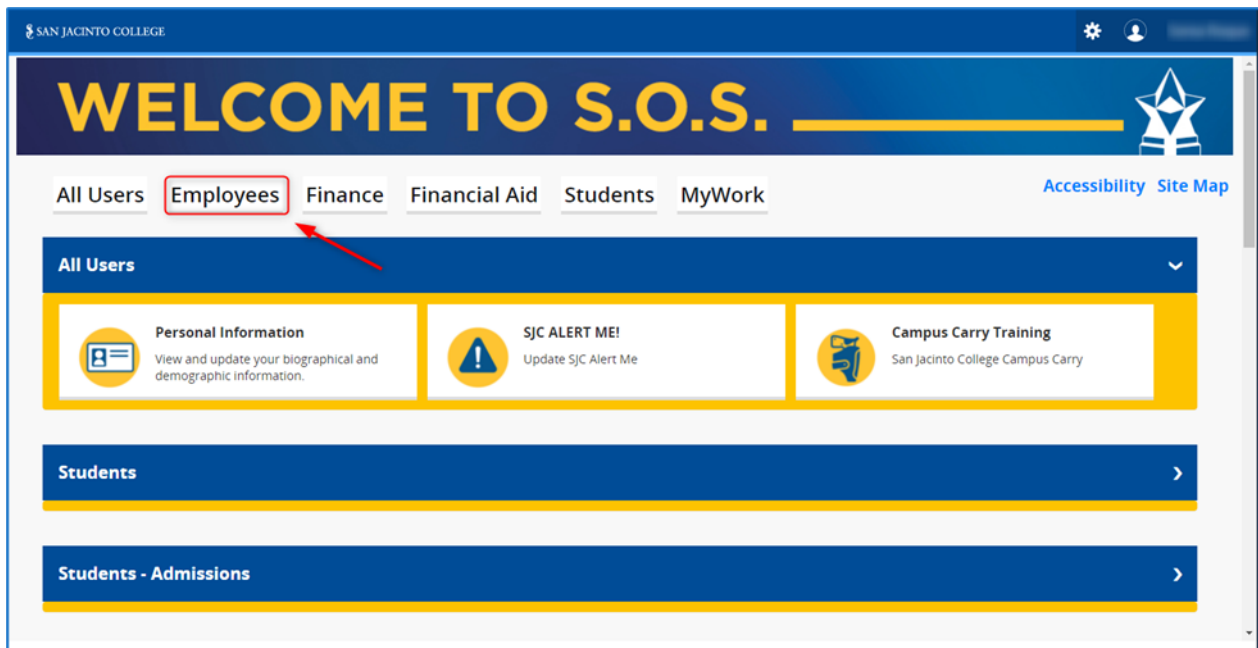


Employee Self-Service W-4 Information

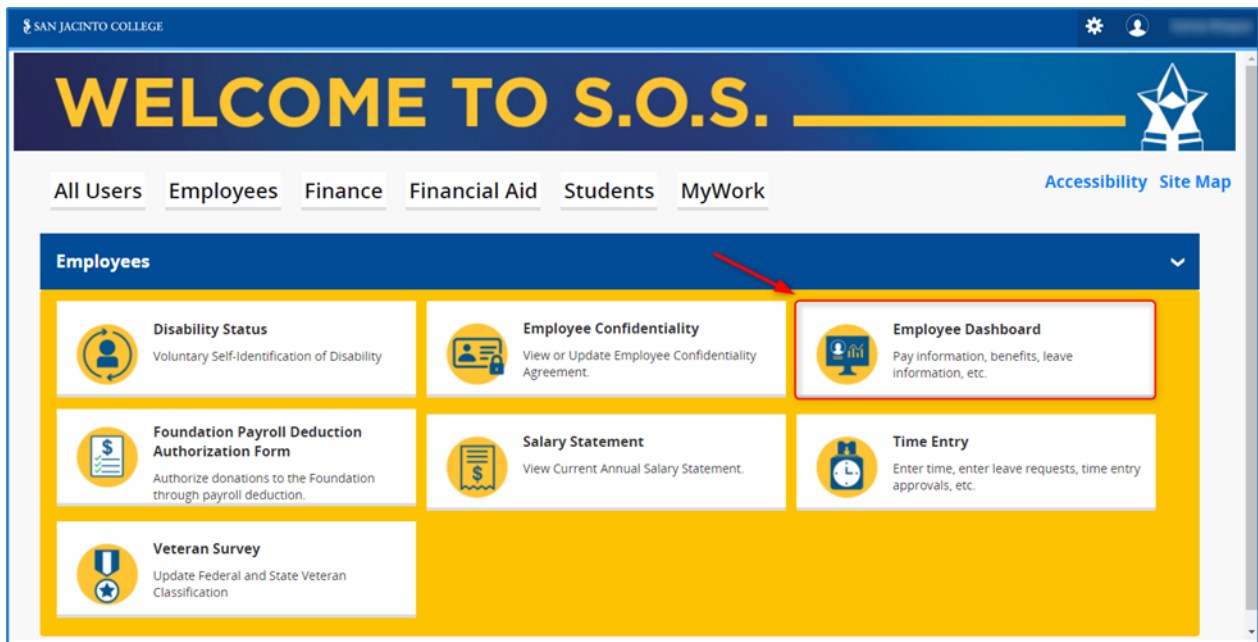
Part I: W4 Form – Selecting the Electronic Option

Log into the SOS system.

Select the “Employees” link.



Select Employee Dashboard.



Employee Self-Service W-4 Information

In the summary section under pay information, select taxes.

Note: You may see other options in addition to what you see in the screenshot below.

Pay Information			▼
Latest Pay Stub: 11/10/2021	All Pay Stubs	Deductions History	
Earnings			▲
Benefits			▲
Taxes			▲
Job Summary			▲
Employee Summary			▲

Select W4 Employee's Withholding Allowance Certificate

Taxes	
Federal Income Tax	W-4 Employee's Withholding Allowance Certificate
Filing Status: []	Electronic Regulatory Consent
Status: Active	1095-C Employer Provided Health Insurance Offer and Coverage Statement
Number of Allowances: 0	
Additional withholding: []	

Employee Self-Service W-4 Information

Select Update (located at the bottom, center of the screen)



Complete the required field information in the Update W4 Information form.

Update W-4 Information

