

When to Use This Business Process Procedure

Functional Area(s)

Employee Self-Service

Transaction Code

ESS

Roles

Employee

Purpose

Employee Self-Service (ESS) enables employees to perform their own administrative tasks in support of life and work events.

The **W4 Tax Withholding** service is located in the 'My Pay' workset in ESS. Employees can use this service to set up (or change) their tax withholding information.

Employees will use this service to maintain their tax data for STATE (SC) and FEDERAL withholdings.

NOTE: When changes are made, they might not be in effect for up to two weeks based on the timing of the payroll cycles.

Trigger

Use this service in Employee Self-Service (ESS) to set up (or change) your tax withholding information.

Prerequisites

- A MySCEmployee portal user ID.
- ESS users must have an employee master record (e.g. a personnel number) in SAP with an active Communications Infotype record (IT0105).
- Applicable roles and authorizations (portal and SAP).

Tips and Tricks

- None.

Helpful Hints

- Always navigate within the MySCEmployee portal (utilize the tabs, links, etc.). Do not use the 'Back' and 'Forward' buttons on the Internet Explorer (I.E.) toolbar, as they can give atypical results. .

Related Transactions

- None.

Step-by-Step Work Instructions

1. Start all ESS application by logging on to the MySCEmployee Portal:

MySCEmployee
powered by **SCEIS**

Welcome South Carolina

User ID *

Password *

[Sign up for self-service password reset](#)

[Locked or forgotten password? Click here](#)

[Change Password](#)

[Self Service Password Reset FAQ](#)

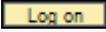
For immediate assistance, contact the Service Desk at (803) 896-0001 or click here to submit an online request.

2. As required, complete/review the following fields:

Field	R/O Description /C
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User ID * R The MySCEmployee Portal
User ID.

Password * R The employee's password.

- 3.** Click the Log on button .



After the user is logged on, the tabs on the main page will vary by user, depending on their roles and authorizations. For example, only managers will see a tab for Manager Self-Service (MSS) when they log on to the MySCEmployee portal.



When using web applications that maintain or create data, always ensure you leave the application (or log off) when you complete your work. This will prevent record locking.

- 4.** After logging on, the user will be defaulted to the MySCEmployee Home Page.

The screenshot shows the MySCEmployee portal interface. At the top left, there is a green banner with the text "Welcome essit02," and the MySCEmployee logo, which includes "powered by SCEIS". Below this is a navigation bar with tabs for "Welcome", "Employee Self-Service", and "User Access". A secondary bar contains "Alerts and Information" and "Universal Worklist". On the left side, there is a "Portal Favorites" section with a list containing "Leave Request" and "Record Working Time". The main content area on the right features a blue header with "Welcome to MySCEmployee" and a paragraph explaining the portal's purpose. Below this is a section titled "MySCEmployee Updates" with four bullet points: "MySCEmployee System Availability", "Important Payroll Information", "MySCEmployee Password", and "If you have not taken the Employee Self Service overview".

Welcome essit02, MySCEmployee powered by SCEIS

Welcome Employee Self-Service User Access

Alerts and Information | Universal Worklist

Portal Favorites

- Leave Request
- Record Working Time

Welcome to MySCEmployee

MySCEmployee is the place where state employees can manage their profile with the State. Employees can view their pay statements, make leave requests, and contact information from any computer with an internet connection. It is a convenient tool.

MySCEmployee Updates

- MySCEmployee System Availability:** Payroll processing has moved from SAP to Employee Self Service and Manager Self Service.
- Important Payroll Information:** With the end of the year rapid roll being made for the January 1 payroll. Employees are encouraged to review the **Checklist**.
- MySCEmployee Password:** Due to an SAP technical issue, the password has changed. Please follow these **instructions to change your password** out of MySCEmployee before changing your password.
- If you have not taken the Employee Self Service overview course** as possible. The overview course, along with other MySCEmployee

