



CITY OF
Tulsa
A New Kind of Energy™

EMPLOYEE SELF SERVICE USER GUIDE

City of Tulsa ERP Project Management Team

January 5, 2018

Employee Self Service

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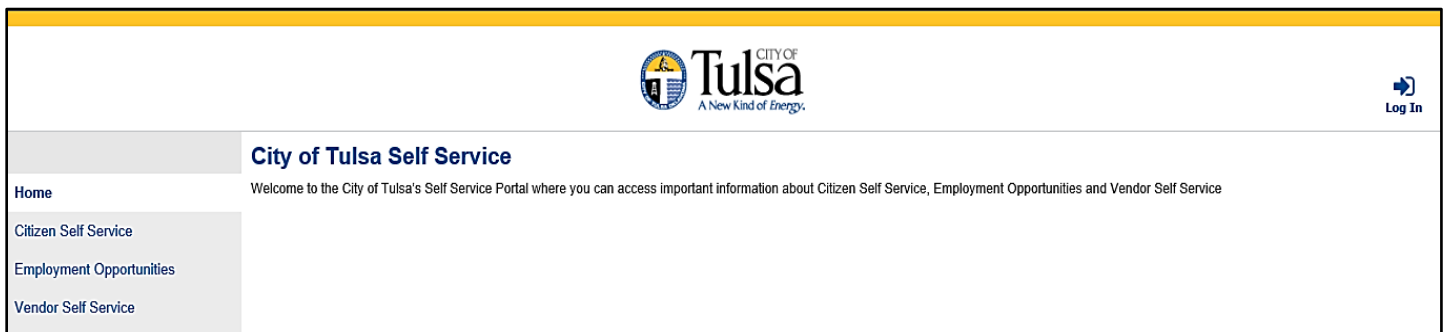
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Employee Self Service

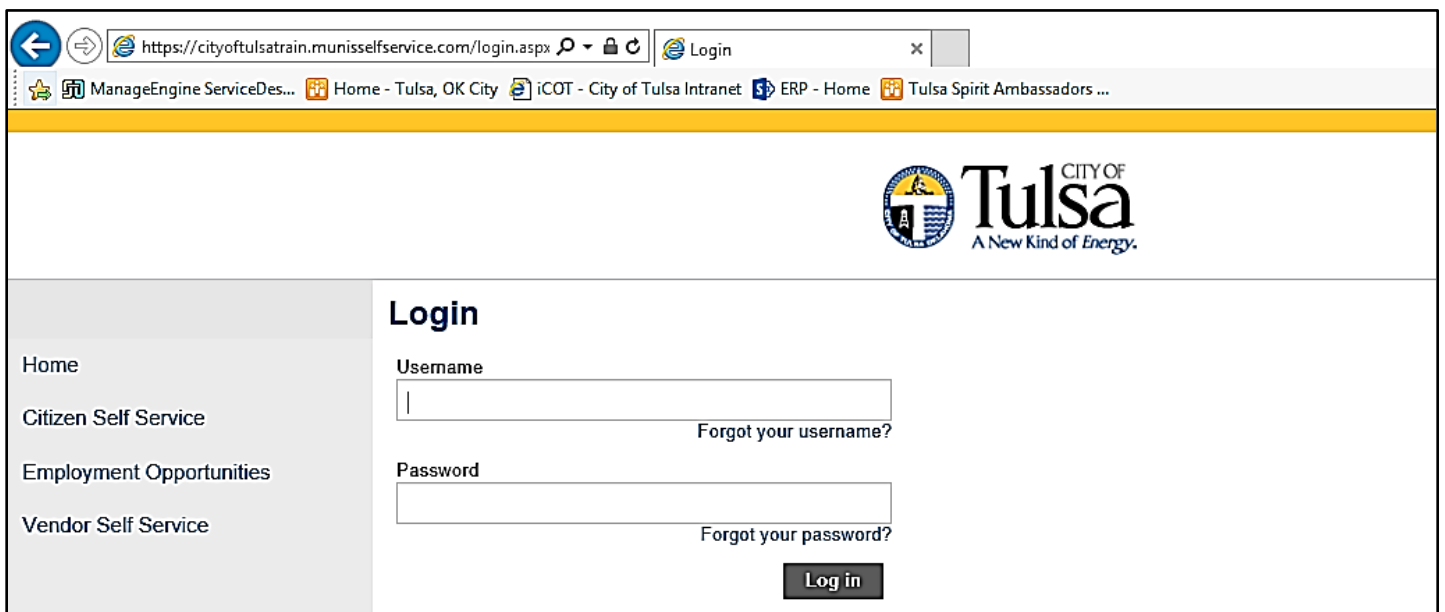
Employee Self Service (ESS) is the Munis® Self Service application created specifically for current employees, retirees and job applicants. ESS accesses information from, and stores information in, the Munis HR/Payroll programs. When you update information in ESS, the updates also occur in the applicable Munis programs: <https://cityoftulsa.munisselfservice.com/default.aspx>

For employees, ESS provides access to personal information, pay and tax information, as well as certification, and performance information.

Employees must have a valid MSS login to access the ESS application.



The screenshot shows the home page of the City of Tulsa Self Service Portal. At the top center is the City of Tulsa logo with the tagline "A New Kind of Energy." To the right is a "Log In" button. Below the logo is the heading "City of Tulsa Self Service" and a welcome message: "Welcome to the City of Tulsa's Self Service Portal where you can access important information about Citizen Self Service, Employment Opportunities and Vendor Self Service." On the left side, there is a navigation menu with links for "Home", "Citizen Self Service", "Employment Opportunities", and "Vendor Self Service".



The screenshot shows the login page of the City of Tulsa Self Service Portal. At the top center is the City of Tulsa logo with the tagline "A New Kind of Energy." Below the logo is the heading "Login". On the left side, there is a navigation menu with links for "Home", "Citizen Self Service", "Employment Opportunities", and "Vendor Self Service". The main content area contains two input fields: "Username" and "Password". Below the "Username" field is a link "Forgot your username?". Below the "Password" field is a link "Forgot your password?". At the bottom right of the login form is a "Log in" button.

Employee Self Service Users

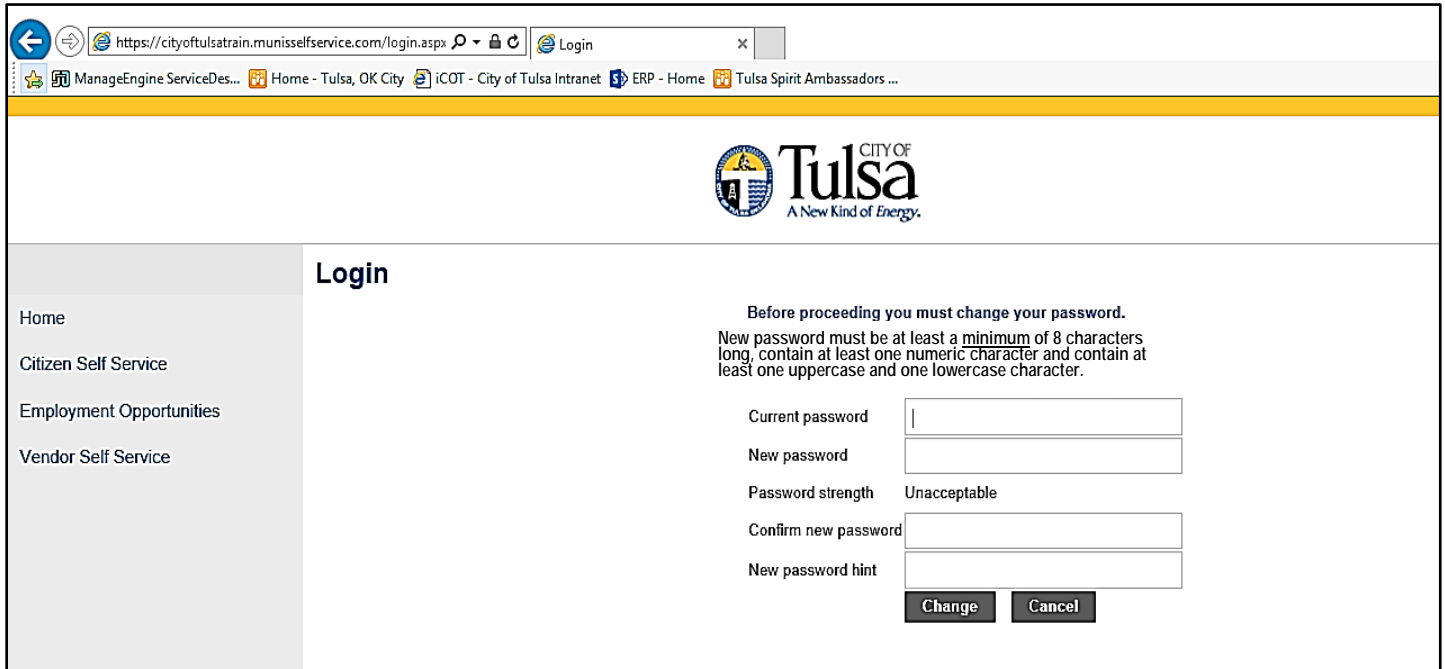
The Employee Self Service application requires users to have a unique username and password. The initial log in will be the employees six-digit numeric user ID and password is the last four digits of their SSN.

Passwords

Password criteria is determined by your system administrator. It must be a **minimum** of eight characters long and must contain at least one numeric character and a minimum of one uppercase character.

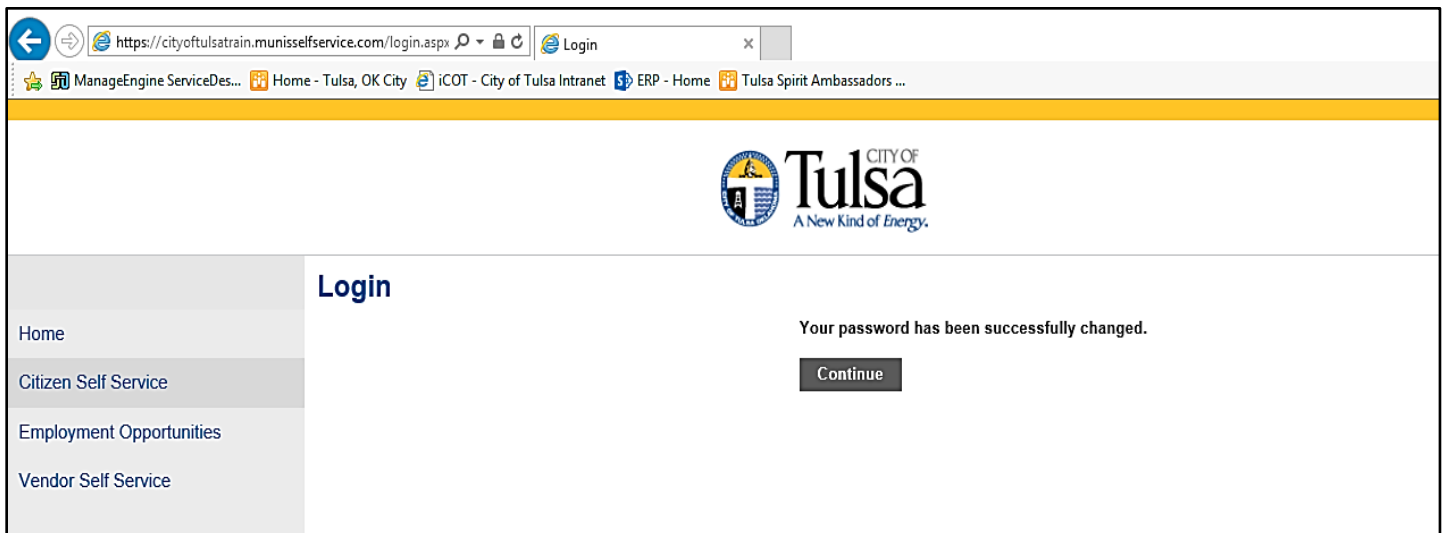
When you are provided an ESS user account, the system will require that you change your password at your first login.

When you change your password, you must enter a password that meets the password security policy. The Change Password page indicates if the new password meets the enforcement criteria.



