



Intrastaff ADP Employee Self Service

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Intrastaff ADP Employee Self Service

ADP Employee Self Service (ESS):

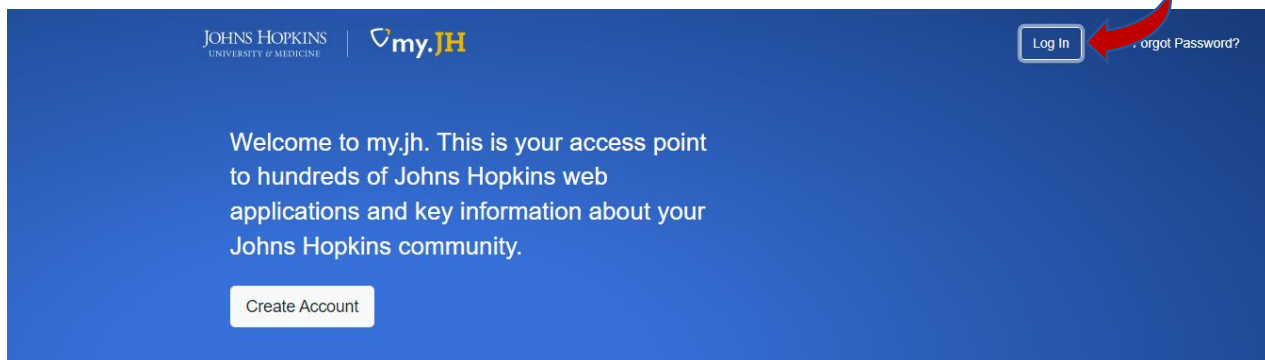
ADP -ESS is a convenient, secure, system that will allow you to view your personal and payroll data and easily make changes. All Intrastaff employees will have access to ESS by logging into the Johns Hopkins portal at my.jh.edu. Former employees will continue to access ESS for up to 36 months of separating from Intrastaff (personal email must be entered in the JH portal).

Employee Self Service options:

- View your personal data
- Update direct deposit information
- Make changes to your tax withholding information
- View pay statements
- View annual W-2s

Logging into ADP ESS:

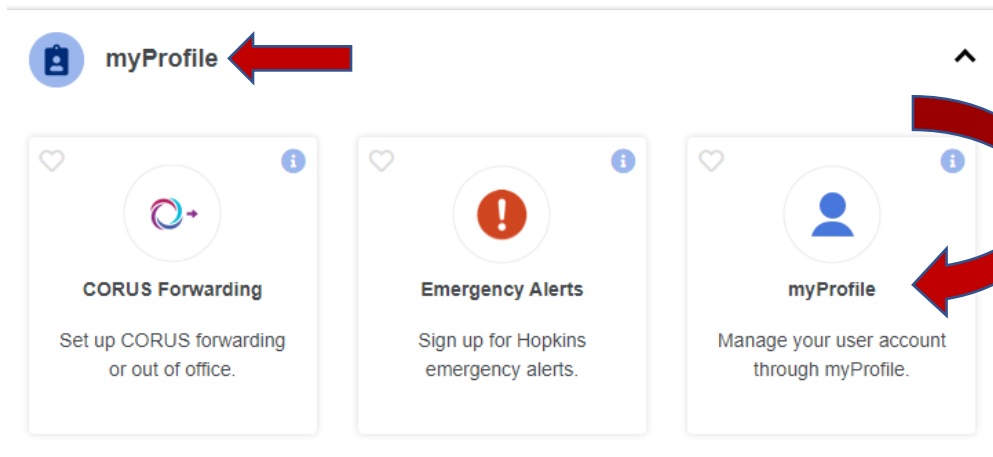
- Go to the Johns Hopkins portal - my.jh.edu
- Click on Log In and sign in using your Hopkins issued JHED ID and JHED password



Intrastaff ADP Employee Self Service


Add personal email address:

- Go to the Browse Category
- Select myProfile and myProfile





- Review and update your profile
- ****Be sure to add a Personal Email. This is required to maintain your ESS access after separating from Intrastaff.**
- Click Save myProfile


Personal Email

aaabbb@gmail.com 

Your personal email address has been validated.

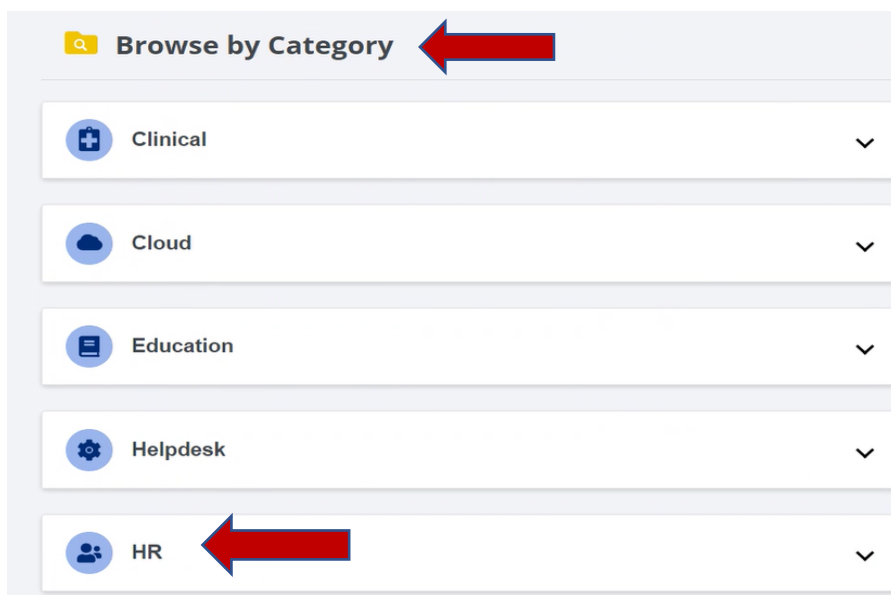
I do not want to enter personal email now.

Primary Campus: Green Spring Station  No One 

Save myProfile 

Access ADP Payroll Information:

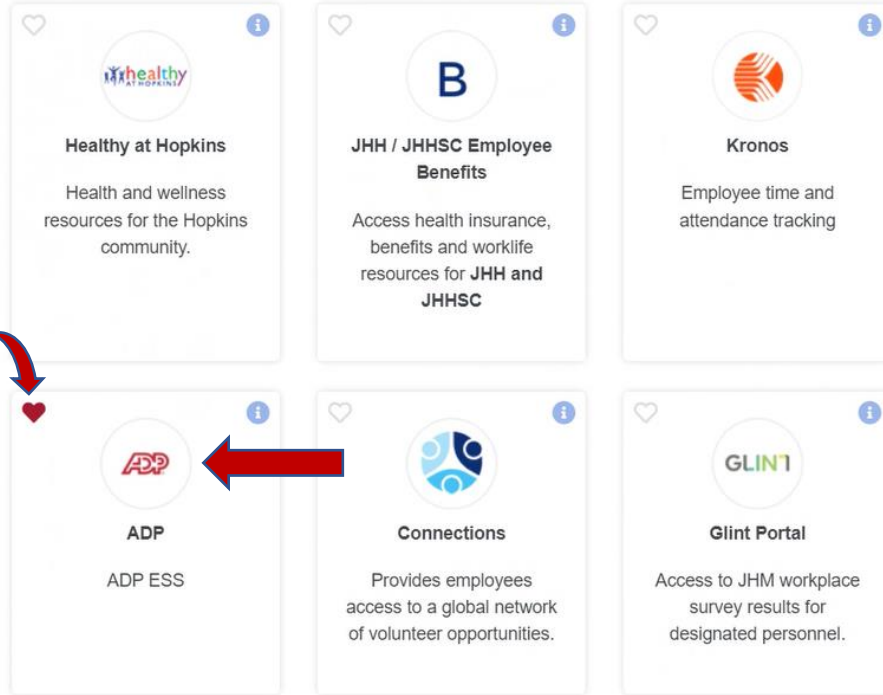
- Go to the Browse Category
- Select HR



- Select the ADP tile
- Click the heart icon, in the upper left corner, of the ADP tile to add ADP to your favorites