5. Click the Employee Self-Services tab

Employee Self-Service

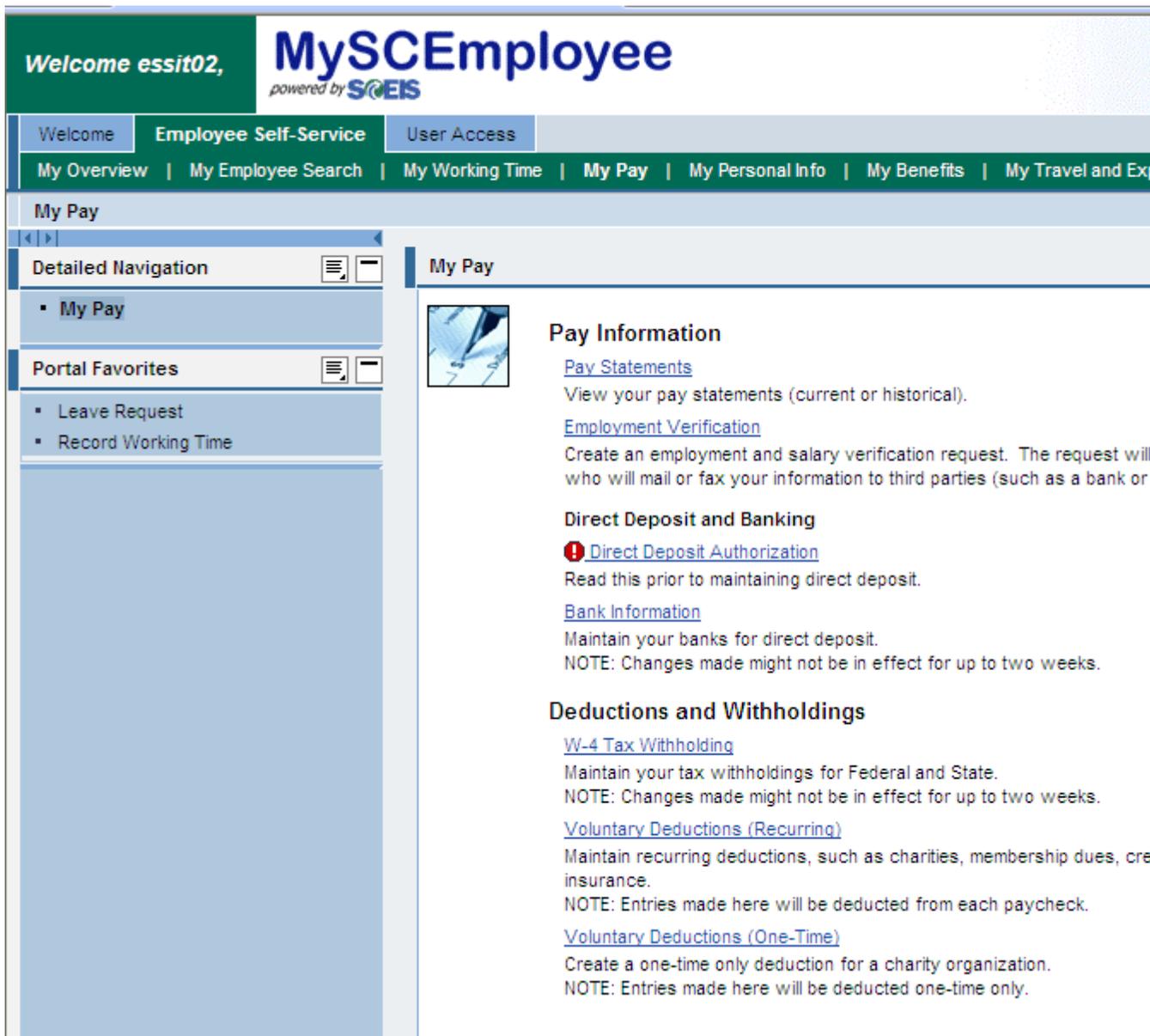


The **My Overview** page shows all the available worksets in ESS. A workset is a grouping of web applications based on a functional area (e.g. Benefits, Pay, Time Management, etc.).