The screenshot shows a web browser window with the URL <https://cityoftulsatrain.munisselfservice.com/login.aspx>. The page features the City of Tulsa logo and a navigation menu on the left with links for Home, Citizen Self Service, Employment Opportunities, and Vendor Self Service. The main content area is titled "Login" and contains the following text: "Before proceeding you must change your password. New password must be at least a minimum of 8 characters long, contain at least one numeric character and contain at least one uppercase and one lowercase character." Below this text are five input fields: "Current password", "New password", "Password strength" (displaying "Unacceptable"), "Confirm new password", and "New password hint". At the bottom right of the form are two buttons: "Change" and "Cancel".



On the Change Password page, you must also enter a password hint. If you forget your password, click the "**Forgot Your Password?**" option on the Login page. This causes the application to send you an email message that contains your password hint. Once a user has received their password hint via email and they STILL do not know, they will need to contact their administrator.



The screenshot shows the same web browser window as the previous one. The main content area now displays the message: "Your password has been successfully changed." Below this message is a single button labeled "Continue". The rest of the page, including the navigation menu and logo, remains the same.

ESS Home Page

The home page of the ESS application displays personal information, organizational announcements, a mobile scanning code and pay details.


 Log In

City of Tulsa Self Service




Home

Citizen Self Service

Employment Opportunities

Vendor Self Service

Welcome to the City of Tulsa's Self Service Portal where you can access important information about Citizen Self Service, Employment Opportunities and Vendor Self Service


 Resources 

Employee Self Service

Certifications

Expense Reports

Pay/Tax Information

Performance Evaluations

Personal Information

Employment Opportunities

Welcome to Employee Self Service

Announcements

Personal information View profile

John Doe
1234 South 11 St
Tulsa, OK 74101



Phone Home Phone: 918-555-1234 **Email** Email: jdoe@cityoftulsa.org

Paychecks Show paycheck amounts

Last Paycheck: 12/15/2017

Year to date

Previous paychecks

12/15/2017  Details 

Tools

Paycheck simulator

View last year's W2

Change your W4

ESS Mobile Service URL

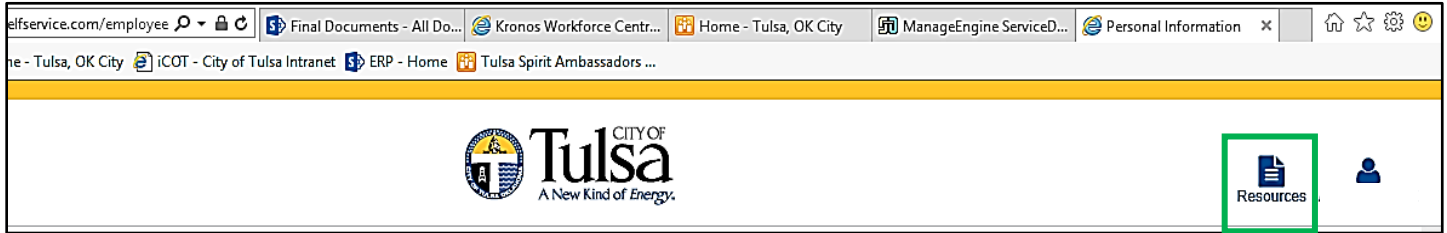


<https://cityoftulsa.munisselfservice.com> [Copy to clipboard](#)

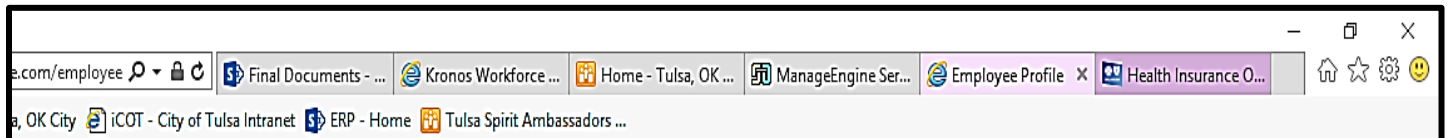
For those sections that provide a Change or Add option, you can update or add additional information. When you do update or add information, the updates are transferred to the appropriate programs in Munis.

Resources

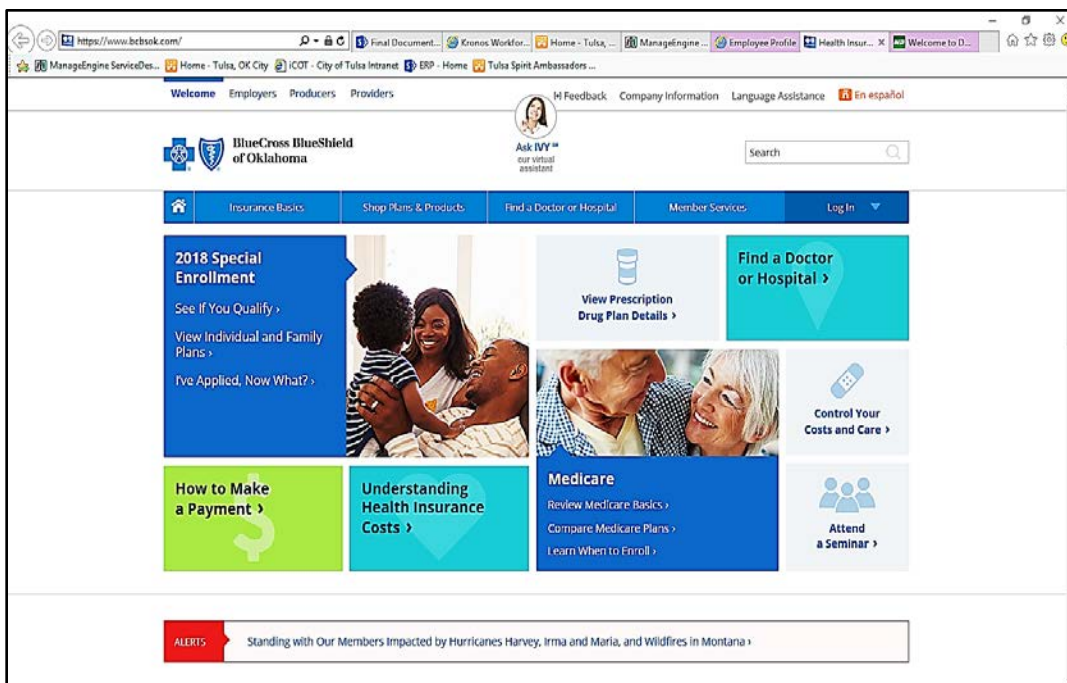
Located at the very top next to your user profile information is a **Resources** Link.



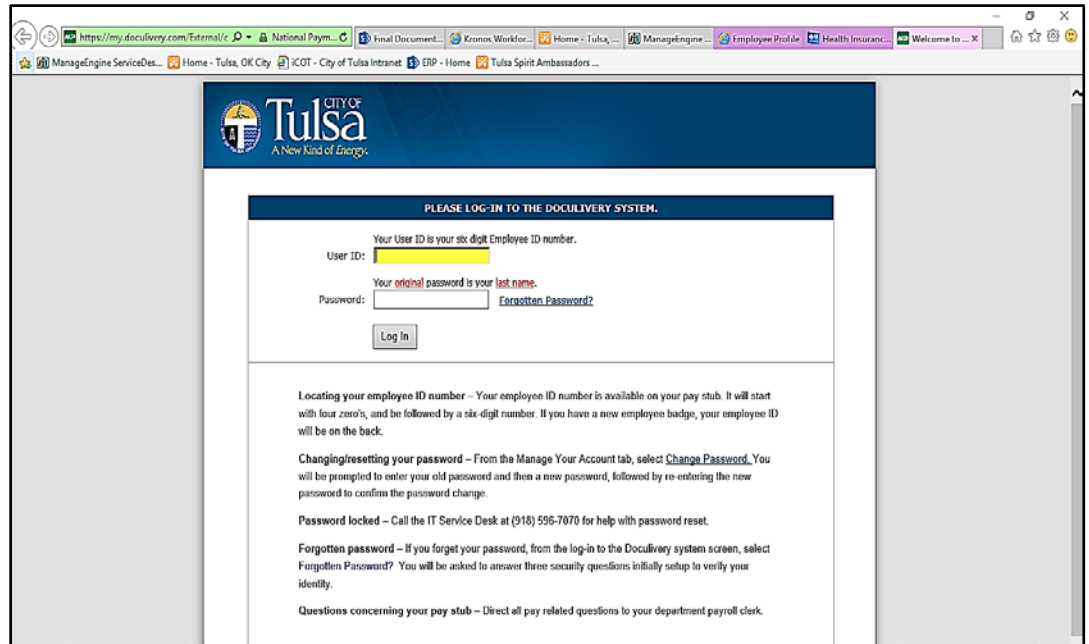
- * This button will display a list of various links or documents that an employee can access, such as insurance information and pay advice, as well as many others. Please be advised the eAdvice link will only get you information prior to 2018. Current Payroll advice will be located under the [Pay/Tax](#) Section.



Health Insurance page



eAdvice Login page



PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

Your User ID is your six digit Employee ID number.
User ID:

Your original password is your last name.
Password: [Forgotten Password?](#)

Locating your employee ID number – Your employee ID number is available on your pay stub. It will start with four zero's, and be followed by a six digit number. If you have a new employee badge, your employee ID will be on the back.

Changing/resetting your password – From the Manage Your Account tab, select [Change Password](#). You will be prompted to enter your old password and then a new password, followed by re-entering the new password to confirm the password change.

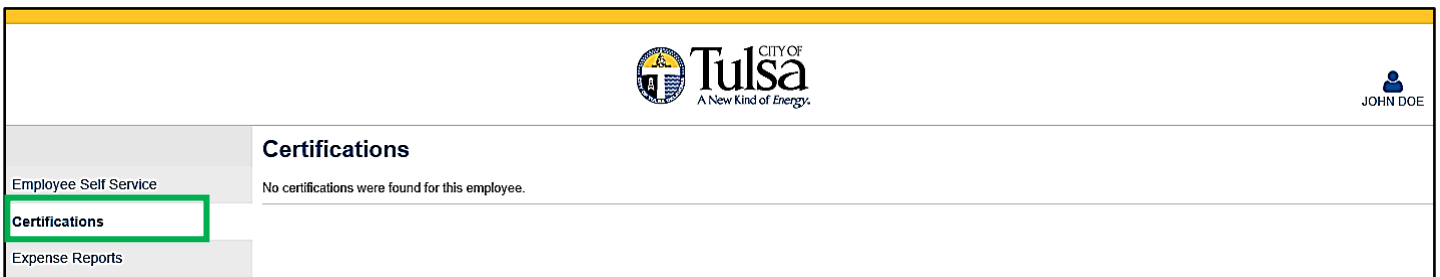
Password locked – Call the IT Service Desk at (918) 596-7070 for help with password reset.

Forgotten password – If you forget your password, from the log-in to the DocuLibrary system screen, select [Forgotten Password?](#) You will be asked to answer three security questions initially setup to verify your identity.

Questions concerning your pay stub – Direct all pay related questions to your department payroll clerk.

Certifications

Certifications displays a list of your Certifications and or Licenses. This list includes the certification type, area, level, number, and effective and expiration dates. If you are a supervisor, select a name from the Employee list to view that employee's certifications.



Certifications

Employee Self Service

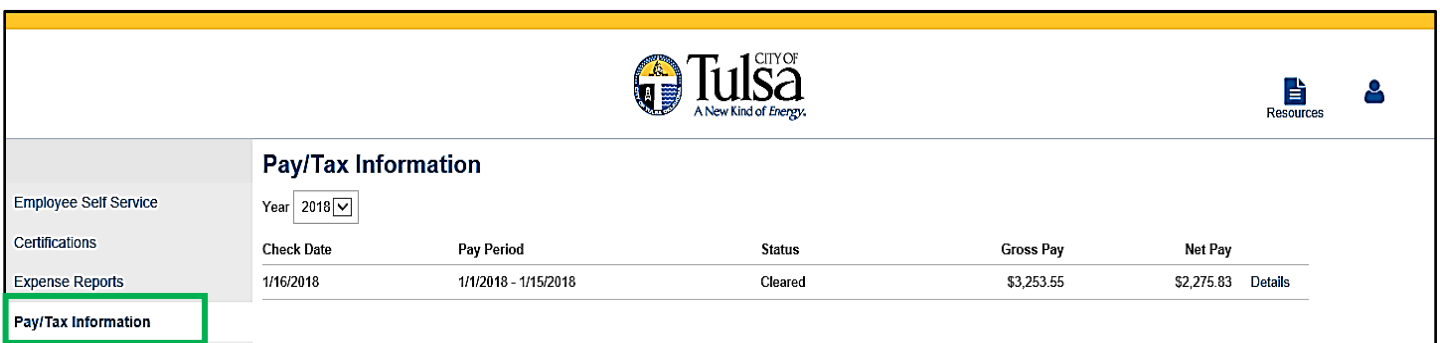
Certifications

Expense Reports

No certifications were found for this employee.

