

MUNIS SELF SERVE FUNCTIONS

Pay and Tax Information:

Review pay voucher

 Current year vouchers

 Prior year vouchers

Verify/Update withholding information

 Paycheck simulator

Obtain W2

 Current year W2

 Prior year W2

 1095 information

Personal information:

 Address changes

 Personal email changes

 Tax withholding updates

 Emergency contacts

 Phone number changes

 Accrual balances

For additional instructions search: <http://my.fcps.net/media/73225/using-munis-self-serve.pdf>