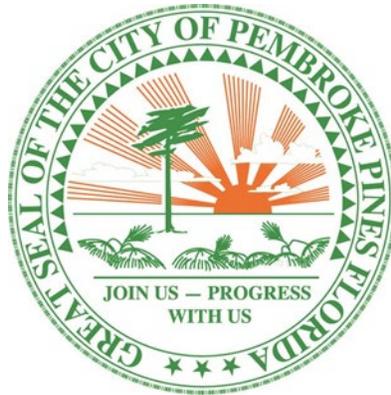




ESS

Employee Self Service



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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

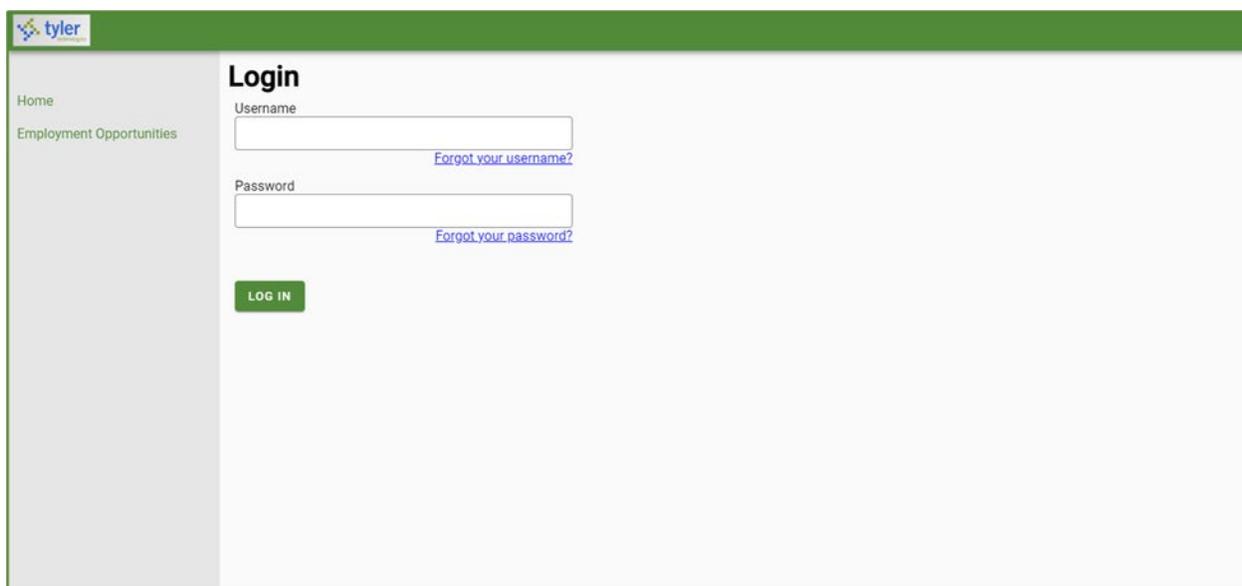
1 Special Character

This password will reset every 12 months

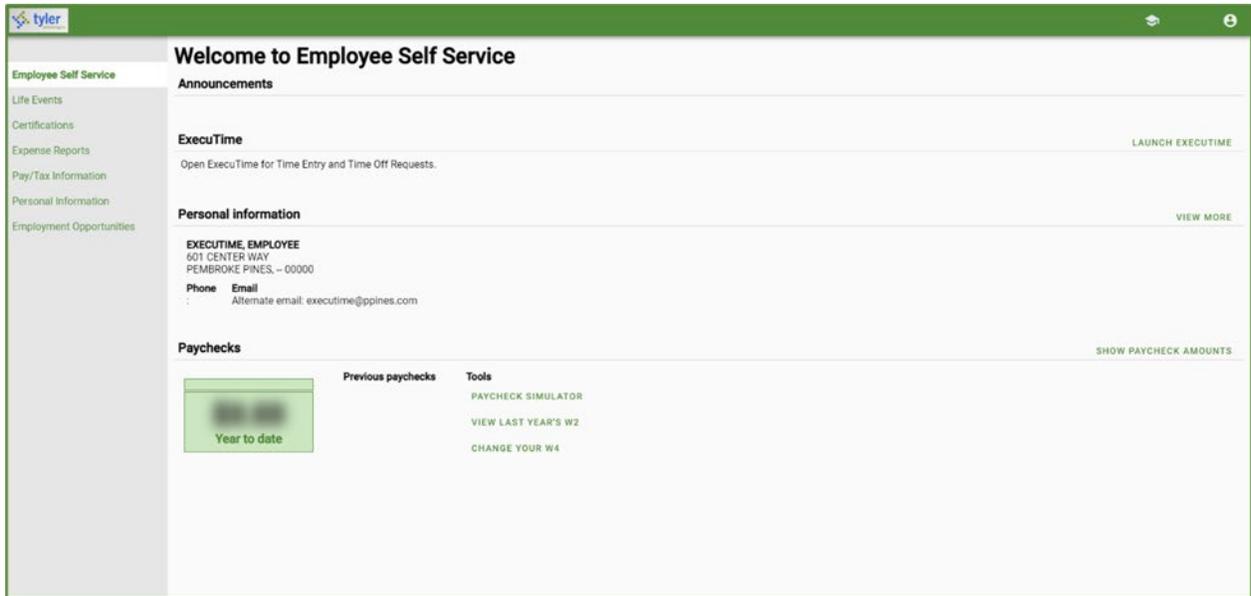
*3 Failed Login attempts will lock the account. *

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

hprendes@ppines.com



The screenshot shows the login interface for Tyler's Employee Self-Service (ESS). At the top left is the Tyler logo. Below it is 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 'LOG IN' button.



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

PERSONAL INFORMATION

To Change Personal Information:

Employee Self Service

Benefits

Life Events

Certifications

Expense Reports

Pay/Tax Information

Personal Information

Add/View Changes

Job Information

Employment Opportunities

Personal Information

GENERAL DEMOGRAPHICS CONTACT DEPENDENTS BENEFICIARIES SKILLS TAX DELIVERY OPTIONS

Primary location: COMMUNITY SERVICES

Hire date: 1/1/2020

Service date: 1/1/2020

Original hire date: 1/1/2020

Name: EXECUTIME, EMPLOYEE

Employee ID: 1

SSN: XXX-XX-XXXX

Active status: ACTIVE

Personal status: FT 10 HOUR SALARY CITY

[EDIT](#)

©2022 Tyler Technologies, Inc. [Help/Feedback](#)

