

Memorandum



Finance Office

W-4

In order to receive pay, you will need to set up your W-4 withholding. W-4 set up occurs in Banner.

1. Log on to the Banner information system going to the main SPU webpage: www.spu.edu, and in the far upper right corner, selecting “My SPU” and then “Banner” from the SPU Online Services menu.
2. Enter your user name and password (if you haven’t signed in already).
3. Next, select “Employee Menu”.
4. Select “Employee Pay > Tax Forms Menu > W-4 Update Tax Exemptions/Allowances”
5. Finally, select “Update W-4 Information” and continue through the online form.
6. Do not forget to click “Certify Changes” at the bottom of the form to submit your data.

Please complete this process quickly so that there will be no delay in the receipt of your earnings.

Finally, let us know if we can provide clarification or help. The Payroll office number is 206-281-2533 and email address is payroll@spu.edu.