

Employee Self Service Quick Start Guide

1. Log in to cnpress.org (<https://cityofnewportricheyfl.munisselfservice.com/ess/>)

and click on the  icon in the top right corner of the screen.



First Time Login

1. Enter your login credentials, your username will be your employee number and your initial password is the last 4 numbers of your social security number (SSN)

Login

Username

[Forgot your username?](#)

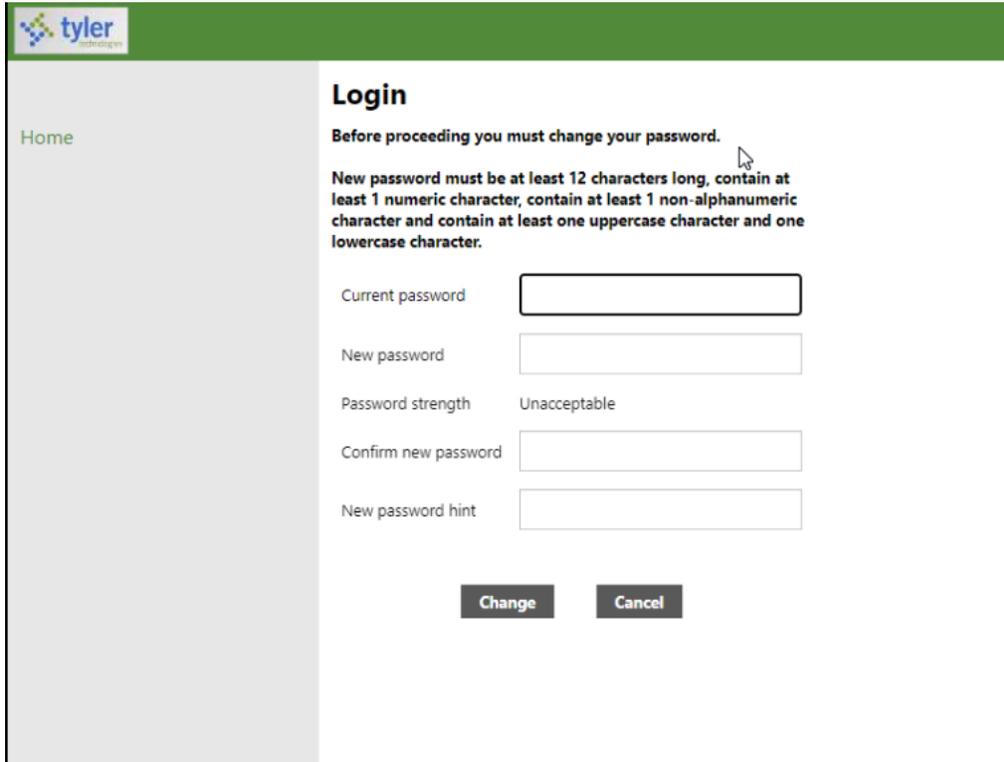
Password

[Forgot your password?](#)

Log in

If you do not know your employee number, please speak to your department manager, as they will be provided employee numbers for reference. Additionally, you can find your employee number on your paystub.

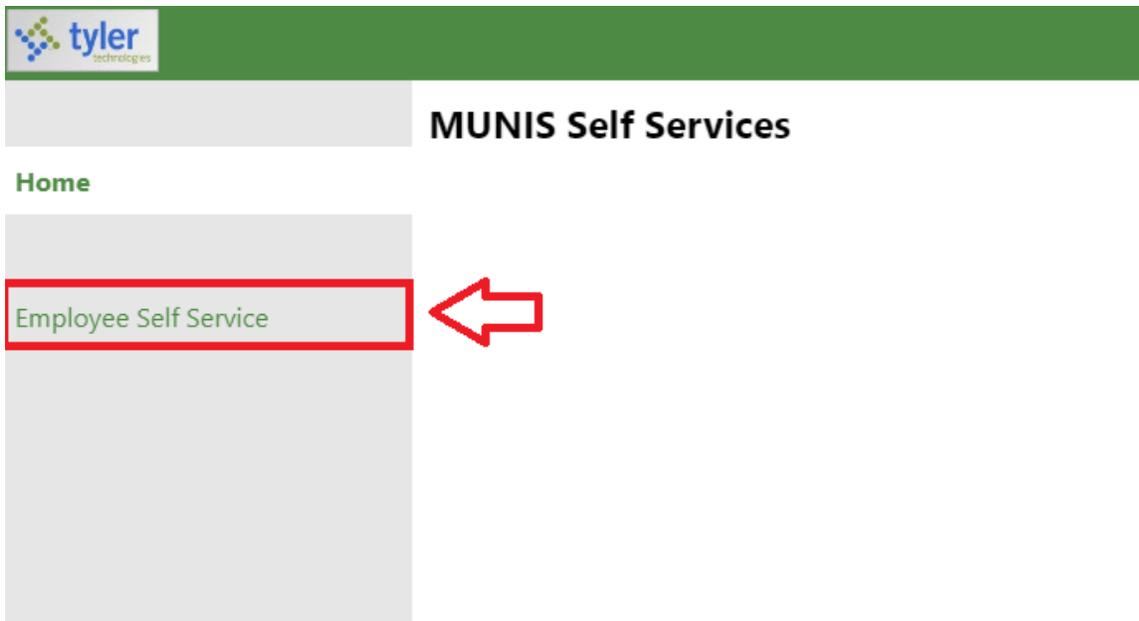
2. You will need to reset your password after initial login. Please note that your password will need to meet minimum requirements, as pictured below.



