

Log into APSU one-stop and select web self service

Select Employee

Personal Information Student Employee Finance Financial Aid and Veterans Affairs Information Technology Requests

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Main Menu

▲ Notice: Web Self Service is a separate system from OneStop. Please logout by pressing the 'EXIT' button when you are finished. When using a **public computer**, you should always close your web browser entirely when finished.

Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Student

Apply for Admission, Register, View your academic records

Financial Aid and Veterans Affairs

Apply for Financial Aid; View financial aid status and eligibility, accept award offers, view loan applications and view Veterans Affairs

Employee

Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

Information Technology Requests

View and Submit Information Technology Forms and Requests

RELEASE: 8.8.1

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Select Tax Forms



WEB SELF SERVICE

- Personal Information
- Student
- Employee**
- Finance
- Financial Aid and Veterans Affairs
- Information Technology Requests

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Employee

[Time Sheet](#)

[Leave Report](#)

[Position PDQ](#)

[Benefits and Deductions](#)

Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, educational benefits, Benefit Statement.

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)

W4 information, W2 Form or T4 Form.

[Jobs Summary](#)

[Leave Balances](#)

[Campus Directory](#)

[Banner INB Password Reset/Unlock](#)

[Banner Security Request](#)

Departments

- [Housing](#)

NEW! [Pay my bill](#)

Online bill payment

Select W4 Tax Exemption or Allowances



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Tax Forms

- [W4 Tax Exemptions or Allowances](#)
- [Electronic W-2 Consent](#)
- [W-2 Wage and Tax Statement](#)
- [1095 Employer-Provided Health Insurance Offer and Coverage Statement](#)
- [1094 Receipt ID Entry](#)

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Displays your Current W-4 Certificate on File

As of Date: Today's date

Deduction Status:

ACTIVE indicates you are subject to Federal employee withholding tax.

EXEMPT indicates you met one of the following conditions:

- You certified that you are exempt from Federal withholding tax because you met specific conditions (see W-4 for exempt conditions).

<http://www.irs.gov/pub/irs-pdf/fw4.pdf>

AP Austin Peay State University WEB SELF SERVICE

Personal Information Student **Employee** Finance Financial Aid and Veterans Affairs Info

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W-4 Employee's Withholding Allowance Certificate

Federal Income Tax

As of Date: Jan 08, 2018

Name: [REDACTED]

Address: [REDACTED]
Clarksville TN 37040-4378

Last Name differs from SSN card: No

Deduction Status: Active

Start Date: Jul 01, 2016

End Date:

Filing Status: Married

Number of Allowances: 1

Additional Withholding: .01

Note: Additional amount, if any, you want withheld from each paycheck.

Print

History | Update | Co

Select Update

W-4 Employee's Withholding Certificate

Federal Income Tax

As of Date: Jan 03, 2020
Name: [REDACTED]
Address: [REDACTED]
Clarksville TN 37040-4378
Last Name differs from SSN card: No
Deduction Status: Active
Start Date: Jul 01, 2016
End Date:
Filing Status: Married
NRA Indicator: No
Step 2C Indicator: No
Dependent Amount: .00
Other Income: .00
Deductions: .00
Additional Withholding: .00

Note: Extra Withholding. Enter any additional tax you want withheld each pay period.

[History](#) | [Update](#) | [Contributions or Deductions](#) | [Vendor Web Site](#)

[W2 Year End Earnings Statement]

To change your W-4 Withholding Certificate for the next available payroll, do NOT make any change to the Effective Date. You may elect to begin your change on a future date. Key in the date you would like the change to begin-use a pay period begin date.

[SITE MAP](#) [HELP](#)

Update W-4

Access HELP for required information on completing the W-4 and then select Certify Changes. You will be required to certify your changes on the next page. Select Delete, if available to remove the record. If the Deduction Status is set to Exempt and you are required to enter a value in either the Number of Allowances or Additional Withholding, enter 0. If you are not required to enter a value, leave blank.

Non-Resident Aliens must select "NT" status with 0 exemptions or "NT" with 1 exemption and may not claim Exempt. If these guidelines are not followed you will be defaulted to with 0 exemptions. Please contact Payroll at 931-221-7398 if you have any questions or if you are from a country with a tax treaty with the US.

* - indicates a required field.

Federal Income Tax

Deduction Effective as of:

Jan 01, 2020

If your last name differs from that shown on your Social Security Card, check here.

Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY:*

Note: Effective Date must be after Dec 31, 2019 the date you were last paid.

01/01/2020

Deduction Status:*

Active

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

* Last year I had no tax liability and

* This year I expect to have no tax liability.

If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:*

Married

NRA Indicator:

Step 2C Indicator:

Dependents under 17 999999.99 :

Multiply the number of qualifying children under age 17 by \$2,000.

Other Dependents 999999.99 :

Multiply the number of other dependents by \$500.

Dependent Amount 999999.99 :

Step 3: Add the amounts above and enter the total here.

Other Income 999999.99 :

Step 4a) See Form W-4 instructions.

Deductions 999999.99 :

Step 4b) See Form W-4 instructions.

Additional Withholding 999999.99 :

Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

Your Deduction Status may show Active or Exempt. If you meet the conditions for exemption from Federal withholding as shown, you MUST complete a paper W-4 Form and submit it to the Payroll Department. Email payroll@apsu.edu to request a form. A new Exemption form must be submitted each year by February 15 to keep the exemption. If you no longer meet the conditions for exemption, select Active.

