Update Federal and/or State W4

The Employee Self Service W4 page will be read only if any of the following criteria are met:
- Report taxes as a foreign national
- Have a tax status of No Taxable Gross; No Tax Taken (If Federal or State do not have this status, that section can be updated)
- Have a lock-in letter on file

Updates may not be reflected on the current payroll based upon timing of entry.

Only enter information in the area you want to update (Federal and/or State). If only making changes to the State W4 use the **Update State Tax Data Only** hyperlink at the top of the W4 page.

WARNING: If you report taxes as a foreign national and are able to make edits on this page, **STOP**! Check the box indicating you are a foreign national. This will provide additional information regarding updating tax information through Glacier.

Access W4

1. Sign into my.wisconsin.edu

2. Click the **Payroll** Tile.

3. Click **W-4 Employee Self-Service** from the left side menu.

4. Review **Personal Information**.
   NOTE: Personal information can be updated from the My Information tile.

Update Federal W4 Data

NOTE:
- If the current W4 on file is from the year 2019 or earlier, the Current Allowances will appear, this field is not editable and is just for informational purposes
- If claiming exemption, enter the current year in the **Exemption** field and check the **New** exempt box.

1. Select the **Tax Status**.
   WARNING: The status must be selected, even if there is no change.

2. Enter information in the **New** fields for Steps 2 through 4.
   NOTE: All **New** fields should have a value.

3. If not updating State Tax Data, scroll down to Authorization section.

Update State W4 Data

NOTE: If claiming exemption, enter the current year in the **Exemption** field and check the **New** exempt box.

1. Select a state in the New field from the **State** drop down.
   NOTE: Only certain states are available. If a state other than Wisconsin is selected the UW Supplemental Form W-4 must be filed.

2. Select the **Tax Status**.
   WARNING: The status must be selected, even if there is no change.

3. Enter information in the **New** fields for **Withholding** and **Additional Amount** or **Additional Allowances,** as needed.
   NOTE: All **New** fields should have a value.

Authorization

1. Check the box and review the **Authorization** information.

2. Click **Submit**.

   Authorization (Required):

   ☐ By checking this box, I declare under penalties of perjury that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete. Furthermore, by clicking the submit button I am validating this form with an electronic signature and I understand that my payroll tax information will be updated according to these changes.

   Submit

3. **W-4 Successfully Submitted** will appear at the top of the page to inform you that the record was updated.

4. To print a copy of the submitted W4, click the **Print** button at the top of the page.
   NOTE: Printed copies are for personal records and do <u>not</u> need to be submitted to the payroll office.

5. Click the action menu in the top right corner and select **Sign Out**.