

# W-4 Exempt Election through ESS

To make your selection use the following:

- 1) Log in to the District website through your **Google Chrome** browser and type **ESS/** in the address bar and press enter:

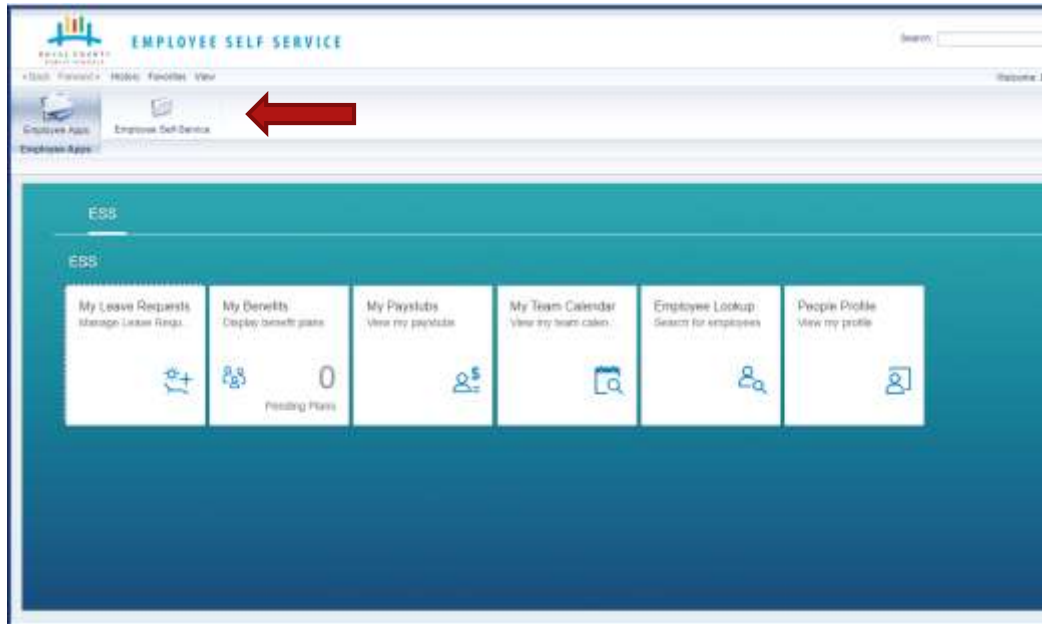


**\*\*\*NOTE: Also, you can access ESS through OneView.**

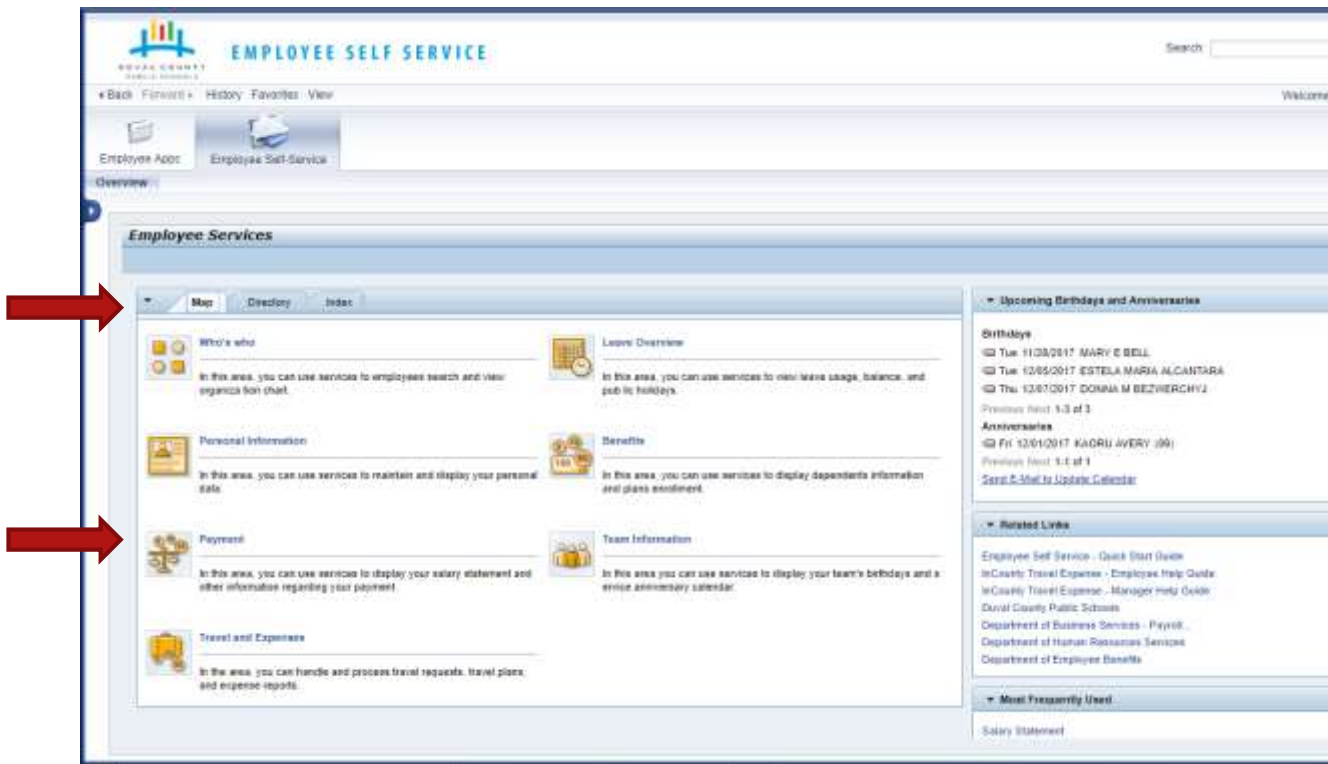
- 2) Log in to ESS using your network log-in ID and password:

