If an employee completes a new W-4 the employees **Tax Information** will need to be updated.

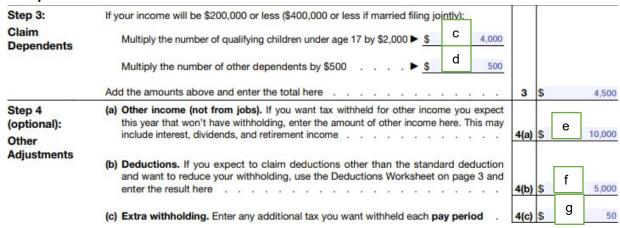
- 1. Open Connect Payroll | Employee | Modify Existing Employees.
- 2. Navigate to the employee whose **Tax Information** needs to change.
- 3. Click the **Pay Code** tab.
- 4. Double-click on the **FWT** pay code.
- 5. Select the **Calculation** to match the employee's W-4 Step 1(c) and Step 2(c) election as follows:

W-4 Completed When	Filing Status	Box 2c Checked?	Calculation Name
2019 or earlier	Single	N/A	Federal - Single
2019 or earlier	Married	N/A	Federal - Married
2020 through Now	Single or Married Filing Separately	No	Federal - Single Standard
2020 through Now	Married Filing Jointly	No	Federal - Married Filing Jointly Standard
2020 through Now	Head of Household	No	Federal - Head of Household Standard
2020 through Now	Single or Married Filing Separately	Yes	Federal - Single Higher
2020 through Now	Married Filing Jointly	Yes	Federal - Married Filing Jointly Higher
2020 through Now	Head of Household	Yes	Federal - Head of Household Higher
Any time	Exempt	N/A	Federal - No Withholding

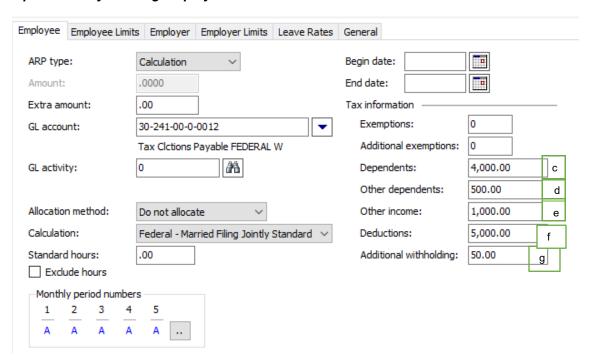
Calculation:	Federal - Married Filing Jointly Standard	
Standard hours:  ☐ Exclude hours	Federal - Head of Household Higher Federal - Head of Household Standard Federal - Married	
Monthly period number	Federal - Married Filing Jointly Higher	
	Federal - Married Filing Jointly Standard	
	Federal - Single	
A A A A	Federal - Single Higher	
	Federal - Single Standard	

- 6. From the new W-4 the employee has completed, enter the following:
  - a. Extra Amount Not used on the new W-4.
  - b. **Exemptions** Not used on the new W-4.
  - c. Additional exemptions Not used on the new W-4.
  - d. **Dependents**
  - e. Other Dependents
  - f. Other income
  - q. Deductions
  - h. Additional withholding

## Example of Form W-4 2020



## Example of Modify Existing Employees in Connect



\*Important: When entering the Amounts in the "Tax Information" section, enter a positive amount and press Enter.