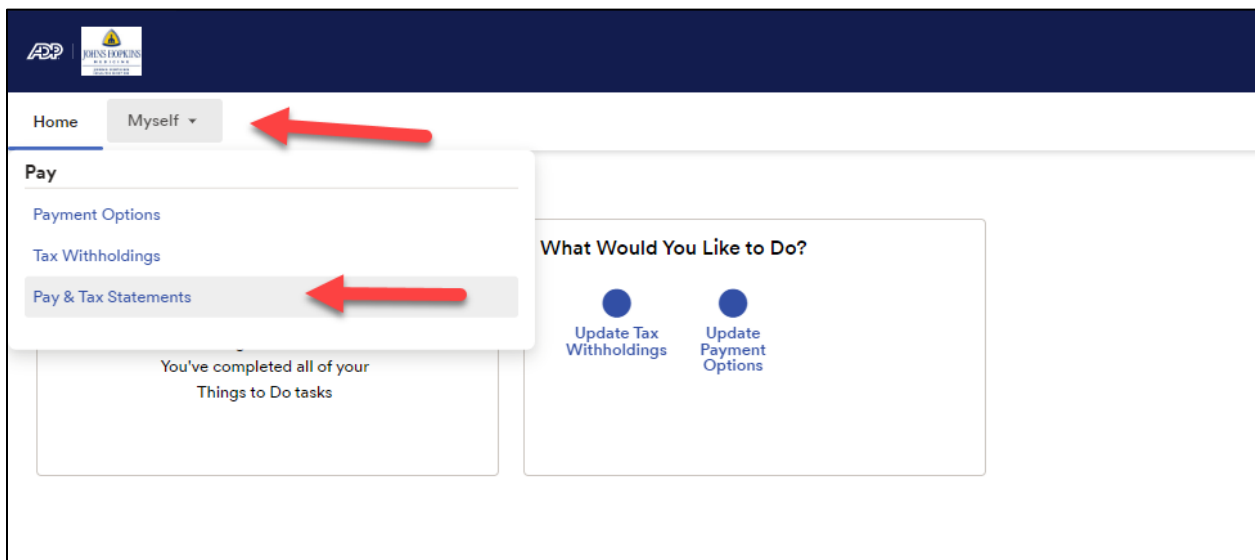
HR



A grid of six service tiles. The first row contains: 'Healthy at Hopkins' (Health and wellness resources), 'JHH / JHHSC Employee Benefits' (Access health insurance, benefits and worklife resources), and 'Kronos' (Employee time and attendance tracking). The second row contains: 'ADP' (ADP ESS), 'Connections' (Provides employees access to a global network of volunteer opportunities), and 'Glint Portal' (Access to JHM workplace survey results for designated personnel). A red arrow points to the ADP tile, and a red heart icon is next to it.

View Pay Statements & W2s

- **Navigate to Myself > Pay & Tax Statements**



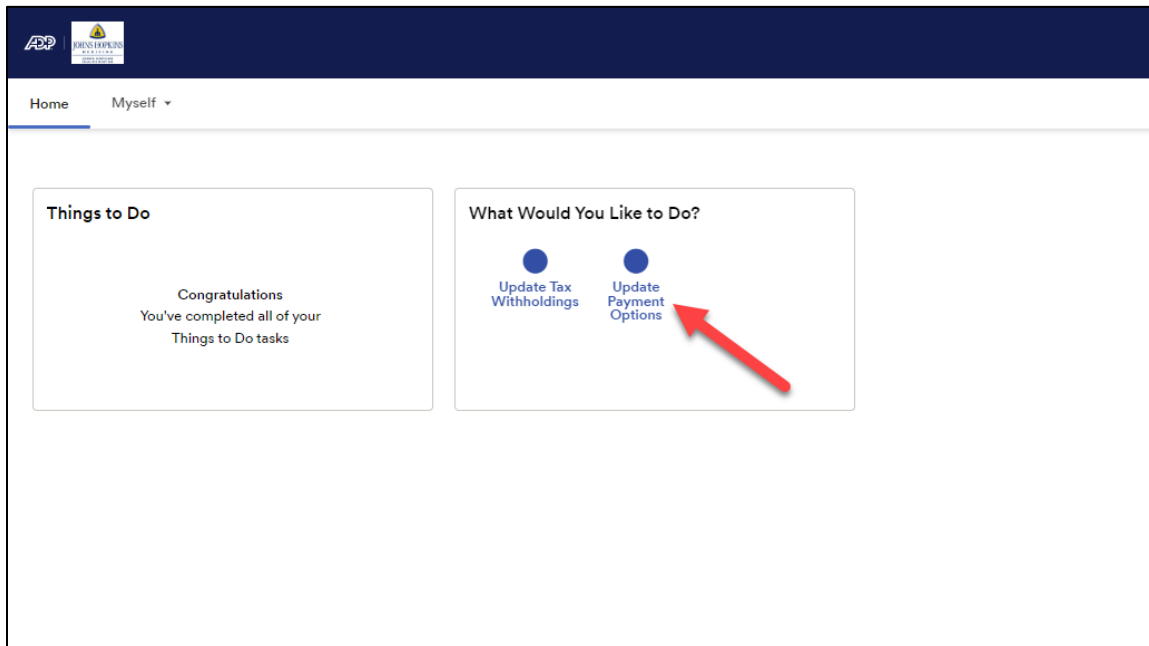
A screenshot of the ADP Employee Self Service interface. The top navigation bar shows 'Home' and 'Myself' with a dropdown arrow. A red arrow points to the 'Myself' dropdown. A 'Pay' menu is open, showing 'Payment Options', 'Tax Withholdings', and 'Pay & Tax Statements', with a red arrow pointing to 'Pay & Tax Statements'. Below the menu, there is a message: 'You've completed all of your Things to Do tasks'. To the right, a section titled 'What Would You Like to Do?' contains two buttons: 'Update Tax Withholdings' and 'Update Payment Options'.

Intrastaff ADP Employee Self Service



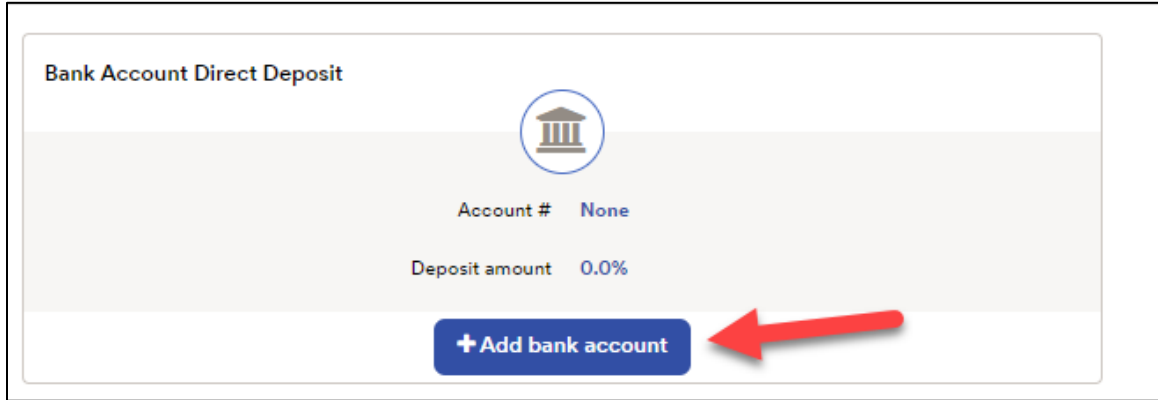
Add **NEW** Direct Deposit Information

- Navigate to “Update Payment Options”




Intrastaff ADP Employee Self Service

- Select “Add bank account”, as shown below:



Bank Account Direct Deposit

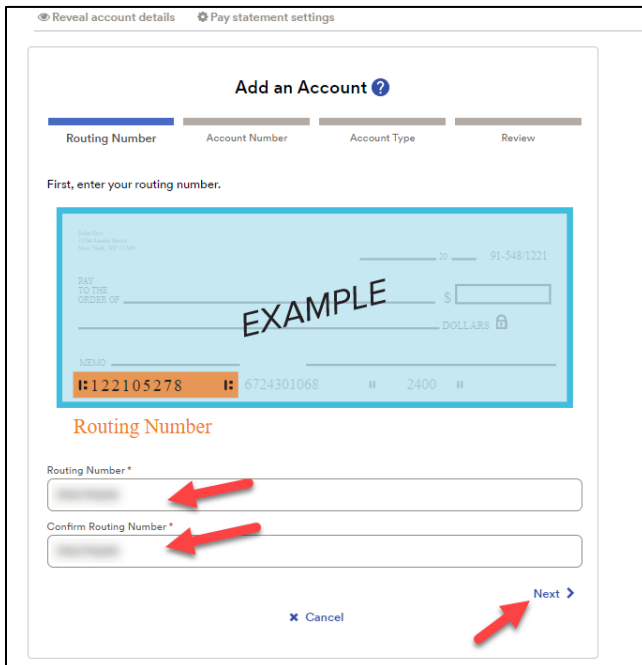


Account # None

Deposit amount 0.0%

+ Add bank account

below:




[Reveal account details](#) [Pay statement settings](#)

Add an Account ?

Routing Number Account Number Account Type Review

First, enter your routing number.