Paychecks

The Paychecks section displays information for the most recent pay periods in which you received pay. In the Tools section, options are available for simulating your paycheck and viewing W-2 and W-4 data. For more on these functions, refer to the Paycheck Simulator section of this document.



Pay/Tax Information

Employee Self Service

Certifications

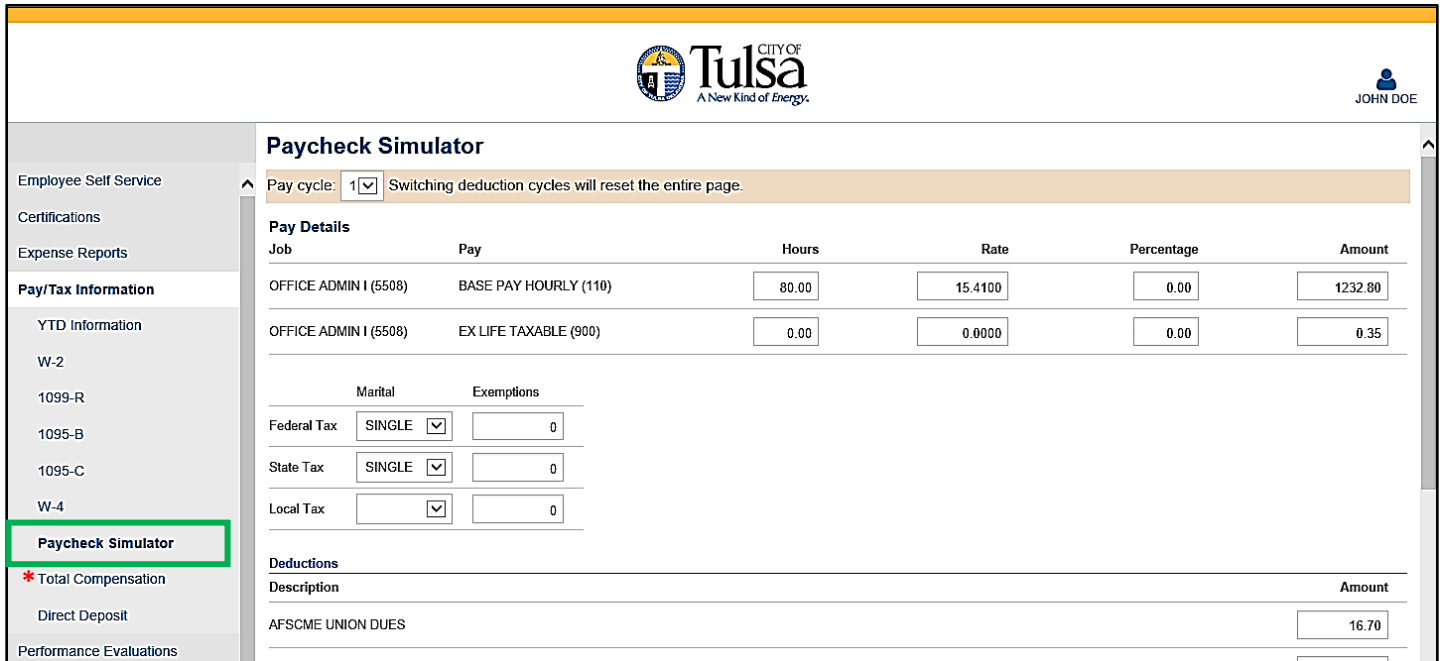
Expense Reports

Pay/Tax Information

Year: 2018

Check Date	Pay Period	Status	Gross Pay	Net Pay
1/16/2018	1/1/2018 - 1/15/2018	Cleared	\$3,253.55	\$2,275.83

Details



Paycheck Simulator

Pay cycle: 1 Switching deduction cycles will reset the entire page.

Job	Pay	Hours	Rate	Percentage	Amount
OFFICE ADMIN I (5508)	BASE PAY HOURLY (110)	80.00	15.4100	0.00	1232.80
OFFICE ADMIN I (5508)	EX LIFE TAXABLE (900)	0.00	0.0000	0.00	0.35

Marital Exemptions

Federal Tax	SINGLE <input checked="" type="checkbox"/>	<input type="text" value="0"/>
State Tax	SINGLE <input checked="" type="checkbox"/>	<input type="text" value="0"/>
Local Tax	<input type="checkbox"/>	<input type="text" value="0"/>

Deductions

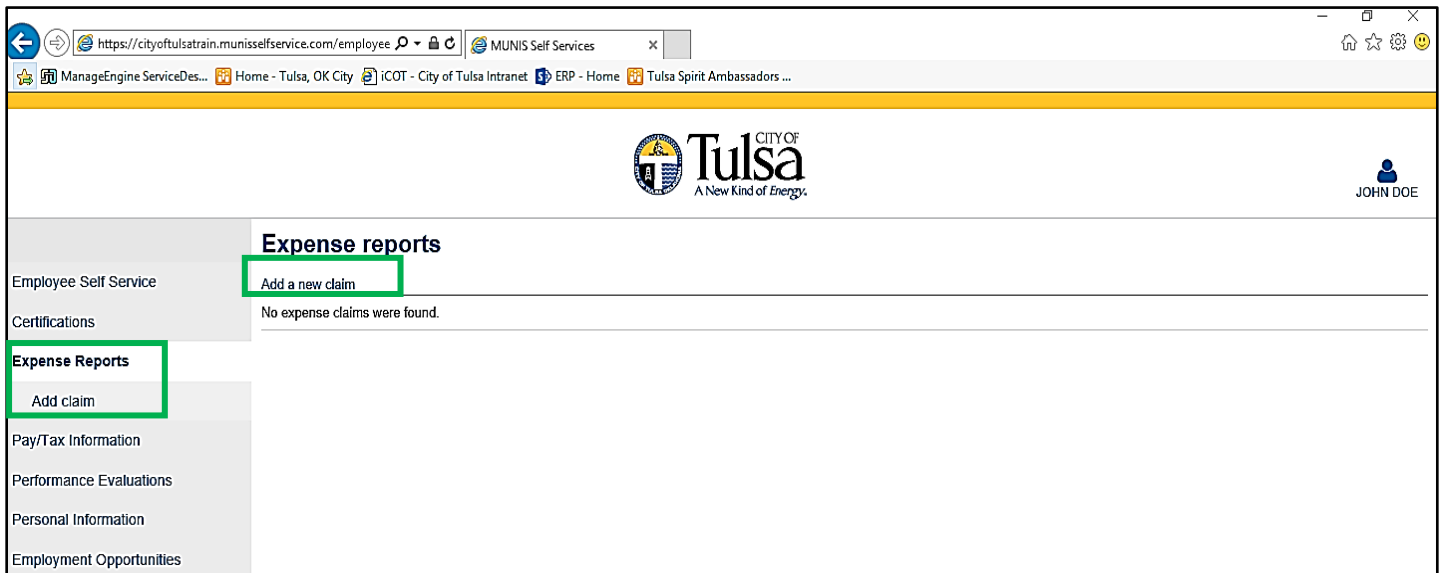
Description	Amount
AFSCME UNION DUES	16.70

* Coming soon

Expense Reports

Expense Reports allows you to submit non travel expenses for reimbursement. To submit a new expense report, click **Add a New Claim**.

If existing expense reports are in process, click **ID** to view the detail page for specific details about the expense item. Click **Copy** to duplicate the expense item. If necessary, there are training materials that will instruct you how to submit the expense.



Expense reports

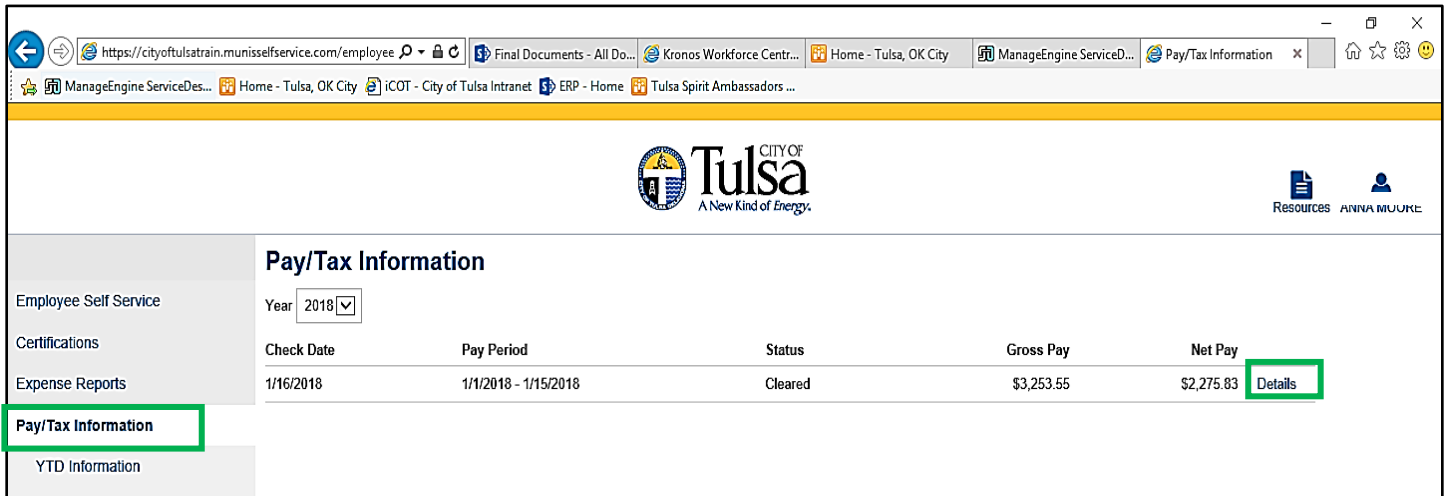
Add a new claim

No expense claims were found.

Add claim

Pay/Tax Information

Pay/Tax Information provides current payroll and payroll history details. The payroll history is stored in the Munis Employee Pay History program. If you are a supervisor and have the appropriate permissions, you can view information for any employees who report to you by selecting a name from the Employee list.



