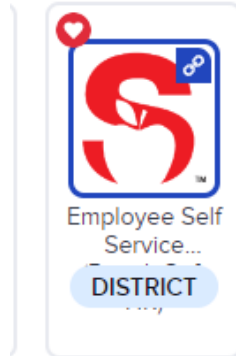W4 EMPLOYEE ALLOWANCE CERTIFICATE
ON EMPLOYEE SELF SERVICE

To make changes to your W4, please see below the instructions. Make sure you're on an SCPS computer.

Go into your Employee Self Service located in CLEVER and follow the below instructions:

- Click on the Payroll tile
- Click on the Tax Withholding tile
- Click on the first bar for Federal
- A message will pop up and you'll click on the bar below the message under Undateable Forms to pull the W4 form.
- The form will download to the bottom or top right of your computer. You have to right click the document with your mouse and choose "Open with system with viewer."
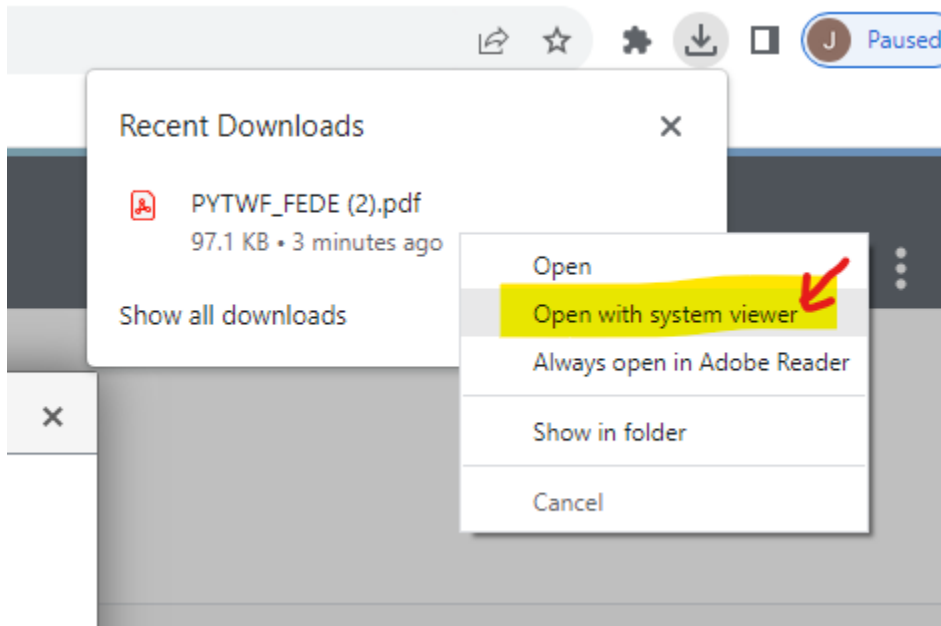
- The document will open and you'll notice your personal information has been pre-filled. Make sure that everything is correct. You will make the updates needed on the form.
- Scroll to the bottom where you will find a green SUBMIT button

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Cat. No. 10220Q   Form **W-4** (2022)

Submit

Once you submit, it should update your tax withholding in our payroll system.
Please log back into ESS and check to make sure it updated.