

Employee City Tax Exemption Request Job Aid

If an employee has worked less than 100% of the calendar year in a taxing city, they are often required by that city to provide a letter of support from their employer and file it with their tax return. In the past this has been handled by the HR Office, however, the process has been automated and should now be completed by the employee and manager via HR Self-Service.

This job aid provides steps to complete your City Tax Exemption Request letter, via [HR Self-Service](#). Your manager will receive an email once your request has been submitted.

If your work city and resident city locations are the same (e.g., Work City=Lansing, Resident City=Lansing) you do not qualify for the City Wage Tax Exemption Letter process. This is determined by what is listed in HRMN. You can view this in your HR Self-Service account, select Bookmarks tab >Employee Self-Service > Pay > Tax Withholding. If Resident appears in the Resident Status field for the taxing work city, you do not qualify for this process.

Emails will be sent to your work email address. If it is blank, the email will be sent to your personal email address.

Step 1 - Log into your HR Self-Service account by visiting the HR Gateway page at www.mi.gov/selfserv.

The screenshot shows the MCSC HR Gateway website. The top navigation bar includes links for MCSC Home, Contact MCSC, MCSC Online Services, and MI.gov. The main header features the MCSC logo and a search bar. A left-hand navigation menu lists various services such as State Employment, Employee Benefits, Disability Management, Rules & Regulations, Civil Service Commission, Inside Civil Service, State Board of Ethics, and State Jobs. The central content area is titled "HR Gateway" and contains a "Log In" section. A circular icon labeled "HR Self-Service" is highlighted with a black arrow. Below the "Log In" section, there are several service tiles: "EARNINGS STATEMENT", "State of Michigan Learning Center", "NEOGOV PERFORM ONBOARD", "TIME EXPENSE LEAVE TRACK", and "Union Dues Mobile Authorization". A "Get Help" section lists links for Earnings Statement, HR Self-Service, State of Michigan Learning Center, NEOGOV, and SIGMA (TELL). A "Contact Us" section is also visible at the bottom.



- State Employment
- Employee Benefits
- Disability Management
- Rules & Regulations
- Civil Service Commission
- Inside Civil Service
- State Board of Ethics

State Jobs
View Current Openings

MICSC

HR Gateway

Limited Pay-Period Premium Holiday for employees in the State Vision Plan will be in effect from the 1/6/22 pay date through the 12/22/22 pay date. Coverage will continue uninterrupted. Visit the [Premium Holidays](#) page for more information.

Log In



Get Help

[Earnings Statement](#)

[HR Self-Service](#) ←

- o [City Wage Tax Exemption](#)
 - [Employee City Wage Tax Exemption Request User Guide](#)
 - [Manager City Wage Exemption Request User Guide](#)
 - [City Wage Tax Exemption FAQs](#)
 - [City Wage Tax Exemption Questions MCSC-CityTax@michigan.gov](#)
- o [Password](#)
- o [Online Help](#)
- o [Browser Issues](#)

State of Michigan Learning Center
NEOGOV
SIGMA (TELL)

HR Self-Service Sign Out

General ▼ Menu Search Lawson...

Help ▼

Bookmarks ▲

Employee Self-Service

Pay

- Earnings Statement
- Pay & Deduction Codes
- Direct Deposit
- Tax Withholding
- City Wage Tax Exemption**
- Dues Payroll Deduction
- Pay Rate History
- W-2 Copies
- + Benefits
- Life Events
- + Employment
- + Personal Information
- + Performance Management
- + Manager Self-Service SOM
- + HR Statewide

Helpful Information

Use the Menu at the left to access your bookmarks.

2021 City Wage Tax records will be posted in February. Once available this message will be updated!

[10:34:17 - Home] Ready ↑

Step 3 - The City Wage Tax screen will appear.

IF YOU ARE ELIGIBLE, select the *Tax Year – City – Begin Exemption Letter Request* to begin the process. This link will be available for each taxing work city in which you worked during the year.

