EMPLOYEE SELF-SERVICE TAX WITHHOLDING PROCEDURES

**STEP 1:** To access Employee Self Service, login to Lawson by entering your District User ID and Password.

**STEP 2:** Click on the down arrow next to Employee Self-Service to display the available options.
Employee Self Service options include the following:

**STEP 3:** Select Pay from the available options.
Clicking the Pay option from Employee Self-Service displays the following:

**STEP 4:** Select Tax Withholding
**TAX WITHHOLDING**

Selecting the Tax Withholding option allows employees to review or update their W-4 information.

**STEP 5:** To update W-4 information, click [FED WITHHOLD - EE].

**STEP 6:** Enter desired changes and then click [Continue].
STEP 7: Click Update to continue or Cancel to exit without making changes.

Verify W-4 Changes
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

- If you select “Update”, you are authorizing these changes.
- If you “Cancel”, your changes will not be processed.

Update  Cancel