**How To Guide:** Update Tax Withholdings

1. Navigate to **HR & Payroll > Self Service Portal > Pay > More > View/Edit Tax Setup** or **HR & Payroll > Employees > Employee Search > Employee Last Name > Pay > Tax Setup** OR **Employees > Employee Payroll File > Payroll Setup > Taxes**.
2. Select the Tax Code for federal taxes.
   - For form W-4:
     1. Enable the applicable **W-4 Tax Form** option.
        - If using **Prior (2019 and Before)**, then the following note will appear: **The IRS has released a new version of the Federal W-4 form. If you plan on making any changes to your federal withholding, you will need to update to the new form. Once you make changes, you will not be able to change back to the previous W-4.**
        
          📄 **NOTE:** Employees hired after 1/1/2020 do not see the two separate options and only see the 2020 W-4 option. The image below is representative for employees hired prior to 1/1/2020.
        - If using **Current**:
          1. Enter **Filing Status**.
          2. Enter **Multiple Jobs or Spouse Works (Line 2c)**.
          3. Enter **Dependents (Line 3)**.
          4. Enter **Other Income (Line 4a)**.
          5. Enter **Deductions (Line 4b)**.
          6. Enter **Extra Withholding (Line 4c)**.
             - **Default Amount** will calculate withholding based on filing status and exemptions entered.

- Use a specific amount when selecting an **Amount Type** other than **Default Amount**.



2. Enable **943 Agricultural Employee** for agricultural employees.
- For state and local taxes:
    1. Select a **Filing Status** from the dropdown menu. Select **S** for married workers choosing to file at the higher single rate, or for workers claiming head-of-household status.
    2. Enter the number of exemptions in the **Exemption 1** field.
    3. Enter the applicable number of exemptions in the **Exemption 2** field.
    4. Select the applicable **Amount Type** if different from the Default Amount.
    5. Select the Supplemental Check from the dropdown menu. The selected option **controls how a worker's check calculates** the Check Type for the created or edited tax code.
        - **-- Select --**: State Income Tax Withholding (SITW) calculates based on the Supplemental Rate for the current year.
        - **Taxes Blocked on Supplemental Checks**: SITW is not included for the check.
        - **Supplemental Flag has no effect on this tax**: SITW calculates based on the current Employee's Tax Setup, taking into consideration Taxable Wages, Exemptions, and Filing Status.
        - **Use Employee Add'l Taxes only for Supplemental Checks**: SITW calculates based on the **Additional Flat** type.
        - **Use Supplemental Tax Rate - Code**: The check calculates the Supplemental Check based on the Supplemental Rate.

- o **Use Supplemental Tax Rate plus Employee Additional Taxes**: SITW calculates based on the Supplemental Rate and include any additional amounts or percentages set up on the Employee Profile.
6. Enter a **Reciprocity Code**.
7. Enter the **Percentage Allocation** for the state.
8. Select the State Unemployment Insurance (**SUI**) from the dropdown menu.
3. Select **Save**.