Onboarding Tasks via Employee Self Service

1.) Click the Personal Details Tile on the ESS Homepage

2.) Complete all the items in the list on the left side of the page
Onboarding Tasks via Employee Self Service

3.) Go back to the ESS Home Page and click on the Payroll Tile

4.) Complete the Direct Deposit and the Tax Withholding (W-4)
Onboarding Tasks via Employee Self Service

When completing the W-4 please make sure to follow these instructions.

**NOTE:** Adobe Reader required to download PDF. Not available on a mobile device

From the Employee Self Service homepage, select the Payroll tile then Tax Withholding in the left column. A page will open showing your Company name, Status Form Types, Jurisdiction and Withholding Details:

<table>
<thead>
<tr>
<th>Form Type</th>
<th>Jurisdiction</th>
<th>Withholding Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>Federal</td>
<td>Withholding Allowances 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional Allowances</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
</tr>
<tr>
<td>State</td>
<td>North Dakota</td>
<td>Withholding Allowances 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Additional Allowances</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other</td>
</tr>
</tbody>
</table>

To update the Federal withholding status, select the **arrow >** on the right.
Onboarding Tasks via Employee Self Service

A window will open with special instructions that you should read before continuing. It is important to know that when you update your federal tax withholding status, it will **NOT automatically update your state tax withholding status**. If you want to update your state tax withholding status, do it separately starting in the Tax Withholding page.

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**Federal Tax Withholding Forms**

Company: NDUS System Info Tech Services

**IMPORTANT INFORMATION:**

This process requires the use of Adobe Reader to download the updateable PDF form to your computer. After you complete the form, **CLICK ON THE GREEN SUBMIT BUTTON** located at the bottom of the form. Contact your campus Payroll office if you encounter any issues using this electronic process.

Remember to update your state tax withholding status because the change you make for Federal withholding does **NOT** automatically update your state tax withholding status.

You must complete Form W-4 so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Federal income tax is withheld from your wages based on marital status and the number of allowances claimed on this form. You may also specify that an additional dollar amount be withheld. You can file a new Form W-4 anytime your tax situation changes.

Whether you are entitled to claim a certain number of allowances or exemptions from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

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**Updateable Forms**

<table>
<thead>
<tr>
<th>Form Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Withholding Allowance Certificate</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Adobe Reader required to download PDF. Not available on a mobile device.
Onboarding Tasks via Employee Self Service

This message will appear:

WARNING
The system will download to your computer a copy of the tax form which contains personal information.
You should only continue if you are using a trusted and secure computer.

You should not continue if you are using a shared computer or public computer (such as those in a library or internet café); doing this could leave your personal information vulnerable.

[Button: OK] [Button: Cancel]

Selecting OK will open the updateable form in PDF format. Selecting Cancel will cancel the transaction and you can go to your Payroll department to complete the necessary forms to update your tax withholding status.

When OK is selected the PDF form will open in a separate window. Your Name, SSN, Address, Employee’s Signature, Date, Employer’s name, Employer’s Address and EIN will all be prepopulated. The SSN is masked and only shows the last 4 digits. Lines 3 through 7 will be editable. Complete the form and then select the green Submit button located in the bottom right corner of the form.
Onboarding Tasks via Employee Self Service

You are then prompted to enter your User name and Password (enter the same User name and password used to log in to HR):

![Windows Security Window for Acrobat](image)

The server adminsys.ndus.edu is asking for your user name and password. The server reports that it is from PeopleSoft Enterprise PeopleTools.
Onboarding Tasks via Employee Self Service

The data is then uploaded to the HR system to update your federal tax withholding status. You can save or print a copy of the W-4 for your records. You will also receive an email notification of the update:

<table>
<thead>
<tr>
<th>Your tax withholding request on 2018-08-21-09.27.28.000000 for the following Company and Jurisdiction has been successfully submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company: NDUS System Info Tech Services</td>
</tr>
<tr>
<td>Jurisdiction: Federal</td>
</tr>
<tr>
<td>However, due to the timing, your tax withholding change may not be reflected on the next paycheck.</td>
</tr>
<tr>
<td>If you did not change your tax withholding data, please contact your payroll administrator immediately.</td>
</tr>
<tr>
<td>This is a system-generated email message that cannot accept incoming-email. Please do not reply to this message.</td>
</tr>
</tbody>
</table>

Then go back to the Tax Withholding page and complete the process for your state tax withholding.
- You will not be prompted again to enter your User Name and password if you kept the PDF page open.
- State tax withholding forms are available for every state that has state tax withholding and they accept the Federal W-4 and/or the state’s own W-4.
- The SSN is masked in the state forms and only shows the last four digits.
Onboarding Tasks via Employee Self Service

The following example is for North Dakota:

State Tax Withholding Forms

Company: NDUS System Info Tech Services

IMPORTANT INFORMATION:
This process requires the use of Adobe Reader to download the updateable PDF form to your computer. After you complete the form, CLICK ON THE GREEN SUBMIT BUTTON located at the bottom of the form. Contact your campus Payroll office if you encounter any issues using this electronic process.

The State of North Dakota withholding allowances should be the same as what you claimed on your Federal W-4 withholding form but will allow you to claim additional withholding if needed.

Whether you are entitled to claim a certain number of allowances is subject to review by the State. Your employer may be required to send a copy of this form to the Agency.

Updateable Forms

Form Description

North Dakota Withholding Allowance Certificate

North Dakota Withholding Allowance Certificate

For North Dakota, boxes 3 through 7 default as blank and are editable.
Onboarding Tasks via Employee Self Service

The following example is for Minnesota:

State Tax Withholding Forms

Company  NDUS System Info Tech Services

IMPORTANT INFORMATION:
This process requires the use of Adobe Reader to download the updateable PDF form to your computer. After you complete the form, CLICK ON THE GREEN SUBMIT BUTTON located at the bottom of the form. Contact your campus Payroll office if you encounter any issues using this electronic process.

You may complete Minnesota Form W-4MN so the Payroll Department can calculate the correct amount of tax to withhold from your pay. Minnesota income tax is withheld from your wages based on what you claim on the Minnesota Employee Withholding Allowance/Exemption Certificate (form W-4MN). You can file a new W-4MN form anytime your tax situation changes.

Whether you are entitled to claim a certain number of allowances or exemptions from withholding is subject to review by the State. Your employer may be required to send a copy of this form to the Agency.

Updateable Forms
Form Description
Minnesota Withholding Allowance Certificate
Onboarding Tasks via Employee Self Service

For Minnesota, you MUST select the box for either Section 1 or Section 2 to enter data. The Marital Status and number of allowances default from the federal W-4 and are NOT editable.