Log in to Self Service

At the Welcome to Self Service screen, enter your AD Login (your username), and your password. Select your domain from the drop down menu, and click Log In.

- 1. Enter your AD Login. Enter only lowercase letters. (This is the username you use to log into your computer.)
- 2. Enter your AD password. (This is the password you use to log into your computer.)
- 3. Select the correct **Domain** from the drop down menu.
- 4. Click Log In.

WELCOME TO MONMO	Username: Password: Domain: D-MCIS	
TATES		

The domain names you can select from include: D-MCIS, D-PARKS, Landex_domain, SURROGATE, SHERIFF, and D-MCPO.

WELCOME TO MOONMOUTH COUNTY SELF SERVICE Image: Service Servi

Employee Self Service

When you log into Employee Self Service, you will be able to view the following information on the Employee Self Service Dashboard:

- Personal Information
- Pay Information
- Attendance
- Benefits
- Benefit Provider Links
- Personal Assistant
- My Employee Forms & Memos

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 a Attendance Benefits Benefit Provider Links Personal Assistant My Employee Forms & Memos 		Personal Profile Emergency Contact & Depend PAY INFORMATION Banking Information Transaction History Pay History	> Assignments lent Information > Calendar Events > Tax Filing Information > Pay Line History > View Earning Statement	 Self Service and FAQ Documen NJ Civil Service Promotional Jol Sign Up for Benefit Notifications MY EMPLOYEE FORMS & MEN Memorandums Benefit Forms 	tation >Closing & Delay b Announcements >Charitable Cam AOS >HR Forms >Paycheck and Payroll Forms
		View W2 Information Time Punches W2 Form	> Deposit stud keport > My W-2 Consent	Fension/ Kentement Forms Employee Legal Notices	>Leave Forms
			›Leave History		
		Current Benefit Enrollments			
		BENEFIT PROVIDER LINKS Deferred Comp - Nationwide Horizon Medical & Dental IAA Medical Qualcare Medical	>Express Scripts >Horizon Vision >Pension - State of NJ >Vol Dis, Life, Accident, Critical - Colon		

Buttons

You must use the navigation buttons provided by Self Service. You will not be able to use your browser back and forward buttons; hitting the back button on your browser will log you out of Self Service.



Help

The Help button links you the Personality Knowledge-base (WIKI)



Exit

The Exit button will log you out of Employee Self Service.

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Navigation

Using the Menu button, the Left Navigation Menu can be collapsed:

	Menu 🕆	Splash PERSONAL INFORMATION Personal Profile	>Personal Profile
ľ	-	Assignments	Assignments
		Emergency Contact & Dependent Information	Calendar Events

Or expanded:

 Splash Personal Information Personal Profile Personal Profile Assignments Assignments Emergency Contact & Dependent 	Menu ×	Splash PERSONAL INFORMATION Personal Profile Assignments Emergency Contact & Dependent Inf PAY INFORMATION
S Pay Information		Banking Information Ta
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🛍 Benefit Provider Links 👋 👋		→View W2 Information →De
1 Personal Assistant		•Time Punches •M
🖹 My Employee Forms & Memos 🗠		>W2 Form

Employee Role Button

The Employee Role button is used to switch roles. Most Employees have only the Employee role.



Timekeeper View

Collapsed:

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2			Search 🗸	€ €	
lenu	Home				•
>	TIME AND ATTENDANCE				
	Maintain Pay Transactions	• Maintain Employee Pay Transactions			
	Balance Pay Transactions	View Employee Information			
	View Leave Balances	• View Leave History			
	View Pay Calendar	> Employee Clock Punches			
	Unidentified Clock Punches	> Undefined Clock Entries			
	Clock Punches Report	→Pay Register Report			
	 Discoverer Reports (internal use only) 				

Expanded:



Action Buttons

There are four buttons to the right of the Search field: Go, Backward, Forward, and Print.



Search

Search allows you to search for specific reports/screens. The report name is displayed below and to the right of the Search field box.

				Search 🗸 🗸 Search
Report Q	Load Load Launch Concel	Daily Clock Entries Report		
Daily Clock En	tries Report			
Output :			Email Output	

Print

Print will open a new window with the left Menu collapsed. You can then use the browser's built in Print function to send the webpage to the printer. Right click on the page and select *Print preview...* You may need to adjust the print size from the *Shrink to Fit* dropdown to a % in order to get all the info on one page.



Report Parameters & Load

Saved report parameters are found by clicking the magnifying glass next to the Report field.

Load will load the parameters you choose for your report.

Report		Daily Clock Entries Report	Search	
Daily Clock Ent	tries Report			
Output :			Email Output	

Save

Once you enter your report Parameters, Save will save your Parameter Set.

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Daily Clock Entries Report			
Output :	Email Output		

Give the Parameter Set a name and check the Private checkbox.

Save Parameter Set	
Save Parameter Set	
Parameter Set Name : For Function : RTCE_MC Private : D	
OK Cancel	

Launch

Launch will run your report.

Report Q 🥰 🔝	Daily Clock Entries Report	Search	✓ ④ ← → RTCE_MC
Daily Clock Entries	Report		
Output :	Email Output		

Reset

Reset will reset the report for a new execution.

		Search	✓ ④ ← →
Report Q C Loud Save Loundh Reset Cancel	Daily Clock Entries Report		RTCE_MC
Daily Clock Entries Report			
Output :	Email Outpu		