

WCCUSD W4 How To Guide

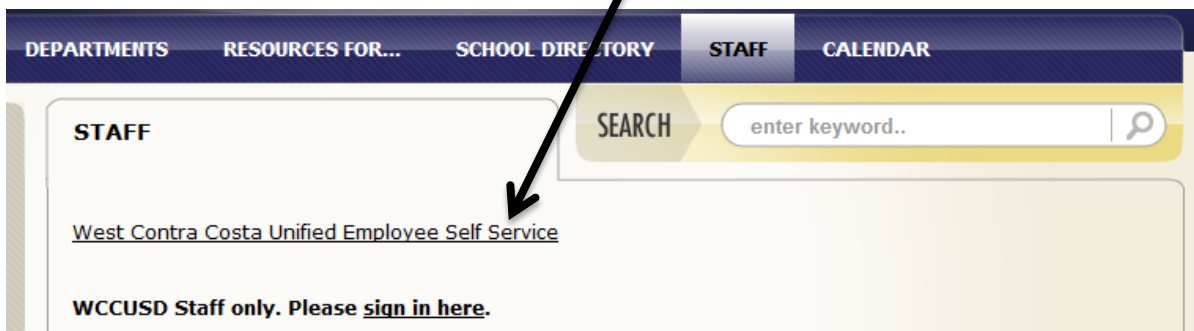
ESS can be used to change your Federal and State tax withholdings.

Employee Self Service is available on your Desktop computer, laptop, tablet or smartphone. You can access ESS Time Entry many different ways.

- By entering <https://wccweb1.wccusd.net/MSS> in your browser. Please read the note on the last page if you are using Internet Explorer.

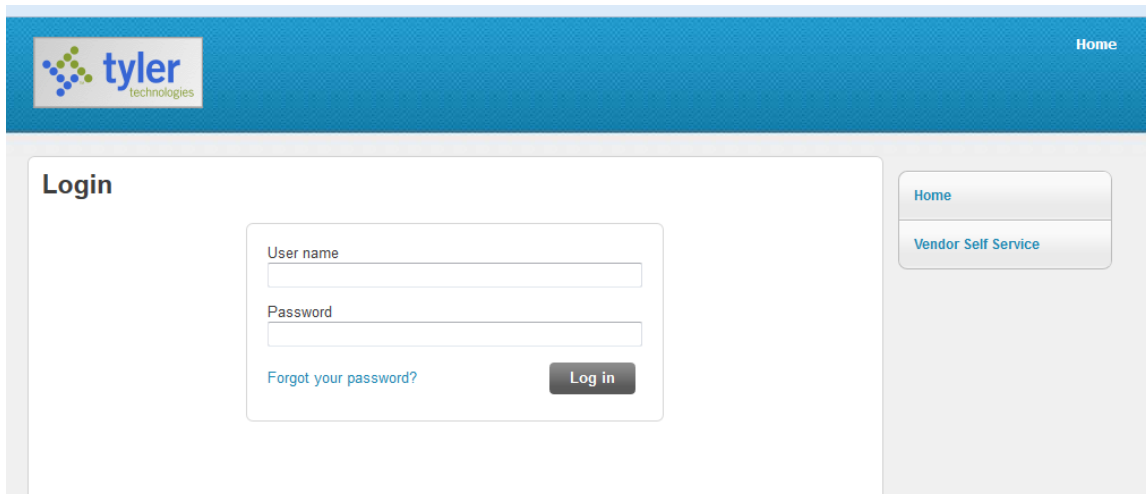


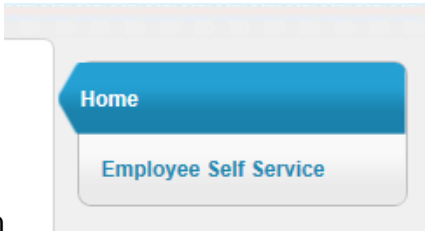
- Click on the ESS icon from your desktop
- From a previously saved bookmark
- From the district website (wccusd.net)
 1. Click on Staff in the menu bar
 2. Click on the link for West Contra Costa Unified Employee Self Service.



Once you have opened Employee Self Service, you will enter

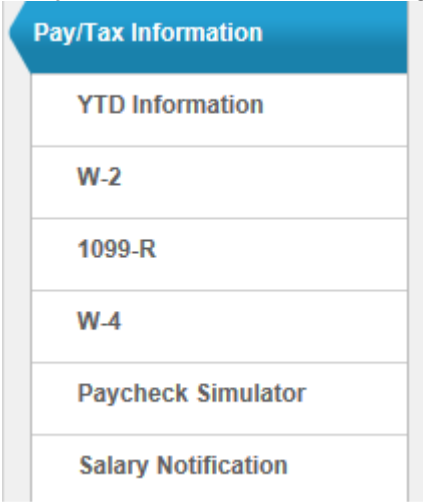
- User name (your 6 digit employee ID#)
- Password. For first time users, the password will be the last 4 digits of your SSN or in some cases, it will be the word **password**. You will be asked to change it after the first login.
 - The new password must:
 - contain at least 6 characters
 - contain at least one numeric character
 - contain at least one non-alphanumeric character
 - contain at least one uppercase character
 - contain one lowercase character.



