

Puyallup School District

# Employee Online W-4 Change User Guide



PUYALLUP SCHOOL DISTRICT

*A Tradition of Excellence*

# Employee Online-Message Page

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Welcome

Welcome to the Puyallup School District's EMPLOYEE ONLINE Website

This secure site allows you to access your current and historical human resource and payroll information at any time, from any computer.

You can view paystubs, leave balances, work history, insurance, benefits and other information. In addition to viewing your personal data, you may update your home address and phone numbers in the Personal Information section as needed.



*It is recommended that you maximize your browser to full screen to allow for proper viewing of information.*

If you have questions regarding the information contained in Employee Online, please use the links below to contact the appropriate department.

**Email Contacts**

- [Accounting](#)
- [Benefits](#)
- [Human Resources](#)
- [Payroll](#)
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Next payday will be 12/29/2016. Requests made in Employee Online prior to midnight the 15th of the current month will be considered for the check of 1/31/2017. If there are changes after the cutoff date that need to be considered for the current month, please contact Human Resource or Payroll.

**Check or Deposit Stubs** are available all times for previous payrolls. Your current stub will be available two days before pay date.

Instructions

**Step 1: Choose an area**  
Select the tab for the area with the information that you want to change.

**Step 2: Select the record that you would like to modify.**  
Choose the record you would like to modify.

**Step 3: Submit request**  
Click on the button to submit your request.

**Step 4: Repeat as needed.**  
Repeat the process in other areas of Employee Online as needed.

# W-4 Tax Info

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Click on W-4 Tax information tab

The screenshot shows a web form titled "W-4 Tax Withholding Information" with a "First Name Last Name" header and a "Help" button. The form is for "Federal Tax" and has a "Record Status: Active". It includes a "Filing Status" dropdown menu set to "MARRIED", an "Additional Withholding" field with a dollar sign, an "End Date" field with a calendar icon, an "Exemptions" field with the value "2", and an "IRS Flag" field. A blue link "CLICK HERE TO DOWNLOAD W-4 FORM" is centered below the fields. At the bottom right, an "Edit" button with a document icon is highlighted with a red box, and a red arrow points to it from the right.

Click on the **Edit** Button

This screenshot is identical to the one above, showing the "W-4 Tax Withholding Information" form. In this version, the "Edit" button at the bottom right is highlighted with a blue box.

**Filing Status:** select by clicking on the drop down menu

**Exemptions:** select how many dependents (if you need assistance on determine your exemptions you can click on the download form and fill out the top portion of the form to determine the exemptions)

**Additional Withholding:** enter the dollar amount

**End Date:** leave blank (the default date will be 12/31/2050)

W-4 Tax Withholding Information Update First Name Last Name Help

Federal Tax Record Status: Active

Filing Status: MARRIED Exemptions: 2

Additional Withholding: \$ End Date: IRS Flag:

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.

By submitting information on this screen, you accept the information in lieu of a signed W4.

Back Save

Read the disclosed statement and click on **Save** when you are ready to submit.

Record Accepted

W-4 Tax Withholding Information First Name Last Name Help

Federal Tax Record Status: Pending

Filing Status: MARRIED Exemptions: 4

Additional Withholding: \$ End Date: IRS Flag:

[CLICK HERE TO DOWNLOAD W-4 FORM](#)

Edit


You then see the record as accepted. The record status **Pending**.

**Note: This will stay pending until Payroll has accepted the record.**


W-4 Tax Withholding Information First Name Last Name [Help](#)

**Federal Tax** Record Status: Active After Next Check

Filing Status:  Exemptions:

Additional Withholding:  End Date:   IRS Flag:

[CLICK HERE TO DOWNLOAD W-4 FORM](#)

 **Edit**

This record has been accepted in Payroll and will reflect on your next paycheck.