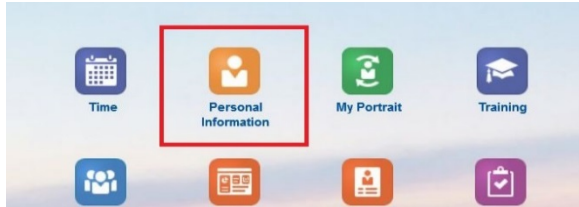
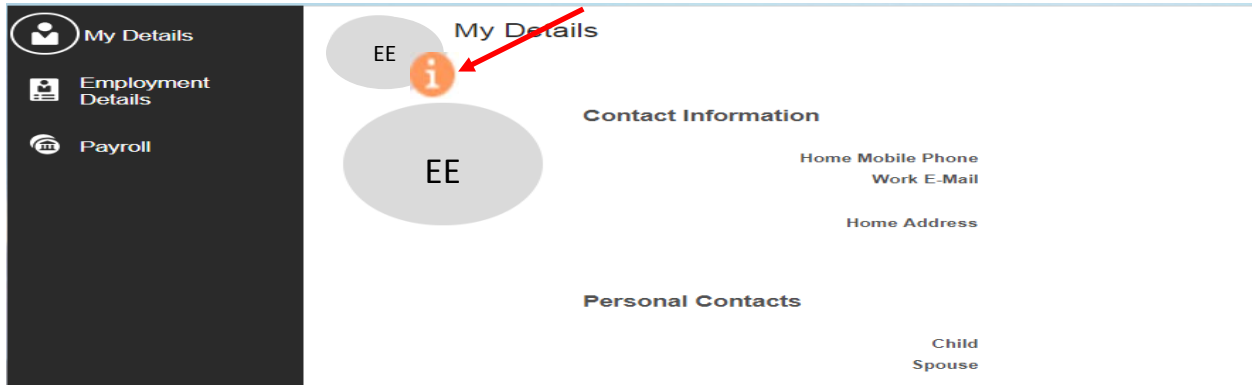


How to View and Edit Current W-4 Withholdings

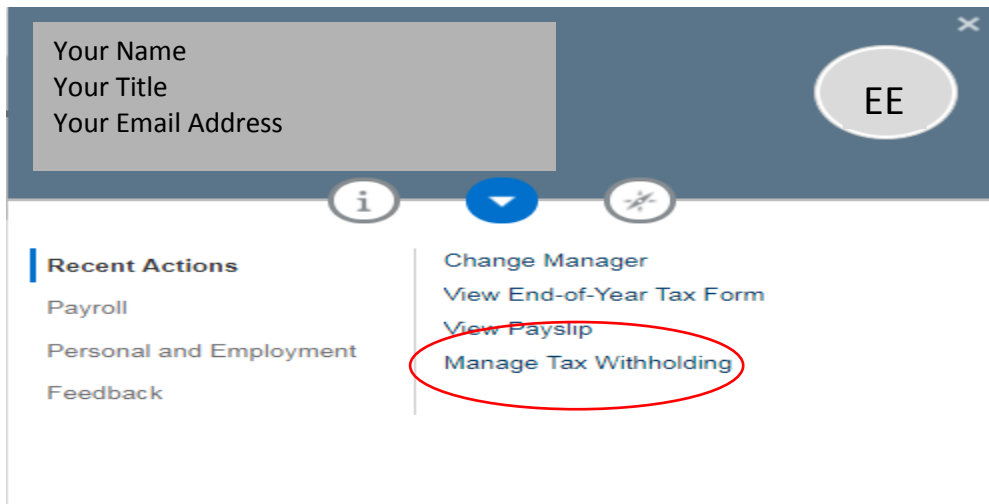
1. Select **Personal Information** Icon



2. Select the 'i' arrow next to **My Details**



3. Click **Payroll** then click the **Manage Tax Withholding** link



4. View your withholdings

Details
Tax Reporting Unit: Creighton University
Actions View Add State Withholding Show States Detach

Tax Type	Filing Status	Allowance	Income Tax Exempt	Additional Tax	Edit
Federal	Married and withholding at higher single rate	0	No	50.00	
NE	Single	0	No	0	

5. To make edits, click on the pencil on the right-hand side. When you click on the pencil, a Form W-4 will download with current information. Make corrections on the form, then print and forward the W-4 via intercampus mail to the attention of Payroll.