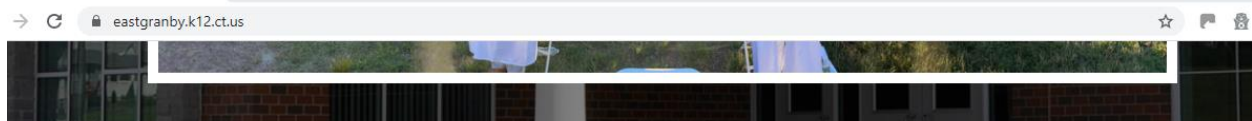
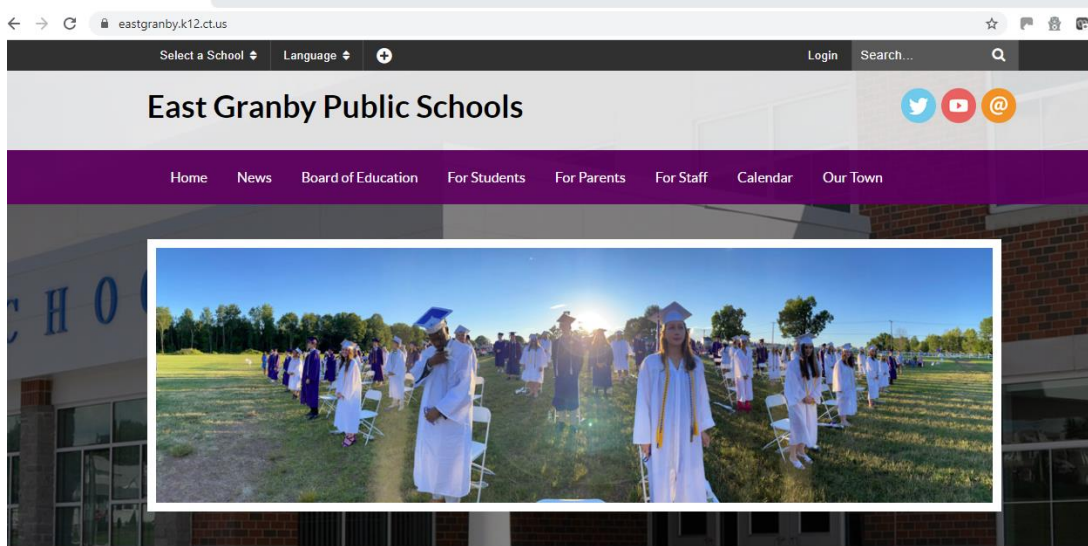


ESS Login

Go to: <https://www.eastgranby.k12.ct.us>

When the Main page appears scroll down to the Employee Portal and click once



RECENT NEWS

No news available.

Tweets from East Granby Schools

WELCOME TO EAST GRANBY PUBLIC SCHOOLS

Our mission in the East Granby Public Schools is to create high impact learning opportunities, implement educational programs that integrate and support diverse teaching and learning strategies, stimulate personal growth, and promote the development of Technologically and Intellectually Agile Learners.

LOCATE US

33 Turkey Hills Rd
33 Turkey Hills Rd, East Granby, CT 06026
[View larger map](#)

UPCOMING EVENTS

SEP 06 Labor Day All Day
[More Events](#)

QUICK LINKS

- BOE Agendas
- Contact Us
- COVID-19 Info & Resources
- Employee Portal**
- PowerSchool

