

# PAYCHECK & TAX BASICS



Department of Chemistry  
UNIVERSITY OF WISCONSIN-MADISON

- [Earnings Statement Explanation](#)
  - Explore the hours/earnings, taxes, and deductions on an earnings statement
- [Income Taxes Basics](#) – Domestic Students and Resident Aliens
  - Federal Income Tax – tax is withheld from paycheck by UW and sent to IRS
  - State Income Tax – tax is withheld from paycheck by UW and sent to WI Dept of Revenue
  - The amount of tax withheld is determined by how to you [complete the W-4](#)
    - Unsure about State W-4? See: <https://hr.wisc.edu/new-employees/employee-tax-withholding/>
  - Scholarships do not have tax withheld but are usually considered taxable income
  - After the calendar year is over, you “file your taxes” by April 15 to determine your tax liability for the previous year
  - If too much tax was withheld, you get a tax refund. If not enough tax was withheld, you will need to pay the IRS/WI DOL
- Income Tax – Non-Resident Aliens: [Use Glacier](#) (see emails from Glacier)
- [FICA Tax](#) – Your timely credit enrollment for fall/spring/summer earns an exemption
- Fellowships – Typically no tax is withheld. Review your appointment letter for details. You may need to pay quarterly estimated income taxes on your own.
- [Tax Filing Resources](#) – a compilation of resource for UW employees

*The UW does not provide tax advice, and our staff is not trained to do so. For tax advice, please contact a tax professional.*