

1. Select **Me** to display your employee functions
2. Click **Pay**

Good morning, Arya Stark!

**Me** My Team My Client Groups Benefits Administration Risk Management Sales Service >

QUICK ACTIONS APPS

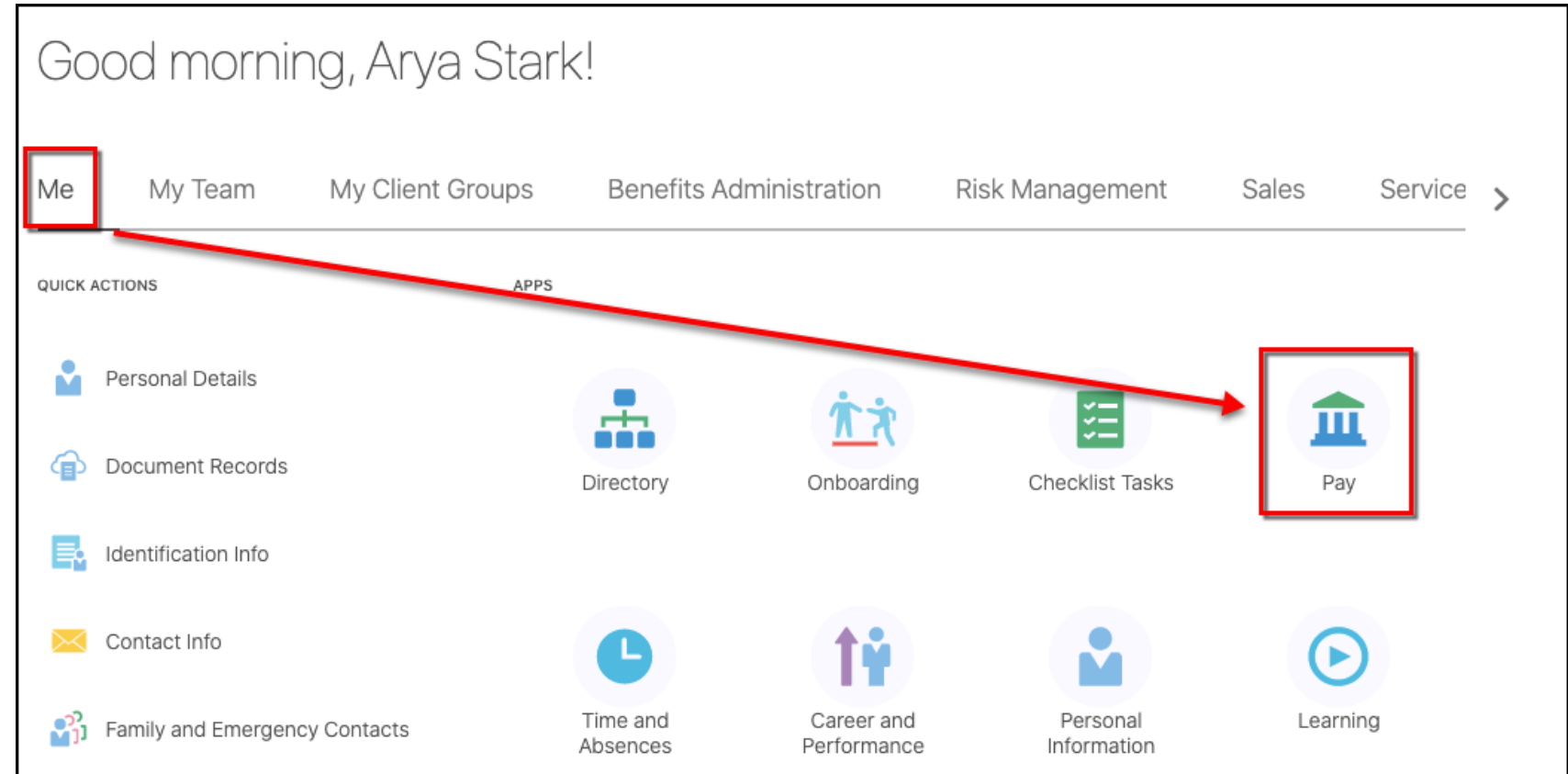
Personal Details Directory Onboarding Checklist Tasks **Pay**

