

Madison Metropolitan School District
MUNIS Employee Access (EA)

Employee Guidebook

Access through [Classlink](#)

Overview

MUNIS Employee Access (EA) is a web-based application that allows Madison Metropolitan School District employees to privately and securely access personal and payroll information.

[Logging In](#) for the first time and returning access

Resources (upper right corner) - links to useful information on MMSD's website

[Employee Access Main Page](#)

[My Information \(left side menu\)](#)

- view/update preferred name, address, personal and work telephone numbers
- view email address
- view/update emergency contact information

[My Time](#)

- Time Off History (opens up to accrual balances)

[Pay and Tax Information \(left side menu\)](#)

- [Recent paychecks subsection](#)
- [Accrual Balances](#)
- [Direct deposit subsection](#)
- [W-4 subsection](#) (changing Federal and State Tax)
- [W-2 subsection](#)
- [Tax form delivery option selection](#)

EA Access ends the day after MMSD/MSCR employment ends. Former employees then move to Community Access to access W-2 and pay stubs for up to three years after resignation date.

Directions for:

[MMSD's Employee Guide to Employee Access and Community Access Software](#)

[Employee Access for TERP](#)

[Community Access for separated employees](#)

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Logging In

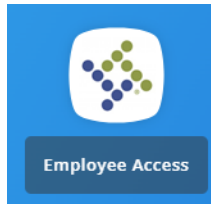
Assumes employees have logged into the MMSD network and Classlink previously. If not, please review the document [“Software Access Info for Staff”](#)

Things you need to know before proceeding:

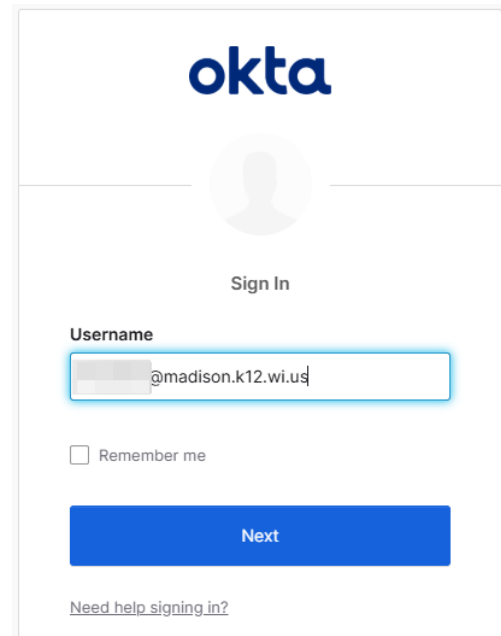
- Access EA through Classlink even when not on-site
- District Email address
- Last 4 of the employee’s Social Security Number (SSN)
- Date of birth
- Zip Code of residence on file with MMSD

First Time Accessing EA - Register:

1. Click on the Employee Access icon in [Classlink](#)



2. Login with MMSD Email Address and Classlink password.
3. You will be taken to Employee Access where you will register your account.



The image shows the Okta Sign In interface. At the top is the Okta logo. Below it is a placeholder for a user profile picture. The text 'Sign In' is centered. Underneath is a 'Username' label followed by a text input field containing '@madison.k12.wi.us'. Below the input field is a checkbox labeled 'Remember me'. At the bottom is a blue 'Next' button. A link 'Need help signing in?' is at the very bottom.

Enter:

Email Address

Last 4 of SSN

Date of Birth

Zip Code

Welcome to Madison Metropolitan School District's Employee Access!

Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record.

User: [redacted]
Email [redacted]@madison.k12.wi.us

[▲ Not you?](#)

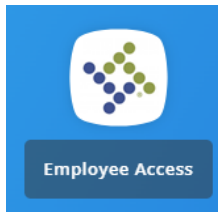


The image shows four input fields for registration. Each field has a red asterisk and a label. The first field is for 'Email address' with the text '@madison.k12.wi.us'. The second field is for 'Last 4 Digits of SSN' with a redacted input and an eye icon. The third field is for 'Birth Date' with a redacted input and a calendar icon. The fourth field is for 'Zip Code' with a redacted input.

