

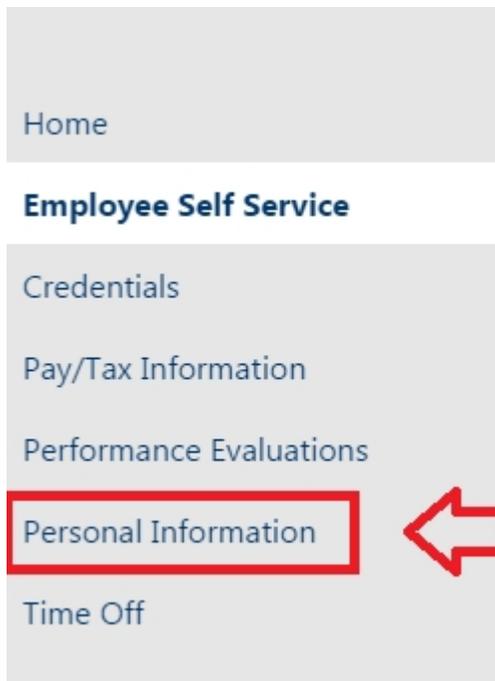


Updating Your Demographic Information

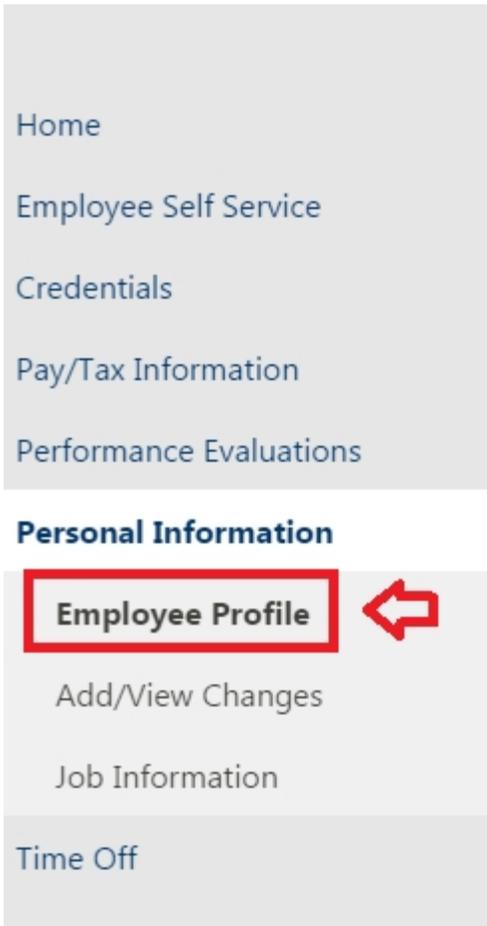
MUNIS – Employee Self Service

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 Employee Profile



5. You can update your demographic information:

Demographic information

Date of birth

Gender

EEO ethnicity

Privacy setting

Veteran status

Disability

DOE ethnicity

DOE Race

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Yes, Hispanic or Latino

No, not Hispanic or Latino