MANAGE PAY INFORMATION

VIEW YOUR FEDERAL ELECTIONS

From the **Home** page:

1. Click on the **Pay** worklet.
2. Click on **Withholding Elections** under the Action section.
3. Your current withholding elections will display in the **Withholding Elections** page.

UPDATE YOUR FEDERAL ELECTIONS

From the **Withholding Elections** page:

1. Click the **Update** button at the bottom of the **Federal Elections** tab.
2. The **Effective Date** defaults to today's date. Use the **Calendar** icon or type to change the date if needed.
3. Click **OK**.
4. Use the **Prompt** icon or type to change the **Marital Status** field, if needed.
5. Type to change the **Number of Allowances**.
6. Check the **I Agree** checkbox.

I Agree ☑

7. Click **OK**.

UPDATE YOUR STATE ELECTIONS

From the **Withholding Elections** page:

1. Click on the **State Elections** tab.
2. Click the **Update** button at the bottom of the **State Elections** tab.

3. The **Effective Date** defaults to today's date. Use the **Calendar** icon 📅 or type to change the date if needed.
4. The State field will automatically default to **California**.
5. Click **OK** .
6. Use the **Prompt** icon ☰ or type to change the **Filing Status Withholding Allowances** field, if needed.
7. Type to change the **Number of Allowances**.
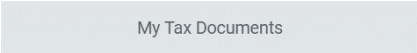8. Check the **I Agree** checkbox.

I Agree   * ☑

9. Click **OK** .

VIEW/PRINT TAX DOCUMENTS (W2)

From the **Home** page:

1. Click on the **Pay** worklet.
2. Click on My Tax Documents under the View section.
3. Your tax document records will display on the **My Tax Documents** page.
4. Find your most recent record and click **View/Print** to find download a PDF version of your Tax Document.