Pay/Tax Information

Year:

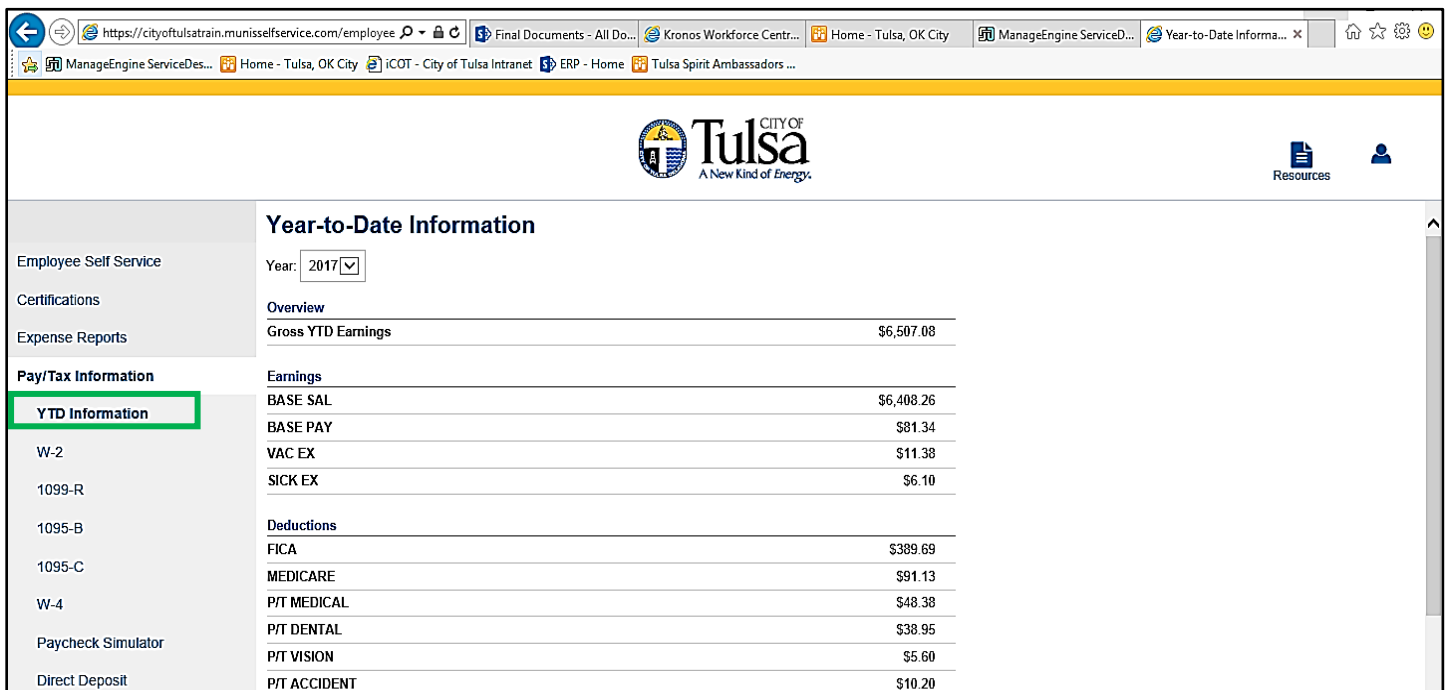
Check Date	Pay Period	Status	Gross Pay	Net Pay
1/16/2018	1/1/2018 - 1/15/2018	Cleared	\$3,253.55	\$2,275.83 Details

Employee Self Service
Certifications
Expense Reports
Pay/Tax Information
YTD Information

When you click **Details**, the program displays the Check Detail page, which contains the pay advice information for the check. You cannot modify pay or tax information; it is for display only.

YTD Information

The Year-to-Date Information page contains a cumulative view of payroll figures for a specific year.



Year-to-Date Information

Year:

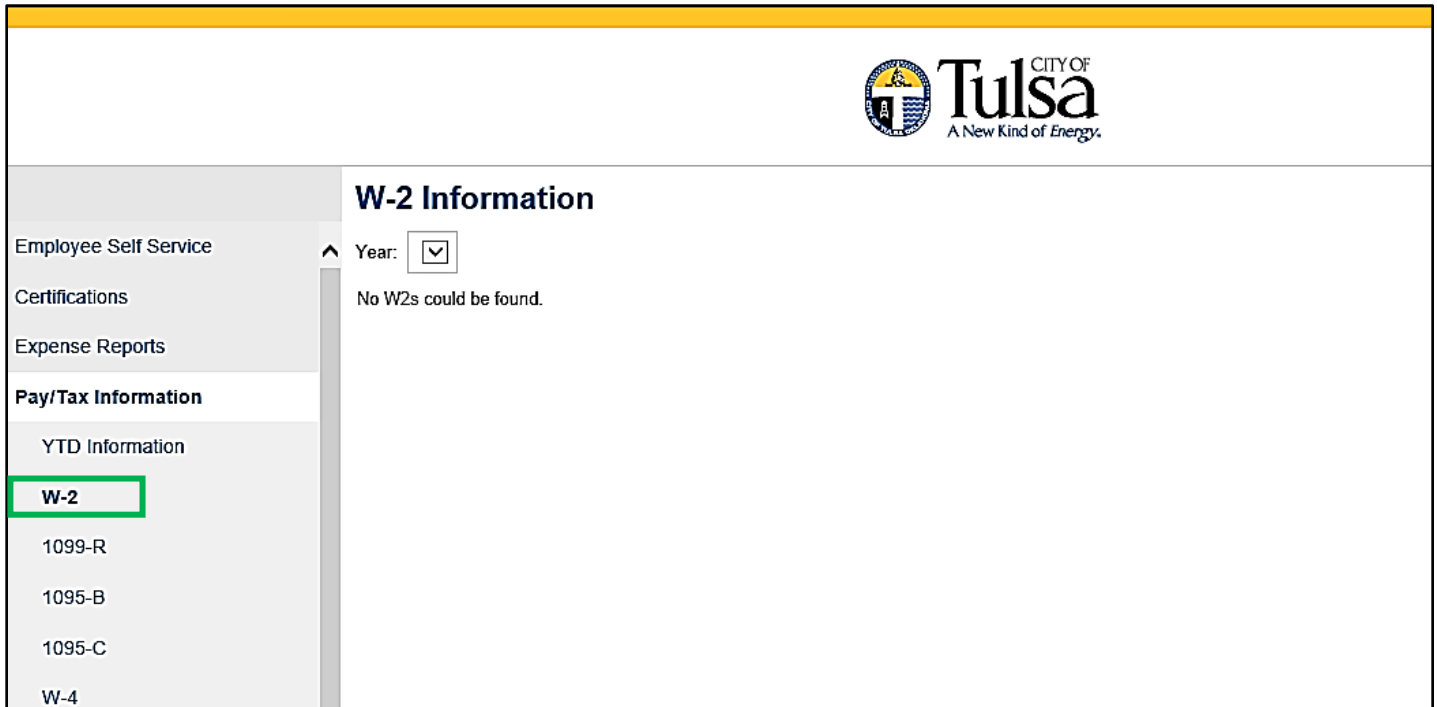
Overview

Gross YTD Earnings	\$6,507.08
Earnings	
BASE SAL	\$6,408.26
BASE PAY	\$81.34
VAC EX	\$11.38
SICK EX	\$6.10
Deductions	
FICA	\$389.69
MEDICARE	\$91.13
P/T MEDICAL	\$48.38
P/T DENTAL	\$38.95
P/T VISION	\$5.60
P/T ACCIDENT	\$10.20

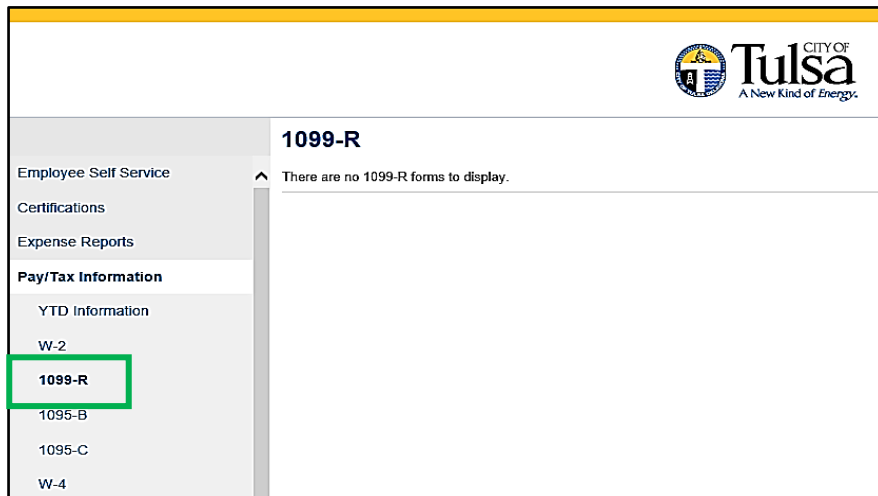
Employee Self Service
Certifications
Expense Reports
Pay/Tax Information
YTD Information
W-2
1099-R
1095-B
1095-C
W-4
Paycheck Simulator
Direct Deposit

W-2 and 1099-R

The W-2 and 1099-R pages display information regarding federal and state taxes and withholdings. This information is drawn in the Munis W-2 and 1099-R programs. To view details for a different year, select the year from the Year list.



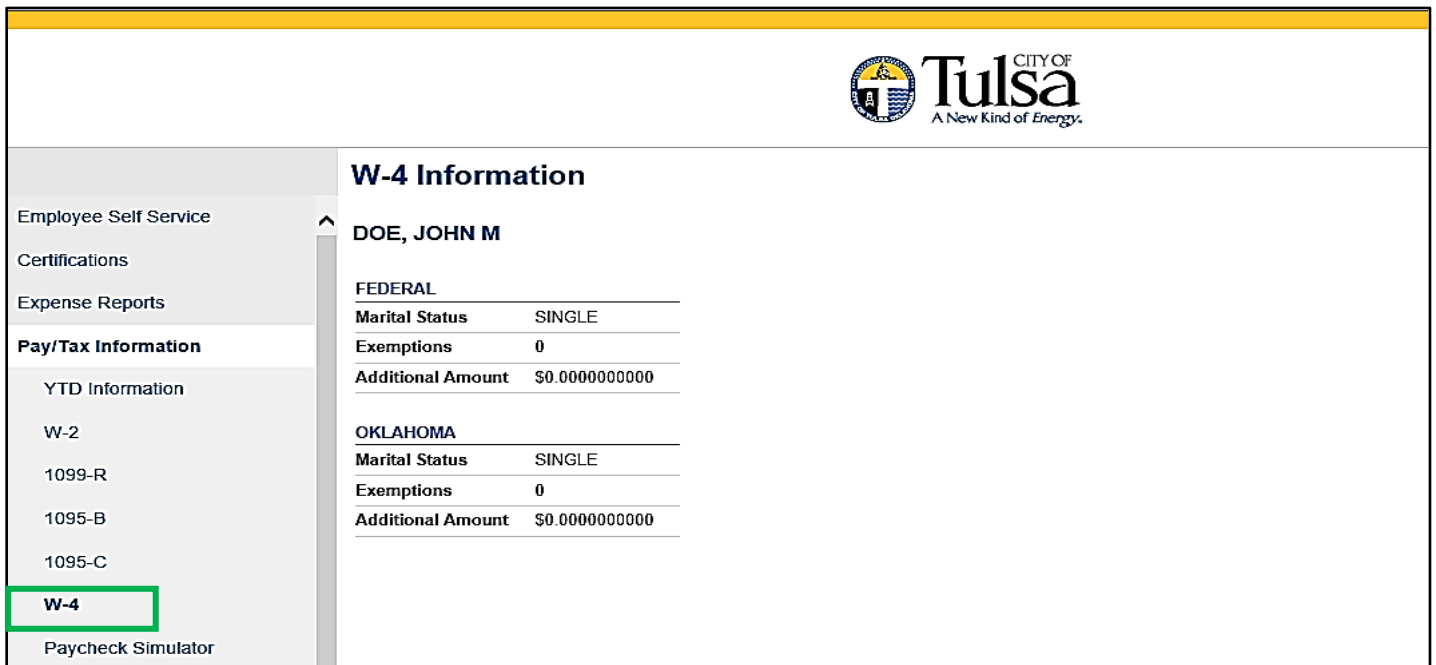
The screenshot shows the 'W-2 Information' page. At the top right is the City of Tulsa logo. On the left is a navigation menu with categories: Employee Self Service, Certifications, Expense Reports, Pay/Tax Information, YTD Information, W-2, 1099-R, 1095-B, 1095-C, and W-4. The 'W-2' option is highlighted with a green box. The main content area is titled 'W-2 Information' and contains a 'Year:' dropdown menu and the message 'No W2s could be found.'



The screenshot shows the '1099-R' page. At the top right is the City of Tulsa logo. On the left is a navigation menu with categories: Employee Self Service, Certifications, Expense Reports, Pay/Tax Information, YTD Information, W-2, 1099-R, 1095-B, 1095-C, and W-4. The '1099-R' option is highlighted with a green box. The main content area is titled '1099-R' and contains the message 'There are no 1099-R forms to display.'

W-4

The W-4 page displays information related to your W-4.



