



MARICOPA COMMUNITY COLLEGES

Employee Self Service in HRMS

Review or Change W-4 Information

The Internal Revenue Service (IRS) requires all employees to complete the Form W-4 upon hire so that your employer can withhold the correct federal income tax from your paycheck. When a new employee is hired, you will need to complete and sign a paper form. After the initial hire, employees can review and change withholding allowances through HRMS Self-Service. It is recommended that all employees review the Form W-4 each year and when your personal or financial situation changes. Once changes have been submitted, the employee will receive an email displaying the changes made via HRMS.

If you need help to determine the number of withholding allowances to claim, you can visit the IRS website and use the Withholding Calculator at <http://www.irs.gov/individuals>. Some employees may be limited to changes per IRS regulations. If you receive an alert message instead of a confirmation page, contact your Payroll Specialist. The instructions in this guide explain the steps to enter a change to the number of withholding allowances:

Steps to Log in to HRMS

1. Start Internet Explorer.
2. In the Address field, enter <http://my.maricopa.edu>, and then click on the Employees tab.



3. At the Employees tab, select the HRMS login link. If a security warning dialog box displays, click OK.
4. At the Human Resources Management System login screen, in the User ID field, enter your Enterprise ID.
5. In the Password field, enter your MEID password.
6. Click the Sign In button.



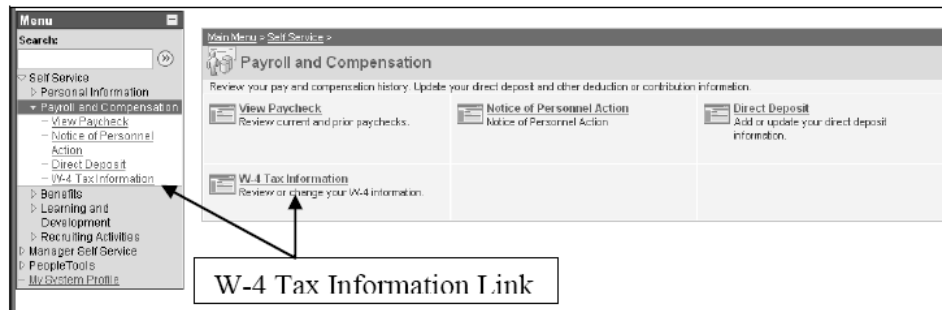
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Steps to Change W-4 Information

1. From the Navigation menu, select the path Self-Service >> Payroll and Compensation >> W-4 Tax Information.



2. From the W-4 Tax Information Form, review and make the appropriate changes.

W-4 Tax Information

Donald Duck Social Security #: 527162233
Maricopa Community Colleges

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes and you choose to have more, or less, tax withheld.

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

Home Address

123 W Disney St
Phoenix AZ 85043

W-4 Tax Data

Enter total number of Allowances you are claiming:

Enter Additional Amount, if any, you want withheld from each paycheck:

Indicate Marital Status: Single Married

Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.
You must call 1-800-772-1213 for a new card.

Claim Exemption

I claim exemption from withholding for 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.

Check 'Exempt' here if you meet both conditions.

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.



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Steps to Change W-4 Information (continued)

3. If changes **were not** made, return to menu or log out of HRMS.
If changes **were** made, click on Submit button.
 - Once your changes have been submitted, the Verify Identity page will display.
4. At the Verify Identity page, in the Password field, enter your MEID password.

Verify Identity


To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID: W4TEST

Password:

5. Click on Continue button.
 - Once your identity has been verified, the Submit Confirmation page will display.

Submit Confirmation

 The Submit was successful

However, due to timing, your change may not be reflected on the next paycheck.

6. At the Submit Confirmation page, click the OK button.
 - **The Submit Confirmation page will generate an email to the employee displaying the changes made via HRMS.**
 - **If you receive an alert message instead of a confirmation page, contact your Payroll Specialist.**

Steps to Log Out of HRMS

1. At the top right corner, click the Sign Out link.
2. Click the red X to exit Internet Explorer.