my>HR   infor   ESS

my>HR Employee Self-Service

Tax Withholding	Quick Reference Guide

1. Log in to infor

a. Start your web browser by clicking **Start, Programs**, **Microsoft Edge.**

b. From the Munson intranet home page using a Munson network connected computer, click the SharePoint Home page

(https://sharepoint16.mhc.net/Pages/home.aspx).Then click 👥 and then click on the **my>HR icon**.

my>HR

At this point, you should automatically be logged in to proceed.

c. **From home or *outside* the Munson network:** Enter web address: **http://www.munsonhealthcare.org,** press **Enter.** At the bottom right corner of the page click on For Employees button.

FOR EMPLOYEES ➔
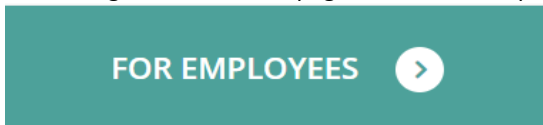
Then navigate to Quick Links and select my>HR Self-Service.

For Employees   Quick Links

my>HR Self-Service
Outlook 365
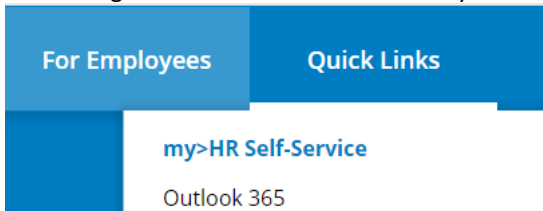
If the Citrix Access Gateway Plug-in is not installed and you do not have multi-factor authentication set up, please read the Log In from Home section and follow the guides listed (Accessing Employee Self-Service Remotely and Multi-Factor Authentication Guide for StoreFront). For technical assistance, please contact the Help Desk at (231) 935-6053. After completing the installations find the **my>HR_SelfService link**, click it and with your network ID, you should automatically be logged in.
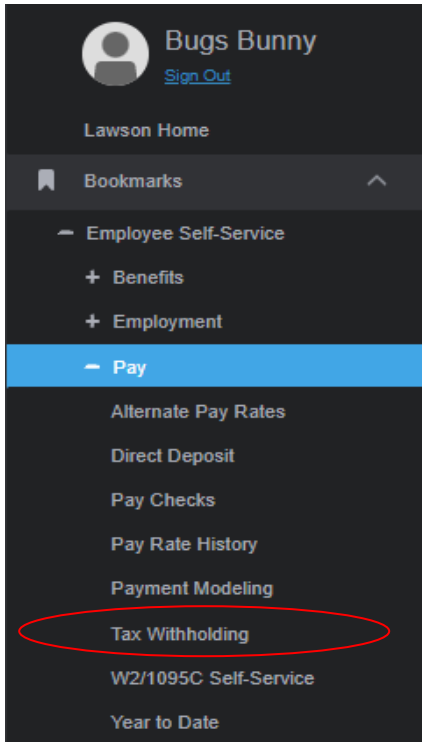
2. Navigation

a. To reveal or remove the left-side menu bar containing your Bookmarks and Sub Menus, simply click the three-line Menu ellipse in the upper left corner. When you want to navigate via the Menu Bar, click once. Or if you want to remove the menu bar for full screen mode, click again.

☰ Menu

b. Click **Bookmarks**, then click on **Employee Self-Service** to expand menus. Click on **Pay** and then click on **Tax Withholding**.
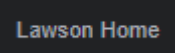
b. Sub menu items are expanded by clicking the + sign and they are hidden by clicking the – sign next to major menu categories.

d. Be sure to use links on the scrollable menu (left side) to select specific pages or use functional buttons like Continue or Previous to navigate on each page. WARNING -- DO NOT use the back and forward arrows on your browser to move between pages.

Application is not designed for browser arrow navigation.
If you accidentally click the back button, log out and log back in to refresh your session.

e. If you desire to start navigation fresh, click the **infor** (top left) logo or the Lawson Home link (upper left) to return to the Lawson home page.

f. If you ever need to exit, **click on the Sign Out icon in the upper-right corner.**

3. View Tax Witholding Deductions

a. After clicking through **Bookmarks>>Employee Self-Service>>Pay>> Tax Withholding,** your Tax Withholding summary will appear.

Tax Withholding ▾ ✕

PLEASE NOTE: Tax Withholding Changes Take Effect Within 2 Paychecks

	Description	Resident Status	Marital Status	Exemptions ▲	Additional Exemptions	Additional Amount
⮫	Tax Employee - Fed Withholding	Resident	Married	0	0	$ 5.00
⮫	Tax Employee - MI Withholding	Resident	Married	0	0	

4. Change Federal Tax Witholding Details

a. Click the icon ![icon] next to the description of **Tax Employee – Fed Withholding**. An electronic Federal W-4 form will display.

Tax Withholding ▼ ✕

W-4 Form

Department of the Treasury
Internal Revenue Service
▶ Give Form W-4 to your employer.
▶ Your withholding is subject to review by the IRS.

Step 1: Enter Personal Information

(a) First name and middle initial: Daffy   Last name: Duck   (b) Social security number: 0123

▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Address: 1234 North South Street
City or town, state, and ZIP code: Traverse City, MI 49685

(c) ○ Single or Married filing separately
◉ Married filing jointly (or Qualifying widow(er))
○ Head of Household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. . . . . ▶ ☐

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3 through 4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your income will be $200,000 or less ($400,000 or less if married filling jointly):

Multiply the number of qualifying children under age 17 by $2,000. . . . . ▶ $ 0

Multiply the number of other dependents by $500. . . . . ▶ $ 0

Add the amounts above and enter the total here. . . . .   3 $

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.   4(a) $

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.   4(b) $

(c) Extra withholding. Enter any additional tax you want withheld each **pay period**.   4(c) $

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.)   Date

Employers Only

Employer's name and address   First date of employment   Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3.

[Continue] [Model] [Back] [Print]   W-4 Instructions

b. If you need help deciding what you should enter, click the W-4 Instructions link in the lower right. A window will appear with IRS recommendations. Only read the explanations – do not fill out the form. Click the red X to close the irs.gov pop-up window.

c. Enter your **changes on the form (shown above)**.

d. To see how this will affect your net pay, click the Model button.   Consult the Payment Modeling quick reference guide for help. Scroll down and click **Calculate**. Check the new Results in the upper-right corner. Scroll down and click **Back**. This will take you back to the Withholding summary and you will need to re-enter your selections.

e. Once you're satisfied with your changes, click **Continue**.

f. After you click Continue, a verification Dialog will appear. If you are sure you want to change your W-4 deductions now, click **Update**. If you click Cancel, you will return to the W4 window.

g. The Tax Withholding window (shown in step 3b above) will appear with your new selections. Changes take effect within two paychecks.

5. Change State Tax Witholding Details

a. Click the icon ![icon] next to the description of **Tax Employee – MI Withholding** and a form for making changes appears.

Tax Employee - MI Withholding

*Required fields are indicated.

Residency	Resident ▼
Status*	Married ▼
Exemptions	3
Additional Amount	5.00

[Continue] [Back]

b. **Make changes**.

c. Click **Update**.

d. The Tax Withholding summary window (shown in step 3b) will appear and show your new selections. Changes take effect within two paychecks.

e. **To exit the program, click on the Sign Out icon in the upper-right corner.**   ⬅ Sign Out