

Munis Employee Self Service App – User Guide

This app provides the user with access to 4 main areas of Employee Self-Service.

- Time Off Tracking and Requests
- Pay/Tax Information
- Personal Information
- Benefits Information

OS & Device Support

This app is currently supported on iOS and Android and can be downloaded from either the App Store or Google Play.

*Please note, Windows OS is not supported.

Also note that this app is optimized for phones.

Initial Set up

First, log into the client's ESS and locate the QR code at the bottom of the screen

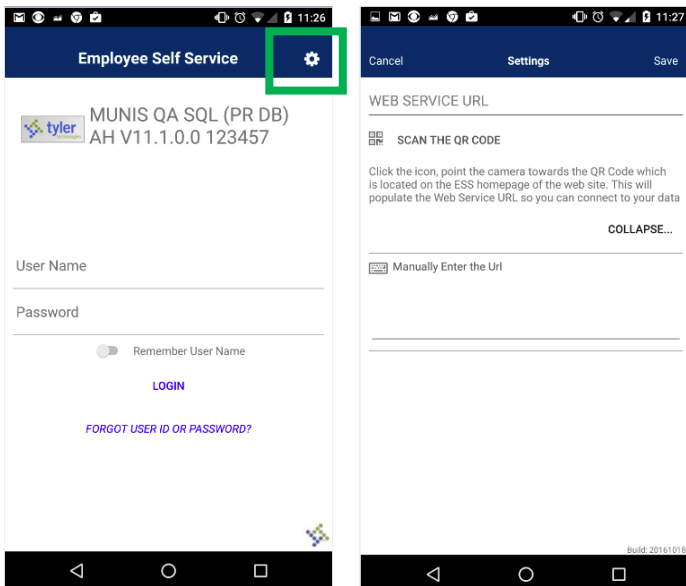
ESS Mobile Service URL



<https://webapps2.tylertech.com/v11.2.0.0/qa/selfservice/andrew.hanna> [Copy to clipboard](#)

After downloading the app from the store, launch the app and you will see a login screen. Tap the gear icon in the upper right corner to open the 'Settings' page.

Android Phone View

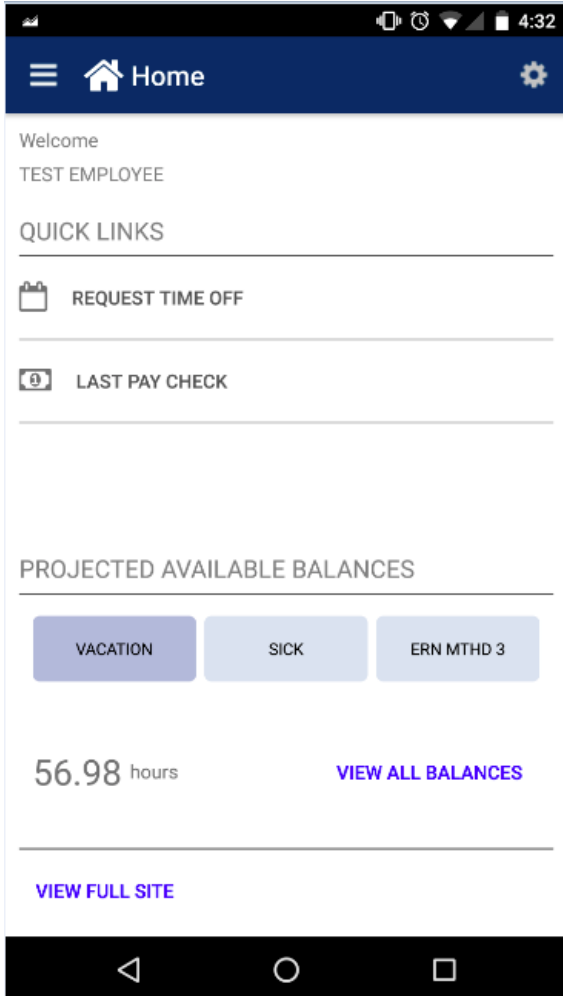


Now tap the 'Scan the QR Code' function on the settings page.. This will launch your phone's camera. Just point it at the QR code and the URL will auto-fill. When done, tap 'SAVE'.

General Look of the app

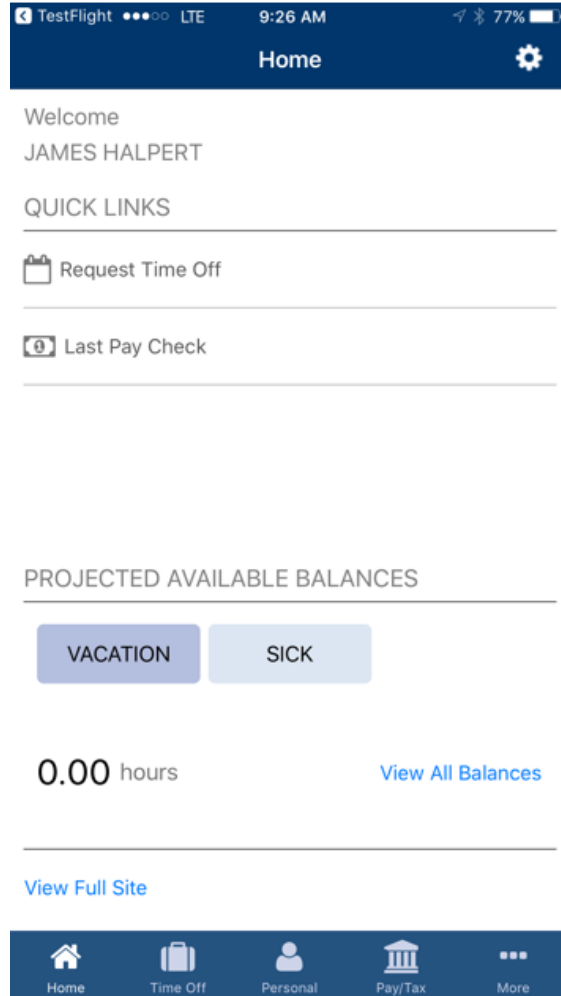
Depending on which OS a user has, the layout of each page is a little different. Here is the home page of the app from the 2 different Operating Systems that we support.

