Direct Deposit and W4 Changes in ESS

Employee **S**elf **S**ervice ess.cityofmadison.com

Employee Self Service (ESS) is an external website that allows employees access to their employment information such as previous pay stubs and W2's through their personal computers or mobile devices.

If you've never logged into ESS before, the user ID is the employee number displayed on the upper left hand corner of your pay stub. The first time you log in, your password will be the last 4 digits of your social security number. You'll then be prompted to change the password. If you've forgotten your password and need it reset, please contact the City IT Helpdesk at 608-266-4193 or review the provided guide. For additional assistance, please contact Central Payroll at payroll@cityofmadison.com.

Pay/Tax Information

- YTD Information
- W-2
- 1095-B
- 1095-C
- **W-4**
- Paycheck Simulator
- Total Compensation
- **Direct Deposit**

Employee Self Service

Expense Reports

Pay/Tax Information

Personal Information

Time Off

Time Entry

Training Opportunities

ESS is now setup to accept employee initiated changes for direct deposit and W4's (federal and state). The direct deposit and W4 modules are found under the Pay/Tax Information on the left side menu in ESS. Continue reading this document for a complete "how-to" guide to processing direct deposit and W4 changes.

To ensure all direct deposit and W4 changes are processed timely, please have all changes submitted by Wednesday of the week you *do not* get paid. For example, if you are paid this Friday, changes for that payroll should have been submitted by the Wednesday of the prior week to be in effect.

Monday	Tuesday	Wednesday	Thursday	Friday
		Changes Due		
Monday	Tuesday	Wednesday	Thursday	Friday
				Pay Day!

You will receive an email confirmation of all submitted changes. Please ensure you have provided a valid email address under the Personal Information menu in ESS. This email is used for pay stub delivery if you elect to participate in direct deposit as well as any notifications regarding employee initiated changes in ESS.

Direct Deposit

If you're not currently participating in direct deposit, you will first need to provide a valid email address under Personal Information section on the left ribbon in ESS. While on the General tab, select Edit on the bottom and enter your email address.

General Demographics

Email address

Alternate email address

Employee Self Service

Expense Reports

Pay/Tax Information

Personal Information

Time Off

Time Entry

Training Opportunities

This address is used for the delivery of your electronic paystub. Once you're participating in direct deposit, you will no longer receive a paper pay check or stub. This email address is also used for system generated notifications of W4 and other updates if you initiate them through the ESS program.

Pay/Tax Information

YTD Information

W-2

1095-B

1095-C

W-4

Paycheck Simulator

Total Compensation

Direct Deposit

You'll next add a new primary direct deposit account using the Direct Deposit tool in ESS. Direct Deposit is found under the Pay/Tax Information option on the left side ribbon. Select "Add a primary account".

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Add a primary account

Enter your banking information and be sure to select the appropriate account type.

When entering or changing a bank's routing number, ESS will verify the numbers entered against stored validated routing numbers. If what you've entered is invalid, please review that is entered correctly or confirm the routing number with your banking institution.

Bank name or routing number

Account number

Account type

Savings

Percentage

100

Save   **Cancel**
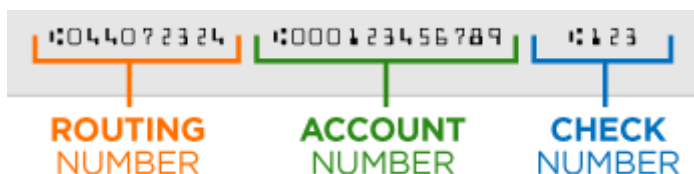
Routing number is not valid

Bank name or routing number

275970956

Account number

*****6789

Please note routing numbers that begin with a 5 are usually a bank's internal routing number and are not used for direct deposit.

⑆044072324⑆ ⑆000123456789⑆ ⑆123

ROUTING NUMBER   **ACCOUNT** NUMBER   **CHECK** NUMBER

Save your entry and review. You'll be given a chance at this time to add additional direct deposit accounts. You may have up to 4 additional amount based direct deposit accounts.

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Add an amount-based account

UNIVERSITY OF WISCONSIN C U
Bank

****9999
Account number

Checking
Account type

100%
Percentage

Edit | Delete

☐ I verify that I have a valid email address under Personal Information in ESS. I authorize the City of Madison to initiate credit entries and, if necessary, debit entries to correct any error to my account(s) indicated below.

Submit this account for approval

When you've entered all changes, review and authorize the change by selecting the box and submit for approval. You'll receive an email confirmation (To view or edit your email address, go to Personal Information on the left menu of ESS) that the change has been submitted and ESS will display the below message when the submission is successful:

Direct Deposit Accounts

✅ Your new direct deposit information has been successfully submitted for approval.

Tue 5/4/2021 9:30 AM

munis_admin@cityofmadison.com

Your Direct Deposit Change Request

This is an automatic notification.

