

How to access your W2 Year End Earnings Statement:

1. Log on to Employee Self Service using your Michigan Technological University ISO userid and password (www.banweb.mtu.edu)
2. Select Employee Services tab (at the top)
3. Select Tax Forms (on the left)
4. Select W2 Wage and Tax Statement
5. Select Tax Year and select the display button

How to review/update your Michigan W4 Withholding

1. Log on to Employee Self Service using your Michigan Technological University ISO userid and password (www.banweb.mtu.edu)
2. Select Employee Services (tab at the top)
3. Select Benefits and Deductions (on the left)
4. Select Miscellaneous (on the left)
5. Scroll down the page to locate Michigan State Tax – 130
6. Select update if you wish to make changes
7. Select history to review current and past exemptions

How to review/update your Federal W4 Withholding

1. Log on to Employee Self Service using your Michigan Technological University ISO userid and password (www.banweb.mtu.edu)
2. Select Employee Services (tab at the top)
3. Select Tax Forms (on the left)
4. Select Federal W4 Tax Exemptions
5. Select update if you wish to make changes
6. Select history to review current and past exemptions

How to access your pay stub

1. Log on to Employee Self Service using your Michigan Technological University ISO userid and password (www.banweb.mtu.edu)
2. Select Employee Services (tab at the top)
3. Select Pay Information (on the left)
4. Select Pay Stubs (on the left)
5. Select Pay Stub Year
6. Select Display
7. Select Pay Stub to review

How to add or update your Direct Deposit Allocation

1. Log on to Employee Self Service using your Michigan Technological University ISO userid and password (www.banweb.mtu.edu)
2. Select Employee Services (tab at the top)
3. Select Pay Information (on the left)
4. Select Direct Deposit Allocation
5. To make a change, select Update Direct Deposit Allocation