City Wage Tax

Welcome [redacted], the following will allow you to begin and monitor the progress of your City Wage Tax Exemption Letter Request. If you believe additional cities should be listed, please contact your Human Resources Office.

If you cannot fully access the program, please contact your HR office for assistance, or fill out this [form](#) and indicate the issue that you are having to allow for provision in an alternate program to improve your accessibility.

Tax Year: 2021

[2021 - LANSING - Begin Exemption Letter Request](#) ←

The process must be completed for each taxing work city, if a letter is needed.

City Wage Tax

Welcome [redacted] the following will allow you to begin and monitor the progress of your City Wage Tax Exemption Letter Request. If you believe additional cities should be listed, please contact your Human Resources Office.

If you cannot fully access the program, please contact your HR office for assistance, or fill out this [form](#) and indicate the issue that you are having to allow for provision in an alternate program to improve your accessibility.

Tax Year: 2021

[2021 - FLINT - Begin Exemption Letter Request](#) ←

[2021 - LANSING - Begin Exemption Letter Request](#)

IF YOU ARE NOT ELIGIBLE to use the City Wage Tax Exemption process, the message below will appear. If your work city and resident city locations are the same (e.g., Work City=Lansing, Resident City=Lansing) you do not qualify for the City Wage Tax Exemption Letter process as you are already paying the resident city tax amount. If you feel you have received this message in error, contact your HR Office.

City Wage Tax Exemption

according to our records, you are not eligible for the City Wage Tax Exemption. If you believe you are eligible, please contact your Human Resources Office.

Menu Search Lawson... Go Sign Out

Step 4 – The Employee City Wage Tax Letter Submission Form will appear. Enter the appropriate hours into the “Hours Worked Inside City” and “Hours Not Worked In City” fields.

The form lists the Total Hours Paid (*REG1, OVT2, PPLV, etc.*) and Total Leave Hours Paid (*ANLV, HOL1, SKLV, etc.*) within the taxing work city for each pay period.

Note: If the hours entered in the “Hours Worked Inside City” and “Hours Not Worked In City” fields do not match the “Total Hours Paid” column, the incorrect fields will be highlighted in red. The request will not submit successfully until all fields are entered correctly (hours entered must be numeric).

Once the hours have been entered in the “Hours Worked Inside City” and “Hours Not Worked In City” fields, with no errors, select Submit.

2021 Hours Worked by Pay Period for City of LANSING

Pay Period End Date	Pay Date	Total Hours Paid?	Total Leave Hours Paid?	Hours Worked Inside City	Hours Not Worked In City
12/26/2020	01/07/2021	80.00	28.00	50	30
01/09/2021	01/21/2021	80.00	49.00	50	30
01/23/2021	02/04/2021	80.00	12.25	70	10
02/06/2021	02/18/2021	80.00	1.50	78.5	1.5
02/20/2021	03/04/2021	80.00	20.00	60	20
03/06/2021	03/18/2021	80.00	13.50	80	13.5
03/20/2021	04/01/2021	80.00	9.50	80	9.5
04/03/2021	04/15/2021	80.00	2.75	80	0
04/17/2021	04/29/2021	80.00	19.00	80	0
05/01/2021	05/13/2021	80.00	8.25	80	0
05/15/2021	05/27/2021	80.00	12.00	80	0
05/29/2021	06/10/2021	80.00	9.25	70	10
06/12/2021	06/24/2021	80.00	11.00	69	11
06/26/2021	07/08/2021	80.00	15.00	60	20
07/10/2021	07/22/2021	80.00	19.75	80	20

By clicking submit, I certify the changes entered for "Hours Worked Inside City" and "Hours Not Worked In City" are correct.

SUBMIT BACK PRINT

*Error: "Hours Worked Inside City" and "Hours Not Worked In City" must be numeric and equal *Total Hours Paid.*

Step 5 – The Request Submitted pop up box appears and you will be taken back to the City Wage Tax screen. You will see the status of your request now shows Submitted.

Request Submitted.



City Wage Tax

Welcome [REDACTED], the following will allow you to begin and monitor the progress of your City Wage Tax Exemption Letter Request. If you believe additional cities should be listed, please contact your Human Resources Office.

