UNIVERSITY OF SOUTH ALABAMA

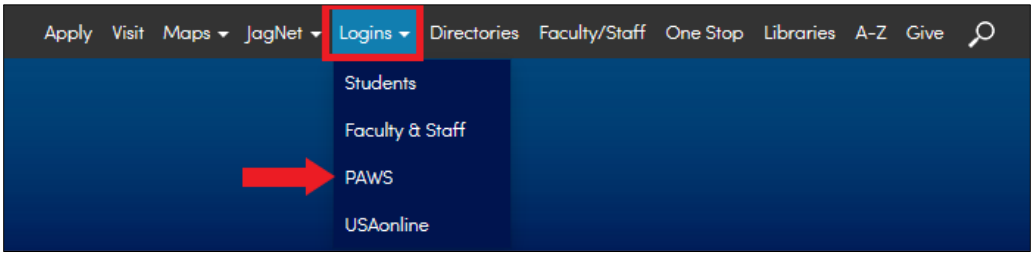
FLAGSHIP OF THE GULF COAST

Federal and State Tax Withholdings

USA uses Employee Self-Service (ESS) to provide its employees a platform to self-manage their information and requests. An email account is required to be set up before accessing ESS.

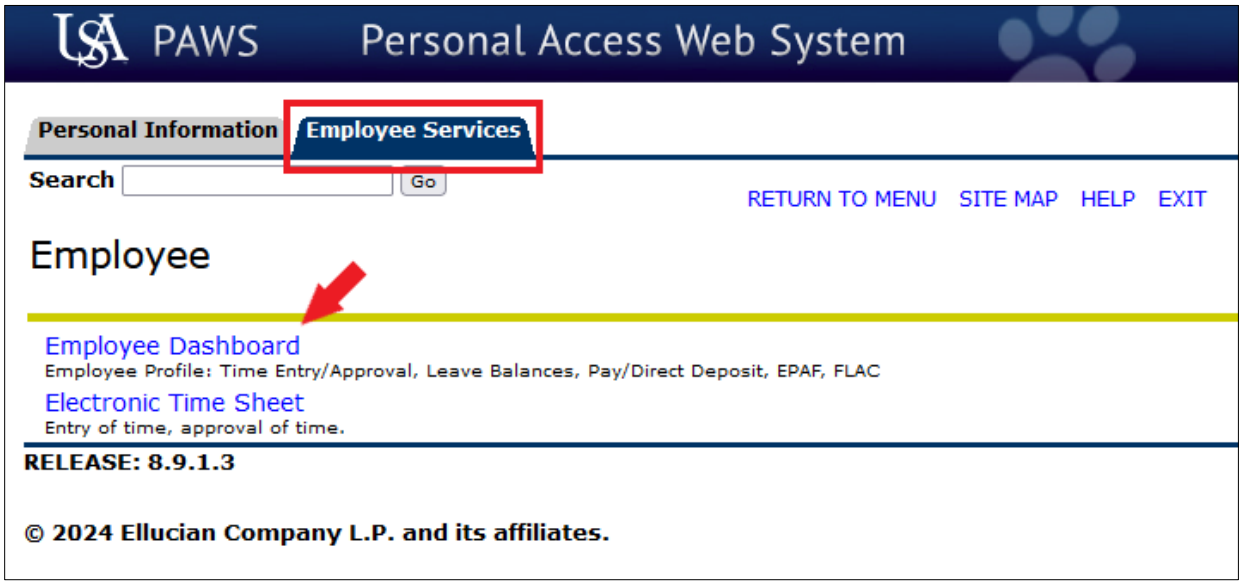
Federal Tax Withholdings

From the USA home page at www.southalabama.edu or click , select **Logins**, and click **PAWS**.

