

Current Employees: Login to Porches and go to the Human Resources page. In the HR Self-Service block, click the Employee Dashboard link. Expand the Taxes section and click on the W-4 Employee's Withholding Allowance Certificate link to view your current W-4. Scroll to the bottom and click the Update link to make changes.

New Hires: Once you receive the email from Udit that your accounts are ready, you can complete your Form W-4 via Porches. After logging into Porches, go to the Human Resources page. In the HR Self-Service block, click the Employee Dashboard link. Expand the Taxes section and click on the W-4 Employee's Withholding Allowance Certificate link to view your default W-4. Scroll to the bottom and click the Update link to make changes. If you do not complete the online Form W-4, your federal taxes will be withheld at the rate for "Single" until an online Form W-4 is completed.

EXCEPTION for International Faculty, Staff or Graduate Assistants ONLY - please read below:

As a new international employee with the University of Dayton, part of your onboarding process requires you to go to the following website to obtain the Nonresident Alien Information Form and W-8BEN:

https://porches.udayton.edu/group/finadmin/treasury_tax_investments/tax_management/non_res_alien_taxes

Those completed forms along with copies of your visas, I-94, I-20 or other immigration documents should be emailed to the Assistant Treasurer and Tax Manager for review at: agarcia1@udayton.edu.

Please contact the Payroll Office at 937-229-2949 or payroll@udayton.edu with questions regarding the Form W-4.
