Action Items to Complete After December 31, 2020

## Quick Reference Guide for Direct Deposit

You will need the following information to sign up for payroll direct deposit:

- Your bank name, transit/routing number, account number, and account type (checking/savings)
- Your VUMC ID and Password
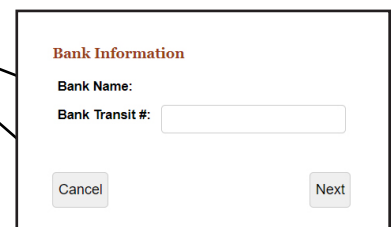- Multi-Factor authentication

1. Login to http://hr.vumc.org and select C2HR from the top page navigation

- You will need a **VUMC ID** and **Password** to log in.
- Identity verification, answer question.
- Click on Direct Deposit link on the right side of screen.
- MFA authentication required.
- Click on **Continue** at bottom of screen.
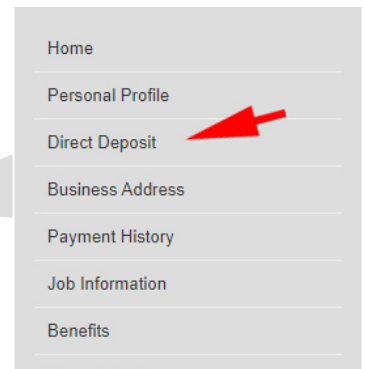
2. Single/Multiple Account Set Up (follow on-screen instructions)

- Enter Bank Transit Number; Enter Account Number and select Account Type
- Review information entered for corrections;
- If you have entered only one account and it is correct — confirm; if not correct — edit the necessary information and/or add additional accounts and set up is done.
- If you have multiple accounts, you must list the priority order of each account.
- Enter amounts or percentages for each account (use whole dollars and percentages).
- One of the accounts must be selected for Remaining Net Pay.
- If correct — confirm; if not correct — edit the necessary information.

Quick Reference Guide for W4

VUMC Human Resources

Home   Careers ▾   Benefits ▾   Forms   Policies & Employee Relations ▾   Performance & Pay ▾   Learning ▾   Discounts ▾   C2HR

About

1. Login to http://hr.vumc.org and select C2HR from the top page navigation
- You will need a VUMC ID and Password to log in.
- Click on Taxes link (right side of screen).
- MFA authentication required.
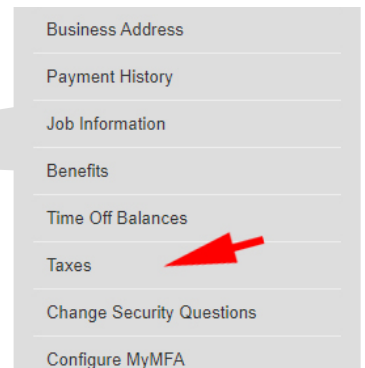
2. The W-4 Information screen will appear.

3. Click "Change W-4 Information".

4. Add your information to the online form.

5. Read and click the box next to "I agree". Click Sign/Submit button. (see below)

6. Review that your W4 changes have been updated on the W-4 Information screen.

Business Address

Payment History

Job Information

Benefits

Time Off Balances

Taxes

Change Security Questions

Configure MyMFA

W-4 Information

Your W-4 elections appear as of the current date. To view your W-4 elections as of a different date, use the drop down to select the desired month, day and year and then click the 'Submit' button.

January ▾   1 ▾   2020 ▾   Submit

Vanderbilt Medical Center

Date Submitted:	03-15-2019
Special Tax Withholding Status:	None
Tax Marital Status:	Married
Withholding Allowances:	1
Additional Withholding Amount:	$0.00

Change W-4 Information

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**

Employee's Signature (This form is not valid unless you sign it.)   **Date** 07/31/2019

Sign/Submit   Cancel