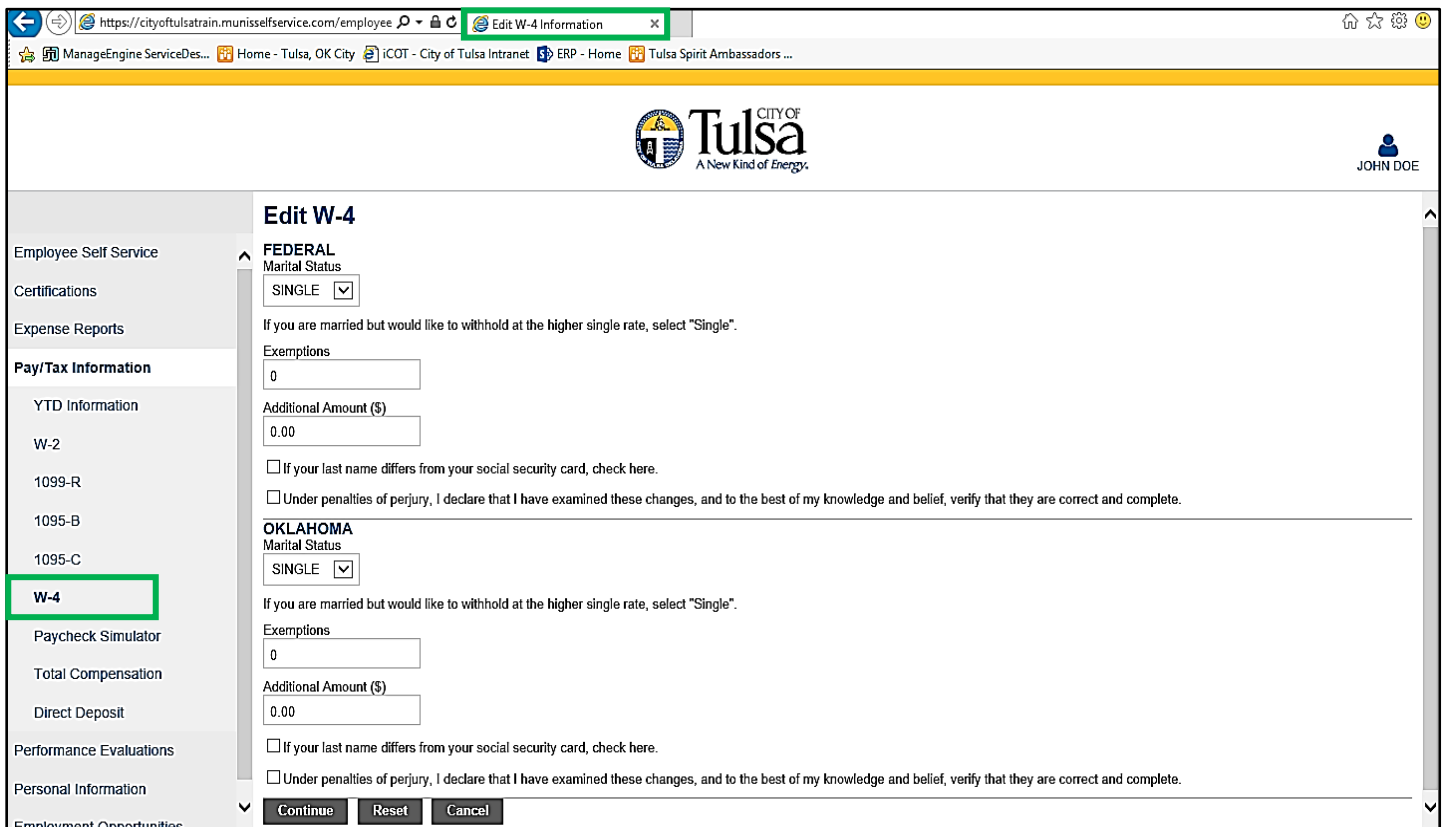
The screenshot shows the 'W-4 Information' page for employee JOHN M. DOE. The left sidebar contains navigation options: Employee Self Service, Certifications, Expense Reports, Pay/Tax Information (with sub-items YTD Information, W-2, 1099-R, 1095-B, 1095-C, W-4, and Paycheck Simulator), and Performance Evaluations. The main content area displays the following information:

FEDERAL	
Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000000000

OKLAHOMA	
Marital Status	SINGLE
Exemptions	0
Additional Amount	\$0.0000000000

Change Your W-4

1. To update W-4 Information, Click **Edit W-4 Values**. The program displays the Edit W-4 page.



The screenshot shows the 'Edit W-4' page for employee JOHN DOE. The browser address bar shows the URL: https://cityoftulsa.train.munisselfservice.com/employee. The left sidebar is identical to the previous screenshot, with 'W-4' highlighted. The main content area displays the following information:

FEDERAL
Marital Status: SINGLE (dropdown menu)
If you are married but would like to withhold at the higher single rate, select "Single".
Exemptions: 0
Additional Amount (\$): 0.00

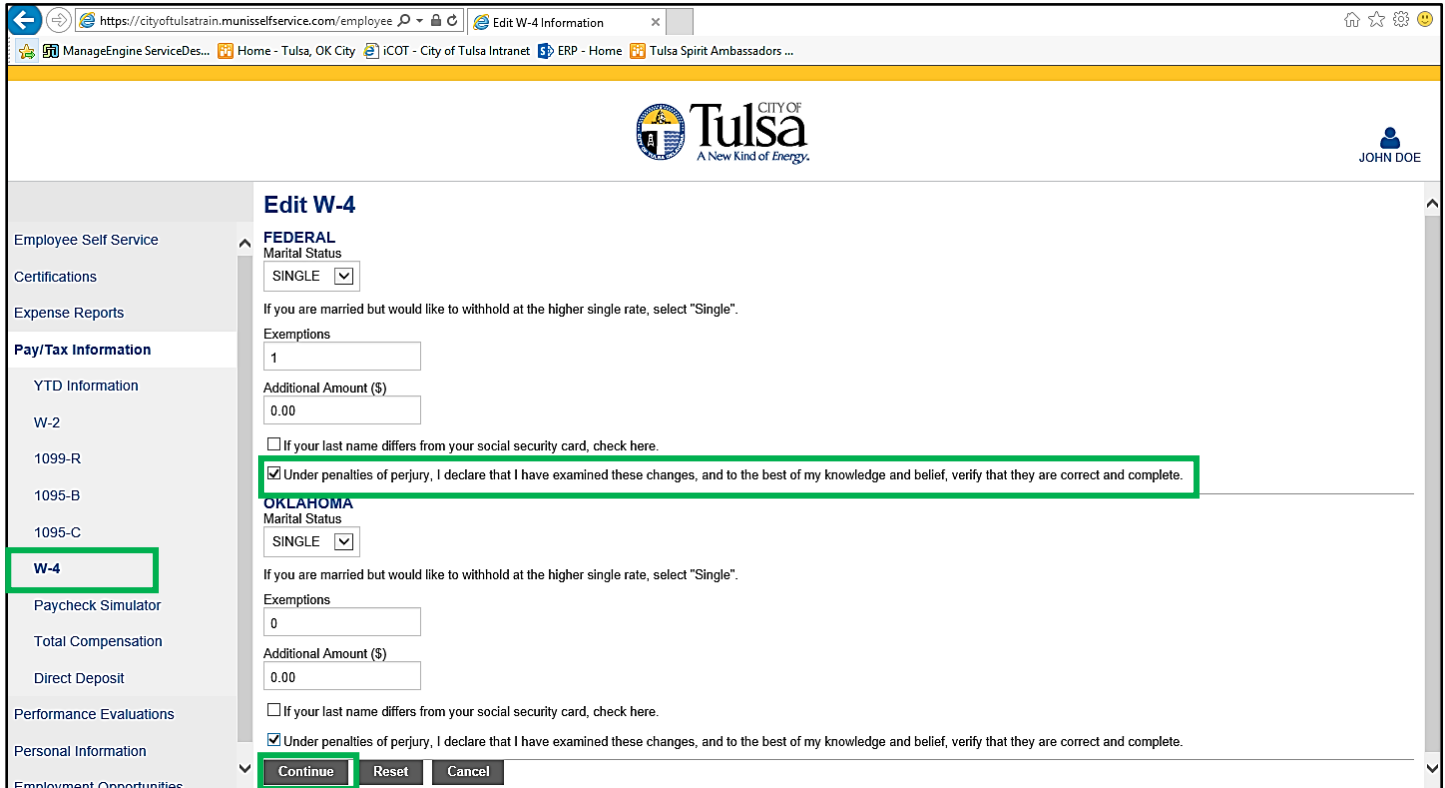
If your last name differs from your social security card, check here.
 Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete.

OKLAHOMA
Marital Status: SINGLE (dropdown menu)
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.

Buttons: Continue, Reset, Cancel

2. Enter the revised data.
3. Verify that the information is correct by selecting the acknowledgement check box and then click **Continue**. The program displays a review page.



Employee Self Service

Certifications

Expense Reports

Pay/Tax Information

YTD Information

W-2

1099-R

1095-B

1095-C

W-4

Paycheck Simulator

Total Compensation

Direct Deposit

Performance Evaluations

Personal Information

Employment Opportunities

Edit W-4

FEDERAL
Marital Status
SINGLE

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

Exemptions
1

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.

OKLAHOMA
Marital Status
SINGLE

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

Exemptions
0

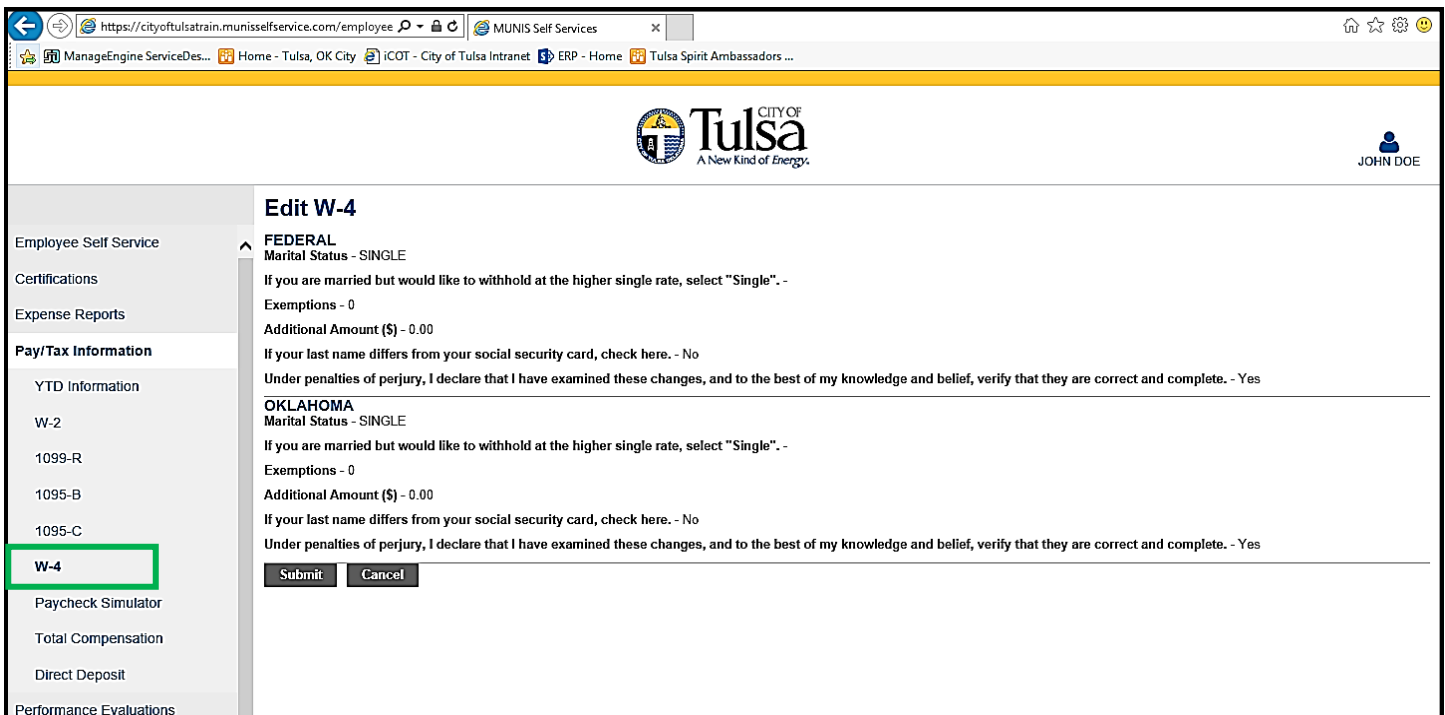
Additional Amount (\$)
0.00

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.

