



ESS Withholding Forms : Federal and State

Version 1.1 | July 15, 2022

This job aid provides instructions for adding and updating Employee Federal (Form W4) and State (Form DE 4) Withholdings on the Employee Self-Service (ESS) page, <https://ess.erp.sdcoe.net>. The ESS pages for Federal and State are replicates of the forms themselves. You will be able to view the actual W4 and DE 4 forms on each1aFEa



Claim Exemption from Withholding: Read carefully and check if you meet both conditions.

Claim Exemption from Withholding

2020

This year I expect to owe no federal income tax.

Exemption from tax withholding None

Check this box if you meet both conditions to claim exemption

Read carefully and Click Submit when finished.

Email notification will be sent to alert you that a change was made to your information. If you did not make the change, please contact your payroll administration team at your district.

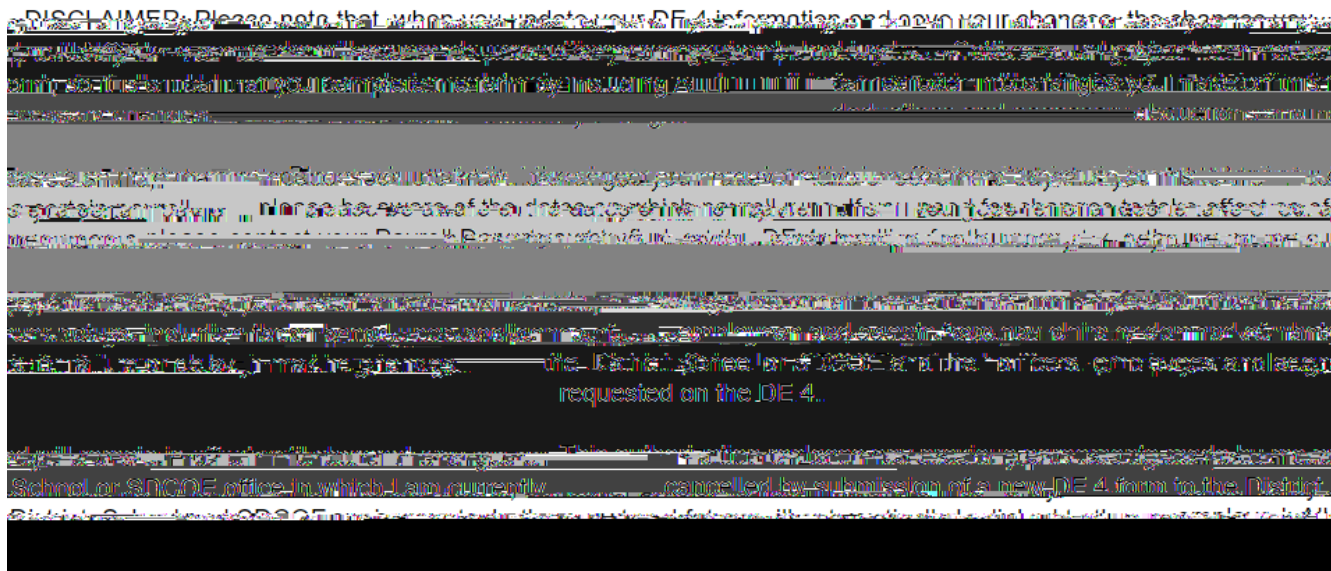
Withholding Updated Successfully. Employee will receive a notification email.

OK

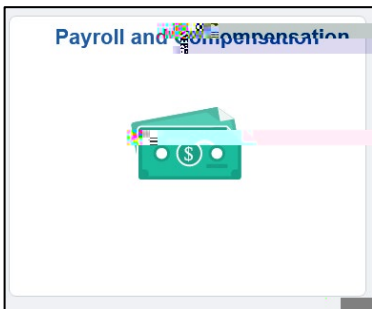


ESS Withholding Forms : State (DE 4)

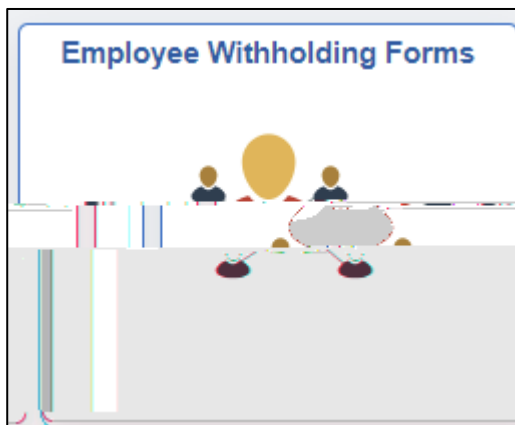
Disclaimer about the State Tax Withholding Form:



1. To access Withholding Forms, in Employee Self Service, click the **Payroll and Compensation** tile



2. Click on Employee Withholding Forms



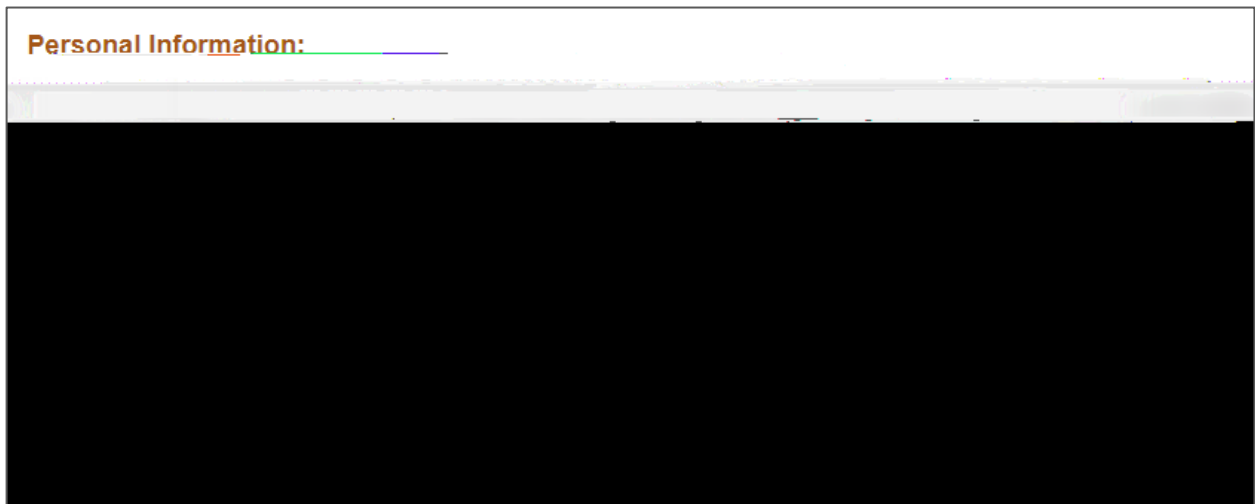


3. Click > to edit your State withholding.

1	061	Poway Unified School District	Federal

4. Personal Information: Click the Official State Tax Form link to view the DE 4 Form.

Address – If address needs updating, refer to the Personal Information section of ESS



5. Filing Status: Read carefully and fill out the form as desire

Filing Status

SINGLE or MARRIED (with two or more incomes)

MARRIED, one income

HEAD OF HOUSEHOLD

1. Number of allowances for Regular Withholding Allowances, Worksheet A

Number of allowances from the Estimated Deductions, Worksheet B

