



Completing your W4 and Direct Deposit

Purpose: Use this Job Aid to complete your W 4 and Direct Deposit information after your first day of employment. **You must complete your W4 in order to receive a paycheck.** If you want your paycheck to be deposited directly into your bank account, then complete the Direct Deposit steps in this Job Aid. **If you want to receive a hard copy check mailed to your home address then only complete the W4 steps.**

Reference Guide Details	
Audience	New or current employees who want to make changes to their W4 or Direct Deposit Information
Guide Objectives	Upon completion, the employee will: <ul style="list-style-type: none">• Know how access and complete their W 4 information• Know how to access and complete their Direct Deposit information
Prerequisites	Internet ID & Password (this cannot be completed without this). Your internet ID and password should be available by your second day of work.
Revision Date	August 26, 2021

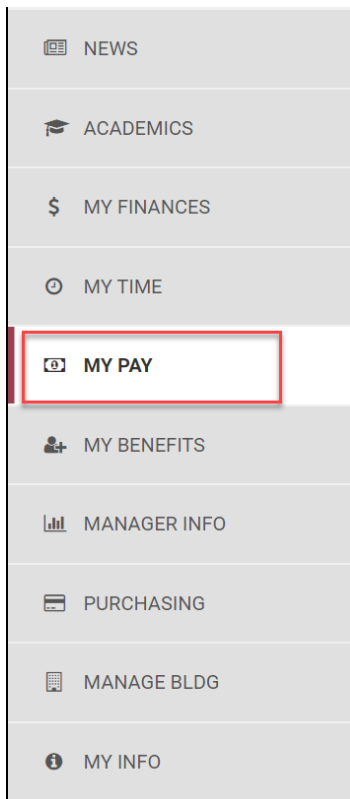
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Overview

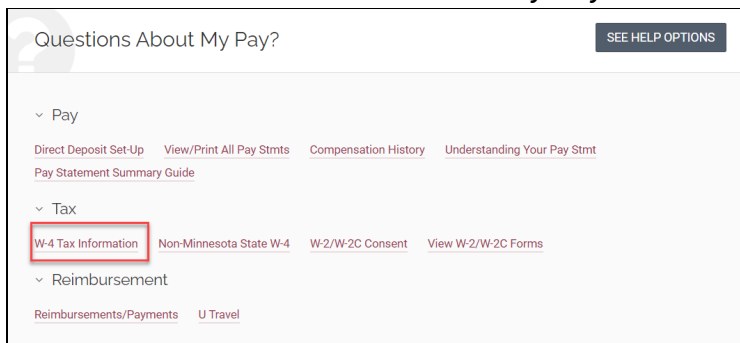
Completing W4 and Direct Deposit information is done in MyU. MyU is the University's internal website for faculty, staff, and students. It provides news and information based on your role at the University, enables access to other University websites and systems with one sign-in, and provides access to services such as pay statements, benefits enrollment, vacation and sick balances, etc. You will have access to MyU after you are set-up on payroll.

Completing a W4

1. Navigate to www.Myu.umn.edu.
2. Click on **MY PAY**.



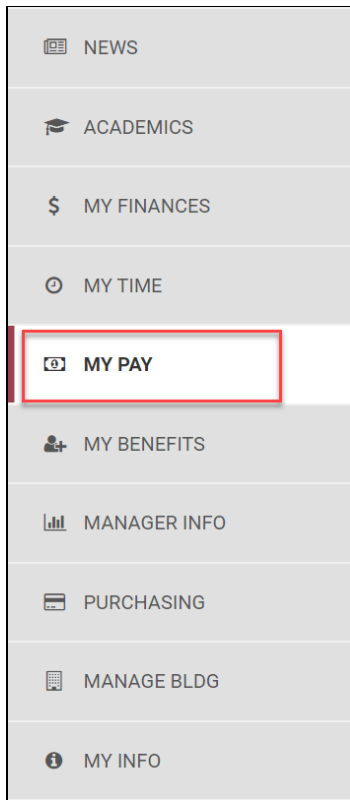
3. Scroll down to the *Questions About My Pay* section click the **W-4 Tax Information link**.



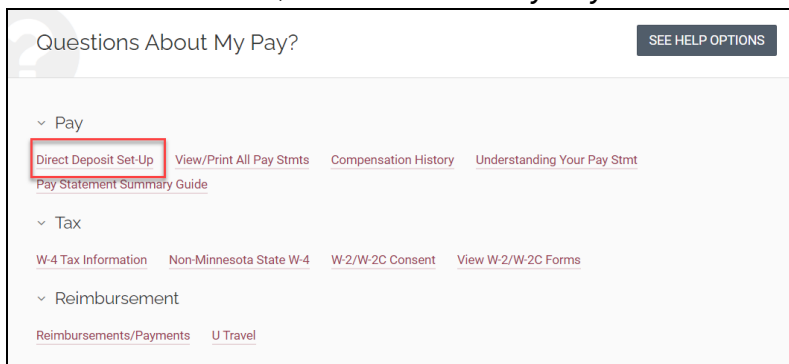
4. Complete the required information. Click **Submit**.

Setting Up Direct Deposit

1. Navigate to www.Myu.umn.edu.
2. Click on **MY PAY**.



3. Scroll down to the *Questions About My Pay* section click the **Direct Deposit Set Up** link.



4. Complete the required information. Click **Submit**.