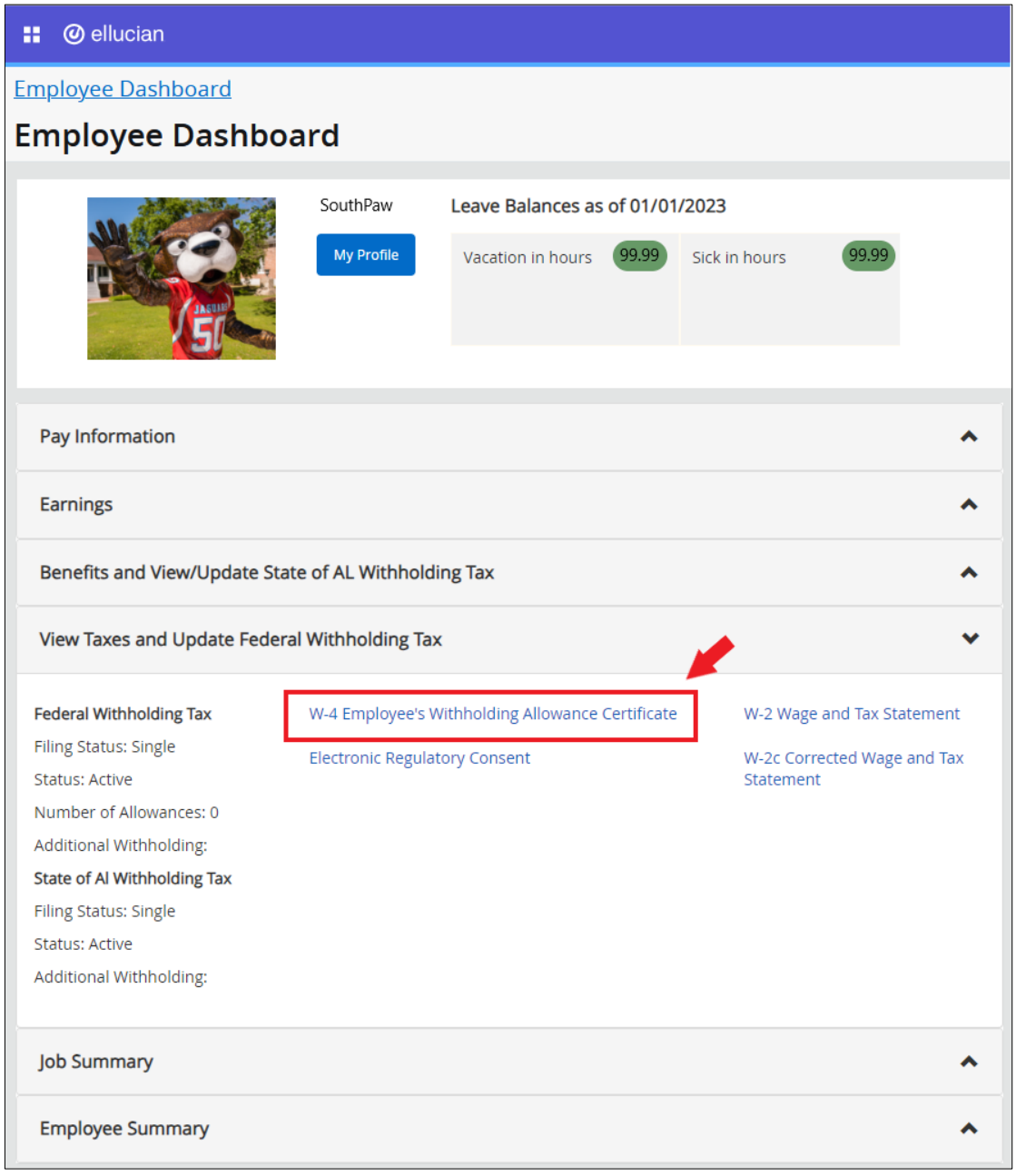


Enter your J# and password. The password will be the same as your JagNet/Email password.

