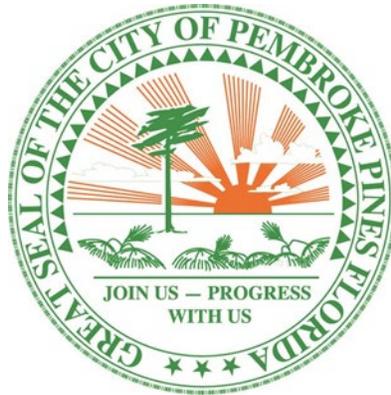




# ESS

## Employee Self Service



# Contents

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# LOGIN

<https://pembrokepinesflemployees.munisselfservice.com/login.aspx>

First time logging on:

Username: Employee ID

Password: Last 4 Digits of Social Security Number

Next: ESS will redirect you to create your password.

The password must have:

10 Character

1 Upper case letter

1 Lower case letter

1 Number

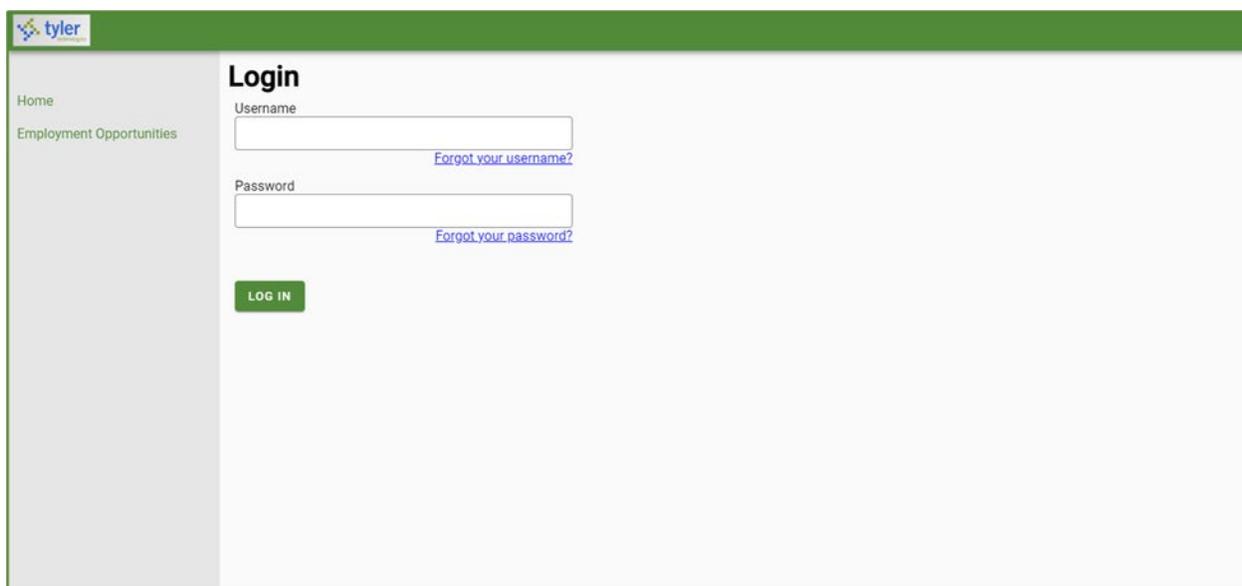
1 Special Character

\*This password will reset every 12 months\*

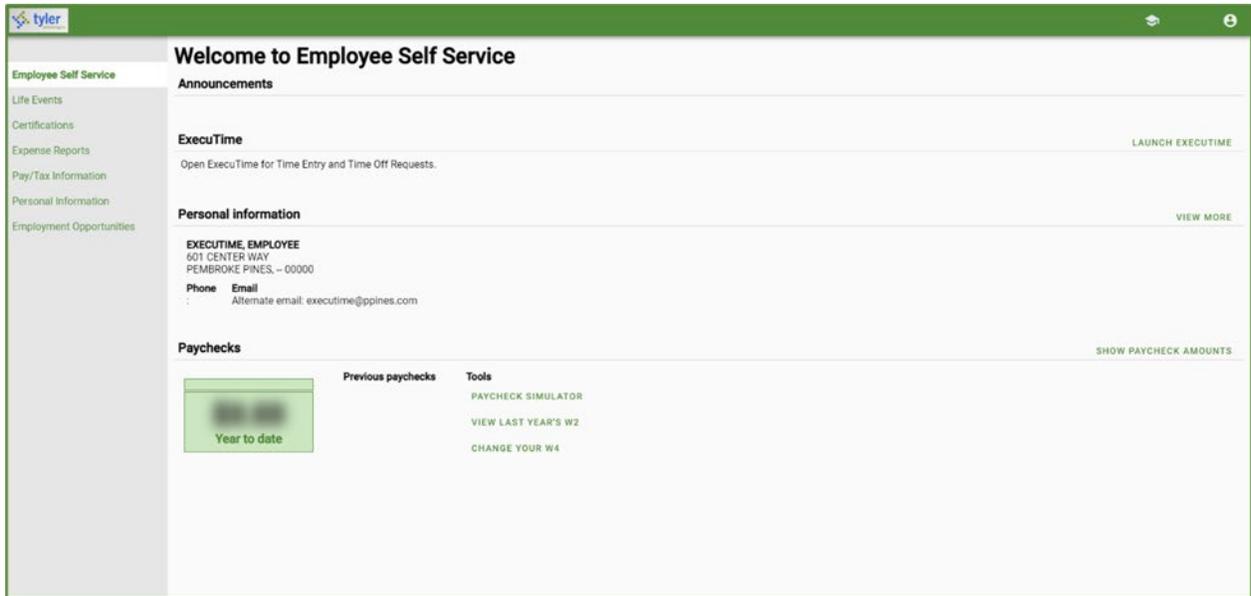
\*3 Failed Login attempts will lock the account. \*

Please Contact Hunter Prendes if you have any issues logging into ESS.

[hprendes@ppines.com](mailto:hprendes@ppines.com)



