

Manager City Wage Tax Exemption Request

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.

This job aid provides steps to complete a direct report's City Wage Tax Exemption request letter via [HR Self-Service](#). You will receive an email once the request has been made by the employee and manager review is needed.

If the employee's taxing work city and taxing resident city locations are the same (e.g., Work City=Lansing, Resident City=Lansing), the employee does not qualify for the City Wage Tax Exemption Letter process. This is determined by what is listed in HRMN. The employee can view this in their 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, the employee will not qualify for this process.

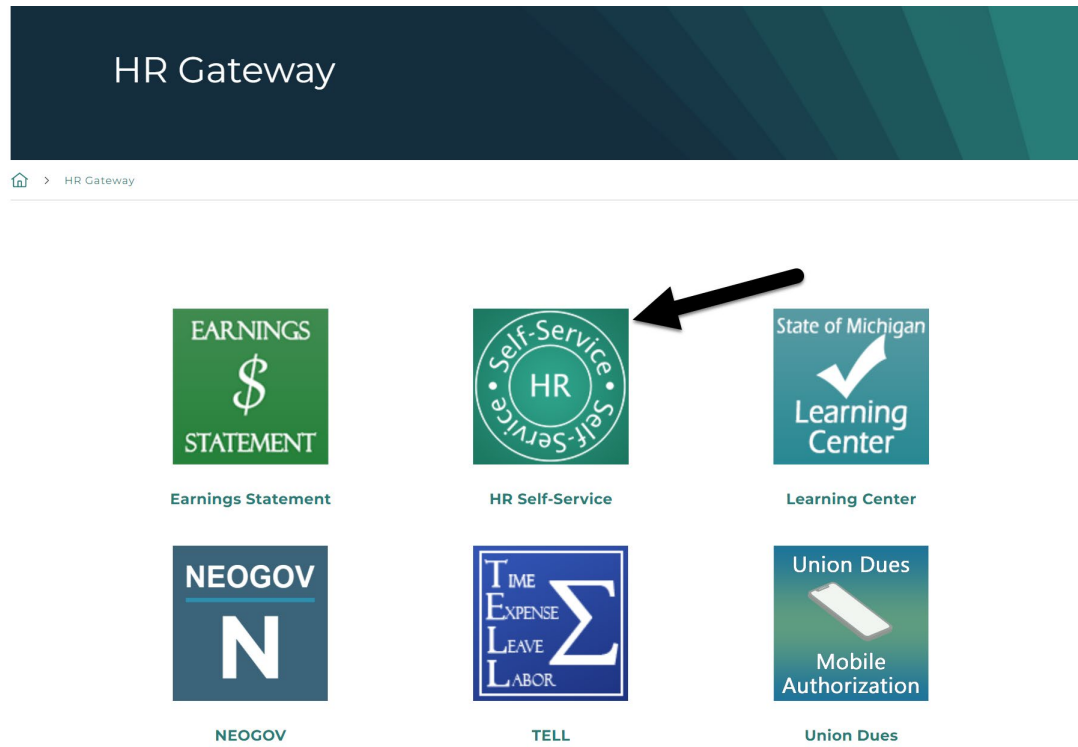
Step 1 - Employee completes request via HR Self-Service. An email will be sent to the employee's manager as listed in HRMN. Example of email is below.

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

The employee below has requested a letter certifying hours worked outside of a taxing city. This request requires review by the employee's Supervisor. Using your [MI HR Self-Service](#) account, please select "Manager Self-Service", "Direct Reports". Click "City Wage Tax" beside the employee's name to review the details and approve or deny the request. If you believe you received this email in error, please contact your HR office for assistance.

Employee Name:
Employee ID:
Work City: LANSING
Tax Year: 2024

Step 2 - Log into your HR Self-Service account by visiting the HR Gateway page at www.michigan.gov/mdcs/gateway.



Note: If you are having problems logging into your HR Self-Service account, select HR Self-Service and click on the Password, Online Help or Browser Issues for assistance.