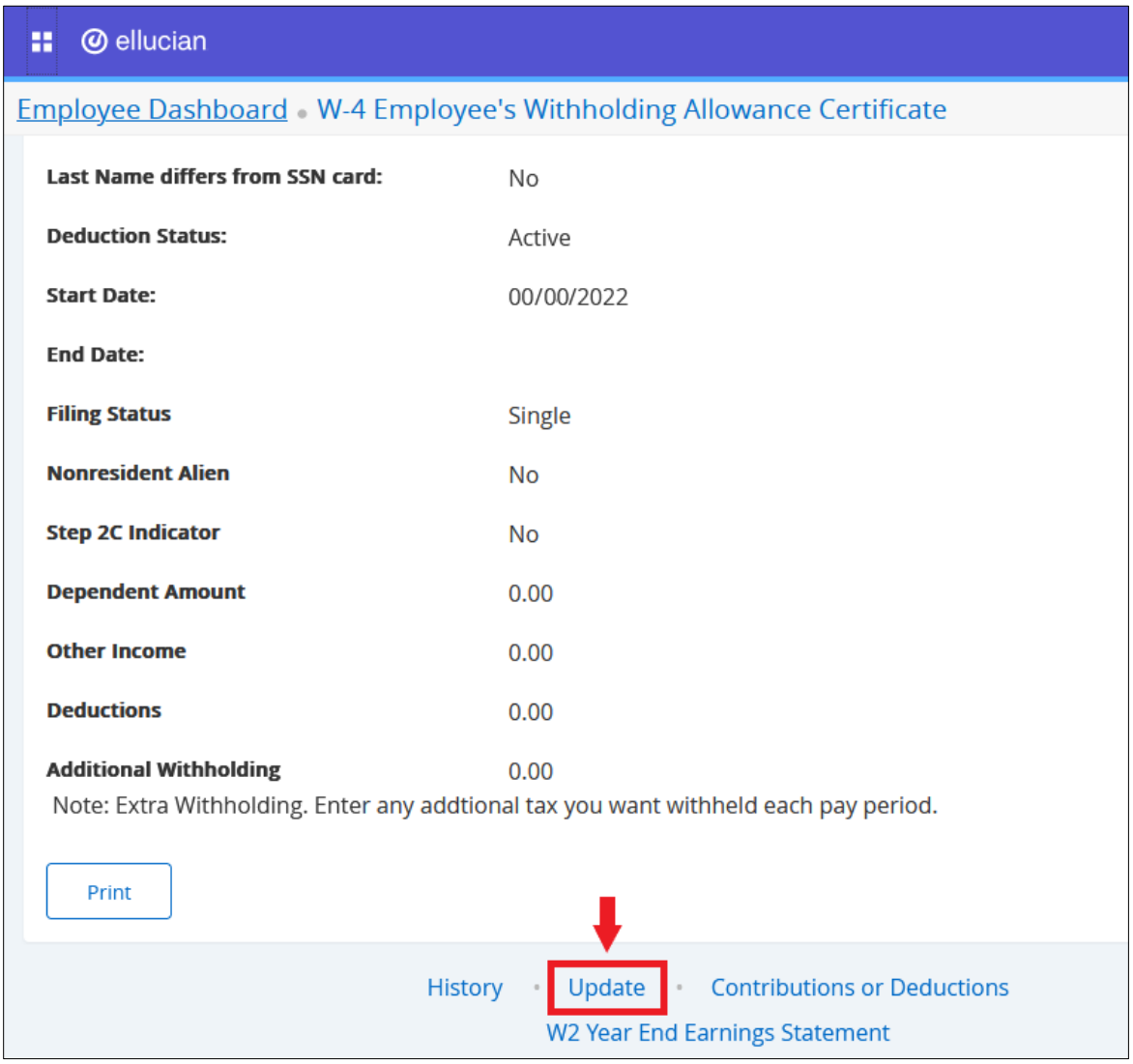
Select the **Employee Services** tab, and choose **Employee Dashboard** at the bottom.



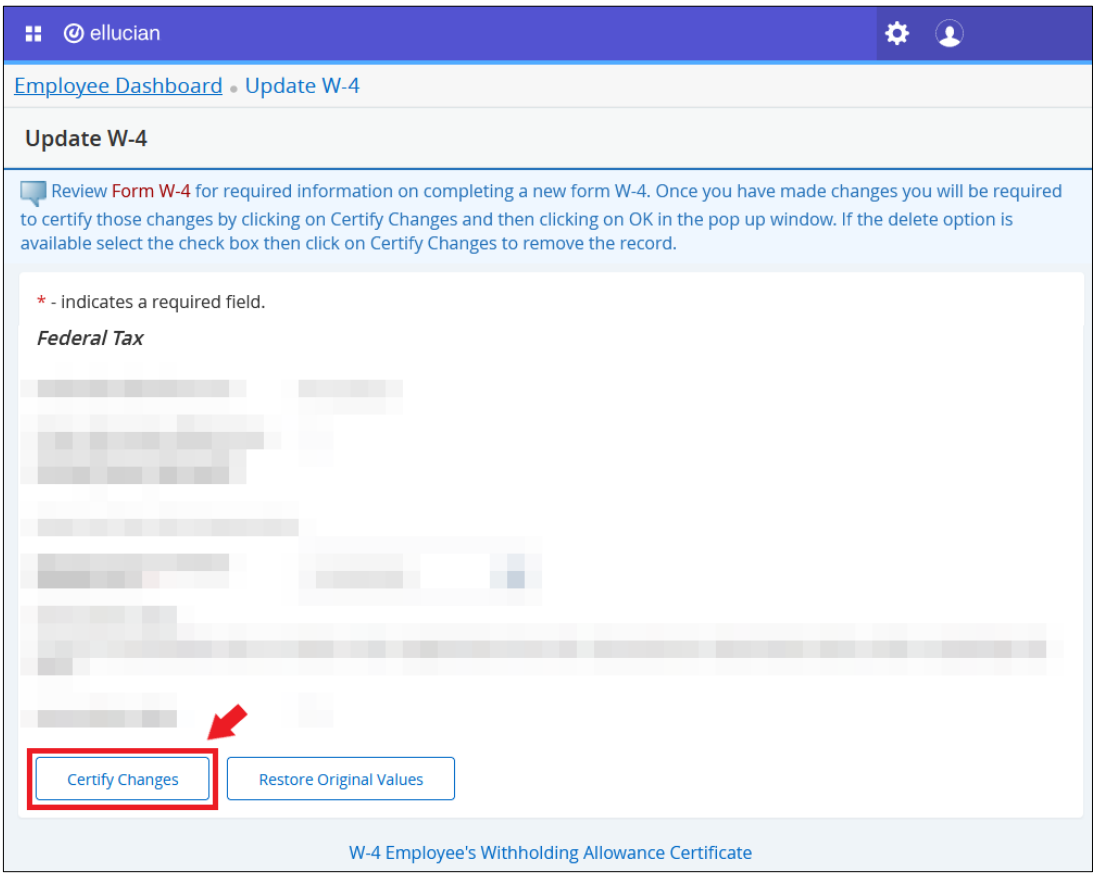
To Update your **Federal Tax Withholding (W4)**, from the Employee Dashboard, expand the **View Taxes and Update Federal Withholding Tax** menu, and choose **W-4 Employee's Withholding Allowance Certificate**.



