

Quick Reference Guide

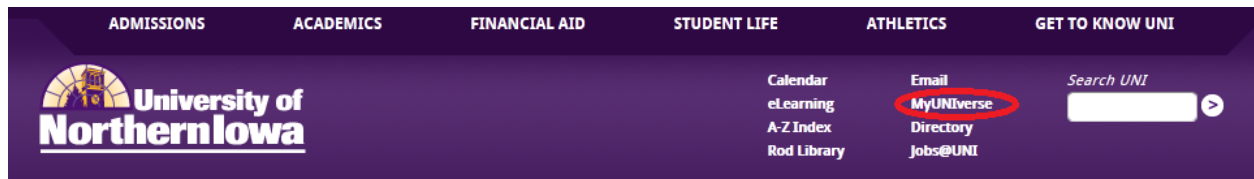
Viewing & Updating W-4 Information

In MyUNiverse

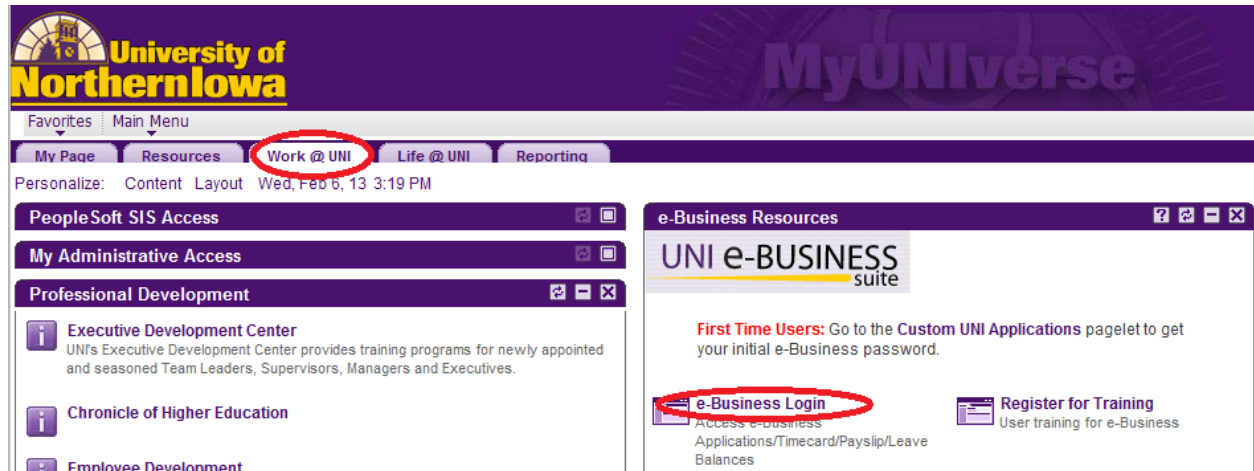
VIEWING AND UPDATING W-4 INFORMATION

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.

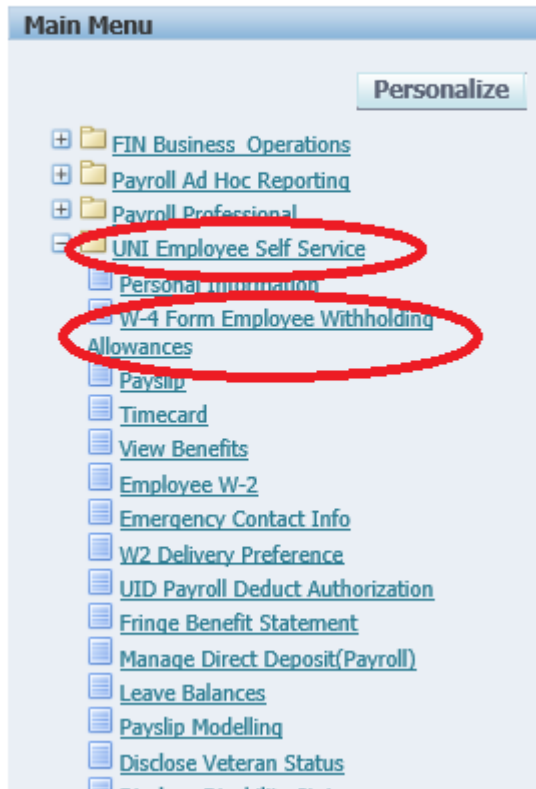
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In MyUNIverse

- 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



- 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.

The screenshot shows the 'Federal W-4 Details' form. At the top, there is a 'Tax Form Region' section. Below it is the 'Tax Form Type' section with radio buttons for 'Federal' (selected) and 'State'. The 'Federal W-4 Details' section contains the following information:

Filing Status	<input type="radio"/> Single
	<input checked="" type="radio"/> Married
	<input type="radio"/> Married, but Withhold at Higher Single Rate
Allowances	2 <input type="button" value="D"/>
Additional Amount Withheld	0 <input type="button" value="D"/>
FIT Exempt	No <input type="button" value="D"/>

An 'Update' button is located in the bottom right corner of the form, circled in red.

- 9) Click Update to change your election. Make sure and have the correct Tax Form Type (Federal or State) selected before clicking Update.

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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

Tax Form Region

Tax Form Type

Federal State

Federal W-4 Details

The [IRS Federal W-4 Form \(PDF\)](#) comes with worksheets and tax information that may be helpful in completing this form. Click this link to view the full form in a new window.

Filing Status

Single or married filing separately
 Married filing jointly (or Qualifying widow(er))
 Head of household

Last Name Different

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, check here and contact SSA at [800-772-1213](tel:800-772-1213) or go to www.ssa.gov.

Last Name Different

NOTE: Multiple Jobs or Spouse Works (Step 2), Claim Dependents (Step 3), Other Income, Deductions and/or Extra Withholding (Steps 4(a) through 4(c)) are optional. Only complete these fields if they apply to you.

Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs

Do only one of the following.

(a) Use the estimator at www.irs.gov/W4app for most accurate withholding for this step (and Steps 3-4); or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the results in Step 4(c) below roughly accurate withholding; or
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld

Multiple Jobs or Spouse Works

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3 (Claim Dependents) through 4(b) (Deductions) on Form W-4 for only one of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3 through 4(b) on the Form W-4 for the highest paying job.)

Claim Dependents	<input type="text" value="1"/>	<input type="button" value="ID"/>
Other Income (not from jobs)	<input type="text" value="0"/>	<input type="button" value="ID"/>
Deductions	<input type="text" value="0"/>	<input type="button" value="ID"/>
Extra Withholding	<input type="text" value="200"/>	<input type="button" value="ID"/>

Exempt from Withholding

I claim exemption from withholding for 2020, and I certify that I meet BOTH of the following conditions for exemption:
Last year I had no federal income tax liability and I expect to have no federal income tax liability this year

If you meet both conditions, check 'EXEMPT':

Exempt

Agreement

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.

I Agree

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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:

	Current	Proposed
Filing Status	Married	Single
Allowances	0	1
Additional Amount Withheld	0	0
SIT Exempt	No	No

12) Click on Return to Overview.

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