Update Federal and/or State W4

The Employee Self Service W4 page will be read only if any of the following criteria are met:
- Report taxes as a foreign national
- Have a tax status of No Taxable Gross; No Tax Taken (If Federal or State do not have this status, that section can be updated)
- Have a lock-in letter on file

Updates may not be reflected on the current payroll based upon timing of entry.

Only enter information in the area you want to update (Federal and/or State). If only making changes to the State W4 use the Update State Tax Data Only hyperlink at the top of the W4 page.

**WARNING**: If you report taxes as a foreign national and are able to make edits on this page, **STOP**! Check the box indicating you are a foreign national. This will provide additional information regarding updating tax information through Glacier.

### Access W4

1. Sign into [my.wisconsin.edu](http://my.wisconsin.edu)
2. Click the Payroll Tile.
3. Click **W-4 Employee Self-Service** from the left side menu.
4. Review **Personal Information**.
   **NOTE**: Personal information can be updated from the My Information tile.

### Update Federal W4 Data

**NOTE:**
- If the current W4 on file is from the year 2019 or earlier, the Current Allowances will appear, this field is not editable and is just for informational purposes
- If claiming exemption, enter the current year in the **Exemption** field and check the **New** exempt box.

1. Select the **Tax Status**.
   **WARNING**: The status must be selected, even if there is no change.

2. Enter information in the **New** fields for Steps 2 through 4.
   **NOTE**: All **New** fields should have a value.

3. If not updating State Tax Data, scroll down to Authorization section.
Update State W4 Data

**NOTE**: If claiming exemption, enter the current year in the **Exemption** field and check the **New** exempt box.

1. Select a state in the New field from the **State** drop down.
   **NOTE**: Only certain states are available. If a state other than Wisconsin is selected the UW Supplemental Form W-4 must be filed.

2. Select the **Tax Status**.
   **WARNING**: The status must be selected, even if there is no change.

3. Enter information in the **New** fields for **Withholding** and **Additional Amount** or **Additional Allowances**, as needed.
   **NOTE**: All **New** fields should have a value.

Authorization

1. Check the box and review the **Authorization** information.

2. Click **Submit**.

3. **W-4 Successfully Submitted** will appear at the top of the page to inform you that the record was updated.

4. To print a copy of the submitted W4, click the **Print** button at the top of the page.
   **NOTE**: Printed copies are for personal records and do **not** need to be submitted to the payroll office.

5. Click the action menu in the top right corner and select **Sign Out**.