



SMU<sup>SM</sup>

**HIRING PROCEDURES  
FOR A NEW  
TEMPORARY EMPLOYEE**



## New Employee Checklist – Temporary Staff

Employee Name: \_\_\_\_\_ SMU ID #: \_\_\_\_\_  
If you don't have an SMU ID, HR will assign one.

Start Date: \_\_\_\_\_

### Complete the following steps **on or prior to your first day of work:**

1. Visit the Department of Human Resources on or prior to your first day of work to complete the *Form I-9* and present documents to a HR representative that establish identity and work authorization.
  - The list of acceptable documents to complete the *Form I-9* is on the following page. Please bring your documents with you and remember that **all documents must be originals (copies are not accepted) and unexpired.**
  - Office hours are 8:30 a.m. to 5:00 p.m. HR is on east campus, in the Expressway Tower, located at 6116 N. Central Expressway, 2<sup>nd</sup> floor, Suite 200, Dallas, TX, 75206. For questions or directions call 214-768-3311. [Location and parking information.](#)
  - SMU is required by federal law to complete an Employment Verification Form (Form I-9) for all employees. Please note that the federal government may impose civil penalties on SMU when a new employee has not completed the Form I-9 appropriately. See [www.uscis.gov](http://www.uscis.gov) for further details.
2. Complete the *Temporary Employee Statement* within this packet
3. Complete the *Authorization & Consent Form for Background Check* within this packet

When you visit HR, on or prior to your first day of work, you will turn in the Temporary Employee Statement and Authorization & Consent Form for Background Check. HR will initial below confirming completion of new employee processing. **Bring this New Employee – Temporary Staff Checklist with you to HR.** Complete your name and start date at the top.

<i>(HR USE Only)</i>		
New Employee Paperwork	Date Submitted to HR	HR Representative's Signature
<input type="checkbox"/> Form I-9		
<input type="checkbox"/> Temporary Employee Statement		
<input type="checkbox"/> Authorization & Consent Form for Background Check		

### After you've completed new employee processing:

4. Check with your department to ensure that they've submitted a Payroll Authorization Form (PAF) to HR for processing. HR will forward the PAF to Payroll so that Payroll can enter your new job data.
5. Payroll must enter your job data before you can complete the following items:
  - Pick-up **SMU ID card** at Parking & ID Services Offices on the 1<sup>st</sup> floor of Expressway Tower. Questions? Call Parking and ID Services at 214-768-7275
  - **Activate SMU account** & create account password at <https://smu.edu/activate> Need Help? 214-768-HELP (4357)
  - Submit your **Direct Deposit Enrollment and W-4 Elections** via [my.SMU.edu](http://my.SMU.edu) (See instructions within this packet). Questions? Call payroll at 214-768-2073
6. Maintain a record of hours worked. All temporary staff employees are expected to utilize TIMEaccess to electronically capture and submit their time to Payroll. Employees who cannot use the time clocks or Web clock to record their punch times will be instructed by their department on what mechanism (time card, log, spreadsheet) they are to use for recording their hours worked. **Please note that your job data must be entered before you can use the time clock to record time.** Your supervisor will show you how to use the time clocks and provide you with your pay day schedule.

**IMPORTANT:** Show this form to your supervisor after you've completed the required new employee processing. This checklist is for your records only.

## LISTS OF ACCEPTABLE DOCUMENTS TO COMPLETE FORM I-9

To complete the I-9 Form, you must present proof of identity and proof that you are legally allowed to work in the United States.

**Option A** – One document from the list below is acceptable for both **identity** and **employment eligibility**. Only **unexpired, original documents** are accepted.

### Documents that Establish both Identity and Employment Eligibility

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (*Form I-551*)
3. Foreign passport with a temporary *I-551 stamp* or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (*Form I-766*)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, an unexpired foreign passport with *Form I-94* or *Form I-94A*, bearing the same name as the passport and containing an endorsement of the alien's non-immigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with *Form I-94* or *Form I-94A* indicating nonimmigrant admission under the Compact Free Associate Between the United States and the FSM or RMI

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**Option B** – If you do not have any documents from Option A, you will need **one document to establish identity** and **one document to establish employment eligibility**. Only **unexpired, original documents** are accepted.

#### Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
3. School ID card with a photograph
4. U.S. Military card
5. Military dependent's ID card
6. U.S. Coast Guard Merchant Mariner Card
7. Driver's license issued by a Canadian government authority

**AND**

#### Documents that Establish Employment Eligibility

1. Social Security Account Number card other than the one that specifies on the face that the card does not authorize employment in the United States
2. Certification of Birth Abroad issued by the Department of State (*Form FS-545*)
3. Certification of Report of Birth issued by the Department of State (*Form DS-1350*)
4. Original or certified copy of a birth certificate issued by a state, county, municipal authority or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (*Form I-197*)
7. ID Card for use of Resident Citizen in the United States (*Form I-179*)
8. Employment authorization document issued by DHS



## Temporary Employee Statement (Staff/Adjunct)

<b>Employee Legal Name:</b> Legal name as it appears on your social security card		<b>SMU ID #:</b> _____	
<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>	
<b>Date of Birth:</b>		<b>Social Security Number:</b>	
<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>Marital Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married	
<b>Home Address:</b>			
<b>Number and Street:</b>			
<b>City:</b>		<b>State:</b>	<b>Zip Code:</b>
<b>Phone Numbers:</b>			
<b>Home:</b>		<b>Cell:</b>	
<b>Highest Education Level:</b>			
<input type="checkbox"/> HS Grad or Equivalent <input type="checkbox"/> Associate Level Degree		<input type="checkbox"/> Bachelor's Level Degree <input type="checkbox"/> Master's Level Degree	
		<input type="checkbox"/> Doctorate (Academic) <input type="checkbox"/> Doctorate (Professional)	
<b>Degree</b>	<b>Major</b>	<b>Institution</b>	<b>Year Awarded</b>
<b>Emergency Contact Information:</b>			
<b>Name:</b>		<b>Relationship:</b>	<b>Phone Number:</b>
<b>Work Authorization Status:</b>			
<b>Citizenship Status:</b>			
<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident  <input type="checkbox"/> Non-Resident Alien			
<b>Country of Citizenship:</b> _____		<b>Visa Information:</b> <input type="checkbox"/> F-1 <input type="checkbox"/> J-1 <input type="checkbox"/> H-1 <input type="checkbox"/> Other _____	

**HUMAN RESOURCES USE ONLY:**

**Employment Classification:**     Temporary Staff     Adjunct Faculty     Student Worker (Summer Only)  
**New Hire Paperwork Completed:**     Form I-9     Authorization & Consent Form



## Temporary Employee Statement (Staff/Adjunct)

Are you legally authorized to work in the United States for any employer?  Yes  No

If under the age of 16, please state your age: \_\_\_\_\_

How did you hear about this job (for Temporary Staff only)?  
\_\_\_\_\_

Have you ever worked for SMU?  Yes  No

If yes, explain where and provide approximate date (mm/yy)  
\_\_\_\_\_

Do you have a relative employed by SMU?  Yes  No

If yes, please give the relative's name, relationship and position.  
\_\_\_\_\_

Would you be working in the same area as your relative?  Yes  No

*Your responses to the questions below will not necessarily disqualify you from consideration for employment. Your responses will be considered in relationship to the circumstances, your skills and the requirements of the position for which you are applying.*

Have you ever been convicted or plead guilty before a court for any federal, state or municipal criminal offense?  Yes  No

**If yes, please provide details below**

Date of Charge/Offense	State and County	Description of Charge/Offense	Details of Conviction

Have you ever received deferred adjudication or similar disposition for any federal, state or municipal offense?  Yes  No

**If yes, please provide details below**

Date of Charge/Offense	State and County	Description of Charge/Offense	Details of Offense



## Temporary Employee Statement (Staff/Adjunct)

**Race/Ethnicity:**

Do you consider yourself to be Hispanic/Latino(a)?  Yes  No

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**In addition, select one or more of the following racial categories to describe yourself. If you select two or more racial categories, please select one as primary.**

Racial Categories	Primary	Definition
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/>	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	<input type="checkbox"/>	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	<input type="checkbox"/>	A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/>	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	<input type="checkbox"/>	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Veteran Status and Disability:**

SMU is an equal opportunity and affirmative action employer. This confidential information is voluntary and requested for Federal reporting purposes. To request a reasonable accommodation on the basis of a disability, please contact the ADA/504 Coordinator in the Office of Institutional Access and Equity located in Perkins Administration Building 204 ([www.smu.edu/iae](http://www.smu.edu/iae)).

We encourage you to complete the voluntary self-identification of disability form.