Continue **Reset** **Cancel**

4. Review your data to ensure accuracy and click **Submit**. The program displays a confirmation page.



Employee Self Service

Certifications

Expense Reports

Pay/Tax Information

YTD Information

W-2

1099-R

1095-B

1095-C

W-4

Paycheck Simulator

Total Compensation

Direct Deposit

Performance Evaluations

Edit W-4

FEDERAL
Marital Status - SINGLE
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. - No
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. - Yes

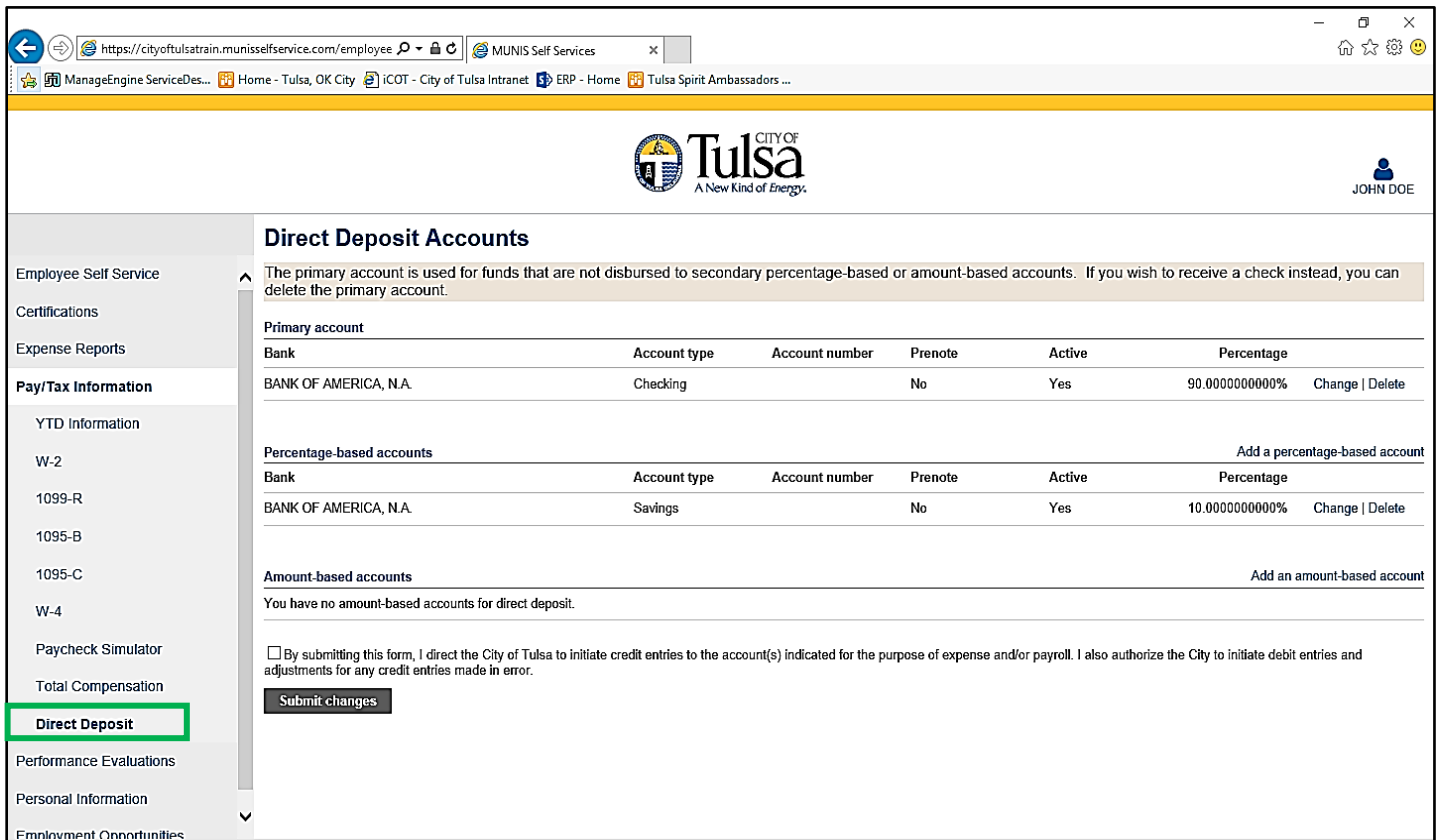
OKLAHOMA
Marital Status - SINGLE
If you are married but would like to withhold at the higher single rate, select "Single". -
Exemptions - 0
Additional Amount (\$) - 0.00
If your last name differs from your social security card, check here. - No
Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify that they are correct and complete. - Yes

Submit **Cancel**

Payroll will review the requested changes and employee will be notified of approval. Changes need to be submitted by Monday 8 a.m. (CST) prior to payday in order for it to take effect that pay period, otherwise it will take affect the following pay period.

Direct Deposit

The Direct Deposit page provides the details for your direct deposit accounts. You can update the accounts and amounts (dollar, or percent) allotted to each account using the ESS Direct Deposit page.



The screenshot shows the 'Direct Deposit Accounts' page in the Employee Self Service portal. The page title is 'Direct Deposit Accounts'. A note states: 'The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts. If you wish to receive a check instead, you can delete the primary account.'

Primary account

Bank	Account type	Account number	Prenote	Active	Percentage	
BANK OF AMERICA, N.A.	Checking		No	Yes	90.0000000000%	Change Delete

Percentage-based accounts Add a percentage-based account

Bank	Account type	Account number	Prenote	Active	Percentage	
BANK OF AMERICA, N.A.	Savings		No	Yes	10.0000000000%	Change Delete

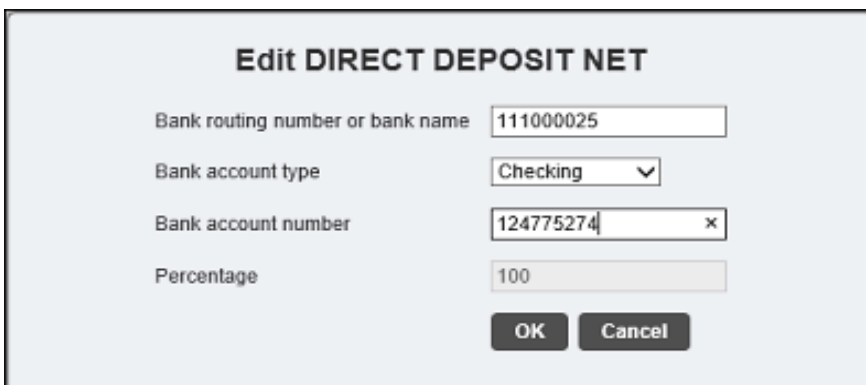
Amount-based accounts Add an amount-based account

You have no amount-based accounts for direct deposit.

By submitting this form, I direct the City of Tulsa to initiate credit entries to the account(s) indicated for the purpose of expense and/or payroll. I also authorize the City to initiate debit entries and adjustments for any credit entries made in error.

To modify your primary direct deposit information:

1. Click the **Change** option for the account. The program displays the Edit Direct Deposit Net dialog box.



Edit DIRECT DEPOSIT NET

Bank routing number or bank name:

Bank account type:

Bank account number:

Percentage:

2. Update the information and click **OK**.

3. To deposit amounts to more than one account:

Click the **Add a Percentage-Based Account** option.

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts. If you wish to receive a check instead, you can delete the primary account.

Primary account					
Bank	Account type	Account number	Prenote	Active	Percentage
BANK OF AMERICA, N.A.	Checking		No	Yes	90.0000000000% Change Delete

Add a percentage-based account

Percentage-based accounts					
Bank	Account type	Account number	Prenote	Active	Percentage
BANK OF AMERICA, N.A.	Savings		No	Yes	10.0000000000% Change Delete

Add an amount-based account

You have no amount-based accounts for direct deposit.

The program displays the Add a New Account dialog box.

Add a new account

Bank routing number or bank name

Bank account type ▼

Bank account number

Percentage

- 4. Enter the new account details, establish the percentage of the total deposit to be allotted to this account, and click **OK**.** You may also add dollar-based deductions. The program accepts the new account and adjusts the percentage to the existing account so that the total deposit amount remains at 100%. Also, approvals will be reviewed the Friday prior to the pay period start, therefore they must take effect the Friday prior; otherwise the request will be processed the following pay period. If your bank name does not show up, please email: ERPSupport@cityoftulsa.org

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts. If you wish to receive a check instead, you can delete the primary account.

Primary account

Bank	Account type	Account number	Prenote	Active	Percentage
BANK OF AMERICA, N.A.	Checking	** ...	No	Yes	90.0000000000% Change Delete



Percentage-based accounts

[Add a percentage-based account](#)

Bank	Account type	Account number	Prenote	Active	Percentage
BANK OF AMERICA, N.A.	Savings	**-----1519	No	Yes	10.0000000000% Change Delete

- When you click Submit Changes, the program submits the changes to your Human Resources department for approval. Once they are approved, the changes are effective on the next payroll cycle.

Direct Deposit Accounts

 Your new direct deposit information has been successfully submitted for approval. 

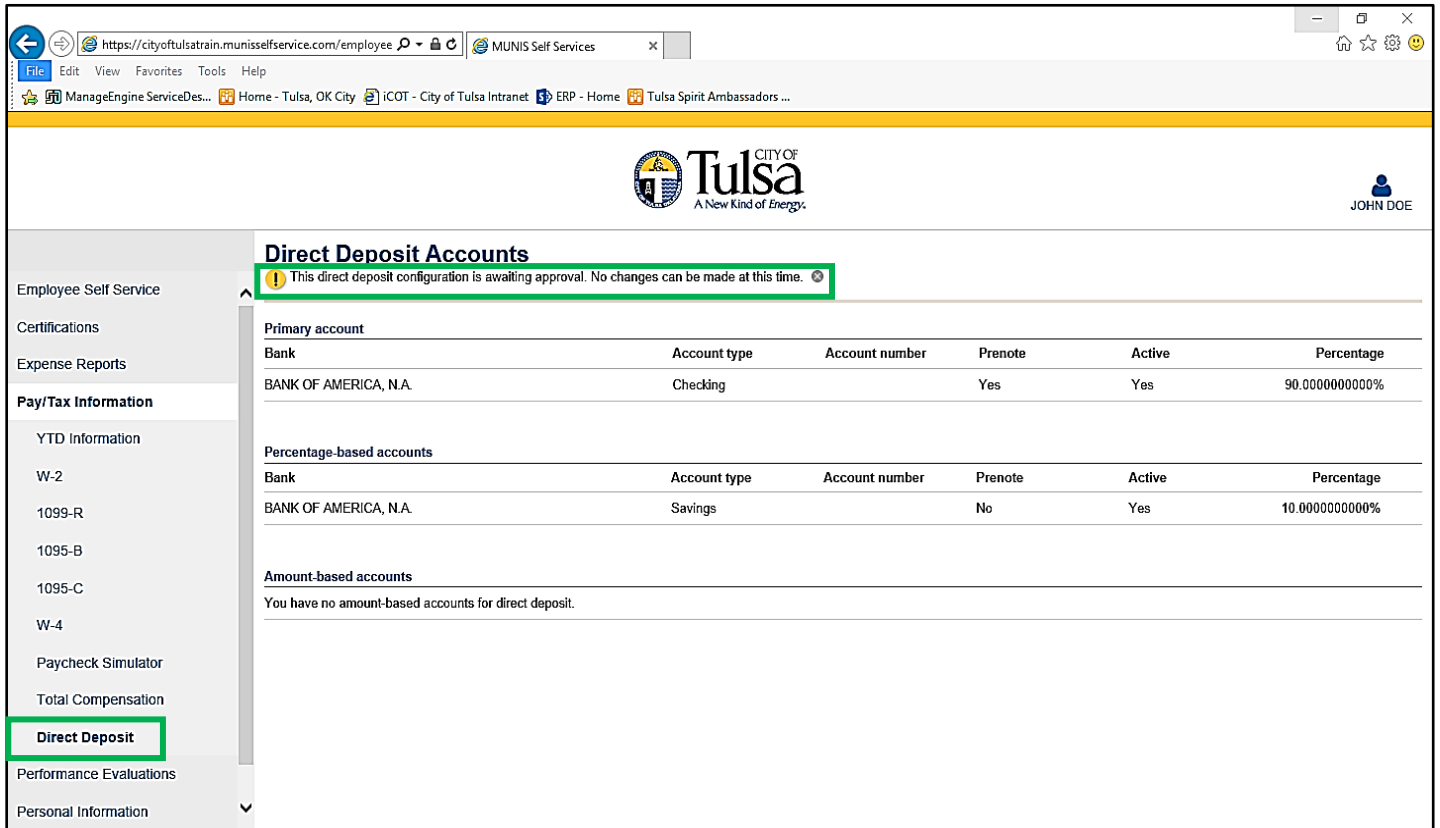
Primary account

Bank	Account type	Account number	Prenote	Active	Percentage
BANK OF AMERICA, N.A.	Checking		No	Yes	90.0000000000%

Percentage-based accounts

Bank	Account type	Account number	Prenote	Active	Percentage
BANK OF AMERICA, N.A.	Savings		No	Yes	10.0000000000%

You cannot make additional changes until these changes have been approved.