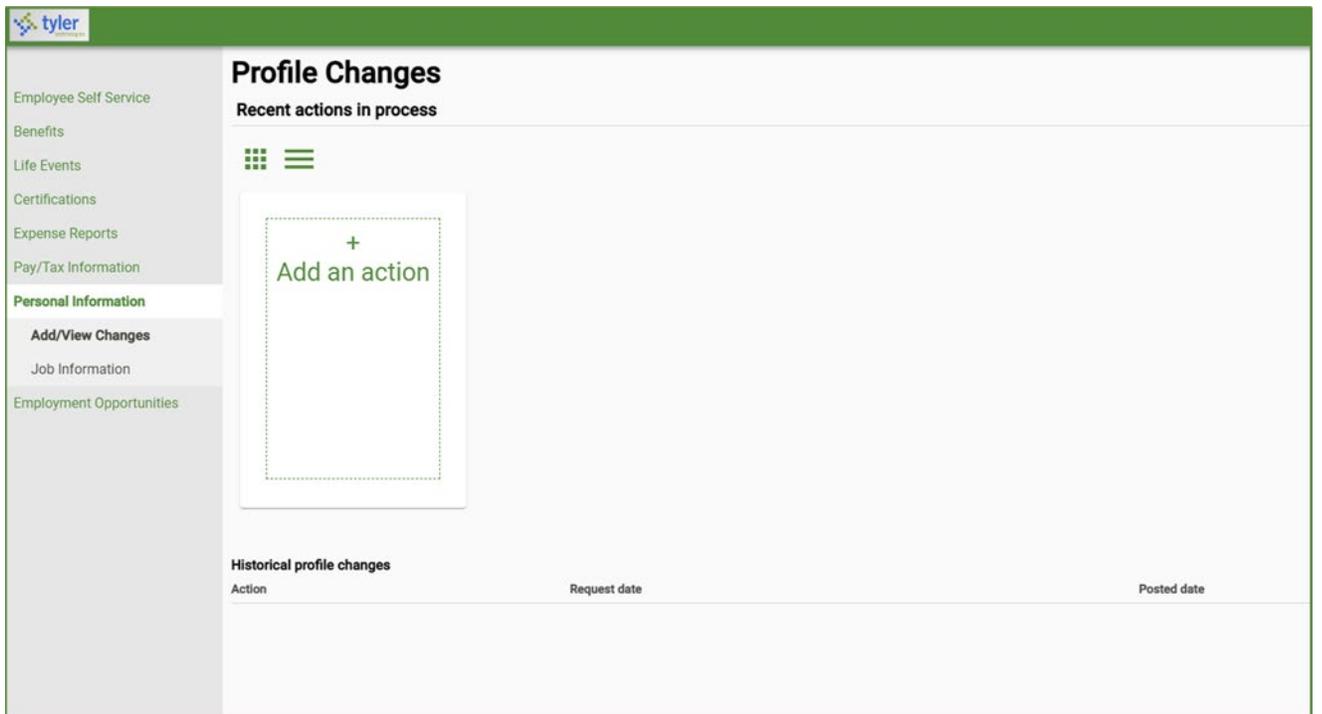
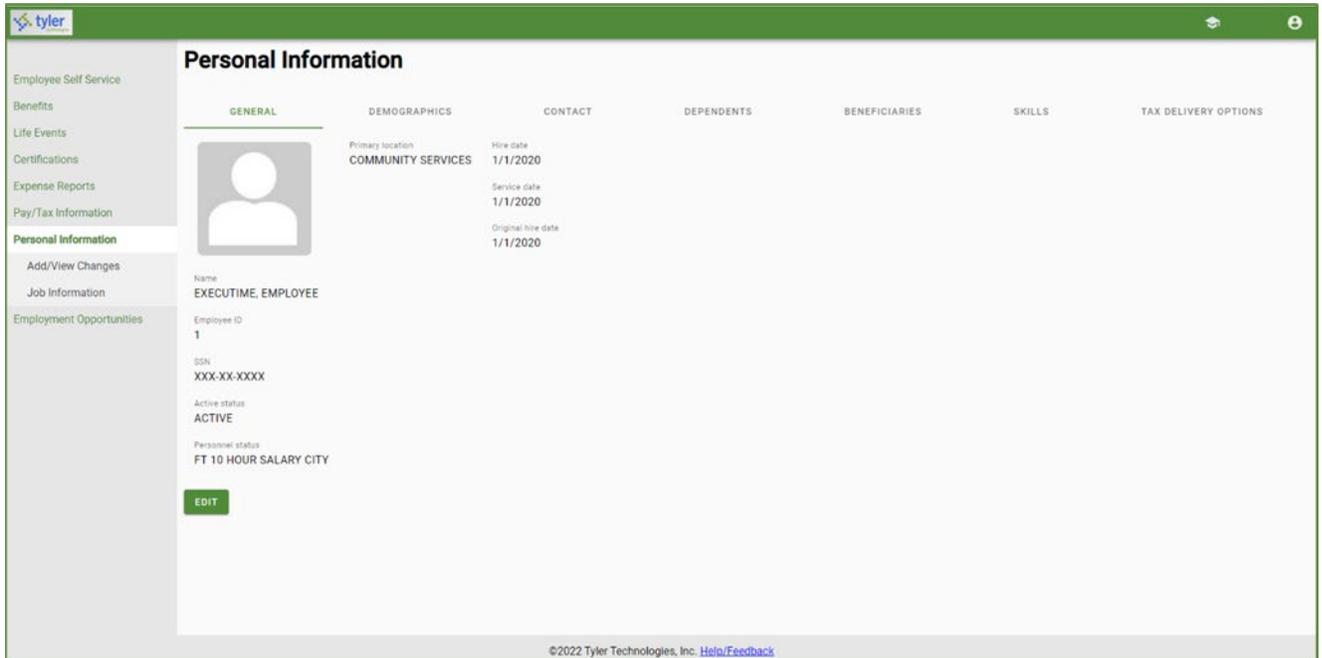
The screenshot shows the login interface for Tyler's Employee Self-Service (ESS). At the top left, there is a logo for 'tyler' and a navigation menu with 'Home' and 'Employment Opportunities'. The main content area is titled 'Login' and contains two input fields: 'Username' and 'Password'. Below the 'Username' field is a link for 'Forgot your username?'. Below the 'Password' field is a link for 'Forgot your password?'. At the bottom of the login form is a green button labeled 'LOG IN'.