Home Page for an employee user – Android phone

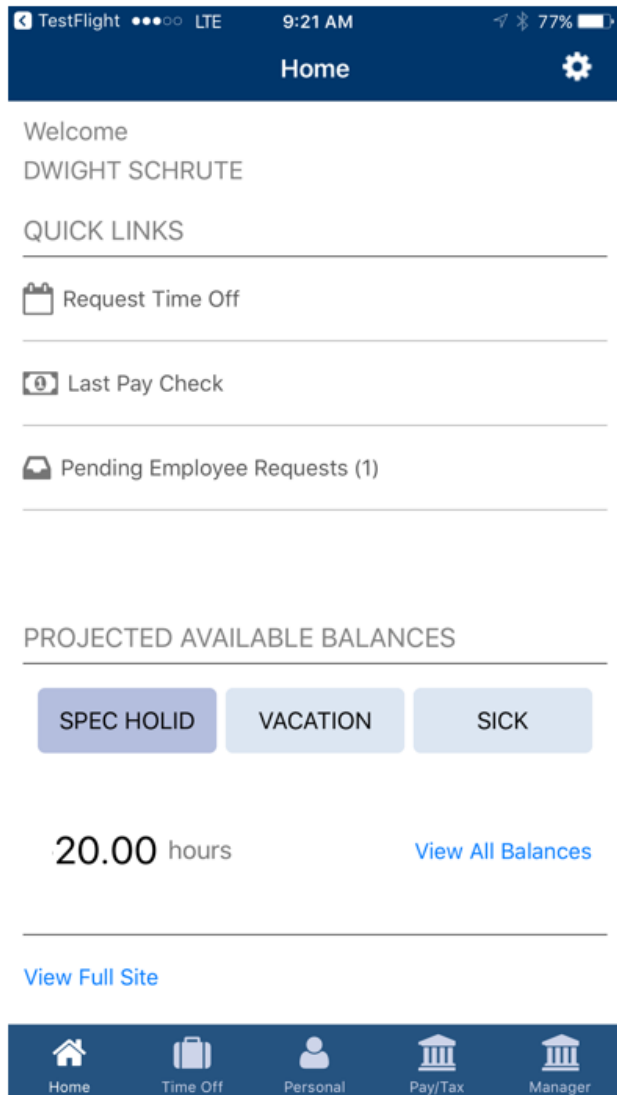
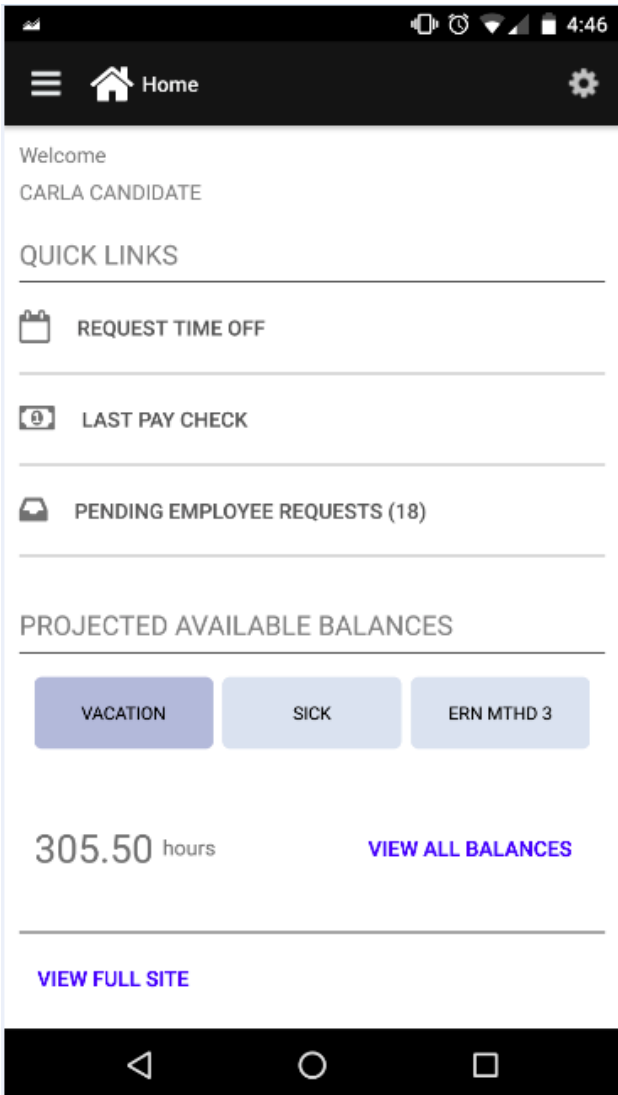


Home Page for a supervisor user – Android phone

Home Page for an employee user – iOS phone



Home page for a supervisor user – iOS phone



To sign out of your session, tap the gear icon in the upper right corner of the home page to navigate to the SETTINGS page and tap 'Sign Out'. This session will automatically expire after 15 minutes of inactivity.

Cancel

Settings

Save

WEB SERVICE URL

SCAN THE QR CODE MORE...

Manually Enter the Url

https://webapps2.tylertech.com/v11.1.0.0/qa/selfservice/andrew.hanna/

GENERAL

SIGN OUT