

HR Direct Self Service

Login to HR Direct



Step	Action
1.	Go to www.umb.edu/hr
2.	Click “ Log in to HR Direct”

Step	Action
3.	Enter your username (first name.lastname)
4.	Enter your password (password is you email password) Note: if your email password is changed your HR Direct login password will change.
5.	Click on the arrow and choose the campus (Boston)
6.	Click login
Note:	Please Note if you are using a public computer please always remember to sign out of the HR Direct system and do not save any passwords

Congratulations you have successfully logged into HR Direct

View/Change M-4 (State) Tax Information

Click on the following tile below.

The image shows a screenshot of the 'Employee Self Service' portal. The header includes the UMASS logo, a dropdown menu for 'Employee Self Service', and navigation icons for home, search, and menu. The main content area is a grid of tiles:

- Report Time**: Icon of a calendar and clock.
- Direct Deposit**: Icon of a bank building and coins.
- Pay**: Icon of a green bill, with 'Last Pay Date 08/11/2017' displayed below.
- M-4 (MA State) Tax Information**: Icon of a document with 'MA TAXES' and a dollar sign. This tile is circled in red.
- Personal Details**: Icon of a document with a person silhouette.
- W-4 Tax Information**: Icon of a document with 'FED TAXES' and a stylized American flag.
- W-2/W-2c Consent**: Icon of a document and a pen.
- View W-2/W-2c Forms**: Icon of a stack of documents.

View/Change M-4 (MA State) Tax Information

The screenshot shows the 'M-4 Tax Information' form. At the top, there is a navigation bar with '< employee Self Service' and 'M-4 Tax Information'. Below this, the text reads 'Commonwealth of Massachusetts' and provides instructions for nonresident alien employees and those living and working outside the state. A callout box with a yellow arrow points to a blue link: 'Click here to access M4 form instructions'. Another callout box points to this link with the text 'Click here to access M-4 form instructions and worksheet link'. Below the link are three sections: 'Home Address', 'Mailing Address', and 'M-4 Tax Information'. The 'Home Address' section has a callout: 'Home address on file will default here'. The 'Mailing Address' section has a callout: 'Mailing address on file will default here, if applicable'. The 'M-4 Tax Information' section includes a field for 'Enter total number of Allowances you are claiming' (with a value of 0), a field for 'Enter Additional Amount, if any, you want withheld from each paycheck', and several radio button options for filing status and exemptions. Below this is the 'Claim Exemption' section with a checkbox for full-time students. At the bottom is a 'Submit' button and a certification statement: 'I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled.'

Make any updates or changes. Click **Submit**

Congratulations you have successfully updated/changed your M-4 form.