

# How to Update Your Tax Elections in ESS

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## FEDERAL TAXES

1

### W-4 TAX INFORMATION

Go to the Payroll and Compensation box and select "W-4 Tax Information"

2

### REVIEW YOUR CURRENT ELECTIONS

Filing Status  
Mult. Jobs/Spouse Works  
Claim Dependents  
Other Adjustments  
Exemption Status

3

### SUBMIT CHANGES

Make any necessary changes & select the "Submit" button

## HAWAII STATE TAXES

1

### HAWAII STATE TAX INFORMATION

Go to the Payroll and Compensation box and select "Hawaii State Tax Information"

2

### REVIEW YOUR CURRENT ELECTIONS

HW-4 Tax Data  
Allowances  
Additional Withholdings  
Tax Status

3

### SUBMIT CHANGES

Make any necessary changes & select the "Submit" button

4

### IMPORTANT NOTE

All tax elections are based on your personal situation. If you have any questions about what your federal or state tax elections should be, please reach out to a tax advisor. RCUH cannot assist in making these determinations.