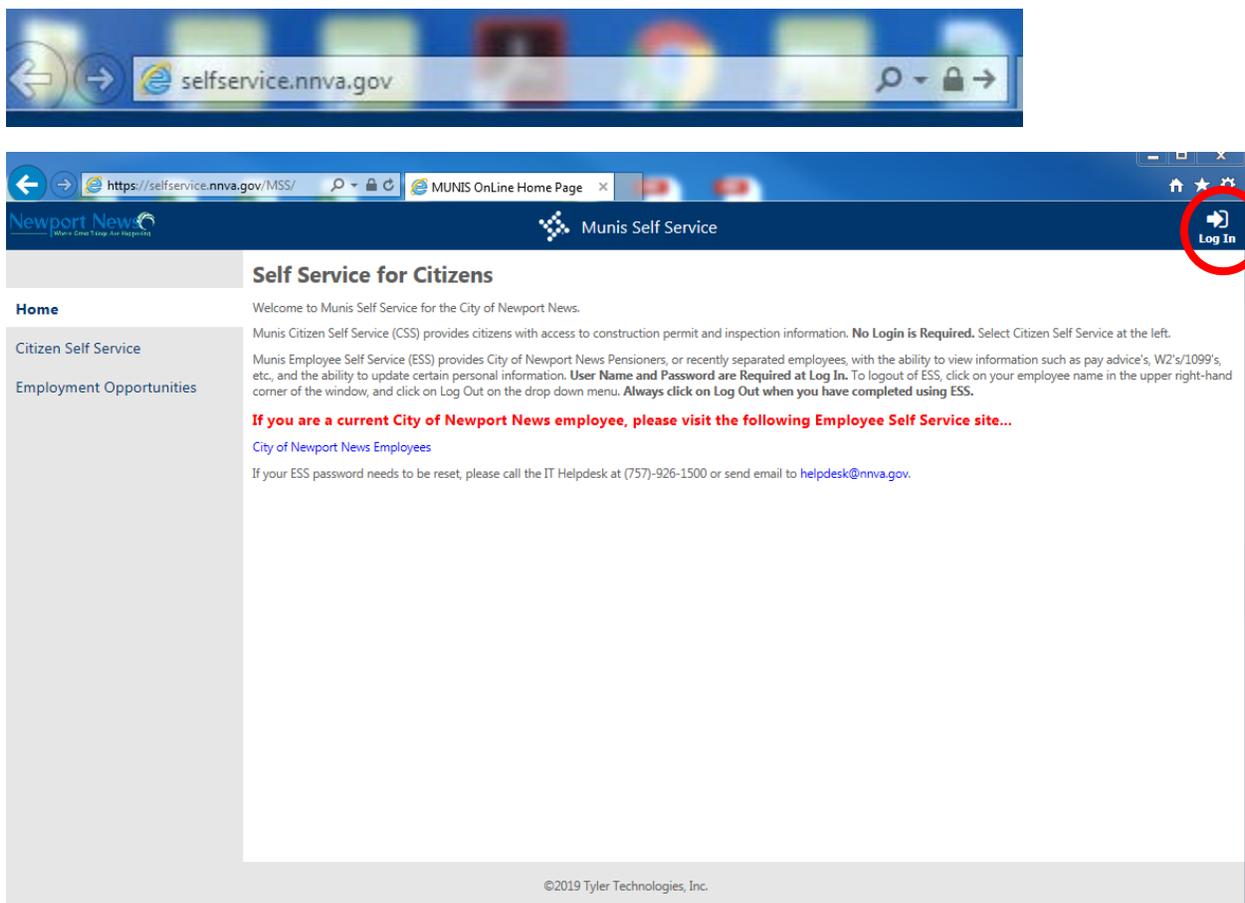


Munis Employee Self Service (ESS) Retiree User Guide

Munis Employee Self Service (ESS) provides retirees of the City of Newport News Employees' Retirement Fund (NNERF) access to view information such as pay advice and tax forms, and the ability to update certain personal information online. All NNERF retirees are able to access their information through ESS approximately 30 days following retirement.

Accessing Munis Employee Self Service (ESS)

In your web browser, type selfservice.nnva.gov into the address bar and press enter to reach the ESS home page. To log in, click on the "Log In" button on the top right.



Enter your Username and Password into the Login screen and press "Log In" to access your records. Your Username is your first initial followed by your last name and last four digits of your Social Security number. Your initial password is the last four digits of your Social Security number. For example, a retiree named John Smith with a Social Security number of 000-00-1234 would log in using the following information:

Username: jsmith1234

Password: 1234

The login form is titled "Login" and features a red banner at the top stating "Current City employees must login here: apps.nnva.gov/MSS". Below the banner are two input fields: "Username" containing "jsmith1234" and "Password" containing "1234". Both fields have "Forgot your [username/password]?" links. A "Log in" button is located at the bottom left of the form and is circled in red.

The first time you log in, you will be prompted to change your password. Follow the prompts to change your password to something you can easily remember.

If you forget your password, contact the Retirement Office at 757-926-3929 so it may be reset for you.

Once you are logged in, you will see your personal information, similar to the screen below. To navigate ESS, use the links on the left.

The dashboard is titled "Welcome to Employee Self Service" and includes a navigation menu on the left with "Pay/Tax Information" circled in red. The main content area shows "Personal information" for "LOVELL VIRGINIA A" with fields for "Phone HOME PHONE NUMBER:" and "Email". Below this is a "Paychecks" section with a table of previous paychecks and a "Tools" section with links for "Paycheck simulator", "View last year's W2", and "View your W4".

