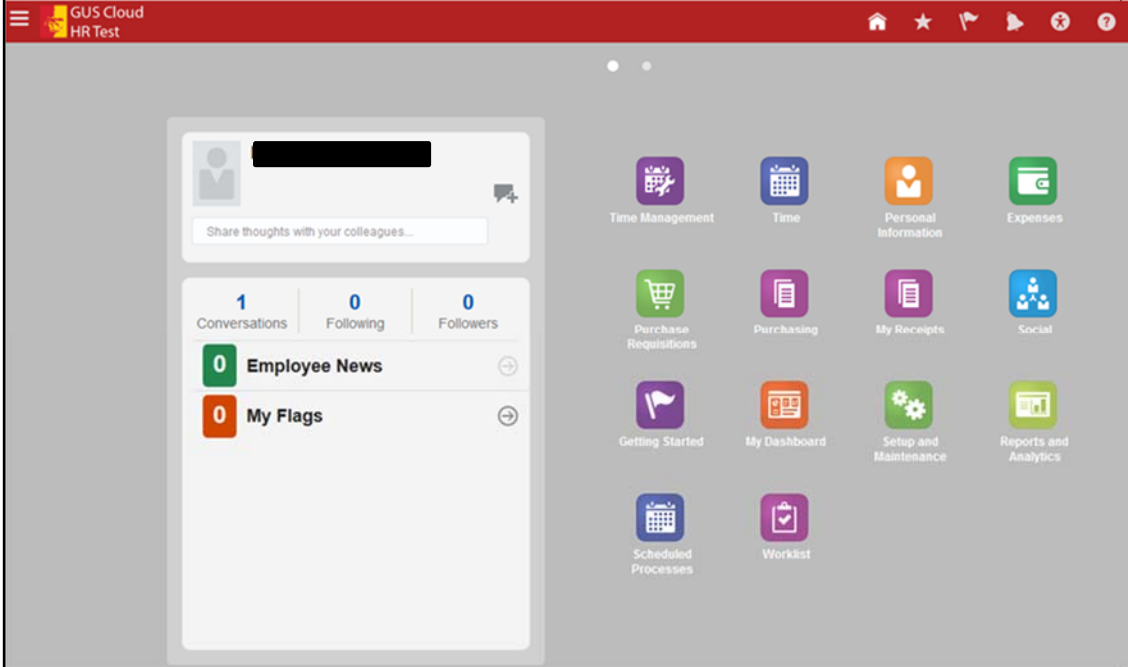# Job Aid

Tax Withholding Updates – ALL EMPLOYEES

This Job Aid walks through the process of updating tax withholding (e.g. W-4, K-4) information using Employee Self Service (ESS) in GUS HR.

NOTE: It is recommended that the browser, Internet Explorer, is used for tax withholding updates.

This Job Aid can be used by ALL employees.

Step	Action
1.	Logon to GUS Cloud.
2.	On the GUS Cloud springboard, select the Navigator icon.

3.	Select "My Portrait" under "About Me."
	Navigator
	Financial Reporting Center **Compensation** **My Team** **About Me**
	My Workforce **Payroll** Manager Resources Dashboard Talent Profile
	Human Resources Dashboard Payroll Dashboard My Team Goals
	Data Exchange Checklist Team Compensation Performance
	Document Records Payroll Calculation Team Talent Personal Information
	Mass Updates Payment Distribution Goals My Portrait
	Workforce Structures Accounting Distribution Performance Expenses
	New Person Regulatory and Tax Reporting Talent Review My Account
	Person Management Administration Hiring **Procurement**
	Workforce Modeling **Benefits Administration** Workforce Reputation Manageme... Purchase Requisitions

