VIEWING AND UPDATING W-4 INFORMATION
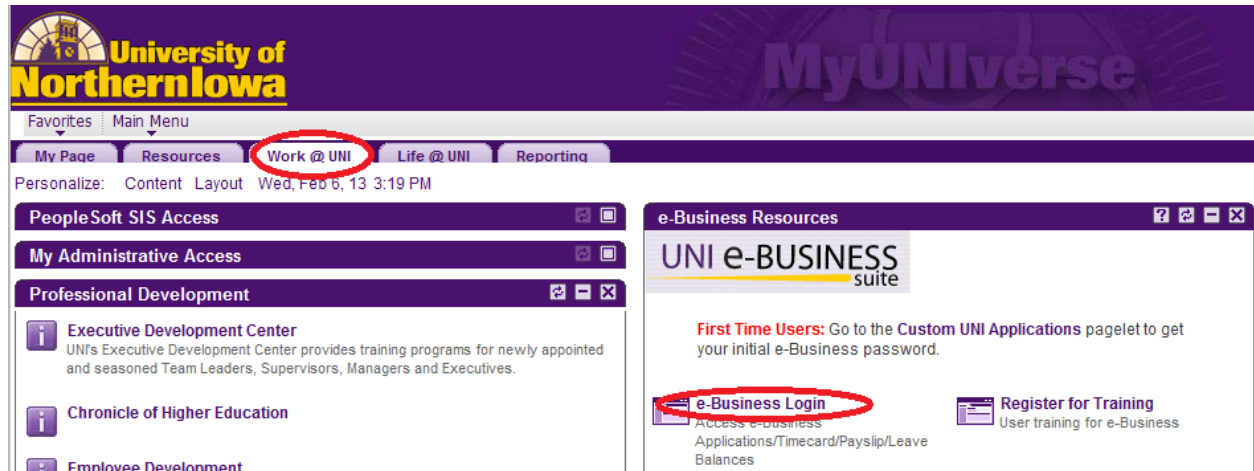
University employees may view and update their Federal and State W-4 information electronically.

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

2) Select My UNIverse on the UNI home page.
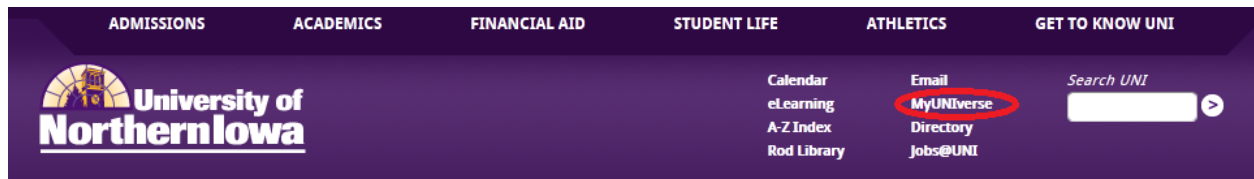
3) Login to My UNIverse.

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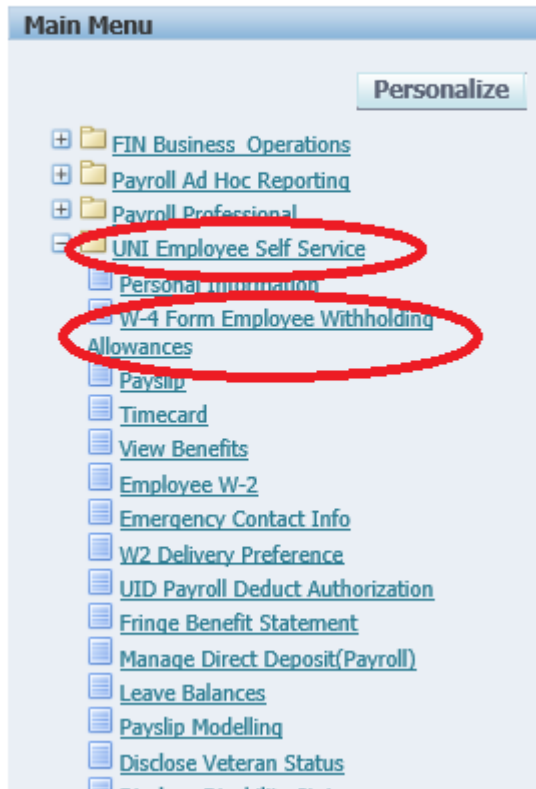

5) Enter your e-Business username and password.

6) Select UNI Employee Self Service (faculty/staff) or UNI Student Employee Self Service (students).

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

Oracle Applications Home Page

Main Menu

Personalize

- ⊞ 📁 FIN Business Operations
- ⊞ 📁 Payroll Ad Hoc Reporting
- ⊞ 📁 Payroll Professional
- ⊟ 📁 UNI Employee Self Service
  - Personal Information
  - W-4 Form Employee Withholding Allowances
  - Payslip
  - Timecard
  - View Benefits
  - Employee W-2
  - Emergency Contact Info
  - W2 Delivery Preference
  - UID Payroll Deduct Authorization
  - Fringe Benefit Statement
  - Manage Direct Deposit(Payroll)
  - Leave Balances
  - Payslip Modelling
  - Disclose Veteran Status

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.

Tax Form Region

Tax Form Type

◉ Federal ○ State

Federal W-4 Details

Filing Status	○ Single
	◉ Married
	○ Married, but Withhold at Higher Single Rate
Allowances	2 ⓘ
Additional Amount Withheld	0 ⓘ
FIT Exempt	No ⓘ

Update

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:

State:

12) Click on Return to Overview.

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