Add to calendar | | | | |
| 9/10/2019 | 7.50 hours | VACATION | In progress | | GOING OUT OF TOWN | |
| Approve \| Reject \| Forward to ▼ \| Hold Comments | | Add to calendar | | | | |
| 7/19/2019 | 7.50 hours | VACATION | In progress | | FAMILY EMERGENCY | |
| Approve \| Reject \| Forward to ▼ \| Hold Comments | | Add to calendar | | | | |
| 7/22/2019 | 7.50 hours | VACATION | In progress | | FAMILY EMERGENCY | |
| Approve \| Reject \| Forward to ▼ \| Hold Comments | | Add to calendar | | | | |

All outstanding employee requests will be listed, in the order they are requested, by employee. (The 'add to calendar' functionality is currently not compatible with Google Calendar. As such, this link cannot be used at this time. If it is desired that employee leave be reflected in google calendar, manual entry is required.)

A. To **approve** a request, simply click the 'Approve' link. The request will disappear from the listing.
B. To **reject** a request, type a comment in the field (this is required), click the 'Reject' link. The rejected request will disappear and an email from hcs-munisadmin will be sent to the employee with comment.
C. To **forward** a specific leave request to another supervisor, type a comment in the field (this is required), select the desired supervisor to forward to and select the 'Forward to' link. The request will disappear from the listing.
D. The **'Hold'** option leaves the request in the queue; however, the request will remain in the queue until action is taken, regardless of a 'hold' being indicated.

A best practice is to review this section on a regular basis, as only approved leave requests will be sent to KRONOS to be added to the timecard. Outside of reviewing employee leave requests here, each time an employee enters a leave request, an email will automatically be sent from hcs-munisadmin:

## Accrual Request - [ EMPLOYEE NAME ] - VACATION

hcs-munisadmin@hampton.k12.va.us
to me ▾

[EMPLOYEE NAME] has submitted an accrual request on 07/03/2019

Requested day(s): 08/15/2019 to 08/15/2019 as VACATION
Requested units: 7.5000
Additional information: GOING OUT OF TOWN
To update this item within Munis use these links:
Approve
Approve with comment
Reject
Forward
Hold
Additional Information

All request data present in ESS is included in the email.  Additionally, all options as outlined above exist in the email as well.  Select the desired response to each request.  ***Please remember, that due to the time sensitive nature of leave requests, that all leave should be approved or rejected no later than the last day of the pay period that includes the leave request.***

**Employee History Subsection:** this section shows all employee time off requests, whether approved, declined, or still pending supervisor action.  Only one employee can be viewed at a time, using the dropdown menu to toggle between employees:

## Employee History

Calendar view

Employee: [ EMPLOYEE NAME ] ▾

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|  |  |  |  |  |  |  | Earned |
|---|---|---|---|---|---|---|---|
| VACATION (H) |  |  |  |  |  |  | 281.50 |

| Dates Requested | Amount | Type | Status | Reason | Comments | Options |
|---|---|---|---|---|---|---|
| 9/10/2019 | 7.50 hours | VACATION | Declined |  | GOING OUT OF TOWN |  |
| 8/15/2019 | 7.50 hours | VACATION | Approved (not taken) |  | GOING OUT OF TOWN | Add to calendar |
| 7/22/2019 | 7.50 hours | VACATION | In progress |  | FAMILY EMERGENCY | Add to calendar |
| 7/19/2019 | 7.50 hours | VACATION | In progress |  | FAMILY EMERGENCY | Add to calendar |

H=Hours; D=Days.
*Available amount after any outstanding requests (approved or pending approval)

# Cancelled Leave Requests:

An email will be forwarded to the supervisor when a leave request is cancelled. From this cancellation notice, please be sure to go to the employee time card in KRONOS and delete the leave entry from the timecard. The cancellation will not automatically go to KRONOS. Employees have until the last day of the time period in which the leave falls to cancel it. A correction form must be submitted through normal channels after this cutoff date. More detailed information regarding cancelling leave requests in KRONOS will be sent out at a later date.