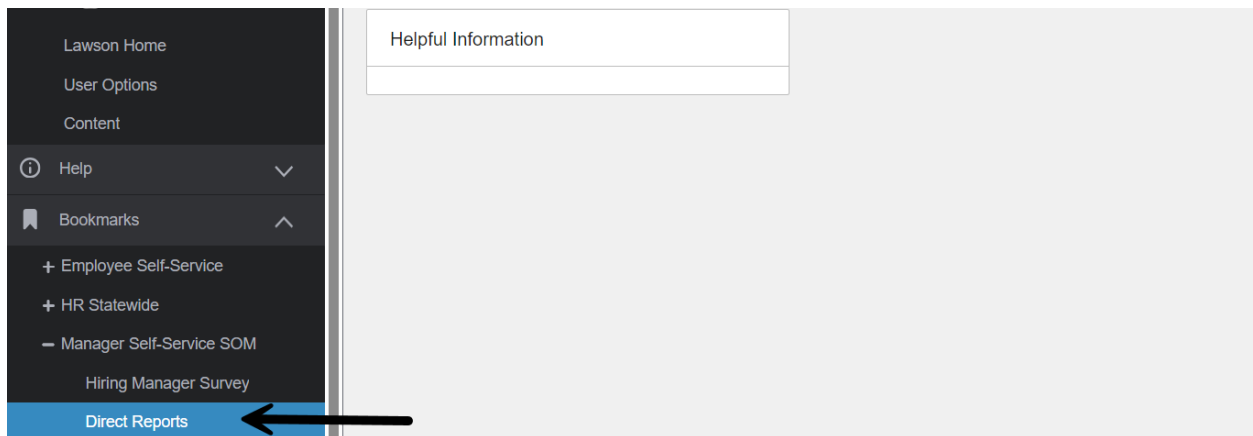
HR Self-Service

 > [HR Gateway](#) > [HR Self-Service](#)

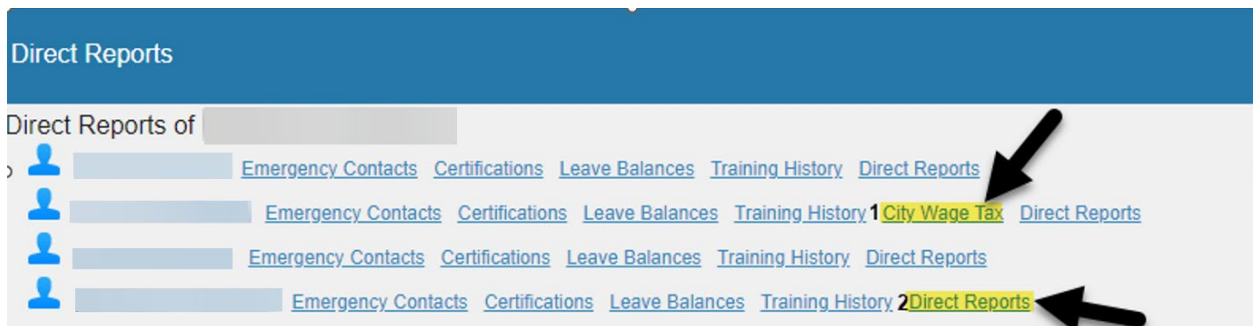
- City Wage Tax Exemption
 - [Employee City Wage Tax Exemption Request User Guide](#)
 - [Manager City Wage Exemption Request User Guide](#)
 - [City Wage Tax Exemption FAQs](#)
 - City Wage Tax Exemption Questions MCSC-CityTax@michigan.gov
- [Password](#)
- [Online Help](#)
- [Browser Issues](#)



Step 3 - Select Bookmarks dropdown > select Manager Self-Service SOM> Select Direct Reports



Step 4 - Select City Wage Tax.



Note: If another manager within your Direct Reports also has Direct Reports, and they are unable to complete an employee's request, you will be able to approve on behalf of the other manager(s). Select Direct Reports of that employee and City Wage Tax.

If an employee has submitted requests for multiple taxing cities, you must review each request separately.

Step 5 – The City Wage Tax Exemption Request Form appears. Review the “Hours Worked Inside City” and “Hours Not Worked In City” columns as submitted by the employee. Only pay periods in which the employee was in the taxing work location will appear.

Direct Reports

City Wage Tax Exemption Request Form

2024 Hours Worked by Pay Period for for the 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
12/23/2023	01/04/2024	80.00	16.00	0.00	80.00
01/06/2024	1/18/2024	80.00	32.00	0.00	80.00
01/20/2024	2/1/2024	80.00	8.00	16.00	64.00
02/03/2024	2/15/2024	80.00	19.00	16.00	64.00
02/17/2024	2/29/2024	80.00	24.00	16.00	64.00
03/02/2024	03/14/2024	80.00	12.00	16.00	64.00
03/16/2024	3/28/2024	80.00	14.50	16.00	64.00
03/30/2024	4/11/2024	80.00	20.50	16.00	64.00
04/13/2024	4/25/2024	80.00	3.00	16.00	64.00
04/27/2024	5/9/2024	80.00	14.00	16.00	64.00
05/11/2024	5/23/2024	80.00	25.00	16.00	64.00
05/25/2024	6/6/2024	80.00	17.00	16.00	64.00
06/08/2024	6/20/2024	80.00	25.00	16.00	64.00
06/22/2024	7/3/2024	80.00	19.00	16.00	64.00
07/06/2024	7/18/2024	80.00	8.00	16.00	64.00
07/20/2024	8/1/2024	80.00	11.00	16.00	64.00
08/03/2024	8/15/2024	80.00	8.00	16.00	64.00
08/17/2024	8/29/2024	80.00	8.00	16.00	64.00
08/31/2024	9/12/2024	80.00	0.00	16.00	64.00
09/14/2024	9/26/2024	80.00	32.00	16.00	64.00
09/28/2024	10/10/2024	80.00	10.00	16.00	64.00
10/12/2024	10/24/2024	80.00	14.00	16.00	64.00
10/26/2024	11/07/2024	80.00	10.50	16.00	64.00
11/09/2024	11/21/2024	80.00	32.00	16.00	64.00
11/23/2024	12/5/2024	80.00	8.00	16.00	64.00
12/07/2024	12/19/2024	80.00	16.00	16.00	64.00

