

W-4 Form information for employees filing *exempt*

The Internal Revenue Service requires that you fill out a new W-4 form at the beginning of each year if you wish to continue filing exempt.

Please carefully read the instructions to verify that you are eligible for exempt status and to complete the new 2024 W-4 form correctly (<https://www.irs.gov/pub/irs-pdf/fw4.pdf>).

Steps to update your W-4 – Federal Tax Form on PAWS to an Exempt Status:

Log into PAWS

Faculty & Staff Logins

SWITCH TO STUDENT VIEW

Popular Applications

The screenshot displays a grid of application tiles under the heading "Popular Applications". The tiles include:

- PAWS**: The main application, highlighted with a green bar.
- USAonline**: Labeled "POWERED BY canvas".
- Jug Mail**: Represented by a paw print icon.
- Navigate**: Labeled "South".
- Campus Events**: Represented by a calendar icon.
- Parking Services**: Represented by a parking sign icon.
- Concur**: Represented by a briefcase icon.
- BANNER**: Labeled "Admin Pages" and "PRINT".
- USA MASS EMAIL SYSTEM**: Labeled "DAILY DIGEST".
- zoom**: Represented by the Zoom logo.
- WIKI**: Labeled "Central Timekeeping".

A blue button labeled "More Applications" is located at the bottom right of the grid.

Select Employee Services:

Personal Information Student Services & Financial Aid Employee Services Financial Information

Search Go

Student Center and Financial Aid: Register for courses, View your Academic Records, Pay your Student Account and View your Financial Aid for Fall 2003 and later.

General Student Information, Register for courses, View your Academic Records, Pay your Student Account and View your Financial Aid for Fall 2003 and later.

Personal Information: View or update your mailing address, current phone number, email address, emergency contact, missin person contact; View name change & social security number change information; Change your PIN; View or update your mailing address

Employee Services: View your benefits information; View your leave history or balances, job information, pay stubs and W-2.

Financial Information: Budget Query, Financial Information

Select Employee Dashboard:

Go Search

Employee

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Select View Taxes and Update Federal Withholding tax:

The screenshot shows a navigation menu with the following items:

- Pay Information
- All Pay Stubs
- Latest Pay Stub: 01/05/2024
- Earnings
- View Taxes and Update Federal Withholding Tax (highlighted)
- Job Summary
- Employee Summary

Select W-4 Employee's Withholding Allowance Certificate:

The screenshot shows a W-4 form with the following fields:

- View Taxes and Update Federal Withholding Tax
- Electronic Regulatory Consent
- W-2c Corrected Wage and Tax Statement
- Filing Status: Single
- Status: Active
- Number of Allowances: 0
- Filing Status: Zero Exemptions
- Status: Active

Select Update ** (bottom of page):

Print

History **Update** Contributions or Deductions
W2 Year End Earnings Statement

The "Effective Date of Change" should equal 2/15/2024

The "Deduction Status" may show as "Active" –this is where you will update to "Exempt"



Click on **Certify Change** (To save changes):



After selecting click "OK" and you should get the following statement: "The updates you requested were successfully processed."

**Note- Update Process will be unavailable during payroll processing cycles.