Viewing and Updating W-4 Information in Drexel One

Please Note: These instructions are intended to provide employees with basic information required to access and update W-4 federal tax withholding setup. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems accessing or updating your W-4 federal tax withholding setup, please contact the Payroll Department at payroll@drexel.edu.

If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.

Step 1. Access the Drexel One portal

Use your internet browser to access the Drexel One portal at https://one.drexel.edu. You will be taken to the log on page.
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Step 2. Log on to Drexel One

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “help” link and follow the instructions.
Step 3. Select the “Employee” link

From the Drexel One Welcome page, click on the “Employee” link at the top left of the screen.

Note: If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.
Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the “Submit” button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.
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Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location Address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at hris@drexel.edu.

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employee Services Menu.
Step 4. Select from the Employee Services Menu

Click the “Tax Forms” link.
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Step 5.  Select “W-4 Tax Exemptions/Allowances”

Click on the “W-4 Tax Exemptions/Allowances” link from the Tax Forms Menu.
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Step 6. View/Print W-4 Tax Exemptions/Allowances

The W-4 Tax Exemptions/Allowances screen will display your W-4 federal tax withholding setup, as of the date shown. This will include the marital status, number of exemptions and additional withholding per pay period that is currently on file for you with the Payroll Department.

You may print your W-4 federal tax withholding setup using the print button located below your setup information. Please make sure that the printer you are using is not in use by others and retrieve your W-4 federal tax withholding setup immediately.

This copy of your W-4 shows your current federal tax withholding setup and is for your records only. Please do not submit this form to the Payroll Department. If you would like to change your federal tax withholding setup, continue to Step 7.
Step 7. Select “Update”

Click on the “Update” link at the bottom of the W-4 Exemptions/Allowances screen.

Note: Non-resident aliens may not update their W-4 information online. For assistance, please contact the Tax Office.
Step 8. Update W-4 Information

Carefully read all of the instructions provided on the Update W-4 Information screen before proceeding.

Please note that changes can only be made for future pay checks. If your next pay check has already been processed, your changes will become effective in the following pay check.

Also, please be careful of selecting “Exempt” as your deduction status. This does not mean that you will not have to pay federal income tax. Claiming “Exempt” will only eliminate federal tax withholding. Taxable wages will still be recorded and reported for you and you will have to pay any amount due to the IRS when you file your income tax return.

Instructions and worksheets for Form W-4 are available by clicking the link at the top of the page. Once you are sure of the Filing Status, Number of Allowances and Additional Withholding Amount (if any) that you would like to claim, enter that information into the appropriate fields at the bottom of the screen.
Step 9. Certify Changes

When you are finished making your changes, click the “Certify Changes” button at the bottom of the page to proceed.

If you would like to cancel your changes, click the “Restore Original Values” button instead.
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Step 10. Submit Certification

Read the certification declaration and if you agree, enter the last four digits of your Social Security Number and your Birth Date as your electronic signature.

If you wish to cancel your changes, exit the screen and your changes will not be submitted.
Step 11. Receive Confirmation

Once your certification is successfully submitted, you will receive a confirmation message.

If you would like to print a copy of your W-4 form for your records, click on the “W-4 Employee’s Withholding Allowance Certificate” link at the bottom of the page. Return to Step 6 for instructions on Viewing and Printing your W-4 form.

When you are finished, log out of Drexel One using the icon at the top right of the screen. Remember to close out of your browser when you are finished.

If you have any questions about submitting a change to your W-4 form, please contact the Payroll Office at payroll@drexel.edu.