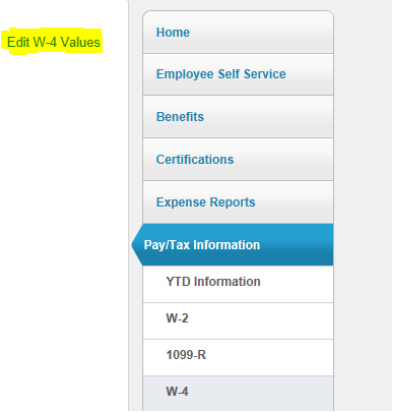


Once logged into ESS, click **Employee Self Service** on the right side men

Click on **Pay/Tax Information** on the right side menu, then click **W-4**



To change your Federal or State withholdings, click on **Edit W-4 Values**



You can change the following for Federal, State or both

- Marital Status, Single or Married
- Exemptions
- Additional Amounts

After making your changes, **click on the box “Under penalties of perjury...”**, click on **Continue**

Edit W-4

FEDERAL

Marital Status	MARRIED ▼ <small>If you are married but would like to withhold at the higher single rate, select "Single".</small>
Exemptions	4
Additional Amount (\$)	0.000000000

CALIFORNIA

Marital Status	SINGLE ▼
Exemptions	2
Additional Amount (\$)	0.000000000

Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.

Continue **Reset** **Cancel**

Click on **Submit**

FEDERAL

Marital Status	MARRIED
Exemptions	4
Additional Amount	0.000000000

CALIFORNIA

Marital Status	SINGLE
Exemptions	2
Additional Amount	0.000000000

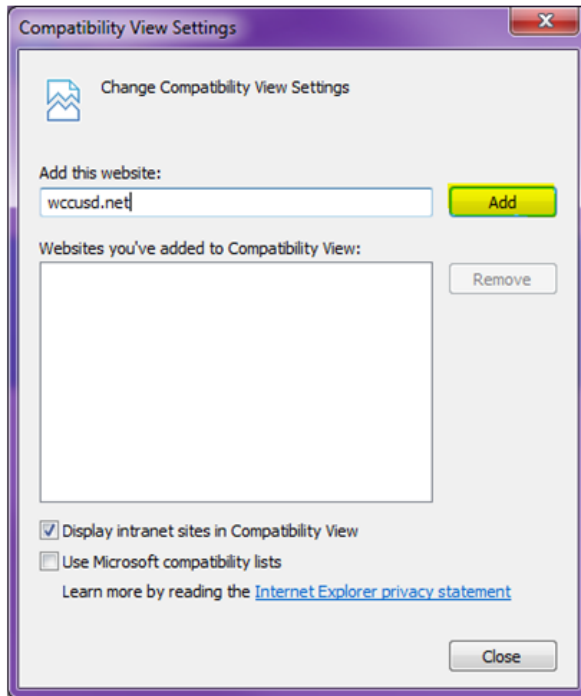
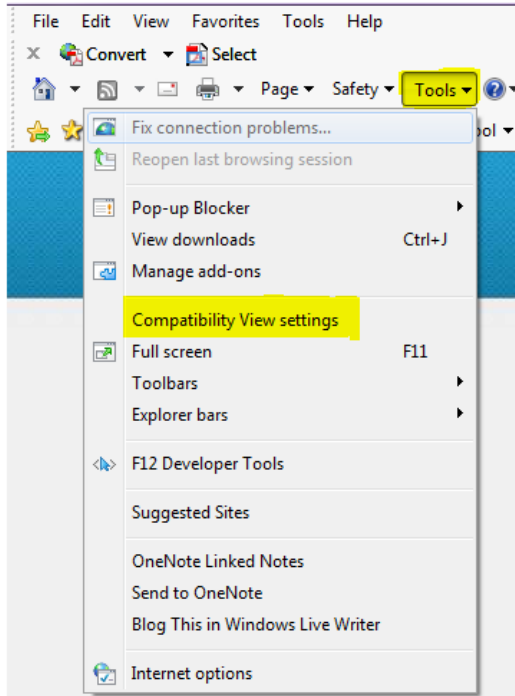
Under penalties of perjury, I declare that I have examined these changes, and to the best of my knowledge and belief, verify they are correct and complete.

Submit **Cancel**

The changes will be submitted to the Payroll Department for review and approval. Please note that the changes will not be reflected in ESS until Payroll approves them.

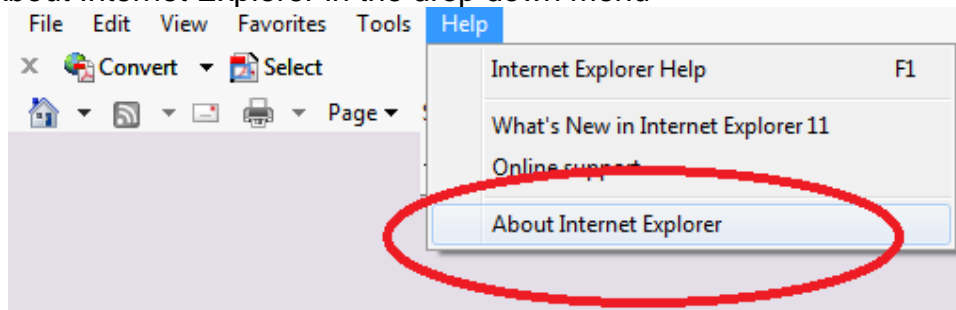
If you are using Internet Explorer version 11, you will need to take the following steps:

1. Click **Tools** in the toolbar
2. Click **Compatibility View Settings** from the drop down menu.
3. Click **Add** when you see wccusd.net in the box titled "Add this website:"
4. Click **Close**
5. Internet Explorer 11 will have full functionality for ESS



If you are unsure which version of Internet Explorer you are using, follow these instructions:

1. Click on Help in the menu
2. Click on About Internet Explorer in the drop down menu



3. A pop up box will appear with the version of Internet Explorer that you are using

