

W-4/K-4 Tax Information FAQ's

Can I make all my W-4 tax withholding changes through employee self-service?

Yes. Employees can make the following changes through ESS:

- Step 1 Personal Information: Filing Status
- Step 2 Multiple Jobs or Spouse Works: multiple Jobs or Spouse Works check box
- Step 3 Claim Dependents:
 - Multiply the number of qualifying children under age 17 by \$2,000
 - Multiply the number of other dependents by \$500
 - Other tax credits
- Step 4 Other Adjustments
 - Other Income (not from jobs)
 - Deductions (other than the standard deduction)
 - Extra Withholding
 - Or
 - Claim Exemption from Withholding – Check the box if you meet both conditions to claim exemption from tax withholding

Can I make all my K-4 tax withholding changes through employee self-service?

Yes. Employees can make the following changes through ESS:

- Enter total number of Allowances you are claiming
- Enter Additional Amount, if any, you want withheld from each paycheck
- Tax Status: Single or Married
- Claim exemption from withholding for the year

Note: *If you need to update other items, you will need to submit the necessary forms to your agency human resources or payroll office for entry into SHARP.*

How will I know that my withholding records in SHARP have been updated?

You will receive an email confirming the changes that you made. The email will be sent to your employee self-service primary email address. You can verify and/or update your primary email address before making the tax withholding updates using the 'My System Profile' tile.

When will the tax withholding changes I make through employee self-service take effect?

When you enter the W-4/K-4 changes through employee self-service, a new tax record is immediately created in SHARP with the date that you made the entry as the effective date. SHARP computes your taxes based on the tax record with an effective date closest to, but not greater than, the paycheck date. If you enter your tax changes before 6:00 p.m. on the day final pay is calculated for a pay period, the taxes will affect the paycheck for that pay period. Final pay calculation is generally done on the Friday before pay day.

Do I need to send a new W-4/K-4 form to my agency Human Resources or payroll office when I make updates through employee self-service?

No.

I am employed at a Regents' Institution. Should I make my W-4/K-4 tax withholding changes through employee self-service?

No. Each Regents' Institution computes pay for its own employees. All tax withholding changes should be submitted to the Regent's human resources or payroll office.