



Managing your Withholding Elections (W-4)



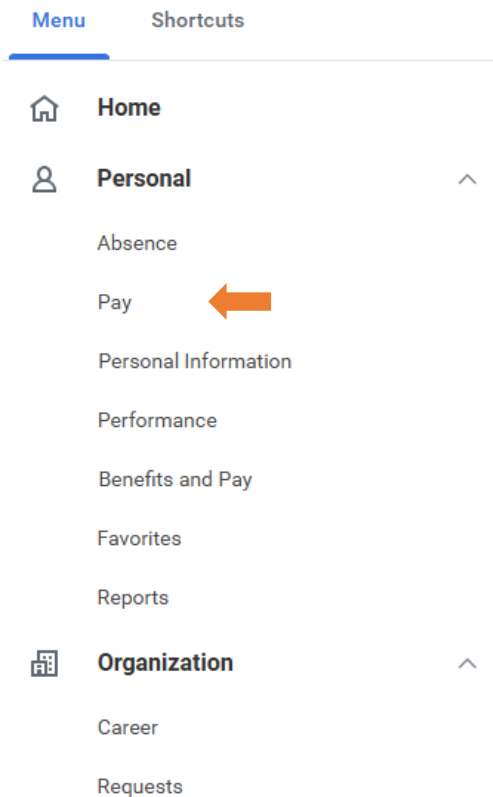
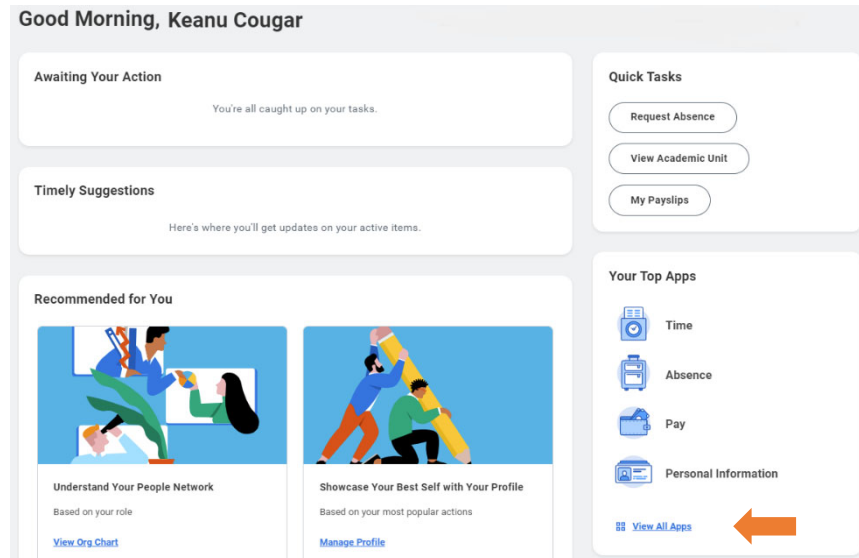
**This Kean Workday MyGuide is intended for the
following users:**

All Kean University Employees

Managing your Tax Withholding Elections via the Pay Worklet

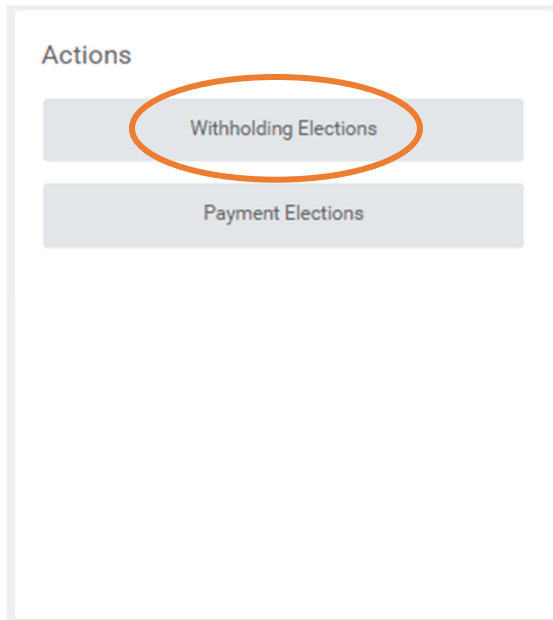
Step 1

From the home page, navigate to the Pay Worklet. The Worklet will open a new dashboard from which you can access your specific information. If you do not see this Worklet, click View All Apps.



****Note that not all homepages are the same, therefore your icon may not be in any particular location. The icon you are looking for says “Pay”.**





Step 2

Once you click “Pay”, a dashboard will open containing two sections “Action’ and “View”.

Click on Withholding Elections option under the Actions header.

****Note that not all dashboards are the same, you may have more or less than the options show.**

Withholding Elections

Withholding Elections Keanu Cougar ⋮

Home Address 1000 Cougar Way
Union, NJ 07083
United States of America

Federal Elections State Elections Local Elections Tax Allocations

Company [Kean University](#)

Effective Date 10/10/2023

Lock In Letter

Payroll Withholding Status Married filing jointly (or Qualifying widow(er))

Multiple Jobs or Spouse Works

Total Dependent Amount 0.00

Other Income 0.00

Deductions 0.00

Extra Withholding 0.00

Exempt

Nonresident Alien

Last Updated 10/10/2023 04:07:23.237 PM

Last Updated By [Keanu Cougar](#)

Update

Here is Keanu Cougar’s view from the Withholding Elections screen.