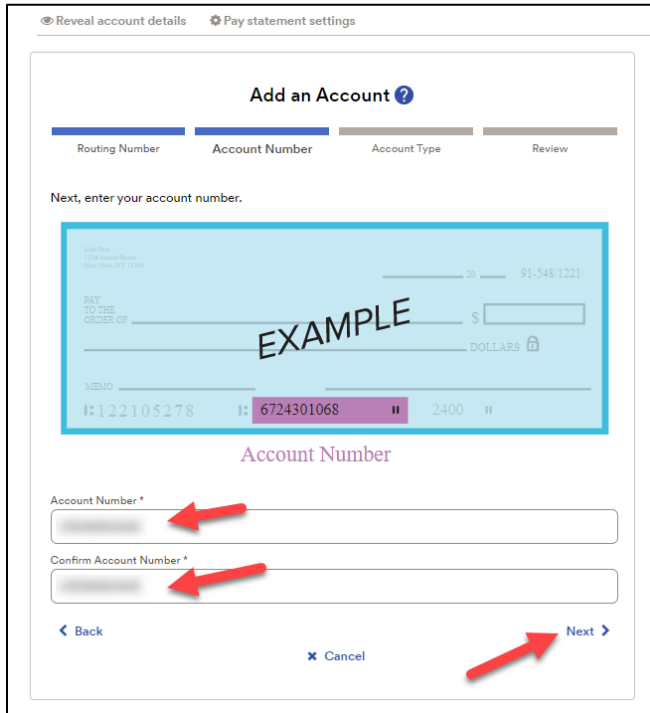


Routing Number

Routing Number*

Confirm Routing Number*

- Add your bank account number, confirm your bank account number, then click “Next”, as shown below:



Reveal account details Pay statement settings

Add an Account ?

Routing Number Account Number Account Type Review

Next, enter your account number.

EXAMPLE

Account Number

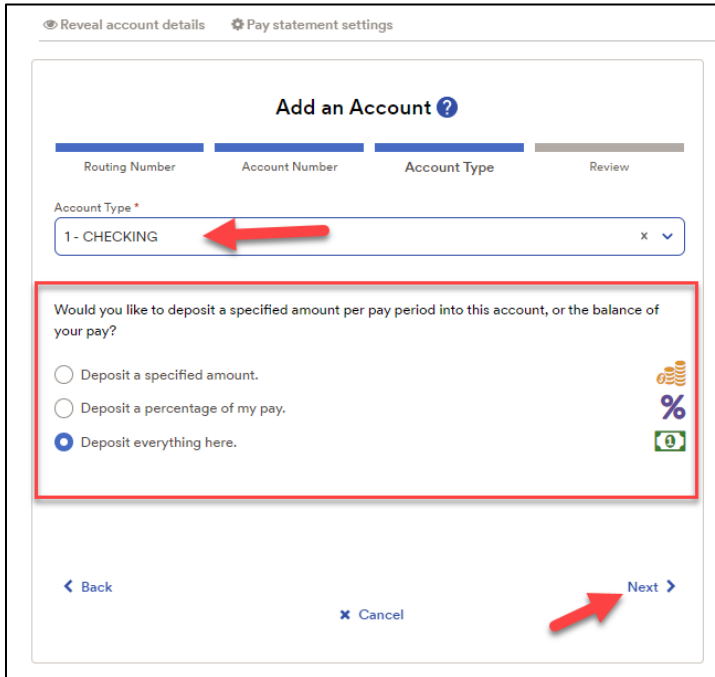
Account Number *

Confirm Account Number *

< Back x Cancel Next >

Intrastaff ADP Employee Self Service

- Choose an account type, select how much of your pay you wish to be deposited into this account, then click “Next”, as shown below:



Reveal account details Pay statement settings

Add an Account ?

Routing Number Account Number Account Type Review

Account Type *

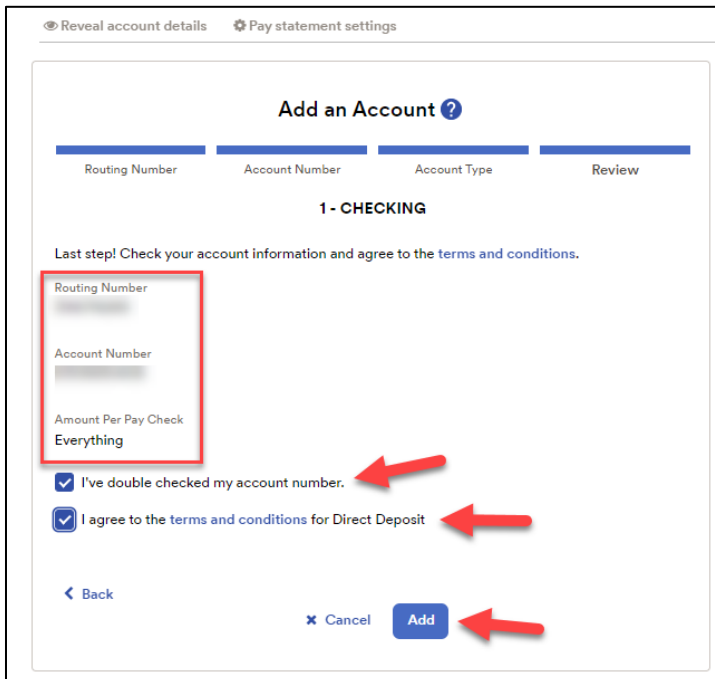
1 - CHECKING

Would you like to deposit a specified amount per pay period into this account, or the balance of your pay?

Deposit a specified amount.
 Deposit a percentage of my pay.
 Deposit everything here.

[Back](#)
[Cancel](#)
[Next](#)

- Review the account information provided, check the required acknowledgement checkboxes, then click “Add”, as shown below



Reveal account details Pay statement settings

Add an Account ?

Routing Number Account Number Account Type Review

1 - CHECKING

Last step! Check your account information and agree to the terms and conditions.

Routing Number

Account Number

Amount Per Pay Check
Everything




I've double checked my account number.
 I agree to the terms and conditions for Direct Deposit

[Back](#)
[Cancel](#)
[Add](#)

Intrastaff ADP Employee Self Service

Security Verification

Select an option to verify your identity and continue.

-  Call me >
-  Send me a text >
-  Send me an email >


[NONE OF THESE OPTIONS WORK FOR ME](#)

[✕ CANCEL](#)

You may be required to verify your identity to complete your direct deposit account update

You're Good to Go

We verified your credentials, then saved your updates. Click Continue to resume your work.

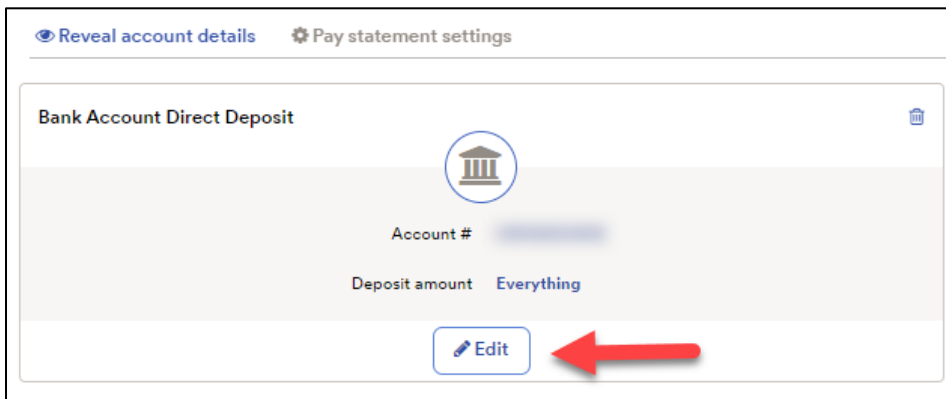


Approved

[CONTINUE](#)

Edit **EXISTING** Direct Deposit Information

- Navigate to “Update Payment Options”
- Select “Edit” under the account you wish to update, as shown below:



- Edit any of the fields available, select the appropriate acknowledgement checkbox, then click “Done”, as shown below:

Intrastaff ADP Employee Self Service

[Reveal account details](#) [Pay statement settings](#)


1 - CHECKING


Routing Number *


Confirm Routing Number *

Account Number *


Confirm Account Number *

Deposit a specified amount. 

Deposit a percentage of my pay. 


Deposit everything here. 