Enter your desired changes and click the Certify Changes button. Please realize that by clicking the Certify Changes button, you are under penalty of perjury if the information submitted is not true and valid. If the Delete box is visible at the bottom of the form, you can delete your change by checking the box and clicking the Submit Changes button.

* - indicates a required field.

Federal Income Tax
Deduction Effective as of: Nov 01, 2021

If your last name differs from that shown on your Social Security Card, check here.
Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY:*
Note: Effective Date must be after Oct 31, 2021 the date you were last paid.

Deduction Status:*

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.
* Last year I had no tax liability and
* This year I expect to have no tax liability.
If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status:*

Nonresident Alien:

Step 2C Indicator:

Dependents under age 17 999999.99 : Multiply the number of qualifying children under age 17 by \$2,000.

Other Dependents 999999.99 : Multiply the number of other dependents by \$500.

Dependent amount 999999.99 : Step 3: Add the amounts above and enter the total here.

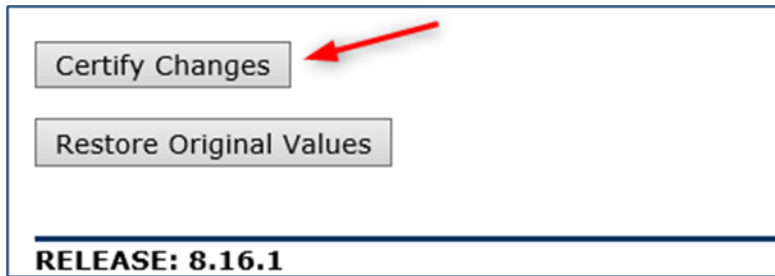
Other Income 999999.99 : Step 4a) See Form W-4 instructions.