4.	Select "All Actions" on the left side under "Actions."
	Job
	Department
	Manager
	Hire Date
	⊿ **Actions**
	View Total Compensation Statement
	View Payslip
	Manage Absence Cases
	Manage Absence Records
	Manage Compensation
	All Actions
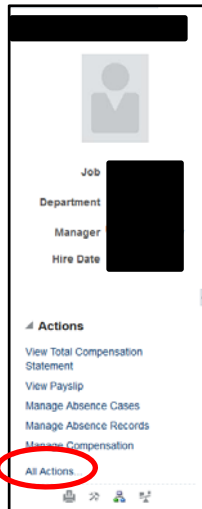
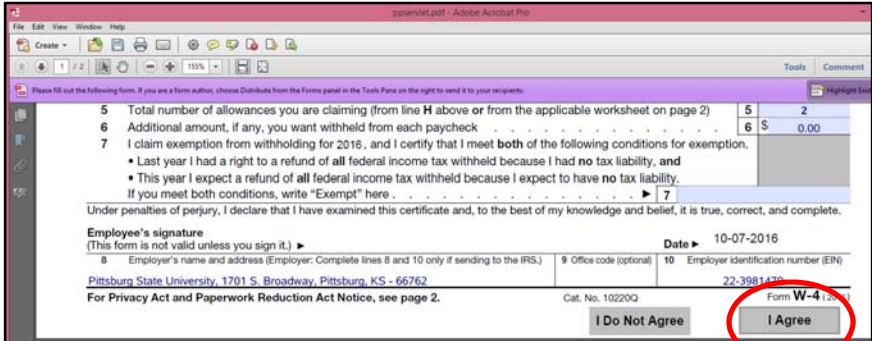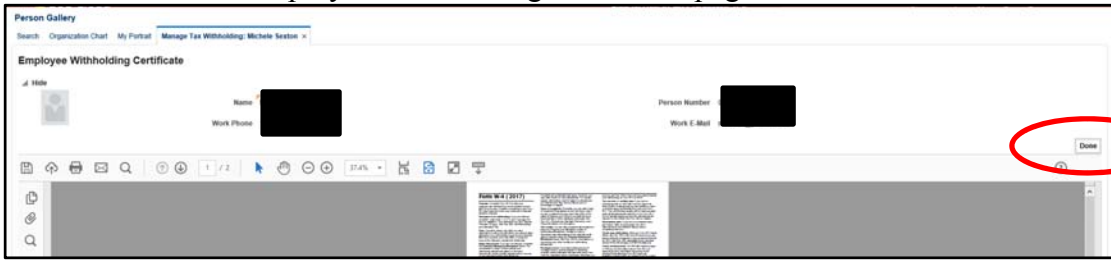| 5.	Scroll down to find "Manage Tax Withholding." Click on the "Manage Tax Withholding" link.
	Change Location Change Manager Change Marital Status Manage Salary Change Working Hours Find Best Fit Job Find Best Fit Person Manage Allocated Checklists Manage Direct Reports Manage Document Records Manage Person Manage Personal Contributions Manage User Account Workforce Modeling Manage Work Schedules Manage Personal Payment Methods Promote Information Sharing Terminate Transfer Manage Tax Withholding View End-of-Year Tax Form Fewer Actions...
6.	You will now see the Employee Withholding Certificate page. You can update your tax withholding for Federal and/or State from this page.
	Person Gallery Search Organization Chart My Portrait **Manage Tax Withholding: Michele Sexton** × **Employee Withholding Certificate** ◢ Hide Name Person Number Work Phone Work E-Mail ◢ Basic Information **Step 6** Effective As-of Date 10/07/2016 ◢ Details Tax Reporting Unit: Pittsburg State University Actions ▾ View ▾ Add State Withholding Show States Detach Tax Type Filing Status Allowance Income Tax Exempt Additional Tax Edit Federal Married 4 0 0 ✎ **Step 7** KS 0 0 0 ✎ MO 0 0 0 ✎
7.	Change the Effective Date to the current or a future date. Note that W-4 changes can only affect future paychecks that have not been processed. W-4 changes cannot be made for a paycheck after it has been processed. Click here to view Pay Period Dates.

8.	Click on the edit pencil on the row for the Employee Withholding Certificate that needs to be updated (e.g. Federal and/or State).
9.	A pdf of a tax withholding form with your current withholdings will open.
10.	Make changes on the form as needed.
11.	Click "I Agree" at the bottom when done.
12.	Click Done on the Employee Withholding Certificate page.
13.	Repeat steps to change additional Withholding Certificates.

1.	Note that you can see a history of past and future withholding changes on the right side of the Employee Withholding Certificate page. Click on the yellow "Information" icon in the left corner of each certificate to see details.