

With the new Munis software, employees are responsible for maintaining their own W4 changes. In order to do this you must follow these instructions:

If you go to the district home page, click on for staff, scroll down and click on Munis self service, enter your ID# without the leading zero; if this is the first time you have logged in, the password is the last four of your social. If not, it will be the password you have chosen. If you have forgotten your password, click on forgot password, and then retrieve hint. This will generate an email to go out to you with your password hint however, if you scroll to the bottom of the email you will see a link you can click on to reset your password. Once you are successfully logged into self service, click on pay information:

W4 changes:

Under pay information you will click on W4 and to the right of the screen, you will click on Edit W4 Values; this screen comes up:

FEDERAL

*

Marital Status

If you are married but would like to withhold at the higher single rate, select "Single".

Exemptions

* [0 to 99 only]

Additional Amount (\$) * *

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.

Make your changes, click the check box and submit.

We do not have to receive a hard copy of the W4 for it to take effect; once it has been approved by Payroll, you will receive an email letting you know it has been approved.