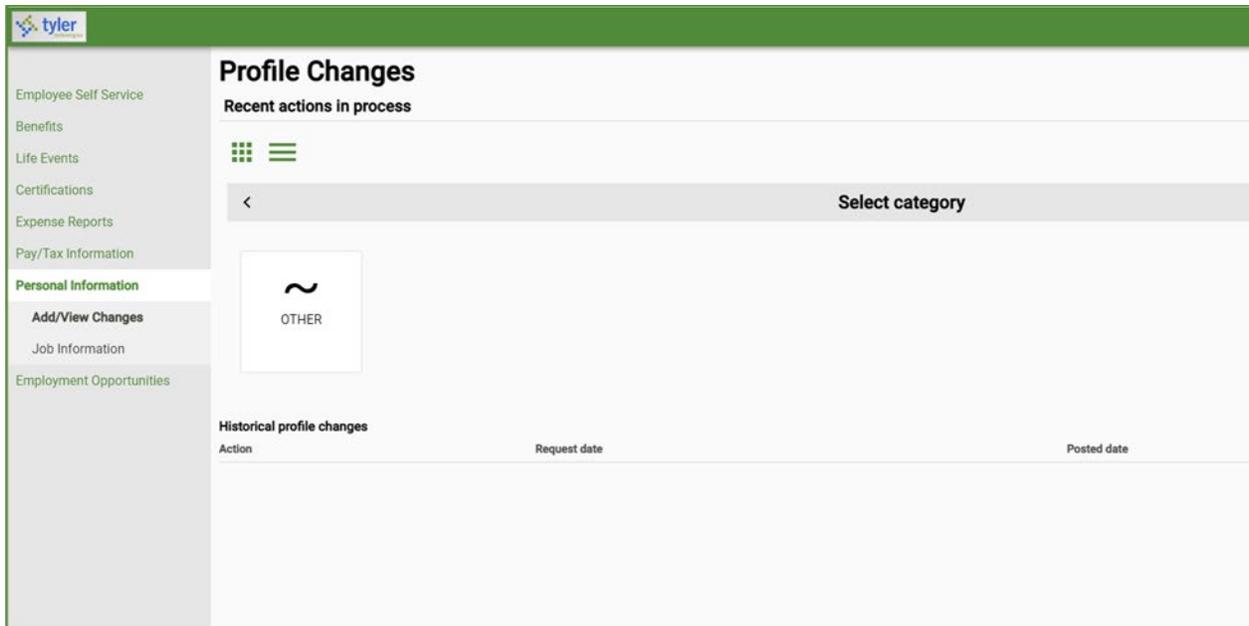
-A successful login should bring you to the 'Welcome to Employee Self Service Page'.

# PERSONAL INFORMATION

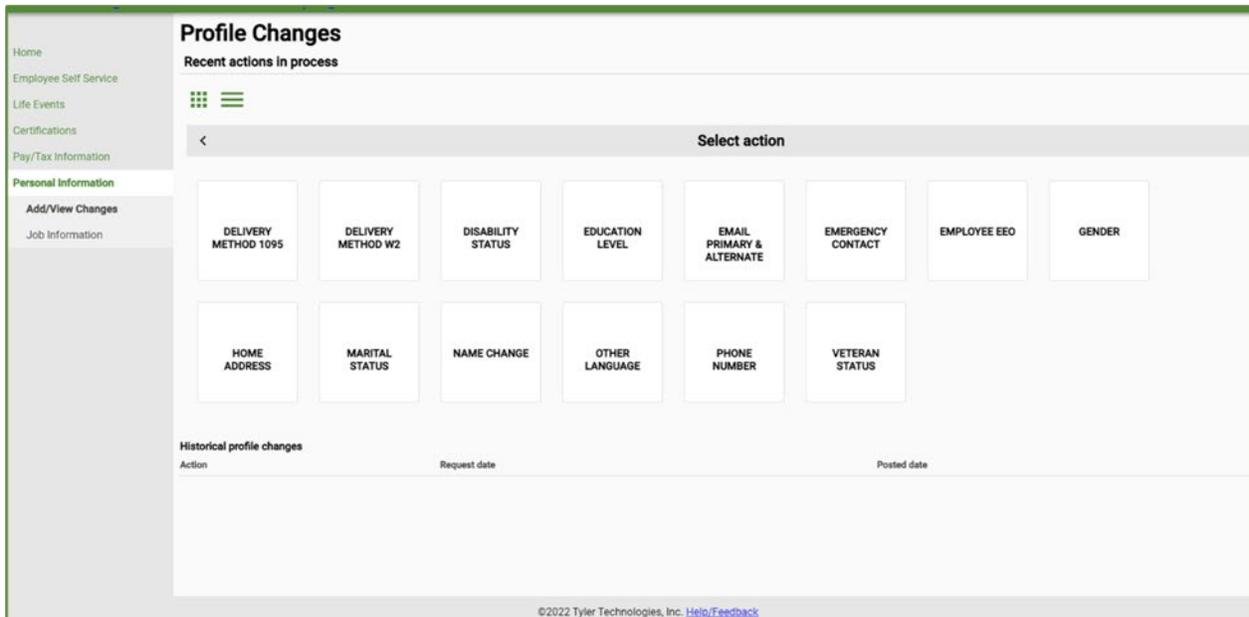
To Change Personal Information:



- Click on **Personal Information** tab in the menu.
- Click **Add/View Changes** tab. Select **Add an Action**.



-Select **Other**.



-Select an **Action** to make changes.

-Click **Name Change**.

- Fill in **First and Last Name**.
- Click '**Choose File**' to attach appropriate documentation.

- Select a **file**.
- \*File must be saved as PDF when attached. \*
- Click **Open**.

