Open Systems

Payroll

Updating W-4 Employee Information

Payroll

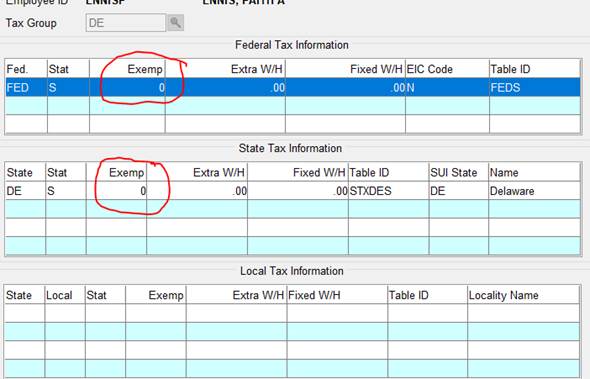
File Maintenance

Employees

Select Tax Information

Click OK at Tax Group

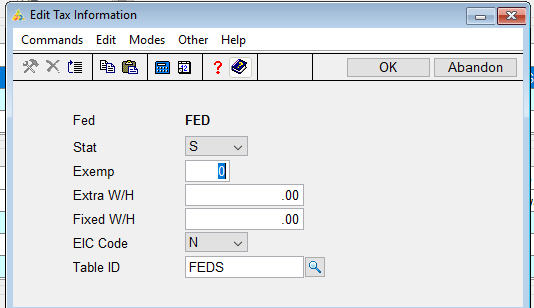
Hit enter at FED



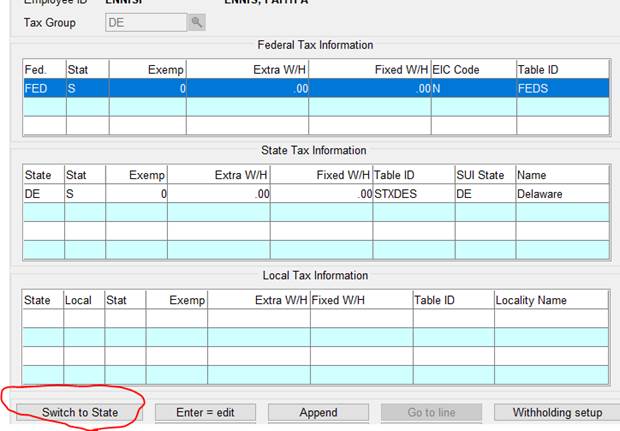
The box below will appear.

Enter 0 in Exemp

OK



Click Switch to State to update the State exemptions.

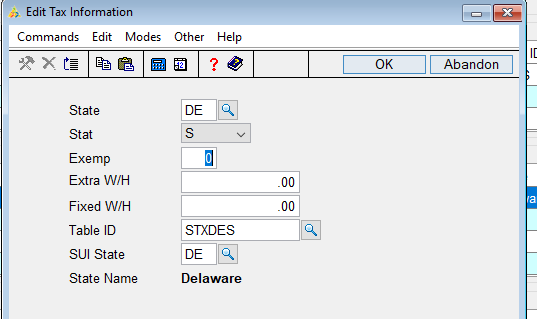


At the State Tax Information, hit enter.

The box below will appear.

Enter 0 for the exemptions.

OK



Click Next Page, done.