1. The **Employee Self Service** Home Page with various tiles will be displayed.

2. Locate and click on the **Tax Withholding** tile to view your existing Federal and State tax withholding election.

![Employee Self Service Home Page](image)

3. If you have an active appointment with multiple departments/jurisdictions, you will first be prompted to select the Company you would like to view first.

   a. Click the magnifying glass to view and select the agency/jurisdiction you would like to view or update next to “Company”.

   ![Look Up Company](image)
4. If you are only active in one department/jurisdiction, then your existing tax withholding information will display.

If you are a new employee and have not yet submitted your withholding election, you will see the default of tax marital status “Single” and “0” withholding allowances.

Please note that you will not be able to decrease your tax withholdings if the IRS or State of Hawaii has issued a “Lock-in” letter with a specific tax status. You will need to contact your payroll department if you have any questions about this message.

5. To change your Federal withholding information, click on the “Federal” link to access your electronic W-4 withholding form.

6. Your payroll related information will be displayed first for your review.

7. Enter the new withholding information that you want to elect for Federal tax withholding.
a) If you need to Reset your Dependent Amount, click the Reset Dep Amt and then the Submit button to bring your dependent amount to zero.

8. If you meet the exemption requirements and want to select this option, then you must enter the tax year and check the box certifying that you meet the listed conditions. This status will need to be re-elected each year by February 15th.
9. The link to the official Form W-4 is listed at the end of the page if you need to review the full instructions and worksheet provided.

10. When you are done changing your withholdings, click the Submit button.

11. You will receive this confirmation that your changes have been successfully updated. Click “OK” to return to the Tax Withholding Information Page

12. To change your State withholding information, click on the “State” link to access your electronic State of Hawaii HW-4 withholding form.

13. Your payroll related information will display first for your review.

14. Enter the new withholding information that you want to elect for State tax withholding:

15. The link to the official Form HW-4 is listed at the end of the page if you need to review the full instructions and worksheet provided.

16. When you are done changing your withholdings, click the Submit button.
17. You will receive this confirmation that your changes have been successfully updated. Click “OK” to return to the Tax Withholding Information Page.

Submit Confirmation

- The Submit was successful.
- However, due to timing, your change may not be reflected on the next paycheck.

- OK

18. If you are satisfied with changes, you may SIGN OUT or return to HOME page. Click the Home icon to return to the Employee Self-Service home page.

19. If you are done reviewing your information, please sign out by clicking the 3 Bars icon and select Sign Out.