Federal Elections: This tab will contain information regarding your Federal Tax Elections.

State Elections: This tab will contain information regarding your State Tax Elections.

****Note: The Local Elections and Tax Allocation Tabs are not used.**

Making Changes to your Federal Withholding Elections

Step 1

Withholding Elections Keanu Cougar ⋮

Home Address 1000 Cougar Way
Union, NJ 07083
United States of America

Federal Elections State Elections Local Elections Tax Allocations

Company Kean University

Effective Date 10/10/2023

Lock In Letter

Payroll Withholding Status Married filing jointly (or Qualifying widow(er))

Multiple Jobs or Spouse Works

Total Dependent Amount 0.00

Other Income 0.00

Deductions 0.00

Extra Withholding 0.00

Exempt

Nonresident Alien

Last Updated 10/10/2023 04:07:23.237 PM

Last Updated By Keanu Cougar

Update



In the Federal Elections tab, click Update at the bottom.

Step 2

Complete Federal Elections

Worker Keanu Cougar

Company * × Kean University ⋮

Effective Date * 10/11/2023 📅

OK

Cancel

View or change the effective date you wish to make the updates, then click OK on the next screen.

****Note: This action cannot be backdated.**

Step 3

You will be able to make changes to your Federal Withholdings on the following screen.

W-4 Employee's Withholding Certificate

Company Kean University
Effective Date 10/11/2023
Name Keanu Cougar
Social Security Number (empty)
Address 1000 Cougar Way
Union, NJ 07083
United States of America

W-4 Data

[View Blank Form](#)

Step 1:

Marital Status *



Complete Steps 2-4 ONLY if they apply. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2:

Multiple Jobs or Spouse Works



Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following:

- (a) Reserved for future use.
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

TIP: If you have self-employment income, see page 2.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3:

Claim Dependents

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Number of Qualifying Children Under Age 17



[OK](#)

[Cancel](#)

Step 5:

Legal Notice Your Name and Password are considered

1. Under penalties of perjury, I declare that
2. You understand that your payroll tax
3. You understand that all submissions

If you do not wish to use the electronic :
The form is not valid without a signature

I Agree

*



Please make sure to check off the "I Agree" box at the bottom of the page, before clicking Submit to save changes.

[OK](#)

[Cancel](#)

Making Changes to your State Withholding Elections

Step 1

Click on the State Elections tab and click Update at the bottom of the screen.

Withholding Elections Keanu Cougar

Home Address 1000 Cougar Way
Union, NJ 07083
United States of America

Federal Elections **State Elections** Local Elections Tax Allocations

Home State New Jersey
Work State New Jersey

Company Kean University

State Withholding

New Jersey Withholding 1 item

State WH Election	Effective Date	Marital Status	Rate Table	Number of Allowances	Additional Amount	Form NJ-165 Filed	Lock In Letter	Exempt	MSRR Exempt	Domicile State	No Wage/No Tax	Last Updated	Last Updated By	Print Completed Form
Q	10/10/2023	Married/Civil Union Couple Joint		0	0.00	No	No	No	No		No	10/10/2023 04:06:49.896 PM	Keanu Cougar	View Completed Form

[Update](#)

Step 2

Complete State and Local Withholding Elections

Worker Keanu Cougar

Company * X Kean University ...

Effective Date * 10/11/2023

State * X New Jersey

Withholding Form Type * X NJ-W4 - Withholding

[OK](#) [Cancel](#)

View or change the effective date you wish to make the updates, then click OK on the next screen.

****Note: This action cannot be backdated.**

Step 3

Complete State and Local Withholding Elections

Company Kean University
Effective Date 10/11/2023
Name Keanu Cougar
State New Jersey
Social Security Number (empty)
Address 1000 Cougar Way
Union, NJ 07083
United States of America

Make your changes on the following screen. Don't forget to click the "I Agree" box before Submitting your changes.

New Jersey NJ-W4 Data

[View Blank Form](#)

Marital Status *

Rate Table

Number of Allowances

Additional Amount

Exempt

Legal Notice Your Name and Password are considered as your *Electronic Sig
1. Under penalties of perjury, you declare that you have examined
2. You understand that your payroll tax withholding election is a I
3. You understand that all submissions are contingent upon acc

If you do not wish to use the electronic signature option, print a p
The form is not valid without a signature.

Under penalties of perjury, I certify that I am entitled to the numb

I Agree *

Once the changes are submitted you will be all done!

For Tax Withholdings and Deductions related questions you may reach out to our Payroll Team via email at payroll@kean.edu

Please note that we cannot give advice on how to complete a W-4. You will need to consult a tax professional to determine the most appropriate selections for your personal situation.