Direct Deposit Accounts

! This direct deposit configuration is awaiting approval. No changes can be made at this time.

Primary account

Bank	Account type	Account number	Prenote	Active	Percentage
BANK OF AMERICA, N.A.	Checking		Yes	Yes	90.0000000000%

Percentage-based accounts

Bank	Account type	Account number	Prenote	Active	Percentage
BANK OF AMERICA, N.A.	Savings		No	Yes	10.0000000000%

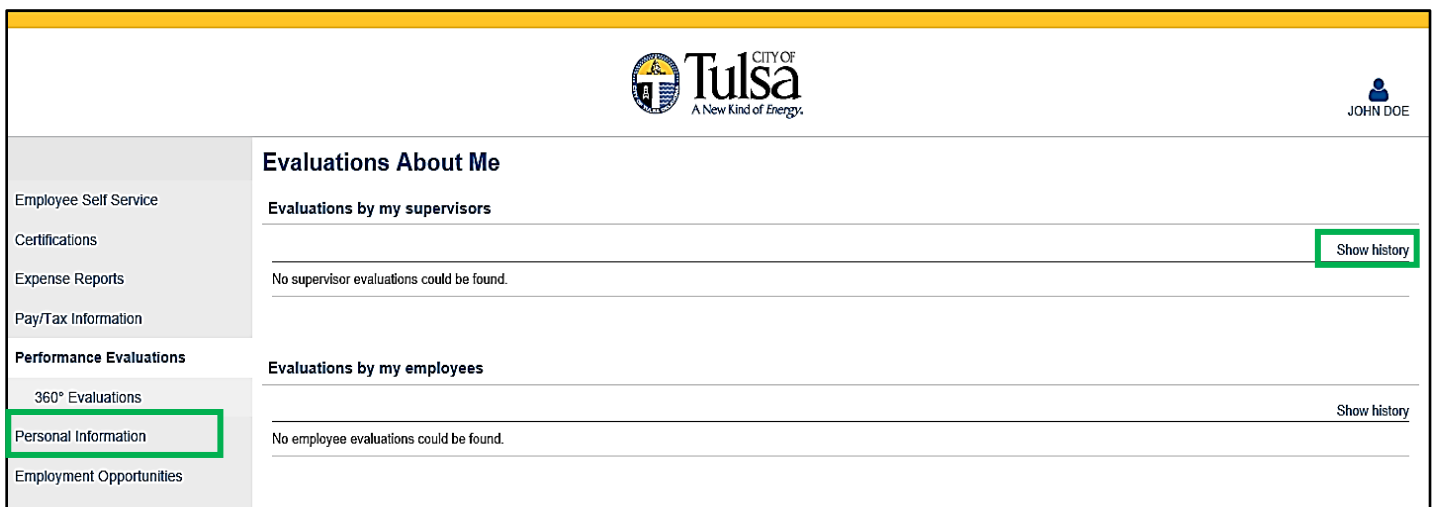
Amount-based accounts

You have no amount-based accounts for direct deposit.

Performance Evaluations ***Coming Soon***

The Performance Evaluations group on the menu provides access to all evaluation functionality. You can view evaluations you have received and given. If you are a supervisor, you can view evaluations your employees have received. Additional user guides will be coming soon on how to submit employee Performance Reviews. With the appropriate permissions, you can also create evaluations.

The Performance Evaluations option displays the Evaluations About Me page, which lists evaluations that you have received. The evaluations are grouped according to who performed them: your supervisors, your peers, your employees, and yourself.



Evaluations About Me

Evaluations by my supervisors

No supervisor evaluations could be found. [Show history](#)

Evaluations by my employees

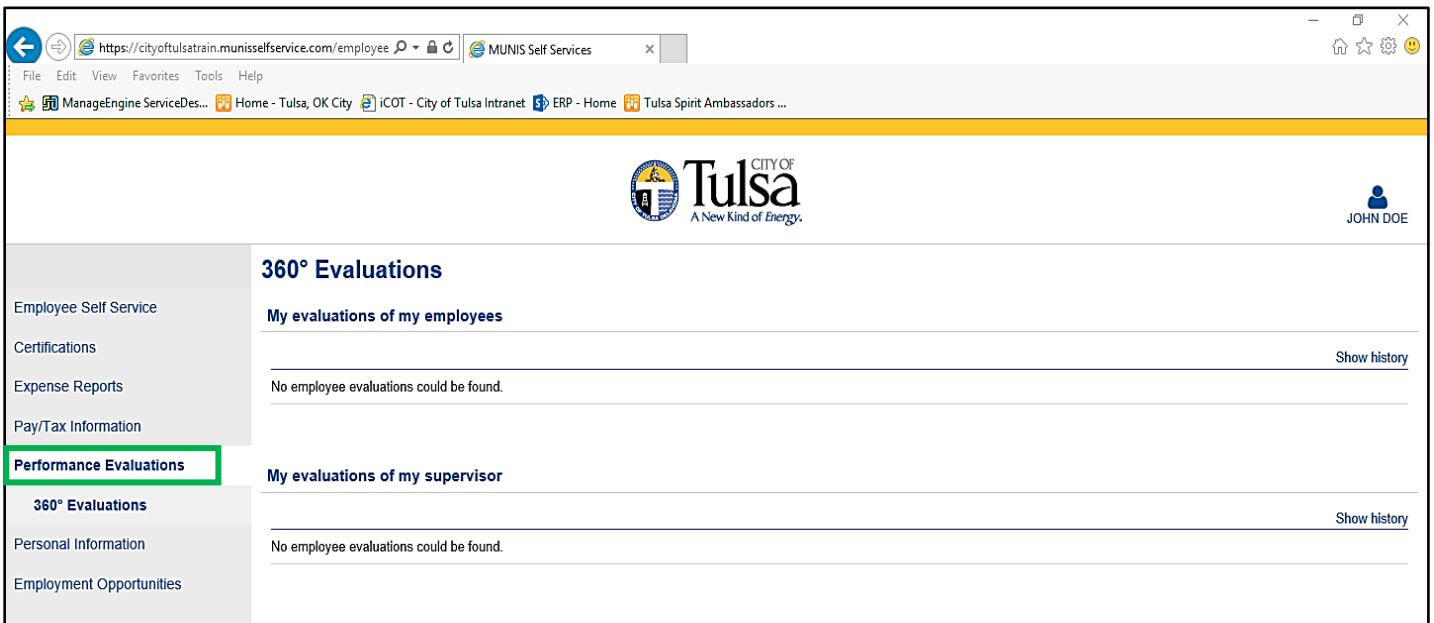
No employee evaluations could be found. [Show history](#)

To view more evaluations of any type, click **Show History**.

Employee Evaluations ***Coming Soon***

If you are a supervisor, you can use Employee Self Service to manage evaluations given to your employees. (*Additional user guides will be coming soon on how to submit employee's Performance Review's*)

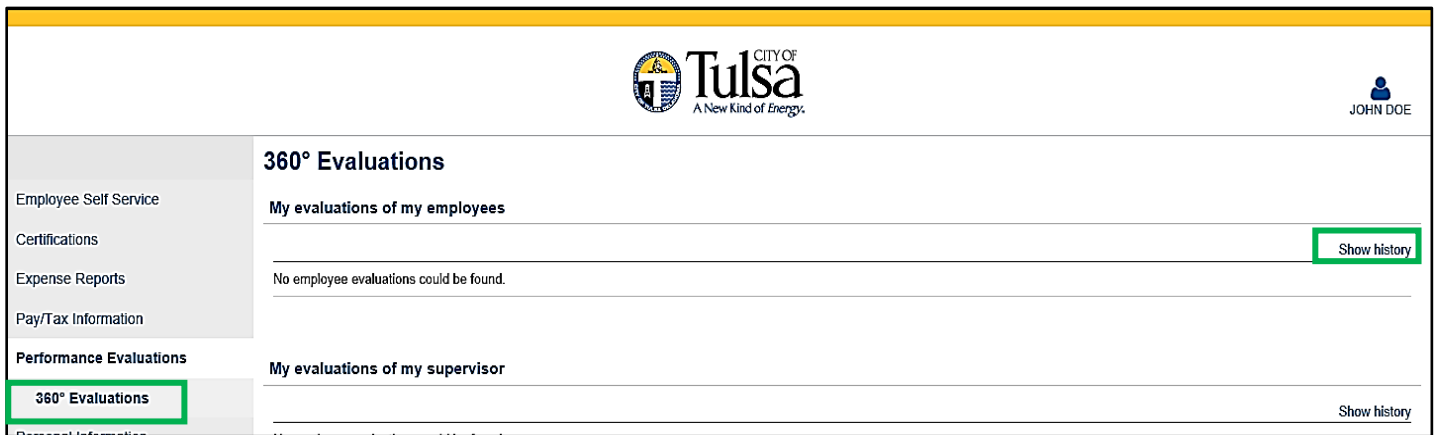
Click the Employee Evaluations option on the ESS menu to display the Employee Evaluations page. This page provides a list of evaluations given to your employees and grouped according to who performed them.



The screenshot shows a web browser window with the URL <https://cityoftulsa.in.munisselfservice.com/employee>. The page header includes the City of Tulsa logo and the user name JOHN DOE. The main content area is titled "360° Evaluations" and is divided into two sections: "My evaluations of my employees" and "My evaluations of my supervisor". Both sections currently display the message "No employee evaluations could be found." and include a "Show history" link. A left-hand navigation menu is visible, with "Performance Evaluations" highlighted in green.

360° Evaluations *Coming Soon*

The 360° Evaluations page lists all the evaluations you have given and grouped by the recipient.



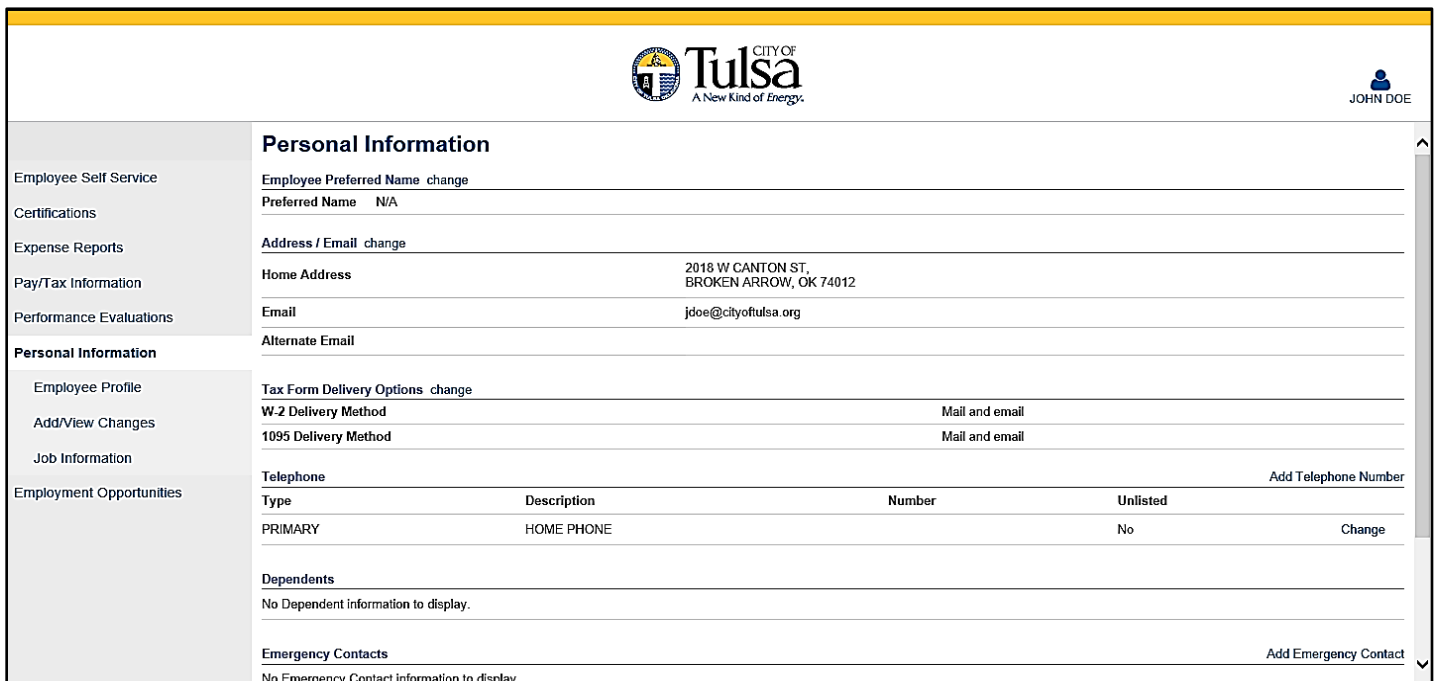
The screenshot shows the user interface for the 360° Evaluations page. At the top, there is a navigation bar with the City of Tulsa logo and the user's name, JOHN DOE. Below this is a sidebar menu with options: Employee Self Service, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, and 360° Evaluations (which is highlighted). The main content area is titled "360° Evaluations" and contains two sections: "My evaluations of my employees" and "My evaluations of my supervisor". The "My evaluations of my employees" section shows "No employee evaluations could be found." and a "Show history" link. The "My evaluations of my supervisor" section is currently empty and also has a "Show history" link.

