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 at the top left of your paystub)

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.

You can change your tax withholdings under the W4 tab by clicking on W4, then “Edit W4 values.” Make your changes to federal or state by choosing either “Single” or “Married” with the number of exemptions you wish. Other codes listed are unavailable at this time.

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