

How to change your “W-4 Form” through the employee portal (SAP).





Employees



Working Together
To provide a Superior Learning Environment

[Login to Employee Portal](#)

[Forgot Password?](#)

2 - Click on "Login to Employee Portal"

Teachers

- Combating Student Sexting
- National Board
- WLRN Public Radio & TV

Employee Highlights

- Be Safe
- Code of Conduct
- Employee Benefits
- Ethical Choices
- Microsoft Deals
- No Child Left Behind
- People First
- Reset Password

Employee Resources

- Americans with Disabilities
- Bullying
- Certification
- Civil Rights Compliance
- Credit Union
- Employee Assistance
- Funding Resources
- Good Deals! Good Deals!
- Human Resources
- Information Technology
- Instructional Technology
- Labor Contracts
- Library Media Services
- M-DCPS Library System
- Professional Development
- Salary Information
- School Operations

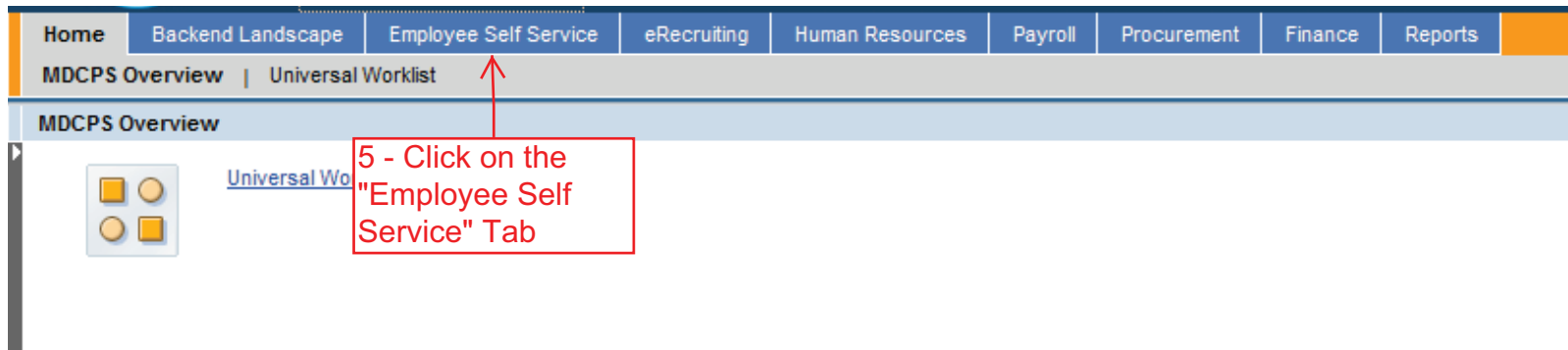
M-DCPS Portal Login

Username:

Password:

[Forgot Username/Password?](#) | [Create Account](#)

3 - Please input your "Username and Password" to access the employee portal.



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Payroll

Payroll
[Pay Statement](#)
View your pay statements.
[W-4 Tax Withholding](#) ← **7 - Click on "W-4 Tax Withholding"**
Create, change, and display the information included on your W-4 (including Allowance Certificate).
[Bank Information](#)
View your Credit Union information.
[Employee Salary Calculation](#)
View your employee salary calculation.

Additional Information
The IRS W-4 form is intended to inform an employer of the salary portion that will be withheld and remitted to the IRS. For information on filling out a W-4 and determining the total number of allowances you are claiming, please visit <http://www.irs.gov/pub/irs-pdf/fw4.pdf>.
The Personnel Operations and Network Services office manages W-4 form changes. For questions, please contact the Employee Service Center at 305 995-7888.

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W4

W4

1 2 3 4
Overview Edit Review and Save Confirmation

Federal

Filing Status: Single
No. of Exemptions: 00

[Edit](#) ← **8 - Click on "Edit" if you would like to change your "W-4 form" or "Exit" to leave your W-4 status as-is.**

[Exit](#)

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W4

W4

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Federal

Tax Authority: FED

No. of Exemptions: 00

Additional Withholding: 0.00 USD

Tax Exempt Indicator: Please select an Opt

I claim exemption from withholding, and I certify that I meet BOTH of the following conditions for exemption:
1) Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND
2) This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Declaration

Declaration

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate or entitled to claim exempt status.

Previous Step Review EXIT

9 - Complete the fields on the "W-4" screen. *Note: If you are "Exempt" of any Federal taxes, please select the appropriate "Tax Exempt Indicator" (selections are listed below)

10 - Click on the "Declaration" box

11 - Click on the "Review" button to review the changes.

Please select an Opt

Not exempt

Exempt

Please select an Opt

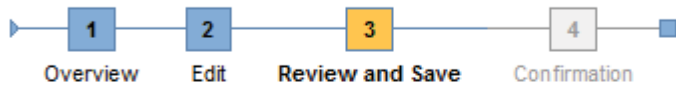
"Tax Exempt Indicator"

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W4

W4



1 Overview 2 Edit 3 Review and Save 4 Confirmation

Verify the Tax Data data below

Federal

Tax Authority:	FED	Filing Status: Single
No. of Exemptions:	00	
Additional Withholding:	0.00 USD	
Tax Exempt Indicator:	Not exempt	

I certify that the information is true, complete and accurate to the best of my knowledge. I agree to update the information in the event any of the information changes. I further agree that The School Board is not responsible for any errors, omissions or technical malfunction.

◀ Previous Step Save Exit

12 - Once you have reviewed your changes, please click "Save" to confirm all changes.

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W4

W4

1 Overview — 2 Edit — 3 Review and Save — 4 **Confirmation**

i The changes you made to your Tax Data data were saved

What do you want to do next?
[Go to W4 Tax Withholding Overview](#)
[Go to Payroll Homepage](#)
[Go to Employee Self-Services Homepage](#)

Federal

Tax Authority:	FED	Filing Status: Single
No. of Exemptions:	00	
Additional Withholding:	0.00 USD	
Tax Exempt Indicator:	Not exempt	

13 - Please check that you have received this message.

14 - Click on the "Go to Employee..."

Note: This section reflects changes made on your "W-4 Form"

Welcome DAVID GARCIA

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Overview

Employee Self-Service applications provide you with easy access to information and services for employees. This page gives you an overview of the entire offering.

<p>Employment Opportunities</p> <p>Internal Candidate for E-Recruiting</p>	<p>Life and Work Events</p> <p>Request a Leave of Absence or initiate a Resignation Request</p>
<p>Personal Information</p> <p>Update your Address and verify your Personal Data</p>	<p>Payroll</p> <p>View, maintain (as applicable) and/or print your pay statements, W-4 Information, Bank Information, Salary calculation and Defer Pay Plan during the enrollment/cancellation period "only".</p>
<p>Working Time</p> <p>Eligible employees (i.e., Full-Time, Substitutes & Bus Drivers/Aides) can view leave balances, days worked and absences for a specific period (if available).</p>	<p>Benefits</p> <p>Display the plans in which you are currently enrolled and enroll in new benefit plans.</p>

Help | Log off

15 - If you wish to exit the system, please click the "Logoff" button.