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

**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.

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.