

## Pay Info: Change Tax Withholding Information in Bear Trax

All Employees

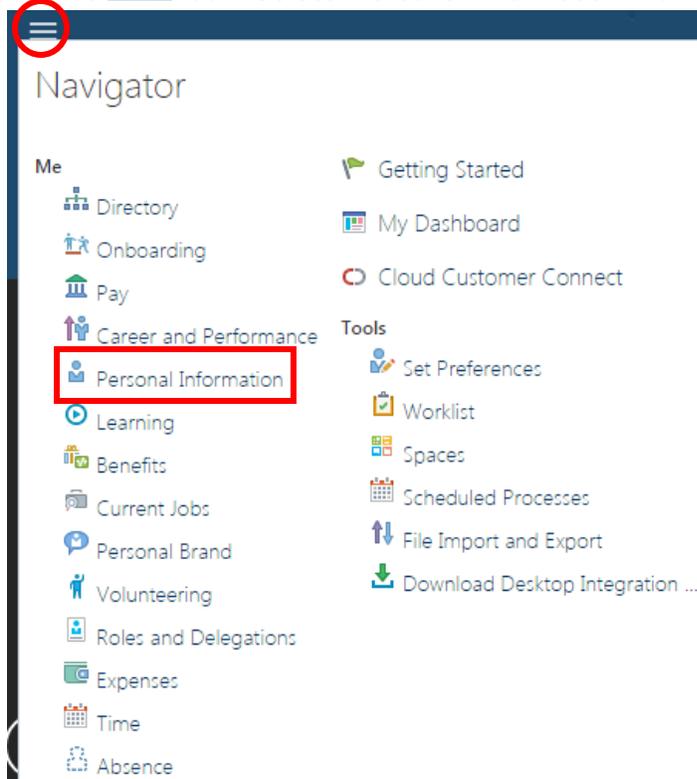
### Introduction

**Purpose:** The purpose of this task is to view and make changes to your withholding information on your Federal (W-4) and State tax forms.

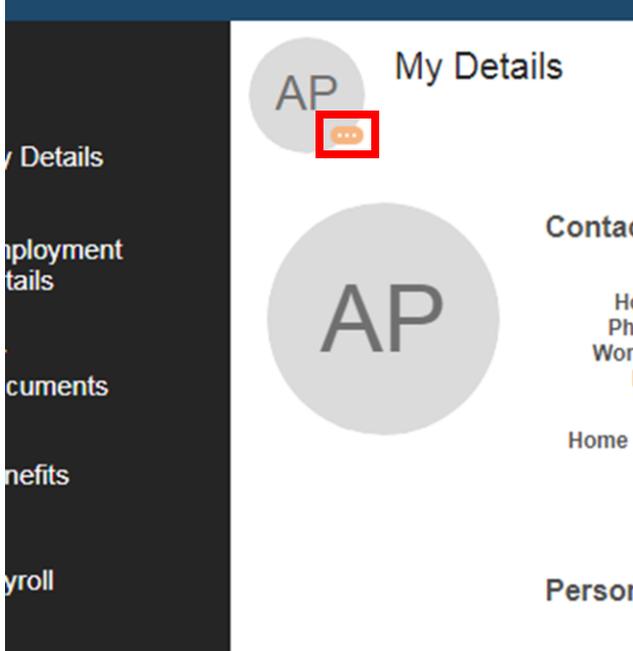
**How to**

**Access:** Go to the [Home Screen](#) by clicking the  icon.

Click the  icon. Select "Personal Information" from the navigator menu



Click on the orange oval



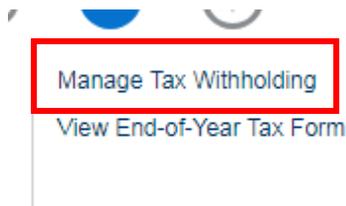
The screenshot shows a user profile page. On the left is a dark navigation sidebar with items like 'My Details', 'Employment Details', 'Documents', 'Benefits', and 'Payroll'. The main content area has a header 'My Details' next to a circular profile picture containing the letters 'AP'. Below this is a 'Contact' section with fields for 'Home / Phone / Work / Mobile' and a 'Person' section. A small orange oval with three white dots is positioned over the 'My Details' header.

