

## HR Direct Self Service

### Login to HR Direct



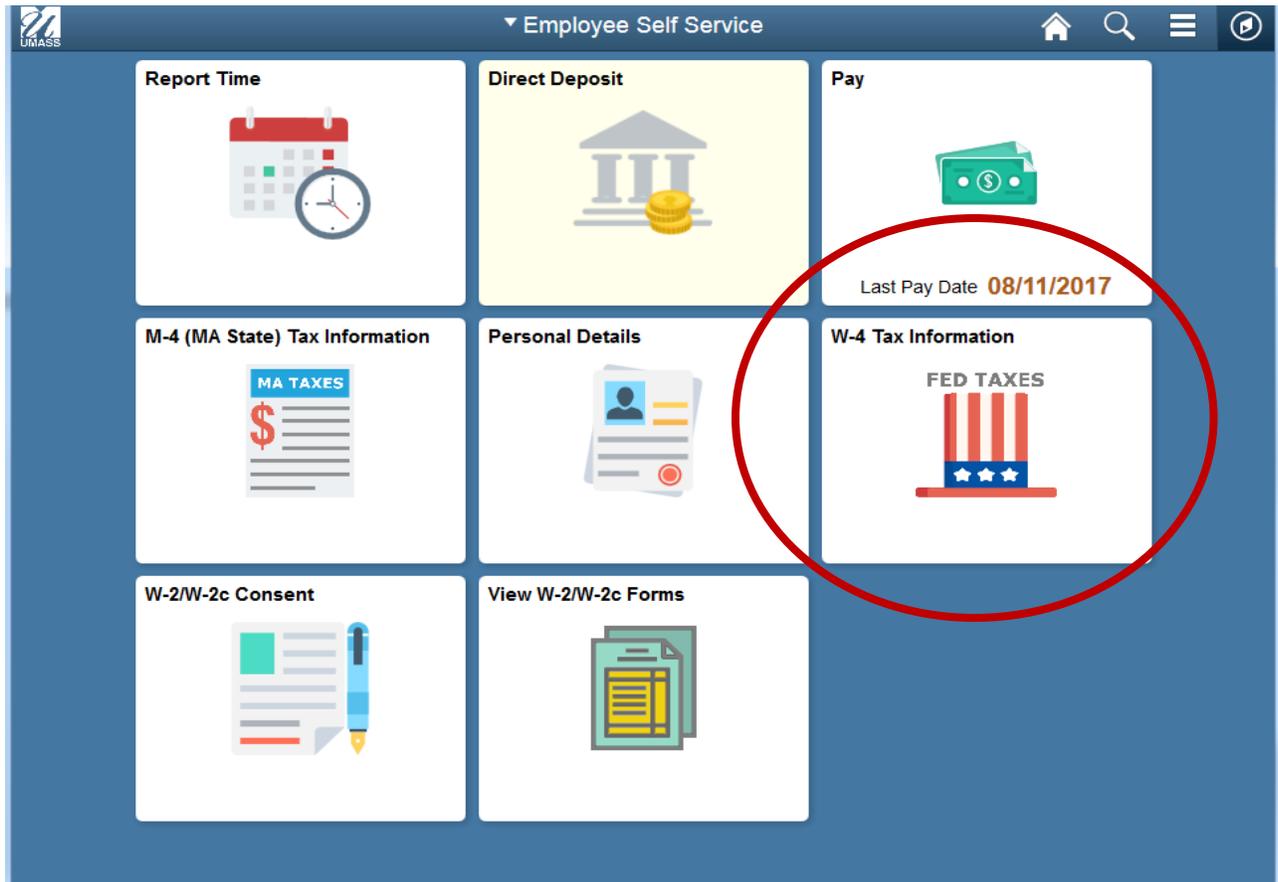
Step	Action
1.	Go to <a href="http://www.umb.edu/hr">www.umb.edu/hr</a>
2.	Click “ Log in to HR Direct”

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 W-4 (Federal) Tax Information*

Click on the following tile below



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.

**< Employee Self Service** **W-4 Tax Information**

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**

Home address on file will default here

**Mailing Address**

Mailing address on file will default here, if applicable

**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.

**Submit** 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 here to access W-4 form instructions and worksheet link

Home address on file will default here

Mailing address on file will default here, if applicable

Make any updates or changes. Click Submit

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