VIEWING AND UPDATING W-4 INFORMATION

University employees may view and update their Federal and State W-4 information electronically.

1) Open a browser and go to the UNI home page: www.uni.edu.

2) Select My UNIverse on the UNI home page.

3) Login to My UNIverse.

4) Login to UNI e-Business Suite located on the Work @ UNI tab in the e-Business Resources section.

5) Enter your e-Business username and password.
6) Select UNI Employee Self Service (faculty/staff) or UNI Student Employee Self Service (students).

7) Click on W-4 Form Employee Withholding Allowances.

8) Select Federal or State under Tax Form Type, whichever you are viewing/updating. The screen will show your current W-4 form election based on the Tax Form Type selected.

9) Click Update to change your election. Make sure and have the correct Tax Form Type (Federal or State) selected before clicking Update.
10) Make your changes, Click the I Agree box under Agreement, and click Continue.

*NOTE: If you have a home address of Illinois or Minnesota and you are updating your state W-4 information you will get a drop down box under State that has your home address state and Iowa. Please select which one you will be updating*
11) If updating your Federal taxes a copy of your updated W-4 will appear for review. If updating your State taxes your current and proposed columns will appear for review. Review and click Submit.

**Federal:**

![Federal W-4 Image]

**State:**

![State W-4 Image]

12) Click on Return to Overview.

![Confirmation]

13) You can now update whichever W-4 you didn’t just update or Log Out.