Veteran Status: (Please select all that apply)	Definition
<input type="checkbox"/> Disabled Veteran	A veteran of the U.S. military, ground, naval, or air service, who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of the Veterans Affairs, or a person who was discharged or released from active duty because of a service-connected disability.
<input type="checkbox"/> Recently Separated Veteran (Date of military discharge: ____/____/____)	Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.
<input type="checkbox"/> Active Duty Wartime or Campaign Badge Veteran/Other Protected Veteran	A veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.
<input type="checkbox"/> Armed Forces Service Medal Veteran	Any veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209).

I certify that statements I have made in this employee personal data information form are true, complete and correct to the best of my knowledge and belief.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

## Temporary Employee Statement (Staff/Adjunct)

### Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017  
Page 1 of 2

#### Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

#### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes below:

- Yes, I have a disability (or previously had a disability)
- No, I don't have a disability
- I don't wish to answer

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Today's Date

**Temporary Employee Statement  
(Staff/Adjunct)**

**Voluntary Self-Identification of Disability**

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017  
Page 1 of 2

**Reasonable Accommodation of Notice**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.





## Temporary Employee Statement (Staff/Adjunct)

Temporary Assignment Information	
<b>Position/Job Title:</b>	<b>Department:</b>
<b>Start Date:</b>	<b>End Date:</b>
<b>Average hours scheduled to work per week:</b>	<b>Negotiated Hourly Rate:</b>
<b>Supervisor/Department Contact:</b>	<b>Supervisor/Department Contact Phone#:</b>
Please check one:	
<input type="checkbox"/> Adjunct Faculty	<ul style="list-style-type: none"> <li>Adjunct Faculty teach on a part-time basis, typically employed by the semester or by the academic year to teach up to one-half load.</li> </ul>
<input type="checkbox"/> Temporary Staff – Occasional/As-Needed	<ul style="list-style-type: none"> <li>Temporary staff who work periodically throughout the year on an as-needed basis.</li> <li>They are often set up for a full year and log hours when they come to work, often to relieve regular staff during peak times or when someone is out of the office for a limited period of time.</li> <li>Retirees are often employed in this capacity as are personal trainers in Recreational Sports and on-call Wellness instructors.</li> </ul>
<input type="checkbox"/> Temporary Staff – Academic Related	<ul style="list-style-type: none"> <li>Temporary staff who work part-time (typically 20 hours or less per week) on a consistent basis throughout the year as tutors, advisors, and other academic-related roles.</li> </ul>
<input type="checkbox"/> Temporary Staff – Paid from a Grant	<ul style="list-style-type: none"> <li>Temporary staff who are paid from a grant.</li> <li>Typically work in support of specific, limited-duration research projects.</li> <li>They may work full-time or part-time.</li> </ul>
<input type="checkbox"/> Temporary Staff – Student	<ul style="list-style-type: none"> <li>SMU students not enrolled in for-credit classes who are performing work at the University.</li> <li>Temporary staff who are students at other universities (including non-SMU students) or high schools, who are employed at SMU for the summer months or other times during the academic year, who work as part of a planned program, often an internship.</li> <li>Student status is the primary role.</li> </ul>
<input type="checkbox"/> Temporary Staff – Short-Term Assignment	<ul style="list-style-type: none"> <li>Temporary staff who are hired for one month or less for a very specific business need or project and will not be renewed after the month is over.</li> <li>Examples include camp staff, instructors for short classes, and staff hired to work on large mailings or similar short-term projects.</li> </ul>
<input type="checkbox"/> Temporary Staff – Vacant position/Temporary Business Need	<ul style="list-style-type: none"> <li>Temporary staff who are filling a vacant, regular position. The position may or may not yet have approval to recruit for a regular new hire. Assignments should be for 3 months or less.</li> <li>Temporary staff hired for a temporary business need or specific project. Assignments should be for 3 months or less. They may work full-time or part-time hours.</li> </ul>

## Temporary Employee Statement (Staff/Adjunct)

### Please Read Carefully and Sign Below

As a temporary employee, all work schedules are based upon the needs of the University and may be subject to change on a weekly basis.

