



Munis Self Service Changing Federal & State Withholding Tax Amounts

Employees have the ability to change their Federal and Illinois State W-4 elections through MUNIS Employee Self Service. This is available on the Internet from work or home.

W-4 Information

EXAMPLE, ACCESS

FEDERAL

Marital Status	MARRIED
Exemptions	0
Additional Amount	\$0.0000000000

ILLINOIS

Marital Status	MARRIED
Exemptions	0
Additional Amount	\$0.0000000000

[Edit W-4 Values](#)

Home
Employee Self Service
Benefits
Certifications
Expense Reports
Pay/Tax Information
YTD Information
W-2
W-4
Paycheck Simulator
Salary Notification
Total Compensation
Personal Information

To view your current elections, go to Pay/Tax Information then select W-4.

You can view your marital status, number of exemptions claimed, and additional dollar amount withheld.

By selecting Edit W-4 values, the system will allow you to edit any of the fields shown.