













PY032.01: Entering Federal and State Tax Withholding

Step	Action
1.	On the Employee Self Service menu, click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the Payroll for North America menu. 
4.	Click the Employee Pay Data USA menu. 
5.	Click the Tax Information menu. 
6.	Click the Update Employee Tax Data menu. 
7.	Populate the Last Name or Empl ID field. Last Name <input type="text" value="begins with"/> <input type="text"/>



Step	Action
8.	Click the Search button. NOTE: If more than one row is returned, select the desired employee from the listing. Search
9.	Validate the Effective Date and make any needed updates. NOTE: In most instances, the Effective Date should be the same as the employee's hire date. 12/01/2016
10.	Prepare to update the Federal Withholding Elements section, using information from the W-4 Form completed by the employee. Federal Withholding Elements (?)
11.	If applicable, click the Drop Down icon associated with the Special Withholding Tax Status field and select the desired value. None ▾
12.	Click the Drop Down icon associated with the Tax Marital Status field and select the desired value. Single ▾
13.	Click the Additional Withholdings checkbox to indicate the employee is married but withholding at the Single rate. <input type="checkbox"/> Check here and select Single status if married but withholding at single rate.
14.	Populate the Additional Withholdings field. Withholding Allowances <input type="text" value="2"/>
15.	If applicable, populate the Additional Amount field. Additional Amount <input type="text" value="\$0.00"/>
16.	If applicable, populate the Additional Percentage field. Additional Percentage <input type="text" value="0.000"/>
17.	If applicable, populate the Exemption from Federal Unemployment Tax (FUT) checkbox. <input type="checkbox"/> Exempt from FUT
18.	Click the State Tax Data tab. State Tax Data



Step	Action
19.	Update the State Information and State Withholding Elements sections, using information from the G-4 Form completed by the employee. 
20.	Return to the Federal Tax Data tab. 
21.	Click the Expand icon associated with the State Tax Options section, as needed. 
22.	If applicable, update the State Tax Options settings.
23.	Click the Save button. 
24.	You have successfully completed the Entering Federal and State Tax Withholding topic. End of Procedure.