

- 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	$(0) \sim (0)$
Tax Withholding	Direct Deposit	Employee Profile
		.
Pay Statements	View W-2/W-2c Forms	W-2/W-2c Consent
• (3) •		
Last Pay Date 08/05/2019		

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 Compa	ny 🛛 🗙	
Cancel	Help	
Search Results		
View 100 First 🕚	1-2 of 2 🕑 Last	
Company Descr	HR Status	
Stadium	Active	Click on the name of the company yo
State of Hawaii	Active	would like to view or update.



4. If you are only active in one department/jurisdiction, then your existing tax withholding information will display.

Tax Withholding Information

Company State of Hawaii

Your Name		
Form Type	Jurisdiction	Tax Marital Status
Federal	Federal	Married
State	Hawaii	Married

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.

W-4 Federal Tax Information	
Your Legal Name Your Department/Jurisdiction	Social Security Number 123-45-6789
Employee's Withholding Allowance Certificate	
To review the full W-4 Form and instructions, please click on the I	ink at the bottom of the page for the Official Form W-4.
Whether you are entitled to claim a certain number of allowances Your employer may be required to send a copy of this form to the	
Your information was last updated on 2019-12-30	
Step 1: Personal Information	
Does your name match the name on your social security 1213 or go to <u>www.ssa.gov</u> .	card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-
Address	
Your Payroll Address	

7. Enter the new withholding information that you want to elect for Federal tax withholding.

W-4 Tax Data	
Indicate Tax Status Single Married Head of Household(Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).	Select your Tax Marital Status



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 these jobs.

Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for most accurate withholding; or (b) Use the Multiple Jobs Worksheet 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. CAUTION: If you have privacy concerns, choose (a) or (b). If you and/or your spouse have income from self-employment, including as an independent contractor, choose (a).

Multiple Jobs or Spouse Works

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 through 4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents

to zero.

To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include other tax credits in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

If your income will be \$200,000 or less (\$400,000 or less if married filing	g jointly):		
Multiply the number of qualifying children under age 17 by \$2,000			
Multiply the number of other dependents by \$500			
Other tax credits			
Total Dependent Amount	0.00	Reset Dep Amt	

a) If you need to Reset your Dependent Amount, click the Reset Dep Amt Reset Dep Amt
and then the Submit button to bring your dependent amount

Step 4: Other Adju	stments		
(a) Other Income.	If you want tax withheld for other income you exp amount of other income here. This may include in include income from any jobs.		hould not
(b) Deductions.	If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet and enter the result here.		holding, Enter (a) Other income (b)
(c) Extra withhold	ing. Enter any additional tax you want withheld ea	ch pay period.	Deductions (c)
	(a) Other Income		Extra Withholding
	(b) Deductions		
	(c) Extra Withholding		

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.

Claim Exemption
I claim exemption from withholding for 2020 and I certify that I meet BOTH of the following conditions for exemption
Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND This year I expect a refund of ALL Federal income tax withheld because I expect to have no tax liability.
If you meet both conditions, check "Exempt" here:
Note: If Marital Status and/or Allowances is changed and Exempt is checked, then Exempt will take precedence over your prior selection of Marital Status and Allowances.
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.

Enter dollar

amount for

qualifying

dependents/other tax credits



- **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

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

- **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.

OK

State of Hawaii HW-4 Tax Information	n	
Your Legal Name Your Department/Jurisdiction	Social Security Number 123-45-6789	
Employee's Withholding Allowance and Status Certificate		
To review the full HW-4 Form and instructions, please click on the link at the bottom of the page for the Official Form HW-4		
Your information was last updated on 2019-08-05		
Address		
Your Payroll Address		

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

HW-4 Tax Data Indicate Tax Status	
Single Married Married, but withholding at higher single rate	Select your Tax Marital Status
Certified Disabled Person (not subject to withh Nonresident Military Spouse (not subject to withh Nonresident Military Spouse (not subject to withh)	in order to claim certified Disabled Person of Nomesident Minitary Spouse
Total number of Allowances you are claiming:	Note: Hawaii law does NOT allow "EXEMPT" status for withholding purposes.
Enter Additional Amount, if any, you want withheld fro	m each paycheck: 100.00 Function Functination Function Function Function Function
	amount to be withheld per pay herwise leave this field blank

- **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

Sub	mit 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.

Favorites 🔻	Main Menu 🔻 🔰 Tax Withholding Information	\rightarrow	A Home	Sign out
运 HAW	All Information Portal		HawaiiPay 🔻	Ø NavBar
		New Win	dow Help Pers	onalize Page
Tax Withh	nolding Information			
Company Stat	e of Hawaii			
Your Name	Here			

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

		♠ ₹ 📮 📀		
Employee Profile	Pay Statements	Direct Deposit		Personalize Homepage
	• 5 •			Help
				Sign Out
	Last Pay Date 08/05/2019			