Document Records

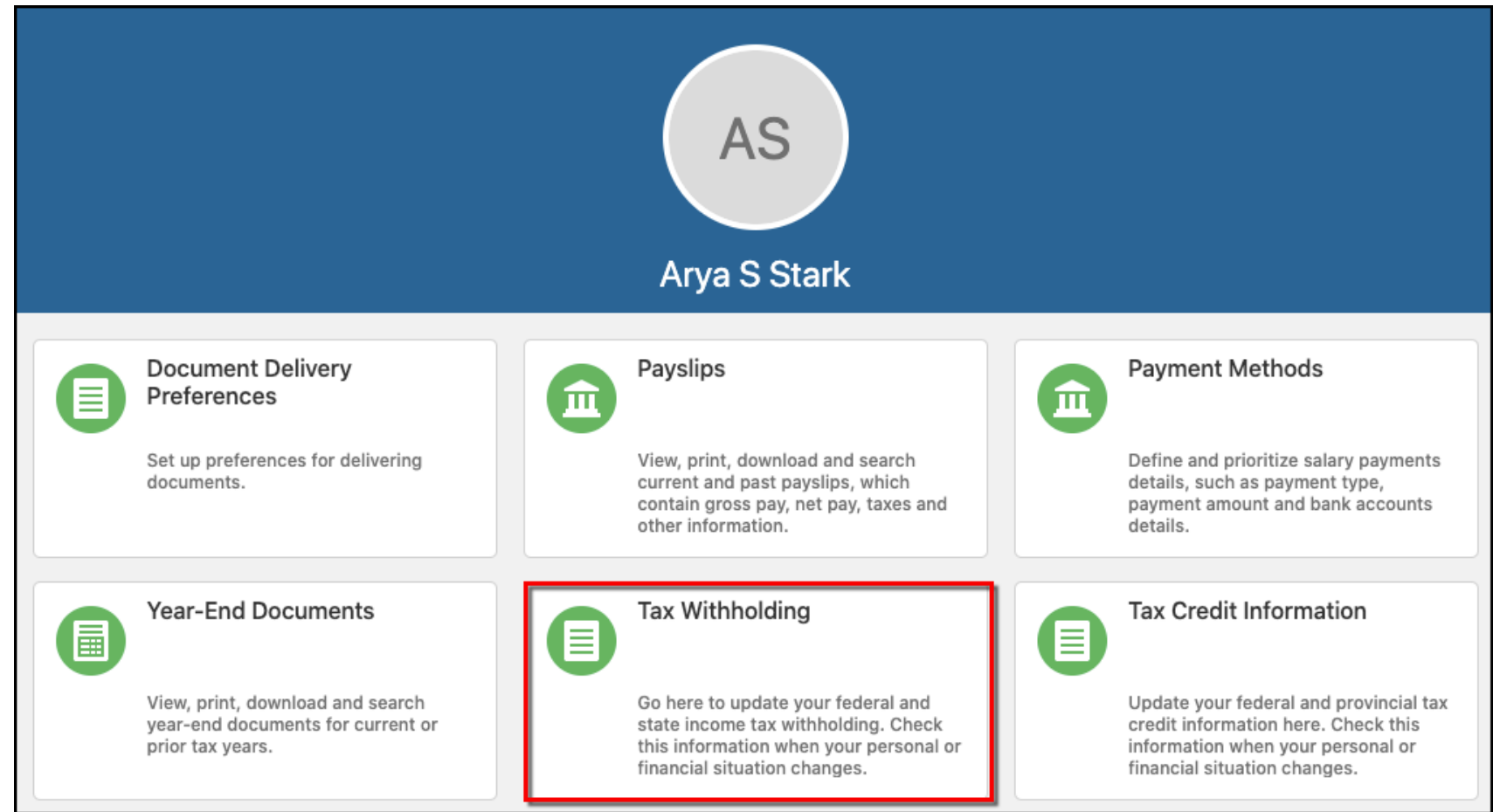
Identification Info

Contact Info Time and Absences Career and Performance Personal Information Learning

Family and Emergency Contacts

The screenshot shows a user interface for an Employee Self-Service (ESS) system. At the top, it greets the user 'Arya Stark'. Below the greeting is a navigation bar with several menu items: 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Risk Management', 'Sales', and 'Service'. The 'Me' item is highlighted with a red box. A red arrow points from the 'Me' box to the 'Pay' icon in the 'APPS' section. The 'Pay' icon is also highlighted with a red box. The 'APPS' section contains a grid of icons for various functions: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, Directory, Time and Absences, Career and Performance, Personal Information, Learning, Onboarding, and Checklist Tasks. The 'Pay' icon is located in the top right of the 'APPS' grid.