<
Submit action

**NAME CHANGE**

Attach a copy of your Social Security card with your new name. If name change is due to divorce, remember to update your emergency contact,

First Name\*

Last Name\*

Comments

**Attachments**

profile change .png [Remove](#)

No file chosen

- File name is visible.
- Click **Submit** when completed

- Home
- Employee Self Service
- Life Events
- Certifications
- Pay/Tax Information
- Personal Information**
- Add/View Changes
- Job Information

## Profile Changes

Recent actions in process

+

Add an action

Action type  
NAME CHANGE

Status  
In Progress

Initiation date  
9/22/2022

Documentation  
[profile change .png](#)

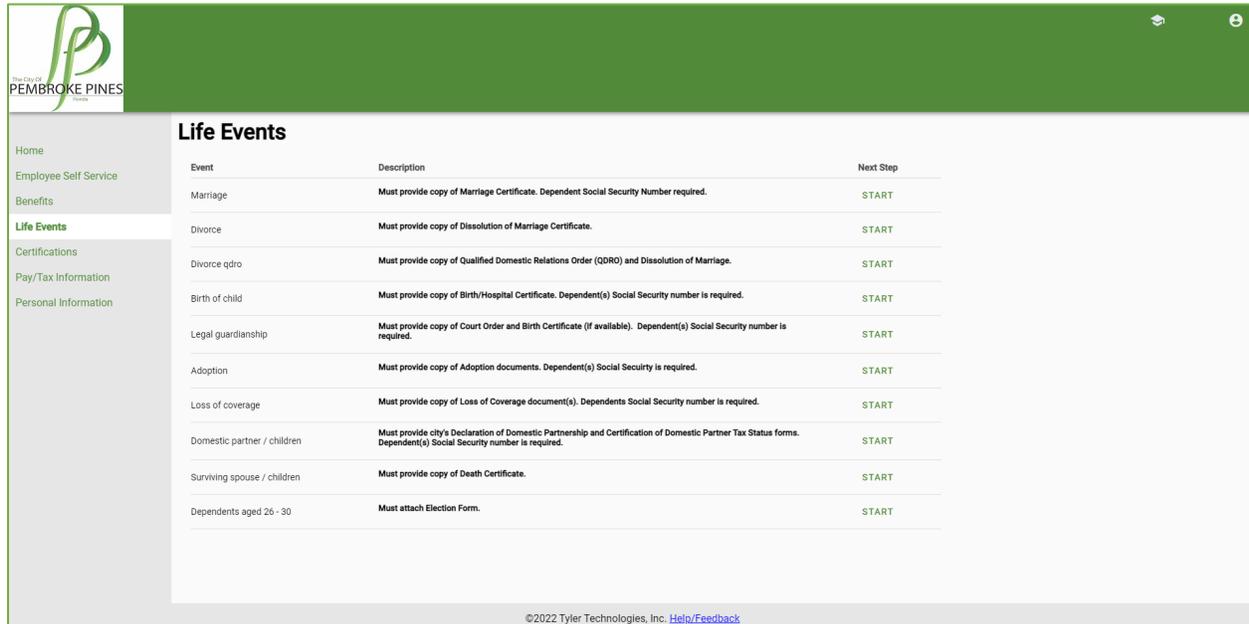
Historical profile changes

| Action | Request date | Posted date |
|--------|--------------|-------------|
|        |              |             |

- After submitting, the changes will be sent to HR/Payroll for approval and final processing. Changes can be deleted and/or updated until the status shows 'Completed'.
- Under Historical Profile Changes you will be able to view all of the posted changes.