6. Users can go to the next level of navigation, (the area page), by selecting the workset in three possible actions. Select the workset by performing one of the following functions:

Activity	Notes
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	<p>Select the workset TAB. The workset tabs are located below the main ESS tab.</p>
	<p>Click the ICON for the workset.</p>
	<p>Click the main LINK for the workset.</p>



The screenshot shows the MySCEmployee portal interface. At the top, there is a green header with the text "Welcome essit02," and the logo "MySCEmployee powered by SCEIS". Below the header is a navigation bar with tabs for "Welcome", "Employee Self-Service", and "User Access". Under "Employee Self-Service", there are links for "My Overview", "My Employee Search", "My Working Time", "My Pay", "My Personal Info", "My Benefits", and "My Travel and Exp".

The "My Pay" section is active, showing a "Detailed Navigation" sidebar with "My Pay" selected. The main content area is titled "My Pay" and contains the following sections:

- Pay Information**
 - [Pay Statements](#): View your pay statements (current or historical).
 - [Employment Verification](#): Create an employment and salary verification request. The request will be sent to third parties (such as a bank or employer) who will mail or fax your information to third parties.
 - Direct Deposit and Banking**
 - [Direct Deposit Authorization](#) (with a red warning icon): Read this prior to maintaining direct deposit.
 - [Bank Information](#): Maintain your banks for direct deposit. NOTE: Changes made might not be in effect for up to two weeks.
- Deductions and Withholdings**
 - [W-4 Tax Withholding](#): Maintain your tax withholdings for Federal and State. NOTE: Changes made might not be in effect for up to two weeks.
 - [Voluntary Deductions \(Recurring\)](#): Maintain recurring deductions, such as charities, membership dues, credit union insurance. NOTE: Entries made here will be deducted from each paycheck.
 - [Voluntary Deductions \(One-Time\)](#): Create a one-time only deduction for a charity organization. NOTE: Entries made here will be deducted one-time only.



The area page includes all the associated web services/applications for that workset, the links to access the applications, and a short description of each application (if applicable).

7. To go to the **W-4 Tax Withholding** service, click the link [W-4 Tax Withholding](#).
8. The overview screen for **W-4 Tax Withholding** is displayed:

The screenshot displays the 'MySCEmployee' interface for 'W4' tax withholding. The page features a green header with the user's name 'essit02' and the system logo. A navigation menu includes 'Employee Self-Service' and 'User Access'. The main content area shows a progress bar with four steps: 1. Overview (highlighted), 2. Edit, 3. Review and Save, and 4. Confirmation. Below the progress bar, there is a section for 'Federal' with 'Filing Status: 01' and 'No. of Exemptions: 03', and an 'Edit' button. At the bottom, there are buttons for 'Previous Step', 'New South Carolina', and 'Exit'.



Only New Hire employees will have the option to create a new State (SC) or Federal tax withholding record in ESS. After the initial set up is complete, employees will only have the ability to make changes. The screen shot above shows an example of an existing Federal record that can be changed and no current State record.

9. To create a new State (SC) record, click **New South Carolina**.

W4

1 Overview 2 **Edit** 3 Review and Save 4 Confirmation

South Carolina

Personal Data

First Name: Augusta
 Middle Name: Marilyn
 Last name: Boyles
 Initials: A

Address

Street: 1 RICHLAND
 City: COLUMBIA
 State: South Carolina
 Postal Code: 29120

W4 Tax Withholding Data

Tax Authority: SC
 Filing Status: Married
 No. of Exemptions: 02
 *Note. If married but legally separated, or spouse
 Additional Withholding: 0.00 USD

If your last name differs from that shown on your social security card, Check here.

You must call 1-800-772-1213 for a replacement card.