By clicking submit, I certify the changes provided by , “Hours Worked Inside City” and “Hours Not Worked In City” are correct.

APPROVE

DENY

BACK

Step 6 – Approve or Deny the employee request.

Approve - If you agree with the hours submitted, select Approve.

Direct Reports

City Wage Tax Exemption Request Form

2024 Hours Worked by Pay Period for [REDACTED] for the 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
12/23/2023	01/04/2024	80.00	16.00	0.00	80.00
01/06/2024	1/18/2024	80.00	32.00	0.00	80.00
01/20/2024	2/1/2024	80.00	8.00	16.00	64.00
02/03/2024	2/15/2024	80.00	19.00	16.00	64.00
02/17/2024	2/29/2024	80.00	24.00	16.00	64.00
03/02/2024	03/14/2024	80.00	12.00	16.00	64.00
03/16/2024	3/28/2024	80.00	14.50	16.00	64.00
03/30/2024	4/11/2024	80.00	20.50	16.00	64.00
04/13/2024	4/25/2024	80.00	3.00	16.00	64.00
04/27/2024	5/9/2024	80.00	14.00	16.00	64.00
05/11/2024	5/23/2024	80.00	25.00	16.00	64.00
05/25/2024	6/6/2024	80.00	17.00	16.00	64.00
06/08/2024	6/20/2024	80.00	25.00	16.00	64.00
06/22/2024	7/3/2024	80.00	19.00	16.00	64.00
07/06/2024	7/18/2024	80.00	8.00	16.00	64.00
07/20/2024	8/1/2024	80.00	11.00	16.00	64.00
08/03/2024	8/15/2024	80.00	8.00	16.00	64.00
08/17/2024	8/29/2024	80.00	8.00	16.00	64.00
08/31/2024	9/12/2024	80.00	0.00	16.00	64.00
09/14/2024	9/26/2024	80.00	32.00	16.00	64.00
09/28/2024	10/10/2024	80.00	10.00	16.00	64.00
10/12/2024	10/24/2024	80.00	14.00	16.00	64.00
10/26/2024	11/07/2024	80.00	10.50	16.00	64.00
11/09/2024	11/21/2024	80.00	32.00	16.00	64.00
11/23/2024	12/5/2024	80.00	8.00	16.00	64.00
12/07/2024	12/19/2024	80.00	16.00	16.00	64.00

By clicking submit, I certify the changes provided by [REDACTED], "Hours Worked Inside City" and "Hours Not Worked In City" are correct.

APPROVE ← DENY BACK

The employee and HR Office will receive the following email approximately 20 minutes after the approval.

Subject: [REDACTED] City Tax Exemption Letter Attached - EMPLOYEE [REDACTED]

*** 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.

City Wage Tax will no longer appear for the employee name in your Direct Reports.

Deny - If you do not agree with the hours submitted, select Deny. You must enter a reason for the denial (80 maximum characters). An example of a reason you would deny an employee's request would be you do not agree with the hours submitted for a pay period(s). Include the pay period in the reason if possible.

