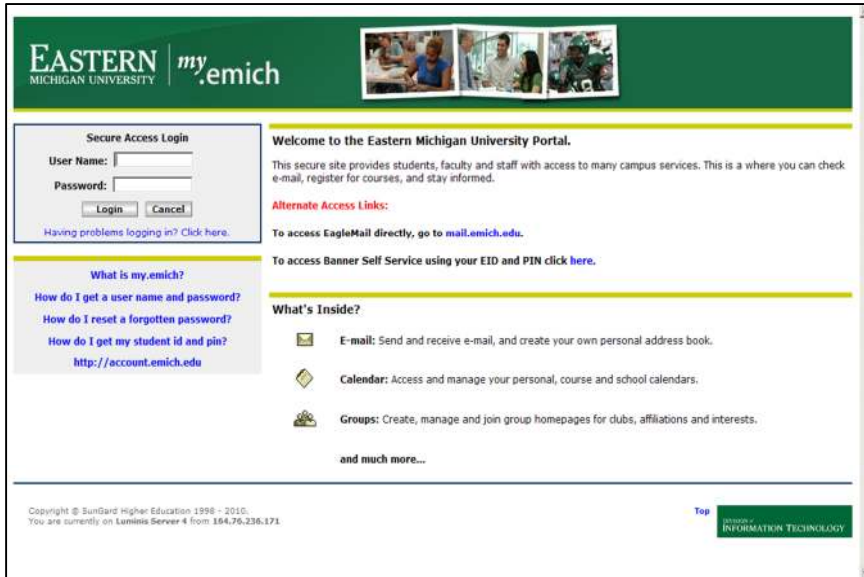
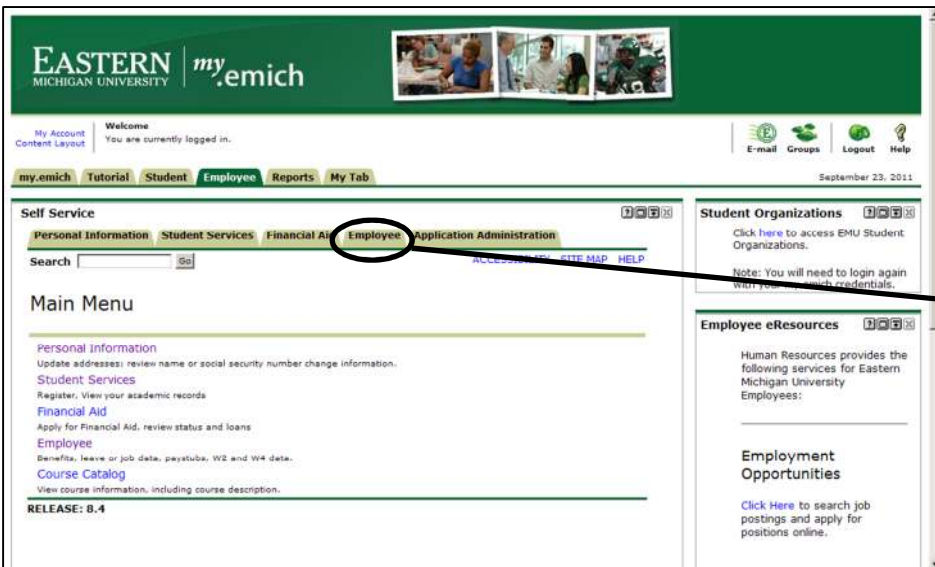


Setting Up Your Federal W4 Tax Preference



Step 1:
Log in to the www.my.emich.edu website with your username and password.

Step 2:
Once you are logged in, click on the "Employee" tab.



Step 3:
Next, you must select the "Employee" tab that is **NOT** highlighted on your screen.

EASTERN MICHIGAN UNIVERSITY | my.emich

Welcome You are currently logged in.

my.emich Tutorial Student **Employee** Reports My Tab

September 23, 2011

Self Service

Personal Information Student Services Financial Aid **Employee** Application Administration

Search [] Go RETURN TO MENU SITE MAP HELP

Time Sheet
Leave Report
Benefits and Deductions - Regular Staff and Faculty Only
Retirement, health, flexible spending, miscellaneous, beneficiary, Benefit Statement
Pay Information - All Employees
Disability, sick leave, and deductions history and pay stubs.
Tax Forms - All Employees
W4 Information, W2 Form
Jobs Summary - All Employees
Leave Balances - Regular Staff and Faculty Only

RELEASE: 0.4.1

Student Organizations
Click here to access EMU Student Organizations.
Note: You will need to login again with your my.emich credentials.