I claim exemption from withholding, and I certify that I meet BOTH of the following conditions for exemption:
 1) Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability; AND
 2) This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

If you meet both conditions, choose Exempt: Not exempt

Declaration

Declaration

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certifi

Previous Step Review Exit

10. As required, complete/review the following fields:

Field	R/O	Description
Tax Authority	R	The tax authority state for unemployment. It will read SC (State) or FED (Federal),

		depending what record is being maintained.
Filing Status	R	The filing status of the employee. From the drop-down, select one of the following: <ul style="list-style-type: none"> • Head of Household or Family • Married • Single
No. of Exemptions	R	The number of exemptions claimed by the employee.
Additional Withholding	O	The additional amount to be withheld, at the employee's request, for the payment of taxes.
Tax Exempt Indicator	R	This status determines whether an employee's earnings are exempt from taxation. From the drop-down, select one of the following: <ul style="list-style-type: none"> • Not Exempt • Exempt <p>NOTE: Employees should fully understand the reporting rules when selecting Exempt. It is recommend you contact the Payroll Department to ensure you qualify for Exempt status.</p>
Declaration (Checkbox)	R	The checkbox is used to 'certify' the tax withholding information entered by the employee. Checking this box is similar to an e-signature as a certification. The system will not allow the employee to save the record until the checkbox is selected.



Tax Exempt Employees - In ESS, employees will only have the ability to select 'Not Exempt.' A tax 'Exempt' status must be maintained and approved through the Payroll Department.

11. Maintain the Tax Withholding Information and then perform one of the following:

If	Then
You want to continue and save the Tax Withholding Information.	Click 

You do not want to save the information entered/changed and navigate back to the Tax Withholding overview page.

Click 

You want to cancel all activity in the Tax Withholding Information service and navigate back to the 'My Pay' area page.

Click 

12. For the purpose of this exercise, click .

W4

1
2
3
4

Overview
Edit
Review and Save
Confirmation

Verify the Tax Data data below

South Carolina

Personal Data		Address	
First Name:	Augusta	Street:	1 RICHLAND S
Middle Name:	Marilynn	City:	COLUMBIA
Last name:	Boyles	State:	South Carolina
Initials:	A	Postal Code:	29120

W4 Tax Withholding Data

Tax Authority:	SC	Filing Status: Married
No. of Exemptions:	02	
Additional Withholding:	0.00 USD	
Tax Exempt Indicator:	Not exempt	

