







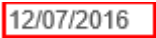






PY032.02: Changing Federal Tax Withholding

Step	Action
1.	On the Employee Self Service menu, click the NavBar button. 
2.	Click the Navigator button. 
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"/>
8.	Click the Search button. NOTE: If more than one row is returned, select the desired employee from the listing. 



Step	Action
9.	Click the Plus (+) icon associated with the Tax Data section. 
10.	Review the Effective Date populated by the system on the newly inserted row and make any necessary updates. NOTE: In most instances, the Effective Date will be the begin date of the next pay period. Effective Date 
11.	Update the desired information in the Federal Withholding Elements section. 
12.	Click the Save button. 
13.	You have successfully completed the Changing Federal Tax Withholding topic. End of Procedure.