I consent to receive all pay statements issued to me by my employer online, and agree to the Electronic Pay Statement [terms and conditions](#)



You're Good to Go

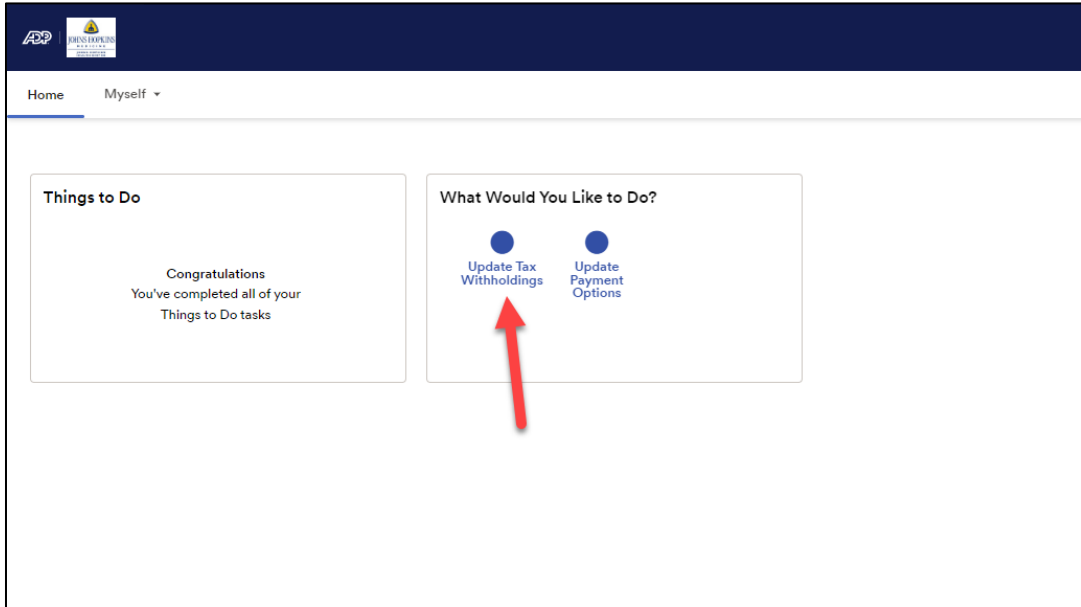
We verified your credentials, then saved your updates. Click Continue to resume your work.



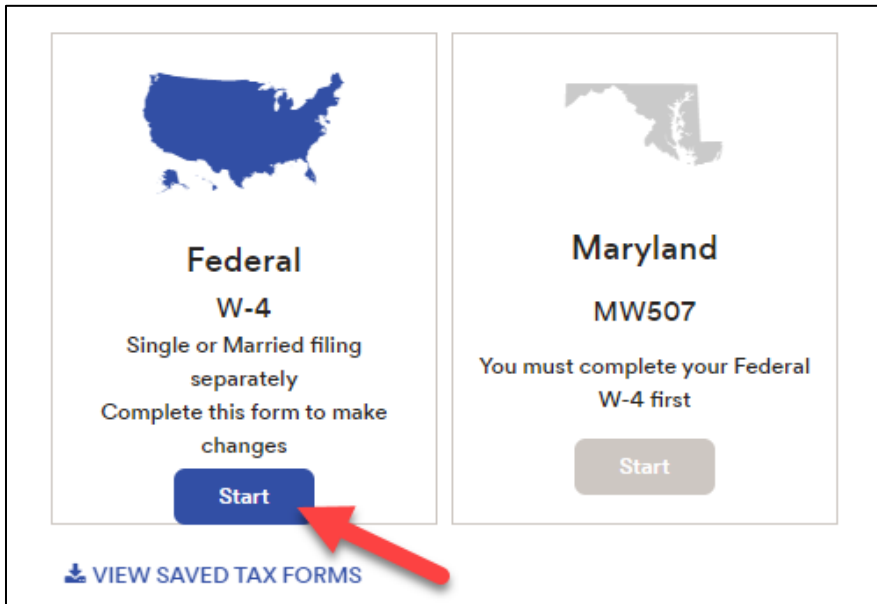
Approved

Add NEW Federal W-4 Tax Withholdings

- From the main landing page, navigate to “Update Tax Withholdings”



- Click “Start” in the Federal W-4 Panel, as shown below:




Intrastaff ADP Employee Self Service

- Read through the “Before You Begin” information, download the blank copy of your state tax form (optional), then click “Next”, as shown below:

Federal Tax Withholding

Before You Begin



Beginning with 2020, the Federal Withholding Form W-4 is significantly different from prior versions. It's recommended that you download and review the form, instructions, and worksheets prior to completing this process.

[Download a blank copy of Form W-4](#)

After you review the instructions, you can fill out your Form W-4 using this convenient tool. Complete the form so that your employer can withhold the correct federal income tax from your pay. The IRS recommends that you complete a new Form W-4 when your personal or financial situation changes.

If you need assistance completing your Form W-4, consult your tax professional.

Intrastaff ADP Employee Self Service

Confirm your Name, Address, and Social Security Number, then click “Next”, as shown below:

Federal Tax Withholding [Download blank Form W-4](#)

Is this information correct?

If your name is incorrect, contact your HR Representative to have it fixed before you proceed.

Your first name, middle, and last name

Your home address

Your Social Security number

Does your name match the name on your Social Security card? If not, to ensure you get credit for your earnings, contact the SSA at 800-772-1213 or go to www.ssa.gov



Important Note** If your Name, Address, and/or Social Security Number do not appear correct, do not proceed. Contact intrastaffpayroll@jhmi.edu to have your information corrected before completing your Tax Withholdings updates.

Federal Tax Withholding

[Download blank Form W-4](#)

Are you a nonresident alien?

You are considered a nonresident alien if you are not a US citizen and do not meet either the green card test or the substantial presence test for the calendar year (January 1 - December 31).

I'm a nonresident alien.

I'm a US citizen or a resident alien.

[Cancel](#) [Previous](#) [Next](#)

- Confirm your filing/marital status, then click “Next”, as shown below:

Federal Tax Withholding

[Download blank Form W-4](#)

What is your filing/marital status?

Single or Married filing separately

Married filing jointly (or Qualifying widow(er))

Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

[Cancel](#) [Previous](#) [Next](#)

Intrastaff ADP Employee Self Service

- Confirm if you are exempt from federal taxes, then click “Next”, as shown below:

Federal Tax Withholding

[Download blank Form W-4](#)

Are you tax exempt?

Refer to the General Instructions of [Form W-4 Employee's Withholding Certificate](#)

I claim exemption from withholding for the current year, and I certify that I meet **both** of the conditions for exemption:

- For last year, I had **no** federal income tax liability
- For this year, I expect to have **no** federal income tax liability.

If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file next year's tax return.

I do not claim exemption from withholding

- Enter your dependents information, then click “Next”, as shown below:

Federal Tax Withholding

[Download blank Form W-4](#)

Multiple Jobs or Spouse Works ?

Do **only one** of the following to calculate your withholding:

- Use the estimator at www.irs.gov/w4app for the most accurate withholding, or
- Use the Multiple Jobs [Worksheet](#) here and enter the result into Extra Withholding line; or
- If there are only two jobs, select this Multiple Jobs checkbox to use the optional higher withholding table

Claim Dependents ?

Complete this section for only one job in the household if (1) you have multiple jobs and (2) your income will be \$200,000 or less (\$400,000 or less if married filing jointly).
Your withholding will be most accurate if you complete this for the highest paying job

| | | |
|--|--------------------------------|--------------------------------------|
| Number of qualifying children under age 17 | <input type="text" value="1"/> | <input type="text" value="\$2,000"/> |
| Number of other dependents | <input type="text" value="2"/> | <input type="text" value="\$1,000"/> |

Total dependent amount ?

Total Dependent Amount will auto-calculate based on number of dependents entered above

Intrastaff ADP Employee Self Service

- Enter other adjustments, incomes, deductions, and withholdings, then click “Next”, as shown below:

Federal Tax Withholding [Download blank Form W-4](#)

Other Adjustments
Complete this section for only one job in the household.
Your withholding will be most accurate if you complete Other Income and Deductions for the highest paying job.

Other Income ?
If you want tax withheld from other income you expect this year that won't have withholding, enter the amount of the other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.

Deductions ?
If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.

Extra Withholding ?
Enter any additional tax you want withheld each pay period.

Intrastaff ADP Employee Self Service

- Review your W-4 form for accuracy, check the acknowledgement box, then click “Done”, as shown below:

Federal Tax Withholding [Download blank Form W-4](#)

Your Form W-4, Employee's Withholding Certificate

Review the entire form (scroll, if needed). To confirm that everything is true, correct and complete, check the box below the form. Then, click Done.

Form W-4 OMB No. 1545-0047

Employee's Withholding Certificate

2022

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. ▶ Give Form W-4 to your employer.
▶ Your withholding is subject to review by the IRS.

Step 1: Enter Personal Information

First name, last name, initial, Last name, Social Security number

(If you are married, divorced, widowed, or have a dependent spouse, you must also provide your spouse's name and Social Security number.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of those jobs. Do only one of the following:

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.

TIP: To be accurate, submit a 2022 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest-paying job.)

Step 3: Claim Dependents

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

| | | |
|--|------|------|
| Multiply the number of qualifying children under age 17 by \$2,000 | ▶ \$ | 2000 |
| Multiply the number of other dependents by \$500 | ▶ \$ | 1000 |
| Add the amounts above and enter the total here | ▶ \$ | 3000 |

Step 4 (optional): Other

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that isn't have withholding, enter the amount of other income here.

Other This may include interest, dividends, and retirement income ▶ \$ 4(a)

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.