## LIFE EVENTS CHANGE

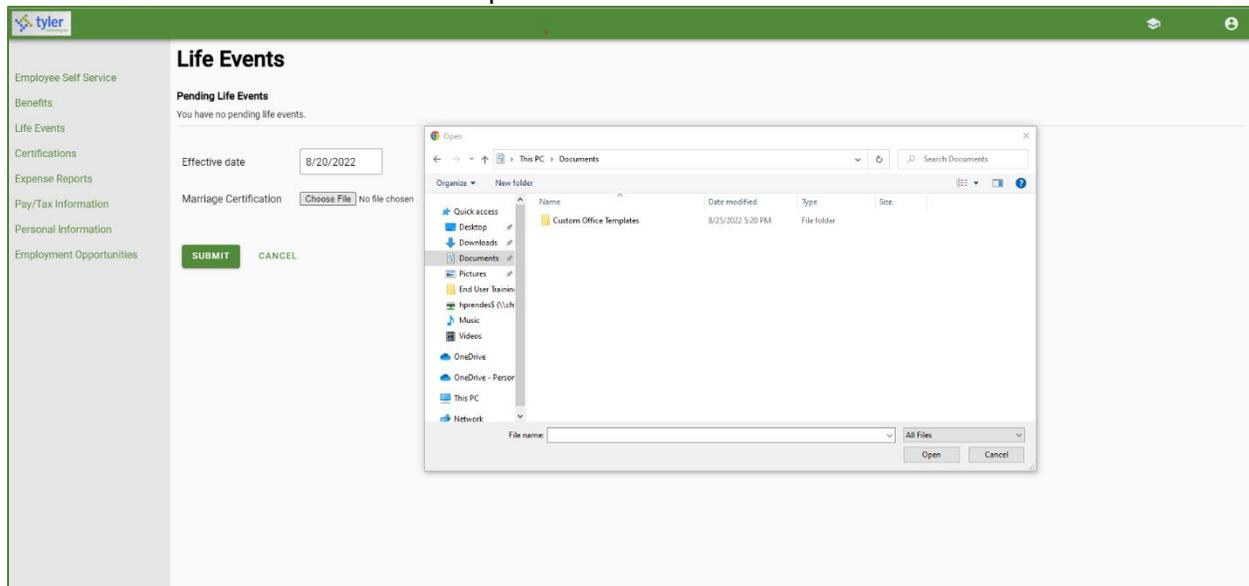
Coverage changes can be made if an employee has a qualifying life event. (marriage, divorce, birth of a child, etc.) Each event has a description of what documentation is required for a change.



| Event                       | Description  | Next Step |
|-----------------------------|--|-----------|
| Marriage                    | Must provide copy of Marriage Certificate. Dependent Social Security Number required.  | START     |
| Divorce                     | Must provide copy of Dissolution of Marriage Certificate.  | START     |
| Divorce qdro                | Must provide copy of Qualified Domestic Relations Order (QDRO) and Dissolution of Marriage.  | START     |
| Birth of child              | Must provide copy of Birth/Hospital Certificate. Dependent(s) Social Security number is required.  | START     |
| Legal guardianship          | Must provide copy of Court Order and Birth Certificate (if available). Dependent(s) Social Security number is required.  | START     |
| Adoption                    | Must provide copy of Adoption documents. Dependent(s) Social Security is required.   | START     |
| Loss of coverage            | Must provide copy of Loss of Coverage document(s). Dependents Social Security number is required.  | START     |
| Domestic partner / children | Must provide city's Declaration of Domestic Partnership and Certification of Domestic Partner Tax Status forms. Dependent(s) Social Security number is required. | START     |
| Surviving spouse / children | Must provide copy of Death Certificate.  | START     |
| Dependents aged 26 - 30     | Must attach Election Form.   | START     |

-Click **Life Events Tab**.

-Click **Start** to select a Life Event to update.



The screenshot shows the 'Life Events' page with the 'Pending Life Events' section. The effective date is set to 8/20/2022. The 'Marriage Certification' section has a 'Choose File' button. A file upload dialog box is open, showing the 'Documents' folder.

-Please note that when adding the birth of a child you may not have the SSN. Use 999-99-9999 temporarily until you have received the child's SSN.

\*Example: Select Marriage to add a Marriage.

Add an effective date (when marriage was official).

Click CHOOSE FILE. Select a file to upload. \*

The screenshot shows the 'Life Events' section of the Tyler HR system. On the left is a navigation menu with options: Employee Self Service, Benefits, Life Events, Certifications, Expense Reports, Pay/Tax Information, Personal Information, and Employment Opportunities. The main content area is titled 'Life Events' and contains a sub-section 'Pending Life Events' with the message 'You have no pending life events.' Below this is a form with an 'Effective date' field containing '8/20/2022' and a 'Marriage Certification' field containing 'marriage certificate.png'. At the bottom of the form are two buttons: 'SUBMIT' and 'CANCEL'.

\*Example: Please attach a PDF Document. Click **Submit** when completed. \*

The screenshot shows the 'Life Events' section of the Tyler HR system after a submission. The main content area is titled 'Life Events' and contains a message: 'Your life event was successfully submitted. Life events are processed one at a time. When your pending life event is processed, you will be able to add another.' Below this is a table titled 'Pending Life Events' with the following data:

| Code | Description | Effective Date | Election End Date | Status    |
|------|-------------|----------------|-------------------|-----------|
| 1000 | MARRIAGE    | 8/20/2022      | 9/20/2022         | SUBMITTED |

- Life Events are processed and waiting approval.
- Once the HR department approves, you will be instructed to make your changes in the benefits tab.
- Review the open enrollment section to learn how to select your benefits.

