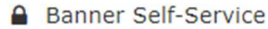
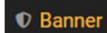


Update your W-4 Information in the Employee Dashboard

Please follow the instructions below to update your W-4 information:

1. Go to the PLU landing page www.plu.edu and click on **EPASS**.
2. Next click on **Banner**.
3. Click on **Banner Self-Service**.
4. Once logged in, select the **Employee Services** tab.
5. Click on **Employee Dashboard**.



Please note: Information from the current payroll cycle may change until finalized on payday.

Employee Dashboard ←

6. The **Employee Dashboard** is where you can access all things related to being a PLU employee.

The screenshot shows the Employee Dashboard for Lance Lute. At the top, there is a navigation bar with tabs for Personal Information, Financial Aid Services, Student Services, Employee Services, and Fit. Below the navigation bar is a search bar with the text "EMPLOYEE" and a "Go" button. A note states: "Please note: Information from the current payroll cycle may change until finalized on payday." The main content area is titled "Employee Dashboard" and features a profile card for Lance Lute with a "My Profile" button. To the right of the profile card, there are three leave balance cards: "Vacation Leave, Regular in hours" (150.17), "Sick Leave, Regular in hours" (87.80), and "Flexible Time Off in hours" (56.00). Below these cards is a link for "Full Leave Balance Information". The dashboard is divided into two main sections: "Pay Information" and "My Activities". The "Pay Information" section includes links for "Latest Pay Stub: 08/09/2024", "All Pay Stubs", "Direct Deposit Information", and "Deductions History". The "My Activities" section includes a prominent "Enter Time" button and a list of activities: "Approve Time", "Approve Leave Report", "Pay Stub Administrator", "1094 Tax Receipt ID Entry", "Employee Menu", and "Position Description".

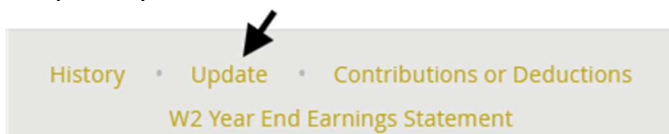
7. Look for the section titled **Taxes**

- On the left of the section under '**Federal Withholding**' you can view your current W-4 information.
- To update your W-4 information, click on '**W-4 Employee's Withholding Allowance Certificate**'.



8. In the **W-4 Employee's Withholding Allowance Certificate** page, you will see a more spaced out and detailed depiction of your current W-4.

- To update your information, scroll to the bottom of the page and click on '**Update**'.



9. You will now be on the page **Update W-4**.

- If you are unsure of what you should be claiming on your W-4 please consult your tax preparer.
- To go to the IRS website for W-4 information click on the '**Form W-4**' link in the blue note box at the top of the page.

10. You can make changes to any of the fields available, below is a breakdown of each field available.

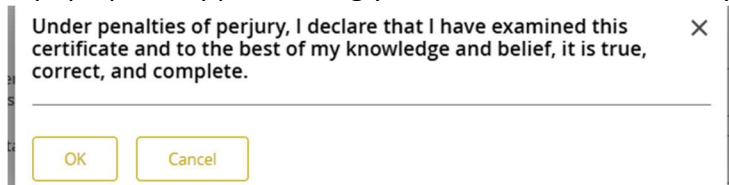
- **Effective date of change** – The date you would like your change to take effect, this should be the beginning of the current or upcoming pay period.
 - i. **Students:** 11th or 26th of the month
 - ii. **Hourly Staff:** 1st or 16th of the month
 - iii. **Faculty/Salary Staff:** 1st of the month

- **Deduction Status** – Select your status for federal taxes
 - i. **Active:** Taxes will be withheld.
 - ii. **Exempt:** Taxes will NOT be withheld. To claim you must certify that (1) last year I had no tax liability & (2) this year I expect to have no tax liability.
- **Step 1(c) Personal Information** –
 - i. **Filing Status:** Select how you will be filing your taxes for the year.
- **Step 2 Multiple Jobs or Spouse Works** –
 - i. **2C Indicator:** Select this box if you would like to have your W-4 reflect additional jobs and you are choosing option C.
 1. **PLU is one (1) employer even for multiple positions on campus.**
- **Step 3 Dependents and Other Credits** –
 - i. **Children > 17 and Other Dependents:** Information/math field only, WILL NOT impact your withholding.
 - ii. **Adding the amounts for Children > 17 and Other Dependents together:** Inputting a number here will impact your withholding.
- **Step 4 Other Adjustments** –
 - i. **Other Income:** Enter the total income you expect to receive that would not be automatically subject to federal withholding, but could make you liable to pay taxes come next year.
 - ii. **Deductions:** For those who do not plan to claim the standard deduction, see the W-4 form for instructions.
 - iii. **Extra Withholding:** A dollar amount that you wish to be withheld *each pay period* in addition to to your typical withholding per your W-4 form.
- **Nonresident Alien** – If you are a nonresident alien please reach out to Payroll, do not complete this online form.

11. Once you have made all desired changes, click **'Certify Changes'** at the bottom of the page.



- A pop up will appear asking you to confirm the accuracy of the information provided, click **'OK'**.



- Once complete the screen will update to **'Update W-4 Confirmation'** to indicate the change was made.

12. If you would like to save or print a copy of your updated W-4 information, click on **'W-4 Employee's Withholding Allowance Certificate'** at the bottom of the page, then in the bottom left you will see a button for **'Print'**, click this to open a PDF version of your W-4 to print.

Note: You do not need to alert Payroll that you made any updates to your W-4 online, we are notified internally. If you have any questions or concerns, please email the PLU Payroll Office at payr@plu.edu.