I agree under penalty of perjury to the declaration above and understand that this form is not valid until I have provided my electronic signature by acknowledging and clicking Done.

Date: Sep 29 2022

Cancel
Previous
Done

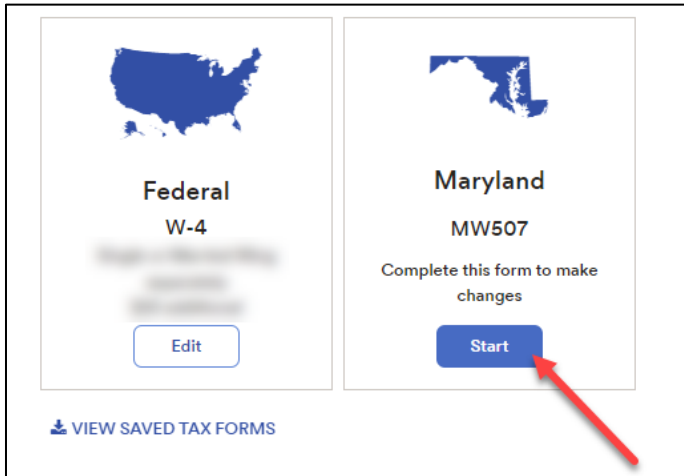
[Print Completed Form](#)

Once Federal Tax Withholdings have been saved, please proceed to the next steps for State Tax Withholdings

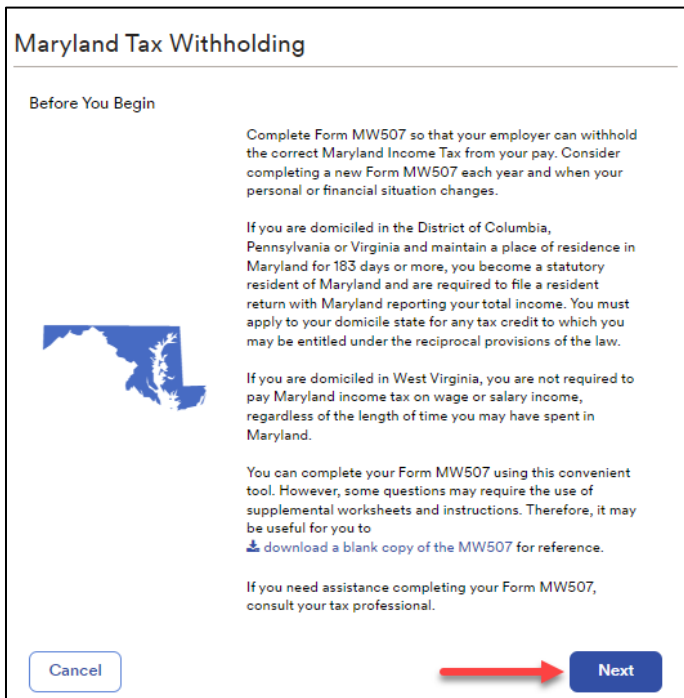
Intrastaff ADP Employee Self Service

Add **NEW** State Tax Withholdings

- Click “Start” under the State Tax Panel, as shown below:



- Read through the “Before You Begin” information, download the blank copy of your state tax form (optional), then click “Next”, as shown below:



- Confirm your Name, Address, and Social Security Number, then click “Next”, as shown below:

Intrastaff ADP Employee Self Service

Maryland Tax Withholding [Download blank Form MW507](#)

Is this information correct?

If your name is incorrect, contact your HR Representative to have it fixed before you proceed.

Your first name, middle, and last name
[Redacted]

Your home address
[Redacted]

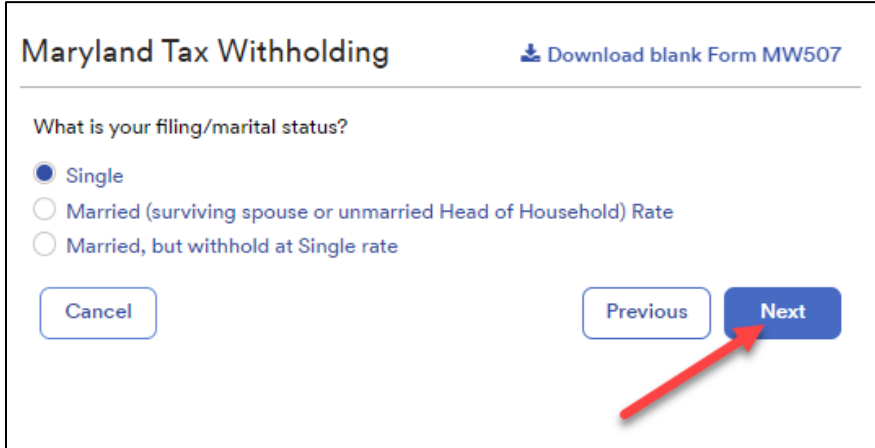
Your Social Security number
[Redacted]



****Important Note**** If your Name, Address, and/or Social Security Number do not appear correct, do not proceed. Contact [Intrastaff at intrastaffpayroll@jhmi.edu](mailto:intrastaffpayroll@jhmi.edu) to have your information corrected before completing your Tax Withholdings updates.

Intrastaff ADP Employee Self Service

- Confirm your filing/marital status, then click “Next”, as shown below:



Maryland Tax Withholding [Download blank Form MW507](#)

What is your filing/marital status?

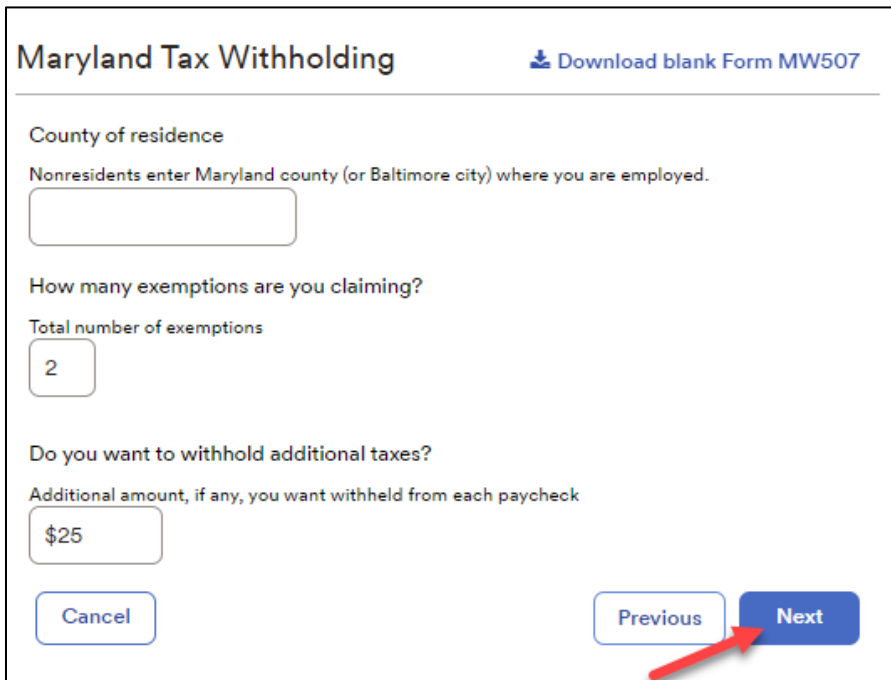
Single

Married (surviving spouse or unmarried Head of Household) Rate

Married, but withhold at Single rate

A red arrow points to the "Next" button.

- Enter your exemptions and additional withholdings (if applicable), then click “Next”, as shown below:



Maryland Tax Withholding [Download blank Form MW507](#)

County of residence
Nonresidents enter Maryland county (or Baltimore city) where you are employed.

How many exemptions are you claiming?

Total number of exemptions

Do you want to withhold additional taxes?

Additional amount, if any, you want withheld from each paycheck

A red arrow points to the "Next" button.

Intrastaff ADP Employee Self Service

- Confirm if you are exempt from state taxes, then click “Next”, as shown below:

Maryland Tax Withholding [Download blank Form MW507](#)

Are you tax exempt?

I claim exemption from withholding because last year I did not owe any Maryland Income tax and had a right to a full refund of all tax withheld **AND** this year I do not expect to owe any Maryland income tax and expect to have a right to a full refund of all income tax withheld.

I claim exemption from withholding because I am domiciled in one of the following states, and I further certify that I do not maintain a place of abode in Maryland.

I claim exemption from Maryland state withholding because I am domiciled in the Commonwealth of Pennsylvania and I do not maintain a place of abode in Maryland.

