

New Employees

As a new hire your tax status is automatically set up as Single with 0 allowances by IRS regulations. This is the HIGHEST taxing amount for withholding tax.

You are responsible for logging into PASS (People's Advantage Self Service) and setting up your W4 withholding status. Please follow the attached instructions:

Log into PASS @ <https://my.uh.edu/pass>

You will need to know your employee ID

- ✓ Follow the directions next to the sign in box.

Employee Self Service

User ID: User ID is capital Z plus employee ID.

Password: Initial Password is your birth date plus last 4 of SSN IE: 011519551111.

Sign In

[Forgot Your Password?](#)

- ✓ Select the Payroll, Taxes and Salary link



Payroll, Taxes and Salary

Access your online payslip, direct deposit, and other deduction or contribution information. Review your job, salary, and compensation history. Re-print your W2's for year 2001-2004 or make a request for a W2 for a year prior to 2001 to be mailed to your home or office address. (Please verify your home address is correct prior to submitting your request) Elect to receive Electronic W-2 forms and stop mail delivery of the 2005 W-2 form.

- ✓ Select W4 Tax Information

W-4 Tax Information

Review and edit your federal tax withholding exemption and amount.

- ✓ Please read carefully and submit information when all is completed.

Pay

Enter total number of Allowances you are claiming 0

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Marital Status:

Single

If married, but withholding at single rate, select Single status and check here.

Non-Resident Alien

Married

If your last name differs from that shown on your social security card, check here.
You must call 1-800-772-1213 for a new card.

Pay

I claim exemption from withholding for 2006 and I certify that I meet BOTH of the following conditions for exemption:

>> Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND

>> This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, check Exempt here.

Pay

Submit

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

If you have any questions, please contact the Payroll office at 713-743-8770.
Non Resident Aliens should direct their questions to the Tax Office at 713-743-8987