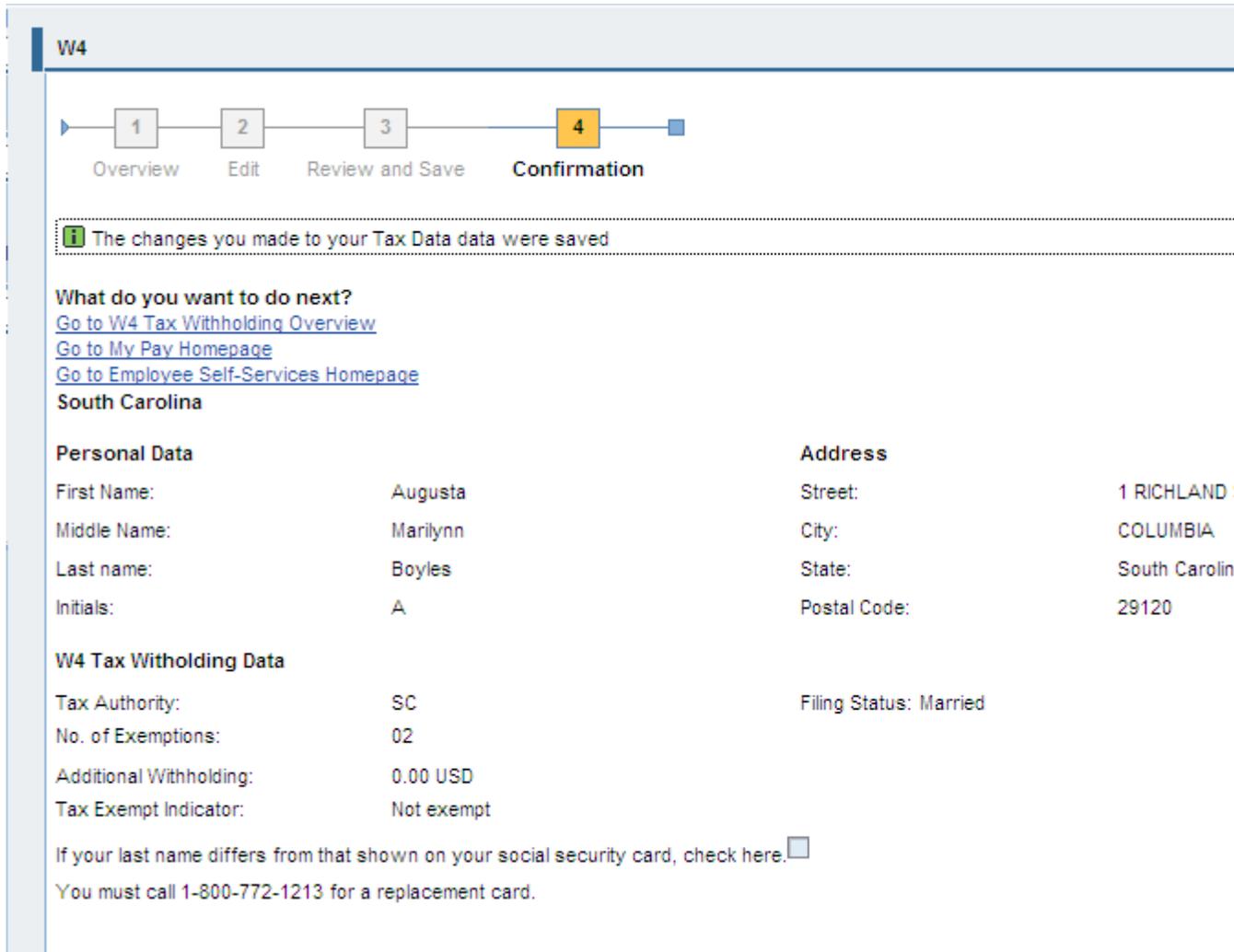
If your last name differs from that shown on your social security card, check here.

You must call 1-800-772-1213 for a replacement card.





13. To save the Tax Withholding record, click .



14. Perform one of the following:

If	Then
You want to navigate back to the W4 Tax Withholding overview page to display or maintain additional tax withholding data.	Go to W4 Tax Withholding Overview
You want to navigate back to the 'My Pay' area page.	Go to My Pay Homepage
You want to navigate all the way back to the main ESS 'My Overview' page.	Go to Employee Self-Services Homepage

15. For the purpose of this exercise, click the link [Go to W4 Tax Withholding Overview](#).

Welcome *essit02*, **MySCEmployee**
powered by SCEIS

Welcome Employee Self-Service User Access

My Overview | My Employee Search | My Working Time | My Pay | My Personal Info | My Benefits | My Travel and Expenses

W4

Detailed Navigation

- My Pay

Related Links

- Submit Help Desk Ticket
- Help - W-4
- Comptroller General's Payroll Schedule

Portal Favorites

- Bank Information
- Leave Overview
- Leave Request
- Paycheck Inquiry Service
- Record Working Time
- Time Accounts

W4

1 Overview 2 Edit 3 Review and Save 4 Confirmation

Federal

Filing Status: 01
No. of Exemptions: 03
Edit

South Carolina

Valid from 8/2/2013
Filing Status: 02
No. of Exemptions: 02
Edit

Previous Step Exit

 Once the initial STATE or FEDERAL record is created, the button/option to create a 'New' record is no longer available for selection. However, employees always have the option to make changes by selecting the 'Edit' button(s).

 Changes made might not be in effect for up to two weeks, based on the timing of the payroll cycles.

Results

You have maintained your STATE and/or FEDERAL Tax Withholding Information.

Comments

None.