

To check sick and vacation balances for an employee. Log in to Munis Self Service <https://selfservice.co.weber.ut.us/mss> click on the "Time Off" link on the left hand side.

Then select the employee's name from the drop down box.

The screenshot displays the 'Time Off' page in the Munis Self Service application. The browser address bar shows the URL: <https://selfservice.co.weber.ut.us/MSSTest/employees/EmployeeInfo/accrual/AccrualInformationPage.aspx>. The page header includes the Weber County logo and 'Munis Self Service' with the user name 'HAVEY, SCOTT R'. The left navigation menu has 'Time Off' highlighted with a red arrow. The main content area shows an 'Employee:' dropdown menu with 'FLINTSTONE, FRED L.' selected, also indicated by a red arrow. Below this is a table with the following data:

	Maximum Allowed	Earned	Taken	To Be Taken	Currently Available
COMP (H)	240.00	0.00	0.00	0.00	0.00
PTO (H)	800.00	449.12	449.12	0.00	0.00
SICK (H)	480.00	47.03	0.00	0.00	47.03
VACATION (H)	320.00	328.00	32.00	0.00	296.00

Below the table, there is a note: 'H=Hours; D=Days. *This is an estimate. Please note that your actual earnings may differ.' The 'Currently Available' column is highlighted with a red box.

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