The screenshot shows the Tyler Technologies login interface. At the top left is the Tyler Technologies logo. Below it, a navigation menu includes a 'Home' link. The main content area is titled 'Login' and contains the following text: 'Before proceeding you must change your password.' Below this, a detailed password requirement message states: 'New password must be at least 12 characters long, contain at least 1 numeric character, contain at least 1 non-alphanumeric character and contain at least one uppercase character and one lowercase character.' The form includes five input fields: 'Current password', 'New password', 'Confirm new password', and 'New password hint'. The 'Password strength' indicator shows 'Unacceptable'. At the bottom of the form are two buttons: 'Change' and 'Cancel'.

Employee Self Service Portal Access

1. After logging in, click on the Employee Self Service on the left-hand side



5. You will be introduced to the Employee Self Service Home Page, pictured below. The home page will have your personal information displayed, in addition to your current accruals for vacation and sick leave time.

Please note that your vacation and sick leave hours on your physical paystub may not accurately reflect the information displayed in the Employee Self Service Home screen, as that information is processed after the paycheck information has been printed.

The screenshot displays the Employee Self Service Home Page. The header includes the Tyler logo and a navigation menu on the left with options like Home, Employee Self Service, Certifications, Credentials, Expense Reports, Employee Notifications, Pay/Tax Information, and Personal Information. The main content area is titled "Welcome to Employee Self Service" and contains several sections: "Announcements", "Personal information" (with fields for phone and email), "Time off" (a bar chart showing current and earned balances for Float, Sick Leave, and Vacation), and "Paychecks" (with a "Last Paycheck" field and links for previous paychecks and tools).

Category	Currently Available	Earned
Float	0.00	0.00
Sick Leave	[Redacted]	[Redacted]
Vacation	[Redacted]	[Redacted]

We will be rolling out additional features to the ESS portal, stay tuned!

Check Stub Information

In the "Paychecks" field, click on the camera image next to any of your paychecks to view your check stub in a pop-up window. This will contain the same information found on your "blue forms" that were previously printed.

The screenshot shows the Tyler HR system interface. On the left is a navigation menu with options like Home, Employee Self Service, Certifications, Credentials, Expense Reports, Employee Notifications, Pay/Tax Information, Personal Information, Time Off, Time Entry, and Employment Opportunities. The main content area is divided into two sections: "Time off" and "Paychecks".

Time off section includes a bar chart showing "Currently Available" and "Earned" time for categories: FLOAT HOL (blue), SICK LEAVE (red), and VACATION (green). Below the chart is a "SHOW TIME OFF TAKEN" calendar for the year 2024.

Paychecks section displays a list of previous paychecks with columns for date, details, and a camera icon. A red arrow points to the camera icon for the 2/15/2024 paycheck. To the right of the list are "Tools" such as "PAYCHECK SIMULATOR", "VIEW LAST YEAR'S W2", and "CHANGE YOUR W4".

The screenshot shows a pay stub document for the City of New Port Richey, FL 34652. The document is titled "CITY OF NEW PORT RICHEY, FL 34652" and includes an "Advice Amount" field. The main table contains the following data:

EMP NO	EMPLOYEE NAME	DEPARTMENT	ADVICE DATE	WEEK ENDING	TYPE	ADVICE NO.
2454		001024	02/15/2024	02/10/2024	REG B/W	

Below the main table are sections for "EARNINGS", "DEDUCTIONS", "TOTALS", "LEAVE", "WITHHOLDING ALLOWANCES", and "ADVICE TOTALS". The "WITHHOLDING ALLOWANCES" table shows:

FILING STATUS	EXEMPTIONS	EXTRA AMOUNT	TYPE	CURRENT	YTD
Federal	0	\$0.00	Taxable Pay		
State	0		Gross Pay		
			Deductions		
			Net Pay		

The footer of the document includes the City of New Port Richey logo, address (5919 Main Street, New Port Richey, FL 34652), and the Advice Number and Advice Date (02/15/2024).

Pay/Tax Information

In the Pay/Tax Information panel, you can quickly access your pay information, as well as view your W-2 information this year. We will be importing more data soon, and employees will be able to view some of their past information.

The screenshot displays the 'Pay/Tax Information' section of the Tyler HR system. The sidebar on the left contains navigation links: Home, Employee Self Service, Certifications, Credentials, Expense Reports, Employee Notifications, Pay/Tax Information (highlighted), YTD Information (with a dropdown arrow), W-2 (with a dropdown arrow), 1099-R, 1095-B, 1095-C, W-4 (with a dropdown arrow), Paycheck Simulator (with a dropdown arrow), Personal Information, and Time Off. The main content area is titled 'Year-to-Date Information' and features a 'Year' dropdown menu currently set to '2023'. Below the header, there are three main sections: 'Overview' with a 'Gross YTD Earnings' row; 'Earnings' with 'REG HOURS' and 'OT-REGULAR' rows; and 'Deductions' with 'FICA', 'MEDICARE', 'FEDERAL TAX', and 'FLORIDA RETI' rows. Each row in these sections has a corresponding value field that is redacted with a black box.

- YTD Information: View your earnings for the given year, to view past years (if applicable), use the drop down menu located under the “Year-to-Date Information” header
- W-2: View your W-2 information for the 2022 Year.
- W-4: Update your W-4 information.
- Paycheck Simulator: This is a calculation service that provides an estimate of your upcoming paycheck(s), based on information entered. Please note that this is only a simulator, and that the calculations may not accurately reflect any upcoming paycheck(s)