

Purpose: The purpose of this job aid is to assist with students accessing or updating their Federal Tax Withholdings (Form W-4) or State and Local Tax Withholdings (Massachusetts: Form M-4).

Federal Tax Withholdings or State and Local Tax Withholdings are US tax documents, and you must be working at a US campus. Canadian students complete the TD1 slip as part of their pre-hire documents hosted on our website at studentemployment.northeastern.edu/Canadian.

NOTE: Student Employment staff is unable to offer tax advice regarding student financial circumstances other than explaining the form itself. Please seek professional tax assistance or refer to your parent(s)/guardian(s) advice.

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Completing Onboarding Tasks

When a student is hired in Workday, the student will receive Onboarding Tasks to complete in their My Tasks.

MENU

N

Search

6

333

← Search Results

2 items

Search: Search Results

Edit Advanced Search

Save

Complete State and Local Withholding Elections

06/28/2023

☆

Due: 06/30/2023

Effective: 06/26/2023

Complete Federal Withholding Elections

06/28/2023

☆

Due: 06/30/2023

Effective: 06/26/2023

W-4 Data

View Blank Form

Step 1:

Marital Status *

Complete Steps 2-4 ONLY if they apply. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, 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.

Submit Save for Later Cancel

← Search Results

2 items

Search: Search Results

Edit Advanced Search

Save

Complete State and Local Withholding Elections

06/28/2023

☆

Due: 06/30/2023

Effective: 06/26/2023

Complete Federal Withholding Elections

06/28/2023

☆

Due: 06/30/2023

Effective: 06/26/2023

Complete State and Local Withholding Elections

☆ ⚙️ ↗️

Created: 06/28/2023 | Due: 06/30/2023 | Effective: 06/26/2023

Worker

Company

Effective Date 02/12/2024

State *

Withholding Form Type *

Cancel OK

In the W-4, students have the option of selecting “Nonresident Alien”. Students in the US on a visa or employment authorization document (EAD) can confirm with SEGAF or OGS regarding this option.

Nonresident Alien: If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien

☐

After the W-4 and M-4 have been submitted, a new Onboarding Task will appear, directing the student to set up Direct Deposit.

MENU

N

Search

7

229

View Event

Onboarding for ,

For

Student Financial Services-JM

Overall Process

Hire:

Overall Status

Successfully Completed

Calendars In Use

Consecutive Days (No Calendars Selected)

Success! Event submitted

Up Next: Direct Deposit

View Details

To Do

My Actions

Details

Process

My Actions 1 item

| Awaiting Me | Due Date | Business Process | Subject |
|-------------|----------|--------------------------------|----------------|
| To Do | | Direct Deposit: Onboarding for | Direct Deposit |

Complete To Do

Direct Deposit

For

Student Financial Services-JM (Angelica Yoon)

Overall Process

Hire:

Overall Status

Successfully Completed

Instructions

Direct Deposit form online

- Available in the [Student Hub](#) under Resources > Financial Services > Direct Deposit Form
- Follow the instructions on the page to set up or modify your Direct Deposit
- Please refer to the FAQ on the [Office of Student Employment, Graduate Assistantships & Fellowships website](#) for additional information
- Canadian Student Employees** must complete a separate [direct deposit form](#) which can be found on the Office of Student Employment, Graduate Assistantships & Fellowships website, along with [additional pre-hire paperwork](#). All forms must be submitted to for processing

If you already have Direct Deposit on file, you do not need to set up a new Direct Deposit. Direct Deposit stays active for one year from the last deposit transaction processed.