# OPEN ENROLLMENT

Open Enrollment is the annual period in which employees can select benefits for the next calendar year. The Open Enrollment Period will be announced by the Human Resources Department.

The screenshot shows the 'Existing Benefits' page. At the top left is the City of Pembroke Pines logo. A green header bar contains the title 'Existing Benefits' and a yellow warning box: 'You must complete your open enrollment before 12/31/2022.' A left sidebar lists navigation options: Home, Employee Self Service, Benefits, Open Enrollment, Life Events, Certifications, Pay/Tax Information, and Personal Information. The main content area lists five benefit categories, each with a dropdown arrow: MEDICAL (PPO PLAN 2 EMPLOYEE ONLY HIRED BEFORE 10/01/91 - \$50.00), DENTAL (DENTAL DHMO S700B EMPLOYEE ONLY - \$9.30), VISION (VISION PLAN EMPLOYEE ONLY - \$4.05), BASIC LIFE INSURANCE (BASIC LIFE INSURANCE - \$0.00), and AD & D LIFE INSURANCE (AD & D LIFE INSURANCE - \$0.00). A green bar at the bottom right displays 'Estimated total cost per pay period' as '\$63.35'. The footer contains the copyright notice '©2022 Tyler Technologies, Inc. Help/Feedback'.

- Select **Benefits Tab** to make elections to benefits.
- Employees will be able to view their existing benefits.
- Click the **open enrollment link**.

The screenshot shows the 'Open Enrollment - Make Elections' page. It features the same City of Pembroke Pines logo and green header bar. A warning box states: 'Make a selection for each benefit, then click "Continue". You must submit this enrollment by 12/31/2022.' The left sidebar is identical to the previous screenshot. The main content area lists the same five benefit categories, but each now includes an 'Election not made' status and a dropdown menu with options: 'NO CHANGES', 'DECLINE', and 'SELECT'. For example, the MEDICAL row shows 'Election not made' and 'Existing benefit: PPO PLAN 2 EMPLOYEE ONLY HIRED BEFORE 10/01/91 - \$50.00' with a dropdown set to 'NO CHANGES'. The footer is the same as the previous screenshot.

- Choose a benefits plan.
- \*Example: **Select Medical**.

-Benefits are organized by date of hire and type.

- Select a plan that corresponds with the employee date of hire.
- If plan requires a dependent, click **+ADD NEW DEPENDENT**. Fill out the required fields.
- Click **Continue** when selection is complete.

**MEDICAL**  
EPO PLAN 1 EMPLOYEE AND CHILDREN HIRED 10/01/91 TO 01/31/10 – \$95.94  
Existing benefit: PPO PLAN 2 EMPLOYEE ONLY HIRED BEFORE 10/01/91 – \$50.00

**MEDICAL DEPENDENTS AGED 26-30**  
Election not made

**DENTAL**  
Election not made  
Existing benefit: DENTAL DHMO S700B EMPLOYEE ONLY – \$9.30

**VISION**  
Election not made  
Existing benefit: VISION PLAN EMPLOYEE ONLY – \$4.05

**BASIC LIFE INSURANCE**  
Election not made  
Existing benefit: BASIC LIFE INSURANCE – \$0.00

**AD & D LIFE INSURANCE**  
Election not made  
Existing benefit: AD & D LIFE INSURANCE – \$0.00

Estimated total cost per pay period **\$95.94**

-After selecting benefits, the Estimated Total Cost Per Pay Period is listed at the bottom of the screen.

-Click **Continue** when satisfied with benefits selection.

**Review your enrollment**

**MEDICAL**  
EPO PLAN 1 SURVIVOR  
Pay period employee cost **\$258.77**  
Pay period employer cost \$0.00  
Annual employee cost \$0.00  
Annual employer cost \$0.00

**DENTAL**  
Declined

**VISION**  
Declined

**LONG TERM DISABILITY**  
Declined

**FLEXIBLE SPENDING ACCOUNT MED**  
Declined

|                       |          |
|-----------------------|----------|
| <b>ANNUAL AMOUNTS</b> |          |
| TOTAL EMPLOYEE COST   | \$0.00   |
| <b>PERIOD AMOUNTS</b> |          |
| TOTAL EMPLOYEE COST   | \$258.77 |
| TOTAL EMPLOYER COST   | \$0.00   |

CANCEL MODIFY **SUBMIT**

-Review your enrollment. Click **Submit**.

tyler

Employee Self Service

**Confirmation**

✔ Your enrollment was submitted successfully. You can make changes until your choices have been approved. You may want to print this page for your records.