Access HELP for required information on completing the w-4 and then select Certify Changes. You will be required to certify your changes on the next page. Select Delete, if available to remove the record. If the Deduction Status is set to Exempt and you are required to enter a value in either the Number of Allowances or Additional Withholding, enter 0. If you are not required to enter a value, leave blank.

Non-Resident Aliens must select "NT" status with 0 exemptions or "NT" with 1 exemption and may not claim Exempt. If these guidelines are not followed you will be defaulted to with 0 exemptions. Please contact Payroll at 931-221-7398 if you have any questions or if you are from a country with a tax treaty with the US.

* - indicates a required field.

Federal Income Tax

Deduction Effective as of: Jan 01, 2020

If your last name differs from that shown on your Social Security Card, check here. [checkbox] Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY:* [01/01/2020] Note: Effective Date must be after Dec 31, 2019 the date you were last paid.

Deduction Status:* [Active] [dropdown arrow]

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

- * Last year I had no tax liability and
 - * This year I expect to have no tax liability.
- If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:* [Married] [dropdown arrow]

NRA Indicator: [checkbox]

Step 2C Indicator: [checkbox]

Dependents under 17 999999.99 : [input field]

Other Dependents 999999.99 : [input field]

Dependent Amount 999999.99 : [input field]

Other Income 999999.99 : [input field]

Deductions 999999.99 : [input field]

Additional Withholding 999999.99 : [input field]

Multiply the number of qu...

Multiply the number of oth...

Step 3: Add the amounts...

Step 4a) See Form W-4 in...

Step 4b) See Form W-4 in...

Step 4c) Extra Withholding

Select the Appropriate Filing Status

- Single
- Head of Household
- Married
- Married but withhold at a higher single rate

Enter any additional info that applies You may use the IRS tax withholding estimator for help in completing your w-4 form. Apsu unable to give any tax advice Click Certify Changes

Certify under penalties of Perjury your Changes

apbrss5.apsu.edu says

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

OK Cancel

Access HELP for required information on completing the W-4 to remove the record. If the Deduction Status is set to Exempt, not required to enter a value, leave blank.

Non-Resident Aliens must select "NT" status with 0 exemptions with 0 exemptions. Please contact Payroll at 931-221-7398

your changes on the next page. Select Delete, if available, Allowances or Additional Withholding, enter 0. If you are

guidelines are not followed you will be defaulted to "NT" status with the US.

* - indicates a required field.

Federal Income Tax

Deduction Effective as of: Jan 01, 2020

If your last name differs from that shown on your Social Security Card, check here.
Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY:* 01/01/2020
Note: Effective Date must be after Dec 31, 2019 the date you were last paid.

Deduction Status:* Active ▾

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

- * Last year I had no tax liability and
 - * This year I expect to have no tax liability.
- If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:* Married ▾

NRA Indicator:

Step 2C Indicator:

Dependents under 17 999999.99 :	<input type="text"/>	Multiply the number of qualifying children under age 17 by \$2,000.
Other Dependents 999999.99 :	<input type="text"/>	Multiply the number of other dependents by \$500.
Dependent Amount 999999.99 :	<input type="text"/>	Step 3: Add the amounts above and enter the total here.
Other Income 999999.99 :	<input type="text"/>	Step 4a) See Form W-4 instructions.
Deductions 999999.99 :	<input type="text"/>	Step 4b) See Form W-4 instructions.
Additional Withholding 999999.99 :	<input type="text"/>	Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

Certify Changes

Restore Original Values

Make sure you receive a successfully processed message



WEB SELF SERVICE




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W-4 Update Confirmation

The updates you requested were successfully processed.

 Please contact the Benefits Administrator or Payroll Office if you have any questions about the Tax implications of your changes.

[W-4 Employee's Withholding Allowance Certificate](#)

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Click History to View your W-4 history

W-4 Employee's Withholding Allowance Certificate

Federal Income Tax

As of Date: Jan 08, 2018
Name: [Redacted]
Address: [Redacted]
Clarksville TN 37040-4378

Last Name differs from SSN card: No
Deduction Status: Active
Start Date: Jul 01, 2016
End Date:
Filing Status: Married
Number of Allowances: 1
Additional Withholding: .01

Note: Additional amount, if any, you want withheld from each paycheck.

Verify your changes now show in your history

W-4 History

This is a list of all changes to your Federal Withholding deduction. Changes occur if you update your W-4 information.

Benefit or Deduction from and to dates:

Jul 01, 2016

Federal Income Tax Prior to Jan 01, 2020

Current Plan	Effective Date	Status	Filing Status	Number of Allowances	NRA Indicator	Additional Withholding
	Jul 01, 2016	Active	Married	1	No	
	Mar 01, 2017	Active	Married	1	No	
	Apr 01, 2017	Active	Married	1	No	
	Jan 01, 2018	Active	Married	1	No	.00
	Feb 01, 2018	Active	Married	3	No	
	Apr 01, 2018	Active	Single	0	No	
	May 01, 2018	Active	Married	0	No	
	Jul 01, 2018	Active	Married	1	No	

Federal Income Tax After Jan 01, 2020

Current Plan	Effective Date	Status	Filing Status	NRA Indicator	Step 2C Indicator	Additional Withholding	Dependent Amount	Other Income	Deductions	Dependents under 17	Other Dependents
My Current Plan	Jan 01, 2020	Active	Head of Household	No	No						

[W-4 Employee's Withholding Allowance Certificate](#)

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If you have any questions or need a paper form please email payroll@apsu.edu