

## MEMORANDUM

To: Personnel Specialist

From: Julie Henton, Associate Director  
Payroll and Employee Data

Date: June 24, 2008

Re: Employee Self-Service K-4 Update Capability

### **Please distribute this memorandum to all members of your staff**

Enhancements have been made to the W-4 Tax Information page in Employee Self-Service. Employees may now update their State of Kansas K-4 marital status and withholding allowances for tax purposes along with their Federal W-4 marital status and withholding allowances.

To access the Employee Self-Service W-4 Tax Information page, log on to HRIS with EID and password. Click on Employee Self Service, Payroll and Compensation, and W-4 Tax Information. The W-4 Tax Information page will display the employee's current W-4 and K-4 marital status and withholding allowances. Employees may make changes to both federal and state marital status and withholding allowances or federal or state only.

Employees who have tax withheld for a state other than Kansas will not be able to update the State portion of Employee Self-Service. These employees will need to contact the Payroll office at (785) 532-6277 for additional instructions. Employees with non-resident alien status will continue to submit W-4 or K-4 paper forms.

Employees working for multiple companies will need to specify which company they intend to update for tax purposes by selecting 'company', which is highlighted and underlined in blue at the top of the page.

For information regarding Employee Self-Service W-4 Tax Information, please contact Anna Carroll at (785) 532-6277.