Select "Payroll"



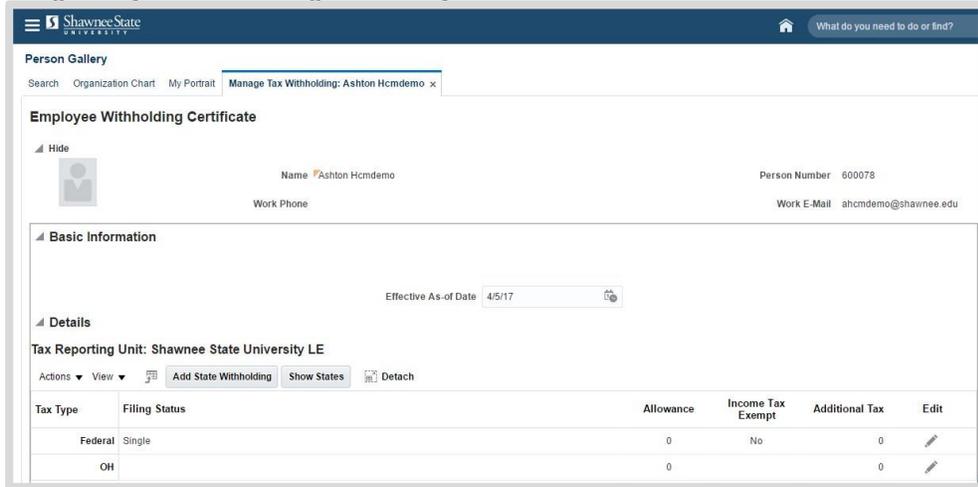
The screenshot shows a dropdown menu with the following items: 'Recent Actions', 'Absences', 'Compensation', 'Payroll', 'Personal and Employment', and 'Talent Management'. The 'Payroll' item is highlighted with a red rectangular box.

Select "Manage Tax Withholding"



The screenshot shows a sub-menu with two items: 'Manage Tax Withholding' and 'View End-of-Year Tax Form'. The 'Manage Tax Withholding' item is highlighted with a red rectangular box.

From this screen, you can view your current tax withholding information as well as make changes to your withholdings for both your federal and state taxes.



Tax Type	Filing Status	Allowance	Income Tax Exempt	Additional Tax	Edit
Federal	Single	0	No	0	
OH		0		0	

## Helpful Hints:

Be sure to keep in mind that...

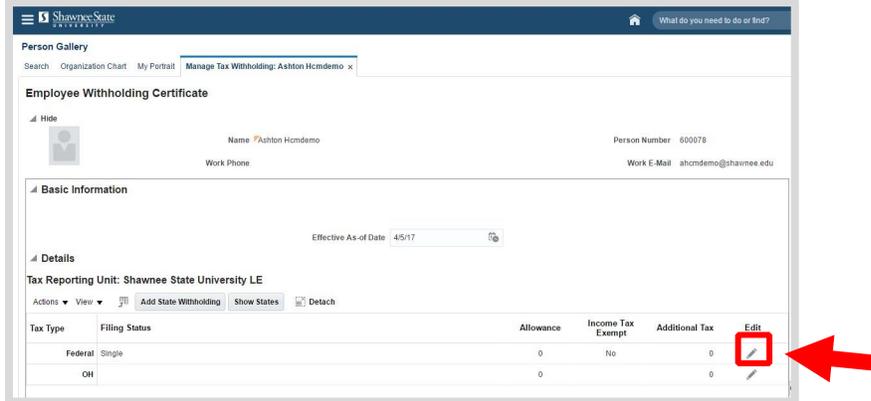
- You can view your future and past withholding amounts from this screen on the right-hand side of the screen.
- You can change your withholding preferences and delay the effective date.
- You can export your tax reporting information to a Microsoft Excel spreadsheet from this screen.

