

# Employee Self Service How to Update Your Phone Number

EMPLOYEE SELF SERVICE – HOW TO GUIDE



## Employee Self Service – How to Update Your Phone Number

Welcome to the Guide on how to update your phone number through Employee Self Service. This guide will give you the step – by – step instructions on how to update your phone number, add a new phone number, or delete a phone number 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

### Employee Self Service

Pay/Tax Information

Personal Information

Time Off

Training Opportunities

### B. Sidebar Selection

Select “Personal Information” located on the left sidebar.



C

### Personal Information

General Demographics **Contact** Dependents

#### C. Contact Information

Select "Contact" located in the options listed under "Personal Information".

D

### Personal Information

General Demographics **Contact** Dependents

#### D. Telephone Section

Now that you are on the "Contact" section of your personal information page, you will see the phone number(s) that the Human Resources Department has on file for you. If you need to change this information, you will select the "Edit" button. If you want to add another phone number, you will select the "Add new" button. If you would like to delete a phone number, you will select the "Delete" button.

#### Addresses [Add new](#)

Home Address  
3456 NEW STREET  
APT 1  
RACINE WI 53404  
[Edit](#)

#### Emergency Contacts [Add new](#)

JANE DOE  
SPOUSE  
262-636-9475  
CELL  
3456 TEST STREET  
RACINE WI 53403  
[Edit](#) | [Delete](#)

#### Telephones [Add new](#)

WORK PHONE 262-636-9176 Listed Opting out of text messages <a href="#">Edit</a>   <a href="#">Delete</a>	CELL PHONE 262-636-9175 Listed Opting out of text messages <a href="#">Edit</a>   <a href="#">Delete</a>   <a href="#">Make primary</a>
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E

## Addresses

Address  
3456 New Street

Address line two  
APT 1

City  
RACINE

State  
WI

Zip code  
53404

**Save** **Cancel**

### E. Type in the New Address

Type in your new phone number in the fields that are provided.

F

**Save**

### F. Review Your Information

When you are done typing in your new phone number, review the information to make sure that it is correct. After review, when you are ready to submit this new phone number, you will click the “Save” button.

You have now updated your phone number, and the Human Resources Department will automatically be notified of the changes. The Human Resources Department will update your phone number for your benefits (United Healthcare, MetLife Dental, etc.) if applicable. If you have questions about this process, please contact Human Resources at (262) 636-9175.