Employee Self Service

Benefits

Life Events

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Personal Information

Add/View Changes

Job Information

Employment Opportunities

Profile Changes

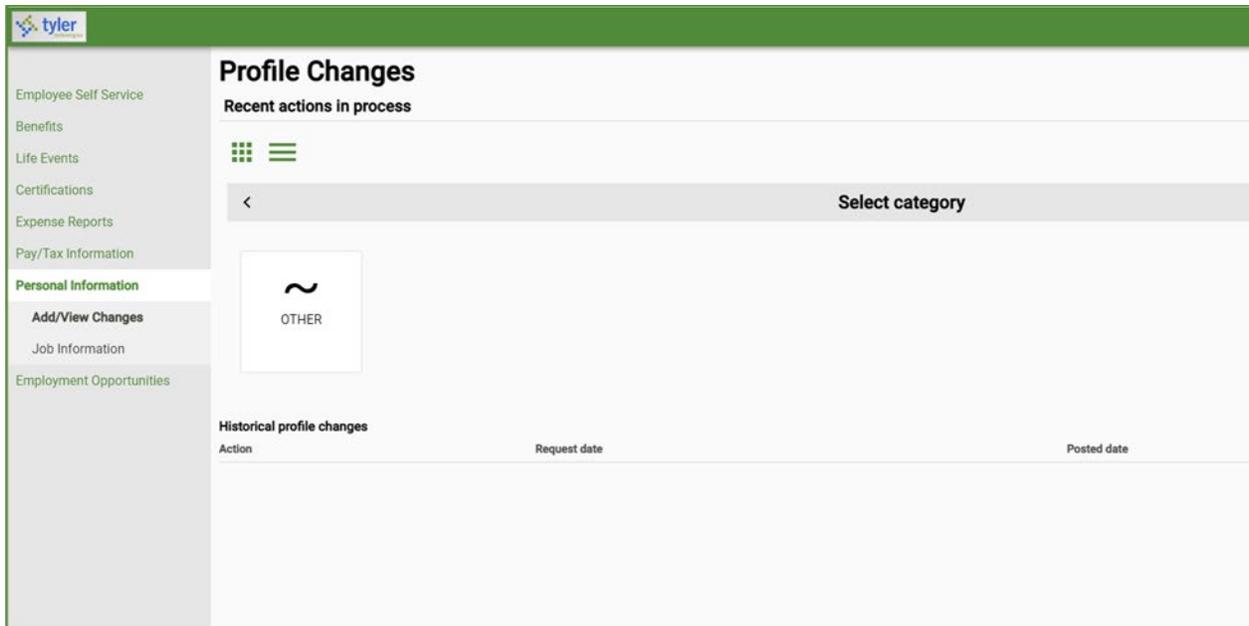
Recent actions in process

[+](#) Add an action

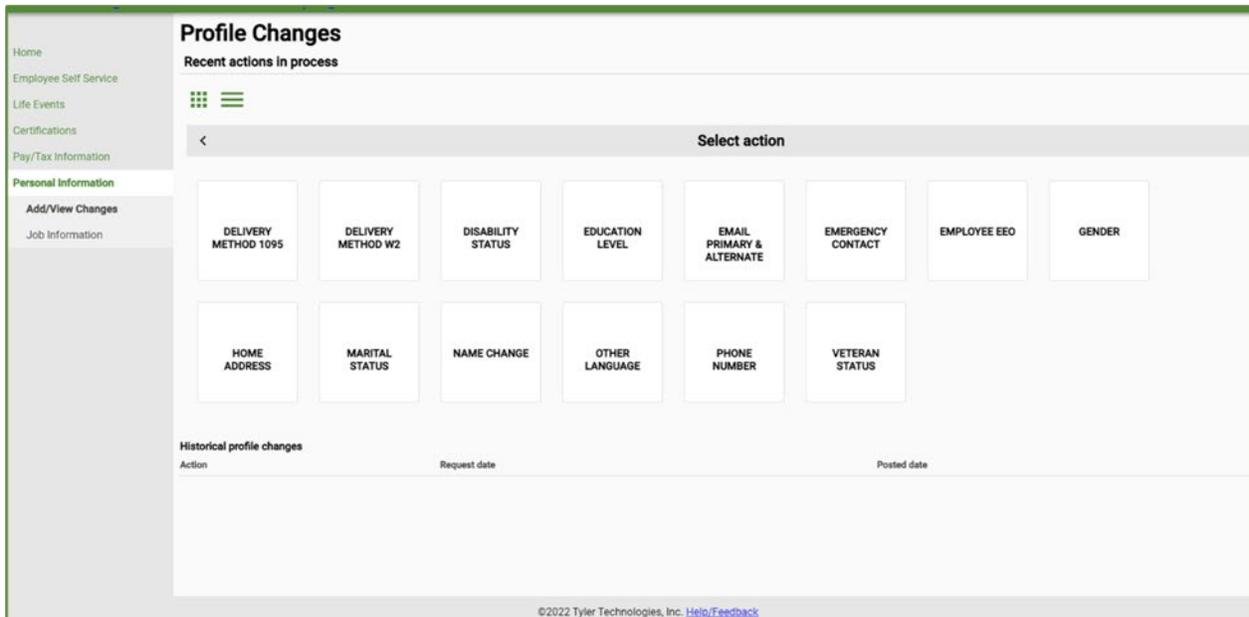
Historical profile changes

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

- 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](#)