1. I certify that statements I have made in this document are true, complete and correct to the best of my knowledge and belief. I understand that any false statements or omissions I make in connection with this document may be grounds for dismissal after employment, regardless of when or how discovered.
2. To ensure compliance with federal law, the following statement accompanies all offers of employment to U.S. citizens and non-citizens alike: Employment is contingent upon your ability to provide documentation establishing your identity, immigration status and eligibility to work in the U.S.
3. Southern Methodist University will conduct a criminal and/or credit investigation as specified when deemed necessary by the University. Southern Methodist University (SMU) is also authorized to use any information obtained from its investigations to determine my suitability for employment. I understand that continued employment may be contingent upon a satisfactory criminal background and/or credit investigation.
4. I agree to abide by the policies, procedures, rules and regulations of Southern Methodist University applicable to the temporary assignment. I acknowledge the University's right to revise, at any time, its policies, procedures, rules and regulations and I agree to abide by and be governed by such revisions.
5. I understand that Southern Methodist University is a subscriber to the Texas Worker's Compensation System. I further understand and agree as a temporary employee I must comply with SMU's safety rules, policies and procedures. I understand that failure on my part to follow the safety rules applicable to the temporary assignment may be grounds for disciplinary action, including termination of employment.
6. I understand and agree that the University may withhold pay from my paycheck for any legal debt I may owe the University during my employment or at termination.
7. It is the policy of SMU to afford equal opportunity to all employees and applicants for employment without regard to race, color, religion, national origin, sex, age, or disability, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, any and other characteristic protected by Federal, State or Local law.
8. I further understand that all confidential information, and any materials/documents developed during my employment are considered proprietary and the intellectual property of SMU.

*I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this document by me.*

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Date

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Signature

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Print

## Your Payroll Direct Deposit Information in *my*.SMU

To view/enter/update your direct deposit information, navigate to Self Service > Payroll and Compensation > Direct Deposit.

Your current banking information for payroll deposits will be displayed on the screen.

It is essential that you have accurate banking information to establish or update your direct deposit account record. Typically this information can be obtained by

- a. Contacting a customer service number for your financial institution
- b. Visiting a local bank branch or office, or
- c. Viewing your account information online within your bank's Web portal.

Direct deposit changes will be reflected on your next paycheck processed by SMU, as feasible – so, update your account information as soon as you know a change is needed.

- o A general guideline (to ensure your changes are reflected on your next paycheck) is to have your direct deposit information updated in my.SMU by the "TIMEaccess & Elec.Extra Comp Approval Date" indicated on the [Payroll Processing Schedule](#) for the specific pay date.
- o If a paycheck for you is being processed at the time you submit your changes, your changes may not be reflected until the following paycheck.

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### To **add** account information:

- Click the "Add Account" button.
- Complete all required fields of data on the page (indicated with a \* next to the field name).
  - o Use the [View check example](#) link on the page to understand the essential bank account information used for direct deposit transactions (Routing Number and Account Number).
    - ➔ Do not enter your debit card number as your account number!
  - o "Amount or Percentage" is the only optional field on the page, to be completed if you are setting up an account to which you are allocating a specific amount or percentage from your net pay.
- For Account Type, choose "Checking" or "Savings."
- For Deposit Type, designate one account to be the "Balance of Net Pay" type of account.
  - o If you are only using one account for your Payroll direct deposit, it should be designated as your "Balance of Net Pay" account.
  - o If you are also allocating part of your net pay to another checking or savings account, the "Balance of Net Pay" account is the one to which the *rest* of your paycheck is deposited after you send a specified amount of money to a savings account, etc.
- Use the Amount or Percent field to allocate a portion of your net pay into an account with a Deposit Type of "Amount" or "Percentage."
- The value you indicate in the Deposit Order field will determine the order in which your net pay is allocated between multiple deposit accounts.
  - o If you want to allocate your net pay between multiple accounts, assign the Deposit Order value in the order you want the accounts used for your deposit.
    - The account you designate as "1" will be the first to receive the designated amount or percentage.
    - The account you designate as "2" will be the second to receive the designated amount or percentage, etc.
  - o Your "Balance of Net Pay" account will be assigned the Priority Value of '999' (the highest Deposit Order value) so that all other allocations are processed before that one.

- Click “Submit” at the bottom of the page to save the new account information. (A small ‘Saved’ image will display briefly in the upper right corner of your screen.)
- Click “Return to Direct Deposit” to view all of your updated account information.

### To **change** existing account information:

- Click “Edit” button on the row to be updated. A new page will open with the fields populated with your current information.
- Update the field(s) as needed. Refer to account details provided by your financial institution to ensure the information you submit is valid.
  - Use the [View check example](#) link on the page to understand the essential bank account information used for direct deposit transactions (Routing Number and Account Number).
- To cancel any changes you’ve made on the page, click “Return to Direct Deposit” link at the bottom of the page *before clicking Submit*.
- Click “Submit” at the bottom of the page to save the new account information. (A small ‘Saved’ image will display briefly in the upper right corner of your screen.)
- Click “Return to Direct Deposit” to view all of your updated account information.