Direct Reports

City Wage Tax Exemption Request Form

2024 Hours Worked by Pay Period for [REDACTED] for the 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
12/23/2023	01/04/2024	80.00	16.00	0.00	80.00
01/06/2024	1/18/2024	80.00	32.00	0.00	80.00
01/20/2024	2/1/2024	80.00	8.00	16.00	64.00
02/03/2024	2/15/2024	80.00	19.00	16.00	64.00
02/17/2024	2/29/2024	80.00	24.00	16.00	64.00
03/02/2024	03/14/2024	80.00	12.00	16.00	64.00
03/16/2024	3/28/2024	80.00	14.50	16.00	64.00
03/30/2024	4/11/2024	80.00	20.50	16.00	64.00
04/13/2024	4/25/2024	80.00	3.00	16.00	64.00
04/27/2024	5/9/2024	80.00	14.00	16.00	64.00
05/11/2024	5/23/2024	80.00	25.00	16.00	64.00
05/25/2024	6/6/2024	80.00	17.00	16.00	64.00
06/08/2024	6/20/2024	80.00	25.00	16.00	64.00
06/22/2024	7/3/2024	80.00	19.00	16.00	64.00
07/06/2024	7/18/2024	80.00	8.00	16.00	64.00
07/20/2024	8/1/2024	80.00	11.00	16.00	64.00
08/03/2024	8/15/2024	80.00	8.00	16.00	64.00
08/17/2024	8/29/2024	80.00	8.00	16.00	64.00
08/31/2024	9/12/2024	80.00	0.00	16.00	64.00
09/14/2024	9/26/2024	80.00	32.00	16.00	64.00
09/28/2024	10/10/2024	80.00	10.00	16.00	64.00
10/12/2024	10/24/2024	80.00	14.00	16.00	64.00
10/26/2024	11/07/2024	80.00	10.50	16.00	64.00
11/09/2024	11/21/2024	80.00	32.00	16.00	64.00
11/23/2024	12/5/2024	80.00	8.00	16.00	64.00
12/07/2024	12/19/2024	80.00	16.00	16.00	64.00

By clicking submit, I certify the changes provided by [REDACTED], "Hours Worked Inside City" and "Hours Not Worked In City" are correct.

APPROVE

DENY

BACK

The employee and HR Office will receive an email approximately 20 minutes after the denial.

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

*** Note: The supervisor for employee [REDACTED] has denied their city wage tax exemption request. The employee could not be notified, since they do not have a valid e-mail address. Please notify the employee of the denied request. ***

Your Supervisor has denied your request for a City Wage 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: LANSING

Tax Year: 2024

Reason for Denial: PPE 12/7/24 are incorrect, shb 8 and 72

City Wage Tax will no longer appear for the employee name in your Direct Reports. You and your employee will need to resolve the issue for the denial or contact the HR Office for assistance. They will need to update the process once a resolution is determined.

Step 7 – The process is complete. Below is a sample of the letter the employee will receive with your name and department.



01/09/2025



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 2024 tax year.

Actual number of hours paid by this employer:	2080.00
Vacation, holiday, sick hours, etc:	406.50
Actual number of hours worked in LANSING:	384.00

Sincerely,



Civil Service Commission



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

Pay Period End Date	Pay Date	Total Hours Paid	Total Leave Hours Paid	Hours Worked Inside City	Hours Not Worked in City
12/23/2023	01/04/2024	80.00	16.00	0.00	80.00
01/06/2024	1/18/2024	80.00	32.00	0.00	80.00
01/20/2024	2/1/2024	80.00	8.00	16.00	64.00
02/03/2024	2/15/2024	80.00	19.00	16.00	64.00
02/17/2024	2/29/2024	80.00	24.00	16.00	64.00
03/02/2024	03/14/2024	80.00	12.00	16.00	64.00
03/16/2024	3/28/2024	80.00	14.50	16.00	64.00
03/30/2024	4/11/2024	80.00	20.50	16.00	64.00
04/13/2024	4/25/2024	80.00	3.00	16.00	64.00
04/27/2024	5/9/2024	80.00	14.00	16.00	64.00
05/11/2024	5/23/2024	80.00	25.00	16.00	64.00
05/25/2024	6/6/2024	80.00	17.00	16.00	64.00
06/08/2024	6/20/2024	80.00	25.00	16.00	64.00
06/22/2024	7/3/2024	80.00	19.00	16.00	64.00
07/06/2024	7/18/2024	80.00	8.00	16.00	64.00
07/20/2024	8/1/2024	80.00	11.00	16.00	64.00
08/03/2024	8/15/2024	80.00	8.00	16.00	64.00
08/17/2024	8/29/2024	80.00	8.00	16.00	64.00
08/31/2024	9/12/2024	80.00	0.00	16.00	64.00
09/14/2024	9/26/2024	80.00	32.00	16.00	64.00
09/28/2024	10/10/2024	80.00	10.00	16.00	64.00
10/12/2024	10/24/2024	80.00	14.00	16.00	64.00
10/26/2024	11/07/2024	80.00	10.50	16.00	64.00
11/09/2024	11/21/2024	80.00	32.00	16.00	64.00
11/23/2024	12/5/2024	80.00	8.00	16.00	64.00
12/07/2024	12/19/2024	80.00	16.00	16.00	64.00

- 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 LANSING = total of the hours approved and listed as 'Hours Worked Inside City' in the initial request.

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