Hello Hermione,

You have submitted a direct deposit change request in Employee Self Service. Your request is pending.

Thank You!

Once your changes have been submitted, you'll be prevented from entering additional accounts or updates until those edits have been processed. ESS will alert you to this hold when you go back into the Direct Deposit tool:

Direct Deposit Accounts

⚠ This direct deposit configuration is awaiting approval. No changes can be made at this time.

When your updates have been approved and processed, the hold will be lifted and you'll be able to enter new accounts and/or edit existing direct deposits again.

While participating in direct deposit, your banking account(s) will display within the same Direct Deposit section of ESS. This can be found under the Pay/Tax Information option on the left side ribbon.

The account noted with "100% Percentage" is your primary bank account. If you have additional accounts, they will also be shown on this screen.

ESS will allow you delete your primary account but it will prevent you from saving the change unless you add a new primary account. *A primary account is required for participation in Direct Deposit.*

You may edit all of your existing accounts, delete any additional ones, as well as add new accounts. You may have up to 4 additional amount based direct deposit accounts.

Direct Deposit Accounts

The primary account is used for funds that are not disbursed to secondary percentage-based or amount-based accounts.

Add an amount-based account

UNIVERSITY OF WISCONSIN C U	BMO HARRIS BANK,N.A.
Bank	Bank
*****6789	*****6789
Account number	Account number
Checking	Savings
Account type	Account type
100%	$10
Percentage	Amount
Edit | Delete	Edit | Delete

If you'd like to stop all participation in direct deposit, you will need to complete a direct deposit termination request form and submit to payroll@cityofmadison.com .

To ensure all direct deposit and W4 changes are processed timely, please have all changes submitted by Wednesday of the week you *do not* get paid.

Monday	Tuesday	Wednesday	Thursday	Friday
		Changes Due		
Monday	Tuesday	Wednesday	Thursday	Friday
				Pay Day!

For example, if you are paid this Friday, changes for that payroll should have been submitted by the Wednesday of the prior week to be in effect.

W-4 Changes

W4 changes can be completed by going to the W4 section under the Pay/Tax Information on the left side menu of ESS. Select W-4 from the sub-menu's drop-down options.

Here, you can review your current withholding and submit changes to those withholdings. On the W-4 Information screen, click on 'Edit FEDERAL' to make changes to Federal W-4 information or click on 'Edit WISCONSIN' to make changes to your Wisconsin W-4 information.

The W4 change screens are setup to mirror the current Federal and State withholding forms. Within each section there are links to the actual forms if you need further instructions on how to complete them.

W-4 Information

FEDERAL
For detailed instructions, please refer to Federal Form W-4

Step 1(c): Marital Status

[Married ▾]

☐ Do **only one** of the following.
(a) Use the estimator at www.irs.gov/W4App for the most accurate withholdin...
(b) Use the Multiple Jobs Worksheet on page 3 and enter result in Step 4(c) b...
(c) If there are only two jobs total, you may check the box above. Do the same...

Step 3:
If your income will be $200,000 or less ($400,000 or less if married filing jointl...

You may contact Central Payroll for assistance on how to complete your W4 change but they cannot advise you on what you should be claiming on your W4.

The IRS provides a withholding calculator that may assist you in determining what you should claim on your W4: https://www.irs.gov/individuals/tax-withholding-estimator. Please seek assistance from a tax professional with any additional questions pertaining to your personal financial situation.

W-4 Information

WISCONSIN
For detailed instructions, please refer to State of Wisconsin Form WT-4

Marital Status

[Married ▾]

Enter Total Exemptions (Exemption for yourself = 1, Exemption for your sp...

[2]

Additional amount per pay period you want deducted

[0.00]

Exemption from Withholding:

Enter your requested changes in the relevant fields.

If you would like to claim "exempt" from withholding (have no taxes withheld), you may do so by entering the word *Exempt* in the Exemption from Withholding box provided on each form.

After all changes have been entered and reviewed for accuracy, you will need to read and agree to the statutory language at the bottom by entering in your full legal name.

Click 'Submit' when finished.

You will receive an email notification when a change has been successfully submitted and another email when the change has been approved by Central Payroll.

If you would like to see how specific changes to your federal or state W4 will impact your net/take home pay, you may use the Paycheck Simulator tool also found under the Pay/Tax Information section of ESS.

NoReply@MUNIS.com
Pending W-4 Request

Your W-4 Change Request has been submitted successfully.
You will receive another email once the request has been approved.

This is a system generated message, do not respond to this email.

W-4 changes must be approved and processed by Central Payroll before taking effect. To ensure all direct deposit and W4 changes are processed timely, please have all changes submitted by Wednesday of the week you *do not* get paid.

Monday	Tuesday	Wednesday	Thursday	Friday
		Changes Due		
Monday	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
				Pay Day!

For example, if you are paid this Friday, changes for that payroll should have been submitted by the Wednesday of the prior week to be in effect.