

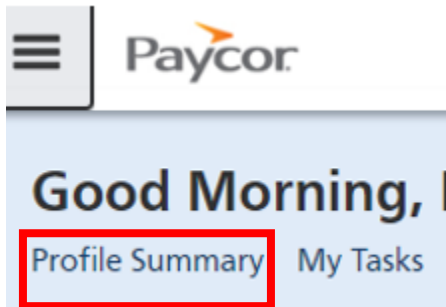
UPDATING FEDERAL AND STATE TAXES IN PAYCOR

We are excited to introduce new features in Paycor that will provide employees the flexibility to review and update their personal information on demand. Paycor provides our employees enhanced self-service capabilities including the ability to modify direct deposit and federal and state withholding forms (W4s).

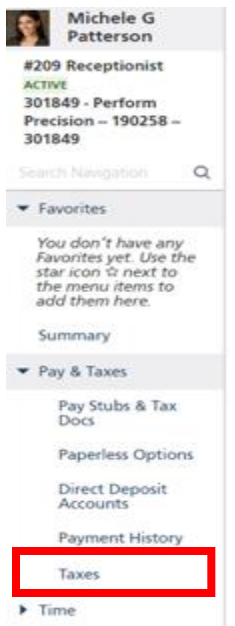
To begin, log in to Paycor at www.augustana.edu/Paycor. A reminder that you will need to use your Augustana Single Sign On Credentials (what you use to access your email and log into your computer) and go through the Duo process.

HOW TO UPDATE YOUR TAX FILING STATUS/WITHHOLDING INFORMATION

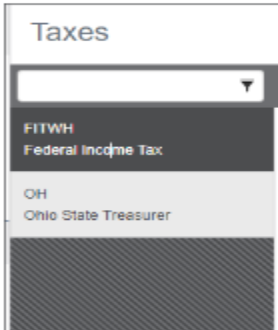
1. After you log into Paycor, in the upper left corner of the screen, the Paycor logo, click **Profile Summary**.



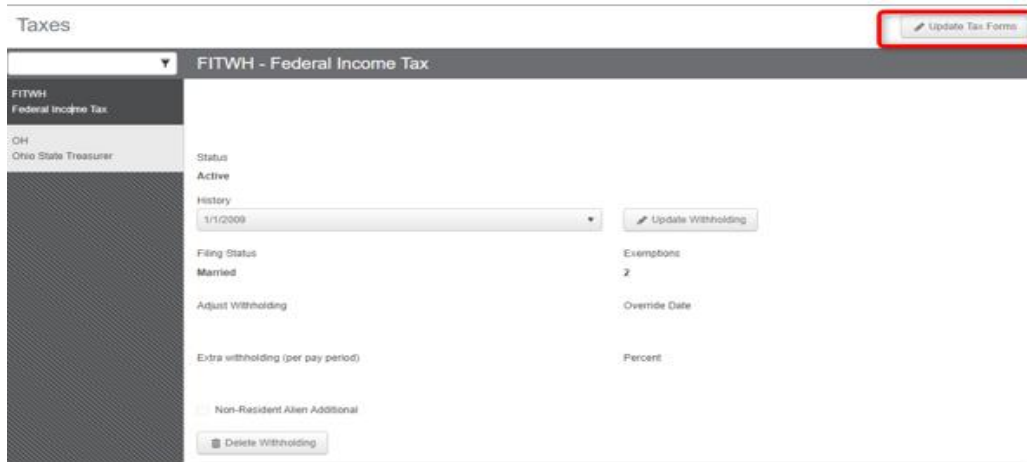
2. In the vertical menu on the left side of the screen, go to **Pay & Taxes > Taxes**



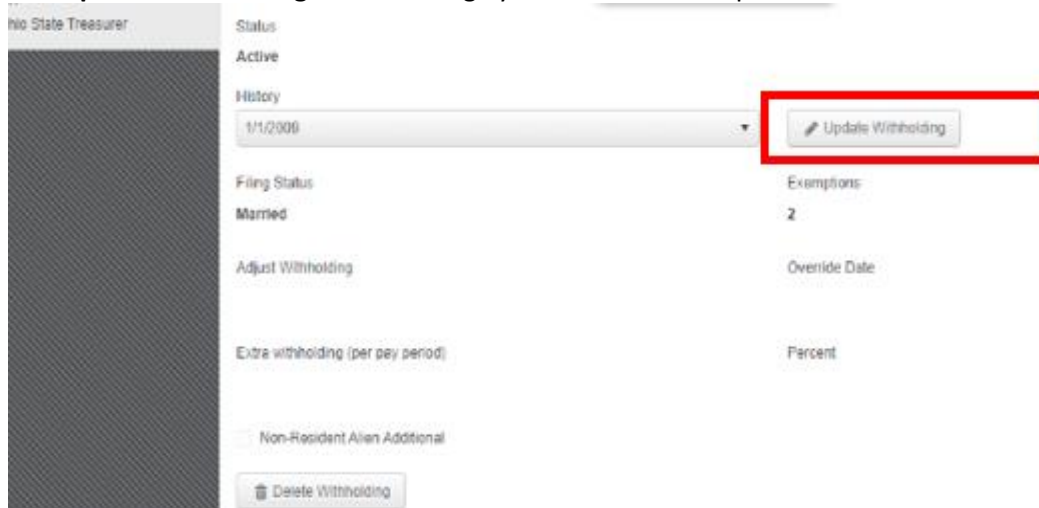
3. In the Taxes section, click any of the tax codes listed to edit that withholding. You should see a deduction for federal and for state.



4. If you wish to complete your forms through a step-by-step worksheet, you can do so by click **Update Tax Forms** at the top of the screen. It will walk you through both federal and state forms.



5. If you wish to update only your federal or state, and do not wish to go through a worksheet, you can click **Update Withholding** field to change your selections and press Save.



SPECIAL NOTE FOR FEDERAL WITHHOLDING: The Federal Withholding Form (Form W4) was updated in 2020. If you have not updated your Federal withholding (FITWH) and since 2020, the form will look different to what you have seen in the past. There are two links shown below where you can follow the instructions, review, and use the worksheet to calculate how you want taxes withheld.

The screenshot shows a web interface for managing Federal Income Tax Withholding (FITWH). At the top right, there is a button labeled "Update Tax Forms" with a pencil icon, which is highlighted with a red box. Below this, the main header reads "FITWH - Federal Income Tax". A blue informational banner contains the text: "Whether you're entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS. Please review the [W-4 instructions and worksheet](#)". This link is also highlighted with a red box. The left sidebar shows the user's role as "OH Ohio State Treasurer". The main content area displays the following information:

- Status: Active
- History: 1/1/2009 (with a dropdown arrow) and an "Update Withholding" button.
- Filing Status: Married
- Exemptions: 2
- Adjust Withholding: (with a dropdown arrow)
- Override Date: (with a dropdown arrow)
- Extra withholding (per pay period): (with a dropdown arrow)
- Percent: (with a dropdown arrow)
- Non-Resident Alien Additional
- A "Delete Withholding" button with a trash icon.