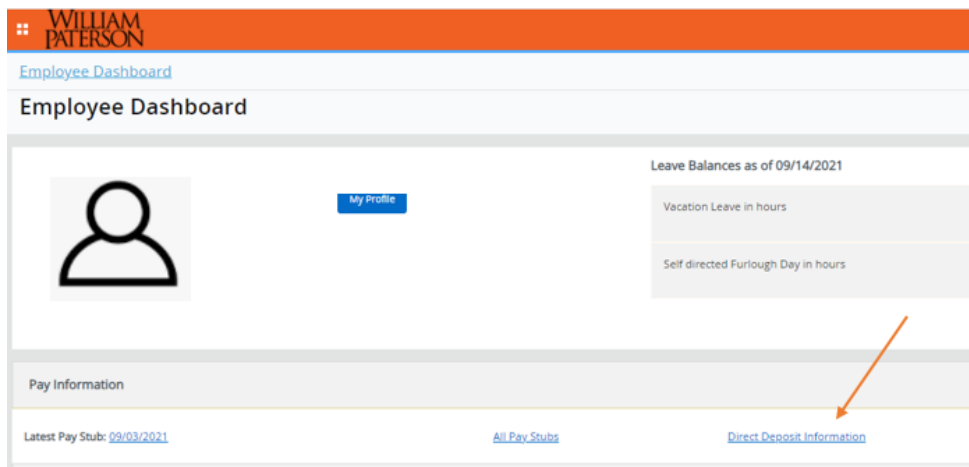


To: University Employees
From: Office of Payroll and Employee Benefits
Date: September 20, 2021
Subject: Update your direct deposit information and Federal income tax withholding electronically

Effective today, employees who wish to update their direct deposit information and Federal income tax withholding (Form W-4) must do so electronically through the “Employee Dashboard” in WP Connect. Human Resources will **no longer accept** direct deposit or Federal W-4 forms sent by fax, mail, email, or in person.

To access your Employee Dashboard in WP Connect, please navigate to:
Employee Tab > My HR Profile > [Employee Dashboard](#)

Direct Deposit:



Federal Withholding Tax (W-4):



Instructions to complete the forms can be found by following the below links:

- Under the [Direct Deposit](#) menu item
- On the [Federal W4 Form](#) webpage

In addition, State Tax Forms must be sent via the My Document Upload. To submit State Income Tax Withholding forms for New Jersey, New York and Pennsylvania residents, please upload the completed [tax form](#) via WP Connect -> HR & Payroll Forms -> My Documents Upload

Questions? Please contact the Payroll and Employee Benefits Department at payroll@wpunj.edu