

Good afternoon, Nonexempt Staff!

Me Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences
- Onboarding Tasks

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

Pay - Update W-4

BlueSky Help

1/4 Click 'Me'

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Click 'Pay'

Payroll



Nonexempt Staff

Document Delivery Preferences

Set up preferences for delivering

3/4

Click **'Tax Withholding'**

Payslips

View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.

Payment Methods

Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.

Year-End Documents



View, print, download and search year-end documents for current or prior tax years.


Tax Withholding

Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.

< **NS** Tax Withholding
Nonexempt Staff

DePaul University + Add

Form Name Federal	Filing Status Single or Married filing separately	
Start Date 9/22/2020	Multiple Jobs	
	Extra Withholding 0 USD	
	Exempt from Federal Income Tax	

Form Name IL	Allowances 1	
Start Date 9/28/2020	Secondary Allowance	
	Additional Tax Amount	
	Exempt from State Income Tax	

4/4 ×

To edit a W-4 form click the **'Edit icon'** located on the righthand side.

To add a W-4 form click the **'Add'** button.

Click **'Next'** when complete

DePaul University		+ Add
Form Name Federal	Filing Status Single or Married filing separately	
Start Date 9/22/2020		
Form Name IL		
Start Date 9/28/2020		

Congratulations, you have successfully added/edited a W-4 Form.

For any inquires contact payroll at Payroll@depaul.edu

To view this walkthrough again, click **'Self Help'** and Search

'Update W-4'