At the bottom choose **Update**.

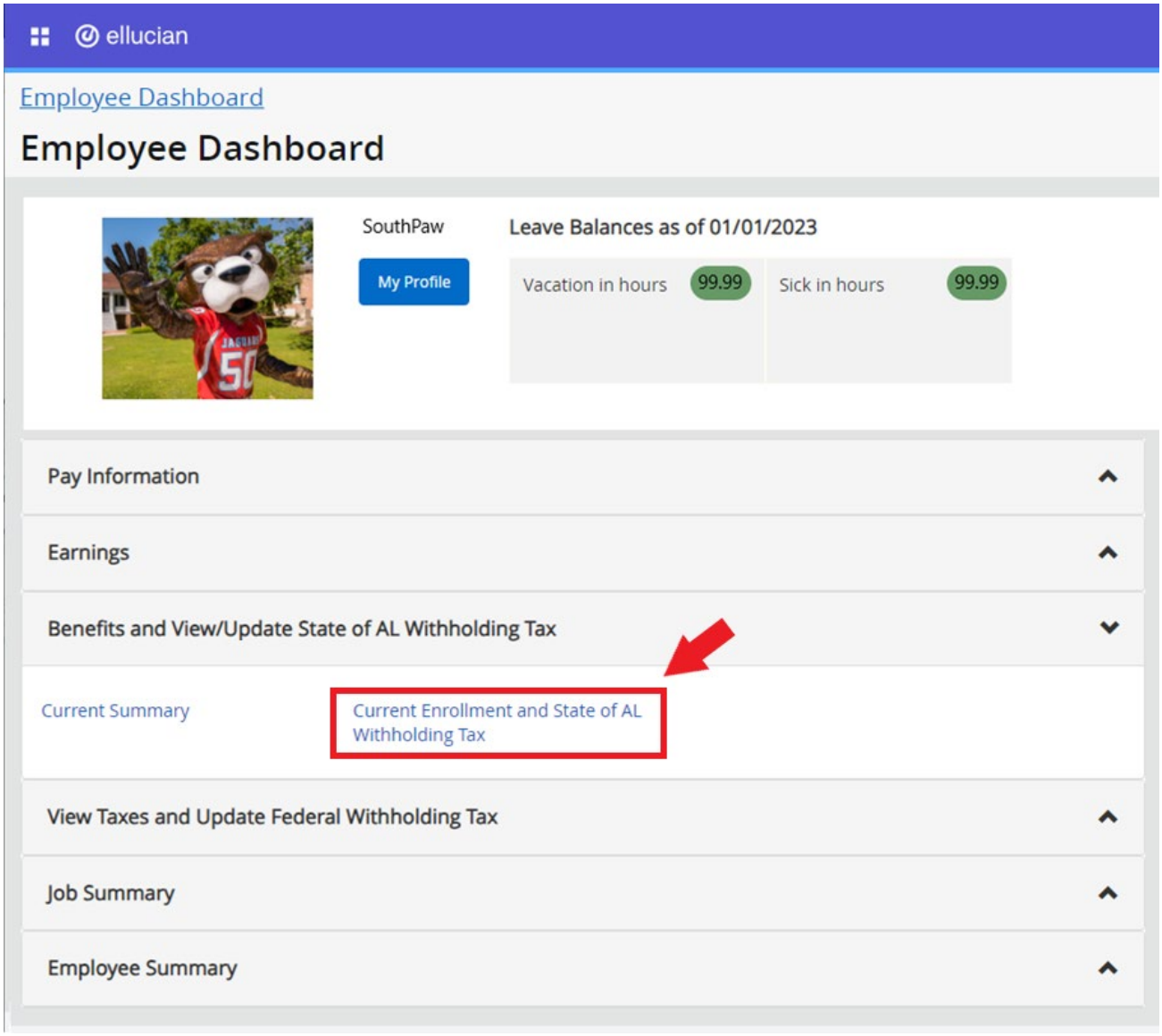


Make your selections and click **Certify Changes** at the bottom.