3. Click Tax Withholding



AS  
Arya S Stark

- Document Delivery Preferences**  
Set up preferences for delivering documents.
- Payslips**  
View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.
- Payment Methods**  
Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.
- Year-End Documents**  
View, print, download and search year-end documents for current or prior tax years.
- Tax Withholding**  
Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.
- Tax Credit Information**  
Update your federal and provincial tax credit information here. Check this information when your personal or financial situation changes.

4. Begin by **Adding** your **State** withholdings if applicable

OR

**Editing** your **Federal** withholdings



## Tax Withholding

Arya S Stark

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Community Mental Health Authority of Clinton, Eaton, Ingham Counties + Add

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<b>Form Name</b> Federal	<b>Filing Status</b> Single or Married filing separately	
<b>Start Date</b> 9/1/2020	<b>Multiple Jobs</b>	
	<b>Extra Withholding</b> 0 USD	
	<b>Exempt from Federal Income Tax</b>	

5. If adding **State** withholdings, enter the applicable state

Community Mental Health Authority of Clinton, Eaton, Ingham Counties

Save Cancel

\*When does this change start?  
11/4/2020

\*Under penalties of perjury, I declare that I have examined this certificate and complete.  
 I Agree

Form Name  
Federal

Start Date  
9/1/2020

\*What form would you like to add?  
MD  
ME  
MH  
MI  
MN  
MO  
MP  
MS  
MT

6. Enter your State withholding details
7. Agree to the declaration statement
8. Click Save

## Tax Withholding

Arya S Stark

Community Mental Health Authority of Clinton, Eaton, Ingham Counties

**\*When does this change start?**

**\*What form would you like to add?**

Are you a new employee

Date of Hire

Allowances

**Additional Tax Amount**  
 USD

Exempt from State Income Tax

Exempt from Wage Accumulation

Wage Accumulation Explain

Nonresident

State of residence

**\*Under penalties of perjury, I declare that I have examined this certificate, and to the best of my knowledge and belief, it is true, correct, and complete.**

I Agree

9. Once your **State** withholding details have been entered, click **Edit** to make any necessary updates.


Community Mental Health Authority of Clinton, Eaton, Ingham Counties + Add

<b>Form Name</b> Federal	<b>Filing Status</b> Single or Married filing separately	
<b>Start Date</b> 9/1/2020	<b>Multiple Jobs</b> Extra Withholding 0 USD	
	<b>Exempt from Federal Income Tax</b>	
<b>Form Name</b> MI	<b>Are you a new employee</b>	
<b>Start Date</b> 11/4/2020	<b>Date of Hire</b> Allowances 1	
	<b>Additional Tax Amount</b>	


10. To enter for the first time or update your **Federal** tax withholding details, click the **Federal Edit** button

Community Mental Health Authority of Clinton, Eaton, Ingham Counties + Add

Community Mental Health Authority of Clinton, Eaton, Ingham Counties

<b>Form Name</b> Federal	<b>Filing Status</b> Single or married filing separately	
<b>Start Date</b> 9/1/2020	<b>Multiple Jobs</b>	
	<b>Extra Withholding</b> 0 USD	
	<b>Exempt from Federal Income Tax</b>	▼

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<b>Form Name</b> MI	<b>Are you a new employee</b>	
<b>Start Date</b> 11/4/2020	<b>Date of Hire</b>	
	<b>Allowances</b> 1	
	<b>Additional Tax Amount</b>	▼

11. Enter your Federal withholding details

12. Agree to the declaration statement

13. Click Save

## Tax Withholding

Arya S Stark

Save
Cancel

### Community Mental Health Authority of Clinton, Eaton, Ingham Counties

**Form Name**  
Federal

**\*When does this change start?**

**\*Filing Status**

**Multiple Jobs**

**Extra Withholding**  
 USD

**Exempt from Federal Income Tax**

**Qualifying Dependents Amount**  
 USD

**Other Dependents Amount**  
 USD

**Total Dependents Amount**  
 USD

**Other Income Amount**  
 USD

**Deductions Amount**  
 USD

**\*Under penalties of perjury, I declare that I have examined this certificate, and to the best of my knowledge and belief, it is true, correct, and complete.**

I Agree

End of Procedure