

Federal W-4 Form

Overview

- Existing SIU employees now have the ability to utilize Human Resources Self Service (HRSS) to update their Federal W-4 forms, as maintained in SIUC's Administrative Information System (AIS).
- A "Tax Form" link has been added to the list of functions under "...Employee Online Services" on each employee's Home Page Main Menu, allowing you to update your W-4 information online.
 - Changing information online eliminates the need to complete an e-form and forward it to HR/Payroll.
 - Once the information is input into the system, the change is updated immediately.

Access

- To begin, enter the web address: hrss.siu.edu
- To Login, enter your **User Name** and **Password**.
- From your Home Page Main Menu, select the "...Employee Online Services" link available to you.
- Then, select **Tax Form**; the Tax Form will open in the web-based application.
- Your current **Federal W-4 Information** is displayed automatically in the first section of the Tax Form.
- The second section, **State Information**, contains a link to a PDF for your Illinois Withholding Form.

IMPORTANT: The ability to submit changes for your ILLINOIS Withholdings is NOT available within HRSS. If this link is used to complete the PDF form, you will need to print and forward the paper copy to HR/Payroll.

Updating the Federal W-4 Form

- To change your Federal W-4 information, begin by clicking the **Update** button on the HRSS online Tax Form.
- The Federal W-4 form opens and displays information currently in the system.
- If necessary, you can click the IRS Federal W-4 Form link to view instructions and utilize a worksheet, prior to updating the information online.
 - To Save or Print the worksheet document, use the Adobe Toolbar icons at the top of page.
 - Note: If the Toolbar is not visible, press function key F8 to activate it.
 - **IMPORTANT: The printed copy of the PDF is for your own records. DO NOT send it to HR/Payroll.**
 - To close the PDF document, click the "X" on the tab for the fw4.pdf.
- You are returned to the Federal W-4 online form.
- Make any necessary changes.
- If you need to make a change in **Filing Status**, click the correct radio button.
- If you need to make a change in **Allowances** or **Additional Amount Withheld**, delete the current number and enter the correct number in the appropriate field.
- Select any of the other options that are applicable.
- You **must** check the "I Agree" checkbox to submit your changes.
 - This action carries the same authentication as entering a signature.
- Click the **Continue** button at the bottom of the page.
- The **Tax Form Review** page opens.
- Review your changes and then select one of the buttons at the top or bottom of the page to continue.
 - Options are: **Cancel**, **Printable Page**, **Back** and **Continue**.
- Use the **Printable Page** button to print a copy of the W-4 for your records only.
IMPORTANT: DO NOT send a printed copy of the W-4 PDF to HR/Payroll.

- When your changes are complete and correct, click the **Submit** button to enter those changes in to the system.
- A **Confirmation** window appears to verify your changes have been applied.
- Click the **Return to Overview** button; the Tax Form web page opens and the updates are shown.
- At this point you can select the **Home** link to perform another function in HRSS; or, click the **Logout** link to exit HRSS. **Reminder:** You must click the Logout link to completely exit the system.
- This completes the Learning Cycle for entering Federal W-4 withholding changes in to AIS.