East Granby BOE

Employee Self Service Training Guide

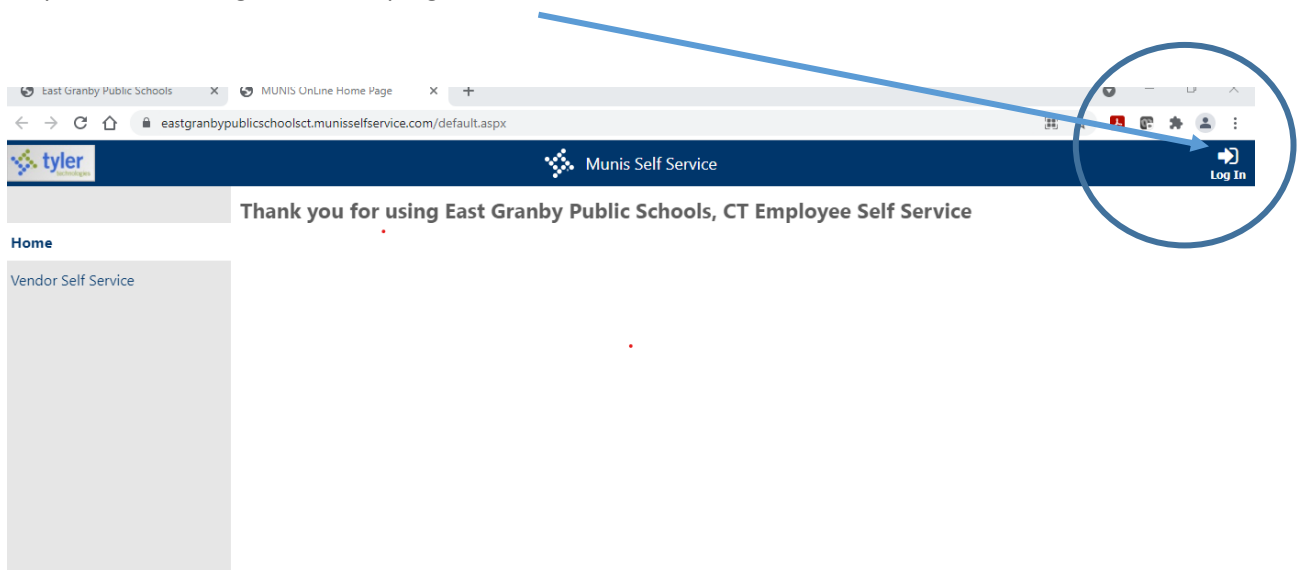
Employee Self Service (ESS) (Please note an alternative method of accessing the portal is the link below.)

To access the ESS portal proceed to:

<https://eastgranbypublicschoolct.munisselfservice.com/default.aspx>

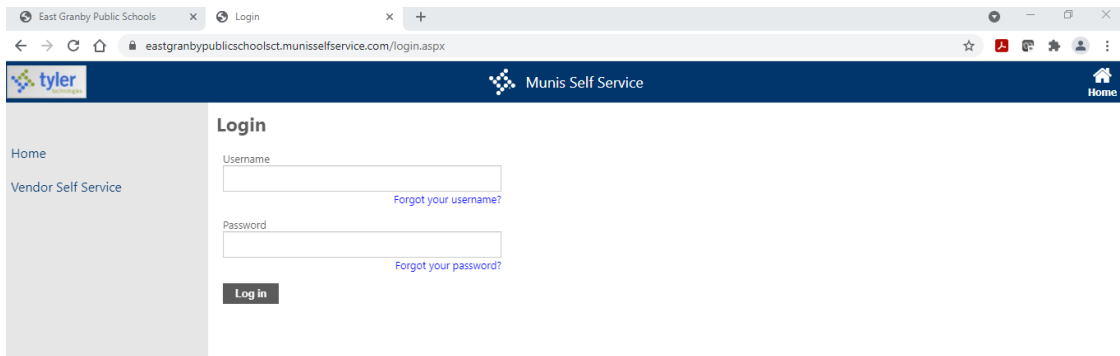
Your screen should look like this:

To proceed click Log In at the top right corner.

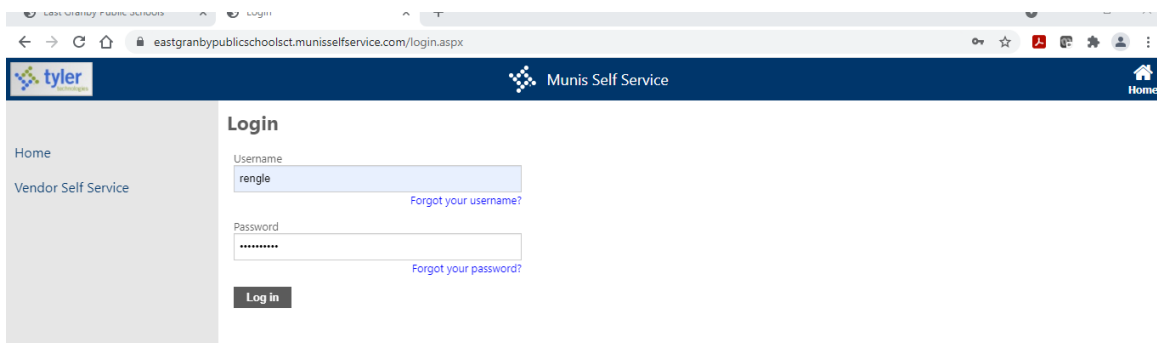


- Username for all users is as follows
 - Board of Education Employees: First Initial Last Name
- Password:
 - Contact the BOE office for your temporary password. You will be asked to change your password after first login.

You screen will now ask you to enter login user name and password.

