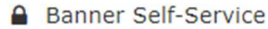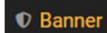# Update your W-4 Information in the Employee Dashboard

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.**

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

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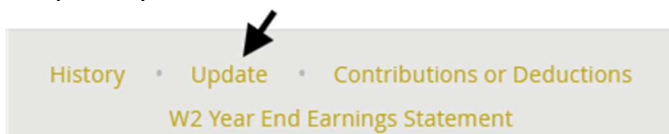
9. You will now be on the page **Update W-4.**
   - If you are unsure of what you should be claiming on your W-4 please consult your tax preparer.
   - To go to the IRS website for W-4 information click on the **'Form W-4'** link in the blue note box at the top of the page.
10. You can make changes to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

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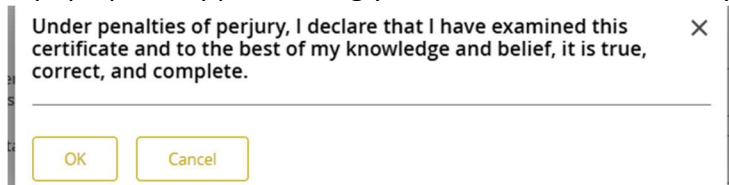
- Once complete the screen will update to **'Update W-4 Confirmation'** to indicate the change was made.

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.