

# Student Employee Payroll and Tax Information

## Employee Self Service

All student employees are given a Bronco NetID for accessing the GoWMU portal. As an employee, payroll data is available through Employee Self Service in GoWMU. The following payroll functions can be completed online within 24 to 48 hours after your job becomes active: **view paychecks, set up direct deposit, make changes to your W4 tax withholding and receive your year-end W2.** Once logged into the GoWMU, select Employee Self Service in the All Links section. If you are off-campus, you are required to use the VPN to access the Employee Self Service option. Use the following link or contact the Help Desk at (269) 387-4357 for assistance: <https://helphub.wmich.edu/hc/en-us/articles/4402631057549-Which-VPN-do-I-use->

## Your Paycheck

### Schedule

Paychecks are issued every other Tuesday. The pay schedule can be found at [www.wmich.edu/payroll/payroll/pay-schedule](http://www.wmich.edu/payroll/payroll/pay-schedule)

### View Paycheck using GoWMU

Paycheck information is only available electronically and is usually posted 2 days prior to pay day. Paychecks are accessed through the Employee Self Service and the Payroll tile. The net pay distribution box lets you know where your net pay was deposited. You may wish to download your paycheck stubs and save them for future reference; once your job ends with WMU you will not have access to the payroll portal.

### Direct Deposit

The University requires your pay to be electronically deposited into a checking or savings account or to a Pay Card. Electronic delivery of pay ensures 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 Pay Card will automatically be issued to you. Direct Deposit enrollment is available through Employee Self Service.

### Pay Card

The Pay Card is a Visa prepaid debit card that your pay will be loaded to each payday if you do not sign up for direct deposit. Detailed instructions and fee schedules are provided to all Pay Cardholders. Student issued Pay cards must be picked up at the Payroll Office, on the 4<sup>th</sup> Floor of the Seibert Administration Building. You must bring a picture ID to pick up. Returning employees with a pay card will continue to use the same pay card unless they sign up for direct deposit

### W4

The IRS requires you to complete the W4. If you plan on claiming "Single" you do not have to complete the W4 as this option is the system default. However, if you want to claim another option you will need complete a new W4. The W4 is accessible in Employee Self Service by selecting the Tax Withholding option. **NOTE:** You cannot claim "exempt" if you are being claimed as a dependent on another person's taxes.

# International Student Employees

...

### **International Tax Treaties:**

<https://wmich.edu/payroll/payroll/mypay/international-employees>

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:**

<https://wmich.edu/payroll/payroll/mypay/international-employees>

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

---

**Payroll and Disbursements  
4<sup>th</sup> Floor**

**Seibert Administration Building**

**Phone: (269) 387-2935**

**Fax: (269) 387-2937**

[payroll-dept@wmich.edu](mailto:payroll-dept@wmich.edu)

**Website: [www.wmich.edu/payroll](http://www.wmich.edu/payroll)**