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Returning Access to EA

1. Gain access to Classlink by logging in through the MMSD website, this [link](#) or by logging onto an MMSD device.
2. Click on the Employee Access icon in Classlink

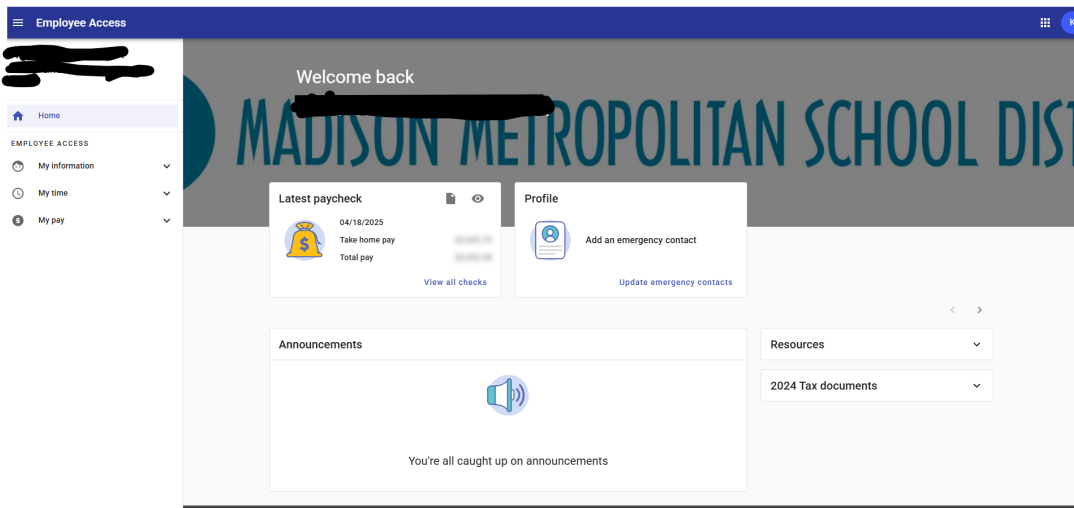


3. Login with MMSD Email Address and Classlink password.
4. Verify your Identity with Cisco Duo

A screenshot of the Okta login interface. At the top is the Okta logo. Below it is a "Sign In" button. Underneath is a "Username" label and a text input field containing "@madison.k12.wi.us". Below the input field is a "Remember me" checkbox. At the bottom is a large blue "Next" button. A link "Need help signing in?" is at the very bottom.

EA Main Page

After logging in, your name displays in the upper left-hand corner, and the phrase *Employee Access* shows on the left.



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Left-side Navigation - My information and My pay

Announcements: If there is a District-wide message

Personal Information

Review your mailing address in the upper left part of the screen

Latest Paychecks

The Paychecks section displays information for the most recent pay periods in which you received pay. Click View all checks to see a listing of the most recent paychecks. Click on Actions to View Paycheck in a PDF format

202x Tax Documents

View your most Recent W-2 and link to other tax information

Employee Access Menu

My Information

When you click Profile under My Information on the menu, EA displays your personal information as it is stored in Munis Employee Master, and provides opportunities to update the information directly from EA. Click the pencil icon to edit or the plus to add an additional address or phone. Make any required changes and click Save

1. Have a Preferred Name? Click on the pencil under the Personal Information area to the right of your b number to add a Preferred Name
2. Primary Address is a permanent address used for W2s.
3. Work Phone number will appear in the Staff Directory and this is the only way for the work number to appear
 1. Type – Select work location or scroll to the bottom and choose cell or home
 2. When updating your phone number, use the format (xxx) xxx-xxxx
 3. Unlisted – means you are opting out of texts from MMSD deemed critical.

At the top of this information is a tab for Emergency Contacts. Add your emergency contacts.

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Profile

My info [Emergency contacts](#)

Emergency contacts

[+ Add emergency contact](#)



You don't have any emergency contacts

My Time

This section displays the history of time off and the accrual balances. Select Time off History and a listing of the time off that has occurred - used and earned.

Time off history						☐ Show accruals breakdown
2025 history						
Accrual Type ↓	Transaction Type	Date(s)	Amount	Reason Code	Comments	

To view the accrual balances, move the slider in the upper right and the accrual balances will appear.

