

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:
- Extra Amount**– Not used on the new W-4.
 - Exemptions** – Not used on the new W-4.
 - Additional exemptions** – Not used on the new W-4.
 - Dependents**
 - Other Dependents**
 - Other income**
 - Deductions**
 - Additional withholding**

Example of Form W-4 2020

Step 3:		If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):	
Claim Dependents	Multiply the number of qualifying children under age 17 by \$2,000 ▶	\$ c	4,000
	Multiply the number of other dependents by \$500 ▶	\$ d	500
	Add the amounts above and enter the total here	3	\$ 4,500
Step 4 (optional):			
Other Adjustments	(a) Other income (not from jobs). 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	4(a)	\$ e 10,000
	(b) Deductions. 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	4(b)	\$ f 5,000
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$ g 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:	<input type="text" value=".0000"/>		End date: <input type="text"/>														
Extra amount:	<input type="text" value=".00"/>		Tax information														
GL account:	<input type="text" value="30-241-00-0-0012"/> ▼		Exemptions: <input type="text" value="0"/>														
	Tax Clctons Payable FEDERAL W		Additional exemptions: <input type="text" value="0"/>														
GL activity:	<input type="text" value="0"/>		Dependents: <input type="text" value="4,000.00"/> c														
			Other dependents: <input type="text" value="500.00"/> d														
Allocation method:	Do not allocate ▼		Other income: <input type="text" value="1,000.00"/> e														
Calculation:	Federal - Married Filing Jointly Standard ▼		Deductions: <input type="text" value="5,000.00"/> f														
Standard hours:	<input type="text" value=".00"/>		Additional withholding: <input type="text" value="50.00"/> g														
<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.