If you cannot fully access the program, please contact your HR office for assistance, or fill out this [form](#) and indicate the issue that you are having to allow for provision in an alternate program to improve your accessibility.

Tax Year: 2021

2021 - FLINT - Pending Manager Approval

2021 - LANSING - Request Submitted



Step 6 – You and your manager, listed in HRMN will receive an email approximately 20 minutes after you submit your request advising that is is ready for review. You will also be able to see when the request goes to the manager for review by checking the status on the City Wage Tax screen.

Note: If a direct manager is missing or your manager does not have an email address in HRMN, your HR Office will be notified and need to review the request.

City Wage Tax

Welcome [REDACTED], the following will allow you to begin and monitor the progress of your City Wage Tax Exemption Letter Request. If you believe additional cities should be listed, please contact your Human Resources Office.

If you cannot fully access the program, please contact your HR office for assistance, or fill out this [form](#) and indicate the issue that you are having to allow for provision in an alternate program to improve your accessibility.

Tax Year: 2021

2021 - FLINT - Pending Manager Approval



Step 7 – Manager review. When your manager approves the request, you will receive an email approximately 20 minutes later. The exemption letter and the data originally entered will be attached. A copy will also be sent to your HR Office.



*** DO NOT RESPOND DIRECTLY TO THIS MESSAGE. ***

Your Supervisor has approved your request for a City Tax Exemption letter, which you will find attached to this email. If you have any questions, please contact your HR office for assistance.

If your manager denies the request, you will also receive an email. It will indicate the request was denied and the reason for the denial. You and your manager will need to resolve the issue for the denial or contact your HR Office for assistance. The HR Office will need to update the process once a resolution is determined.



*** DO NOT RESPOND DIRECTLY TO THIS MESSAGE. ***

Your Supervisor has denied your request for a City Tax Exemption letter, for the city and tax year listed below. The reason for the denial, provided by the Supervisor, is also listed. If you have any questions or concerns, please contact your HR office for assistance.

Work City: PONTIAC
Tax Year: 2020
Reason for Denial: wrong hours

HRMN INFORMATION ONLY: host:hrmndw1.main.state.mi.us;prodline:test;workunit:17669

Note: The updated status will appear on the City Wage Tax screen in your HR Self-Service account.

Step 8 – The process is complete. Below is a sample letter you will receive if your request is approved.



02/11/2021



Dear [Redacted]:

This letter is to certify a portion of your duties were performed outside the city limits of LANSING.

The hours have been determined based on information from the payroll system and certified by your manager, during the 2020 tax year.

Actual number of hours paid by this employer: 2000.00
 Vacation, holiday, sick hours, etc: 330.50
 Actual number of hours worked in LANSING: 320.00

Sincerely,

[Redacted]
 Department of Transportation



The data that follows was used in the calculations of the letter.

End Pay Date:	Pay Date:	Total Hours:	Leave Hours:	Hours Inside City:	Hours Outside City:
12/26/2020	01/07/2021	80.00	.00	.00	.00
01/09/2021	01/21/2021	80.00	.00	.00	.00
01/23/2021	02/04/2021	80.00	.00	.00	.00
02/06/2021	02/18/2021	80.00	.50	.50	.50
02/20/2021	03/04/2021	80.00	.00	.00	.00
03/06/2021	03/18/2021	80.00	.00	.00	.00
03/20/2021	04/01/2021	80.00	.00	.00	.00
04/03/2021	04/15/2021	80.00	.00	.00	.00
04/17/2021	04/29/2021	80.00	.00	.00	.00
05/01/2021	05/13/2021	80.00	.00	.00	.00
05/15/2021	05/27/2021	80.00	.00	.00	.00
05/29/2021	06/10/2021	80.00	.00	.00	.00
06/12/2021	06/24/2021	80.00	.00	.00	.00
06/26/2021	07/08/2021	80.00	.00	.00	.00
07/10/2021	07/22/2021	80.00	.00	.00	.00
07/24/2021	08/05/2021	80.00	.00	.00	.00
08/07/2021	08/19/2021	80.00	.00	.00	.00
08/21/2021	09/02/2021	80.00	.00	.00	.00
09/04/2021	09/16/2021	80.00	.00	.00	.00
09/18/2021	09/30/2021	80.00	.00	.00	.00
10/02/2021	10/14/2021	80.00	.00	.00	.00
10/16/2021	10/28/2021	80.00	.50	.00	.00
10/30/2021	11/11/2021	80.00	.00	.00	.00
11/13/2021	11/24/2021	80.00	.00	.00	.00
11/27/2021	12/09/2021	80.00	.00	.00	.00
12/11/2021	12/22/2021	80.00	.00	.00	.00

