

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:

Standard hours:

☐ Exclude hours

Monthly period number

1	2	3	4
A	A	A	A

Federal - Married Filing Jointly Standard

Federal - Head of Household Higher

Federal - Head of Household Standard

Federal - Married

Federal - Married Filing Jointly Higher

Federal - Married Filing Jointly Standard

Federal - Single

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**
  - g. **Deductions**
  - h. **Additional withholding**

**Example of Form W-4 2020**

<b>Step 3:</b>		If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):	
<b>Claim Dependents</b>	Multiply the number of qualifying children under age 17 by \$2,000 ▶	\$ <b>c</b>	4,000
	Multiply the number of other dependents by \$500 . . . . ▶	\$ <b>d</b>	500
	Add the amounts above and enter the total here . . . . .	<b>3</b>	\$ 4,500
<b>Step 4 (optional):</b>			
<b>Other Adjustments</b>	<b>(a) Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .	<b>4(a)</b>	\$ <b>e</b> 10,000
	<b>(b) Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .	<b>4(b)</b>	\$ <b>f</b> 5,000
	<b>(c) Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	<b>4(c)</b>	\$ <b>g</b> 50

**Example of Modify Existing Employees in Connect**

Employee	Employee Limits	Employer	Employer Limits	Leave Rates	General												
ARP type:	Calculation ▼		Begin date: <input type="text"/>														
Amount:	.0000		End date: <input type="text"/>														
Extra amount:	.00		Tax information														
GL account:	30-241-00-0-0012 ▼		Exemptions: <input type="text"/> 0														
	Tax Clctons Payable FEDERAL W		Additional exemptions: <input type="text"/> 0														
GL activity:	0		Dependents: <input type="text"/> 4,000.00 <b>c</b>														
			Other dependents: <input type="text"/> 500.00 <b>d</b>														
Allocation method:	Do not allocate ▼		Other income: <input type="text"/> 1,000.00 <b>e</b>														
Calculation:	Federal - Married Filing Jointly Standard ▼		Deductions: <input type="text"/> 5,000.00 <b>f</b>														
Standard hours:	<input type="text"/> .00		Additional withholding: <input type="text"/> 50.00 <b>g</b>														
<input type="checkbox"/> Exclude hours																	
Monthly period numbers																	
<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td></td> </tr> <tr> <td>A</td> <td>A</td> <td>A</td> <td>A</td> <td>A</td> <td>..</td> </tr> </table>						1	2	3	4	5		A	A	A	A	A	..
1	2	3	4	5													
A	A	A	A	A	..												

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