

## ESS – Payroll – W-4 Information

1. **W-4 Information** - Allows employees who have a *Tax Exempt Status* of *Not Exempt* to update their W-4 (federal withholding).

NOTE: Employees who currently have or need to switch to an *Exempt* status must contact their payroll office to make a change to their W-4.

1.1. Changes to W-4 are made by selecting *W-4 Information* under *Payroll*.

1.2. On the *W-4 Withholding* screen, click *Update W-4 Information*.

**W-4 Withholding Information**

**Status**

Tax Authority:	Federal
Filing Status:	Married

**Exemptions**

Allowances:	08
Tax Exempt Status:	Not exempt

**Withholding Adjustments**

Additional Withholdings:	\$0.00
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[Update W-4 Information](#)

1.3. Once *Update W-4 Information* has been selected, the employee can select the following:

**Update W-4 Information**

Please enter any changes below. Please note that if you need to change your Tax Exempt Status, then you need to contact your payroll office and not make changes through ESS.

**W4 changes made today will be applied on 02/11/2012.**

Filing Status:

Allowances:  Enter a value between 0 and 99.

Additional Withholdings:

Tax Exempt Status:

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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.

**Filing Status:** *Single, Married, Head of Household, or Married Single Tax Rate.*

**Allowances:** Any value between zero (0) and ninety-nine (99) can be entered.

**Additional Withholdings:** Enter dollar amount here.

**Tax Exempt Status:** Only *Not Exempt* is allowed. If an employee is currently *Exempt* or wishes to switch to *Exempt*, then the employee must contact their payroll office.

NOTE: Changes made are effective the first day of the next pay period, and the next pay period date is shown on the ESS screen. Old data is saved; not deleted.

 Your W4 information has been successfully updated. Your changes will not take effect in the payroll system or show until 07/05/2008.

NOTE: The *W-4 Withholding Information* screen will be locked and will display the following error message for any employee with an IRS Mandate on their employee record or who requires a non-resident tax calculation:

*Your W-4 record has been locked by your payroll department due to special circumstances. Please contact them directly to request any changes.*

**Exemptions**

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Allowances: 02  
Tax Exempt Status: Not exempt

**Withholding Adjustments**

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Additional Withholdings: \$2.00

Your W-4 record has been locked by your payroll department due to special circumstances. Please contact them directly to request any changes.