

2020

Employee Self Service How to Update Your W-4

EMPLOYEE SELF SERVICE – HOW TO GUIDE

CITY OF RACINE | 730 Washington Avenue



Employee Self Service – How to Update Your W-4

Welcome to the Guide on how to update your W-4 information through Employee Self Service. Before following this guide, make sure you have access to [Employee Self Service](#) and your login information. If you do not have a login for Employee Self Service or have any questions on this guide, please contact Human Resources at (262) 636-9175.

A

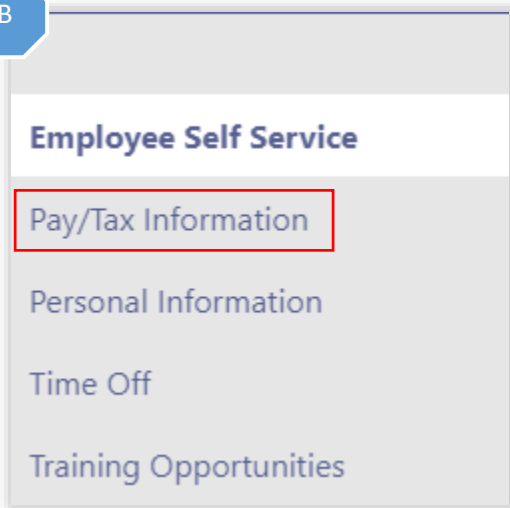


A. Log In to Munis Self Service

Log in to [Employee Self Service](#).

Website: <https://selfservice.racinenet.org/MSS>

B



B. Sidebar Selection

Select “Pay/Tax Information” located on the left sidebar.



C

Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

C. Pay/Tax Information

Select “W-4” located in the options listed under “Pay/Tax Information”.

D

W-4 Information

WISCONSIN
Marital status
MARRIED
Exemptions
0
Additional amount
\$0.0000

FEDERAL
Marital status
MARRIED
Exemptions
0
Additional amount
\$0.0000
[Edit](#)

D. W-4 Section

Now that you are on the “W-4” section of your pay/tax information page, you will see the W-4 deductions that the Human Resources Department has on file for you. If you need to change these deductions, you will select the “Edit” button.



ESS How To Guide

E. Type in the New W-4 Information

Type in your new W-4 information in the fields that are provided.

E

W-4 Information

WISCONSIN

Marital Status

MARRIED ▾

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

Exemptions

0

Additional Amount (\$)

0.00

If your last name differs from your social security card, check here.

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

FEDERAL

Marital Status

MARRIED ▾

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

Exemptions

0

Additional Amount (\$)

0.00

If your last name differs from your social security card, check here.

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

Submit

Cancel

F. Acknowledgement

In order to submit your new choices, you will need to read and check the box next to the acknowledgement under both the Wisconsin and Federal sections.

F

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



G. Review Your Information

When you are done typing in your new address, make sure to review the information to make sure that it is correct. After review, when you are ready to submit this new address, you will click the "Submit" button.



W-4 Information

WISCONSIN

Marital Status

MARRIED ▾

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

Exemptions

1

Additional Amount (\$)

0.00

If your last name differs from your social security card, check here.

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

FEDERAL

Marital Status

MARRIED ▾

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

Exemptions

1

Additional Amount (\$)

0.00

If your last name differs from your social security card, check here.

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

Submit **Cancel**



H

W-4 Information

 Your W4 information was submitted for approval.

 This W-4 is awaiting approval.

WISCONSIN

Marital status

MARRIED

Exemptions

1

Additional amount

\$0.0000

 This W-4 is awaiting approval.

FEDERAL

Marital status

MARRIED

Exemptions

1

Additional amount

\$0.0000

[Edit](#)

H. Confirm Submission

After you have submitted your choices for your W-4, you will be brought to this screen confirming that your choices were submitted for approval. Your choices will be sent to the Payroll Department, who will approve your choices.

You have now updated your W-4 information through Employee Self Service. The Human Resources and Payroll Departments will automatically be notified of the changes. If you have questions about this process, please contact Human Resources at (262) 636-9175.