

Employee Self Service

<https://selfservice.gunnisoncounty.org/MSS/login.aspx>

tyler
technologies

Munis Self Service

Home

Home

Citizen Self Service

Vendor Self Service

Login

Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

Log in

- Login in using your Windows Authentication User and Password (same as work PC login to access your desktop)
- If you do not have a Windows login or require a state login, contact the IT Help Desk

Welcome to Employee Self Service

Employee Self Service

Certifications

Pay/Tax Information

Personal Information

Time Off

Time Entry

Announcements

Personal information

[More](#)

PITTS, OLIVE
63 PIMENTO TRAIL
GUNNISON, CO 81230

Phone

HOME PHONE: (970) 555-1234

Email

Email: Opitts@gunnisoncounty.org

Time off

[Request time off](#)



[Show time off taken](#)



Paychecks

[Show paycheck amounts](#)

Last Paycheck: 10/31/2018

Previous paychecks

- 10/31/2018 [Details](#)
- 9/28/2018 [Details](#)

Tools

- [Paycheck simulator](#)
- [View last year's W2](#)
- [Change your W4](#)

Employee Self Service

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Add/View Changes

Job Information

Time Off

Time Entry

Personal Information

General Demographics Contact Tax form delivery

Name	Email address	Hire date
PITTS, OLIVE E	OPitts@gunnisoncounty.org	7/1/2016
Preferred name	Alternate email address	Service date
		7/1/2016
Employee ID	Primary location	Original hire date
9999	HUMAN RESOURCES	7/1/2016
SSN	Check location	Supervisor
XXX-XX-XXXX		
Active status		Supervisor email
ACTIVE		unspecified
Personnel status		
FULL TIME SALARY		

[Edit](#)

- Click on Edit to make changes to certain Personal Information on the General, Demographics, Contact & Tax form delivery tabs



Employee Self Service

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Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

Direct Deposit

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Pay/Tax Information

Year

Check Date	Pay Period	Status	Gross Pay	Net Pay	Details
10/31/2018	10/1/2018 - 10/31/2018	Cleared	\$3,738.00	\$2,766.12	Details
9/28/2018	9/1/2018 - 9/30/2018	Cleared	\$3,738.00	\$2,766.12	Details
8/31/2018	8/1/2018 - 8/31/2018	Cleared	\$3,738.00	\$2,766.12	Details
7/31/2018	7/1/2018 - 7/31/2018	Cleared	\$3,738.00	\$2,766.12	Details



- Click on Details on the right to view the month's pay advice
- W-4 tab allows you to make changes to claim withholding allowances
- Paycheck Simulator allows you to calculate your "take home pay" using different scenarios to number of withholding allowances, gross income, benefit deductions, etc.
- Direct Deposit tab allows you to view current accounts set up for direct deposit and make requests for Human Resources to make future changes

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Year-to-Date Information

Year:

Overview

Gross YTD Earnings

Earnings

SALARY

Deductions

FICA

MEDICARE

401A


FEDERAL

STATE

457B ROTH %

DD NET

- Click on the YTD Information tab
- This brings you to your year-to-date totals to the far right of your screen

Employee Self Service	W-4 Information
Certifications	FEDERAL Marital status MARRIED
Pay/Tax Information	Exemptions 0
YTD Information	Additional amount \$0.0000
W-2	
W-4	COLORADO Marital status MARRIED
Paycheck Simulator	Exemptions 0
Direct Deposit	Additional amount \$0.0000
Personal Information	Edit 
Time Off	

- Click on the word Edit which brings you to the next window

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W-4 Information

FEDERAL

Marital Status

MARRIED

If you are married but would like to withhold at the higher single rate, select "Single".

Checkbox in Step 2 of 2020 or later W-4

Dependents amount from Step 3 of 2020 or later W-4

0.00

Other Income amount from Step 4, Box 4(a) of 2020 or later W-4

0.00

Deductions amount from Step 4, Box 4(b) of 2020 or later W-4

0.00

Additional Amount (\$)

0.00

If your last name differs from your social security card, check here.

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

COLORADO

Marital Status

MARRIED

If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions

0

Additional Amount (\$)

0.00

If your last name differs from your social security card, check here.

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

Submit

Cancel

- Make your changes by selecting from the drop down menu and/or editing fields as amounts
- Don't forget to click Submit or your changes will not be saved and forwarded for the approval process
- This creates a personnel action which will need to be approved by HR before the change is actually effective and processed through your payroll

2020

Step 1: Enter Personal Information

(a) First name and middle initial	Last name	(b) Social security number
Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
City or town, state, and ZIP code		
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly (or Qualifying widow(er)) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for **only ONE** of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____

Multiply the number of other dependents by \$500 ▶ \$ _____

Add the amounts above and enter the total here **3** \$ _____

Step 4 (optional): Other Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income **4(a)** \$ _____

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here **4(b)** \$ _____

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period **4(c)** \$ _____

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ Employee's signature (This form is not valid unless you sign it.) ▶ Date

Employers Only

Employer's name and address <u>Gunnison County, Colorado 200 E. Virginia Ave, Gunnison CO 81230</u>	First date of employment	Employer identification number (EIN) <u>84-6000770</u>
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- New hires in 2020 will need to complete the new 2020 W-4 Employee's Withholding Certificate
- Only current employees needing to make a change to their tax filings in 2020 require the new 2020 W-4 Employee's Withholding Certificate
- The new W-4 Form for 2020 no longer requires you to claim a number of allowances to withhold
- Step 1 (c) and Step 5 are key parts to the new W-4 Form
- Your withholding is now based on how you file (in Step 1 (c)) and your total income earned filing jointly and your spouse works, or you have other income from another job (Step 2 (c))
- Step 3 is for claiming dependents; if so, they are now a dollar amount; not a number to claim
- Step 4 is optional if you want additional withholdings taken

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W-2

W-4

Paycheck Simulator

Direct Deposit

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Direct Deposit Accounts

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

[Add a percentage-based account](#) [Add an amount-based account](#)

Bank

BANK OF THE WEST

Account number

*****1234

Account type

Checking

Percentage

100%

[Edit](#) | [Delete](#)

Direct Deposit changes need to be submitted by the 15th of the month. Changes made after the 15th will be processed on the following month's payroll.

[Submit this account for approval](#)

- To edit the existing account, click on the Edit or Delete link (under the Percentage)
- To add either a percentage-based or amount-based account, click on either of the links

To Edit Existing Account or Add a percentage or amount based Account

The screenshot shows the Tyler Technologies Munis Self Service interface. The header includes the Tyler Technologies logo and 'Munis Self Service'. The left sidebar contains navigation links: Employee Self Service, Certifications, Pay/Tax Information (highlighted), YTD Information, W-2, W-4, Paycheck Simulator, Direct Deposit, Personal Information, Time Off, and Time Entry. The main content area is titled 'Direct Deposit Accounts' and includes a description: 'The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.' Below this, account details are listed: Bank (BANK OF THE WEST), Account number (*****1234), Account type (Checking), and Percentage (100%). There are 'Edit' and 'Delete' links. A form overlay is present with fields for Bank name or routing number, Account number, Account type (Savings selected), and Percentage (0.0000). A red arrow points to the 'Save' button.

- Enter the information to change and click the Save box
- Once you hit Save, you will need to Submit the changes on the main screen
- This will send the request to HR for final approval and payroll processing