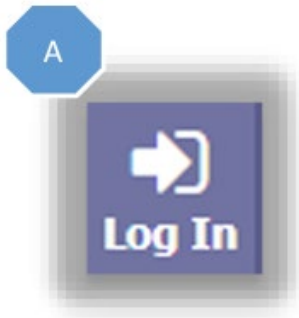


Employee Self Service

How to Update Your W-4

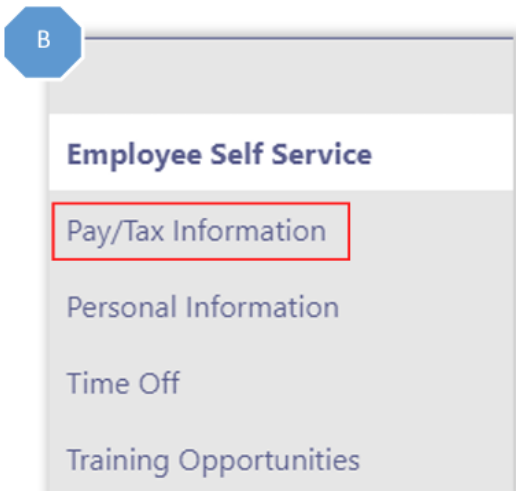
Welcome to the Guide on how to update your W-4 information through [Employee Self-Service](#). Before following this guide, make sure you have access to Employee Self-Service and your login information. If you do not have a login for Employee Self-Service or have any questions on this guide, please contact Benefits at (860)465-2302 or benefits@windham.k12.ct.us.



A. Log in to the Employee Self-Service Portal

Log in to [Employee Self-Service](#).

Website: <https://townofwindhamct.munisselfservice.com/ess/default.aspx>



B. Sidebar Selection

Select "Pay/Tax Information" located on the left sidebar.



Pay/Tax Information

YTD Information

W-2

W-4

Paycheck Simulator

C. Pay/Tax Information

Select "W-4" located in the options listed under "Pay/Tax Information".



W-4 Information

FEDERAL

Marital status
MARRIED

Exemptions
1

Additional amount
\$0.0000

EDIT FEDERAL

CONNECTICUT

Marital status
FILING STATUS "A"

Exemptions
0

Additional amount
\$10.0000

EDIT CONNECTICUT

D. W-4 Section

Now that you are on the "W-4" section of your pay/tax information page, you will see the W-4 deductions that the Payroll Department has on file for you. If you need to change these deductions, you will select the "Edit" button.



E. Type in the New W-4 Information

Type in your new W-4 information in the fields that are provided.

W-4 Information FEDERAL

Select the filing status you expect to report on your Federal income tax return.

M-Married

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 of these jobs. Do only one of the following. (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or (b) Use the Multiple Jobs Worksheet on page 3 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.

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000. Multiply the number of other dependents by \$500. Add the amounts and enter the total here.

0.00

Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income.

0.00

Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here.

0.00

Extra withholding. Enter any additional tax you want withheld each pay period.

0.00

You may claim exemption from withholding for 2021 if you meet both of the following conditions: you had no federal income tax liability in 2020 and you expect to have no federal income tax liability in 2021. You had no federal income tax liability in 2020 if (1) your total tax on line 24 on your 2020 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. (Type the word "Exempt")

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. (Enter your Full-Name)



F. Acknowledgment

In order to submit your new choices, you will need to read and type your Full-Name.

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. (Enter your Full-Name)



G. Review your information

When you are done typing your new elections, make sure to review the information to make sure it is correct. After review, when you are ready to submit your W-4 changes, you will click the "Submit" button.

W-4 Information

FEDERAL

Select the filing status you expect to report on your Federal income tax return.

H-Head of Household ▾

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 estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or (b) Use the Multiple Jobs Worksheet on page 3 and enter total, you may check this box. Do the same on Form W-4 for the other job.

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000. Multiply

0.00

Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income

0.00

Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on

0.00

Extra withholding. Enter any additional tax you want withheld each pay period.

0.00

You may claim exemption from withholding for 2021 if you meet both of the following conditions: you had no federal income tax liability in 2020 and you had no 2020 if (1) your total tax on line 24 on your 2020 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, 29, and 30), or (2) you were not required to file a 2020 return. (Type the word "Exempt")

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. (Enter your Full-Name)

John Doe

SUBMIT

CANCEL

H

H. Confirm Submission

After you have submitted your choices for your W-4, you will be brought to a screen confirming that your choices were submitted for approval. Your choices will be sent to the Payroll Department, who will approve your choices.

W-4 Information



Your W4 information was submitted for approval.