I claim exemption from Maryland local tax because I live in a local Pennsylvania jurisdiction within York or Adams counties

I claim exemption from Maryland local tax because I live in a local Pennsylvania jurisdiction that does not impose an earnings or income tax on Maryland residents

I claim that I am a legal resident of another state and I am not subject to Maryland withholding because I meet the requirements set forth under the Servicemembers Civil Relief Act, as amended by the Military Spouses Residency Act

I do not claim exemption from withholding

- Review your state tax form for accuracy, check the acknowledgement box, then click “Done”, as shown below:



Maryland Tax Withholding [Download blank Form MW507](#)

Your Form MW507, Employee's Maryland Withholding Exemption Certificate

Review the entire form (scroll, if needed). To confirm that everything is true, correct and complete, check the box below the form. Then, click Done.

MARYLAND FORM MW507

Purpose: Complete Form MW507 so that your employer can withhold the correct amount of Maryland income tax from your wages. The form MW507 must be completed by you or your employer on Maryland state tax. You declare a statutory exemption from Maryland state income tax. You must complete the form for each pay period. If you are a resident of Maryland, you must complete the form for each pay period. If you are a non-resident of Maryland, you must complete the form for each pay period. You must complete the form for each pay period. You must complete the form for each pay period. You must complete the form for each pay period.

Additional withholding per pay period under agreement with employer: If you are not being withheld, you may be entitled to claim an exemption from the withholding of Maryland income tax.

Exemption from withholding: You may be entitled to claim an exemption from the withholding of Maryland income tax if:

- Last year you did not use any Maryland income tax and had a right to a full credit for the tax.
- The last year you did not use any Maryland income tax and you are not entitled to a right to a full credit of Maryland income tax.
- You are a resident of Maryland and you are not entitled to a right to a full credit of Maryland income tax.
- You are a non-resident of Maryland and you are not entitled to a right to a full credit of Maryland income tax.

Certification of non-residence in the State of Maryland: Complete line 4. This line is to be completed by residents of the State of Maryland. It is not to be completed by non-residents of the State of Maryland. It is not to be completed by non-residents of the State of Maryland. It is not to be completed by non-residents of the State of Maryland.

Form MW507 Employee's Maryland Withholding Exemption Certificate

Under the penalty of perjury, I further certify that I am entitled to the number of withholding allowances claimed on line 1 above, or if claiming exemption from withholding, that I am entitled to claim the exempt status on whichever line(s) I completed.

I agree under penalty of perjury to the declaration above and understand that this form is not valid until I have provided my electronic signature by acknowledging and clicking Done.

Date: Sep 29 2022

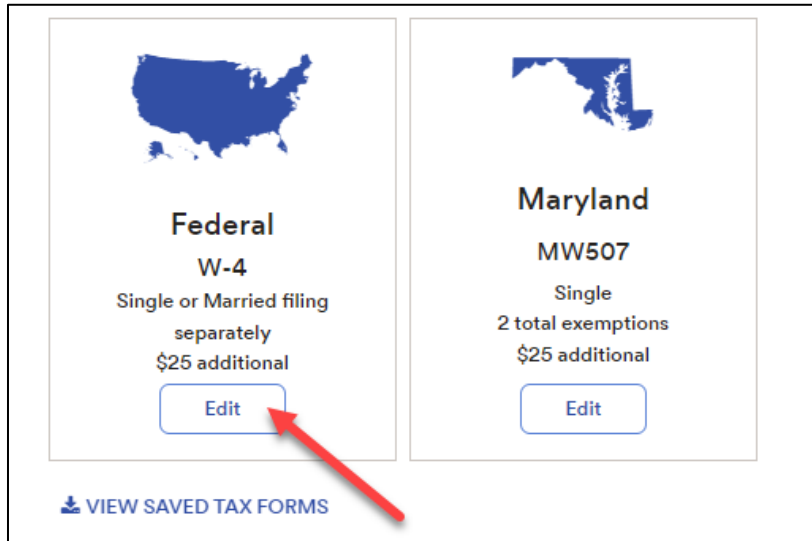
Cancel
Previous
Done
Print Completed Form



* Each state has a different form which may look different than the example provided above. The walkthrough will generally look the same, but the content will vary from state to state.

Intrastaff ADP Employee Self Service

Edit **EXISTING** Federal W-4 Tax Withholdings

- Click “Edit” under the Federal W-4 Panel, as shown below:



| | |
|---|--|
|  <p>Federal W-4 Single or Married filing separately \$25 additional</p> <p>Edit</p> |  <p>Maryland MW507 Single 2 total exemptions \$25 additional</p> <p>Edit</p> |
|---|--|

[VIEW SAVED TAX FORMS](#)

- Read through the “Before You Begin” information, download the blank copy of your state tax form (optional), then click “Next”, as shown below:

Intrastaff ADP Employee Self Service

Federal Tax Withholding

Before You Begin

Beginning with 2020, the Federal Withholding Form W-4 is significantly different from prior versions. It's recommended that you download and review the form, instructions, and worksheets prior to completing this process.

[Download a blank copy of Form W-4](#)

After you review the instructions, you can fill out your Form W-4 using this convenient tool. Complete the form so that your employer can withhold the correct federal income tax from your pay. The IRS recommends that you complete a new Form W-4 when your personal or financial situation changes.

If you need assistance completing your Form W-4, consult your tax professional.

- Confirm your Name, Address, and Social Security Number, then click “Next”, as shown below:

Intrastaff ADP Employee Self Service

Federal Tax Withholding [Download blank Form W-4](#)


Is this information correct?
If your name is incorrect, contact your HR Representative to have it fixed before you proceed.

Your first name, middle, and last name
[Redacted]

Your home address
[Redacted]

Your Social Security number
[Redacted]

Does your name match the name on your Social Security card? If not, to ensure you get credit for your earnings, contact the SSA at 800-772-1213 or go to www.ssa.gov






****Important Note**** If your Name, Address, and/or Social Security Number do not appear correct, do not proceed. Contact **Intrastaff at intrastaffpayroll@jhmi.edu** to have your information corrected before completing your Tax Withholdings updates.

Intrastaff ADP Employee Self Service

- Confirm your citizenship status, then click “Next” as shown below:



Federal Tax Withholding [Download blank Form W-4](#)

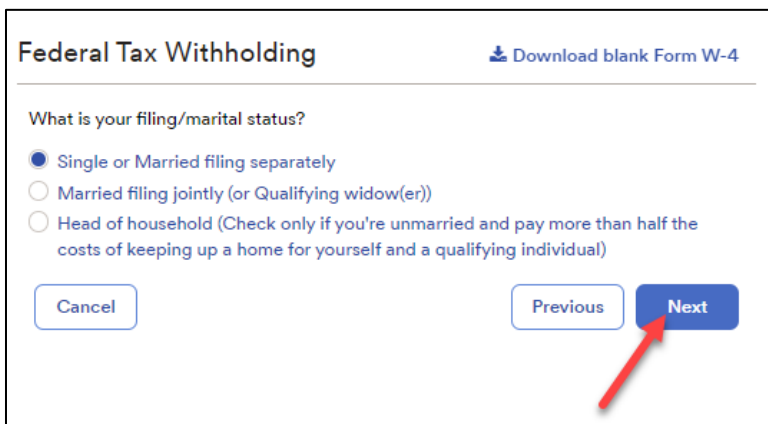
Are you a nonresident alien?

You are considered a nonresident alien if you are not a US citizen and do not meet either the green card test or the substantial presence test for the calendar year (January 1 - December 31).

I'm a nonresident alien.

I'm a US citizen or a resident alien.

- Confirm your filing/marital status, then click “Next”, as shown below:



Federal Tax Withholding [Download blank Form W-4](#)

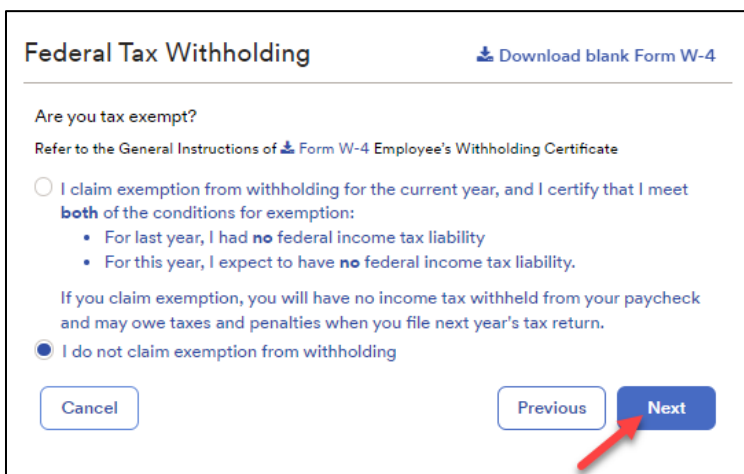
What is your filing/marital status?

Single or Married filing separately

Married filing jointly (or Qualifying widow(er))

Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual)

- Confirm if you are exempt from federal taxes, then click “Next”, as shown below:



Federal Tax Withholding [Download blank Form W-4](#)

Are you tax exempt?

