

Student Employee Payroll and Tax Information



Employee Self Service

All students and employees are given a Bronco NetID for accessing the GoWMU portal. As an employee, when you access the GoWMU portal, you will have access to the Employee Self Service channel. The following payroll functions can be completed online, thus avoiding paper forms: **view paychecks, make changes to your W4 tax withholding and receive your year-end W2. Direct deposit is unavailable at this time and must be done in person, with picture ID, in Payroll.** Once logged into GoWMU, select Employee Self Service in the blue links of the left side. A new window will appear and you will navigate through a series of drop down menus: click on Main Menu, then Self Service, then Payroll & Compensation.

Your Paycheck

Schedule

Paychecks are issued every other Tuesday. The pay schedule can be found on www.wmich.edu/payroll

View Paycheck using GoWMU

Paycheck information is only available electronically and is usually posted 2 days prior to pay day. Access through Employee Self Service and View Paycheck. The net pay distribution box lets you know how your pay was processed.

Direct Deposit

Have your pay directly deposited into your checking or savings account to ensure you are paid in a timely manner. New accounts may take up to two pay periods to take effect. **NOTE:** If you do not sign up for Direct Deposit, a Money Network Services® Paycard will automatically be issued to you. Sign up for Direct Deposit in person in Payroll, room 1270 Seibert Administration Building. Picture ID required.

New Paycard Information

Money Network Services® is a Visa prepaid card that your pay will be loaded to each payday if you do not sign up for Direct Deposit. This is a form of a debit card and detailed instructions are included when you pick up your card packet. Student issued Money Network® Cards must be picked up at the Payroll Office, room 1270 Seibert Administration Building. You must have picture ID. The University recently changed paycard services. Returning students with Citibank Paycards will be issued a new Money Network Services® card from Payroll.

W4 Tax Withholding

<http://www.wmich.edu/payroll/payroll/mypay/taxinfo.html>

If you plan on claiming "Single" with 0 allowances, there is no need to complete this section in employee self service. **NOTE:** You cannot claim "exempt" if you are being claimed as a dependent on another person's taxes.



WESTERN MICHIGAN UNIVERSITY

International Student Employees



International Tax

Treaties:

<http://www.wmich.edu/payroll/payroll/mypay/international-employee.html>

Several countries have tax treaties with the U.S. This list can be found on our website. If you are from one of these countries, you will not have Federal and State income tax withheld once the appropriate paperwork has been filed at the Payroll office and your eligibility has been determined.

FICA Tax:

<http://www.wmich.edu/payroll/payroll/mypay/fica.html>

International employees traveling on an F-1 VISA are not required to pay FICA taxes for 5 calendar years from date of entry. J-1 VISA is exempt for 2 years from date of entry. Complete the exemption form in the Payroll and Disbursements office. Form completion is required for exemption for non-enrolled students.

Payroll Department

Room 1270 Seibert

Administration Building

Phone: (269) 387-2935

Fax: (269) 387-2937

Email:

payroll-dept@wmich.edu

Website:

www.wmich.edu/payroll