### To **delete** existing account information:

- Click the “Delete” button on the row to be deleted.
- On the Delete Confirmation page, click “Yes” or “No” to complete the transaction.
- On the Submit Confirmation page, click “OK” to return to the Direct Deposit page.
- Review your updated direct deposit information to ensure that the correct account was deleted.

### Note about deleting accounts:

The order in which you make changes matters! Be sure to add a new account before deleting the last row of existing account information. If you delete all of your accounts with the intention of then adding new account information, you will be required to wait until a later date to make changes to your direct deposit record. (See additional information below in *Submitting multiple changes*.)

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### Submitting multiple changes:

Direct deposit changes are limited to one self-service transaction per day. You can add or edit information for multiple direct deposit accounts in a single self-service transaction, but once you save the changes and exit the Direct Deposit page, you cannot make additional changes on the same day. If you attempt to make additional changes, a message appears from the Direct Deposit page saying that multiple direct deposit changes are not allowed on the same day.

Be sure to review all of your updated information *before* you navigate off the Direct Deposit page in Self Service.

If you submit direct deposit information and realize that you need to make additional changes *after* you leave the Direct Deposit page in Self Service, you will need to return to my.SMU on the following day to submit the new or changed information.

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For additional assistance, please contact the Payroll Help Desk ([payroll@smu.edu](mailto:payroll@smu.edu) or 214-768-2073).

## Your W-4 Elections in *my.SMU*

Go to <https://my.smu.edu/> and log in with your user name (SMU ID#) and password. You can make W-4 elections online via the Self Service area of my.SMU.edu under Payroll and Compensation. Please note that job data must be entered before you can make these elections. Check with your department to ensure that a Payroll Authorization Form (PAF) was submitted and that job data has been entered for your new job.

Please refer to our [Payroll Taxes](#) page for additional information, as well as [IRS instructions and worksheet](#) for properly completing the Form W-4. (Instructions are located at the top of the 1st page; the worksheet is on the 2nd page.)

Please note that the new information will be submitted immediately, but may not be reflected on the next paycheck if we are in the middle of processing a payroll.

Log in to my.SMU, go to Main Menu>Self Service>Payroll and Compensation>W-4 Tax Information

The screenshot shows the my.SMU website interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', and 'Payroll and Compensation'. The my.SMU logo is on the left, and 'On my.SMU', 'Questions/Comments', and 'Home' are on the right. Below the navigation bar, the page title is 'Payroll and Compensation'. A sub-header reads: 'Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.' There are four main links: 'View Paycheck' (Review current and prior paychecks), 'View W-2/W-2c Forms' (View electronic W-2 and W-2c forms), 'W-2/W-2c Consent' (Grant or withdraw consent to receive electronic W-2 and W-2c forms), 'Direct Deposit' (Add or update your direct deposit information), and 'W-4 Tax Information' (Review or change your W-4 information).

The screenshot shows the 'W-4 Tax Information' page on my.SMU. The breadcrumb trail is 'Favorites > Main Menu > Self Service > Payroll and Compensation > W-4 Tax Information'. The my.SMU logo is at the top left. The page title is 'W-4 Tax Information'. Below the title, it says 'Social Security Number' followed by 'Southern Methodist University'. A paragraph explains that Form W-4 is required for the Payroll Department to calculate the correct amount of tax to withhold. It also states that federal income tax is withheld based on marital status and the number of allowances claimed. A note mentions that an additional dollar amount can be withheld. Below this, it asks whether the user is entitled to claim a certain number of allowances or exemption from withholding, which is subject to review by the IRS. There are two input fields: 'Home Address' and 'Mailing Address'. The 'W-4 Tax Data' section includes two input fields: 'Enter total number of Allowances you are claiming' (with a value of 0) and 'Enter Additional Amount, if any, you want withheld from each paycheck'. The 'Indicate Marital Status' section has radio buttons for 'Single' and 'Married' (which is selected). There are two checkboxes: one for 'Check here and select Single status if married but withholding at single rate' (with a note about legally separated or nonresident alien spouses) and another for 'Check here if your last name differs from that shown on your social security card' (with a note to call 1-800-772-1213 for a new card). The 'Claim Exemption' section has a text input field and a paragraph stating 'I claim exemption from withholding for the year 2015 and I certify that I meet BOTH of the following conditions for exemption'. Below this are two lines of text: 'Exemption Conditions' and 'Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.' There is a checkbox for 'Check this box if you meet both conditions to claim exempt status.' At the bottom, there is a declaration: 'Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, the information is true and correct.' A back arrow is visible at the bottom left.