

အခဲအံနကွက် နတံထူးကွိုင်ခိသွဲတကွိုင်ခိတဖှ်လၢ ဖဲင်ဒရၢင်ဒီး North Carolina ကီရ်ခိသွဲတဖှ်အဂီၢ်, ဒီးနမၤတံဆိတလဲသ့တဖှ် အံလၢလံာ်တကွိုင်ခိသ့တဖှ်အံလၢ ConnectCarolina သ့ဝဲန့ၣ်လီၤ. နမ့ၢ်အိၣ်ဒီးတံကီတံခဲတဖှ်လၢတံန့ၣ်လီၤမၤန့ၢ်တကွိုင်ခိတဖှ်အံန့ၣ်, ဆဲးကျိး Help Desk တက့ၢ်. နမ့ၢ်လိၣ်ဘၣ်တံမၤစၢလၢ ကမၤလၢပဲၤလံာ်တကွိုင်ခိတဖှ်အံန့ၣ်, ကွဲးအံမုလ်ဆူ payroll@unc.edu တက့ၢ်.

- 1 လဲၤဆူ connectcarolina.unc.edu ဒီးစံာ်လီၤဖဲ **Login to ConnectCarolina ဒီး: InfoPorte (Faculty, staff & alumni)** တက့ၢ်.
- 2 ထၢန့ၣ်လီၤန Onyen ဒီး နိၣ်ဂံၢ်ခူသ့ၣ်တက့ၢ်. နမ့ၢ်တအိၣ်ဒီး Onyen န့ၣ်, ကိးလိတံစိဆူ 962-HELP တက့ၢ်.
- 3 လၢ ConnectCarolina ပှ်ယဲၤကဘျဲးန့ၣ်, စံာ်လီၤဖဲ **SelfService** အလီၤဒီး ယုထၢ, **W-4 and NC4 Tax Information** တက့ၢ်.
တံအစၢ- တံမၤအကျဲကဟံပျါထီၣ်န W-4 အခဲအံ(ဖဲင်ဒရၢင်တံထူးကွိုင်ခိသွဲ) ဒီး NC-4 (North Carolina ကီရ်ခိတံထူးကွိုင်ခိသွဲ) လံာ်တကွိုင်ခိတဖှ်န့ၣ်လီၤ.
မ့ၢ်လိၣ်န့ၣ်, ဆိတလဲစ့နိၣ်ဂံၢ်လၢ တဘၣ်ဟ့ၣ်တံခိတံသ့လၢနယုက့ၢ်, နတံဆိတံခိဆိတံဆိတံဆိသး, မ့တမ့ၢ် တံမၤအါထီၣ်စ့နိၣ်ဂံၢ်လၢတံကဟံးယံာ်အီၤလၢနလဲတက့ၢ်.
- 4 **တီၢ်နိၣ်**- နစူးကါတကွိုင်ခိအံလၢကယုန့ၢ်တံဘူးတံလဲတနီၤလၢတလိၣ်ဟ့ၣ်တံအခိအသ့ဘၣ်န့ၣ်လီၤ. ဝံသးစူးတံအိၣ်ဒီးတဖှ်လၢတံတလိၣ်ဟ့ၣ်ခိသွဲအဂီၢ်လီၤတံလီၤဆဲးတက့ၢ်. နကဘၣ်တုၤထီၣ်ဘးလၢတံအိၣ်ဒီးခံမံလိၣ်န့ၣ်လီၤ.
စံာ်လီၤဖဲ **Submit** တံပနိၣ်အလီၤတက့ၢ်.

Login to ConnectCarolina and InfoPorte (Faculty, staff & alumni)

SelfService

- TIM
- View Paycheck
- Enroll or Change Benefits
- View W-2/W-2c Forms
- W-4 and NC4 Tax Information**
- W-2/W-2c Consent
- Payroll Forms
- Update Personal Information

တီၢ်နိၣ်- တံမၤအကျဲအံပာ်ပျါထီၣ် နဟံၣ်လီၤအိၣ်ဆိးထံးန့ၣ်လီၤ.

Home Address

101 Main Street
Chapel Hill, NC 27515

လၢတံကမၤသီထီၣ်အီၤအဂီၢ်, ယုထၢ **Update Personal Information** လၢ ConnectCarolina SelfService menu အလီၤတက့ၢ်.

လၢတံကမၤန့ၢ်တံမၤစၢလၢတံမၤဂ္ဂမေသီထိုင်နတံဂ့ၢ်တံကျိၤလၢ ConnectCarolina အပူအဂီၢ်န့ၣ်, ဆဲးကျိး Help Desk မ့တမ့ၢ်န HR တံမၤလီၤတက့ၢ်.

W-4 Tax Data

Enter total number of Allowances you are claiming: **4**

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

Indicate Marital Status: Single Married

Check here and select Single status if married but withholding at single rate. Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

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

Claim Exemption

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

1. Last year I had a refund of ALL Federal income tax withheld because I had NO tax liability.

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

Check this box if you meet both conditions to claim exempt status.

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.

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NC-4 Tax Data

Enter total number of Allowances you are claiming:

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

Indicate Marital Status: Head of Household Married or Qualifying Widow(er) Single

Claim Exemption

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

1. Last year I had a right to a refund of ALL State income tax withheld because I had NO tax liability.

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

Check this box if you meet both conditions to claim exempt status.