**Benefits**

- Open Enrollment
- Life Events
- Certifications
- Expense Reports
- Pay/Tax Information
- Personal Information
- Employment Opportunities

|                                      |  |                 |
|--------------------------------------|--|-----------------|
| <b>MEDICAL</b>                       |  |                 |
| <b>EPO PLAN 1 SURVIVOR</b>           |  |                 |
| <b>Pay period employee cost</b>      |  | <b>\$258.77</b> |
| Pay period employer cost             |  | \$0.00          |
| Annual employee cost                 |  | \$0.00          |
| Annual employer cost                 |  | \$0.00          |
| <b>DENTAL</b>                        |  |                 |
| <b>Declined</b>                      |  |                 |
| <b>VISION</b>                        |  |                 |
| <b>Declined</b>                      |  |                 |
| <b>LONG TERM DISABILITY</b>          |  |                 |
| <b>Declined</b>                      |  |                 |
| <b>FLEXIBLE SPENDING ACCOUNT MED</b> |  |                 |
| <b>Declined</b>                      |  |                 |
| <b>ANNUAL AMOUNTS</b>                |  |                 |
| <b>TOTAL EMPLOYEE COST</b>           |  | <b>\$0.00</b>   |
| <b>PERIOD AMOUNTS</b>                |  |                 |
| <b>TOTAL EMPLOYEE COST</b>           |  | <b>\$258.77</b> |
| <b>TOTAL EMPLOYER COST</b>           |  | <b>\$0.00</b>   |

You can now...

-After submitting, the changes will be waiting for approval.

# CURRENT BENEFITS

To view your current benefits:

The screenshot displays the 'Existing Benefits' section of an Employee Self Service portal. On the left is a navigation menu with options: Home, Employee Self Service, Benefits (highlighted), Life Events, Certifications, Expense Reports, Pay/Tax Information, and Personal Information. The main content area is titled 'Existing Benefits' and contains a list of benefit plans:

- MEDICAL**: EPO PLAN 1 EMPLOYEE ONLY - \$0.00
- MEDICAL DEPENDENTS AGED 26-30**: Declined
- DENTAL**: DENTAL DHMO S700B EMPLOYEE ONLY - \$9.30
- VISION**: VISION PLAN EMPLOYEE ONLY - \$4.05
- BASIC LIFE INSURANCE**: BASIC LIFE INSURANCE SCHOOLS - \$0.00
- AD & D LIFE INSURANCE**: AD & D LIFE INSURANCE SCHOOLS - \$0.00
- SUPPLEMENTAL LIFE INSURANCE**: Declined

At the bottom of the page, there is a copyright notice: ©2022 Tyler Technologies, Inc. [Help/Feedback](#)

-Select the **Benefits Tab**.

-Outside the Open Enrollment period you will be able to view your current benefits.

# DIRECT DEPOSIT

Update direct deposit information.

The screenshot shows the 'Direct Deposit Accounts' page. The left sidebar has the 'Pay/Tax Information' tab selected. The main content area shows the following information:

- 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: FEDERAL RESERVE BANK
- Account number: \*\*3456
- Account type: Checking
- Percentage: 100%
- EDIT    DELETE
- 
- I authorize Pembroke Pines to deposit my payroll check directly into my bank account. I understand I will receive a printed payroll check until the account information has been verified with the bank. This deposit will continue unless I make a change.
- SUBMIT

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- Click **Pay/Tax Information Tab**.
- Click **Direct Deposit Tab**.
- Click **Edit**.

The screenshot shows the 'Direct Deposit Accounts' page with a form overlay. The left sidebar has the 'Pay/Tax Information' tab selected. The form overlay contains the following information:

- Direct Deposit Accounts**  
The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.
- Bank name or routing number: 011000015
- Account number: \*\*3456
- Account type: Checking
- Percentage: 100
- SAVE    CANCEL

- Enter bank information.
- Click **Save**.

**PEMBROKE PINES**

**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  
 FEDERAL RESERVE BANK

Account number  
 \*\*3456

Account type  
 Checking

Percentage  
 100%

EDIT    DELETE

I authorize Pembroke Pines to deposit my payroll check directly into my bank account. I understand I will receive a printed payroll check until the account information has been verified with the bank. This deposit will continue unless I make a change.

**SUBMIT**

Home  
 Employee Self Service  
 Benefits  
 Life Events  
 Certifications  
**Pay/Tax Information**  
 YTD Information  
 W-2  
 1099-R  
 1095-B  
 1095-C  
 W-4  
 Paycheck Simulator  
 Total Compensation  
**Direct Deposit**  
 Payroll Calendars  
 Personal Information

- Select  To authorize deposit.
- Click **Submit**.