







## PY032.03: Changing State Tax Withholding

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



Step	Action
8.	<p>Click the <b>Correct History</b> checkbox, where applicable.</p> <p>NOTE: In situations where the <b>Federal Tax Withholding</b> information has already been updated and the <b>State Tax Withholding</b> changes will have the same effective date, click the <b>Correct History</b> checkbox.</p> <p><input type="checkbox"/> <b>Correct History</b></p>
9.	<p>Click the <b>Search</b> button.</p> <p>NOTE: If more than one row is returned, select the desired employee from the listing.</p> <p><b>Search</b></p>
10.	<p>Click the <b>View All</b> link and identify the "<b>current row.</b>"</p> <p><b>View All</b></p>
11.	<p>If the current row does not reflect the desired effective date for the state tax withholding changes, click the <b>Plus (+)</b> icon and insert a new row.</p> <p><b>+</b></p>
12.	<p>If a new effective dated row was added in the previous step, validate the <b>Effective Date</b> and make any needed updates.</p> <p>12/01/2016</p>
13.	<p>Click the <b>Expand</b> icon associated with the <b>State Tax Options</b> section.</p> <p></p>
14.	<p>Update the <b>State Tax Options</b> settings, as needed.</p>
15.	<p>Click the <b>State Tax Data</b> tab.</p> <p><b>State Tax Data</b></p>
16.	<p>Update the desired information in the <b>State Information</b> and <b>State Withholding Elements</b> sections.</p> <p><b>State Information</b></p>
17.	<p>Click the <b>Save</b> button.</p> <p><b>Save</b></p>
18.	<p>You have successfully completed the <b>Changing State Tax Withholding</b> topic.</p> <p><b>End of Procedure.</b></p>