☒ Show accruals breakdown

My Pay

This section allows you to view paycheck information, year-to-date gross earnings, W-2 information, and current W-4 withholding information. You may also change your state and federal W-4 withholdings. A Paycheck Simulator utility is also available.

Pay & Tax Information subsection

1. Click **Pay & Tax Information** from the list on the left to view an overview and access direct deposit, W-4, W-2 and Current Jobs information
2. Year-to-date pay tab provides data about the current calendar year

Recent Paychecks subsection

1. Displays data from the most recent pay period.

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2. Click View Paycheck, in the lower right corner, to see a PDF of the pay stub
3. Click Paycheck History, in the lower left corner, to see previous checks

Direct Deposit Subsection

The current financial institution(s) are listed on the screen. Click the pencil icon to make edits or add additional accounts. To change an existing account, it must first be deleted and then a new one can be added.

Edit direct deposit ×

Direct deposit is mandatory for all employees. I authorize MMSD to deposit funds to my account(s) in the financial institution listed above. If funds to which I am not entitled are deposited to my account, I authorize MMSD to initiate a correcting debit.

  - Checking ⋮

 Back name 	 Routing number *****
 Account number *****	 Account type Checking

☐ Percentage
☐ Amount
☒ Remaining

[+ Add account](#) Cancel Save

1. In EA, only a financial institution that has already been used can be selected. Contact [Laura Harrington](#) to have a new financial institution added to the list
2. The first bank listed is always the Net depositing account, which means if you add another institution and have \$500 deposited there the remainder of the pay would be deposited into the first account.
3. Please note that this change will go into effect on your next paycheck depending on the timing of your request. This process could take up to 30 days.
4. You will receive an automated email that a change has been requested

When you select the Submit This Account for Approval check box, the program submits the changes to the Payroll department for approval. Once they are approved, the changes are effective after completing a prenote test. (Prenote - an empty, electronic test to ensure the account number is valid before deposit) A test is run each Thursday and accounts submitted by Thursday morning are available for deposit the next week. You cannot make additional changes until these changes have been approved

W-4 subsection

The current setting for the employee's Fed and WI State Tax are displayed. To make changes, click on the pencil icon. ***Payroll cannot provide any tax advice or assist with your personal tax details***

1. A pop-up window will appear. Select which type of tax you would like to edit.
2. The selection will open and fill it out.
3. Click Submit
4. The pop-up window will change and ask you to type in your first and last name exactly as MMSD has it in our system. It gives you a hint. This is your legal agreement that you submitted these changes.
5. Select to receive a copy of these changes.
6. A confirmation email will be sent to the MMSD email address on file

W-4 changes must be approved and processed by your Payroll department. When you submit changes, EA displays a confirmation indicating that your change request has been submitted for approval.

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Depending on the submission date, the changes may not be reflected on the closest pay check. i.e. The biweekly and MSCR seasonal payrolls are closed on Wednesdays. Any changes to W-4's Wednesday through Friday would not be reflected on that Friday's deposit.

W-2 subsection

Click on the PDF to see the most recent year. To see information from prior years, click the **Year** dropdown box in the right corner.

Tax Form Delivery Option

Full information on giving electronic consent to receive your tax forms can be found at this link [W-2 Electronic Consent](#).

Here's a condensed version of the instructions:

- After you have logged in to EA, on the left side of the screen there is a menu with My Pay as an option.
- Select Pay and Tax Information.
- The Tax Delivery Options are in the lower right area. Select the pencil to edit.
- When you select the pencil, it will take you to the pop-up window that allows you to select Employee Access only as your delivery method for your W-2 and 1095.

Edit tax form delivery options X

1095-B/C

☐ Primary email ☒ Employee Access only

W-2

☐ Primary email ☒ Employee Access only

Cancel

Submit

Paycheck Simulator subsection

Paycheck Simulator Disclaimer

This is a simulation tool and not reflective of exactly what is on or will be on your paycheck. The salary portion is correct and the benefits represent what is attached to your name at that moment.

The Paycheck Simulator simulates adjustments to your pay, tax, or deductions to demonstrate how the changes would affect your total pay. It does not permanently alter your pay records.