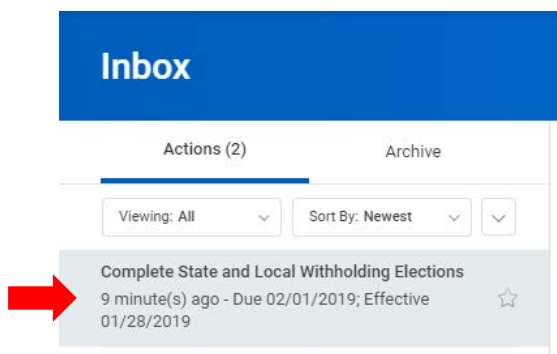




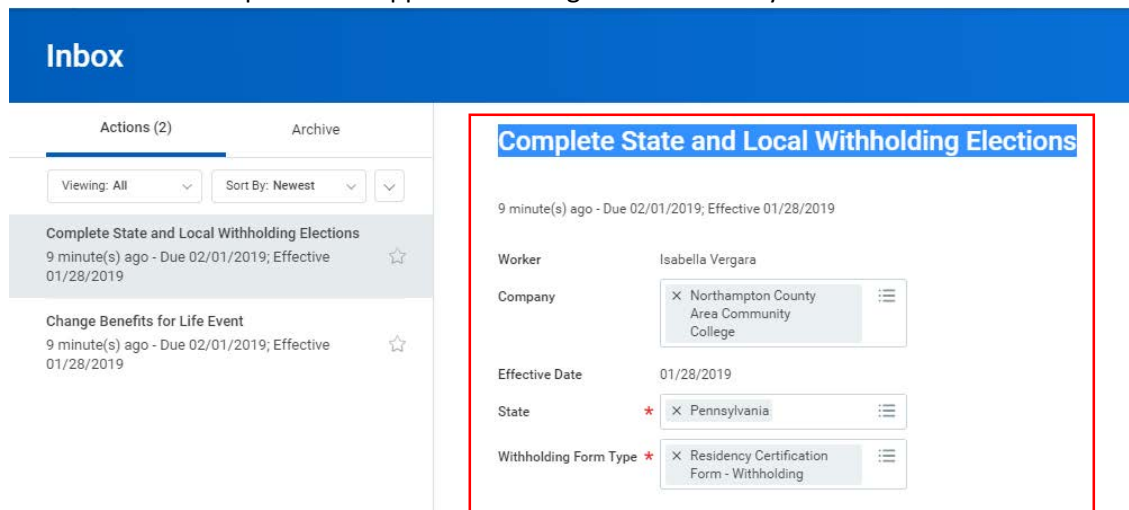
## Onboarding State & Local Withholding Elections – Job Aid

From Home Page;

- 1) Click on **Inbox** icon or card.
- 2) Click on “Complete State and Local Withholding Elections” task.



- 3) The form to be completed will appear on the right-hand side of your screen.



- 4) Review the information populated into the form.
  - If any information needs to be corrected, provide correct information in fields.
- 5) Once all information reflects accurately, Click OK button at the bottom of the screen



6) Another form will appear in the right-hand side of screen “Complete State and Local Withholding Elections”

### Complete State and Local Withholding Elections

9 minute(s) ago - Due 02/01/2019; Effective 01/28/2019

Company	Northampton County Area Community College
Effective Date	01/28/2019
Name	Isabella Vergara
State	Pennsylvania
Social Security Number	123456789
Address	610 Centre St. Easton, PA 18045 United States of America

Pennsylvania Residency Certification Form Data

[View Blank Form](#)

School District (empty)

Resident County \*

Resident Municipality \*

Work County \*

Work Municipality \*

- Complete all items with the **RED** asterisk \*.
- Continue to scroll down on the form to review the legal notice.
- You will need to click “I Agree” box

#### LEGAL NOTICE

Your Name and Password are considered as your “Electronic Signature” and will serve as your confirmation of the accuracy of the information being submitted. When you click in the “I Agree” checkbox, you are certifying that:

1. Under penalties of perjury, you declare that you have examined this certificate and to the best of your knowledge and belief, it is true, correct, and complete.
2. You understand that your payroll tax withholding election is a legal and binding transaction.
3. You understand that all submissions are contingent upon acceptance by your Payroll representative.

If you do not wish to use the electronic signature option, please contact your Payroll Department for a paper copy of the form. The form is not valid without a signature.

Under penalties of perjury, I (we) declare that I (we) have examined this information, including all accompanying schedules and statements and to the best of my (our) belief, they are true, correct and complete.

I Agree

\*

7) Once you have checked the box indicating your agreement, Click **Submit** button at bottom of screen.

[Submit](#) [Save for Later](#) [Close](#)