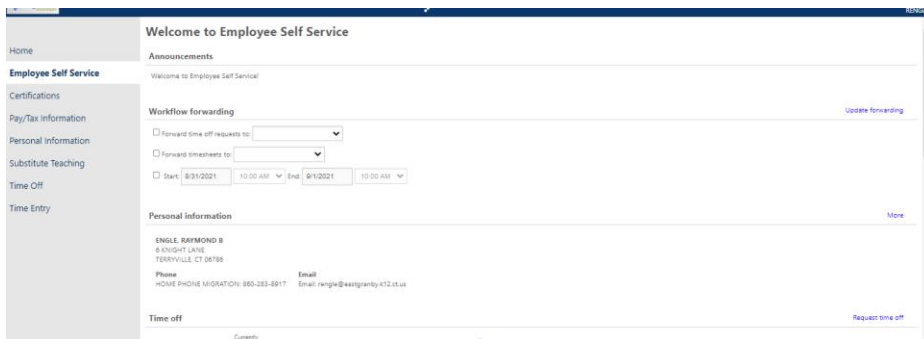


Enter your User Name and Password and click on Login

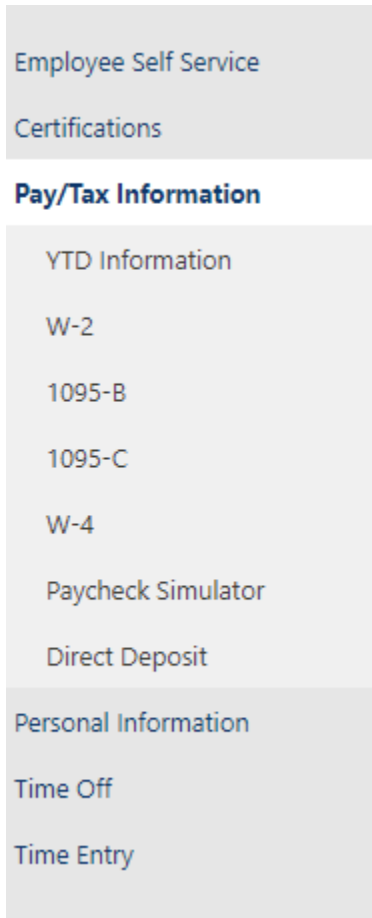


Welcome to ESS

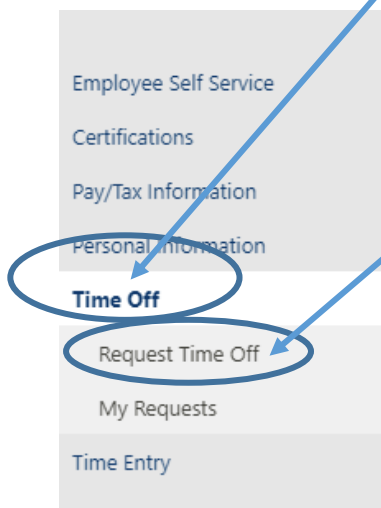
- The first screen you see should look similar to the one below
- For a quick view of your recent pay click “Show paycheck amounts” on the right.



Click on the pay tax information on the left to see YTD and W2 information



To request time off Click on Time off > Click Request time off to request PTO



Once you click on Request time off your screen should look like this:

← → ↻ eastgranbypublicschoolsc.tmunisselfservice.com/employees/EmployeeInfo/accrual/RequestTimeOff1.aspx

tyler Munis Self Service

Request Time Off

Step 1 of 4: Select Dates

Click to select each date that you would like to take off. (Click again to deselect).

<< previous month next month >>

August 2021							September 2021							October 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4					1	2	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

Continue

Select the (Click on it) date of your PTO (if you make a mistake click on the date to remove) then click continue.

← → ↻ eastgranbypublicschoolsc.tmunisselfservice.com/employees/EmployeeInfo/accrual/RequestTimeOff1.aspx

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8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

Continue

Click on the radio button to select type of PTO and click continue.

Request Time Off
Step 2 of 4: Select Type

Select the type of time off you would like to take from which job

Type	Currently Available
VACATION	171.00
SICK	1440.00
<input checked="" type="radio"/> PERSONAL	48.00

Continue

Enter the number of hours being requested (normally each day is your contractual hours). You can enter partial hours.

Request Time Off
Step 3 of 4: Partial Day Requests

If you are requesting any partial days, edit time as necessary.

You have selected the following dates (Change Dates)

9/17/2021: Hours

Continue

The final step is to make the request. Make sure you enter a reason for PTO then click REQUEST.

Request Time Off
Step 4 of 4: Additional Information

Verify the time you are taking and enter additional comments for this request.

Job

Request Type PERSONAL

Days Requested 9/17

Total Time Requested 8.00 Hour(s) | change

Comment (optional)

Reason

Make Request Cancel