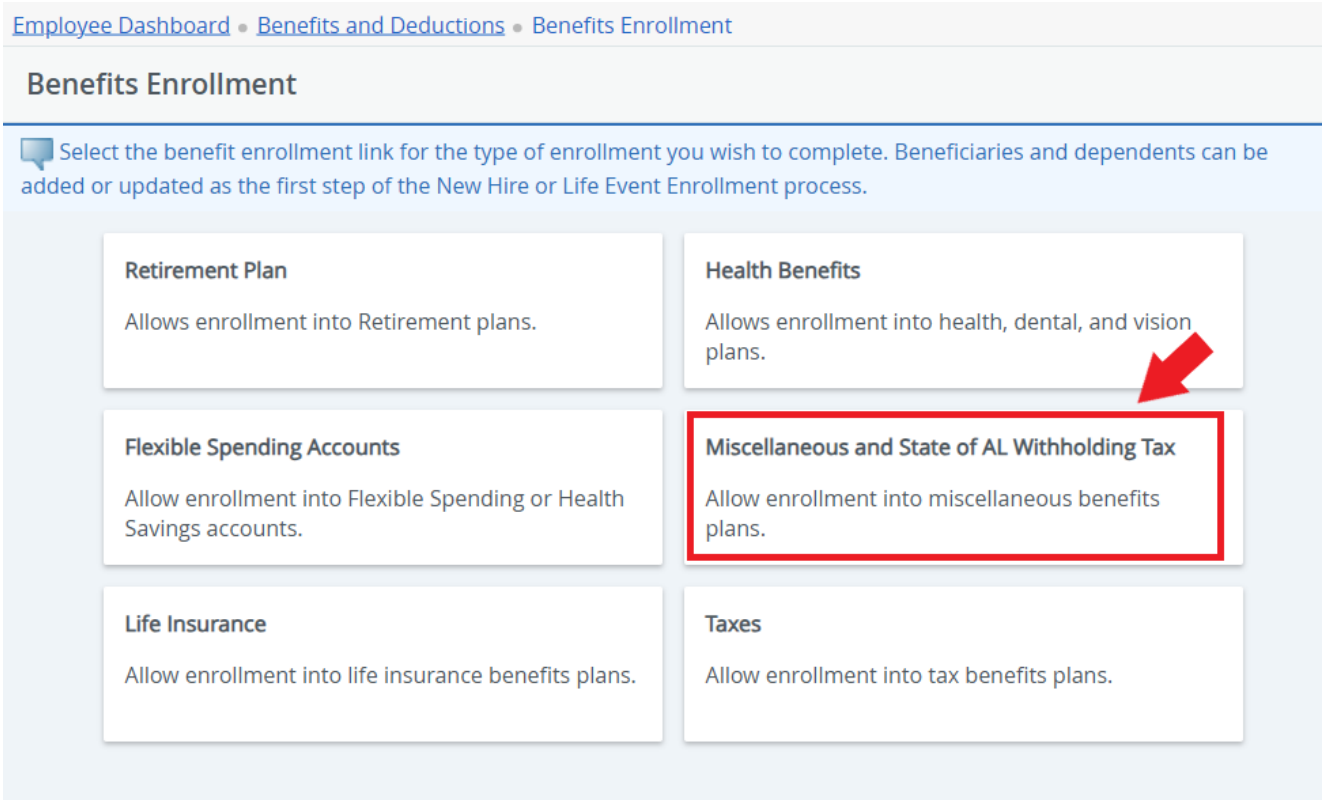


Alabama Tax Withholdings

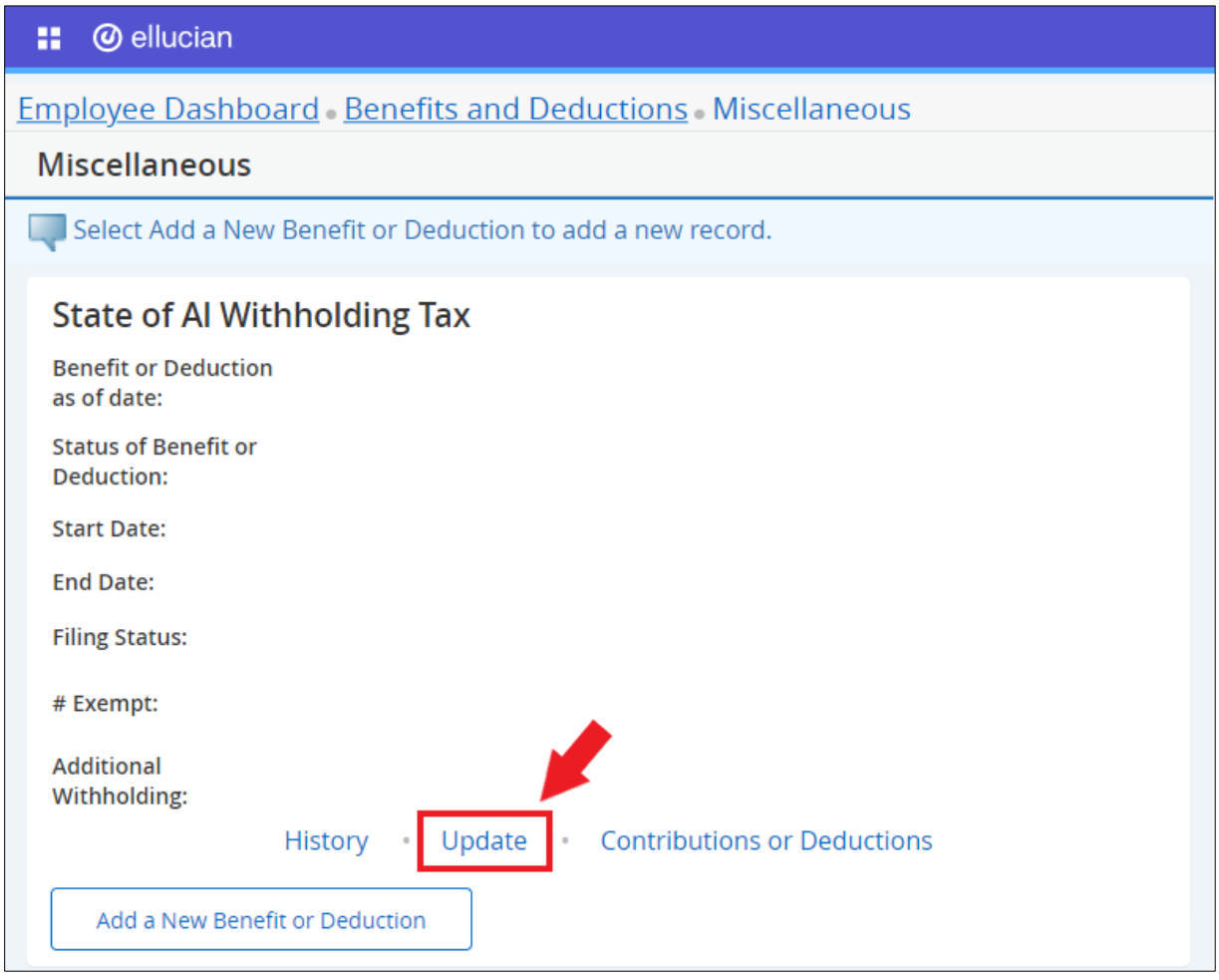
To Update your **Alabama State Withholding (A4)**, from the Employee Dashboard, expand the **Benefits and View/Update State of AL Withholding Tax** menu, and choose **Current Enrollment and State of AL Withholding Tax**.



Choose **Miscellaneous and State of AL Withholding Tax.**



At the bottom choose **Update.**



Make your selections and click Submit Changes at the bottom.