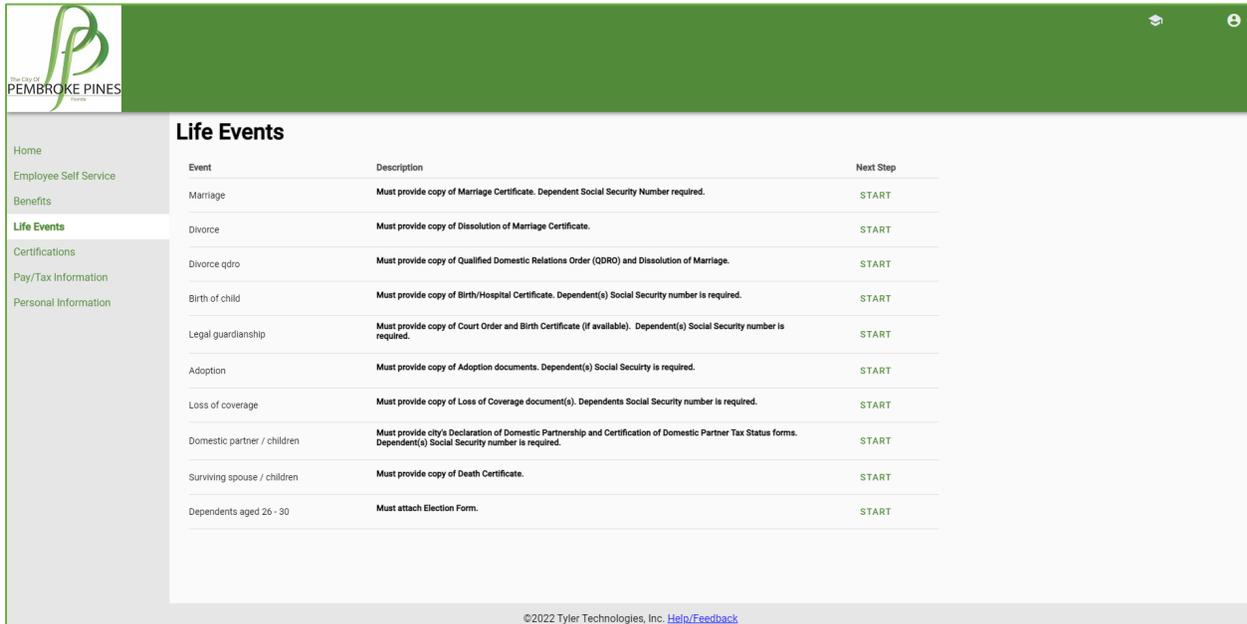
Historical profile changes

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

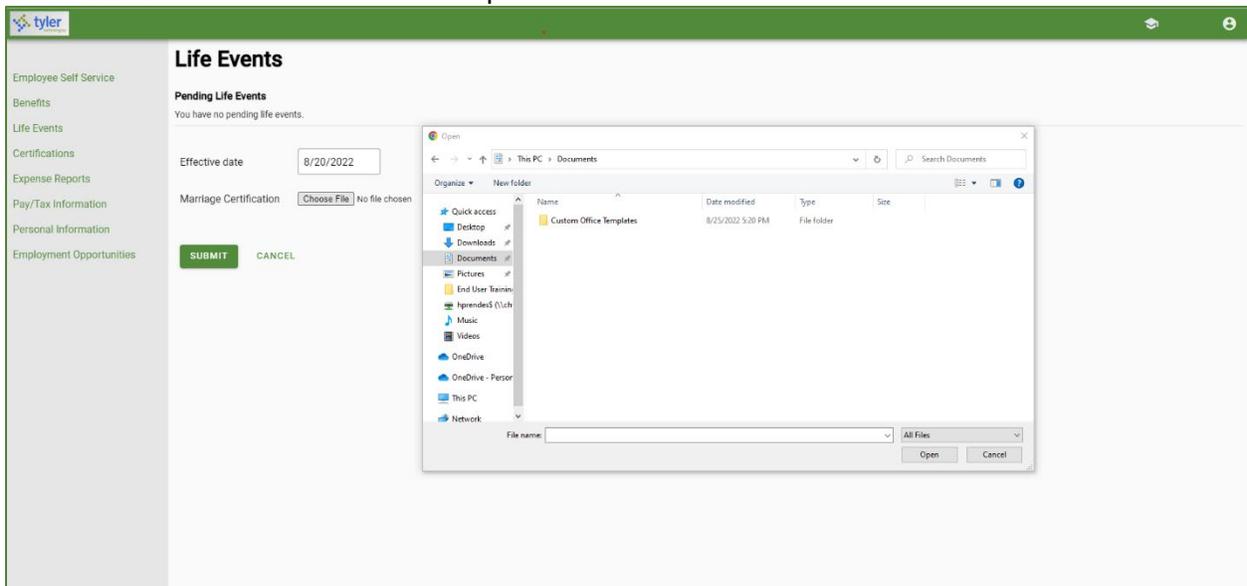
Coverage changes can be made if an employee has a qualifying life event. (marriage, divorce, birth of a child, etc.) Each event has a description of what documentation is required for a change.



