




Instructions: How to Update Form W-4 in Employee Center


Log in to Employee Center.

In the third section, click
"View/Change W4 Form - Tax Withholding"


Home  

Welcome to Employee Center –


Employee

**Manage My Profile**


- Update Personal Information
- Apply for a Job

**Manage My Time**

- Enter/Approve Time Records in Kronos
- Enter/Approve Absences in SmartFind
- Enter Supplemental Pay
- View My Leave Balances

**Manage My Pay**

- View My Paychecks on My Pay Info
- View/Change Direct Deposit Form
- **View/Change W4 Form - Tax Withholding**
- View My Paycheck in Lawson
- View My Year-to-Date Pay Information

**Manage My Benefits**


- New Hire Enrollment
- Open Enrollment
- Dependents
- Beneficiaries
- Current Benefits

A new tab will open in the browser.

Click the small icon next to
"Federal Tax Withholding"

Tax Withholding

Deductions

	Description
	Federal Tax Withholding

Federal Tax Withholding - View or change information

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A pre-filled Form W-4 will open. Information may be edited as needed.

Required: Step 1 (c)

Optional: Steps 2-4

Required: Step 5

Select a filing status.

Visit IRS.gov or contact a tax professional for assistance.

Employees will virtually sign Form W-4.

Click "Continue" at the bottom of the screen.

Tax Withholding

W-4 Form

Form **W-4**

Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

OMB No. 1545-0074

2021

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
▶ **Give Form W-4 to your employer.**
▶ **Your withholding is subject to review by the IRS.**

Step 1: Enter Personal Information

(a) First name and middle initial

Last name

(b) Social security number

Address

City or town, state, and ZIP code

▶ **Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.**

(c) ☐ Single or Married filing separately

☐ Married filing jointly (or Qualifying widow(er))

☐ Head of Household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. ☐

TIP: To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3 through 4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000. ▶ \$ 0

Multiply the number of other dependents by \$500. ▶ \$ 0

Add the amounts above and enter the total here. 3 \$

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income. 4(a) \$

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here. 4(b) \$

(c) Extra withholding. Enter any additional tax you want withheld each pay period. 4(c) \$

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.)

Date

Employers
Only

Employer's name and address

First date of employment

Employer identification number (EIN)

For [Privacy Act and Paperwork Reduction Act Notice](#), see page 3.

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<p>Read the statement. Click "Update" to electronically sign Form W-4 and submit it for processing.</p> <p>DO NOT submit a paper copy to Payroll.</p>	<div><div>Dialog</div><div>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.</div><div><ul style="list-style-type: none">• If you select "Update", you are authorizing these changes.• If you "Cancel", your changes will not be processed.</div><div><div>Update</div><div>Cancel</div></div></div>
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PLEASE NOTE: Due to payroll processing timelines, any changes submitted to the Payroll Department may take up to two pay cycles to be processed.