

MUNIS SELF SERVICE

NEW SERVICE FOR WARREN COUNTY SCHOOLS EMPLOYEES

We now have a secure website for employees to view pay and personal information. Please familiarize yourself with this website's capabilities and functions.

Internet site address: <https://warren.munisselfservice.com>

On top right of screen – Click **Log in**

User Name – Enter your Employee Number as is, no leading zeros (this can be found on your employment letter)

Password – Enter the last 4 digits of your SSN

Click **LOGIN**

The next screen will then prompt you for a **new** password, this must be at least 4 characters or numbers. If you forget your password, it can be reset by the Payroll Department. Be sure to fill out the “Hint” section. Click continue. It will then tell you that the password has been changed successfully.

You can now click on **Employee Self Service** on the left side of the menu to access Personal Information, Pay and Tax Information, W-2, W-4, Employee Profile and Time Off.

On the **Personal Information** page, you can change your address and phone number. Please only enter address information in the HOME address box, the “mail” address boxes are not used at this time. Make sure to click **UPDATE** after changing your information.

Click on the **Pay and Tax Information** which will provide a list of all your checks for the calendar year selected in the drop down year box.

When finished, please be sure to logout and thank you for using Self Service!