

University of Massachusetts Amherst HR Direct Tax Withholding Changes

In a web browser, navigate to www.umass.edu/humres and click on “HR Direct Login”

http://www.umass.edu/humres/

Human Resources | UMass ...

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HR Direct Resources For Work Life Events HR Library

Human Resources


Home Employment Benefits Compensation Payroll HR Personnel Processing Labor Relations Training and Support Contact

Job Applicants




- All Job Applicant Resources
- Search Jobs
- Jobs for Undergraduates
- Jobs for Graduates

Department HR Managers



- All HR Dept. Manager Resources
- Employment Search Policy and Procedure
- Manager - Supervisor Workshops
- Administering Work Life Events

Employees



- Current Employees
- International Employees (students - scholars)
- New Employee Orientation
- Work Life Events

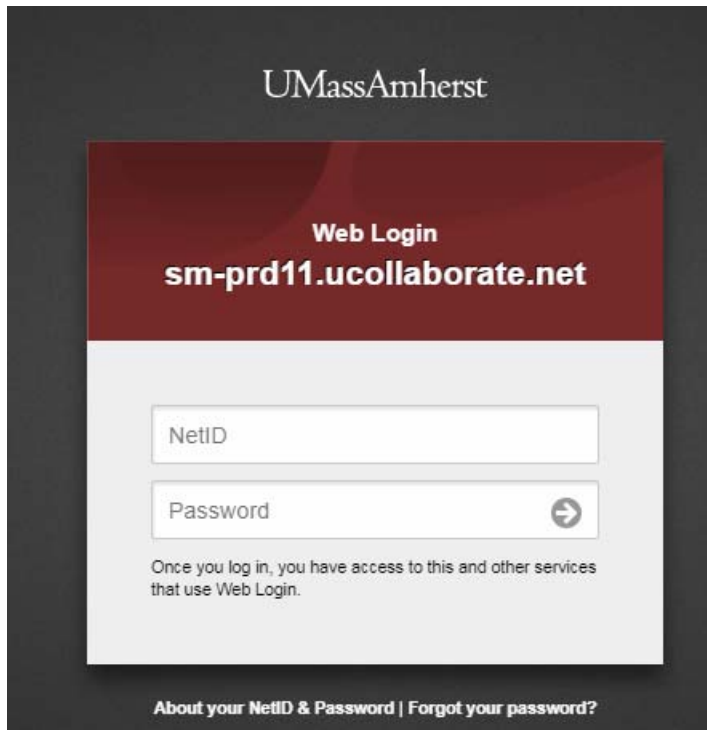
Whether you are a [job applicant](#), [HR department manager](#) or [employee](#), Human Resources is here to help. Contact the [Employee Service Center](#), or browse our [staff directory](#) to contact one of our professionals. **Employees** will find their pay statement, accrued vacation and sick time and more in HR Direct. [How to see your paycheck in HR Direct.](#)

HR Direct
UMASS
Login

search this site Go

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Login using your University NetID & password (your SPIRE ID & password). Please consult the University's Information Technology helpdesk (A109 Lederle Graduate Research Center/ telephone: 545-9400) if you do not know your NetID and/or password.



The image shows the UMassAmherst Web Login page. At the top, it says "UMassAmherst" in white on a dark background. Below that, a red banner contains the text "Web Login" and "sm-prd11.ucollaborate.net". Underneath the banner are two input fields: "NetID" and "Password". The "Password" field has a right-pointing arrow icon. Below the fields, there is a line of text: "Once you log in, you have access to this and other services that use Web Login." At the bottom of the page, there are two links: "About your NetID & Password" and "Forgot your password?".

From the Employee Self Service Homepage select W-4 Tax Information to change your federal tax withholding (M-4 if changing Massachusetts tax withholding):



The image shows the Employee Self Service Homepage. The page has a blue header with the UMass logo on the left, "Employee Self Service" in the center, and a home icon and search icon on the right. Below the header is a grid of eight service tiles. The tiles are: "Pay" (with a green wallet icon and "Last Pay Date 02/09/2018"), "Report Time" (with a calendar and clock icon), "Personal Details" (with a person icon), "Direct Deposit" (with a bank building icon), "W-2/W-2c Consent" (with a document and pen icon), "W-4 Tax Information" (with a "FED TAXES" icon featuring a flag and stars, which is circled in red), "M-4 (MA State) Tax Information" (with a "MA TAXES" icon featuring a dollar sign), and "View W-2/W-2c Forms" (with a document icon).

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Your current personal tax withholding will appear on screen.

W-4 Tax Information

Thuy Nguyen
Commonwealth of Massachusetts

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 and you choose to have more, or less, tax withheld.

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

Nonresident alien employees must contact their campus HR/Payroll department to change their W-4 tax information.

Employees that both live and work in the state of Rhode Island must contact their campus HR/Payroll department to change their W-4 tax information.

[Click here to access W4 form instructions and worksheet](#)

Home Address

14 Main Street
Amherst, MA 01002

W-4 Tax Data

Enter total number of Allowances you are claiming

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Tax Status Single Married

Check here and select Single status if married but withholding at single rate.
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

Check here if your last name differs from that shown on your social security card.
You Must Contact the IRS.

Claim Exemption

Current Year and I certify that I meet
BOTH of the following conditions for exemption

1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

By clicking the Submit button, I acknowledge under penalties of perjury, that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete

Click on "Submit."

The change in your income tax withholding rate will be processed when payments for the current payperiod are processed.