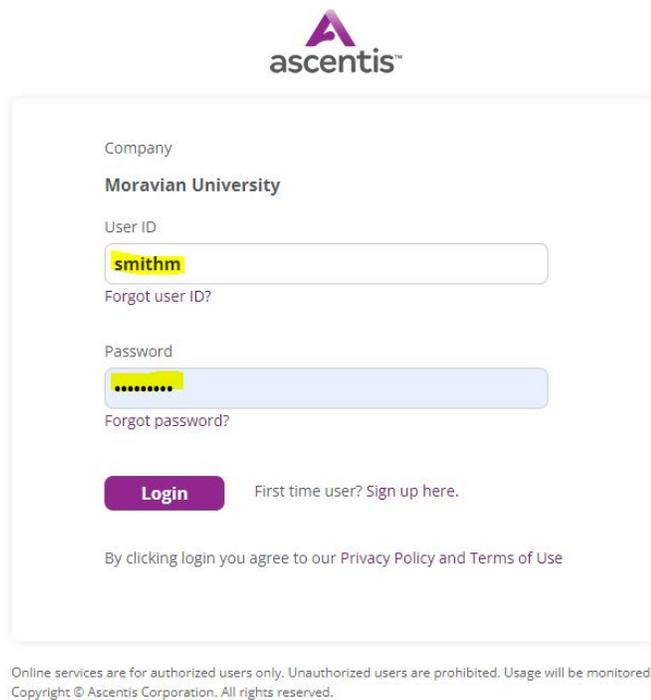


MORAVIAN UNIVERSITY

HOW TO UPDATE YOUR FEDERAL TAX WITHHOLDING

1. Go to: [HRportal.moravian.edu](https://hrportal.moravian.edu)
2. Type in Net ID username and password (This is the username and password you use to log into the computer. Your network ID is either your 'me' account or your last name first initial)





Company
Moravian University

User ID

[Forgot user ID?](#)

Password

[Forgot password?](#)

[Login](#) [First time user? Sign up here.](#)

By clicking login you agree to our [Privacy Policy](#) and [Terms of Use](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored.
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3. Click on “Login”

Should you require assistance using these instructions or the HRportal in general, please contact HR@moravian.edu or call 610-861-1527.

MORAVIAN UNIVERSITY

4. Select My Self > My Paycheck > Pay & Taxes and select "Federal":

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Paycheck Simulator

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My Attachments

My Notes

Pay Information

Hire Date 08/08/2018
Employment type Regular Employee,Hourly,Part Time

Current Tax Settings

Home Location

State Pennsylvania

Detailed Location Settings:

Location	Summary of form related info
 Federal	Default: Single or Married Filing Separately
Pennsylvania	Default: N/A

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MORAVIAN UNIVERSITY

5. Enter in your desired changes and click "Next":

Details: Federal (W-4) for Year 2022

Filing Status	Single or Married Filing Separately 
Multiple Jobs or Spouse Works	<input type="checkbox"/> 
Qualifying Child(ren) Tax Credit Amount	0.00 
Other Dependent Tax Credit Amount	0.00 
Other Income	0.00 
Deduction Amount	0.00 
Additional amount to be withheld each pay period	0.00

I claim exemption from withholdings for 2022, and I certify that I meet **both** of the following conditions for exemption.

- Last year I had a right to a refund of **all** federal income tax withheld because I had **no** tax liability.
- This year I expect a refund of **all** federal income tax withheld because I expect to have **no** tax liability.

Next

Cancel

Please Note:

- Our Payroll Department is not authorized to assist in your personal Tax Withholding selections.
- Please reach out to your personal tax advisor if you have questions on what selections to make
- Or use the **Tax Withholding Estimator** provided by the IRS: <https://www.irs.gov/individuals/tax-withholding-estimator>
- Or use the Paycheck Simulator in the HR portal to see how adjustments in your withholdings would affect your taxes and paycheck.

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MORAVIAN UNIVERSITY

6. Select "Finish" to send your changes to Payroll.

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Enter the date the change will be effective: 05/17/2022

You may enter comments you wish to share with the payroll department:

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete. Checking this box acts as your electronic signature.

Note: Changes submitted for your tax withholdings will not take effect until they are received and approved by payroll. Once your new changes are visible under Pay & Taxes, they will have taken effect.

< Back

Finish

Cancel

Should you require assistance using these instructions or the HRportal in general, please contact HR@moravian.edu or call 610-861-1527.