If you have existing evaluations, use the Show History/Show Current link to toggle the view.

Personal Information

The Personal Information page displays your contact information, as well as dependent information and emergency contacts.

The information found under Personal Information and Employee Profile is located in the Munis Employee Master program. When you change any of the information on these pages, the corresponding Employee Master record is updated.



The screenshot shows the "Personal Information" page. It features a sidebar menu with options: Employee Self Service, Certifications, Expense Reports, Pay/Tax Information, Performance Evaluations, Personal Information (highlighted), Employee Profile, Add/View Changes, Job Information, and Employment Opportunities. The main content area is titled "Personal Information" and contains several sections: "Employee Preferred Name" (change), "Preferred Name" (N/A), "Address / Email" (change), "Home Address" (2018 W CANTON ST, BROKEN ARROW, OK 74012), "Email" (jdoe@cityoftulsa.org), "Alternate Email", "Tax Form Delivery Options" (change), "W-2 Delivery Method" (Mail and email), "1095 Delivery Method" (Mail and email), "Telephone" (Add Telephone Number), a table of telephone numbers, "Dependents" (No Dependent information to display), and "Emergency Contacts" (Add Emergency Contact).

Type	Description	Number	Unlisted	
PRIMARY	HOME PHONE		No	Change

You can add or update your personal information including Phone Number, and emergency contacts.

Employee Profile

The Employee Profile page displays general and demographic information, such as hire date and date of birth, as well as race and ethnicity information. If you are a supervisor and you have the appropriate permissions, you can view profiles of employees who report to you by selecting a name from the Employee list. Otherwise, the Employee list is not available and the page displays your profile.

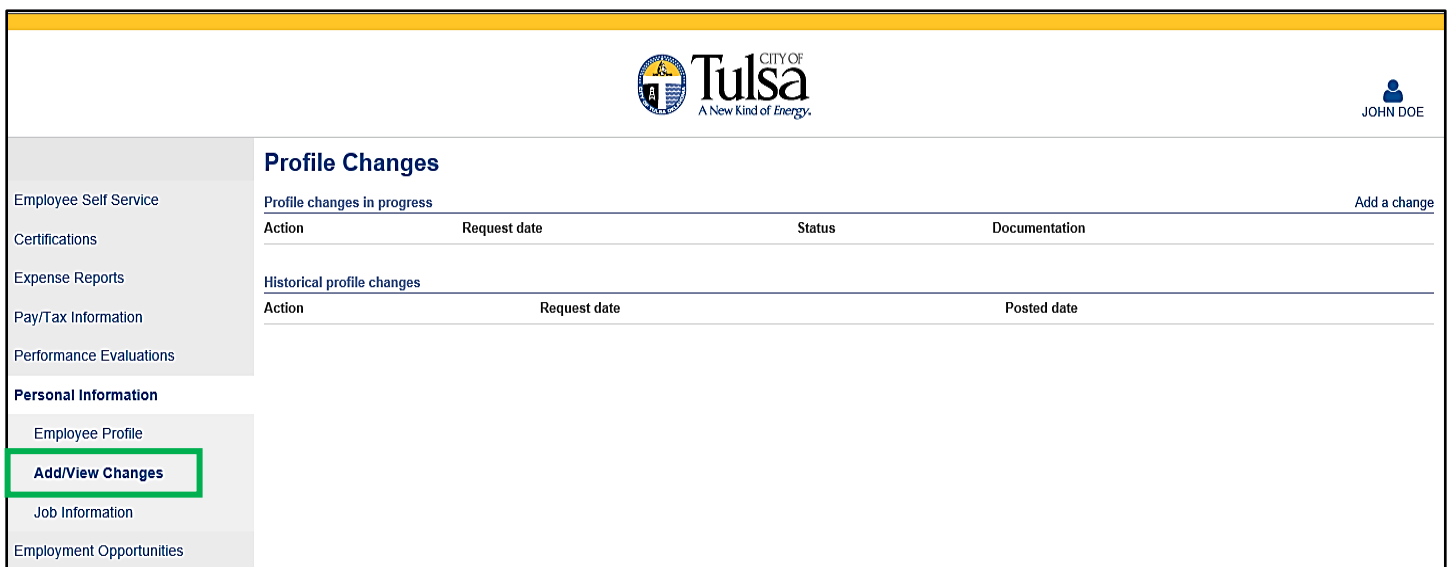


The screenshot shows the 'Employee Profile' page for John Doe. The page header includes the City of Tulsa logo and the user's name 'JOHN DOE'. A left-hand navigation menu lists various services, with 'Employee Profile' highlighted in green. The main content area is titled 'Employee Profile' and contains a 'Return to Personal Information' link. Below this, a 'General Information' section lists the following details:

General Information	
Name	DOE, JOHN M
Employee ID	131712
Preferred name	
SSN	xxx-xx-xxxx
Active status	ACTIVE
Personnel status	REGULAR
Primary location	IT PROJECT MANAGER
Check location	
E-Mail address	jdoe@cityoftulsa.org
Alternate e-mail address	
Hire date	10/17/2016
Service date	10/17/2016
Original hire date	10/17/2016
Supervisor	JONATHAN G GALCHIK
Supervisor e-mail	jgalchik@cityoftulsa.org

Add/View Changes

The Add/View Changes option is available on the Personal Information menu. When you select this option, the page refreshes to display the Profile Changes screen. Click Add a Change to update your profile details.



The screenshot shows the 'Profile Changes' page for John Doe. The page header includes the City of Tulsa logo and the user's name 'JOHN DOE'. A left-hand navigation menu lists various services, with 'Add/View Changes' highlighted in green. The main content area is titled 'Profile Changes' and contains a link to 'Add a change'. Below this, there are two tables:

Profile changes in progress

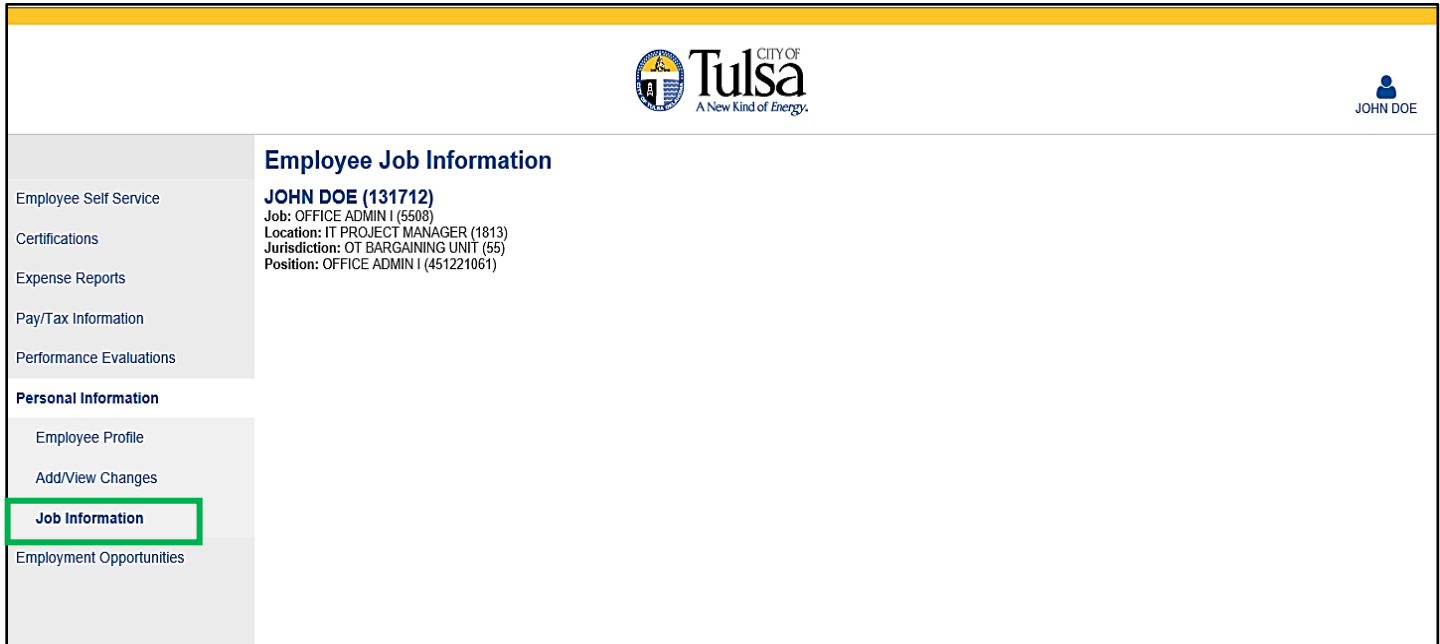
Action	Request date	Status	Documentation

Historical profile changes

Action	Request date	Posted date

Job Information

You are able to view details regarding your current job.



The screenshot displays the City of Tulsa Employee Self Service interface. At the top, the City of Tulsa logo and the name "JOHN DOE" are visible. The main content area is titled "Employee Job Information" and lists the following details for JOHN DOE (131712):
Job: OFFICE ADMIN I (5508)
Location: IT PROJECT MANAGER (1813)
Jurisdiction: OT BARGAINING UNIT (55)
Position: OFFICE ADMIN I (451221061)

The left sidebar contains a navigation menu with the following items:
Employee Self Service
Certifications
Expense Reports
Pay/Tax Information
Performance Evaluations
Personal Information
Employee Profile
Add/View Changes
Job Information (highlighted with a green box)
Employment Opportunities

Information displayed includes your Job Title, Job Class number, Location (who you report to or yourself if you are a supervisor), Jurisdiction (Group Bargaining Unit), and Position Title with Position Number. Years of Service details, which are drawn from the Munis Employee Years of Service program, are provided.

Employment Opportunities (Applicant Tracking)

Employment Opportunities can be accessed through Munis Self Service:

<https://cityoftulsa.munisselfservice.com/employmentopportunities/default.aspx>. Job applicants can view available jobs and apply for one or more jobs directly from the Employment Opportunities page.

In addition to applying for positions, applicants can request to receive regular updates for job openings according to job categories.

When an applicant registers for an account, the program stores all of his or her information in the Munis database. Returning applicants do not have to re-enter information each time they apply for a job; however, they can update their applicant information to tailor it to a specific job or to add updated information.

If applicants use the Internet Rich Site Summary (RSS) application, they can click RSS to subscribe to an RSS feed for employment opportunities, or they can click Register for Email Alerts to get automatic updates regarding opportunities.