

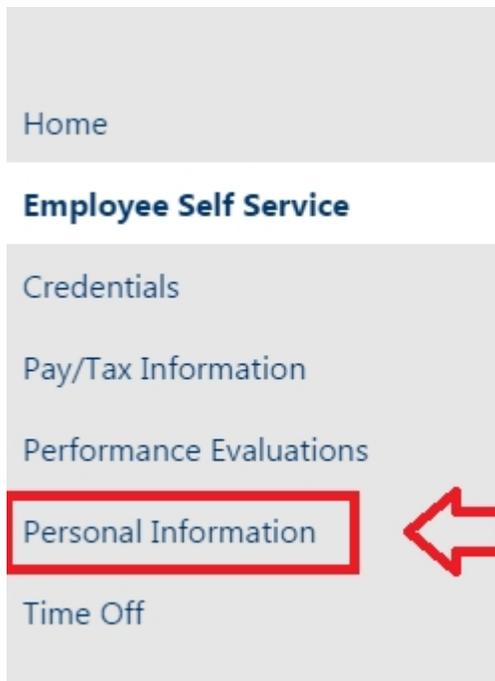


Updating Your Address

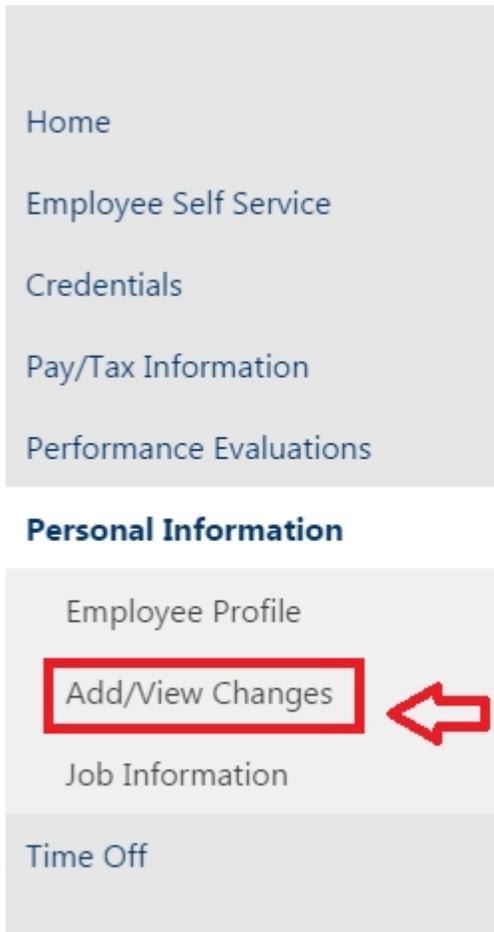
MUNIS – Employee Self Service

Guide

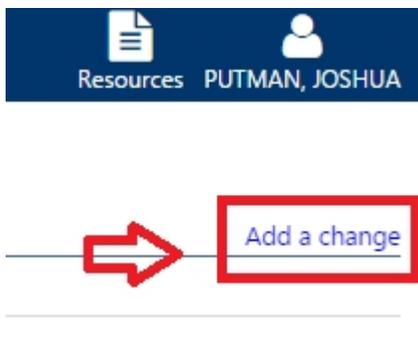
1. Login to Employee Self-Service by going to:
<https://westerlyri.munisselfservice.com/default.aspx>
2. Enter your username and password.
3. In the task bar on the left-hand side click on Personal Information



4. Under Personal Information Click on Add/View Changes



5. In the upper right hand corner, click on Add a Change (in blue), this will be located direction under your Name:



6. Under Add a Personnel Action and in the line Requested Action Type in the drop down click on Address Change

Add a Personnel Action

Requested action type 

- [please select]
- ADDRESS CHANGE

- You will see the address that is currently on file with the Town of Westerly. Delete the information and enter your new address and hit submit.

Add a Personnel Action

Requested action type

This is a PAF to update your address.

Home Address Line 1*

Home Address Line 2

Home Address City*

Home Address State*

Home Address ZIP*

Attachments

No file chosen



- You will see the address change request and the current status. A workflow notification will be sent to HR to approve.

Profile Changes

Profile changes in progress

Action	Request date	Status
ADDRESS CHANGE	2/19/2017	In Progress

Historical profile changes

9. Once HR approves the request, the status will change to approved, and your address will be updated throughout the Town's MUNIS system.

Profile Changes

Profile changes in progress

Action	Request date	Status
ADDRESS CHANGE	2/19/2017	Approved

Historical profile changes