



## W-4 and W-2 Consent in myHR

Employee tax withholding information is easily accessible in the Employee Self Service section within myHR. You can file a new Form W-4 any time your tax situation changes by navigating to the W-4 Tax Information page. For specific details regarding allowances from withholdings, please refer to the state and federal instructions available at [www.irs.gov](http://www.irs.gov) and [www.tax.illinois.gov](http://www.tax.illinois.gov).

If you are performing service in a state other than Illinois or reside in a reciprocal state (Iowa, Kentucky, Michigan, or Wisconsin), please contact the Payroll Department to complete the appropriate state withholding form(s).

All employees who are not U.S. citizens or permanent resident aliens should schedule an appointment with a Payroll representative to complete the appropriate tax documents. Payroll Services can be contacted at 312-362-8692 or [payroll@depaul.edu](mailto:payroll@depaul.edu).

Complete the following steps to enter or change your W-4 or W-2 Consent information after your start date:

- 1) Log on to <https://myhr.depaul.edu>
- 2) Select Self Service> Payroll and Compensation

Note: For security reasons, you will be required to use [DUO two-factor authentication](#). To learn more about setting up DUO two-factor authentication in myHR, visit [security.depaul.edu](http://security.depaul.edu) and navigate to Tools & Downloads> Two Factor Authentication> Using DUO with Campus Connect.

### FEDERAL W-4 TAX INFORMATION

- Enter the total number of allowances you are claiming
- Enter the additional amount, if any, you want withheld from each paycheck
- Indicate your marital status
- Check the first box if you are married but selected the single status for withholdings at the single rate
- Check the second box if your last name differs from that shown on your social security card – in this case you must call 1-800-772-1213 for a new social security card
- Click *Submit*

### ILLINOIS W-4 TAX INFORMATION

- Enter the total number of basic allowances you are claiming
- Enter the total number of additional allowances you are claiming
- Enter any additional amount you want withheld from each paycheck
- Click *Submit*

### W-2/W-2c CONSENT FORM

By consenting to receive electronic forms W-2 and W-2c, employees can elect to not receive paper forms in the mail. Visit the W-2/W-2c Consent Form for more information.

Note: The W-2/W-2c Consent Form will not become available via Self Service until you receive your first paycheck

### FORMER EMPLOYEES

Electronic forms W-2 and W-2c are not currently available for former employees and will be mailed to the current Mailing Address on file. Former employees may still log in to Campus Connect to update and confirm that the Mailing Address is current.

Please contact Payroll Services at 312-362-8692 or [payroll@depaul.edu](mailto:payroll@depaul.edu) with any questions.