Previous paychecks	Details
1/4/2019	Details
12/21/2018	Details
12/7/2018	Details

Viewing and Updating Pay/Tax Information

View Pay Advice (Pay Stubs)

To view pay or tax information, click on "Pay/Tax Information" on the left. You will initially be brought to a screen showing a history of your pay checks. You may use the Year drop down menu to see information for other years. Click on the blue "Details" link on the right to see additional information about a particular check, including a breakdown of any deductions.

Pay/Tax Information

Year 2018

Check Date	Pay Period	Status	Gross Pay	Net Pay
12/21/2018	12/3/2018 - 12/16/2018	Cleared		Details
12/7/2018	11/19/2018 - 12/2/2018	Cleared		Details
11/23/2018	11/5/2018 - 11/18/2018	Cleared		Details

Click "View paycheck image" to view a PDF copy of your pay advice.

Check Detail

LOVELL, VIRGINIA A

Overview

Check Date	12/21/2018	View paycheck image
Pay Period	12/3/2018 - 12/16/2018	
Check Number	1087650	
Check Status	Cleared	
Gross Pay		
Net Pay		

Pay Breakdown

Pay Type	Hours	Rate
REG PAY	80.00	
Total		

Deductions

Deduction Type

SOC SEC

MEDICARE

View Tax Forms (1099-R / 1095-C)

To view tax forms, click on "Pay/Tax Information" and then click on the form you wish to view. Only forms available to you will be shown.

Pay/Tax Information

YTD Information

W-2

1095-B

1095-C

W-4

Paycheck Simulator

Once on the appropriate screen, use the Year drop down to select the Year you wish to view. If a year is not shown, tax forms for that year are not yet available.

1095-C

Year:

[View 1095-C image](#)

Void Corrected

Employee

Name of employee	VIRGINIA LOVELL
Street address	
City or town	
State or province	
Country and ZIP or foreign postal code	

Part II - Employee Offer and Coverage

Plan Start Month	00										
Box 14: Offer of Coverage											
All 12 months	1A										
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Click the “View _____ image” on the right to view a PDF image of the tax form you have selected.

View and Update Tax Withholding Elections

Click on the “W-4” link on the left to view your current Federal and State tax elections.

W-4 Information

FEDERAL
Marital status: SINGLE
Exemptions: 2
Additional amount: \$0.0000

VIRGINIA
Marital status: SINGLE
Exemptions: 1
Additional amount: \$0.0000

[Edit](#)

Pay/Tax Information

- YTD Information
- W-2
- 1095-B
- 1095-C
- W-4**
- Paycheck Simulator

If you would like to make change to your election, click “Edit” and enter your new elections.

Paycheck Simulator

If you would like to see what your paycheck would look like if you changed your tax withholding, click on the “Paycheck Simulator” link. From here, you can select a new Marital Status and/or type a new number of Exemptions into the Federal Tax and State Tax box to see the impact on your check. Click “Calculate” at the bottom of the page to view a simulation of your paycheck with the selected options.

	Marital	Exemptions
Federal Tax	<input type="text" value="SINGLE"/>	<input type="text" value="2"/>
State Tax	<input type="text" value="SINGLE"/>	<input type="text" value="1"/>
Local Tax	<input type="text"/>	<input type="text" value="0"/>

[Calculate](#) [Reset](#)

Paycheck Simulation

This is an estimation of your pay based on the information you have entered.

Current	Simulation
Gross Pay	
Federal Tax	
State Tax	
Local Tax	
FICA	
Medicare	
Other Deductions	
Net Pay	

[Return](#)

Note: You must edit your withholdings on the W-4 screen for changes to take effect. The simulator feature provides only a simulation of your pay information if the proposed changes were made. Your actual pay may differ from the simulation.

Viewing and Updating Personal Information

View Personal Information

To view your current personal information, such as email, mailing address and phone number, on file with the Department of Finance, click on “Personal Information” on the left. Here you can see your basic information, including Name, Email address, Hire Date (for retirees, this is retirement date), Employee ID and Status. To view additional contact information, click “Contact”.

The screenshot shows the 'Newport News' logo and 'Munis Self Service' header. The left sidebar contains navigation options: Employee Self Service, Benefits, Pay/Tax Information, Personal Information (selected), Time Off, Training Opportunities, and Employment Opportunities. The main content area is titled 'Personal Information' and has two tabs: 'General' and 'Contact' (circled in red). The 'Contact' tab displays the following information:

Name	Email address	Hire date
Preferred name	Alternate email address	
Employee ID	Primary location	
SSN XXX-XX-XXXX	Check location	
Active status ACTIVE		
Personnel status ACTIVE FULL TIME		

[Edit](#)

Here you will see your mailing address and telephone number(s) on file.

Personal Information

General **Contact**

Addresses [Add new](#)

Home Address

[Edit](#)

Emergency Contacts [Add new](#)

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

Telephones [Add new](#)

HOME PHONE NUMBER

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

Updating Personal Information

Your email address, mailing address and phone number may be updated directly on ESS. To update any incorrect information, click the “Edit” button under the information you would like to update. A dialogue will appear allowing you to enter updated information. Click “Save” to save the changes.

Personal Information

General **Contact**

Addresses [Add new](#)

Home Address

[Edit](#)

Addresses

Address	<input type="text" value="123 Main St"/>
Address line two	<input type="text"/>
City	<input type="text" value="Newport News"/>
State	<input type="text" value="VA"/>
Zip code	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Note: Changes made through ESS occur immediately. Ensure the information you enter is correct before leaving ESS. If you are moving out of the state of Virginia, you may wish to update your tax withholdings. See the “View and Update Tax Withholdings” section.