



HOW TO UPDATE YOUR FEDERAL TAX WITHHOLDING

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Type in Net ID username and password (This is the username and password you use to log into the computer. Your network ID is either your 'me' account or your last name first initial)

The image shows a screenshot of the Ascentis login portal for Moravian University. At the top is the Ascentis logo. Below it is a white login box with the following fields: "Company" (Moravian University), "User ID" (with the text "smithm" entered), "Forgot user ID?", "Password" (with masked characters "*****"), and "Forgot password?". A purple "Login" button is present, along with the text "First time user? Sign up here." Below the login box, there is a disclaimer: "By clicking login you agree to our Terms of Service." At the bottom of the page, there is a copyright notice: "Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © 2019 Ascentis Corporation. All rights reserved."

3. Click on Login

Should you require assistance using these instructions or the HR portal in general, please contact HR@moravian.edu or call 610-614-527.



4. Select **My Self > My Paycheck >**

and

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The screenshot shows the Moravian University HR portal interface. The top navigation bar includes 'Home', 'My Self', 'Timekeeper', and 'My Company'. The left sidebar contains various menu items: 'Personal Information', 'Family Members', 'Benefits', 'My Paycheck', 'Last Payroll', 'Pay Stub History', 'Direct Deposit', 'Pay & Taxes', 'Paycheck Simulator', 'W-2 Forms', 'Messages', 'My Attachments', and 'My Notes'. The main content area is titled 'Pay Information' and shows 'Employment type' as 'Regular Employee, Hourly, Full Time'. Below this is the 'Current Tax Settings' section, which includes a 'Home Location' dropdown set to 'Pennsylvania'. A 'Detailed Location Settings' table is also visible, showing tax settings for 'Federal' and 'Pennsylvania'.

Location	Summary of
Federal	Default: Single or Married Filing Separately
Pennsylvania	Default: N/A

Should you require assistance using these instructions or the HR portal in general, please contact HR@moravian.edu or call 610-861-1527.



6 GYMF:]b]g\ ``lc send your changes to Payroll.



Home My Self Time

Personal Information

Family Members

Benefits

My Paycheck

Last Payroll

Pay Stub History

Direct Deposit

Pay & Taxes

Paycheck Simulator

W-2 Form

Messages

My Attachments

My Notes

Enter the date the change will be effective: 05/17/2022

You may enter comments you wish to share with the payroll department:

Under penalties or perjury, I declare that I have examined this certificate and to the best of my knowledge and belief it is true, correct, and complete; checking this box acts as your electronic signature.

Note: Changes submitted for your tax withholdings will not take effect until they are received and approved by payroll. Once your new changes are visible under Pay & Taxes, they will have taken effect.

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Finish

Cancel

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