- Actual number of hours paid by this employer = total hours the employee was paid for the entire year, no matter the work location.

- Vacation, holiday, sick hours, etc. = leave hours reported by the employee while in the specified work location.
- Actual number of hours worked in (taxing city) = total of the hours approved and listed as 'Hours Worked Inside City' in the initial request

Also available is the option to log into your HR Self-Service account and request Resend Letter, which will resend the letter to your email or Print Letter to Web, which will bring the letter up on your screen to print.

City Wage Tax

Welcome [REDACTED], the following will allow you to begin and monitor the progress of your City Wage Tax Exemption Letter Request. If you believe additional cities should be listed, please contact your Human Resources Office.

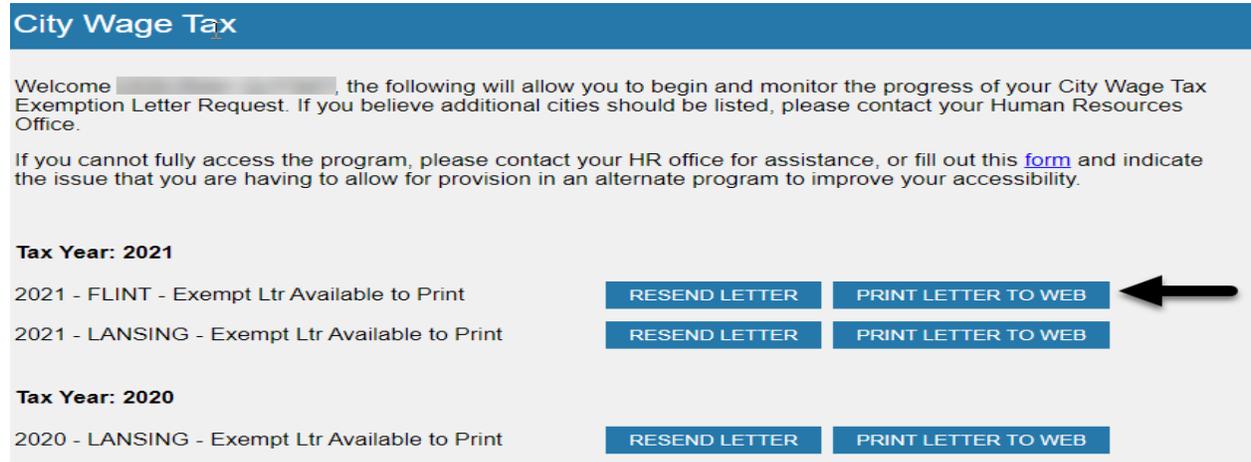
If you cannot fully access the program, please contact your HR office for assistance, or fill out this [form](#) and indicate the issue that you are having to allow for provision in an alternate program to improve your accessibility.

Tax Year: 2021

2021 - FLINT - Exempt Ltr Available to Print	RESEND LETTER	PRINT LETTER TO WEB
2021 - LANSING - Exempt Ltr Available to Print	RESEND LETTER	PRINT LETTER TO WEB

Tax Year: 2020

2020 - LANSING - Exempt Ltr Available to Print	RESEND LETTER	PRINT LETTER TO WEB
--	-------------------------------	-------------------------------------



If you have any questions with the City Tax Wage Exemption process, email MCSC-CityTax@michigan.gov.