Refer to the General Instructions of [Form W-4 Employee's Withholding Certificate](#)

I claim exemption from withholding for the current year, and I certify that I meet **both** of the conditions for exemption:

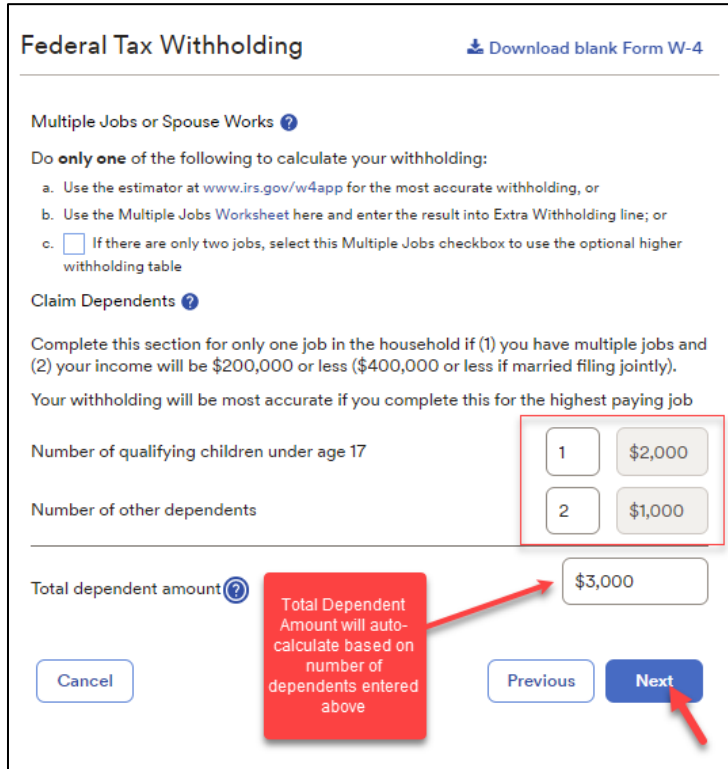
- For last year, I had **no** federal income tax liability
- For this year, I expect to have **no** federal income tax liability.

If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file next year's tax return.

I do not claim exemption from withholding

Intrastaff ADP Employee Self Service

- Enter your dependents information, then click “Next”, as shown below:



Federal Tax Withholding [Download blank Form W-4](#)

Multiple Jobs or Spouse Works ?

Do **only one** of the following to calculate your withholding:

- a. Use the estimator at www.irs.gov/w4app for the most accurate withholding, or
- b. Use the Multiple Jobs [Worksheet](#) here and enter the result into Extra Withholding line; or
- c. If there are only two jobs, select this Multiple Jobs checkbox to use the optional higher withholding table

Claim Dependents ?

Complete this section for only one job in the household if (1) you have multiple jobs and (2) your income will be \$200,000 or less (\$400,000 or less if married filing jointly).
Your withholding will be most accurate if you complete this for the highest paying job

| | | |
|--|--------------------------------|--------------------------------------|
| Number of qualifying children under age 17 | <input type="text" value="1"/> | <input type="text" value="\$2,000"/> |
| Number of other dependents | <input type="text" value="2"/> | <input type="text" value="\$1,000"/> |

Total dependent amount ?

Total Dependent Amount will auto-calculate based on number of dependents entered above

- Enter other adjustments, incomes, deductions, and withholdings, then click “Next”, as shown below:



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Federal Tax Withholding [Download blank Form W-4](#)

Other Adjustments
Complete this section for only one job in the household.
Your withholding will be most accurate if you complete Other Income and Deductions for the highest paying job.

Other Income [?](#)
If you want tax withheld from other income you expect this year that won't have withholding, enter the amount of the other income here. This may include interest, dividends, and retirement income. You should not include income from any jobs.

Deductions [?](#)
If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.

Extra Withholding [?](#)
Enter any additional tax you want withheld each pay period.

- Review your W-4 form for accuracy, check the acknowledgement box, then click “Done”, as shown below:



Federal Tax Withholding

[Download blank Form W-4](#)

Your Form W-4, Employee's Withholding Certificate

Review the entire form (scroll, if needed). To confirm that everything is true, correct and complete, check the box below the form. Then, click Done.

Form W-4 Employee's Withholding Certificate OMB No. 1545-0047
2022

Department of the Treasury Internal Revenue Service

Step 1: Enter Personal Information

Step 2: Multiple Jobs or Spouse Works

Step 3: Claim Dependents

Step 4 (optional): Other

| | | |
|--|--|-----------|
| Claim | Multiply the number of qualifying children under age 17 by \$2,000 | \$ 2000 |
| Dependents | Multiply the number of other dependents by \$500 | \$ 1000 |
| Add the amounts above and enter the total here | | 3 \$ 3000 |

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.

I agree under penalty of perjury to the declaration above and understand that this form is not valid until I have provided my electronic signature by acknowledging and clicking Done.

Date: Sep 29 2022

Cancel

Previous

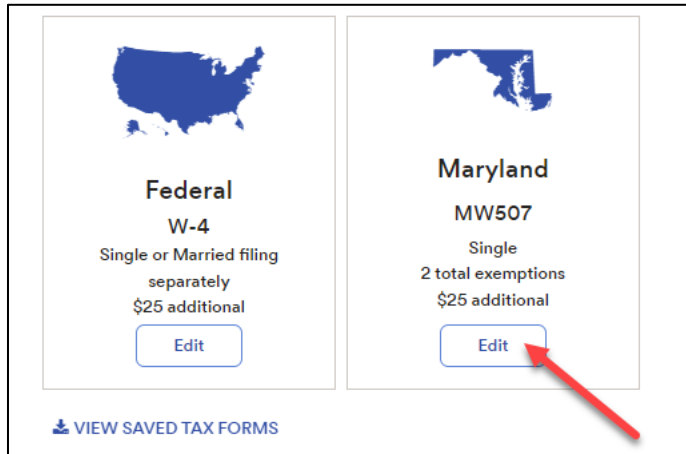
Done

[Print Completed Form](#)

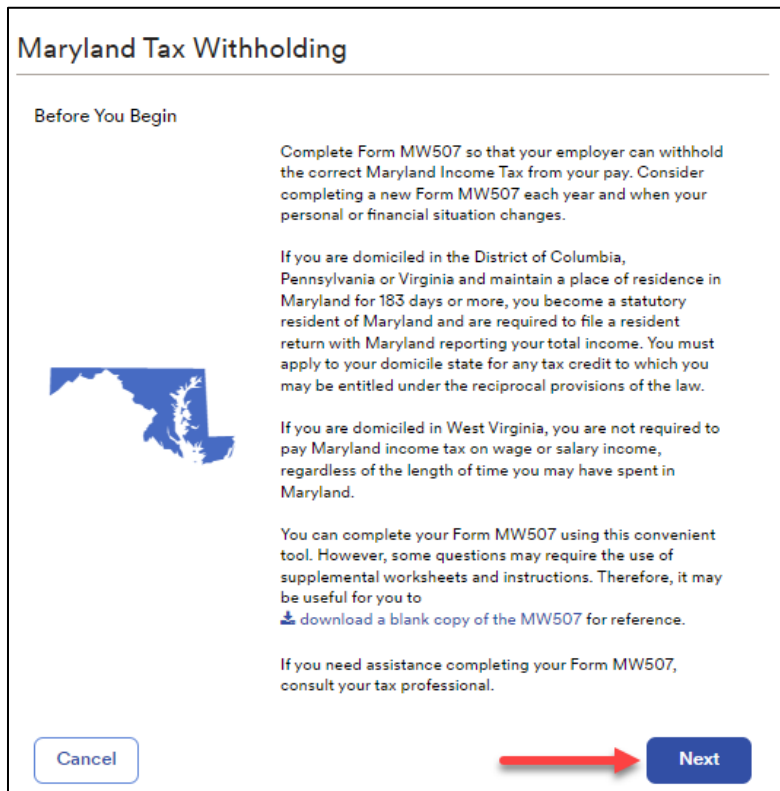
Intrastaff ADP Employee Self Service

Edit **EXISTING** State Tax Withholdings

- Click “Edit” under the State Tax Panel, as shown below:



- Read through the “Before You Begin” information, download the blank copy of your state tax form (optional), then click “Next”, as shown below:



Intrastaff ADP Employee Self Service

- Confirm your Name, Address, and Social Security Number, then click “Next”, as shown below:

Maryland Tax Withholding

[Download blank Form MW507](#)

Is this information correct?
If your name is incorrect, contact your HR Representative to have it fixed before you proceed.

