

# 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 Username 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

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### Announcements

### Personal information

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**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

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#### Tools

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Employee Self Service

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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	<a href="#">Details</a>
9/28/2018	9/1/2018 - 9/30/2018	Cleared	\$3,738.00	\$2,766.12	<a href="#">Details</a>
8/31/2018	8/1/2018 - 8/31/2018	Cleared	\$3,738.00	\$2,766.12	<a href="#">Details</a>
7/31/2018	7/1/2018 - 7/31/2018	Cleared	\$3,738.00	\$2,766.12	<a href="#">Details</a>

- 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: 2019

### 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

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### W-4 Information

**FEDERAL**  
Marital status  
SINGLE

W-4 - Step 2  
Unchecked

Dependents Amount  
\$0.00

Other Income  
\$0.00

Deductions  
\$0.00

Additional amount  
\$0.0000

[Edit FEDERAL](#)

**COLORADO**  
Marital status  
SINGLE

W-4 - Step 2  
Unchecked

Dependents Amount  
\$0.00

Other Income  
\$0.00

Deductions  
\$0.00

Additional amount  
\$0.0000

[Edit COLORADO](#)

- Click on the word Edit Federal or Colorado which brings you to the next windows

Form **W-4**

**Employee's Withholding Certificate**

OMB No. 1545-0074

Department of the Treasury  
Internal Revenue Service

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.  
▶ Give Form W-4 to your employer.  
▶ Your withholding is subject to review by the IRS.

**2021**

<b>Step 1:</b> <b>Enter Personal Information</b>	(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 <a href="http://www.ssa.gov">www.ssa.gov</a> .
	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 estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App), and privacy.

**Step 2:** 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.

**Multiple Jobs or Spouse Works**

Do **only one** of the following.

(a) Use the estimator at [www.irs.gov/W4App](http://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 2021 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.)

<b>Step 3:</b> <b>Claim Dependents</b>	If your total 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 . . . . .		<b>3</b>	\$
<b>Step 4 (optional):</b> <b>Other Adjustments</b>	(a) <b>Other income (not from jobs).</b> 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 . . . . .	<b>4(a)</b>	\$
	(b) <b>Deductions.</b> 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 . . . . .	<b>4(b)</b>	\$
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	<b>4(c)</b>	\$

**Step 5:** Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

**Sign Here**

▶ \_\_\_\_\_ ▶ **Date**

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

<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)
	Gunnison County Colorado 200 E. Virginia Ave. Gunnison, CO 81230		846000770

- New hires in 2021 will need to complete the new 2021 W-4 Employee's Withholding Certificate
- Only current employees needing to make a change to their tax filings in 2021 require the new 2021 W-4 Employee's Withholding Certificate
- The new W-4 Form for 2021 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

# Federal

**W-4 Information**

**FEDERAL**  
Marital Status  
SINGLE

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.

**Submit** **Cancel**

# State

**W-4 Information**

**COLORADO**  
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.

**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

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W-4

Paycheck Simulator

**Direct Deposit**

Personal Information

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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
- Remember that Direct Deposit changes need to be submitted by the 15<sup>th</sup> of the month to be processed, otherwise it will not be processed until the following month's payroll.



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

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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.

Bank  
BANK OF THE WEST

Account number  
\*\*\*\*\*1234

Account type  
Checking

Percentage  
100%

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

Bank name or routing number

Account number

Account type  
Savings

Percentage  
0.0000

- 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

Employee Self Service

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**Personal Information**

**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
Employee ID	Primary location	7/1/2016
9999	HUMAN RESOURCES	Original hire date
SSN	Check location	7/1/2016
XXX-XX-XXXX		Supervisor
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, Contact and Tax form delivery tabs
- To change your address, Under Personal Information, open Add/View Changes to make changes to your Profile.
- Click Add a change (far top right)
- Select Requested action type from the drop down menu and click ADDRESS CHANGE. Enter your new address in the fields indicated and click Submit

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GUNNISON, CO 81230

**Phone**

HOME PHONE: (970) 555-1234

**Email**

Email: Opitts@gunnisoncounty.org

### Time off

[Request time off](#)

	Currently Available	Earned
COMP	80.00	120.00
SICK	192.00	192.00
VACATION	72.00	100.05

[Show time off taken](#)



### Paychecks

[Show paycheck amounts](#)

Last Paycheck: 10/31/2018

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9/28/2018 [Details](#)

#### Tools

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- Please note that we are currently not using the Time Off and Time Entry tabs.