**Procedure:** Complete the following steps to make changes to your tax withholdings:

## Edit your Federal (W-4) Withholdings

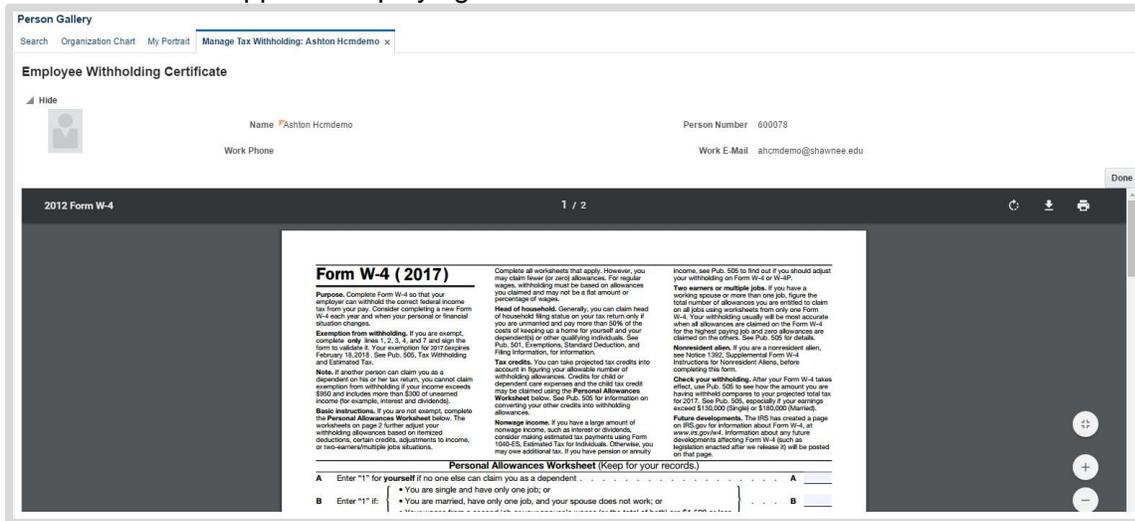
Follow these instructions to edit your Federal Withholdings:

1. Click the “pencil” icon next to your Federal tax filing status.



Tax Type	Filing Status	Allowance	Income Tax Exempt	Additional Tax	Edit
Federal	Single	0	No	0	
OH		0			

2. A section appears displaying the PDF file of a W-4 form.



3. Enter values in the boxes on each line.

a. For example, Part A of the Personal Allowances Worksheet, click on the space and enter the values that apply to you (e.g. if you are claimed as a dependent, then put a '0' on line A.)

4. When finished, type your name to e-sign the document in the appropriate field at the bottom of page 1. *Do not fill out any other fields after you sign and date the document.*

Person Gallery

Search Organization Chart My Portrait Manage Tax Withholding: Ashton Hcndemo x

Employee Withholding Certificate

Hide

Name Ashton Hcndemo Person Number: 600078

Work Phone Work E-Mail: ahcndemo@shawnee.edu

Done

Sign name and date, then stop here.