Deductions 999999.99 : Step 4b) See Form W-4 instructions.

Additional withholding 999999.99 : Step 4c) Extra Withholding. Enter any additional tax you want withheld each pay period.

Employee Self-Service W-4 Information

Certify Changes

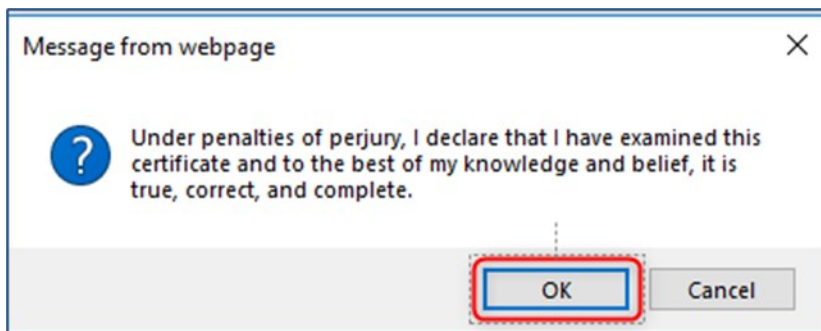


Certify Changes

Restore Original Values

RELEASE: 8.16.1

Select the OK button to confirm and save your changes or select cancel to go back to the previous screen.

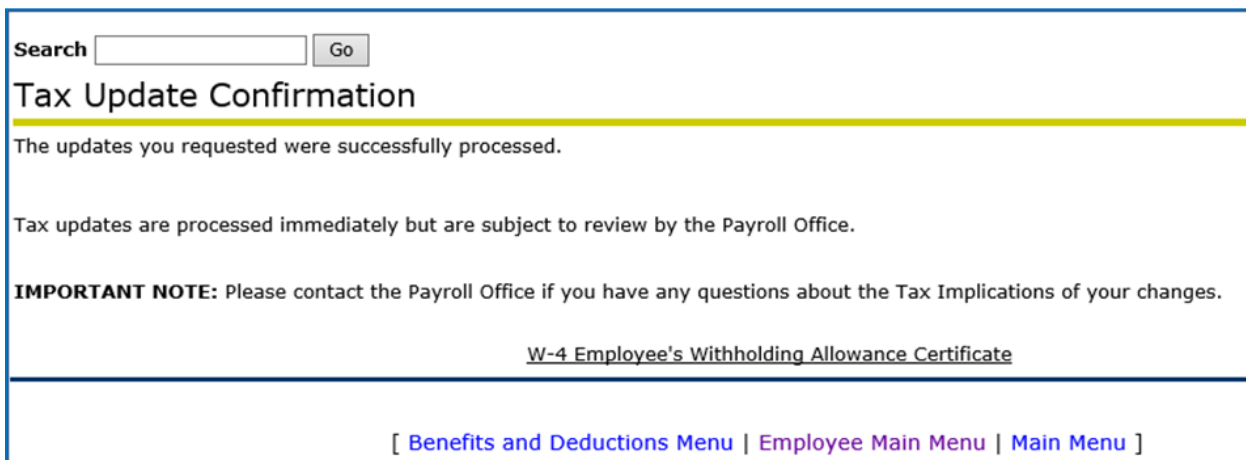


Message from webpage

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.

OK Cancel

Tax Update Confirmation



Search Go

Tax Update Confirmation

The updates you requested were successfully processed.

Tax updates are processed immediately but are subject to review by the Payroll Office.

IMPORTANT NOTE: Please contact the Payroll Office if you have any questions about the Tax Implications of your changes.

[W-4 Employee's Withholding Allowance Certificate](#)

[[Benefits and Deductions Menu](#) | [Employee Main Menu](#) | [Main Menu](#)]

Your updates have been saved. To view the changes, click on W-4 Employees Withholding Allowance Certificate.