

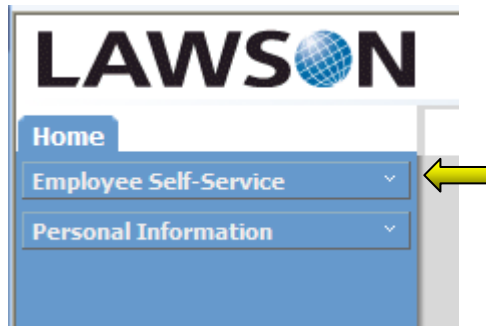


## EMPLOYEE SELF-SERVICE TAX WITHHOLDING PROCEDURES

**STEP 1:** To access **Employee Self Service**, login to Lawson by entering your District User ID and Password.

A screenshot of the Lawson login interface. At the top center is the "LAWSON" logo, where the letter "O" is replaced by a blue globe icon. Below the logo is a light gray rounded rectangle containing two input fields: "User Name" and "Password". Below these fields is a "Login" button.

**STEP 2:** Click on the down arrow next to Employee Self-Service to display the available options.

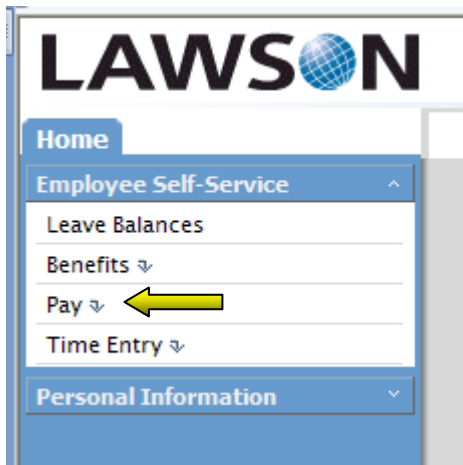




Employee Self Service options include the following:

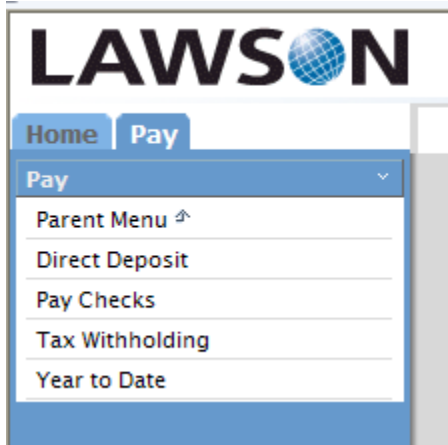


**STEP 3:** Select Pay from the available options.

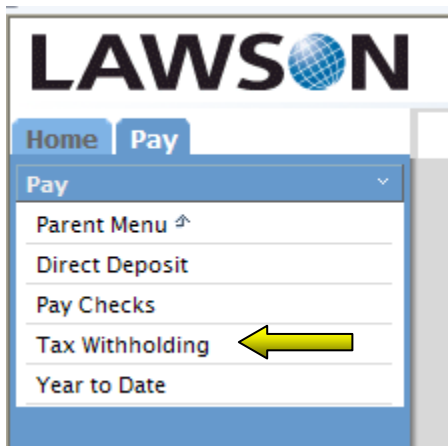




Clicking the Pay option from Employee Self-Service displays the following:



**STEP 4:** Select Tax Withholding





### TAX WITHHOLDING

Selecting the Tax Withholding option allows employees to review or update their W-4 information.

**STEP 5:** To update W-4 information, click **FED WITHHOLD - EE**.

The screenshot shows the Lawson Tax Withholding interface. On the left is a navigation menu with options like Home, Pay, Parent Menu, Direct Deposit, Pay Checks, Pay Rate History, Payment Modeling, Tax Withholding (highlighted with a yellow arrow), and Year to Date. The main area displays a table titled 'Deductions' with the following data:

Description	Resident Status	Marital Status	Exemptions	Additional Exemptions	Additional Amount
FED WITHHOLD - EE	Resident	Single	0	0	

A yellow arrow points to the 'FED WITHHOLD - EE' entry in the table.

**STEP 6:** Enter desired changes and then click **Continue**.

The screenshot shows the W-4 Form (Employee's Withholding Allowance Certificate) for 2014. The form includes the following fields and instructions:

- Form W-4** Employee's Withholding Allowance Certificate
- Department of the Treasury Internal Revenue Service
- OMB No. 1545-0010 **2014**
- For [Privacy Act and Paperwork Reduction Act Notice](#), see page 2 of paper form.
- 1** Type or print your first name, middle initial and last name
- 2** Your social security number
- Home address (number and street or rural route)
- City or town, state, and ZIP code: **San Antonio, TX 78216**
- 3**  Single  Married  Married, but withhold at higher Single rate  
*Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.*
- 4** If your last name differs from that on your social security card, call 1-800-772-1213 for a new card.
- 5** Total number of allowances you are claiming: **1**
- 6** Additional amount, if any, you want withheld from each paycheck
- 7** I claim exemption from withholding for 2014, 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, enter "EXEMPT" here. (Contact your Payroll department to claim EXEMPT).
- 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.
- 8** Employer's name and address (Employer: Complete 8 and 10 only if sending to the IRS)
- 9** Office code (optional)
- 10** Employer identification number

At the bottom, there are buttons for **Continue**, **Back**, **Print**, and a link for [W-4 Instructions](#). A yellow arrow points to the 'Continue' button.



**STEP 7:** Click **Update** to continue or **Cancel** to exit without making changes.

**Verify W-4 Changes**

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.

- If you select "Update", you are authorizing these changes.
- If you "Cancel", your changes will not be processed.

**Update**

**Cancel**