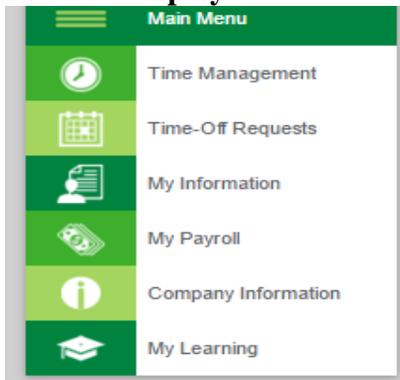




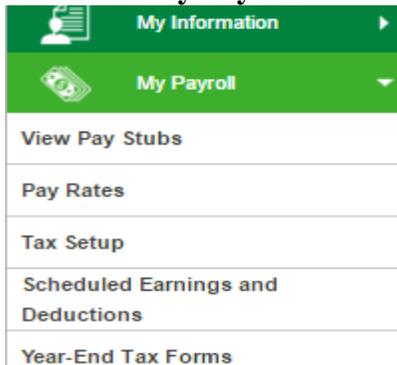
## How to change your federal and state withholdings through Paycom

Employees have the capability of changing their own tax withholding, through the Paycom Employee Self Service module (primary method), without providing advance notice to HR.

### 1. Go to Employee Main Menu



### 2. Select – My Payroll



### 3. Select – Tax Setup

Federal Tax Setup	
Fed Blocked/Estimated	No
Federal Filing Status	Married
Number of Federal Allowances	10
Select the appropriate option to withhold an additional amount or percentage.	
<input type="radio"/> Withhold Additional Amount	\$
<input type="radio"/> Withhold Additional Percent	% Decimal Format (ex: 5% is 0.05)

### 4. Select – Federal filing status and number of federal allowances from drop down



## How to change your federal and state withholdings through Paycom

### 5. Scroll down to State and Local tax setup – select filing status from drop down

State and Local Tax Setup	
Primary Live-in State	Arizona
Primary Work-in State	Arizona
Arizona Tax Setup	
Blocked/Estimated	No
Filing Status	<input type="text" value=".8% of Gross Taxable"/>
Number of Exemptions/Allowances	
Select the appropriate option to withhold an additional amount or percentage.	
<input type="radio"/> Withhold Additional Amount	<input type="text" value="\$"/>
<input type="radio"/> Withhold Additional Percent	

*(Note: Changes will not be applied unless you click "UPDATE.")*

Cancel

Update Tax Setup Information

### 6. Select – Update (**changes will not be applied unless you select update**)

Any changes you make will remain in effect until you make another change. We are not tax advisors and do not offer any sort of tax advice to employees.

As a basic rule, if you want to make a tax withholding change, please ensure it is selected to coincide with your regularly scheduled timesheet deadlines.

In order for it to get processed do not change it back until after receiving your pay check.

If your selection is to reflect a short period of time, remember it's your responsibility to change it back.