enter your comment

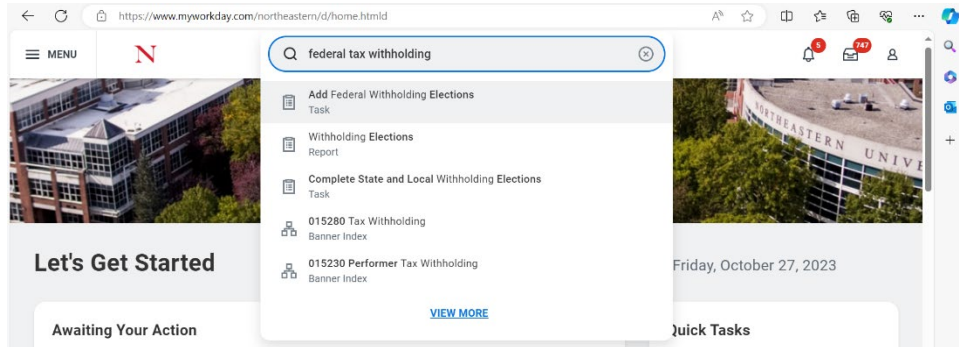
Submit

Save for Later

Close

Managing Federal Tax Withholdings

1. In the **Search** bar, type in **Federal Tax Withholdings** and click on Add Federal Tax Withholding Elections.



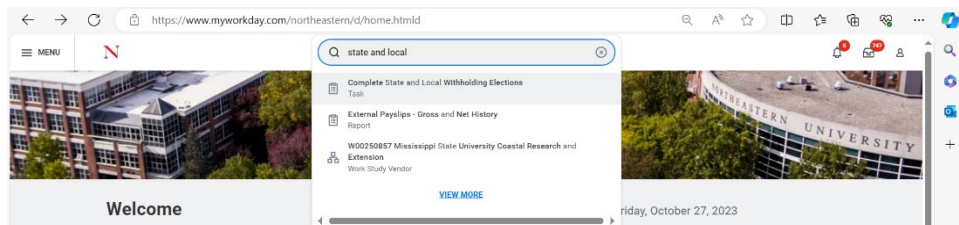
2. Fill out the form as appropriate to your financial situation.

A screenshot of the 'W-4 Employee's Withholding Certificate' form in the myworkday.com portal. The form is titled 'W-4 Employee's Withholding Certificate' and includes a red header bar. Below the header, there is a section for 'Need to update your federal withholding elections?'. The form contains fields for 'Company' (Northeastern University), 'Effective Date' (10/27/2023), 'Name', 'Social Security Number' (XXX-XX-XXXX), and 'Address' (United States of America). There is a 'View Blank Form' button. The form is divided into 'Step 1' and 'Step 2'. Step 1 includes a 'Marital Status' dropdown menu. Step 2 is currently empty. At the bottom of the form, there are 'OK' and 'Cancel' buttons. The background of the page shows a 'Welcome' message and a 'Quick Tasks' section.

3. Submit. This form is effective for the day filled out and going forward.

Managing State and Local Tax Withholdings

1. In the **Search** bar, type in **State and Local Tax Withholdings** and enter.



2. Click on Update State and Local Tax Withholding Elections.

The screenshot shows a web browser window with the URL <https://www.myworkday.com/northeastern/d/home.html>. A modal titled "Complete State and Local Withholding Elections" is open. It contains the following fields:

- Worker: [Redacted]
- Company: Northeastern University
- Effective Date: 10/27/2023
- State: Massachusetts
- Withholding Form Type: M-4: Withholding

Buttons for "OK" and "Cancel" are at the bottom of the modal. The background shows a "Welcome" message and a list of tasks under "Awaiting Your Action".

3. Fill out the form as appropriate to your financial situation.

The screenshot shows the "Complete State and Local Withholding Elections" form. The top section contains the following information:

- Company: Northeastern University
- Effective Date: 10/27/2023
- Name: [Redacted]
- State: Massachusetts
- Social Security Number: XXX-XX-XXXX
- Address: [Redacted]
- United States of America

The "Massachusetts M-4 Data" section includes the following fields:

- View Blank Form (button)
- Personal Exemption: 0
- Married Exemption: 0
- Qualified Dependents: 0
- Total Exemptions: 0
- Additional Amount: 0.00

Buttons for "OK" and "Cancel" are at the bottom of the form.

4. Submit. This form is effective for the day filled out and going forward.