



## Viewing Your Pay and Tax Forms

### Enter the Penguin Portal

1. Click the Penguin Portal Link



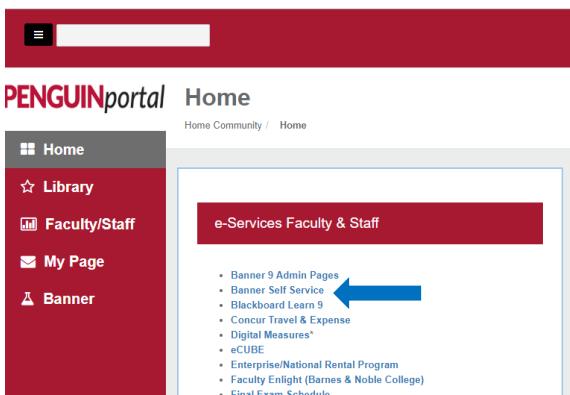
2. Sign into the Penguin Portal using your Username and Password.



3. Enter your login credentials.



4. Click Banner Self Service under e-Services for Faculty and Staff.





## Access Your Tax Forms

1. Click the **Employee Tab**.
2. Click the **Tax Forms or Pay Information** menu option.

Personal Information | Alumni and Friends | Volunteer | Student | Financial Aid | Faculty Services | Employee | 1

### Employee

The 2018 W-2 form is now available! Please use the Tax Forms link to access and print your forms. A PIN is required to print.

**Notice to students:** Students cannot work more than 25 hours a week throughout the year (including dual appointments). I

Time Sheet  
To be used by Bi-Weekly Employees and Approvers Only!

Leave Report

To be used by Semi-Monthly Employees Only!

Request Time Off

Currently to only be used by all staff in the Division of Finance & Business Operations and Division of Legal Affairs & HR.

Electronic Personnel Action Forms

Benefits and Deductions

Retirement, health, flexible spending, miscellaneous, and Benefit Statement.

Pay Information

Direct deposit allocation, pay history, and deductions history, or pay stubs.

Tax Forms

W-4 Information, W-2 Form, 1095-C Form.

2

Jobs Summary

Leave Balances

3. To view or update your federal tax withholding click **W-4 Tax Exemptions and Allowances**.

Personal Information | Alumni and Friends | Volunteer | Student | Financial Aid | Faculty Services | Employee

### Tax Forms

3

W-4 Tax Exemptions or Allowances

W-2 Wage and Tax Statement

W-2c Corrected Wage and Tax Statement

1095-C Employer-Provided Health Insurance Offer and Coverage Statement

1094 Receipt ID Entry

4. Click **update** to make changes.

Personal Information | Alumni and Friends | Volunteer | Student | Financial Aid | Faculty Services | Employee | WebTeller Administration | Finance

#### W-4 Employee's Withholding Allowance Certificate

Federal Tax  
As of Date: Jul 17, 2019  
Name: Alisha A Greco-Yarmielo  
Address: 25 Grandview Ave Hubbard OH 44425-2050  
Last Name differs from SSN card: No  
Deduction Status: Active  
Start Date: Sep 16, 2011  
End Date:  
Filing Status: Single  
Number of Allowances: 4  
Additional Withholding: .00  
Note: Additional amount, if any, you want withheld from each paycheck.  
Print

4

History | Update | Contributions or Deductions

[ W2 Year End Earnings Statement ]



5. The effective date will default to the next available pay period or you may choose a future pay period.
6. Select the drop down to change filing status and/or type the number of allowances.
7. If you DO NOT want an additional amount withheld; leave the 'ADDITIONAL WITHHOLDING' box blank.
8. After you have completed the updates; click **certify changes**.

Personal Information | Alumni and Friends | Volunteer | Student | Financial Aid | Faculty Services | Employee | W-4 Employee's Withholding Allowance Certificate | History | Update | Contributions or Deductions | Print

Update W-4

Access HELP for required information on completing the W-4 and then select Certify Changes. You will be required to certify your changes on the next page. A value in either the Number of Allowances or Additional Withholding, enter 0. If you are not required to enter a value, leave blank.

\* - indicates a required field.

Federal Tax

Deduction Effective as of:

Jul 16, 2019

If your last name differs from that shown on your Social Security Card, check here.   
Note: You must contact Social Security Administrator for a replacement card.

Effective Date of Change MM/DD/YYYY:\*

07/16/2019

Note: Effective Date must be after Jul 15, 2019 the date you were last paid.

5

Deduction Status:\*

Active

I claim exemption from withholding for the tax year specified, 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 and
- \* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:\*

Single

6

Number of Allowances 99 :\* 4

7

Additional Withholding 999999.99 :

Note: Additional amount, if any, you want withheld from each paycheck.

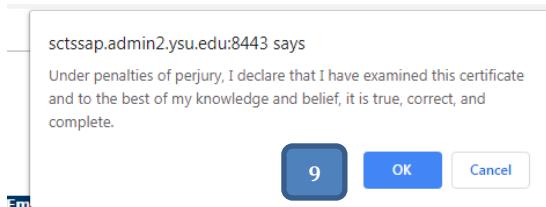
Certify Changes

8

Restore Original Values

W-4 Employee's Withholding Allowance Certificate

9. To acknowledge the disclaimer, click ok. You should receive a confirmation.



10. To view the changes, click the History link or print a copy for your records.

Personal Information | Alumni and Friends | Volunteer | Student | Financial Aid | Faculty Services | Employee | WebTailor Administration | Finance

W-4 Employee's Withholding Allowance Certificate

Federal Tax

As of Date: Jul 17, 2019

Name: Alisha A Greco-Yamietto

Address: 25 Grandview Ave Hubbard OH 44425-2050

Last Name differs from SSN Card: No

Deduction Status: Active

Start Date: Sep 16, 2011

End Date:

Filing Status: Single

Number of Allowances: 4

Additional Withholding: .00

Note: Additional amount, if any, you want withheld from each paycheck.

Print

History | Update | Contributions or Deductions

[ W2 Year End Earnings Statement ]

10



## Frequently Asked Questions

- ❖ Q: What is a Form W-4?

A: Form W-4 is an IRS form that employees give to their employers that provides information used to determine the amount of federal income tax to withhold from each employee's paycheck. Employees should check their withholding any time their personal or financial information changes. The Form W-4 has worksheets to help employees adjust withholding based on their personal circumstances, such as whether they have children or a spouse who is also working. Employees who use the Withholding Calculator to check their withholding do not need to complete any of the worksheets on the Form W-4. The Withholding Calculator can be accessed here: <https://www.irs.gov/individuals/irs-withholding-calculator>

- ❖ Q: How do I complete the Form W-4?

A: Individual taxpayers remain responsible for accurately completing Form W-4 and should check FAQs on IRS.com or their personal tax professional.

- ❖ Q: How frequently can I change my W-4?

A: You can change your number of payroll exemptions as often as you wish by simply submitting a new Form W-4.