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 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. *

Life Events

Pending Life Events
You have no pending life events.

Effective date

Marriage Certification marriage certificate.png

SUBMIT CANCEL

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

Life Events

✔ 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.

Pending Life Events

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, there is a green header with the City of Pembroke Pines logo. Below the header, a navigation menu on the left includes 'Home', 'Employee Self Service', 'Benefits', 'Open Enrollment', 'Life Events', 'Certifications', 'Pay/Tax Information', and 'Personal Information'. The main content area is titled 'Existing Benefits' and features a yellow warning banner: 'You must complete your open enrollment before 12/31/2022.' Below this, there are 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). At the bottom, a green bar displays 'Estimated total cost per pay period' as '\$63.35'. A footer note reads '©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 green header and navigation menu as the previous page. A yellow warning banner at the top states: 'Make a selection for each benefit, then click "Continue". You must submit this enrollment by 12/31/2022.' The main content area lists five benefit categories with election options: 'MEDICAL' (Election not made, NO CHANGES, SELECT), 'MEDICAL DEPENDENTS AGED 26-30' (Election not made, DECLINE, SELECT), 'DENTAL' (Election not made, DECLINE, NO CHANGES, SELECT), 'VISION' (Election not made, DECLINE, NO CHANGES, SELECT), and 'BASIC LIFE INSURANCE' (Election not made, SELECT). The 'AD & D LIFE INSURANCE' category is partially visible at the bottom with 'Election not made' and 'SELECT' options. A footer note reads '©2022 Tyler Technologies, Inc. Help/Feedback'.

- 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

ANNUAL AMOUNTS	
TOTAL EMPLOYEE COST	\$0.00
PERIOD AMOUNTS	
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

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	
ANNUAL AMOUNTS	
TOTAL EMPLOYEE COST	\$0.00
PERIOD AMOUNTS	
TOTAL EMPLOYEE COST	\$258.77
TOTAL EMPLOYER COST	\$0.00

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 seven benefit categories, each with a dropdown arrow on the right:

- 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 with the 'Pay/Tax Information' tab selected. The page displays the following information:

- Bank:** FEDERAL RESERVE BANK
- Account number:** **3456
- Account type:** Checking
- Percentage:** 100%

There are 'EDIT' and 'DELETE' buttons next to the account information. A 'SUBMIT' button is located at the bottom of the form. The page also includes a navigation menu on the left and a footer with the text '©2022 Tyler Technologies, Inc. [Help/Feedback](#)'.

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

The screenshot shows the 'Direct Deposit Accounts' page with the 'Pay/Tax Information' tab selected. The page displays a form for entering bank information:

- Bank name or routing number:** 011000015
- Account number:** **3456
- Account type:** Checking
- Percentage:** 100

There are 'SAVE' and 'CANCEL' buttons at the bottom of the form. The page also includes a navigation menu on the left and a footer with the text '©2022 Tyler Technologies, Inc. [Help/Feedback](#)'.

- 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**.