<b>worksheets that apply.</b>		earnings from all jobs exceed \$40,000 (\$10,000 if married), see the <b>Two-Earners/Multiple Jobs Worksheet</b> on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, <b>stop here</b> and enter the number from line H on line 5 of Form W-4 below.	
----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----			
<b>Form W-4</b>		<b>Employee's Withholding Allowance Certificate</b>	
Department of the Treasury Internal Revenue Service		OMB No. 1545-0074 <b>2017</b>	
1 Your first name and middle initial Ashton		2 Your social security number 297-85-7995	
3 Home address (number and street or rural route) 321 Main Street City or town, state, and ZIP code Portsmouth, OH - 45662		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withheld at higher Single rate. <small>Note. If married, but single separated, or spouse is a nonresident alien, check the "single" box.</small> 4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>	
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 0	
6 Additional amount, if any, you want withheld from each paycheck		6 \$ 0.00	
7 I claim exemption from withholding for 2017, and I certify that I meet both of the following conditions for exemption: • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here.			
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.			
Employee's signature (This form is not valid unless you sign it.)		Date 04-05-2017	
Shawnee State University, 940 2nd St, Portsmouth, Ohio - 45662		31-0864917	
For Privacy Act and Paperwork Reduction Act Notice, see page 2.		Cat. No. 102090 Form W-4 (0817)	
I Do Not Agree		I Agree	

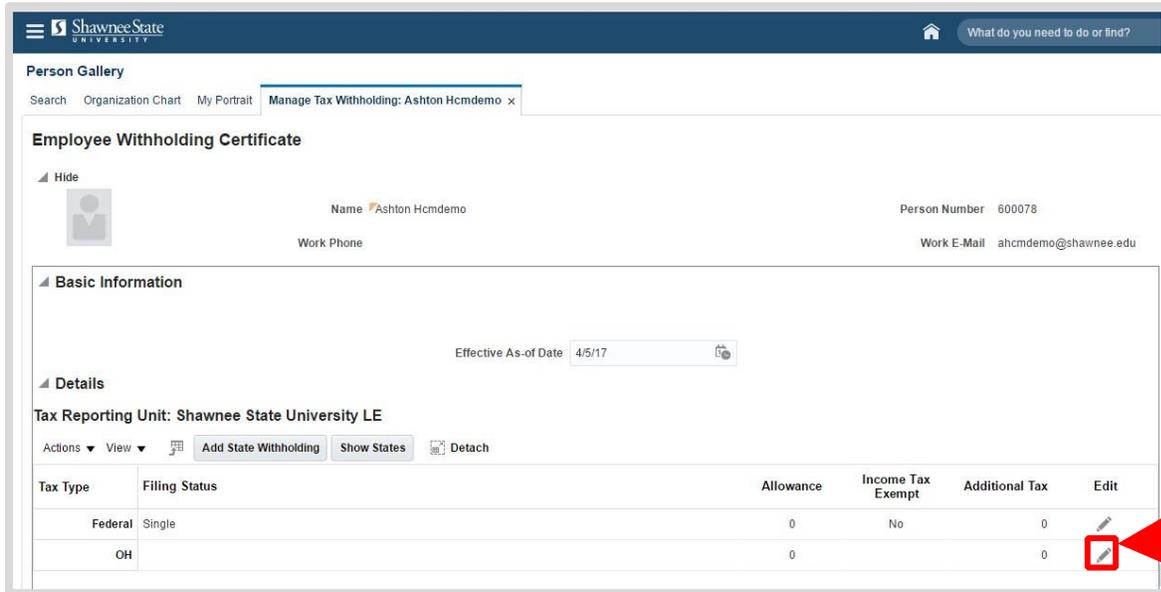
5. Click "I agree" to finish the document.

6. Click "Done" to finish editing your W-4 Federal Tax Withholdings.

## Edit your State Withholdings

Follow these instructions to edit your State Withholdings:

1. Click the "pencil" icon next to the state item requiring revision.



**Employee Withholding Certificate**

Name: Ashton Hcndemo      Person Number: 600078  
 Work Phone:      Work E-Mail: ahcndemo@shawnee.edu

