

# CHANGING YOUR W-4 INFORMATION ON MY.BOISESTATE

## Introduction

The purpose of this procedure is to walk employee through changing their W-4 form on-line through my.BoiseState.

**Follow the procedure below to change your W-4 form online using my.BoiseState Self-Service**


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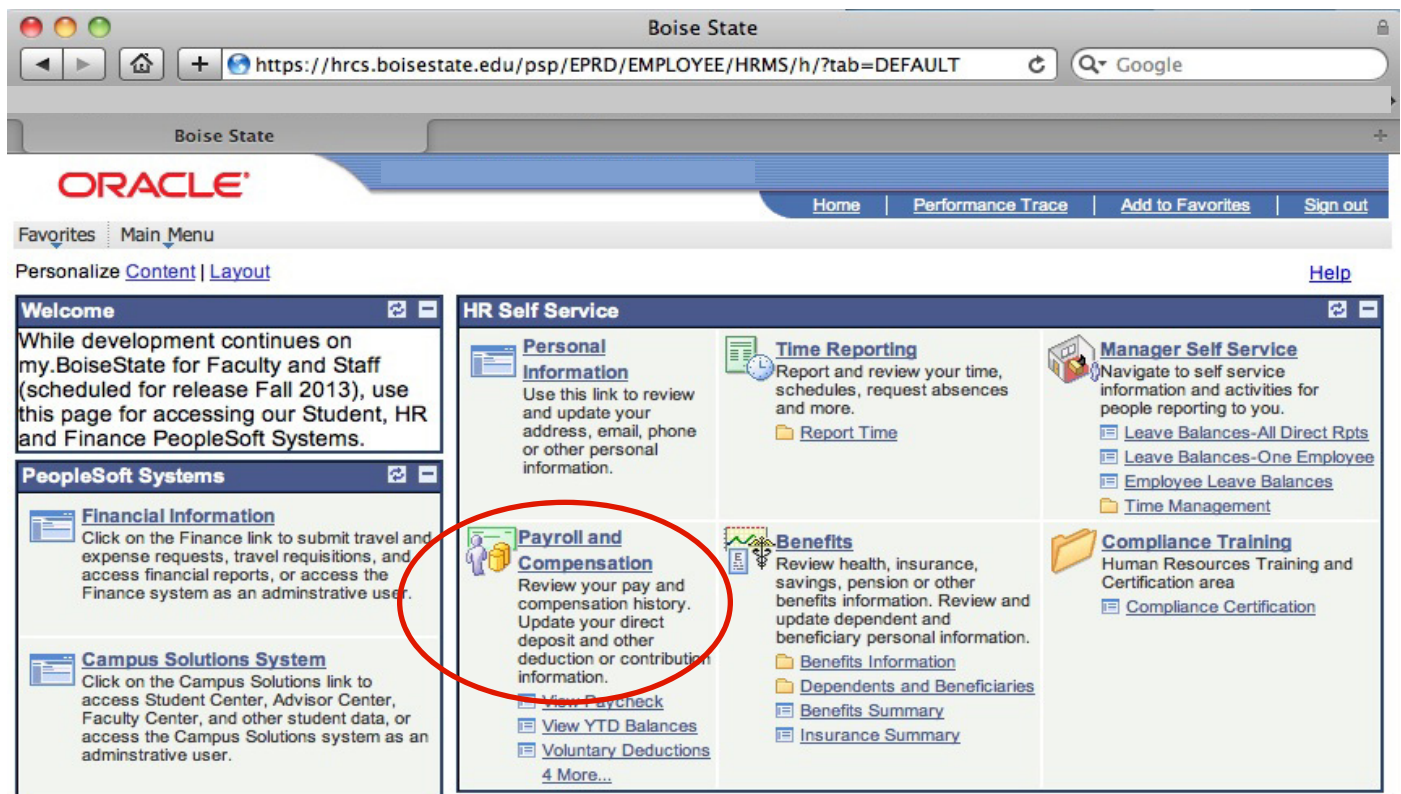
Open your web browser and go to the following URL address:  
<https://hrcs.boisestate.edu/psp/EPRD/EMPLOYEE/HRMS/?cmd=login>

2

Enter your Username and Password that was assigned to you.  
Click the **SIGN IN** button.