A screenshot of the Employee Self Service (ESS) login page. The page has a white background with a blue header on the left that says 'EVERY SCHOOL. EVERY CLASSROOM. EVERY STUDENT. EVERY DAY.' and features the Duval County Public Schools logo. Below the logo is a red banner with a lock icon and the text 'Please login with your DCPS network user ID and password.' Underneath the banner is an 'Important Notice' section with a warning icon and text stating that unauthorized access is a criminal violation. On the right side of the page, the title 'EMPLOYEE SELF SERVICE' is displayed in blue. Below the title are two input fields labeled 'User \*' and 'Password \*', followed by a 'Log On' button. At the bottom of the page, there is a copyright notice 'Copyright © SAP AG. All Rights Reserved.' and the SAP logo.

3) Select **"Employee Self Service"** option in the upper left:



4) Select **"MAP Tab"**, then on the MAP Tab select the **PAYMENT** icon option:



5) Select **“W-4 Tax Withholding”** option:

The screenshot shows the 'Employee Self Service Area Page' with a navigation menu on the left. Under the 'Payment' section, the 'W-4 Tax Withholding' option is highlighted with a red arrow. The page includes a search bar, navigation links (Back, Forward, History, Favorites, View), and a 'Welcome' message.

6) Click on **“Selection and Overview”** button to open:

The screenshot shows the 'W-4' form with a 'Save' button and a 'Selection and Overview' button. The 'Selection and Overview' button is highlighted with a red arrow.

7) Click on **“Create form for Federal”**

The screenshot shows the 'Selection and Overview' table with a 'Create form for Federal' button highlighted with a red arrow. The table has columns for 'Delete', 'Tax Authority', and 'Filing Status'.

Delete	Tax Authority	Filing Status
	Federal	Married

8) Choose "Exempt" in the box, check the Declaration box and then hit Save.

The image shows a digital W-4 form interface. At the top left, there is a 'Save' button with a red arrow pointing to it. The form contains several input fields: 'Total number of allowances you are claiming' (00), 'Additional amount, if any, you want withheld from each paycheck' (0.00 USD), 'Total credits for dependents' (0.00 USD), 'Other Income' (0.00 USD), 'Additional Deductions' (0.00 USD), and 'Filing Status' (a dropdown menu). There is also a checkbox for 'Use Higher Withholding Rates Schedule'. Below these fields, there are instructions: '\* If married, but legally separated, or spouse is a nonresident alien, select the "Single" option.' and '\* Your last name differs from that shown on your social security card. \* You must call 1-800-772-1213 for a replacement card.' A section titled 'Claim Exemption' contains the text: 'I claim exemption from withholding for 2020, and I certify that I meet both of the following conditions for exemption.' followed by two bullet points: '- Last year I had a right to a refund of all federal income tax withheld because I had no tax liability' and '- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.' Below this, it says 'If you meet both conditions, choose "Exempt"' followed by a dropdown menu with 'Exempt' selected and a red arrow pointing to it. At the bottom, there is a '\* Declaration' section with a checked checkbox and the text '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.' followed by the date '02/03/2020'. A red arrow points to the Declaration checkbox.



**DCPS PAYROLL DEPARTMENT**

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