Tax Withholding Quick Reference Guide

1. Log in to Lawson
   a. Start your web browser by clicking Start, Programs, Internet Explorer.
   b. From home or outside the Munson network: Enter web address: http://www.munsonhealthcare.org, press Enter. Click For Employees>>myHR>>Employee Self-Service>>LOGIN link. If the Citrix Access Gateway Plug-in is not installed, click Download>>Run>>Run>>Install>>Finish. On the black Welcome page enter your network log in ID, network password and click Log On. If you see a my>HR_SelfService link, click it.
   c. From the Munson home page click then click on the my>HR icon.
   d. User Name = your network ID
      Password = your network password
      Click the Login button.

2. Navigation
   a. Click Employee Self-Service a few times to expand and collapse the menu.
   b. Menu items with a small arrow on the right contain another menu. Click Pay. Click Parent Menu to return to the previous menu.
   c. Click the my>HR logo to return to the Lawson home page.
   d. DO NOT click the back and forward buttons on your browser to move between pages.
   e. To exit, click [logout] in the upper-right corner.

3. View Tax Withholding Deductions
   a. Click the Home tab.
   b. Click the Pay menu.
   c. Click Tax Withholding.
   d. Your Deductions summary will appear.

PLEASE NOTE: Tax Withholding Changes Take Effect Within 2 Paychecks

<table>
<thead>
<tr>
<th>Description</th>
<th>Resident Status</th>
<th>Marital Status</th>
<th>Exemptions</th>
<th>Additional Exemptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Employee - Fed Withholding</td>
<td>Resident</td>
<td>Single</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Tax Employee - ML Withholding</td>
<td>Resident</td>
<td>Single</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
5. Change Federal Tax Withholding Details
   a. Click the Tax Employee – Fed Withholding link in the Description column. An electronic W-4 form will display.
   b. If you need help deciding what you should enter, scroll down and click the W-4 Instructions link at the bottom. A window will appear with IRS recommendations. Only read the explanations – do not fill out the form. Click the red X to close the irs.gov pop-up window.
   c. Enter your changes. Scroll down.
   d. To see how this will affect your net pay, click the Model button. Consult the Pay Check Modeling Quick Ref. Guide for help. Scroll down and click Calculate. Check the new Results in the upper-right corner. Scroll down and click Back. This will take you back to the Withholding summary and you will need to re-enter your selections.
   e. Once you’re satisfied with your changes, click Continue.
   f. After you click Continue, a verification window will appear. If you are sure you want to change your W-4 deductions now, click Update.
      If you click Cancel, you will return to the W4 window.
   g. The Deductions (summary) window will appear with your new selections. Changes take effect within two paychecks.

6. Change State Tax Withholding Details
   a. Click Tax Employee – MI Withholding.
   b. Make changes.
   c. Click Update.
   d. The Deductions (summary) window and your new selections will appear. Changes take effect within two paychecks.

To exit the program, click [logout] in the upper-right corner.