

How to Update Your Tax Elections in ESS

LOG IN TO ESS

FEDERAL TAXES

1

W-4 TAX INFORMATION

Go to the Pay and
Taxes 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 Pay and
Taxes 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.