Employee eResources
Human Resources provides the following services for Eastern Michigan University Employees:

Employment Opportunities
Click Here to search job postings and apply for positions online.

Step 4:
Your screen should now look like this. Next you will need to select "Tax Forms – All Employees".

Step 5:
To view or change your Federal W4 tax information select "W4 Tax Exemptions or Allowances".

Self Service

Personal Information Student Services Financial Aid **Employee** Application Administration

Search [] Go RETURN TO MENU SITE MAP HELP

All Employees

W4 Tax Exemptions or Allowances
Electronic W-2 Consent
W2 Year End Earnings Statement

RELEASE: 8.4.1

Self Service

Personal Information Student Services Financial Aid **Employee** Application Administration

Search [] Go RETURN TO MENU SITE MAP HELP

W-4 Tax Exemptions/Allowances

Please visit the Payroll Department at 104 Hover if you would like to update your W-4 information. Call if you have any questions (734) 487-2393
Form available online at <http://www.emich.edu/controller/finserv/payroll/forms.htm>

Federal Tax
AS of Date: Sep 23, 2011
Name:
Address:
Last Name differs from SSN card: No
Deduction Status: Active
Start Date: Jul 01, 2010
End Date:
Filing Status: Single
Number of Allowances: 0
Additional Withholding: .00

Print

History | **Update** | Contributions or Deductions

[W2 Year End Earnings Statement]

RELEASE: 8.4

Step 6:
You are now able to view your current Federal W4 tax information.
To update your information select "Update" below the print button.

My Account
Content Layout

Welcome
You are currently logged in.

my.emich Tutorial Student **Employee** Reports My Tab

Self Service

Search [SITE MAP](#) [HELP](#)

Update W-4 Information

Access HELP for required information on completing the W-4 and then select Certify Changes. You will be required to certify your changes on the next page. Select Delete, if available, to remove the record.

* - indicates a required field.

Federal Tax

Deduction Effective as of: Sep 18, 2011

If your last name differs from that shown on your Social Security Card, check here.
Note: You must contact Social Security Administrator for a replacement card.

Effective Date of Change MM/DD/YYYY:*
Note: Effective Date must be after Sep 17, 2011 the date you were last paid.

Deduction Status:*

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

* Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and

* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:*

Number of Allowances
 99 :*

Additional Withholdings 999999.99 :

W-4 Employee's Withholding Allowance Certificate

RELEASE: 8.4

Step 7:

Read everything carefully. In this screen you can change your filing status, number of allowances, or add any additional withholdings of your choice.

Step 8:

When you are satisfied with your changes, select "Certify Changes".

Update W-4 Information

Access HELP for required information on completing the W-4 and then select Certify Changes. You will be required to certify your changes on the next page. Select Delete, if available, to remove the record.

* - indicates a required field.

Federal Tax

Deduction Effective as of: Sep 18, 2011

If your last name differs from that shown on your Social Security Card, check here.
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* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:*

Number of Allowances
 99 :*

Additional Withholdings 999999.99 :

Self Service

[Personal Information](#) [Student Services](#) [Financial Aid](#) [Employee](#) [Application Administration](#)

Search [SITE MAP](#) [HELP](#)

W-4 Certification

Enter your PIN and select Submit if you agree with the statement below. Otherwise, select a link and your W-4 changes will not be submitted.

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

PIN:

W-4 Employee's Withholding Allowance Certificate

RELEASE: 8.4

Step 9:

You will need to enter your PIN number and select **“Submit”** in order to make your changes permanent.

*If you do not know your PIN number it can be accessed by selecting the **“Personal Information”** tab and then select **“Display EID and PIN”**.

Step 10:

Your tax information has been updated when this screen appears. If you wish to change your Federal W4 tax information at any time, follow this same procedure.

EASTERN MICHIGAN UNIVERSITY | *my.emich*

[My Account](#) | [Content Layout](#) | **Welcome** | You are currently logged in.

[my.emich](#) [Tutorial](#) [Student](#) [Employee](#) [Reports](#) [My Tab](#)

Self Service

[Personal Information](#) [Student Services](#) [Financial Aid](#) [Employee](#) [Application Administration](#)

Search [SITE MAP](#) [HELP](#)

Tax Update Confirmation

The updates you requested were successfully processed.

Please contact the Benefits Administrator or Payroll Office if you have any questions about the Tax implications of your changes.

W-4 Employee's Withholding Allowance Certificate

[[Benefits and Deductions Menu](#) | [Employee Main Menu](#) | [Main Menu](#)]

RELEASE: 6.0