3

From HR Self Service menu, click on  **Payroll and Compensation**



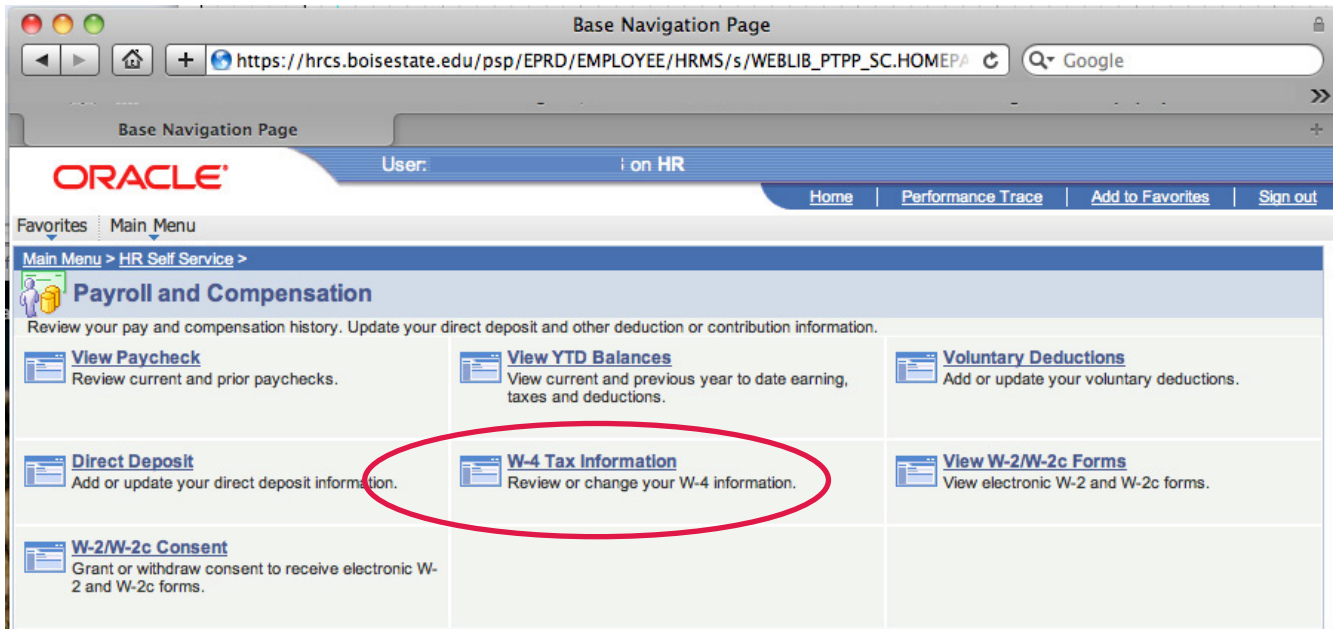
The screenshot shows the Oracle HR Self Service portal. The browser address bar displays the URL: <https://hrcs.boisestate.edu/psp/EPRD/EMPLOYEE/HRMS/h/?tab=DEFAULT>. The Oracle logo is visible at the top left. The 'HR Self Service' menu is expanded, showing several options. The 'Payroll and Compensation' option is highlighted with a red circle. Other options include Personal Information, Time Reporting, Manager Self Service, Benefits, and Compliance Training. The 'Payroll and Compensation' option includes links for View Paycheck, View YTD Balances, and Voluntary Deductions.

**NOTE:** If this link is not working, Human Resources has not input your hiring paperwork into PeopleSoft. This needs to be done to activate your my.boisestate account. If after your first day of work, this link still does not work, please contact Human Resource Services x61616.

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Click on W-4 Tax Information



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Verify that your Home and Mailing addresses are correct. If not, update your personal information in my.BoiseState.



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### Decision to Make

Do you want to have different Federal and State allowances or do you want an additional amount withheld for State taxes



#### If Yes...

STOP HERE

Contact Human Resource Services and make arrangements to fill out a paper W-4 form.



#### If No...

Continue on with Step 7.

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### NOTES:

By changing the two areas:

"Enter total number of Allowances you are claiming" and "Indicate Marital Status", you will be changing this for both Federal and State Taxes.

By changing the area:

"Enter Additional Amount, if any, you want from each paycheck", you will be changing this for Federal Taxes only.

#### W-4 Tax Data

If you want to have different Federal and State allowances or additional amounts withheld for State taxes, please contact Human Resource Services at 426-1616 to fill out a paper Form W-4

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.

For both  
Federal  
and State

By changing the area:

"If your last name differs from that shown on your social security card, check here", you will need to call 1-800-772-1213 to order a new social security card.

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If you can claim an exemption from both Federal and state taxes:  
Change the year that you are exempt and click in the checkbox.

### Claim Exemption

I claim exemption from withholding for the year **2013** 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.**

← You must checkmark this box if you meet BOTH conditions

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Read the disclaimer and save your changes by clicking the Submit button.

Submit

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.