

ADJUNCTS/FACULTY ONBOARDING WITH YU PAYROLL STEPS

DIRECT DEPOSIT INSTRUCTIONS:

Click this link for [Direct Deposit Instructions](#).

CTRL + Click on the following link - [General Self-Service](#) in [InsideTrack](#) to view, create, and update your direct deposit information online.

Note that your first payment will be via paper check. The following payment will be via direct deposit presuming that the bank details provided were correct.

In the meantime, ensure that your address is correct in [InsideTrack](#)> Employee (tab)> [General Self-Service](#)> Personal Information: "W2/Payroll Mailing Address". Also include your apartment # if applicable.

W4 INSTRUCTIONS:

You must complete your W4 in Employee Self-Service by logging into [InsideTrack](#)> Employee (tab)> Employee Self Service> Taxes> W-4 Employee's Withholding Allowance Certificate> Update.

***NOTE:** Payroll is not permitted to advise on how to complete tax forms. Please closely review the instructions (including the worksheets on the backup pages); and then consider reaching out to a tax professional for further guidance if needed.

OTHER IMPORTANT PAYROLL FORMS:

Complete and return the below forms using the [Dropbox Instructions for Sending Forms to Payroll](#)

[State Withholding IT2104](#): NY State Tax; and NYC/Yonkers Local Tax Form.

- [IT2104E Certificate of Exemption](#): If you meet the criteria on the top of this form then you may complete this form as opposed to the above form in order to waive out of state/local taxes

[New York State Paid Family Leave Premium Waiver](#): Review to see if you meet the criteria to waive out outlined in the form.

FOREIGN NATIONALS:

Inform payrollservices@yu.edu if you are a foreign national.