Your first name, middle, and last name
[Redacted]

Your home address
[Redacted]

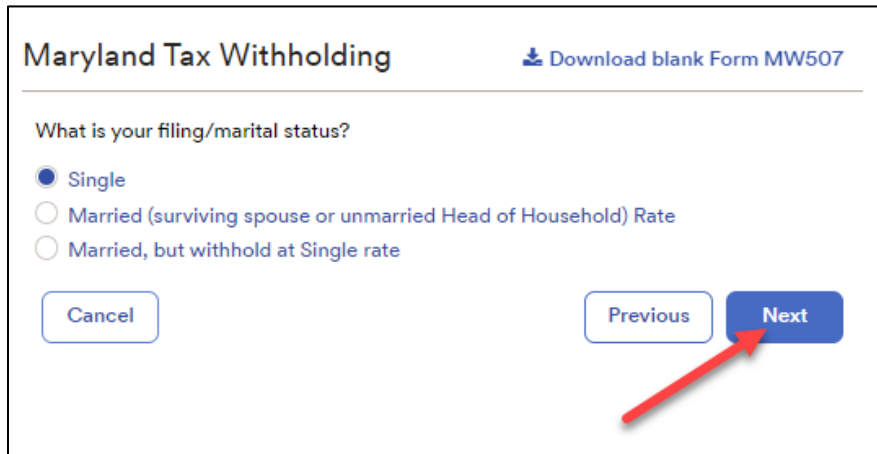
Your Social Security number
[Redacted]



****Important Note**** If your Name, Address, and/or Social Security Number do not appear correct, do not proceed. Contact **Intrastaff at intrastaffpayroll@jhmi.edu** to have your information corrected before completing your Tax Withholdings updates.

Intrastaff ADP Employee Self Service

- Confirm your filing/marital status, then click “Next”, as shown below:



Maryland Tax Withholding [Download blank Form MW507](#)

What is your filing/marital status?

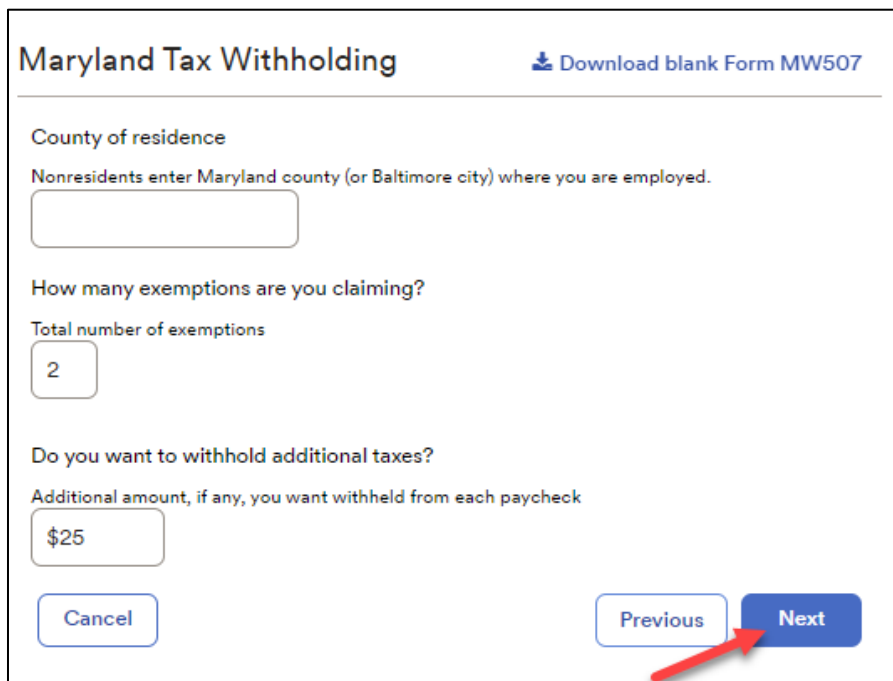
Single

Married (surviving spouse or unmarried Head of Household) Rate

Married, but withhold at Single rate

A red arrow points to the "Next" button.

- Enter your exemptions and additional withholdings (if applicable), then click “Next”, as shown below:



Maryland Tax Withholding [Download blank Form MW507](#)

County of residence
Nonresidents enter Maryland county (or Baltimore city) where you are employed.

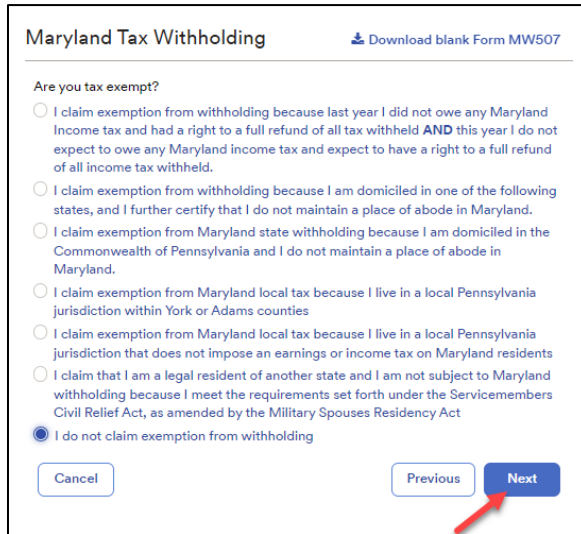
How many exemptions are you claiming?
Total number of exemptions

Do you want to withhold additional taxes?
Additional amount, if any, you want withheld from each paycheck

A red arrow points to the "Next" button.

Intrastaff ADP Employee Self Service

- Confirm if you are exempt from state taxes, then click “Next”, as shown below:



The screenshot shows a web form titled "Maryland Tax Withholding" with a link to "Download blank Form MW507". The form asks "Are you tax exempt?" and provides seven radio button options. The last option, "I do not claim exemption from withholding", is selected. At the bottom, there are three buttons: "Cancel", "Previous", and "Next". A red arrow points to the "Next" button.

Maryland Tax Withholding [Download blank Form MW507](#)

Are you tax exempt?

- I claim exemption from withholding because last year I did not owe any Maryland Income tax and had a right to a full refund of all tax withheld **AND** this year I do not expect to owe any Maryland income tax and expect to have a right to a full refund of all income tax withheld.
- I claim exemption from withholding because I am domiciled in one of the following states, and I further certify that I do not maintain a place of abode in Maryland.
- I claim exemption from Maryland state withholding because I am domiciled in the Commonwealth of Pennsylvania and I do not maintain a place of abode in Maryland.
- I claim exemption from Maryland local tax because I live in a local Pennsylvania jurisdiction within York or Adams counties
- I claim exemption from Maryland local tax because I live in a local Pennsylvania jurisdiction that does not impose an earnings or income tax on Maryland residents
- I claim that I am a legal resident of another state and I am not subject to Maryland withholding because I meet the requirements set forth under the Servicemembers Civil Relief Act, as amended by the Military Spouses Residency Act
- I do not claim exemption from withholding

- Review your state tax form for accuracy, check the acknowledgement box, then click “Done”, as shown below:

Intrastaff ADP Employee Self Service

Maryland Tax Withholding [Download blank Form MW507](#)

Your Form MW507, Employee's Maryland Withholding Exemption Certificate

Review the entire form (scroll, if needed). To confirm that everything is true, correct and complete, check the box below the form. Then, click Done.

MARYLAND FORM MW507

Employee's Maryland Withholding Exemption Certificate

Read the instructions for Form MW507 on the back of this document or without the printed instructions from the State of Maryland. Complete this form for the calendar year 2022. This form is used to claim an exemption from withholding for the calendar year 2022. It is not valid until you have provided your electronic signature by clicking Done.

Basic Information. Enter the name, the number of withholding allowances, and your marital status on the back of this form. If you are claiming an exemption from withholding, you must also enter the number of allowances you are claiming on the back of this form. If you are claiming an exemption from withholding, you must also enter the number of allowances you are claiming on the back of this form. If you are claiming an exemption from withholding, you must also enter the number of allowances you are claiming on the back of this form.

Exemption from withholding. Enter the number of allowances you are claiming on the back of this form. If you are claiming an exemption from withholding, you must also enter the number of allowances you are claiming on the back of this form. If you are claiming an exemption from withholding, you must also enter the number of allowances you are claiming on the back of this form.

Signature. Enter your signature on the back of this form. If you are claiming an exemption from withholding, you must also enter the number of allowances you are claiming on the back of this form. If you are claiming an exemption from withholding, you must also enter the number of allowances you are claiming on the back of this form.

Other information. Enter any other information on the back of this form. If you are claiming an exemption from withholding, you must also enter the number of allowances you are claiming on the back of this form. If you are claiming an exemption from withholding, you must also enter the number of allowances you are claiming on the back of this form.

Under the penalty of perjury, I further certify that I am entitled to the number of withholding allowances claimed on line 1 above, or if claiming exemption from withholding, that I am entitled to claim the exempt status on whichever line(s) I completed.

I agree under penalty of perjury to the declaration above and understand that this form is not valid until I have provided my electronic signature by acknowledging and clicking Done.

Date: Sep 29 2022

[Print Completed Form](#)

**Each state has a different form which may look different than the example provided above. The walkthrough will generally look the same, but the content will vary from state to state.*