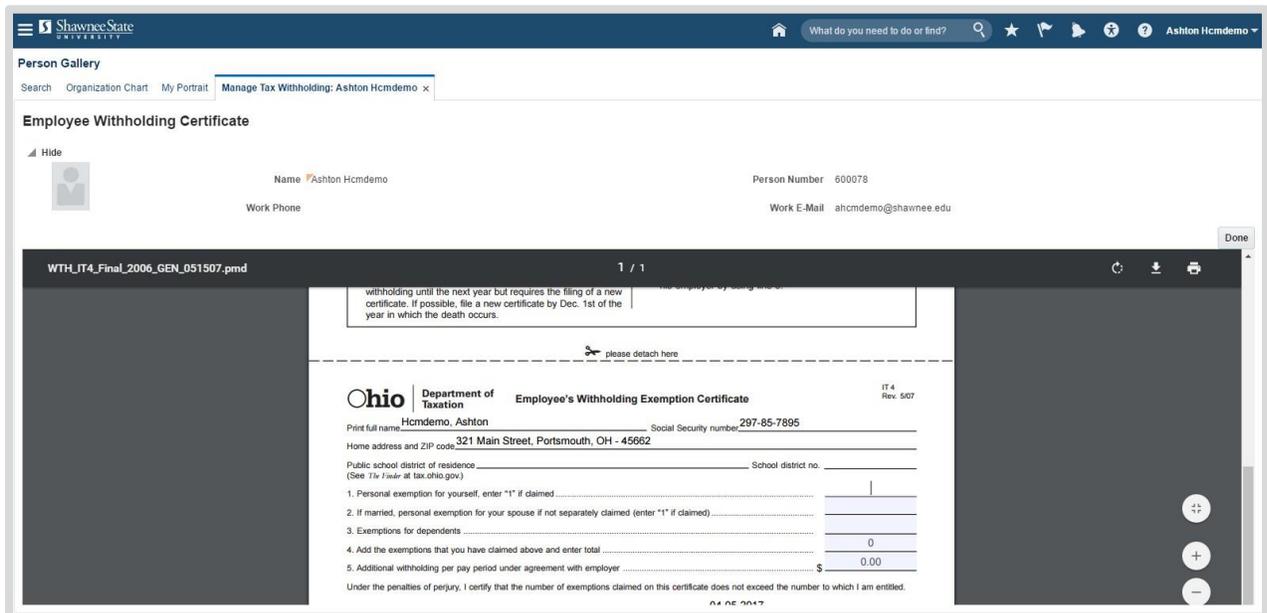
Effective As-of Date: 4/5/17

Tax Reporting Unit: Shawnee State University LE

Actions: View, Add State Withholding, Show States, Detach

Tax Type	Filing Status	Allowance	Income Tax Exempt	Additional Tax	Edit
Federal	Single	0	No	0	
OH		0		0	

2. A section displaying the PDF file of your state withholding exemption certificate will appear. On each line, there is a box for you to enter values for each step of the form.



Ohio Department of Taxation Employee's Withholding Exemption Certificate

Print full name: Hcndemo, Ashton      Social Security number: 297-85-7895

Home address and ZIP code: 321 Main Street, Portsmouth, OH - 45662

Public school district of residence:      School district no.:

1. Personal exemption for yourself, enter "1" if claimed: \_\_\_\_\_

2. If married, personal exemption for your spouse if not separately claimed (enter "1" if claimed): \_\_\_\_\_

3. Exemptions for dependents: \_\_\_\_\_

4. Add the exemptions that you have claimed above and enter total: \_\_\_\_\_

5. Additional withholding per pay period under agreement with employer: \$ 0.00

3. Enter values in the boxes on each line.

a. For example, if you are claiming a personal exemption for yourself, type a '1' on line 1

4. When finished, type your name to e-sign the document in the appropriate field at the bottom of page 1. *Do not fill out any other fields after you sign and date the document.*
5. Click “I agree” to finish the document.
6. Click “Done” to finish editing your State Employee’s Withholding Exemption Certificate.

### Final Notes

By following these steps, you have successfully changed the withholding preferences for your Federal W-4 and/or State Employee’s Withholding Exemption Certificate.